



Ultriva 8.0 and Above
Shipping an Order
Using Master Label
Reference Guide

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Ship Cards – Home Default Screen



Quick Tip – From the “Home” screen there are 2 ways to navigate to the “Ship Goods” screen. Click on the number under “Order Tracking” in the “Orders expected by customer today (including past due)” or click on “Ship Goods” under “My Routines”. In this example we will use My Routines → Ship Goods. Orders must be accepted before a supplier can ship.

From the **Home (Default)** screen, under “My Routines”, click on “Ship Goods”



Important – If the items do not appear on the Ship Items List screen because this is the first viewing of this screen for the User, click on the Go button.



Quick Tip – If you do not see the Ship Items List, click “Change Filter.”

If you ship to multiple plants and you want to ship to one plant at a time, if 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 type the “Supplier Item No” you are ready to ship in the box and then click the “Binoculars.”

Ship Items List

Plant: Plant One X

Cards: All

Show: Items List

Category: All

Product Line: All

Commodity Code: All

RYG: All

Filter By: Select Operator: Enter Value: Go

Find Supplier Item No. [Binoculars Icon]

Show Cards

Select the item and click on “Show Cards”

Ship

Business Unit: Bob L Head Supplies

Application: Application (Supplier)

Ship Items List

Plant: Plant One X

Cards: All

Show: Items List

Category: All

Product Line: All

Commodity Code: All

RYG: All

Filter By: Select Operator: Enter Value: Go

LJM-TestItem444

Show Cards

Sorted by: Supplier Item No 1 to 6 of 6

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
458962		Test	458962	9	45	Plant One
LJM-555		Lori Test Item 555	LJM-555	1	25	Plant One
LJM-TestItem222		Lori Test Item 222	LJM-TestItem222	2	50	Plant One
LJM-TestItem333		Lori Test Item 333	LJM-TestItem333	4	100	Plant One
LJM-TestItem444		Lori Test Item 444	LJM-TestItem444	10	250	Plant One

Show Cards



Quick Tip – If needed, a filter can be further refined. Click on the link below for detailed instructions on setting up a specific filter.

[Ship Cards Filter Screen](#)



Important – When shipping a card it is very important at this time to change the quantity if you are not shipping the quantity stated on the card. If the Plant you are shipping to has Ultriva integrated with their RRP, it is critical to have the correct quantity on the card.

Click in the selection box next to “Card ID” to select all of the cards or select the cards individually. If applicable - Change the “Ship QTY”.

Ship Cards List

Find Card ID

Tracking No. 112233

Carrier -- Select --

Manufacture date 09/29/2020

Expiration date 09/29/2020

Packing Slip No.

Sorted by: Supplier Item No., Reqd Ship, Card ID

	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"/>	KCDCCDU/CNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18		222	1
<input checked="" type="checkbox"/>	KCDCHS/CNAXZ	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1
<input checked="" type="checkbox"/>	KCDCHS/CNAVS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1
<input checked="" type="checkbox"/>	KCDCHS/CNA6Q	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1



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.

Add the necessary information for Tracking No, Carrier, Packing Slip No. and Charge No. Click on the “Ship” button.

Ship Cards List

Find Card ID

Tracking No. 112233

Carrier -- Select --

Manufacture date 09/29/2020

Expiration date 09/29/2020

Packing Slip No. 223344

Sorted by: Supplier Item No., Reqd Ship, Card ID

	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"/>	KCDCCDU/CNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18	223344	222	1
<input checked="" type="checkbox"/>	KCDCHS/CNAXZ	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
<input checked="" type="checkbox"/>	KCDCHS/CNAVS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
<input checked="" type="checkbox"/>	KCDCHS/CNA6Q	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1



Quick Tip – If the order is Short or Over shipped it has to be confirmed at this time. The cards do not need to be printed at this time as they will be printed once the Master Label is created and Shipped.

The cards can be printed now or later with the Master Label, select **“Click here”** to confirm the orders without printing if you will be printing later.

