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Ultriva 8.0 and Above

Setting up the Supplier  
Calendar

Reference Guide

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## Table of Contents

*(Click to follow link)*

Navigate to the Supplier Calendar .....	2
Add a Holiday - Observed Holiday List .....	4
Add a Range of Dates to the Calendar .....	6
Edit a Calendar Description .....	8
Delete a Holiday .....	9
Business Calendar View .....	10
Add a Holiday in the Business Calendar .....	11
Turn a Non-Work Day into a Work Day .....	13

## Navigate to the Supplier Calendar



**Important – The Calendar must be up to date with all Holidays as this prevents the calculated Ship Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.**

To navigate to the “Supplier Calendar”, Click on “Admin”

The screenshot shows the Upland Ultriva Buyer Home interface. The top navigation bar includes the Upland Ultriva logo, 'Ultriva Demo', and user information. The main dashboard area contains several widgets: 'Inventory Health (Items - Stock Out Risk)' with counts for High (370), Medium (88), and Low (541) risk items; 'Order Tracking' with counts for Orders Awaiting Approval (13), Orders Not yet Acknowledged (692), Orders past due for Shipping (3396), and Orders past due for Receipts (846); 'MRP Order Recommendations' with counts for Defer (0), Expedite (0), and Cancel (0); 'My Routines' with links for Release Orders, Create Spike Order, Approve Virtual Kanban, Receive Goods, Analyze Material Status, and View Receipts Due; 'MRP Forecasts Gross Requirements'; 'Alerts' showing 'You have no new alerts'; and 'Integration Status (Last 7 days)' with a status bar for Failure, Pending, and Success. A red arrow points to the 'Admin' button in the left sidebar.

Click on “Calendar”

The screenshot shows the Upland Ultriva Admin page. The top navigation bar includes the 'Admin' label and a help icon. The main content area displays a grid of admin options: 'User' (Add, manage and view users, reset passwords and update roles), 'Item' (Add, manage and view items, assign buyers and associate suppliers), 'Operator Work Hours' (Manage operator work hours), 'Dropoff Location' (Add, manage and view Dropoff Location), 'User Group' (Add, manage and view user groups. Change access rights), 'Calendar' (View and manage the business calendar, update the calendar to mark all dates that the business is closed), 'Supplier Item' (Add, manage and view supplier items), and 'Kanban Label' (Add, manage and view labels). A red arrow points to the 'Calendar' option.

The “**Observed Holidays**” screen appears with a **list of all holidays** that have been entered into the system.

2020 Holiday List for AAA Inc ?

◀ 2020 ▶ Go to Current Year

+ Add + Add Range ✎ Edit 🗑 Delete ← Back

**Observed Holidays** Business Calendar

261

105

Non-Working  
Working

🔍

Sorted by: Date <span style="float: right;">1 to 1 of 1</span>	
<input type="checkbox"/> Date	Description
<input type="checkbox"/> 11/26/2020	Thanksgiving

If you came from another page, click on the link below to return to your previous page.

[Return to Add Holiday Observed Calendar](#)

[Return to Delete Holiday](#)

[Return to the Adding a Date Range](#)

[Return to the Business Calendar Add Holiday](#)

[Return to Editing a Calendar Description](#)

[Return to Turn a Non Work day into a Work Day](#)

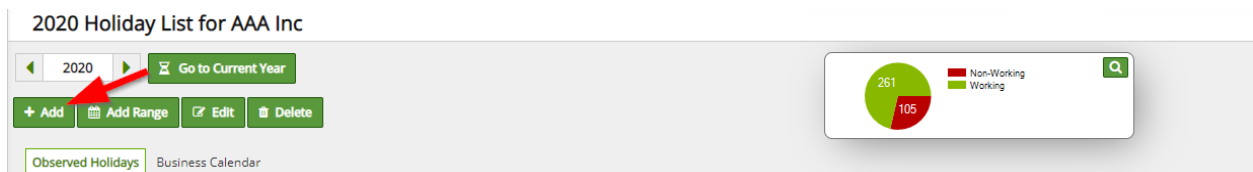
## Add a Holiday - Observed Holiday List

