



Ultriva 7.6 and Higher Manually Receiving Cards Reference Guide

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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

[Receive Cards Home Screen](#)

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

[Receive Cards Actions Screen](#)

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

[Receive Cards Buyer Queue](#)

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

[Receive Cards Buyer Status](#)

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**”

The screenshot shows the 'Buyer Home' dashboard with several widgets. The 'Inventory Health' widget shows 5 items at high risk, 1 at medium, and 1 at low. The 'Alerts' widget shows no new alerts. The 'Order Tracking' widget shows 0 cards awaiting approval, 23 not yet acknowledged, 51 past due for shipping, and 90 past due for receipt. The 'My Routines' widget is expanded to show 'Daily' and 'Monthly' tasks. A red arrow points to 'Receive Goods' in the 'Daily' list.

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

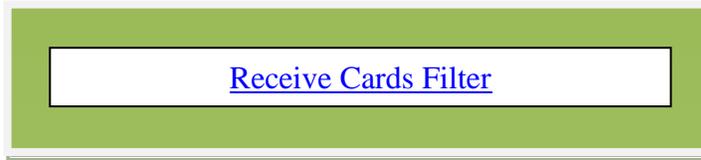
The screenshot shows the 'Receive Items List' screen. At the top, there are filters for Supplier (A&G Machining), Cards (All), Show (Items List), Category (All), RYG (All), and Receive (Shipped cards). Below the filters is a 'Filter By' section with 'Select Operator' and 'Enter Value' fields, and a 'Go' button. A red arrow points to the 'Show Cards' button on the right. Below the filters is a table with columns: RYG, Item, Description, Supplier Name, Total Qty, and Total Cards. The first row is highlighted in green, with a red arrow pointing to the 'Item' column value '24680'.

RYG	Item	Description	Supplier Name	Total Qty	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.

Receive Cards List Views How do I?

Find Card ID Receive | >> Attach Notes | >> Print | >> << | Back To Items << | Change Filter

Storage Location Lot No.

<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="C1"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="B2"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>	987654	
<input checked="" type="checkbox"/>	KCD4NGBCAHK	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>	987654	



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.

Receive Cards List Views How do I?

Find Card ID Receive | >> Attach Notes | >> Print | >> << | Back To Items << | Change Filter

Storage Location Lot No.

<input type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/>	<input type="text" value="B2"/>		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/>	<input type="text" value="C1"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/>	<input type="text" value="B2"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/>	<input type="text" value="STK"/>	987654	

Click on the “Receive” button.

Receive Cards List Views How do I?

Filter details: **Supplier:A&G Machining** Receive | >> Attach Notes | >> Print | >> << | Back To Items << | Change Filter

Storage Location Lot No.

<input type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/>	<input type="text" value="B2"/>		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/>	<input type="text" value="C1"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/>	<input type="text" value="B2"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/>	<input type="text" value="STK"/>	987654	

The “Cards Successfully Received”

Receive Cards Results How do I?

<< | Back To Items << | Back To Cards

No.Of Copies: Print Cards | >>

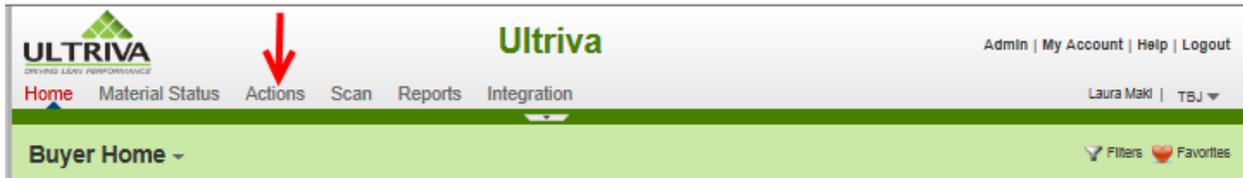
<input type="checkbox"/>	Card ID	Item	Description
<input type="checkbox"/>	KCD4NG9CNAME	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4MV7CNAG5	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4MVHCNAAB	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4MVKCNAR9	24680	Card Successfully Received.

