

Ultriva 7.6 and Higher Shipping an Order Creating & Shipping the Master Label Reference Guide

Table of Contents

(Click to follow link)

| Ship Cards – Home Default Screen | |
|---|---|
| Ship Cards – Actions \rightarrow Ship | 6 |
| Ship the Master Label | |
| Verifying All Cards Shipped on the Master Label | |
| Ship Cards Filter Screen | |
| Apply to All - Auto Fill | |

Ship Cards – Home Default Screen

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Quick Tip – From the "Home" screen there are 2 ways to navigate to the "Ship Goods" screen. Click on the number under "Order Tracking" in the "Orders expected by customer today (including past due)" or click on "Ship Goods" under "My Routines. In this example we will use My Routines \rightarrow Ship Goods. Orders must be accepted before a supplier can ship.

From the Home (Default) screen, under "My Routines", click on "Ship Goods"



The cards appear for the selection. The cards are now ready to be shipped.

Quick Tip – From the "Ship Cards List", if the selections are not what was intended to be shipped you can change the "Filter" by clicking on the "Change Filter" button. The "Filter" allows the user to select specific criteria for the action they are performing. If on the "Ship Items List" the filter can be changed at this time.

| SI | nip | Ca | rds List 🏹 🗲 | ; | | | | | | | Views | How do I? |
|--------------|--|-------------------|--------------|---------------------|-------------------|----------------|-------------------|--------------------------------|----------|-------------------|---------------|--------------------------|
| Fin | Fin Filter details: ReqShipDate:< 12/30/2014 | | | | | Ship » | | Attach Notes » « Back To I | | Items « C | ihange Filter | |
| Tracking No. | | Carrier Select | | Packing | Slip No | EFI | Charge No | | 1 | | | |
| V | | | Card ID 🔺 | Supplier Item No. 🛦 | Release Date ⊽ | Reqd Ship ▲ | Reqd Receive ⊽ | Card Qty ⊽ | Ship Qty | Packing Slip No ⊽ | Charge No | PO PC # ⊽ Line # ⊽ |
| | 123 | | | | | | | | 100 | | | |
| | 1 | | KCD4PH3CNAKL | 242424 | 12/22/2014 | 12/23/2014 | 12/25/2014 | 100 | 100 | | | |

Click on the link below for detailed instructions on how to change the "Filter"



Important – When shipping a card it is very important at this time to change the quantity if you are <u>not shipping the quantity stated</u> on the card.

Click in the **selection box** at the column heading to **select all cards**, **or select** each **individually**. *If applicable* - **Change** the "**Ship QTY**.

| Ship C | Ship Cards List ♥ | | | | | | | | | Views | e) How do I? |
|--------------|-------------------|--------------|---------------------|-------------------|----------------|--------------------|---------------|-------------|-------------------|-----------|---------------|
| Find Card II | D | 纳纳 | | Ship > | | » Attach Notes » | | h Notes » | « Back To Items | | hange Filter |
| Tracking No | D. | | Carrier Select | ~ | | Packing S | Slip No | EI I | Charge No | E | |
| ▽ | ✓ ✓ | Card ID 🛦 | Supplier Item No. 🛦 | Release Date ⊽ | Reqd Ship ▲ | Reqd Receive ⊽ | Card Qty ⊽ | Ship Qty | Packing Slip No ⊽ | Charge No | PO Lin #⊽# |
| | ✓ | KCD4N3DCNA34 | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | | | | |
| 2 | ✓ | KCD4N3GCNAYE | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| 2 | ⊻, | KOD4N3HCNAWU | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| 2 | ~ | KCD4N3JCNASK | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| 2 | ✓ | KCD4N3KCNA5N | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| 2 | ✓ | KCD4N3SCNAS6 | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| 2 | ✓ | KCD4N3FCNA7B | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |

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 V 🔄 Views @ How do !? | | | | | | | | | | |
|---------------------------------------|-----------------|------------------|-------------------|-------------------|--|--|--|--|--|--|
| Find Card ID | Ship » | Attach Notes » | « Back To Items | « Change Filter | | | | | | |
| Tracking No. Carrier | Packing Slip No | ē | Charge No | 6 | | | | | | |

