# Ultriva 7.6 and Higher

# Manually Set P.O.

# Reference Guide

## Table of Contents

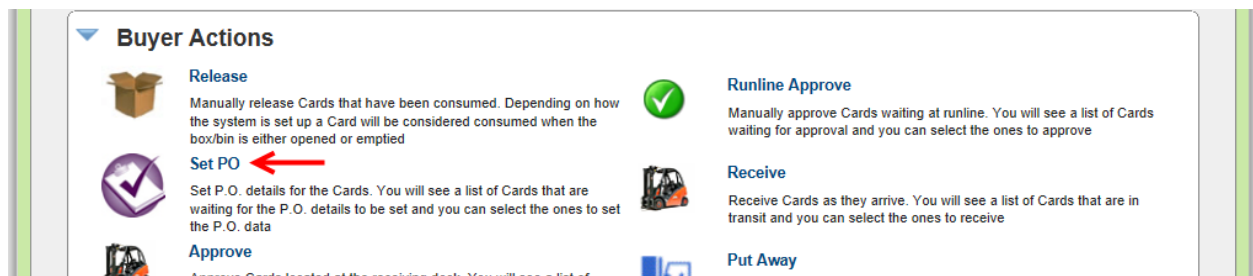*(Click to follow link)*

## Manually Set PO

⚠️ *Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually setting a P.O. will not create integration failures.*
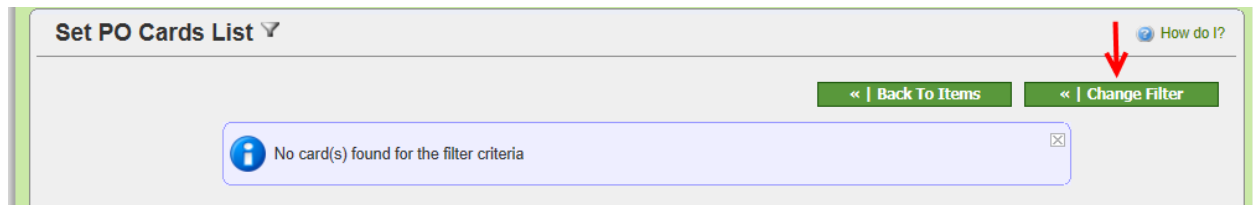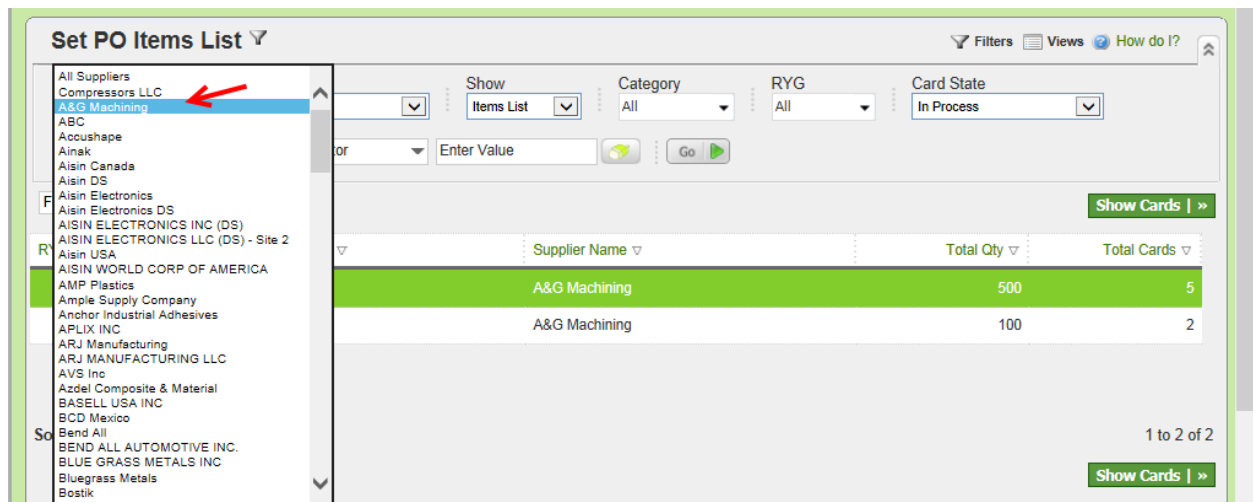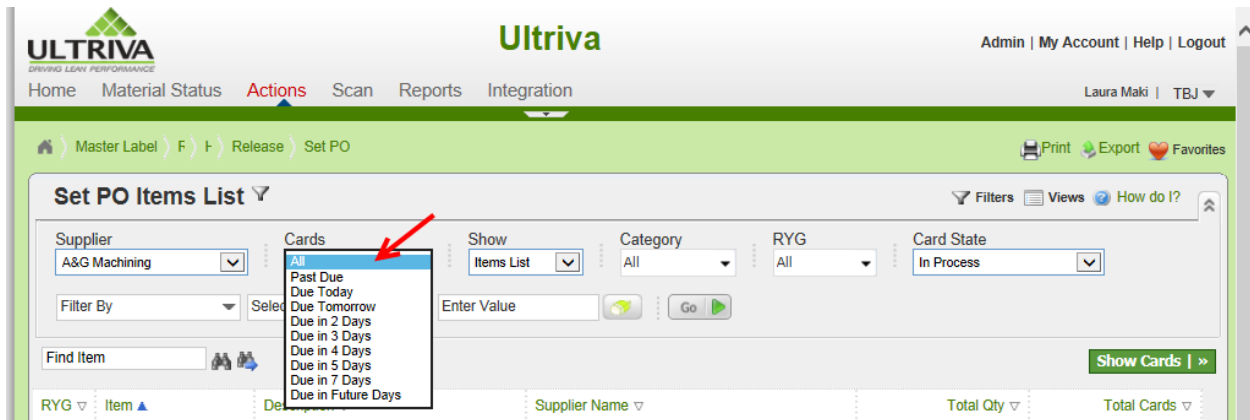
To **navigate** to "**Set P.O.**", **click** on "**Admin**".



