



Ultriva 7.7 and Higher Ship Using Serial Control Reference Guide

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Ship Cards using Serial Number Control



Important – Serial Number Required at Ship is set at the item level by the customer and may only be required for certain items.

If the customer requires an item to have serial numbers, they have to be added to each card when shipping. This process does not allow shipment until the serial numbers have been added.



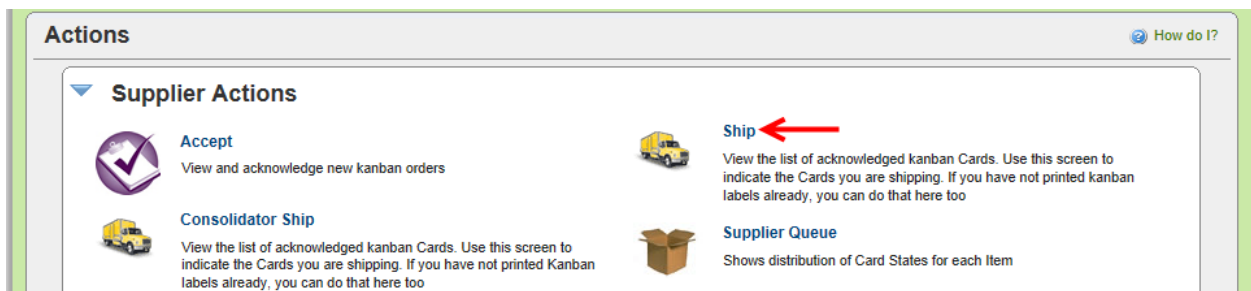
Quick Tip – There are many ways to ship the items, in our example we will use the Actions/Ship process.

The “Cards” may have to be “Accepted” by the “Supplier” in order to see the cards on the “Ship” screen.

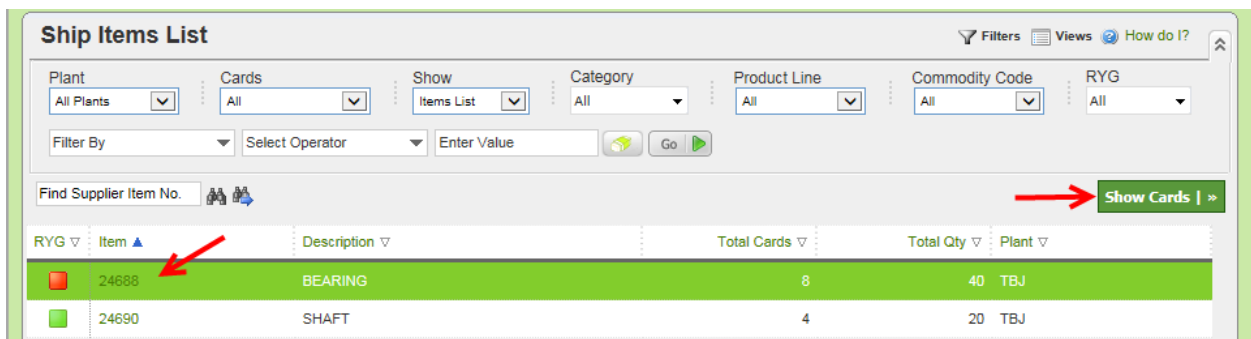
To navigate to the “Ship” screen, click on “Actions”



Click on “Ship”



Click on the **line** for the **item to ship** and the **line will highlight**. Click on the “Show Cards” button.





Quick Tip – If you see “Serial No.” under the “Ship Qty” that means that the serial number is required for that item. Each “Serial No” by line must be selected and the serial numbers added in order to ship the cards.



Important – If the quantity needs to be changed, it must be done before Serial No. is selected.

Click in the selection box on the left and a checkmark will appear. Click on “Serial No.”

Card ID	Supplier Item No.	Release Date	Reqd Ship	Reqd Receive	Card Qty	Ship Qty	Packing Slip No.	Charge No.
<input checked="" type="checkbox"/> KCD4M25CNA4B	24688	09/30/2014	10/01/2014	10/02/2014	5	5	Serial No.	
<input type="checkbox"/> KCD4M26CNA9	24688	09/30/2014	10/01/2014	10/02/2014	5	5	Serial No.	
<input type="checkbox"/> KCD4MYCNAK4	24688	09/30/2014	10/01/2014	10/02/2014	5	5	Serial No.	
<input type="checkbox"/> KCD4M28CNA6N	24688	09/30/2014	10/01/2014	10/02/2014	5	5	Serial No.	