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

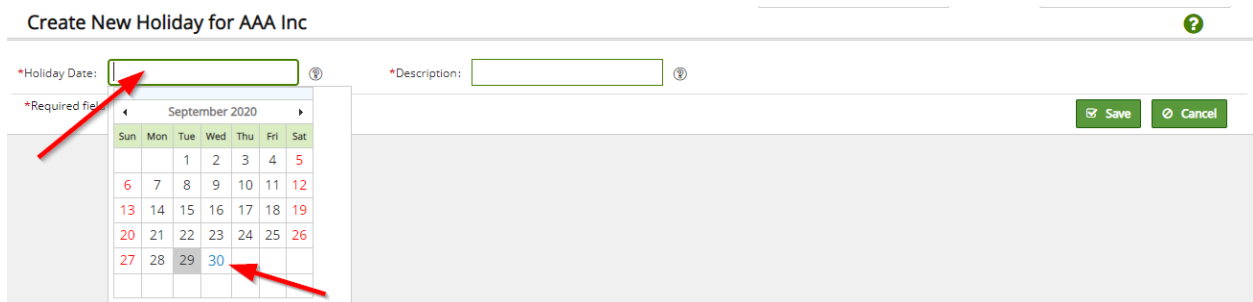
For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



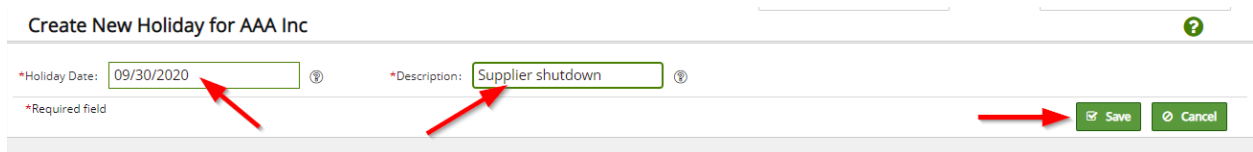
To **Add a Holiday**, click on the “**Add**” button.



Click in the “**Holiday Date**” field and a calendar will appear. Click on the “**Date**” for the holiday.



The date will now appear. Enter the “**Description**” of the holiday and click on the “**Save**” button.



The **Holiday** has now been **added successfully**.

2020 Holiday List for AAA Inc ?

✓ Holiday 9/30/2020 added successfully ←

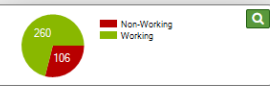
◀ 2020 ▶ Go to Current Year

+ Add Add Range Edit Delete

Observed Holidays Business Calendar

Sorted by: Date 1 to 2 of 2

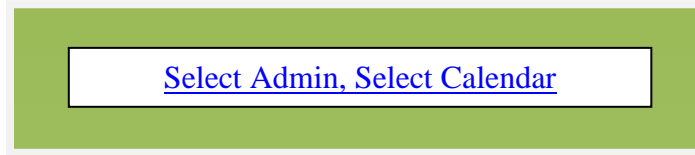
<input type="checkbox"/> Date ↑	Description ↑
<input type="checkbox"/> 09/30/2020 <span>←</span>	Supplier shutdown
<input type="checkbox"/> 11/26/2020	Thanksgiving

