



Ultriva 7.6 and Higher Supplier Accepting Orders Reference Guide

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Accepting an Order – Home Default Screen



Quick Tip – From the “Home” screen there are 2 ways to navigate to the “Accept Cards” screen. Click on the number under “Order Tracking” in the “Orders not yet Acknowledged” or click on “Accept Orders” under “My Routines. In this example we will use My Routines → Accept Orders. Orders must be accepted before a supplier can ship.



Important – Orders must be “Accepted” before a supplier can ship.

Click on “Accept Orders” under “My Routines”

The screenshot displays the Home Default Screen with the following sections:

- Inventory Health:** Three cards showing stock out risks: 4 Items (High), 4 Items (Medium), and 12 Items (Low).
- Alerts:** A message stating "You have no new alerts".
- Order Tracking:** Four cards showing order status: 7 Cards (Orders not yet acknowledged), 0 Cards (Orders past due for Shipping), 0 Cards (Orders expected by customer today), and 0 Cards (Orders to be shipped in next 7 days). A red arrow points to the number 7.
- My Routines:** Two columns of routines: Daily (Accept Orders, Ship Goods, Print Kanban Cards, Reschedule Request, View Supplier Queue, View Shipments Due) and Monthly (Analyze My Performance, Analyze My Cycle Time, View Excel Reports). A red arrow points to "Accept Orders" in the Daily column.



Quick Tip – There are 2 ways to “Accept Orders”. Click on the number for each line item separately (one item number at a time), or click on the total orders number. Both are located under the “Released” column.

Click on the **number** for the “Total” orders

Accept Items List Filters How do I?

Plant: All Plants | Cards: All | Show: Items List | Category: All | Product Line: All | Commodity Code: All | RYG: All

Filter By: | Select Operator: | Enter Value: | Go

Runline Cards | Wait For PO Cards | **Released Cards** | Reschedule Approval Cards | Recall Wait Cards

RYG	Supplier Item No.	Description	Runline		Wait For PO		Released		Reschedule Approval		Recall Wait		Total	
			Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty
	24699	SHAFT	0	0	0	0	7	350	0	0	0	0	7	350
	Total		0	0	0	0	7	350	0	0	0	0	7	350

Click in the **selection box** next to the “Card ID” field and a **checkmark** will appear by all orders on the page. Click on the “Accept” button. *Cards can also be selected individually.*

Accept Cards List Views How do I?

Find Card ID: | **Accept** | Attach Notes | Print PO | Back To Items | Change Filter

Work Order Number: |

<input checked="" type="checkbox"/>	Card ID	Supplier Item No.	Release Date	Reqd Ship	Reqd Receive	Card Qty	WorkOrder No.	PO #	PO Line #
<input checked="" type="checkbox"/>	KCD4MYKCNABQ	24699	12/27/2013	01/02/2014	01/05/2014	50		753159	1,000
<input checked="" type="checkbox"/>	KCD4MYLCNAEH	24699	12/27/2013	01/02/2014	01/05/2014	50		753159	1,000
<input checked="" type="checkbox"/>	KCD4MYMCNARC	24699	12/27/2013	01/02/2014	01/05/2014	50		753159	1,000
<input checked="" type="checkbox"/>	KCD4MYNCNAA6	24699	12/30/2013	01/02/2014	01/05/2014	50		753159	1,000
<input checked="" type="checkbox"/>	KCD4MYPCNAFA	24699	12/30/2013	01/02/2014	01/05/2014	50		753159	1,000
<input checked="" type="checkbox"/>	KCD4MYQCNAQF	24699	12/30/2013	01/02/2014	01/05/2014	50		753159	1,000
<input checked="" type="checkbox"/>	KCD4MYRCNAB5	24699	12/30/2013	01/02/2014	01/05/2014	50		753159	1,000

The “Cards successfully accepted”

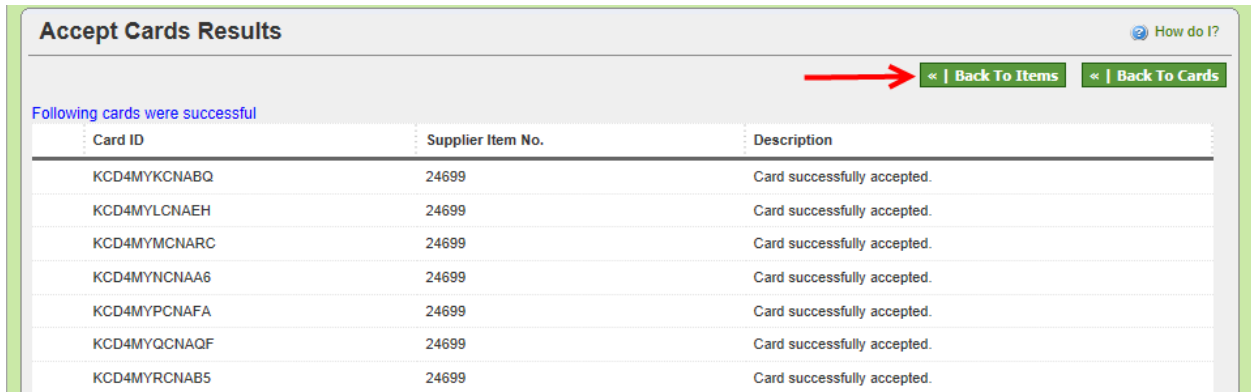
Accept Cards Results How do I?