Receive Cards – Actions Screen

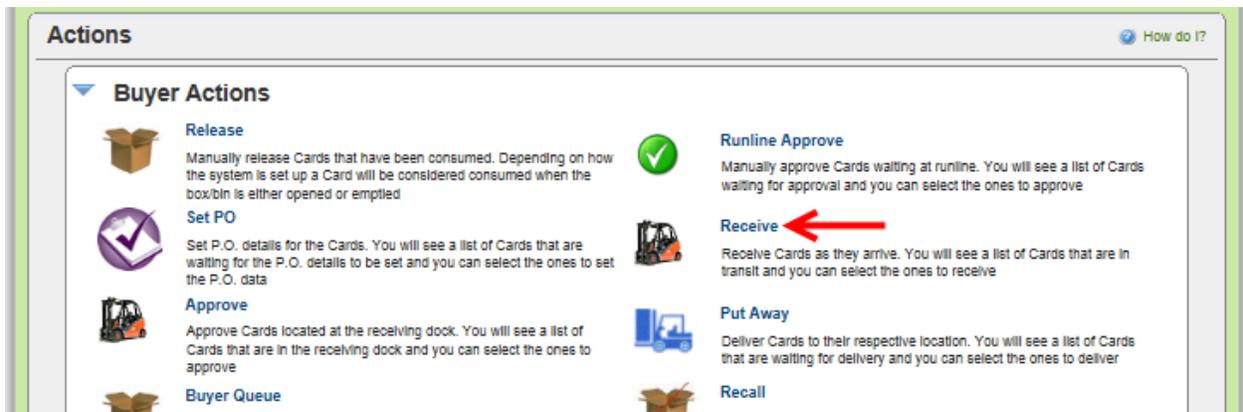


Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

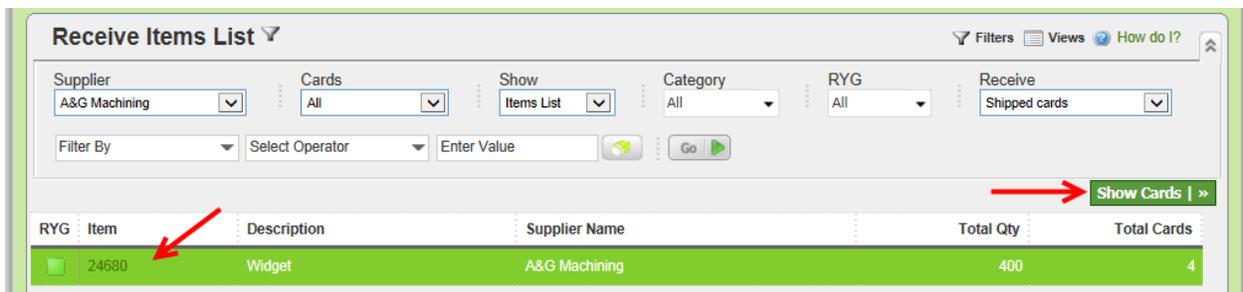
Click on “Actions”



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





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

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

[Receive Cards Filter](#)

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

Receive Cards List Views How do I?

Find Card ID Receive | >> Attach Notes | >> Print | >> << | Back To Items << | Change Filter

Storage Location Lot No.

<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO# ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	STK		
<input checked="" type="checkbox"/>	KCD4MV7CNA65	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="C1"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="B2"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>	987654	
<input checked="" type="checkbox"/>	KCD4NGBCNAHK	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>	987654	



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.

[Apply To All Auto Fill](#)



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

Receive Cards List Views How do I?

Find Card ID Receive | >> Attach Notes | >> Print | >> << | Back To Items << | Change Filter

Storage Location Lot No.

<input type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="B2"/>		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="C1"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="B2"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>	987654	

Click on the “Receive” button.

