

# Ultriva 7.6 and Higher Manually Receiving Cards Reference Guide

## **Table of Contents**

(Click to follow link)

Navigating to Receiving a Kanban Card	. 2
Receive Cards - Home (Default) Screen	. 3
Receive Cards – Actions Screen	. 4
Receive Cards - Buyer Queue	. 7
Receive Cards - Buyer Status	10
Receive Cards Filter	16
Apply to All – Auto Fill	19

## Navigating to Receiving a Kanban Card

*Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.* 

Quick Tip – Receiving an order is very easy. There are multiple choices to select from when "Receiving" the order. The list is below. Choose the one that best fits the need for the user.

Home (Default)/My Routines/Receive Goods Actions/ Receive Buyer Queue/In Transit Buyer Status/In Transit

Click on the link below for detailed instructions on receiving cards from the "Home" screen



Click on the link below for detailed instructions on receiving cards from the "Actions" screen



Click on the link below for detailed instructions on receiving cards from the "Buyer Queue" screen



Click on the link below for detailed instructions on receiving cards from the "Buyer Status" screen



## Receive Cards - Home (Default) Screen

# Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

From the "Home" (Default) screen, in the "My Routines" field, click on "Receive Goods"

Buyer Home -	🍸 Filters 💗 Favorite
Inventory Health	Alerts *=
5 Items Stock out risk (High) Stock out risk (Medium) Stock out risk (Low)	You have no new alerts
Order Tracking	My Routines Daily • Release Orders • Receive Goods • Create Spike Order • Analyze Material Status • Analyze Material Status • Analyze Stock out • Analyze Stock out • Analyze Kanban Inventory

**Click** on the **part number** to **advance** to the "**Receive Cards**" list, or **click** on a **line** item and the **line will highlight**. If you **highlighted** the **line**, **click** on the "**Show Cards**" button

Receive Item	s List ♥			🍸 Filters 📃 Viev	vs 🍘 How do I? 👔
Supplier A&G Machining	Cards All	Show Category Items List  All	▼ RYG	Receive     Shipped cards	
Filter By	<ul> <li>Select Operator</li> </ul>	Enter Value     Go			
RYG Item	Description	Supplier Name		Total Qty	Show Cards   » Total Cards
24680	Widget	A&G Machining			4

Quick Tip – Prior to showing the cards you can set specific filters.

Click on the link below for detailed information on setting specific filters.



Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.

Rece	ive Cards Lis	it 🛛							V	iews 🍘 How do I?
Find Card	ID 🦗 🕅	•		Receive   »	Attac	h Notes   »	Print   »	«   Back To Item	ıs «	Change Filter
Storage L	ocation				Lot	No.	E1			
⊽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location $\triangledown$	<b>PO</b> # ⊽	Tracking URL
v	KCD4NG9CNAME		06/26/2014	06/24/2014			100 Lot Info	STK		
V	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	C1	987654	Þ
	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	B2	987654	₽
	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	STK	987654	.⊡
✓	KCD4NGBCNAHK	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	STK	987654	Þ

**Tool Tip** – The "Apply to All" icons are located on all "Action" screens where repeated data is entered. Data such as "Storage Locations" is where this tool comes in real handy.

Click on the link below for detailed information on the "Apply to All, Auto Fill" function.



Quick Tip – If Applicable: The "Storage Location" and the "Receive Qty" can be changed at this time.

Recei	ive Cards Lis	t 🍸								iews 🍘 How do l'
Find Card	ID 🦗 🖗			Receive   »	Attad	h Notes   »	Print   »	«   Back To Item	s «	Change Filter
Storage Lo	ocation				Lot	No.		Ļ		
⊽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location $\triangledown$	<b>PO</b> # ⊽	Tracking URL
V	KCD4NG9CNAME		06/26/2014	06/24/2014			100 Lot Info	B2		
	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	C1	987654	Ţ.,
	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	B2	987654	Ţ.,
$\checkmark$	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	100	STK	987654	Ţ.,

Click on the "Receive" button.

