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**Ultriva 8.0 and Above  
Ship Using Certification  
Control  
Reference Guide**

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## Ship Cards using Certification Control



**Quick Tip** – If the customer requires the items to have Certification Control, when shipping the goods the certificate must be attached to the order. The process does not allow the supplier to ship without the information added.

*Certification Control is set up at the item level. A supplier may have all items set up for this process, or only certain items may have it required.*

*There are many ways to ship the items, in our example we will use the Actions/Ship process.*

*The “Cards” may have to be “Accepted” by the “Supplier” in order to see the cards on the “Ship” screen.*



**Important** – The certification must be attached when shipping the cards. If the document was attached at a different time, it must be attached again on the Ship Cards List screen.

To navigate to the “Ship” screen, click on “Actions”

Click on “Ship”

If you ship to multiple plants and the plant selected is not correct, **click** the “x” next to the plant name, then **press the space bar** to get a listing of available plants and **select the correct one** from the list. Select any desired filter then **click** on the “Go” button.

Or enter the “Supplier Item No” in the box and then click the “Binoculars.”

Click on the **line for the item to ship** and the **line will highlight**. Click on the “Show Cards” button.

RYG	Supplier Item No	Description	Plant Item No	Total Cards	Total Qty	Plant
	15-61636/021-0166-00	dog leash	ULT-021-0166-00	6	30	Plant One
	15-61646/021-0165-00	Dog collar for large dogs	ULT-021-0165-00	2	6	Plant One
	458962	Test	458962	9	45	Plant One
	LJM-555	Lori Test Item 555	LJM-555	1	25	Plant One



**Quick Tip – Ultriva will not allow a supplier to ship without the certification information if it is required from the supplier.**

Click in the selection box next to “Card ID” to select all of the cards, or select the cards individually.

	Card ID	Supplier Item No.	Release Date	Reqd Ship	Reqd Receive	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Packing Slip No	PO #	PO Line #
<input checked="" type="checkbox"/>	KCD3GACNAWT	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020			3402	3402	112233	203346	0
<input checked="" type="checkbox"/>	KCD3PTUCNAR2	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020			3402	3402	112233	203346	0



**Quick Tip – Per the customer request, adding the “Tracking No.,” “Carrier,” “Packing Slip No.,” “Charge No.” and/or “Supplier Lot No.” may need to be added.**



**Tool Tip – The “Apply to All” icons  are located on all Action screens where repeated data is entered. Data such as Packing Slip, Lot Size, Tracking No., are a few examples 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.**

Ship Cards List Views Print Export ?

Find Card ID

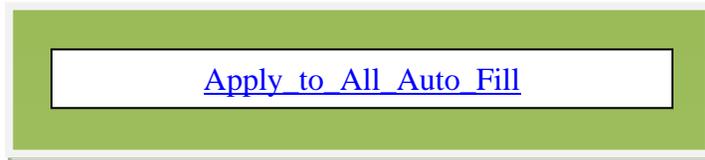
Tracking No.  Carrier  Manufacture date  Expiration date  Packing Slip No.  

Sorted by: Supplier Item No., Req'd Ship, Card ID 1 to 2 of 2

<input type="checkbox"/>	Card ID	Supplier Item No.	Release Date	Req'd Ship	Req'd Receive	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Packing Slip No.	PO #	PO Line #
<input checked="" type="checkbox"/>	KCD3GACNAWT	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020			3402	3402	112233	203346	0
<input checked="" type="checkbox"/>	KCD3PTUCNAR2	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020			3402	3402	112233	203346	0

Ship Attach Notes Back To Items Change Filter

Click on the link below for detailed instructions on the “Apply to All” functionality.



**If Applicable: Enter the Tracking No, Carrier, Packing Slip No. or the Charge No. Click on the “Apply to All” icon to populate the data on all selected cards below. Our example is the Packing Slip No.**

Ship Cards List Views Print Export ?

Find Card ID

Tracking No.  Carrier  Manufacture date  Expiration date  Packing Slip No.  

Sorted by: Supplier Item No., Req'd Ship, Card ID 1 to 2 of 2

<input type="checkbox"/>	Card ID	Supplier Item No.	Release Date	Req'd Ship	Req'd Receive	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Packing Slip No.	PO #	PO Line #
<input checked="" type="checkbox"/>	KCD3GACNAWT	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020			3402	3402	112233	203346	0
<input checked="" type="checkbox"/>	KCD3PTUCNAR2	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020			3402	3402	112233	203346	0