Receive Cards List Views How do I?

Filter details: **Supplier:A&G Machining** Receive | >> Attach Notes | >> Print | >> << | Back To Items << | Change Filter

Storage Location Lot No.

<input type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4NG9CNAME	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> x <small>Lot Info</small>	<input type="text" value="B2"/>		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="C1"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="B2"/>	987654	
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	06/26/2014	06/24/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>	987654	

The “Cards Successfully Received”

Receive Cards Results How do I?

<< | Back To Items << | Back To Cards

No.Of Copies: Print Cards | >>

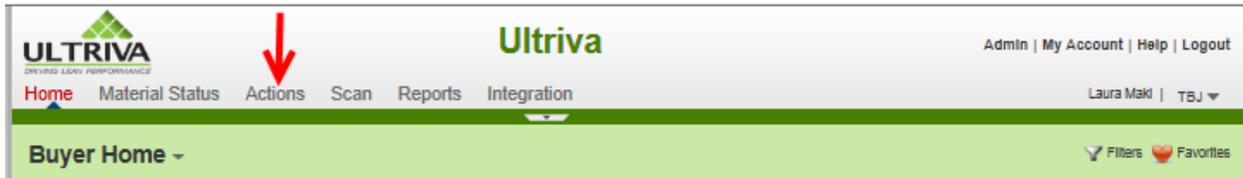
<input type="checkbox"/>	Card ID	Item	Description
<input type="checkbox"/>	KCD4NG9CNAME	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4MV7CNAG5	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4MVHCNAAB	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4MVKCNAR9	24680	Card Successfully Received.

Receive Cards - Buyer Queue

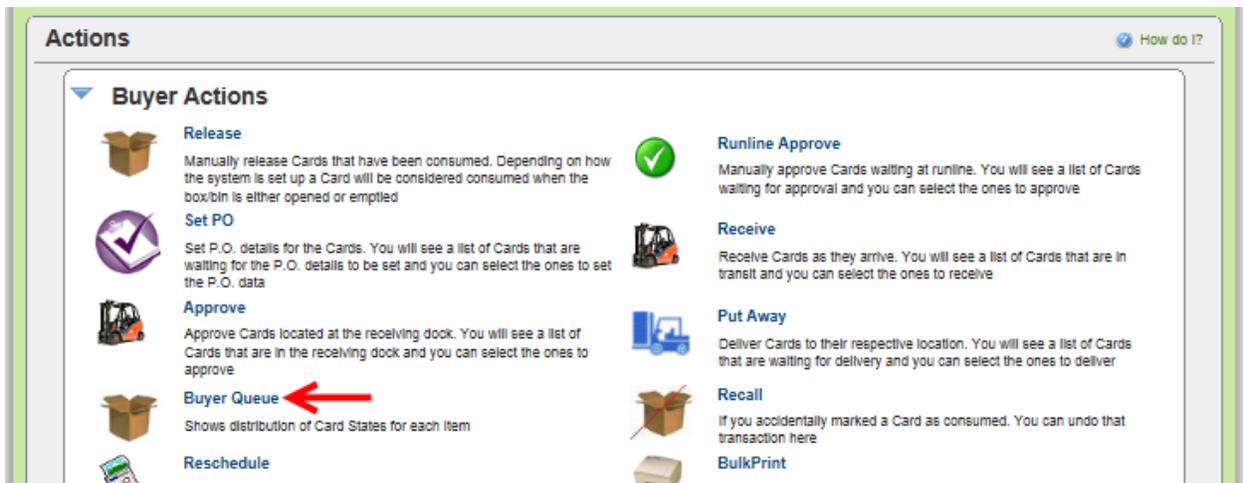


Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

Click on “Actions”



Click on “Buyer Queue”



In the “In Transit” column, click on the number of cards “In Transit”