Ship Cards Results

← Back To Items ← Back To Cards → To Master Label

Please use Master Label to complete the shipment process by adding the Cards to a master label, then printing and shipping the master label

4 Card(s) have been shipped without printing. Please immediately print the Card(s) by clicking Print Cards button
You also have 1 Card(s) needing confirmation due to over/short shipment. On completion of the print transaction, the Confirm will be displayed

To directly go to confirm without printing. [Click here](#)

No. Of Copies: ☒ Use Plant To Supplier Setting ☐ Use Plant Setting ☐ Use Input Value 1 [Print Cards](#)

<input type="checkbox"/>	Card ID	Supplier Item No.	Description	Printed
<input checked="" type="checkbox"/>	KCDCHSXCN2X	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No
<input checked="" type="checkbox"/>	KCDCHSYCNV5	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No
<input checked="" type="checkbox"/>	KCDCHSZCNA6Q	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No

If a quantity was changed and it is outside of the tolerance, you will need to confirm the quantity changed. **Click** in the **selection box** at the column heading to select **“All Cards”**. Verify that the **ship quantities** are **accurate** and **click** on the **“Confirm”** button.

To go back to print without confirmation [Click here](#)

Following Cards are outside tolerance limit. Please press Confirm button, to proceed with the shipment or press Back button to cancel the shipment of these Cards

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Card ID	Supplier Item No.	Release Date	Reqd Ship	Reqd 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"/>	KCDCCDUUCNAG6	LJM-Testitem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18		223344	222	1

[Confirm](#)

Click on the “To Master Label” button

Ship Cards Results

← Back To Items ← Back To Cards → To Master Label

Please use Master Label to complete the shipment process by adding the Cards to a master label, then printing and shipping the master label

1 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 [Print Cards](#)

<input type="checkbox"/>	Card ID	Supplier Item No.	Description	Printed
<input checked="" type="checkbox"/>	KCDCCDUUCNAG6	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No



Quick Tip – If the supplier ships to multiple customer plants, select the plant that the cards are being shipped to. If you do not see this screen shot, make sure the filter is set to **“Created or Updated”**. Click on the **Go** button.

Select the **Plant** and select **“Created or Updated”** in the label status field. Click on the **“Go”** button. Click on the **“ADD”** button.

Master Label List For Plant One

Plant Label Status

Filter By Enter Value

[Go](#)

No Master Label(s) found in the system. Please click Add Master Label button to create one.

[Add](#)

Click in the selection box at the column heading to select all cards to be added to the “Master Label” or select the cards individually. A checkmark will appear. Click on “Create New Master Label”

Create New Master Label

Filter By: Select Operator: Enter Value: Yx Go

Find Card ID: 🔍

🖨️ Print 📄 Export ?

🔍 Create New Master Label ⬅️ Back

Sorted by: Supplier Item No., Req'd Ship, Card ID 1 to 8 of 8

<input checked="" type="checkbox"/>	Card ID ↑	Supplier Item No. ↑	Release Date ↑	Req'd Ship ↑	Req'd Receive ↑	Plant Shipped ↑	Card Qty ↑	Ship Qty ↑	PO # ↑
<input checked="" type="checkbox"/>	KCD3GCACNAWT	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020	09/28/2020	3402	3,402	203346
<input checked="" type="checkbox"/>	KCD3PTUCNAR2	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020	09/28/2020	3402	3,402	203346
<input checked="" type="checkbox"/>	KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020	09/28/2020	3	3	346472
<input checked="" type="checkbox"/>	KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020	09/28/2020	3	3	346472
<input checked="" type="checkbox"/>	KCDCDDUCNAG6	UJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017	09/29/2020	25	18	222
<input checked="" type="checkbox"/>	KCDCHSKCNAZX	UJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
<input checked="" type="checkbox"/>	KCDCHSYCNNAV5	UJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
<input checked="" type="checkbox"/>	KCDCHSZCNA6Q	UJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222

🔍 Create New Master Label ⬅️ Back

The “Master Label” has been created.

✓ Master label MLB222GCNA9F added Successfully

Plant: Plant One Label Status: Created or Updated

Filter By: Select Operator: Enter Value: Yx Go

+ Add ✎ Edit 🗑 Delete 🔍 View 🖨️ Print 🚚 Ship

Sorted by: Last Action Date 1 to 1 of 1

Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8	0	09/29/2020 09:21:16 AM	Imcneely



Quick Tip – Cards can be added to or removed from the Master Label by clicking on the “Edit” button and making the selection.