Ship Attach Notes Back To Items Change Filter

Click on the “Attach Notes” button



Ship Cards List

Views Print Export

Ship Attach Notes Back To Items Change Filter

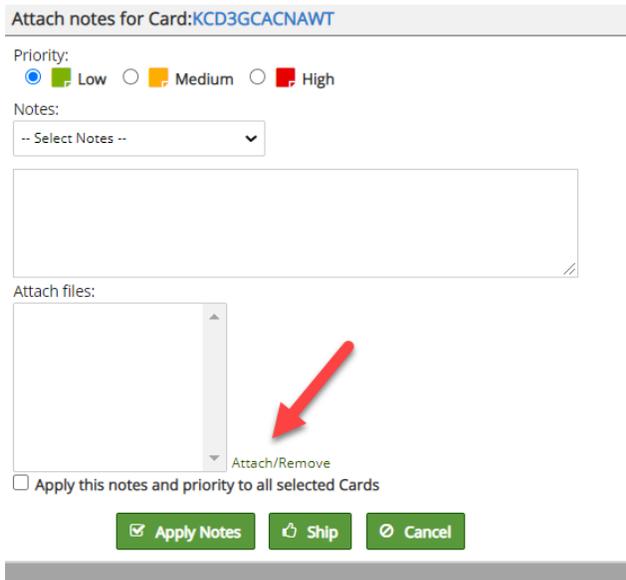
Find Card ID

Tracking No. Carrier: ETD Manufacture date: 09/28/2019 Expiration date: 09/28/2020 Packing Slip No: 112233

Sorted by: Supplier Item No., Reqd Ship, Card ID 1 to 2 of 2

<input checked="" type="checkbox"/>	Card ID ↑	Supplier Item No. ↑	Release Date ↑	Reqd Ship ↑	Reqd Receive ↑	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Packing Slip No ↑	PO # ↑	PO Line # ↑
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In the Attach Notes field, click on “Attach/Remove”



Attach notes for Card:KCD3GCACNAWT

Priority:  Low  Medium  High

Notes: -- Select Notes --

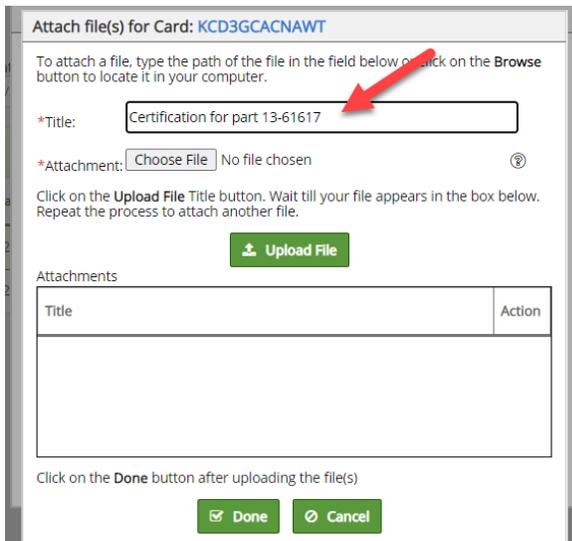
Attach files:

Attach/Remove

Apply this notes and priority to all selected Cards

Apply Notes Ship Cancel

Enter a “Description” for the document in the “Title” section



Attach file(s) for Card: KCD3GCACNAWT

To attach a file, type the path of the file in the field below or click on the Browse button to locate it in your computer.

\*Title: Certification for part 13-61617

\*Attachment: Choose File No file chosen

Click on the Upload File Title button. Wait till your file appears in the box below. Repeat the process to attach another file.

Upload File

Title	Action
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Click on the Done button after uploading the file(s)

Done Cancel

Click on the “Chose File” button and select the file

Attach file(s) for Card: [KCD3GCACNAWT](#)

To attach a file, type the path of the file in the field below or click on the **Browse** button to locate it in your computer.

\*Title:

\*Attachment:  No file chosen

Click on the **Upload File** button. Wait till your file appears in the box below. Repeat the process to attach another file.

Title	Action
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Click on the **Done** button after uploading the file(s)

Select the document and click on the “Upload File” button

Attach file(s) for Card: [KCD3GCACNAWT](#)

To attach a file, type the path of the file in the field below or click on the **Browse** button to locate it in your computer.

\*Title:

\*Attachment:  TermsConditions - Container.txt

Click on the **Upload File** button. Wait till your file appears in the box below. Repeat the process to attach another file.

Title	Action
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Click on the **Done** button after uploading the file(s)



*Quick Tip – If the wrong file was attached it can be removed.*

Attachments

Title	Action
Certification for part 13-61617	Remove

The file appears. Click on the “Done” button after uploading the file(s)

Attach file(s) for Card: **KCD3GCACNAWT**

To attach a file, type the path of the file in the field below or click on the **Browse** button to locate it in your computer.

\*Title:

\*Attachment:  TermsConditions - Container.txt

Click on the **Upload File** Title button. Wait till your file appears in the box below. Repeat the process to attach another file.

Title	Action
Certification for part 13-61617	Remove

Click on the **Done** button after uploading the file(s)

Done  Cancel

Click in the box next to “Apply the notes and priority to all selected cards” and a checkmark will appear. Click on the “Ship” button.