Supplier		Show		Category		RYG		Product Line:		Commodity Code:				
A&G Machining		All Items x		All		All		All		All				
RYG	Item	On Hand	Released	In Process	At Ship Hub	In Transit	Received At Dock	Put Away	Others	Description	Supplier Item			
		Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty			
24680	Widget	9	900	0	0	0	0	0	0	0	0.0	24680		
24681	Widget 2	2	50	0	0	4	400	0	0	43	1,300	0	0.0	24681

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

<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	C1		
<input checked="" type="checkbox"/>	KCD4MVMCNAVB	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK		
<input checked="" type="checkbox"/>	KCD4NGACNAJZ	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK		
<input checked="" type="checkbox"/>	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.

[Apply To All Auto Fill](#)

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

<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	C1		
<input checked="" type="checkbox"/>	KCD4MVMCNAVB	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK		
<input checked="" type="checkbox"/>	KCD4NGACNAJZ	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK		
<input checked="" type="checkbox"/>	KCD4NMECNAHB	24680	06/27/2014	06/25/2014	100	100	100 Lot Info	STK		

Click on the “Receive” button.

Receive Cards List Views How do I?

Find Card ID  **Receive** | » **Attach Notes** | » **Print** | » << | **Back To Items** << | **Change Filter**

Storage Location Lot No.

<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	06/27/2014	06/25/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="C1"/>		
<input checked="" type="checkbox"/>	KCD4MVMCNABV	24680	06/27/2014	06/25/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>		
<input checked="" type="checkbox"/>	KCD4NGACNAJZ	24680	06/27/2014	06/25/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>		
<input checked="" type="checkbox"/>	KCD4NMECNAHB	24680	06/27/2014	06/25/2014	100	100	<input type="text" value="100"/> <small>Lot Info</small>	<input type="text" value="STK"/>		

The “Cards Successfully Received”

Receive Cards Results How do I?

<< | **Back To Items** << | **Back To Cards**

No. Of Copies: **Print Cards** | »

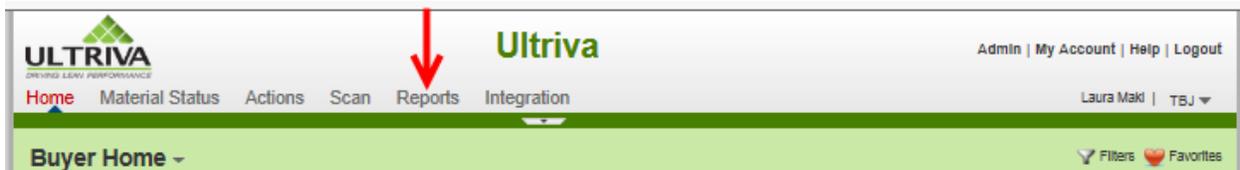
<input type="checkbox"/>	Card ID	Item	Description
<input type="checkbox"/>	KCD4MVACNAN5	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4MVMCNABV	24680	Card Successfully Received. 
<input type="checkbox"/>	KCD4NGACNAJZ	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4NMECNAHB	24680	Card Successfully Received.

Receive Cards - Buyer Status

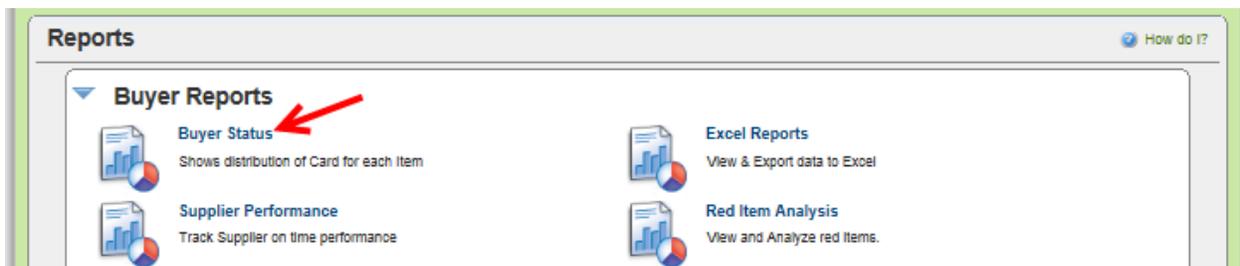


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Click on “Reports”