Recei	ve Cards Lis	t Y							Vi	ews 🍘 How do l'
Filter det	ails: Supplier:A&G	6 Machini	ng	Receive   »	Attac	Notes   »	Print   »	«   Back To Iten	ıs «	Change Filter
Storage Lo	ocation		/	7	Lot	No.	<b>B</b> I			
⊽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date $\triangledown$	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location $\triangledown$	PO# ⊽	Tracking URL
	KCD4NG9CNAME		06/26/2014	06/24/2014			100  × Lot Info	B2		
	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	C1	987654	Þ
	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	B2	987654	<u> </u>
$\checkmark$	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	STK	987654	Þ

#### The "Cards Successfully Received"

Receive Ca	rds Results		<ul> <li>How do</li> </ul>	1?
			«   Back To Items «   Back To Car	ds
			No.Of Copies: 1 Print Cards   »	
	Card ID	Item	Description	
	KCD4NG9CNAME	24680	Card Successfully Received.	
	KCD4MV7CNAG5	24680	Card Successfully Received.	
	KCD4MVHCNAAB	24680	Card Successfully Received.	
	KCD4MVKCNAR9	24680	Card Successfully Received.	

### **Receive Cards – Actions Screen**

# Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

#### Click on "Actions"

ULTRIVA	1			Ultriva	Admin   My Account   Help   Logout
Home Material Status	Actions	Scan	Reports	Integration	Laura Maki   TBJ 🔻
Buyer Home -					🖓 Filters 🤎 Favorites

#### Click on "Receive"



Click on the part number to advance to the "Receive Cards" list, or click on a line item and the line will highlight. If you highlighted the line, click on the "Show Cards" button

Receive Items	List V			Y Filters View	vs 🍘 How do I? 👔
Supplier A&G Machining	Cards All	Show Category Items List  All	✓ RYG All	Receive     Shipped cards	~
Filter By	<ul> <li>Select Operator</li> </ul>	Enter Value     Go			
RYG Item	Description	Supplier Name		Total Qty	Show Cards   » Total Cards
24680	Widget	A&G Machining		400	4

Quick Tip – Prior to showing the cards you can set specific filters.

Click on the link below for detailed information on setting specific filters.



Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.

Rece	ive Cards Lis	t Y							V	iews 🍘 How do l'
Find Card	ID 🦗 🖗			Receive   »	Attac	h Notes   »	Print   »	«   Back To Item	s «	Change Filter
Storage L	ocation				Lot	No.	<b>1</b>			
⊽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location $\triangledown$	<b>PO</b> # ⊽	Tracking URL
	KCD4NG9CNAME	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	STK		
$\checkmark$	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	C1	987654	<b>D</b>
, ✓	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	B2	987654	Þ
	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	STK	987654	<b>D</b>
$\checkmark$	KCD4NGBCNAHK	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	STK	987654	<b>D</b>

**Tool Tip** – The "Apply to All" icons are located on all "Action" screens where repeated data is entered. Data such as "Storage Locations" is where this tool comes in real handy.

*Click on the link below for detailed information on the "Apply to All, Auto Fill" function.* 



Quick Tip – If Applicable: The "Storage Location" and the "Receive Qty" can be changed at this time.

Recei	ive Cards Lis	t 🍸							Vi	ews 🍘 How do l'
Find Card	iD 🦗 🖗	•		Receive   »	Attad	1 Notes   »	Print   »	«   Back To Item	15 «	Change Filter
Storage Lo	ocation ा				Lot	No.		Ļ		
⊽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date $\triangledown$	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location $\triangledown$	<b>PO</b> # ⊽	Tracking URL
	KCD4NG9CNAME		06/26/2014	06/24/2014			100 Lot Info	B2		
✓	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	C1	987654	ţ.
	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	B2	987654	Þ
$\checkmark$	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	100	STK	987654	Þ

Click on the "Receive" button.

Recei	ve Cards Lis	t Y							Vi	ews 🍘 How do l'
Filter det	ails: Supplier:A&G	6 Machini	ng	Receive   »	Attac	Notes   »	Print   »	«   Back To Iten	ıs «	Change Filter
Storage Lo	ocation		/	7	Lot	No.	<b>B</b> I			
⊽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date $\triangledown$	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location $\triangledown$	PO# ⊽	Tracking URL
	KCD4NG9CNAME		06/26/2014	06/24/2014			100  × Lot Info	B2		
	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	C1	987654	Þ
	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	B2	987654	<u> </u>
$\checkmark$	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	100 Lot Info	STK	987654	Þ

#### The "Cards Successfully Received"

Receive Ca	rds Results		<ul> <li>How do</li> </ul>	1?
			«   Back To Items «   Back To Car	ds
			No.Of Copies: 1 Print Cards   »	
	Card ID	Item	Description	
	KCD4NG9CNAME	24680	Card Successfully Received.	
	KCD4MV7CNAG5	24680	Card Successfully Received.	
	KCD4MVHCNAAB	24680	Card Successfully Received.	
	KCD4MVKCNAR9	24680	Card Successfully Received.	