To verify that you have assigned all the cards to ship on the “Master Label” click on the “Edit” button. Click on “Add Cards”. Click on “Remove Cards” if cards need to be removed

Master Label List For Plant One

✓ Master label MLB222GCNA9F added Successfully

Plant: Plant One Label Status: Created or Updated

Filter By: Select Operator: Enter Value: Yx Go

+ Add ✎ Edit 🗑 Delete 🔍 View 🖨️ Print 🚚 Ship

Sorted by: Add Cards Remove Cards 1 to 1 of 1

Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8	0	09/29/2020 09:21:16 AM	Imcneely

All cards have been added to the “Master Label”. Click on the “Back” button.

Add Cards To Master Label MLB222GCNA9F

Filter By: Select Operator: Enter Value: Yx Go

🔍 No Cards to add to master label

⬅️ Back

Click on the “Ship” button and click on “Ship Master Label” selection.

Master Label List For Plant One

Plant: Plant One Label Status: Created or Updated

Filter By: Select Operator Enter Value

Sorted by: Last Action Date 1 to 1 of 1

Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8	0	09/29/2020 09:21:16 AM	Imcneely

The cards appear that will be on the “Master Label”. If needed, enter the “Tracking No” and select the “Carrier” then click on the “Ship Master Label” button.

Ship Master Label MLB222GCNA9F

Tracking No: 112233 Carrier: Select Priority: Low Medium High

Find Card ID

Sorted by: Supplier Item No., Card ID 1 to 8 of 8

Card ID	Supplier Item No.	Card Qty	Release Date	Reqd Ship	Plant Shipped	Ship Qty	PO #
KCD3GCACNAWT	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
KCD3PTUCNAR2	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
KCDPYECNAVG	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
KCDPYFCNA32	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
KCDCCDUCNAG6	LJM-TestItem444	25	05/09/2017	05/12/2017	09/29/2020	18	222
KCDCH5XCNA2X	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
KCDCH5YCNAV5	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
KCDCH5ZCNA6Q	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222



Quick Tip – A Bill of Lading can be printed at this time.

“Master Label” shipped successfully. Click on the “Print Master” button to “Print” only the “Master Label” or click on the “Print Master & Child Cards” to “Print” the “Master Label and Child Cards”

Master Label MLB222GCNA9F shipment results

Master Label shipped successfully

Card ID	Supplier Item No.	Card Qty	Reqd Ship	Ship Qty	PO #	PO Line #	Status Message
KCD3GCACNAWT	13-61617/021-0164-00	3,402	10/09/2020	3,402	203346	0	Successfully Shipped
KCD3PTUCNAR2	13-61617/021-0164-00	3,402	10/09/2020	3,402	203346	0	Successfully Shipped
KCDCCDUCNAG6	LJM-TestItem444	25	05/12/2017	18	222	1	Successfully Shipped
KCDCH5XCNA2X	LJM-TestItem444	25	05/26/2017	25	222	1	Successfully Shipped
KCDCH5YCNAV5	LJM-TestItem444	25	05/26/2017	25	222	1	Successfully Shipped
KCDCH5ZCNA6Q	LJM-TestItem444	25	05/26/2017	25	222	1	Successfully Shipped
KCDPYECNAVG	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped
KCDPYFCNA32	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped

Process Complete

Ship Cards – Actions → Ship

Click on “Actions”

Click on “Ship”



Important – If the items do not appear on the Ship Items List screen because this is the first viewing of this screen for the User, click on the Go button.



Quick Tip – If you do not see the Ship Items List, click “Change Filter.”

If you ship to multiple plants and you want to ship to one plant at a time, if 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.

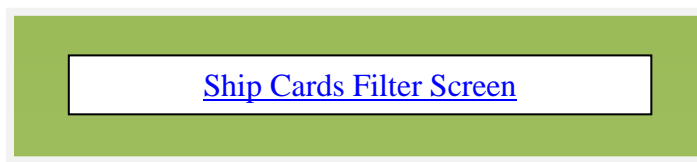
Or type the “**Supplier Item No**” you are ready to ship in the box and then click the “**Binoculars**.”