 260 Working 106 Non-Working

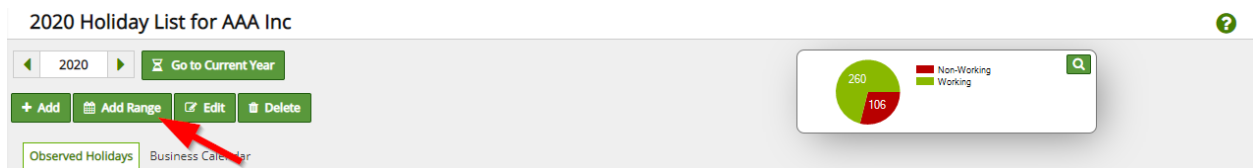
## Add a Range of Dates to the Calendar

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

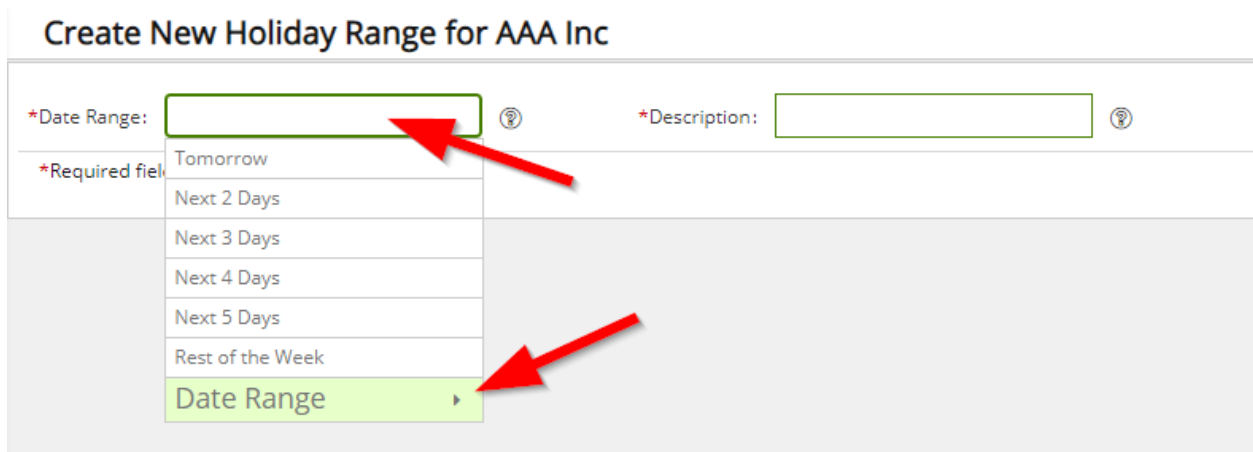
*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*



To “**Add a Range of Dates**”, click on the “**Add Range**” button.



Click on a “**predefined date range**” or select your own by clicking on “**Date Range**”



When entering a “**Date Range**”, click on the **start date** in the “**Start Date**” calendar (Left Side), click on an **end date** on the “**End Date**” Calendar (Right Side). Click on the “**Done**” button to select the range.

Create New Holiday Range for AAA Inc

\*Date Range:  ⓘ \*Description:  ⓘ

\*Required field

☐ Tomorrow  
☐ Next 2 Days  
☐ Next 3 Days  
☐ Next 4 Days  
☐ Next 5 Days  
☐ Rest of the Week  
☒ Date Range

Start Date

October 2020

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

End Date

October 2020

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

✓ Done

Save Cancel

Add the “Description” then click on the “Save” button.

Create New Holiday Range for AAA Inc

\*Date Range:  ⓘ \*Description:  ⓘ

\*Required field

Save Cancel

The “Holiday Range” has been added successfully.

2020 Holiday List for AAA Inc

✓ Holiday Range added successfully

2020 Go to Current Year

+ Add Add Range Edit Delete

Observed Holidays Business Calendar

Sorted by: Date

<input type="checkbox"/>	Date ↑	Description ↑
<input type="checkbox"/>	09/30/2020	Supplier shutdown
<input type="checkbox"/>	10/01/2020	Supplier OFF
<input type="checkbox"/>	10/02/2020	Supplier OFF
<input type="checkbox"/>	10/05/2020	Supplier OFF
<input type="checkbox"/>	10/06/2020	Supplier OFF
<input type="checkbox"/>	10/07/2020	Supplier OFF
<input type="checkbox"/>	10/08/2020	Supplier OFF
<input type="checkbox"/>	10/09/2020	Supplier OFF
<input type="checkbox"/>	11/26/2020	Thanksgiving

253 Non-Working 113 Working

## Edit a Calendar Description

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*

[Select Admin, Select Calendar](#)

To “**Edit a Calendar Description**”, click on the “**Date**” to edit and the line will highlight. Click on the “**Edit**” button.

