



**Ultriva 8.0 and Above
Manually Set P.O.
Reference Guide**

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Manually Set PO




Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually setting a P.O. will not create integration failures.

To navigate to “Set P.O.,” select the “Plant or Workcenter”

Click on “Actions”


Click on “Set PO”






Tool Tip – The “Apply to All” icons  are located on all “Action” screens where repeated data is entered. Data such as “P.O. Number and P.O. Line number” is where this tool comes in real handy. Enter the data into a field and click on the “Apply to All” icon for that field. The data will then populate for all of the selected cards below.





Click in the P.O. # field and type in the “P.O. Number”. Click on the “Apply to All” icon. Repeat the steps to add the “P.O. Line Number”.

P.O. information can also be entered individually under each column. If applicable: Add the “Release #” and “Release Line #”

Set PO Cards List 

Views  Print  Export 

Find Card ID

PO. #  PO. Line #  Release #  Release Line # 


Sorted by: Item, Req'd Receive, Card ID Viewing 1 to 10 of 351 Page 1 of 36




<input checked="" type="checkbox"/>	Card ID ↑	Item ↑	Supplier Name ↑	Release Date ↑	Req'd Ship ↑	Req'd Receive ↑	Card Qty ↑	PO #	PO Line #	Release #	Release Line #
<input checked="" type="checkbox"/>	KCDA8L9CNAKF	10260356	ManUFact	05/11/2016	05/16/2016	05/17/2016	140	351531	1000		
<input checked="" type="checkbox"/>	KCDA8LACNALY	10260356	ManUFact	05/11/2016	05/16/2016	05/17/2016	140	351531	1000		
<input checked="" type="checkbox"/>	KCDA8LBCNAFJ	10260356	ManUFact	05/11/2016	05/16/2016	05/17/2016	140	351531	1000		
<input checked="" type="checkbox"/>	KCDA8LCCNAQP	10260356	ManUFact	05/11/2016	05/16/2016	05/17/2016	140	351531	1000		
<input checked="" type="checkbox"/>	KCDA8LDCNAME	10260356	ManUFact	05/11/2016	05/16/2016	05/17/2016	140	351531	1000		
<input checked="" type="checkbox"/>	KCDA8LECAAB	10260356	ManUFact	05/11/2016	05/16/2016	05/17/2016	140	351531	1000		







Quick Tip – Notes can be added at this time by clicking on the “Attach Notes” button.

Click on “Set PO”


Set PO Cards List 

Views  Print  Export 

Find Card ID

PO. #  PO. Line #  Release #  Release Line # 

The “P.O. Set Successfully”

Set PO Cards Results 

Following Cards were successful

Card ID	Item	PO #	PO Line #	Release #	Release Line #	Card	Description
KCDA8L9CNAKF	10260356	351531	1,000			140	PO Set Successfully.
KCDA8LACNALY	10260356	351531	1,000			140	PO Set Successfully.
KCDA8LBCNAFJ	10260356	351531	1,000			140	PO Set Successfully.
KCDA8LCCNAQP	10260356	351531	1,000			140	PO Set Successfully.
KCDA8LDCNAME	10260356	351531	1,000			140	PO Set Successfully.
KCDA8LECAAB	10260356	351531	1,000			140	PO Set Successfully.
KCDA8LFCNAR9	10260356	351531	1,000			140	PO Set Successfully.