Select the item and click on “Show Cards”

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
458962		Test	458962	9	45	Plant One
LJM-555		Lori Test Item 555	LJM-555	1	25	Plant One
LJM-TestItem222		Lori Test Item 222	LJM-TestItem222	2	50	Plant One
LJM-TestItem333		Lori Test Item 333	LJM-TestItem333	4	100	Plant One
LJM-TestItem444		Lori Test Item 444	LJM-TestItem444	10	250	Plant One



Quick Tip – If needed, a filter can be further refined. Click on the link below for detailed instructions on setting up a specific filter.





Important – When shipping a card it is very important at this time to change the quantity if you are not shipping the quantity stated on the card. If the Plant you are shipping to has Ultriva integrated with their RRP, it is critical to have the correct quantity on the card.

Click in the selection box next to “Card ID” to select all of the cards or select the cards individually. If applicable - Change the “Ship QTY”.

Ship Cards List

Find Card ID

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

Sorted by: Supplier Item No., Req'd Ship, Card ID

	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"/>	KCDCDDUCNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18		222	1
<input checked="" type="checkbox"/>	KCDCHSXCNA2X	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1
<input checked="" type="checkbox"/>	KCDCHSYCNAYS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1
<input checked="" type="checkbox"/>	KCDCHS2CNA6Q	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1



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.

Add the necessary information for Tracking No, Carrier, Packing Slip No. and Charge No. Click on the “Ship” button.

Ship Cards List

Find Card ID

Tracking No. 112233 Carrier -- Select -- Manufacture date 09/29/2020 Expiration date 09/29/2020 Packing Slip No. 223344

Sorted by: Supplier Item No., Req'd Ship, Card ID

	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"/>	KCDCDDUCNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18	223344	222	1
<input checked="" type="checkbox"/>	KCDCHSXCNA2X	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
<input checked="" type="checkbox"/>	KCDCHSYCNAYS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
<input checked="" type="checkbox"/>	KCDCHS2CNA6Q	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1



Quick Tip – If the order is Short or Over shipped it has to be confirmed at this time. The cards do not need to be printed at this time as they will be printed once the Master Label is created and Shipped.

The cards can be printed now or later with the Master Label, select **“Click here”** to confirm the orders without printing if you will be printing later.

Ship Cards Results

[Back To Items](#) [Back To Cards](#) [To Master Label](#)

Please use Master Label to complete the shipment process by adding the Cards to a master label, then printing and shipping the master label

4 Card(s) have been shipped without printing. Please immediately print the Card(s) by clicking Print Cards button
You also have 1 Card(s) needing confirmation due to over/short shipment. On completion of the print transaction, the Confirm will be displayed
To directly go to confirm without printing [Click here](#)

No. Of Copies: ☒ Use Plant To Supplier Setting ☐ Use Plant Setting ☐ Use Input Value 1 [Print Cards](#)

<input type="checkbox"/>	Card ID	Supplier Item No.	Description	Printed
<input checked="" type="checkbox"/>	KCDCHSKCNA2X	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No
<input checked="" type="checkbox"/>	KCDCHSYCNV5	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No
<input checked="" type="checkbox"/>	KCDCHSZCNA6Q	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No

If a quantity was changed and it is outside of the tolerance, you will need to confirm the quantity changed. **Click** in the **selection box** at the column heading to select **“All Cards”**. Verify that the **ship quantities** are **accurate** and **click** on the **“Confirm”** button.

To go back to print without confirmation [Click here](#)

Following Cards are outside tolerance limit. Please press Confirm button, to proceed with the shipment or press Back button to cancel the shipment of these Cards

<input type="checkbox"/>	Card ID	Supplier Item No.	Release Date	Reqd Ship	Reqd Receive	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Supplier Lot/Serial #	Packing Slip No	PO #	PO Line #
<input checked="" type="checkbox"/>	KCDCDDUCNAG6	LJM-Testitem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18		223344	222	1

[Confirm](#)

Click on the “To Master Label” button

Ship Cards Results

[Back To Items](#) [Back To Cards](#) [To Master Label](#)

Please use Master Label to complete the shipment process by adding the Cards to a master label, then printing and shipping the master label

1 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 [Print Cards](#)

<input type="checkbox"/>	Card ID	Supplier Item No.	Description	Printed
<input checked="" type="checkbox"/>	KCDCDDUCNAG6	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No



Quick Tip – If the supplier ships to multiple customer plants, select the plant that the cards are being shipped to. If you do not see this screen shot, make sure the filter is set to **“Created or Updated”**. Click on the **Go** button.

