Ultriva 8.0 and Above

Ship Using Serial Control

Reference Guide

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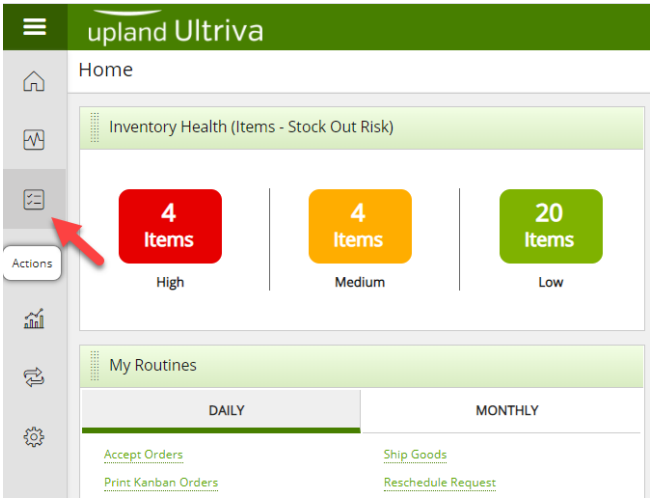
Ship Cards using Serial Number Control

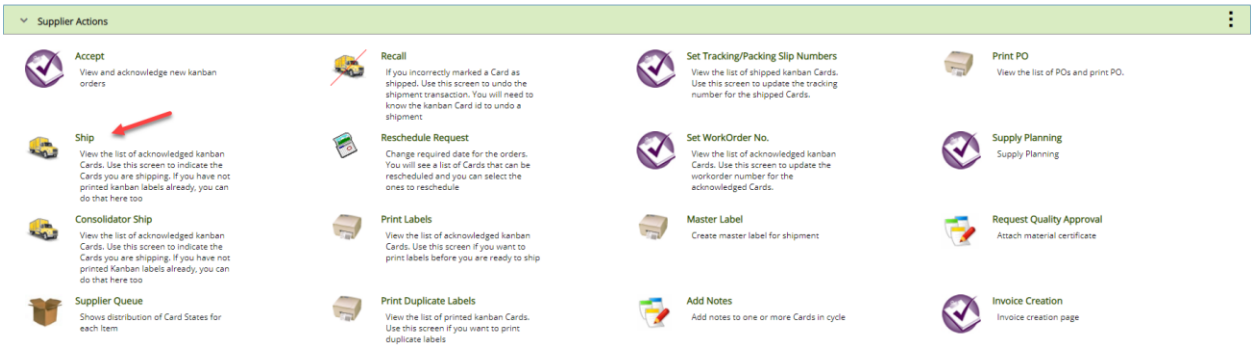
Important – Serial Number Required at Ship is set at the item level by the customer and may only be required for certain items.
If the customer requires an item to have serial numbers, they have to be added to each card when shipping. This process does not allow shipment until the serial numbers have been added.

Quick Tip – 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.

To **navigate** to the "**Ship**" screen, **click** on "**Actions**"



Click on "**Ship**"