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 🙌 🆓 | \rightarrow | Ship » | Attach Notes » | « Back To Items | « Change Filter |
| Tracking No. | Carrier | Packing 123459 | Slip No | Charge No | E ^[1] |
| | Supplier Item No. ▲ Release Date ▽ | Reqd Reqd Ship ▲ Receive ⊽ | Card Ship Qty Qty ⊽ | Packing Slip No ⊽ C | Charge No PO Lin # ▽ # |
| 👹 🗹 KCD4N3DCNA34 | | | 25 10 | 123459 | |
| 🖉 🗹 KCD4N3GCNAYE | 24681 03/18/2014 | 03/19/2014 03/20/2014 | 25 25 | 123459 | |
| 🖉 🗹 KCD4N3HCNAWU | 24681 03/18/2014 | 03/19/2014 03/20/2014 | 25 25 | 123459 | |
| 🖉 🗹 KCD4N3JCNASK | 24681 03/18/2014 | 03/19/2014 03/20/2014 | 25 25 | 123459 | |
| 🖉 🗹 КСД4N3КСNA5N | 24681 03/18/2014 | 03/19/2014 03/20/2014 | 25 25 | 123459 | |
| KCD4N3SCNAS6 | 24681 03/18/2014 | 03/19/2014 03/20/2014 | 25 25 | 123459 | |

Click on the "**Print Cards**" button. The labels will now print, **process complete**. *If you short or over shipped see the important notice below*.

| Ship Cards Results | (2) How do I? |
|--|--------------------------------|
| « Ba | ack To Items « Back To Cards |
| 9 card(s) have been shipped without printing. Please immediately print the card(s) by clicking Print Cards button You also have 1 card(s) needing confirmation due to over/short shipment. On completion of the print transaction, the Confirm will be displayed to confirm without printing. Click here No.Of | played |

Important – If you "Short or Over Shipped", the cards must be confirmed. Follow the next 2 steps.

Click in the **selection box** at the column heading to **select** "**All Cards**" or **select** the **cards individually**. **Click** on the "**Confirm**" button.

| | | | | | Ship Cards Results | | | | | | | | | | | |
|---|----------------------|-----------------|----------------|-----------------|--------------------|-------------------|------------------|----------------------|------------------|--|--|--|--|--|--|--|
| | | | | | | | « | Back To Items | « Back To Caro | | | | | | | |
| To go back to print without confirmation Click here | | | | | | | | | | | | | | | | |
| - J | | | | | | | | | | | | | | | | |
| ollowing cards are outside toler | ance limit. Please p | oress Confirn | n button, to p | proceed with | the ship | ment or press Bad | k button to canc | el the shipment of t | hese cards | | | | | | | |
| → Card ID | Supplier Item No. | Release Date | Reqd Ship | Reqd Receive | Card Qty | Ship Qty | Supplier Lot # | Packing Slip No | Charge No | | | | | | | |
| | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 20 | | 123450 | <u>.</u> | | | | | | | |
| | 24001 | 03/10/2014 | 03/13/2014 | 03/20/2014 | 23 | 20 | | 123433 | | | | | | | | |

Click on the "Print Cards" button to print the labels of the cards being confirmed.

| Ship Cards Results | | | | | | | | | | |
|--------------------|------------------------------------|----------------------------------|--|-----------------------------------|-----------------------------------|--|--|--|--|--|
| 1 card(s) ha | ave been shipped without printing. | Please immediately print the car | d(s) by clicking Print Cards button | « Back To Items No.Of Copies: 1 | « Back To Cards Print Cards » | | | | | |
| | Card ID | Supplier Item No. | Description | | Printed | | | | | |
| | KCD4N43CNA2R | 24681 | Card Successfully Shipped and Not Printed. | | No | | | | | |

Important – Shipping is now complete unless using the "Master Label" process.