Select the **Plant** and select **“Created or Updated”** in the label status field. Click on the **“Go”** button. Click on the **“ADD”** button.

Master Label List For Plant One

Plant: Label Status:

Filter By: Select Operator: Enter Value:

No Master Label(s) found in the system. Please click Add Master Label button to create one.

Click in the **selection box** at the column heading to **select all cards** to be added to the **“Master Label”** or select the **cards individually**. A checkmark will appear. Click on **“Create New Master Label”**

Create New Master Label

Filter By: Select Operator: Enter Value:

Find Card ID:

Sorted by: Supplier Item No., Req'd Ship, Card ID

	Card ID	Supplier Item No.	Release Date	Req'd Ship	Req'd Receive	Plant Shipped	Card Qty	Ship Qty	PO #
<input checked="" type="checkbox"/>	KCD3GCACNAWT	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020	09/28/2020	3402	3,402	203346
<input checked="" type="checkbox"/>	KCD3PTUCNAR2	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020	09/28/2020	3402	3,402	203346
<input checked="" type="checkbox"/>	KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020	09/28/2020	3	3	346472
<input checked="" type="checkbox"/>	KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020	09/28/2020	3	3	346472
<input checked="" type="checkbox"/>	KCDCDDUCNAG6	UJM-TestItem-444JIM	05/09/2017	05/12/2017	05/16/2017	09/29/2020	25	18	222
<input checked="" type="checkbox"/>	KCDCHSXCNAXZ	UJM-TestItem-444JIM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
<input checked="" type="checkbox"/>	KCDCHSYCNAYS	UJM-TestItem-444JIM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
<input checked="" type="checkbox"/>	KCDCHSZCNABQ	UJM-TestItem-444JIM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222

The **“Master Label”** has been created.

Master label MLB222GCNA9F added Successfully

Plant: Label Status:

Filter By: Select Operator: Enter Value:

Sorted by: Last Action Date

Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8	0	09/29/2020 09:21:16 AM	Imcneely



Quick Tip – Cards can be added to or removed from the Master Label by clicking on the **“Edit”** button and making the selection.

To **verify** that you have **assigned all** the **cards to ship** on the “**Master Label**” click on the “**Edit**” button. Click on “**Add Cards**”. Click on “**Remove Cards**” if cards need to be removed

Master Label List For Plant One

Print Export ?

Master label MLB222GCNA9F added Successfully

Plant: Plant One Label Status: Created or Updated

Filter By: Select Operator: Enter Value: T Go

+ Add Edit Delete View Print Ship

Sorted by: Add Cards Remove Cards 1 to 1 of 1

Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8	0	09/29/2020 09:21:16 AM	Imcneely

All **cards** have been **added** to the “**Master Label**”. Click on the “**Back**” button.

Add Cards To Master Label MLB222GCNA9F

Print Export ?

Filter By: Select Operator: Enter Value: T Go

No Cards to add to master label

Back

Click on the “**Ship**” button and click on “**Ship Master Label**” selection.

Master Label List For Plant One

Print Export ?

Plant: Plant One Label Status: Created or Updated

Filter By: Select Operator: Enter Value: T Go

+ Add Edit Delete View Print Ship

Sorted by: Last Action Date Ship Master Label Ship Failed Cards 1 to 1 of 1

Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8	0	09/29/2020 09:21:16 AM	Imcneely

The **cards** appear that will be on the “**Master Label**”. If needed, enter the “**Tracking No**” and select the “**Carrier**” then click on the “**Ship Master Label**” button.

Ship Master Label MLB222GCNA9F

Print Export ?