Back To Items | Back To Cards

Following cards were successful

Card ID	Supplier Item No.	Description
KCD4MYKCNABQ	24699	Card successfully accepted.
KCD4MYLCNAEH	24699	Card successfully accepted.
KCD4MYMCNARC	24699	Card successfully accepted.
KCD4MYNCNAA6	24699	Card successfully accepted.
KCD4MYPCNAFA	24699	Card successfully accepted.
KCD4MYQCNAQF	24699	Card successfully accepted.
KCD4MYRCNAB5	24699	Card successfully accepted.

Click on “Back to Items” or “Back to Cards” to verify that you have “Accepted” all of the orders.



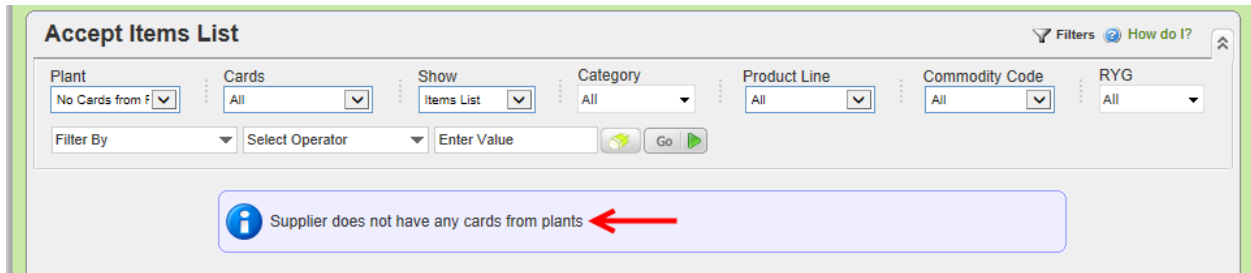
Accept Cards Results How do I?

[« | Back To Items](#) [« | Back To Cards](#)

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KCD4MYPCNAFA	24699	Card successfully accepted.
KCD4MYQCNAQF	24699	Card successfully accepted.
KCD4MYRCNAB5	24699	Card successfully accepted.


All orders have been “Accepted” when “Supplier does not have any cards from plants” appears



Accept Items List Filters How do I?

Plant: No Cards from F | Cards: All | Show: Items List | Category: All | Product Line: All | Commodity Code: All | RYG: All

Filter By: Select Operator: Enter Value:

 Supplier does not have any cards from plants

Accepting an Order – Actions → Accept Orders

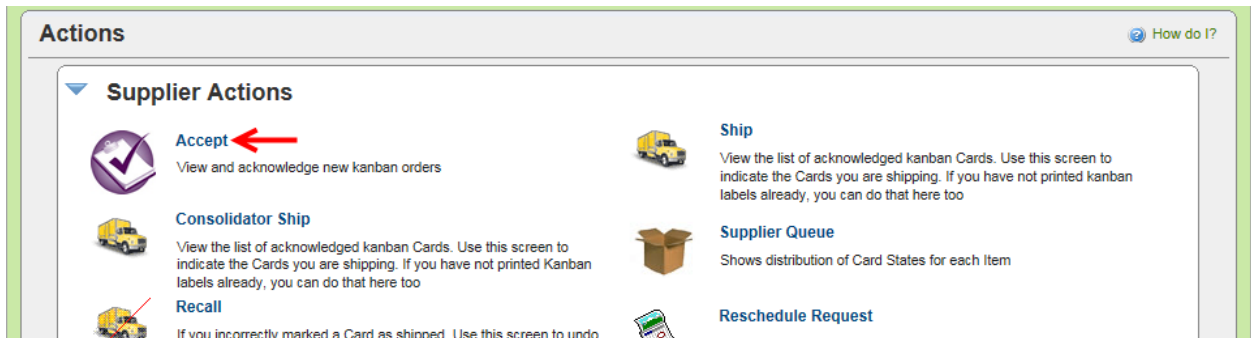


Important – Orders must be “Accepted” before a supplier can ship.

Click on “Actions”



Click on “Accept”



Quick Tip – There are 2 ways to “Accept Orders”. Click on the number for each line item separately (one item number at a time), or click on the total orders number. Both are located under the “Released” column.

Click on the **number** for the “Total” orders

Accept Items List Filters [How do I?](#)

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Filter By: Select Operator | Enter Value |

|
 |
 |
 |

RYG	Supplier Item No.	Description	Runline		Wait For PO		Released		Reschedule Approval		Recall Wait		Total	
			Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty
	24699	SHAFT	0	0	0	0	7	350	0	0	0	0	7	350
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Click in the **selection box** next to the “Card ID” field and a **checkmark** will appear by all orders on the page. Click on the “Accept” button. *Cards can also be selected individually.*

Accept Cards List Views How do I?

Find Card ID

Work Order Number:

<input type="checkbox"/>	Card ID ▲	Supplier Item No. ▲	Release Date ▲	Reqd Ship ▼	Reqd Receive ▼	Card Qty ▼	WorkOrder No.	PO # ▼	PO Line # ▼
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All orders have been “Accepted” when “Supplier does not have any cards from plants” appears

The screenshot shows the 'Accept Items List' interface. At the top, there are several filter dropdowns: 'Plant' (set to 'No Cards from F'), '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 is a search bar with 'Filter By', 'Select Operator', and 'Enter Value' fields, along with 'Go' and 'Enter' buttons. A message box at the bottom contains an information icon and the text 'Supplier does not have any cards from plants', with a red arrow pointing to the text.