2020 Holiday List for AAA Inc

2020 Go to Current Year

+ Add Add Range Edit Delete

Observed Holidays Business Calendar

Sorted by: Date 1 to 9 of 9

Date	Description
09/30/2020	Supplier shutdown
10/01/2020	Supplier OFF
10/02/2020	Supplier OFF

253 Non-Working 113 Working

Add a new “**Description**” then click on the “**Save**” button.

Modify Holiday for: AAA Inc

\*Holiday Date: 09/30/2020 \*Description: Supplier shutdown2

\*Required field

Save Cancel

The **Description** has been **modified successfully** from “**Inventory**” to “**Supplier Holiday**”.

2020 Holiday List for AAA Inc

✓ Holiday 9/30/2020 modified Successfully

2020 Go to Current Year

+ Add Add Range Edit Delete

Observed Holidays Business Calendar

Sorted by: Date 1 to 9 of 9

Date	Description
09/30/2020	Supplier shutdown2
10/01/2020	Supplier OFF

253 Non-Working 113 Working

## Delete a Holiday

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*

[Select Admin, Select Calendar](#)

To “**Delete a Holiday**”, select the “**Date**” to delete. Click on the “**Delete**” button.

2020 Holiday List for AAA Inc

◀ 2020 ▶ Go to Current Year

+ Add Add Range Edit Delete

Observed Holidays Business Calendar

Sorted by: Date 1 to 9 of 9

<input type="checkbox"/> Date	Description
<input checked="" type="checkbox"/> 09/30/2020	Supplier shutdown2
<input type="checkbox"/> 10/01/2020	Supplier OFF

253 Non-Working 113 Working

Click on the “**Yes**” button.

Ultriva Demo

Do you want to delete selected holidays?

Yes No

The **holiday** has been **removed** from the list and has been **deleted successfully**

2020 Holiday List for AAA Inc

Selected Holidays deleted Successfully

◀ 2020 ▶ Go to Current Year

+ Add Add Range Edit Delete

254 Non-Working 112 Working

## Business Calendar View



**Important** – The Calendar must be up to date with all Holidays as this prevents the calculated Ship Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

For more detailed instructions on navigating to the Supplier Calendar, click on the link below.

[Select Admin, Select Calendar](#)

To “View the Business Calendar”, click on the “Business Calendar” tab.

2020 Calendar for AAA Inc ?

◀ 2020 ▶ [Go to Current Year](#)

Observed Holidays **Business Calendar**

254 Working 112 Non-Working

The **calendar** screen appears. All of the “Holidays” dates are filled in **pink**. All “Non-Work” days will appear in **red** font.

2021 Calendar for AAA Inc ?

◀ 2021 ▶ [Go to Current Year](#)