Click on “Buyer Status”

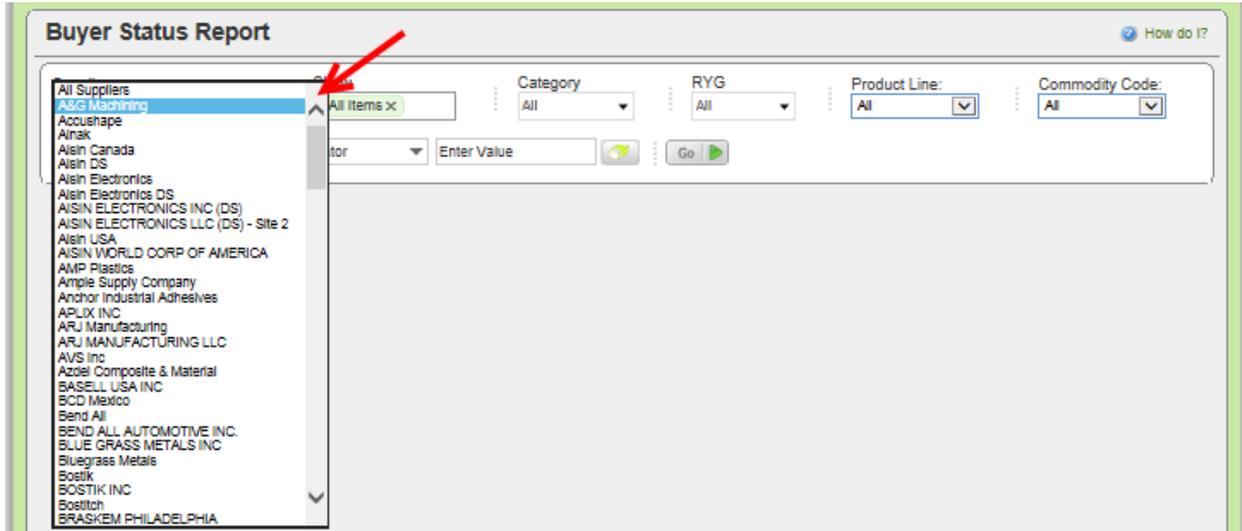


Quick Tip – Prior to showing the cards you can set specific filters. Filters such as Supplier, Item, Description, are a few of the filters that can be set when looking for specific information.

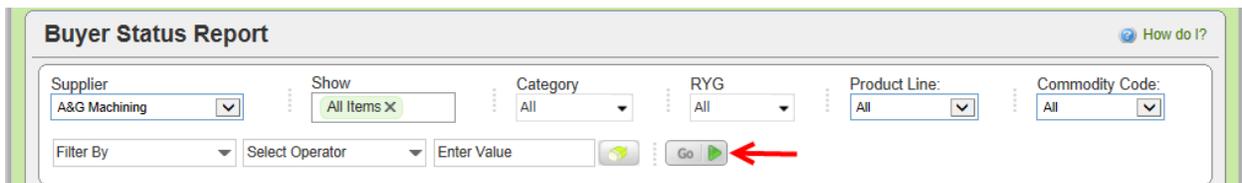
Click on the link below for detailed information on setting up a filter.

[Receive Cards 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.*



Click on the **“Go”** button.



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”**.

RYG	Item	On Hand		Released		In Process		At Ship Hub		In Transit		Received At Dock		Put Away		Others		Description	Supplier Item N
		Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty		
	24680	9	450	4	400	0	0	0	0	4	200	0	0	0	0	0	0.0	Widget	24680
	24681	11	275	0	0	20	500	0	0	14	345	0	0	0	0	0	0.0	Widget 2	24681

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

<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	A1		
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK		
<input checked="" type="checkbox"/>	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.