# **Receive Cards - Buyer Queue**

# Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

#### Click on "Actions"

	V			Ultriva	Admin   My Account   Help   Logout
Home Material Status	Actions	Scan	Reports	Integration	Laura Maki   TBJ 🛩
Buyer Home -					🍸 Filters 🤎 Favorites

#### Click on "Buyer Queue"

Actions			🧭 How do I?
🔻 Buye	r Actions		
-	Release		Runline Approve
	Manually release Cards that have been consumed. Depending on how the system is set up a Card will be considered consumed when the box/bin is either opened or emptied	V	Manually approve Cards waiting at runline. You will see a list of Cards waiting for approval and you can select the ones to approve
	Set PO	15	Receive
	Set P.O. details for the Cards. You will see a list of Cards that are waiting for the P.O. details to be set and you can select the ones to set the P.O. data		Receive Cards as they arrive. You will see a list of Cards that are in transit and you can select the ones to receive
a ta	Approve		Put Away
	Approve Cards located at the receiving dock. You will see a list of Cards that are in the receiving dock and you can select the ones to approve		Deliver Cards to their respective location. You will see a list of Cards that are waiting for delivery and you can select the ones to deliver
-	Buyer Queue 🔶 🗕	-26	Recall
	Shows distribution of Card States for each item		If you accidentally marked a Card as consumed. You can undo that transaction here
	Reschedule		BulkPrint
(°0)	Observe Description data des las sederes Manualli ence a list of Description	-	Manual Reliance Contraction of Manual Manual Strength Contraction Contraction

In the "In Transit" column, click on the number of cards "In Transit"

Buyer Qu	eue Items	s List									🍸 Filters 👔	How do I?
Supplier A&G Machining		Show	tems ×	Cate All	egory T	RYG All		Product All	t Line:	<b>~</b>	Commodi All	ty Code:
Filter By	•	Select Operator	▼ EI	nter Value	5	Go						
RYG ⊽ Item ▲	On Hand	Released	In Process	At Ship Hub	In Transit	Received At Dock	Put Av	Nay	Othe	rs	Description ⊽	Supplier Item
RYG ⊽ Item ▲	On Hand	Released Cards Qty	In Process	At Ship Hub	In Transit Cards Qty	Received At Dock	Put Av	way D Qty	Othe	Qty	Description ⊽	Supplier Item
RYG ⊽ Item ▲	On Hand Cards Qty 9 900	Released Cards Qty	In Process Cards Qty 0 0	At Ship Hub	In Transit Cards Qty	Received At Dock	Put Av	Qty 0	Othe Cards	Qty 0.0	Description ⊽ Widget	Supplier Item 24680

Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.

F	Recei	ve Cards Lis	t 🏹							🔲 Views 🍘 How do I?
E	ilter det	ails: Supplier:A&G	i Machini	ing, Item:24680		Recei	ve   »	Attach Notes	» Print   »	«   Back To Buyer Queue
Ste	orage Lo	ocation				Lot	No.	<b>1</b>		
▽	•	Card ID 🛦	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty $\triangledown$	Receive Qty	Storage Location $\triangledown$	PO#
	V	KCD4MVACNAN5	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	C1	
		KCD4MVMCNABV	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK	₽
	✓	KCD4NGACNAJZ	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK	Ţ.
		KCD4NMECNAHB	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK	₽

**Tool Tip** – The "Apply to All" icons are located on all "Action" screens where repeated data is entered. Data such as "Storage Locations" is where this tool comes in real handy.

*Click on the link below for detailed information on the "Apply to All, Auto Fill" function.* 



Quick Tip – If Applicable: The "Storage Location" and the "Receive Qty" can be changed at this time.