Observed Holidays **Business Calendar**

256 Working 109 Non-Working

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

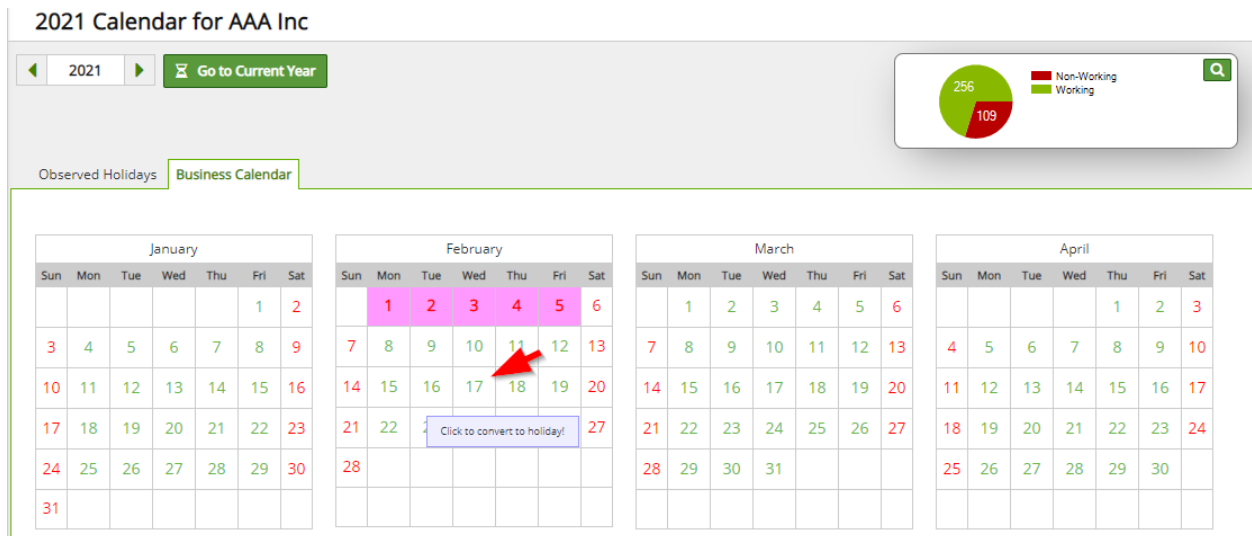
## Add a Holiday in the Business Calendar

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

*For more detailed instructions on navigating to the Supplier Calendar, click on the link below.*

[Select Admin, Select Calendar](#)

To “**Add a Holiday**” in the “**Business Calendar**”, click on the “**Calendar Date**” of the holiday



The **date appears**. Enter the “**Description**” of the holiday. Click on the “**Save**” button

Create New Holiday for AAA Inc

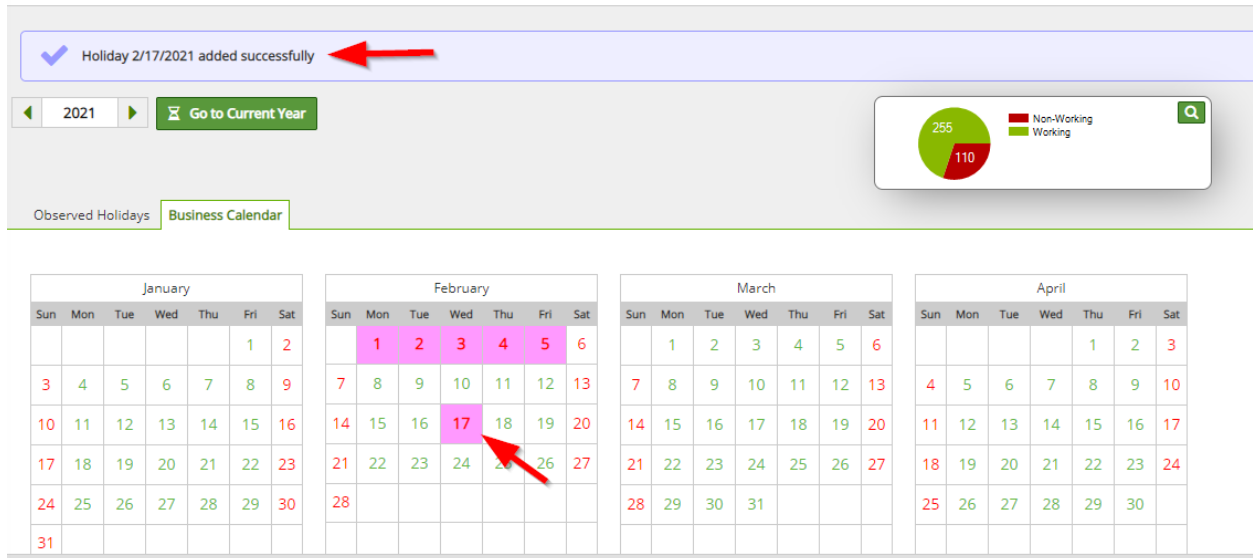
\*Holiday Date: 02/17/2021 \*Description: Supplier Shutdown3