Quick Tip – Hover the mouse over the question mark for a “How Do I” explanation.

Serial numbers for KCD4M25CNA4B

Required **5**
Remaining **5**

Remove

Enter or Scan the Serial Numbers ?

Multiple Serial numbers can be separated by comma(.). The total count of Serial numbers should match the Ship/Receive quantity.

↑ Add Done | >> X Cancel

Enter the “Serial Numbers” separated by a comma. Click on the “Add” button

Serial numbers for **KCD4MZ5CNA4B** [X]

Required
5
Remaining
5

Remove | →

Enter or Scan the Serial Numbers ?
1234,5678,9101,1213,1415

↑ | Add Done | → X | Cancel



Quick Tip – Once the “Remaining” number is zero, the card can be shipped as the entire quantity on the card has been accounted for.

Click on the “Done” button

Serial numbers for **KCD4MZ5CNA4B** [X]

1234
5678
9101
1213
1415

Required
5
Remaining
0

Remove | →


Enter or Scan the Serial Numbers ?
Enter or Scan the Serial Numbers



↑ | Add Done | → X | Cancel



Quick Tip – Add the serial numbers to the remaining cards to be shipped.

Ship Cards List Views How do I?

Find Card ID  Ship | » Attach Notes | » « | Back To Items « | Change Filter


Tracking No. Carrier Packing Slip No.  Charge No. 

<input type="checkbox"/>	Card ID ▲	Supplier Item No. ▲	Release Date ▼	Reqd Ship ▲	Reqd Receive ▼	Card Qty ▼	Ship Qty	Packing Slip No ▼	Charge No	PO # ▼	PO Line # ▼
<input checked="" type="checkbox"/>	KCD4MZ5CNA4B	24688	09/30/2014	10/01/2014	10/02/2014	5	<input type="text" value="5"/> Serial No.	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	KCD4MZ6CNA9	24688	09/30/2014	10/01/2014	10/02/2014	5	<input type="text" value="5"/> Serial No.	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	KCD4MYCNAK4	24688	09/30/2014	10/01/2014	10/02/2014	5	<input type="text" value="5"/> Serial No.	<input type="text"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	KCD4MZ8CNA6N	24688	09/30/2014	10/01/2014	10/02/2014	5	<input type="text" value="5"/> Serial No.	<input type="text"/>	<input type="text"/>		






Quick Tip – Per the customer request, adding the “Tracking No.,” “Carrier,” “Packing Slip No.,” “Charge No.” and/or “Supplier Lot No.” may need to be added.



Tool Tip – The “Apply to All” icons  are located on all Action screens where repeated data is entered. Data such as Packing Slip, Lot Size, Tracking No., are a few examples where this tool comes in real handy. Enter the data into a field and click on the “Apply to All” icon for that field. The data will then populate for all of the selected cards below.

Ship Cards List Views How do I?

Find Card ID  Ship | » Attach Notes | » « | Back To Items « | Change Filter

Tracking No. Carrier Packing Slip No.  Charge No. 

Click on the link below for detailed instructions on the “Apply to All” functionality.



If applicable: **Add** the necessary information for **Tracking No, Carrier, Packing Slip No. and Charge No.** Click on the **“Ship”** button.

Ship Cards List Views How do I?

Find Card ID → **Ship | >** **Attach Notes | >** << | **Back To Items** **Change Filter**

Tracking No. Carrier Packing Slip No. Charge No.

<input type="checkbox"/>	Card ID ▲	Supplier Item No. ▲	Release Date ▼	Reqd Ship ▲	Reqd Receive ▼	Card Qty ▼	Ship Qty	Packing Slip No ▼	Charge No	PO # ▼	PO Line # ▼
<input checked="" type="checkbox"/>	KCD4MZ5CNA4B	24688	09/30/2014	10/01/2014	10/02/2014	5	<input type="text" value="5"/> <small>Serial No.</small>	<input type="text" value="134679"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	KCD4MZ6CNA9	24688	09/30/2014	10/01/2014	10/02/2014	5	<input type="text" value="5"/> <small>Serial No.</small>	<input type="text" value="134679"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	KCD4MYYCNAK4	24688	09/30/2014	10/01/2014	10/02/2014	5	<input type="text" value="5"/> <small>Serial No.</small>	<input type="text" value="134679"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	KCD4MZ8CNA6N	24688	09/30/2014	10/01/2014	10/02/2014	5	<input type="text" value="5"/> <small>Serial No.</small>	<input type="text" value="134679"/>	<input type="text"/>		

Click on the **“Print Cards”** button

Ship Cards Results How do I?