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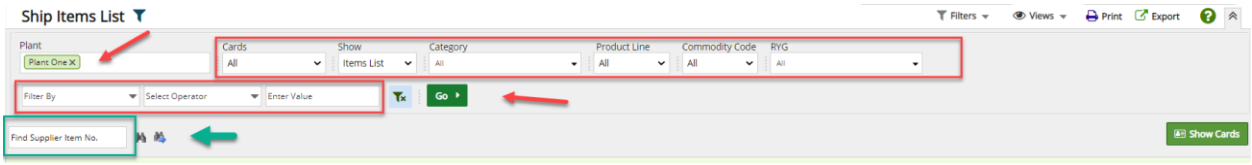
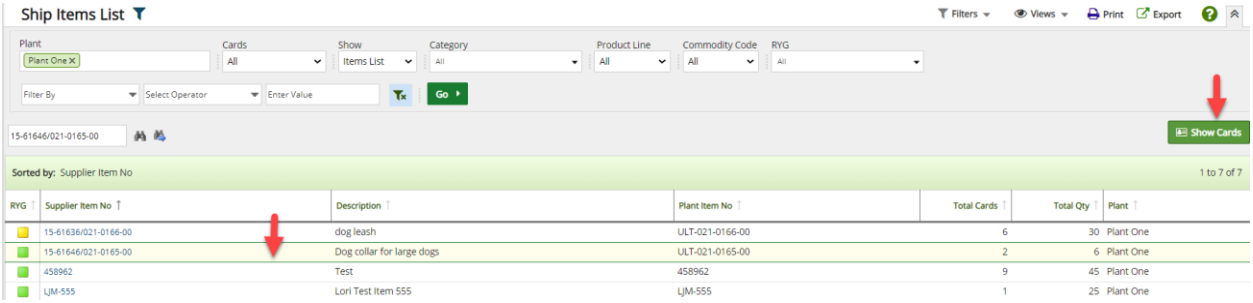
If you ship to multiple plants and the plant selected is not correct, **click** the "**x**" next to the plant name, then **press the space bar** to get a listing of available plants and **select the correct one** from the list. Select any desired filter then **click** on the "**Go**" button.

Or enter the "**Supplier Item No"** in the box and then click the "**Binoculars**."



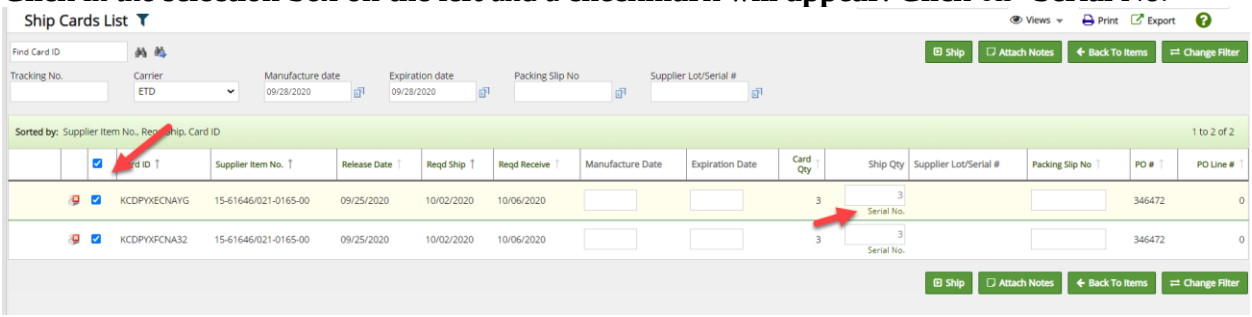
Click on the **line** for the **item to ship** and the **line will highlight**. **Click** on the "**Show Cards**" button.



Quick Tip – If you see "Serial No." under the "Ship Qty" that means that the serial number is required for that item. Each "Serial No" by line must be selected and the serial numbers added in order to ship the cards.

Important – If the quantity needs to be changed, it must be done before Serial No. is selected.

Click in the **selection box on the left** and a **checkmark will appear**. **Click** on "**Serial No**."