\*Required field

[Save](#) [Cancel](#)

The **holidays** appear on the Calendar. All “**Holiday**” days are filled in **pink** and the date font has turned **red**.

## 2021 Calendar for AAA Inc



## Turn a Non-Work Day into a Work Day



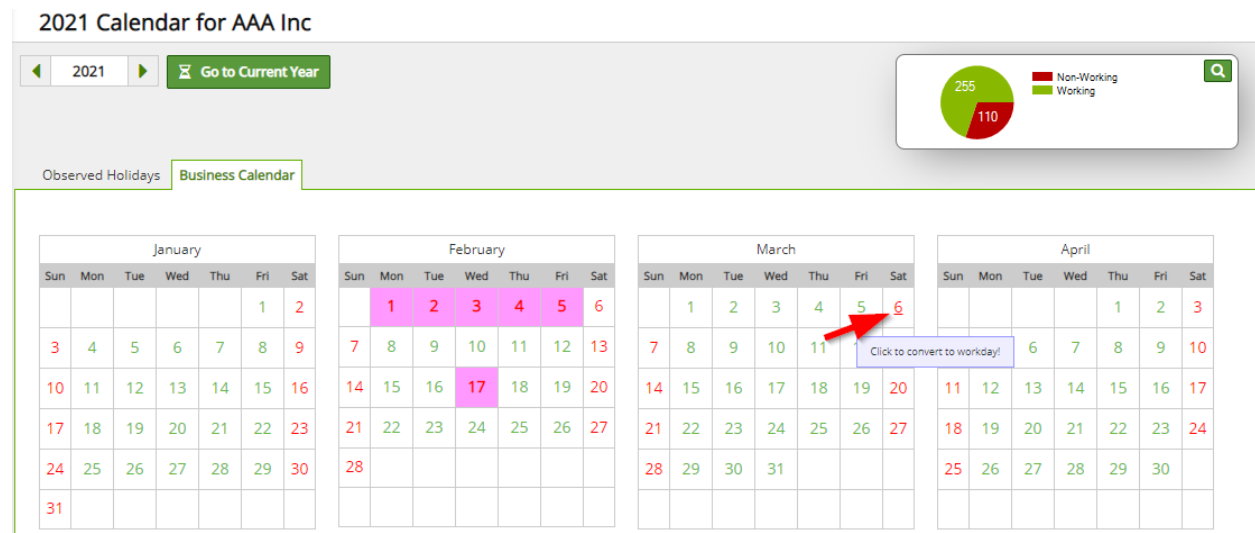
**Quick Tip** – All non-Working days are in **Red** font. All Saturdays and Sundays by default, are a non-working day.

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

For more detailed instructions on navigating to the Supplier Calendar, click on the link below.

[Select Admin, Select Calendar](#)


To change a “Non-Work Day” into a “Work Day”, click on the “Date” chosen for this action



Click on the “Yes” button.

Ultriva Demo

Do you want to make this holiday into a working day?



✓ Yes

✗ No



*Quick Tip – When a non-work day becomes a work day, all new releases in Ultriva will use this day in the Lead Time calculation and will schedule accordingly.*

The **font** has now **turned green** and the **date** selected has now been converted to a **work day**.

Observed Holidays

Business Calendar

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	