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

4 card(s) have been shipped without printing. Please immediately print the card(s) by clicking Print Cards button

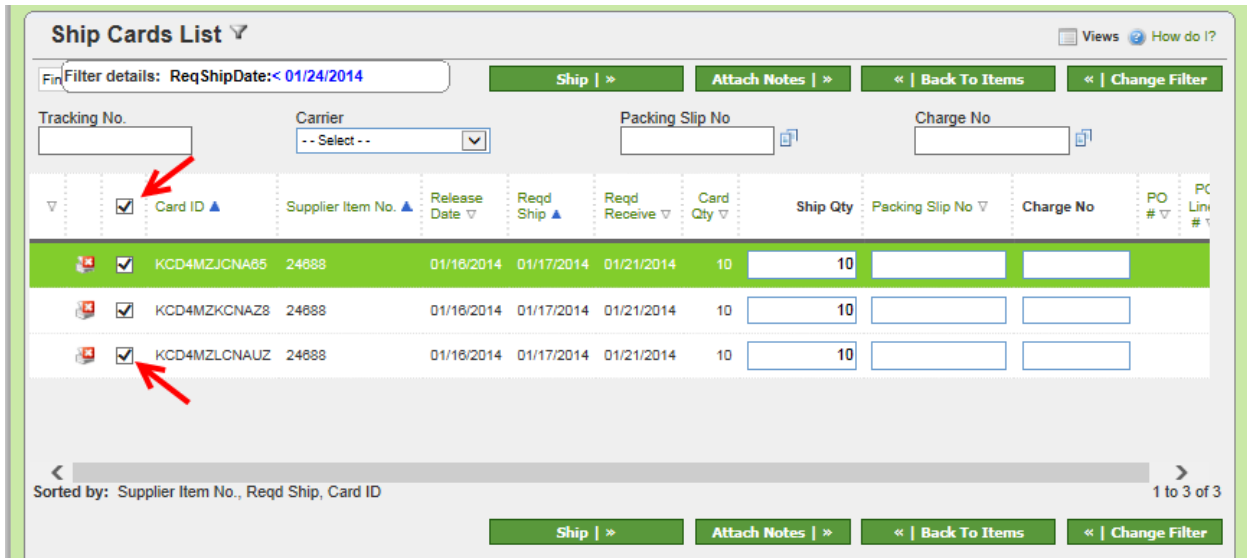
No.Of Copies: **Print Cards | >>**

<input type="checkbox"/>	Card ID	Supplier Item No.	Description	Printed
<input checked="" type="checkbox"/>	KCD4MZ5CNA4B	24688	Card Successfully Shipped and Not Printed.	No
<input checked="" type="checkbox"/>	KCD4MZ6CNA9	24688	Card Successfully Shipped and Not Printed.	No
<input checked="" type="checkbox"/>	KCD4MYYCNAK4	24688	Card Successfully Shipped and Not Printed.	No
<input checked="" type="checkbox"/>	KCD4MZ8CNA6N	24688	Card Successfully Shipped and Not Printed.	No

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 Packing Slip, Lot Size, Tracking No., are a few examples where this tool comes in real handy. Enter the data into a field and click on the “Apply to All” icon for that field. The data will then populate for all of the selected cards below.

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



Ship Cards List Views How do I?