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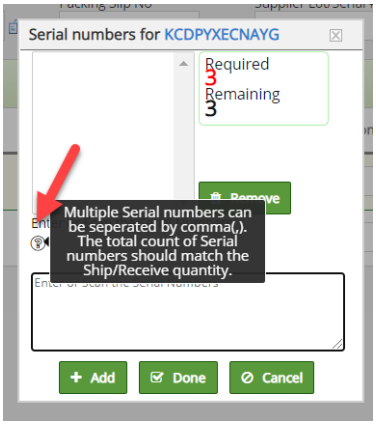
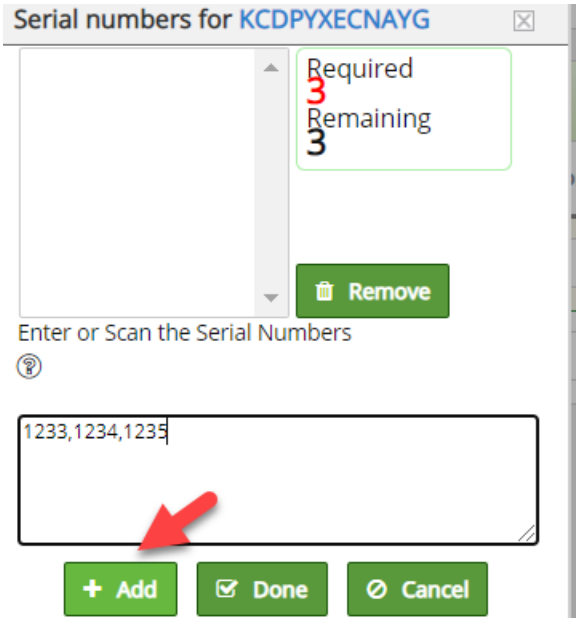
Quick Tip – Hover the mouse over the question mark for a "How Do I" explanation.



Enter the "**Serial Numbers**" **separated** by a **comma**. **Click** on the "**Add**" button



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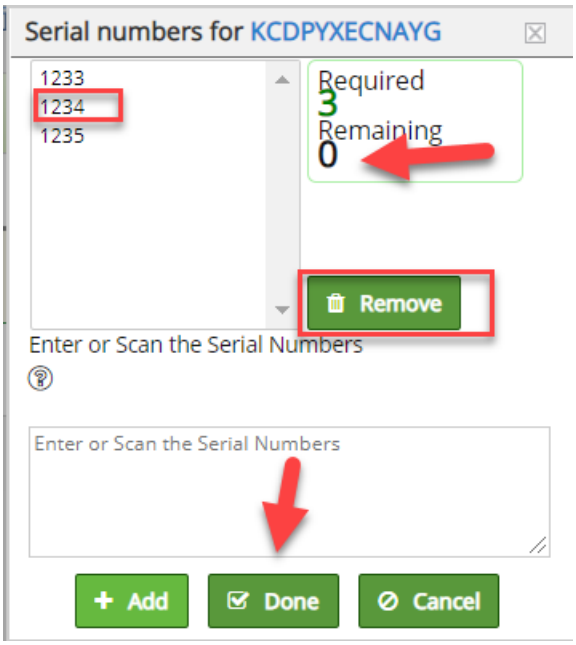
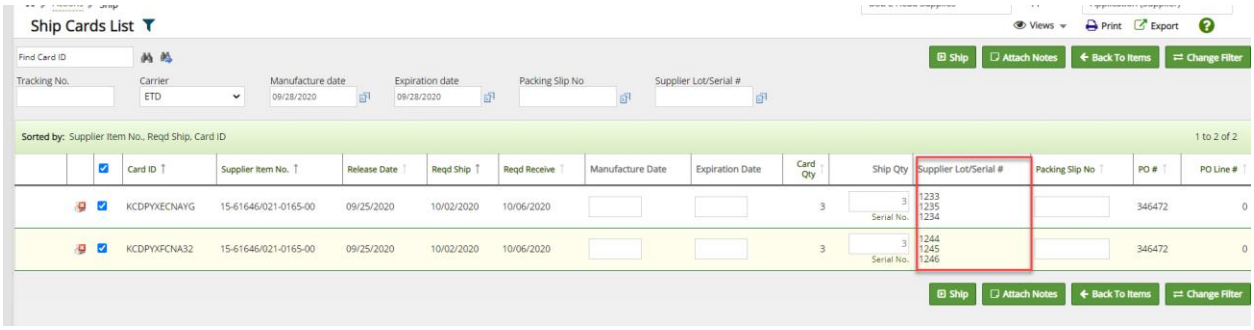
Quick Tip – Once the "Remaining" number is zero, the card can be shipped as the entire quantity on the card has been accounted for. If you make a mistake you can click the one that is wrong, then click "Remove" and add the corrected serial number.