Rece	ive Cards Lis	t 🍸							📃 Views 🍘 How do I
Find Card	ID 🦗 🖗				Receive	e   »	Attach Notes	» Print   »	«   Back To Buyer Queu
Storage L	ocation				Lot N	0.	_ F 🗸	V	
⊽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date $\triangledown$	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location ⊽	PO#
V	KCD4MVACNAN5			06/25/2014			100 Lot Info	C1	
$\checkmark$	KCD4MVMCNABV	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK	Þ
✓	KCD4NGACNAJZ	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK	D
✓	KCD4NMECNAHB	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK	₽

#### Click on the "Receive" button.

Recei	ive Cards Lis	t 🍸							🔲 Views 🍘 How do l'
Find Card	ID 🦓 🖗	-	$\rightarrow$	Receive   »	Attac	h Notes   »	Print   »	«   Back To Item	s «   Change Filter
Storage Lo	ocation				Lot	No.	E1		
⊽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location $\nabla$	PO#
V	KCD4MVACNAN5	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	C1	
	KCD4MVMCNABV	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK	Ģ.
	KCD4NGACNAJZ	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK	Ģ.
$\checkmark$	KCD4NMECNAHB	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK	<b>P</b>

The "Cards Successfully Received"

Receive Ca	rds Results				(2) How do I?
				«   Back To Items	«   Back To Cards
				No.Of Copies: 1	Print Cards   »
	Card ID	Item	Description		
	KCD4MVACNAN5	24680	Card Successfully Received.		
	KCD4MVMCNABV	24680	Card Successfully Received.		
	KCD4NGACNAJZ	24680	Card Successfully Received.		
	KCD4NMECNAHB	24680	Card Successfully Received.		

## **Receive Cards - Buyer Status**

Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

Click on "Reports"

	RIVA			V	Ultriva	Admin   My Account   Help   Logout
Home	Material Status	Actions	Scan	Reports	Integration	Laura Maki   TBJ 🕶
Buye	r Home 🚽					🖓 Filters 💗 Favorites

#### Click on "Buyer Status"



Quick Tip – Prior to showing the cards you can set specific filters. Filters such as Supplier, Item, Description, are a few of the filters that can be set when looking for specific information.

Click on the link below for detailed information on setting up a filter.



**Click** on the **dropdown arrow** in the "**Supplier**" field. Click on a "Supplier" *In this example* we will filter the parts for a specific supplier.

Buyer Status Report	🥥 How do 17
All Suppliers Acculation Acculation Acculation Acculation Acculation Acculation Acculation Acculation Acculation Acculation Acculation Acculation Acculation Allsin Electronics Alsin Electronics INC (DS) Alsin Electronics INC Acculation Acculation Acculation Acculation Acculation Acculation Acculation Acculation Bend All Bend All Bend All Bend All Automotive INC. Blue Grass Metals Bootik Bootik INC Bootik INC Blue Grass Metals Bootik Bootik INC Bootik INC Bootik INC	All Items x : Category RYG Product Line: Commodity Code: All Items x : All I C : All I

Click on the "Go" button.

Buyer Status Report	How do I?
Supplier     Show     Category     RYG     Product Line:     Commodity C       A&G Machining     Image: All Items ×     All Image: All Image	ode:
Filter By   Select Operator  Enter Value  Go  Go  Filter By  Filte	

The **Buyer Status Report appears** for the **selected** "**Supplier**". In the **In Transit column, click** on the **number** of cards "**In Transit**" for the **item number** to "**Receive**".

Buyer	otat	us no	.00																and the second s
Supplier A&G Ma	r achining		~		Show All It	ems ×			Cateç All	gory •	RYG All	•	i	Produ All	ct Line:	~		Commo All	dity Code:
Filter By	/		▼ S	elect Ope	erator	`	En	ter Value		<u></u>	Go 🕨								
YG ⊽ I	Item 🔺	On Ha	nd	Relea	sed	In Proc	ess	At Ship I	Hub	In Transit	Received A	t Dock	Put Av	vay	Other	rs	Descrij	ption ⊽	Supplier Item
YG ⊽ I	Item 🔺	On Ha	nd D Qty	Relea	sed Qty	In Proc	Qty	At Ship I	Hub Oty	In Transit	Received A	At Dock	Put Av	vay	Other	Qty	Descrij	ption ⊽	Supplier Item
YG ⊽ 1	ltem ▲ 24680	On Ha	Qty 450	Relea Cards	Qty 400	In Proc Cards	Qty 0	At Ship I	Hub Qty	In Transit Cards Q1 4 20	Received A Cards	Qty 0	Put Av	vay Qty 0	Other	Qty 0.0	Descrij Widget	ption ⊽ t	Supplier Item 24680

Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.

Rece	ive Cards Lis	st ₹							📃 Views 🍘 How do I?
Find Card	ID 🙌	•			Recei	ve   »	Attach Notes	i   » Print   »	«   Back To Buyer Status
Storage L	ocation				Lot	No.	E <sup>1</sup>		
▽ 🗹	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location $\triangledown$	PO#
	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	
	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	A1	₽
	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	Þ
	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	₽

**Tool Tip** – The "Apply to All" icons are located on all "Action" screens where repeated data is entered. Data such as "Storage Locations" is where this tool comes in real handy.