Tracking No: 112233 Carrier: -- Select --

Select Priority: Low Medium High

Notes:

Find Card ID: Ship Master Label Back

Sorted by: Supplier Item No., Card ID 1 to 8 of 8

Card ID	Supplier Item No.	Card Qty	Release Date	Reqd Ship	Plant Shipped	Ship Qty	PO #
KCD3GCACNAWT	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
KCD3PTUCNAR2	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
KCDPYXECNAYG	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
KCDPYXFCNA32	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
KCDCCDUCNAG6	LJM-TestItem444	25	05/09/2017	05/12/2017	09/29/2020	18	222
KCDCH5XCNA2X	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
KCDCH5VCNAVS	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
KCDCH5ZCNA6Q	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222

Ship Master Label Back



Quick Tip – A Bill of Lading can be printed at this time.

“Master Label” shipped successfully. Click on the “Print Master” button to “Print” only the “Master Label” or click on the “Print Master & Child Cards” to “Print” the “Master Label and Child Cards”

Master Label MLB222GCNA9F shipment results

Master Label shipped successfully

[Back](#) [Print Master](#) [Print Master & Child Cards](#) [Print BOL](#)

Card ID	Supplier Item No.	Card Qty	Reqd Ship	Ship Qty	PO #	PO Line #	Status Message
KCD3GCACNAWT	13-61617/021-0164-00	3,402	10/09/2020	3,402	203346	0	Successfully Shipped
KCD3PTUCNAR2	13-61617/021-0164-00	3,402	10/09/2020	3,402	203346	0	Successfully Shipped
KCDCDDUCNAG6	IJM-TestItem444	25	05/12/2017	18	222	1	Successfully Shipped
KCDCH5XCNA2X	IJM-TestItem444	25	05/26/2017	25	222	1	Successfully Shipped
KCDCH5VCNAVS	IJM-TestItem444	25	05/26/2017	25	222	1	Successfully Shipped
KCDCH5ZCNA6Q	IJM-TestItem444	25	05/26/2017	25	222	1	Successfully Shipped
KCDPYXECNAYG	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped
KCDPYXFCNA32	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped

[Back](#) [Print Master](#) [Print Master & Child Cards](#) [Print BOL](#)

Process Complete

Ship Cards Filter Screen



Quick Tip – Further filtering can be performed if you are looking for specific data on the items. All “Filtering” is optional.
When all changes have been made to the “Filter”, click on the “Go” button for the changes to take effect.

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.



Quick Tip – If the filter does not appear to deliver the correct shipments, recheck what is entered below in the “Cards” field which may be the most likely for the error.

If applicable: **Click** on the **drop down arrow** in the “Cards” field and **make a selection**. Here is where the shipment for today, due tomorrow or past due can be selected. Future shipments can also be accessed.

If applicable: **Click** on the **drop down arrow** in the “Show” field and **make a selection**.

*If Applicable: Click on the **drop down arrows** to make the **remaining selections**. The **Cards**, **Show**, **Category** and **RYG**, and a further filter can be applied.*

The screenshot shows the 'Ship Items List' interface. At the top, there are several filter options: Plant (set to 'Plant One'), Cards (set to 'All'), Show (set to 'Items List'), Category (set to 'All'), Product Line (set to 'All'), Commodity Code (set to 'All'), and RYG (set to 'All'). Below these, there is a 'Filter By' section with 'Select Operator' and 'Enter Value' fields. A red box highlights the 'Category', 'Product Line', 'Commodity Code', and 'RYG' dropdown menus. At the bottom right, there is a 'Show Cards' button.

Click on the row to highlight the desired item then click on the “**Show Cards**” button.

The screenshot shows the 'Ship Items List' interface with a table of items. The table has columns: RYG, Item, Description, Total Cards, Total Qty, and Plant. The first row is highlighted in green and contains the following data: RYG (red square), Item (24688), Description (BEARING), Total Cards (6), Total Qty (60), and Plant (TBJ). A red arrow points to the 'Item' column header, and another red arrow points to the 'Show Cards' button at the bottom right.

RYG	Item	Description	Total Cards	Total Qty	Plant
	24688	BEARING	6	60	TBJ



Important – If for some reason the output does not match what you are looking for, recheck the input in the filter and make the necessary changes. Remember to click on the “Go” button for the changes to take effect.

Click on a link below to return to your previous page.

[Return to Home Screen Ship_Cards](#)

[Return to Actions Screen Ship_Cards](#)