Click on the "**Done**" button



Quick Tip – Add the serial numbers to the remaining cards to be shipped.



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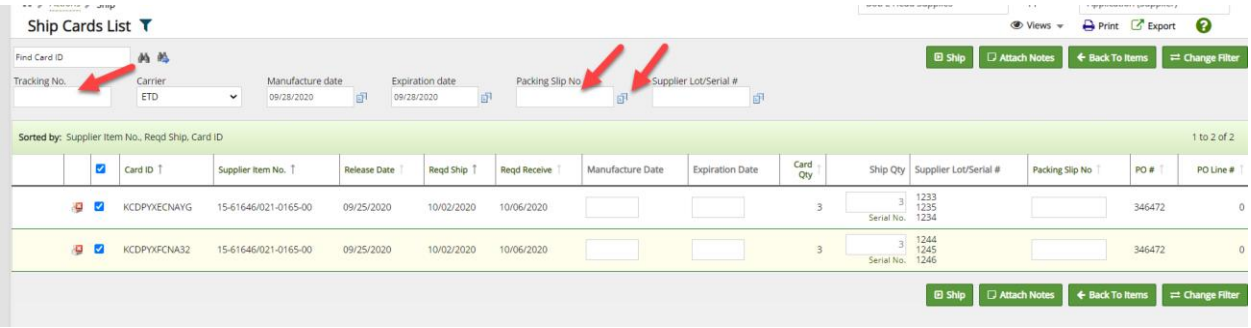
Quick Tip – Per the customer request, adding the "Tracking No.", "Carrier", "Packing Slip No.", "Charge No." and/or "Supplier Lot No." may need to be added.

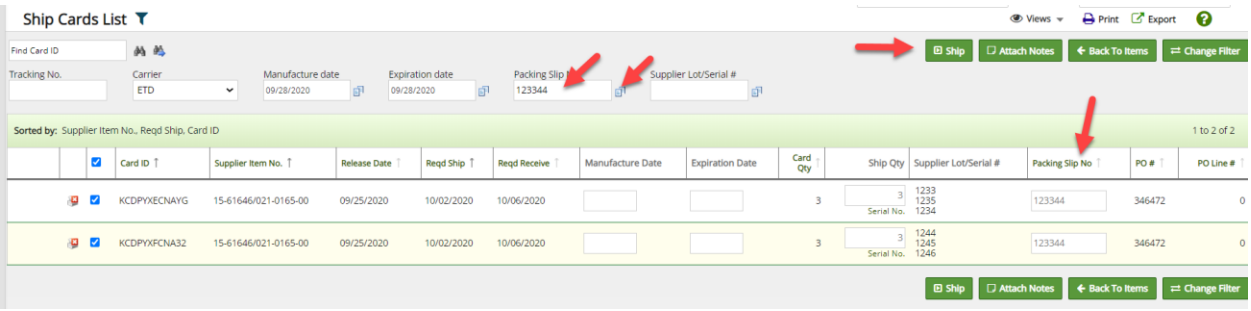
Tool Tip – The "Apply to All" icons are located on all Action screens where repeated data is entered. Data such as Packing Slip, Lot Size, Tracking No., are a few examples where this tool comes in real handy. Enter the data into a field and click on the "Apply to All" icon for that field. The data will then populate for all of the selected cards below.



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

Apply_To_All

If applicable: **Add** the necessary information for **Tracking No, Carrier, Packing Slip No. and Charge No**. **Click** on the "**Ship**" button.