Click on the link below for detailed information on the "Apply to All, Auto Fill" function.



Quick Tip – If Applicable: The "Storage Location" and the "Receive Qty" can be changed at this time.

R	Rece	ive Cards Lis	t 🛛							🔲 Views 🕑 How do I?
Fin	d Card	ID 🦗 🕅	•			Recei	Receive   » Attach Notes   » Print   » «   Back To Buy			«   Back To Buyer Status
Sto B2	Storage Location B2					Lot	No.	E1		
⊽		Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date $\triangledown$	Card Qty $\bigtriangledown$	Ship Qty $\triangledown$	Receive Qty	Storage Location ⊽	PO#
	~	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	B2	
		KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	A1	Ţ.
		KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	Ţ.
		KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	Ţ.

Click on the "Receive" button.

Receiv	ve Cards Lis	tŸ							📃 Views 🎯 How do I?
Find Card II	D 🙌 🔌	•		$\rightarrow$	Recei	ve   »	Attach Notes	;   » Print   »	«   Back To Buyer Status
Storage Loo B2	cation				Lot	No.	E <sup>-1</sup>		
⊽ ⊻	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty $\bigtriangledown$	Receive Qty	Storage Location ⊽	PO#
v	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	B2	
	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	A1	Ģ.
	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	₽
	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	Ð

The "Cards Successfully Received"

Receive Ca	Receive Cards Results									
		«   Back To Buyer Statu								
			No.Of Copies: 1 Print Cards   »							
	Card ID	Item	Description							
	KCD4MVHCNAAB	24680	Card Successfully Received.							
	KCD4MV7CNAG5	24680	Card Successfully Received.							
	KCD4MVKCNAR9	24680	Card Successfully Received.							
	KCD4MVACNAN5	24680	Card Successfully Received.							

#### **Receive Cards Filter**

Q

Quick Tip – Further filtering can be performed if you are looking for specific data on the items. All "Filtering" in Ultriva is optional.

When all changes have been entered into the "Filter", click on the "Go" button for the changes to take effect. If the parts are not appearing on the Receive screen, it is best to double check the filters input first and make the necessary changes.

To **further filter** for **specific data**, **click** on the **dropdown arrow** in the "**Supplier**" field and a **drop down** list **appears**. **Click** on a "**Supplier**" *In this example we will filter for a specific item from a supplier*.

Receive Items List V		🍸 Filters 📃 Views 🥥 How do I?
All Suppliers AGG Machining Accushape Alnak Alain Canada Alain DS Alain Electronics	Show     Category     RYG       Items List     All     All       tor     Enter Value     Go	Receive     Shipped cards
Aisin Electronics DS     Aisin Electronics INC (DS)     Aisin ELECTRONICS INC (DS)     Aisin USA     Aisin VORLD CORP OF AMERICA     AMIP Plastics     Amip Plastics	ਹ Supplier Name ਹ	Show Cards   » Total Qty v Total Cards v
Anchor Industrial Adhesives APLIX INC ARJ Manufacturing ARJ MANUFACTURING LLC AVS Inc	A&G Machining A&G Machining	500 10 125 5
Accel Composite & Material BASELL USA INC BCD Mexico Bend All So BEND ALL AUTOMOTIVE INC. BLUE GRASS METALS INC Bluegrass Metals BOSTIK INC.		1 to 2 of 2 Show Cards   »

*If Applicable*: Click on the drop down arrows to make the remaining selections. *The Cards, Show, Category and RYG should remain as they are below for our example.* 

Receive Items List V		🏹 Filters 📄 Views 🥥 How do I?
Supplier Cards	Show Category RYG	Receive     Shipped cards

Click on the dropdown arrow in the "Receive" field and a drop down list appears. Click on a selection.

Receive Items List Views @ How do I?									
Supplier A&G Machining Filter By	Cards All Select Operator	Show Items List	Category All Go D	▼ RYG All	Receive Shoped cards Accepted cards Temporary on hand card Master Label				
Find Item	#3 #4				Show Card	5   »			



**Click** on the **dropdown arrow** in the "**Filter By**" field and a **drop down list appears**. **Click** on a **selection**. *In this example we will select Item*.