Attach notes for Card: **KCD3GCACNAWT**

Priority:  
 Low  Medium  High

Notes:  
-- Select Notes --

Attach files:  
Certification for part 13-61617

Apply this notes and priority to all selected cards

Apply Notes

The certificate attachment appears on the cards shipped. Click on the “Print Cards” button

2 Card(s) have been shipped without printing. Please immediately print the Card(s) by clicking Print Cards button

No. Of Copies:  Use Plant To Supplier Setting  Use Plant Setting  Use Input Value 1

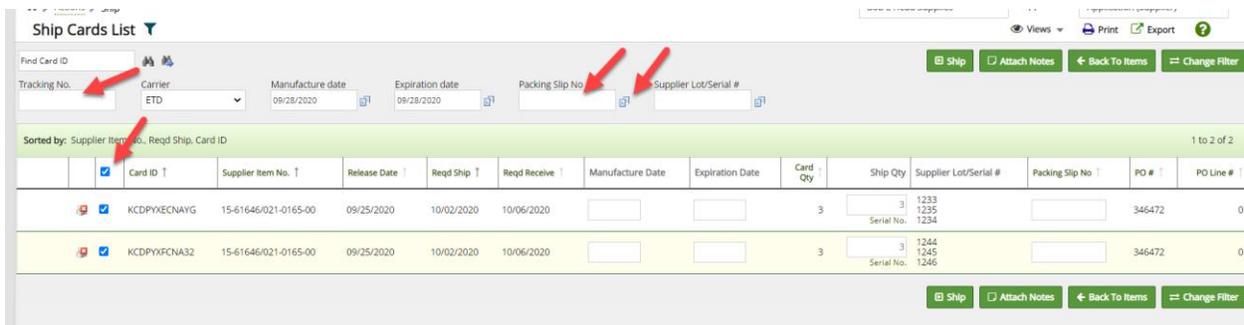
<input type="checkbox"/>	<input type="checkbox"/>	Card ID	Supplier Item No.	Description	Printed
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KCD9GCACNAWT	13-61617/021-0164-00	Card successfully shipped and not printed.	No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KCD3PTUCNAR2	13-61617/021-0164-00	Card successfully shipped and not printed.	No

The cards will now print. Affix the cards/labels to the items accordingly.

## Apply to All - Auto Fill

 **Tool Tip** – The “Apply to All” icons  are located on all Action screens where repeated data is entered. Data such as Packing Slip, Lot Size, Tracking No., are a few examples 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 “selection box” at the column header to select all cards or select each one individually. A checkmark will appear for that selection.



Ship Cards List

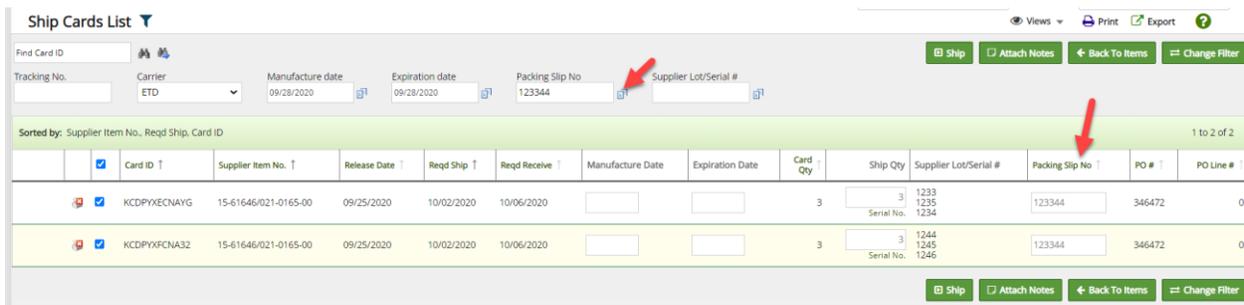
Find Card ID

Tracking No. Carrier ETD Manufacture date 09/28/2020 Expiration date 09/28/2020 Packing Slip No. Supplier Lot/Serial #

Sorted by: Supplier Item No., Req'd Ship, Card ID 1 to 2 of 2

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Card ID ↑	Supplier Item No. ↑	Release Date ↑	Req'd Ship ↑	Req'd Receive ↑	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Supplier Lot/Serial #	Packing Slip No. ↑	PO # ↑	PO Line # ↑
<input type="checkbox"/>	<input checked="" type="checkbox"/>	KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	1233 1235 Serial No. 1234		346472	0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/03/2020	10/06/2020			3	3	1244 1245 Serial No. 1246		346472	0

Enter the “Packing Slip” number (if applicable), and click on the “Apply to All” icon”. 



Ship Cards List

Find Card ID

Tracking No. Carrier ETD Manufacture date 09/28/2020 Expiration date 09/28/2020 Packing Slip No. 123344 Supplier Lot/Serial #

Sorted by: Supplier Item No., Req'd Ship, Card ID 1 to 2 of 2

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Card ID ↑	Supplier Item No. ↑	Release Date ↑	Req'd Ship ↑	Req'd Receive ↑	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Supplier Lot/Serial #	Packing Slip No. ↑	PO # ↑	PO Line # ↑
<input type="checkbox"/>	<input checked="" type="checkbox"/>	KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	1233 1235 Serial No. 1234	123344	346472	0
<input type="checkbox"/>	<input checked="" type="checkbox"/>	KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	1244 1245 Serial No. 1246	123344	346472	0

The data is now populated in each line item checked. *Process complete.*

[Return to Shipping Cards](#)