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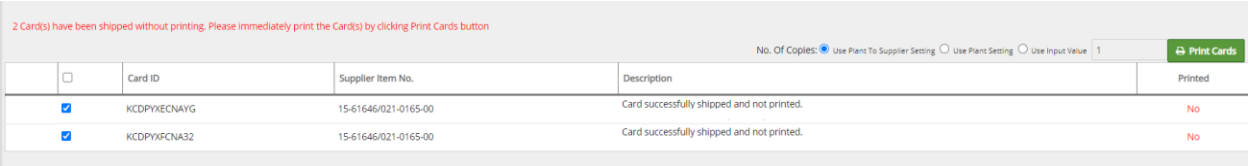
Click on the "**Print Cards**" button



The cards will now print, Process Complete

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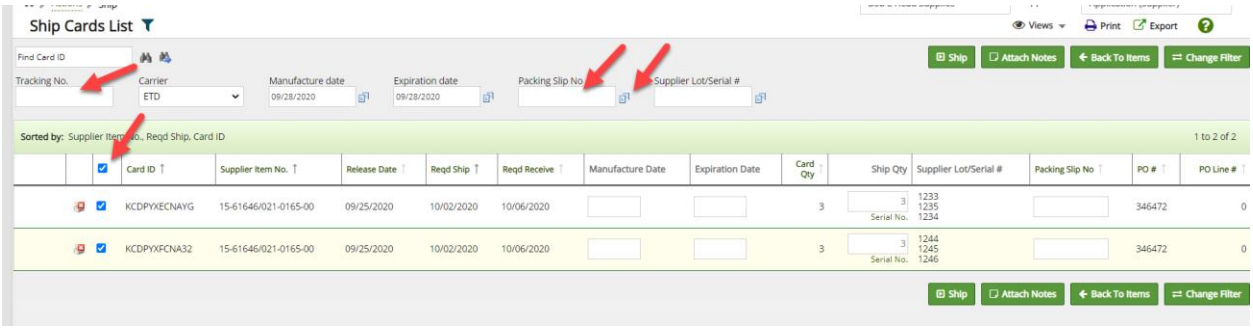
Apply to All - Auto Fill

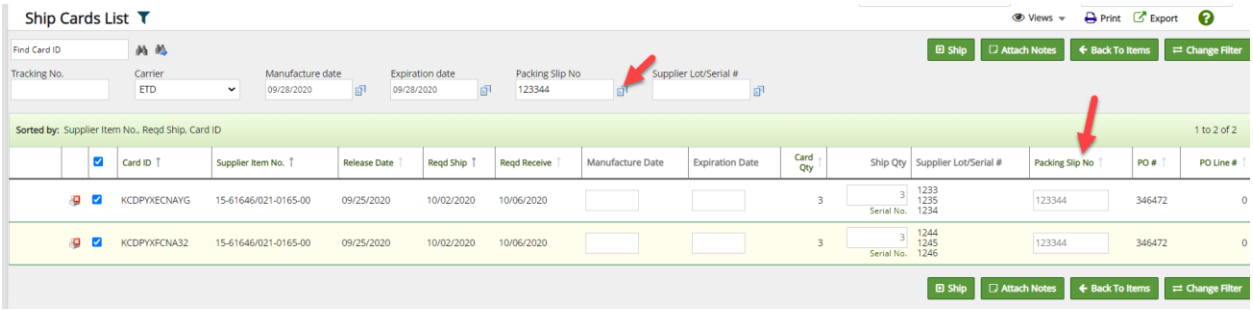
Tool Tip – The "Apply to All" icons ***are located on all Action screens where repeated data is entered. Data such as Packing Slip, Lot Size, Tracking No., are a few examples where this tool comes in real handy. Enter the data into a field and click on the "Apply to All" icon for that field. The data 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**.

Enter the "**Packing Slip**" number (*if applicable)* and **click** on the "**Apply to All**" icon".



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



Return to Shipping the Cards

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