[Apply To All Auto Fill](#)

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

<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	B2		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	A1		
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK		
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 Lot Info	STK		

Click on the “Receive” button.

Receive Cards List Views How do I?

Find Card ID → **Receive** | » Attach Notes | » Print | » « | Back To Buyer Status

Storage Location Lot No.

<input type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	<input type="text" value="50"/> <small>Lot Info</small>	<input type="text" value="B2"/>		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	<input type="text" value="50"/> <small>Lot Info</small>	<input type="text" value="A1"/>		
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	<input type="text" value="50"/> <small>Lot Info</small>	<input type="text" value="STK"/>		
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	<input type="text" value="50"/> <small>Lot Info</small>	<input type="text" value="STK"/>		

The “Cards Successfully Received”

Receive Cards Results How do I?

« | Back To Buyer Status

No.Of Copies: Print Cards | »

<input type="checkbox"/>	Card ID	Item	Description
<input type="checkbox"/>	KCD4MVHCNAAB	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4MV7CNAG5	24680	Card Successfully Received. ←
<input type="checkbox"/>	KCD4MVKCNAR9	24680	Card Successfully Received.
<input type="checkbox"/>	KCD4MVACNAN5	24680	Card Successfully Received.

Receive Cards Filter



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.

Supplier Name	Total Qty	Total Cards
A&G Machining	500	10
A&G Machining	125	5

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.

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

Supplier	Cards	Show	Category	RYG	Receive
A&G Machining	All	Items List	All	All	Shipped cards



Quick Tip – If applicable: The “Filter” can be further defined.

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.*

Supplier Name	Total Qty	Total Cards
A&G Machining	500	10
A&G Machining	125	5

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.*

Supplier Name	Total Qty	Total Cards
A&G Machining	500	10
A&G Machining	125	5

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

Supplier: A&G Machining | Cards: All | Show: Items List | Category: All | RYG: All | Receive: Shipped cards

Filter By: [Dropdown] | Equal To | 24681 | [X] | [Go]

Find Item | Show Cards

The information appears for the “Filter” ran for the specific item number.

Receive Items List

Supplier: A&G Machining | Cards: All | Show: Items List | Category: All | RYG: All | Receive: Shipped cards

Item: [Dropdown] | Equal To | 24681 | [Go]

RYG	Item	Description	Supplier Name	Total Qty	Total Cards
[Red Box]	24681	Widget 2	A&G Machining	125	5

Show Cards



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.

[Receive Cards Home Screen](#)

[Receive Cards Actions Screen](#)

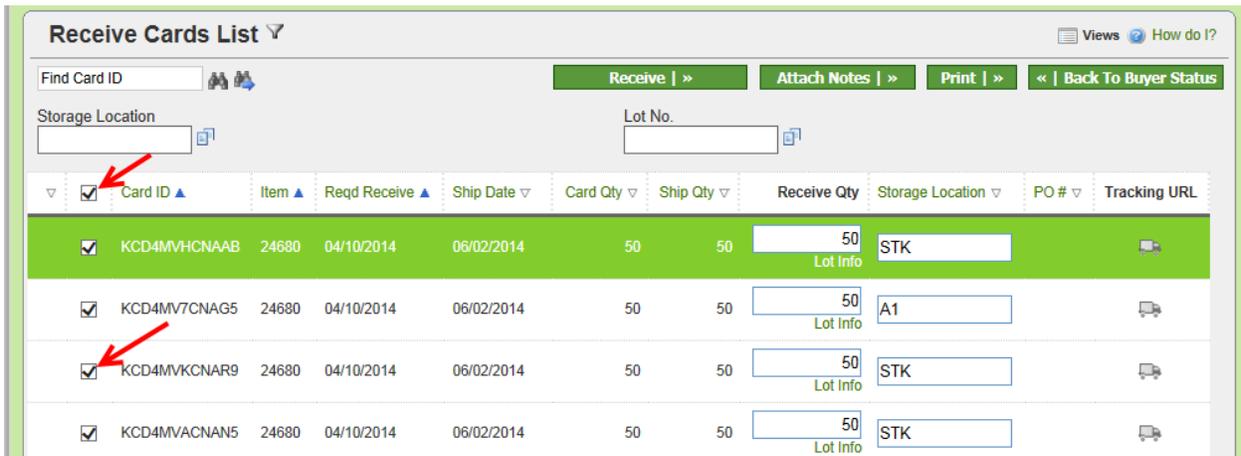
[Receive Cards Buyer Status](#)