[	Receive Items List V		🖓 Filtera 📃 View	a 🥝 How do I? 😤
	Supplier Ca A&G Machining V A	Show Category RYG	Receive     Shipped cards	~
	Filter By   Select Ope	▼ Enter Value 🧭 Go 🕨		
	PO#			
F	PO Line #			Show Cards 1 »
	Release #			
R	Release Line #	Supplier Name $v$	Total Qty 🕁	Total Cards 🕁
	WorkOrder No.			_
	Item	A&G Machining		10
	Description	A&G Machining	125	5
	Release Date	-		
	TrackingNo			
	Ship Date			
	Product Line Title			
So	CarrierTitle			1 to 2 of 2
	Supplier Name			char de la la
	Packing Slip No			Show Cards   >
	Ship Qty			

**Click** on the **dropdown arrow** in the "**Select Operator**" field and a **drop down list appears**. **Click** on a **selection**. *In this example we will select Equal To*.

Receive Iter	ns Lis	st V			🖓 Filtera 📃 Vlev	va 🥝 How do I? 🔗	
Supplier A&G Machining	×	Cards All 🔍	Show Category Items List V All	▼ RYG		V	
Filter By	Ŧ	Select Operator	Value 🕜 🛛 🕞				
Find Item	\$45 é	Not Equal To Greater Than	_			Show Cards   »	
RYG 🛛 Item 🔺		Greater Than Or Equal To	Supplier Name 🗸		Total Qty 👳	Total Cards $\forall$	
24680		Lesser Than Or Equal To	A&G Machining			10	
24681		Starts With	A&G Machining	A&G Machining			
		Contains					
		Ends With					
		Not Starts With					
		Not Contains					
Sorted by: Item		Not Ends With				1 to 2 of 2	
		Is Empty					
		Is Not Empty				Show Cards   >	

**Enter** a value in the "Enter Value" field. Click on the "Go" button. In this example we selected *Item/Equal To so the value to be entered is the item number*.

Receive Items List Views @ How do I?								
Supplier A&G Machining	Cards All	Show Items List	All -	RYG All 🔻	Receive Shipped cards	~		
Filter By	▼ Equal To	▼ 24681 ×	🧭 🛛 🕞	-				
Find Item	纳翰					Show Cards   >		

The information appears for the "Filter" ran for the specific item number.

Receive Items List 🏹 🛛 🖓 Filters 🖃 Views 🎯 How								
Supplier A&G Machining Item	Cards All	Show Items List V	Category All 🗸	All	Receive     Shipped cards	▼		
YG Item	Description	Supplier Name			Total Qty	Show Cards   Total Cards		
24681	Widget 2	A&G Machining			125	5		

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.



## 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 "Storage Locations" is where this tool comes in real handy.

Quick Tip – Click in the selection box in the column header and it will select all of the cards. A checkmark will appear by each line item.

Click in the selection at the column header to select all cards or select each one individually. A checkmark will appear for that selection.

Rece	ive Cards Lis	it 🛛					📃 Views 🥑 How do l'			
Find Card	ID 🙌 🕅	•			Recei	ve   »	Attach Notes	;   » Print   »	«   Back To Buyer Status	
Storage L	Storage Location					No.	E.			
▽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location $\triangledown$	PO#	
v	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK		
	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	A1	Ģ.	
	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	<del>D</del>	
	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	<b>P</b>	

**Enter** the new **location code** in the "**Storage Location**" field. **Click** on the "**Apply to All**" icon".

Rece	ive Cards Lis	st 🛛							🔲 Views 🕜 How do l?	
Find Card	ID 🙌 🕅	\$.			Recei	ve   »	Attach Notes	;   » Print   »	«   Back To Buyer Status	
Storage Location					Lot	No.	_ @			
▽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty $\bigtriangledown$	Receive Qty	Storage Location ⊽	PO#	
	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK		
	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	A1	Ţ.	
	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	Ţ.	
	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK	Ţ.,	

Receive Cards List Views @ How do										
Find Card ID 🙌 🍋					Receive   »		Attach Notes   » Print   »		«   Back To Buyer State	
Storage Location B2					Lot No.		_ @			
⊽ 🔽	Card ID 🔺	Item 🔺	Reqd Receive 🔺	Ship Date ⊽	Card Qty ⊽	Ship Qty ⊽	Receive Qty	Storage Location ⊽	PO#	
V	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	B2		
	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	B2	Ţ.	
	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	B2	Ţ.	
	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	B2	, De	

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

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