Filter details: ReqShipDate:< 01/24/2014 Ship | >> Attach Notes | >> << | Back To Items << | Change Filter

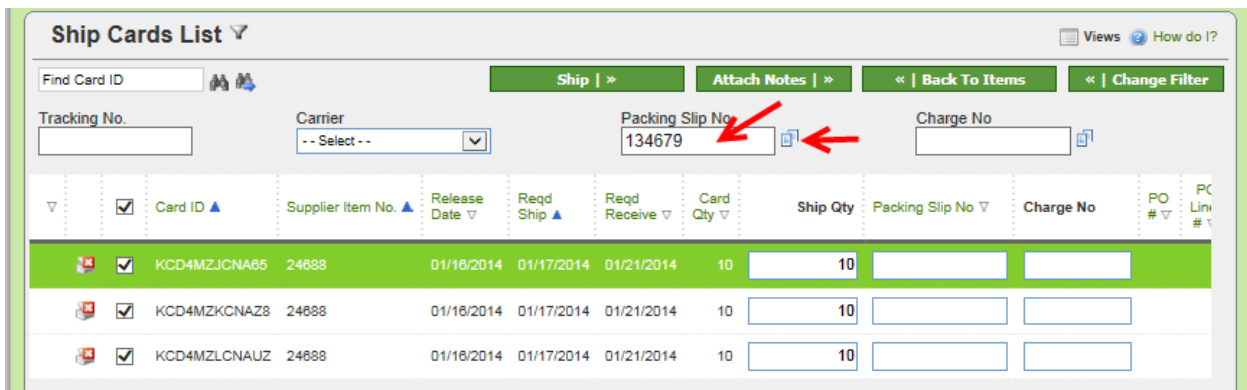
Tracking No. Carrier -- Select -- Packing Slip No. Charge No.

<input checked="" type="checkbox"/>	Card ID ▲	Supplier Item No. ▲	Release Date ▼	Reqd Ship ▲	Reqd Receive ▼	Card Qty ▼	Ship Qty	Packing Slip No ▼	Charge No	PO # ▼	PC Line # ▼
<input checked="" type="checkbox"/>	KCD4MZJCNA65	24888	01/16/2014	01/17/2014	01/21/2014	10	10				
<input checked="" type="checkbox"/>	KCD4MZKCAZ8	24888	01/16/2014	01/17/2014	01/21/2014	10	10				
<input checked="" type="checkbox"/>	KCD4MZLCNAUZ	24888	01/16/2014	01/17/2014	01/21/2014	10	10				

Sorted by: Supplier Item No., Reqd Ship, Card ID 1 to 3 of 3

Ship | >> Attach Notes | >> << | Back To Items << | Change Filter

Enter the “Packing Slip” number (if applicable), and click on the “Apply to All” icon”. 



Ship Cards List Views How do I?

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

Tracking No. Carrier -- Select -- Packing Slip No. Charge No.

<input checked="" type="checkbox"/>	Card ID ▲	Supplier Item No. ▲	Release Date ▼	Reqd Ship ▲	Reqd Receive ▼	Card Qty ▼	Ship Qty	Packing Slip No ▼	Charge No	PO # ▼	PC Line # ▼
<input checked="" type="checkbox"/>	KCD4MZJCNA65	24888	01/16/2014	01/17/2014	01/21/2014	10	10				
<input checked="" type="checkbox"/>	KCD4MZKCAZ8	24888	01/16/2014	01/17/2014	01/21/2014	10	10				
<input checked="" type="checkbox"/>	KCD4MZLCNAUZ	24888	01/16/2014	01/17/2014	01/21/2014	10	10				

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

Ship Cards List Views How do I?

Filter details: ReqShipDate:< 01/24/2014 Ship | » Attach Notes | » « | Back To Items « | Change Filter

Tracking No. Carrier Packing Slip No Charge No

<input type="checkbox"/>	Card ID ▲	Supplier Item No. ▲	Release Date ▼	Reqd Ship ▲	Reqd Receive ▼	Card Qty ▼	Ship Qty	Packing Slip No ▼	Charge No	PO # ▼	PC Line # ▼
<input checked="" type="checkbox"/>	KCD4MZJCNAB5	24888	01/16/2014	01/17/2014	01/21/2014	10	<input type="text" value="10"/>	<input type="text" value="134679"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	KCD4MZKCNAZ8	24888	01/16/2014	01/17/2014	01/21/2014	10	<input type="text" value="10"/>	<input type="text" value="134679"/>	<input type="text"/>		
<input checked="" type="checkbox"/>	KCD4MZLCNAUZ	24888	01/16/2014	01/17/2014	01/21/2014	10	<input type="text" value="10"/>	<input type="text" value="134679"/>	<input type="text"/>		

Sorted by: Supplier Item No., Reqd Ship, Card ID 1 to 3 of 3

Ship | » Attach Notes | » « | Back To Items « | Change Filter

[Return to Shipping the Cards](#)