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.

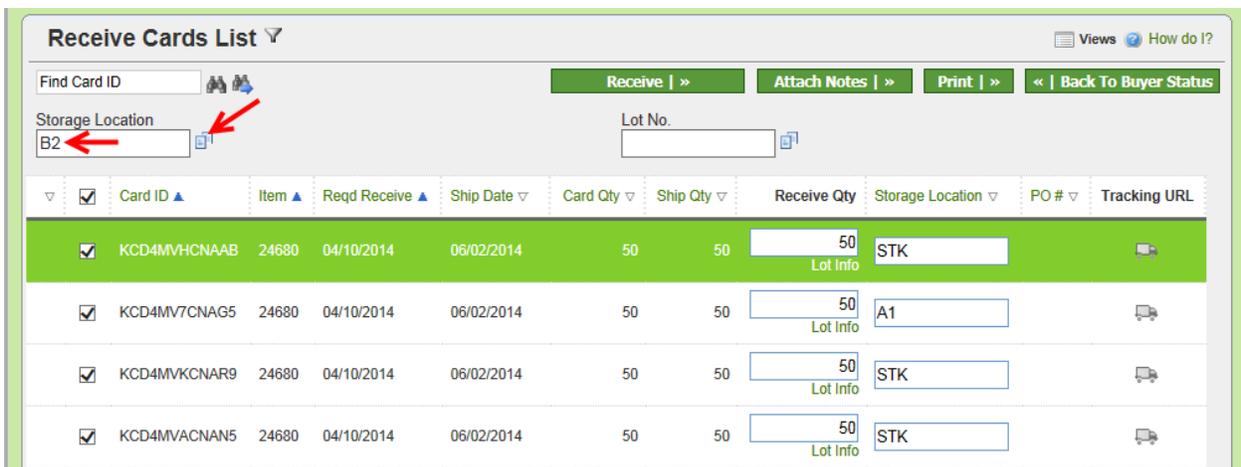
 **Quick Tip** – Click in the selection box in the column header and it will select all of the cards. A checkmark will appear by each line item.

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



<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	STK		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	A1		
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	STK		
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	STK		

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



<input checked="" type="checkbox"/>	Card ID ▲	Item ▲	Reqd Receive ▲	Ship Date ▼	Card Qty ▼	Ship Qty ▼	Receive Qty	Storage Location ▼	PO # ▼	Tracking URL
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	STK		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	A1		
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	STK		
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	STK		

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

<input type="checkbox"/>	Card ID	Item	Req'd Receive	Ship Date	Card Qty	Ship Qty	Receive Qty	Storage Location	PO #	Tracking URL
<input checked="" type="checkbox"/>	KCD4MVHCNAAB	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	B2		
<input checked="" type="checkbox"/>	KCD4MV7CNAG5	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	B2		
<input checked="" type="checkbox"/>	KCD4MVKCNAR9	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	B2		
<input checked="" type="checkbox"/>	KCD4MVACNAN5	24680	04/10/2014	06/02/2014	50	50	50 <small>Lot Info</small>	B2		

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

[Receive Cards Home Screen](#)

[Receive Cards Actions Screen](#)

[Receive Cards Buyer Queue](#)

[Receive Cards Buyer Status](#)