**Click** on "**Set P.O.**"



**Click** on the "**Change Filter**" button.



**Click** on the **drop down arrow** in the "**Supplier**" **field** and **select** the "S**upplier**".

**Click** on the **drop down arrow** in the "**Cards**" **field** and **make** a **selection**.



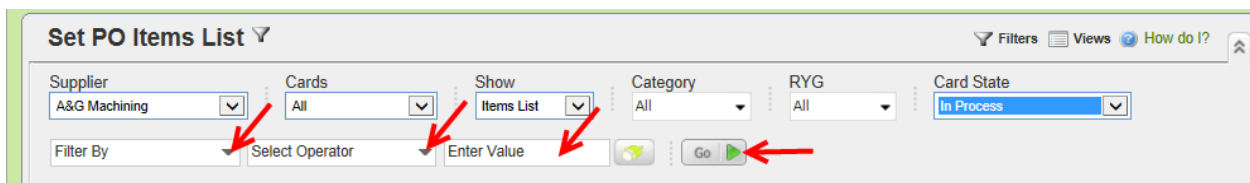*If applicable: Select a Show, Category or RYG selection*
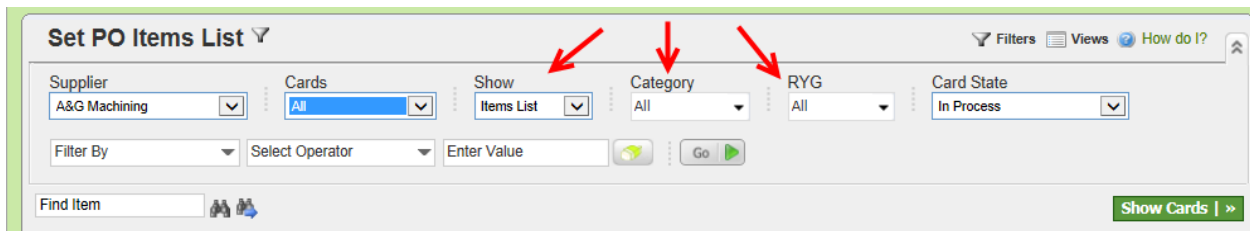


**Click** on the **drop down arrow** in the "**Card State**" field and **make** a **selection**.
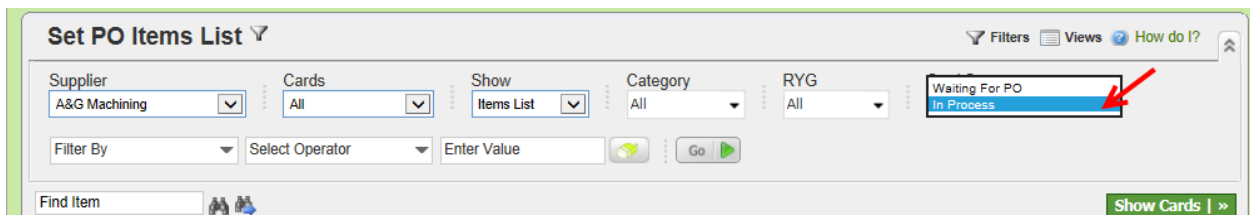


 *Quick Tip – To define the filter even further, click on the "Filter By, Selecting Operator and Enter Value" selections*

**Click** on the "**Go**" button

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



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

*Tool Tip – The "Apply to All" icons*  *are located on all "Action" screens where repeated data is entered. Data such as "P.O. Number and P.O. Line number" is where this tool comes in real handy.*

**Click** in the **P.O. #** field and **type** in the "**P.O. Number**". **Click** on the "**Apply to All**" icon.

*P.O. information can also be entered individually under each column.*



*The P.O. numbers have been entered*. **Repeat** the **steps** to **add** the "**P.O. Line Number**". (If applicable) *Add the "Release #" and "Release Line #"*

*Quick Tip – Notes can be added at this time by clicking on the "Attach Notes" button.*

**Click** on **the** "**Set P.O.**" button.



The "**P.O. Set Successfully**"