Click on the link below for detailed instructions for "Creating and Shipping" the Master Label



Ship Cards – Actions → Ship

Click on "Actions"

| ULT | RIVA | Ļ | | | Ultriva | Admin My Account Help Logout |
|------|-----------------|---------|------|---------|-------------|------------------------------------|
| Home | Material Status | Actions | Scan | Reports | Integration | Laura Maki TBJ 🔫 |

Click on "Ship"

| ns | | | @ |
|------|---|-----|---|
| Supp | lier Actions | | |
| an / | Accept | Jan | Ship < |
| Ś | View and acknowledge new kanban orders | | View the list of acknowledged kanban Cards. Use this screen to indicate the Cards you are shipping. If you have not printed kanban labels already, you can do that here too |
| | Consolidator Ship | | Supplies Output |
| | View the list of acknowledged kanban Cards. Use this screen to indicate the Cards you are shipping. If you have not printed Kanban labels already, you can do that here too | F | Shows distribution of Card States for each Item |
| | Recall | | Reschedule Request |
| - | If you incorrectly marked a Card as shipped. Use this screen to undo the shipment transaction. You will need to know the kanban Card id to undo a shipment | 1 | Change required date for the orders. You will see a list of Cards that can be rescheduled and you can select the ones to reschedule |
| | Print Cards | | Print Duplicate Cards |
| 15ml | View the list of acknowledged kanban Cards. Use this screen if you want to print labels before you are ready to ship | TIM | View the list of printed kanban Cards. Use this screen if you want to print duplicate labels |
| 2 | Set Tracking No. | e l | Set WorkOrder No. |
| Ś | View the list of shipped kanban Cards. Use this screen to update the tracking number for the shipped Cards. | | View the list of acknowledged kanban Cards. Use this screen to updat the workorder number for the acknowledged Cards |
| | Master Label | | Add Notes |
| T | Create master label for shipment | | Add notes to one or more Cards in cycle |
| | Print PO | | |
| T | View the list of POs and print PO. | | |

The cards appear for the selection made in the "Ship Cards List" *The cards are now ready to be shipped.*

| Ship Cards List | ₹ ← | | | Time Vie | ews 🥑 How do I? |
|-----------------|---------------------------------------|-------------------------------|------------------------|--------------------------------|-----------------|
| Find Card ID | M | Ship » | Attach Notes » | « Back To Items « | Change Filter |
| Tracking No. | Carrier Select | Packing Slip No | Charge No | Supplier Lot # | E |
| | Supplier Item No. ▲ Release Date ▽ | Reqd Reqd Ship ▲ Receive ⊽ | Card Qty ⊽ Ship Qty | Supplier Lot # Packing Slip No | ✓ Charge No |
| 🖉 🔲 KCD4MVHC | NAAB 24680 04/08/20 | | 50 50 | | |



Quick Tip – From the "Ship Cards List", if the selections are not what was intended to be shipped you can change the "Filter" by clicking on the "Change Filter" button. The "Filter" allows the user to select specific criteria for the action they are performing. If on the "Ship Items List" the filter can be changed at this time.

| ĺ | Ship Cards List 🏹 🗲 | , | | | | | | | Views | (2) How do I? |
|---|-----------------------------------|---------------------|-------------------|-----------------------|-------------------|---------------|----------------|-------------------|---------------|------------------------|
| | Fin Filter details: ReqShipDate:< | | | Ship » | | Attach Notes | » 🤍 🛛 🕷 🕹 | Items « C | Change Filter | |
| | Tracking No. | Carrier | | | Packing Slip No | | E ¹ | Charge No | E | 1 |
| | | Supplier Item No. 🛦 | Release Date ⊽ | Reqd Ship ≜ | Reqd Receive ⊽ | Card Qty ⊽ | Ship Qty | Packing Slip No ⊽ | Charge No | PO PC #⊽ Line #⊽ |
| | KCD4PH2CNACR | 242424 | | | | | 100 | | | |
| | KCD4PH3CNAKL | 242424 | 12/22/2014 | 12/23/2014 | 12/25/2014 | 100 | 100 | | | |

Click on the link below for detailed instructions on how to change the "Filter"



Click in the **selection box** at the column heading to **select all cards**, **or select** each **individually**. *If applicable* - **Change** the "**Ship QTY**.

| Ship Card | ds List 🏹 | | | | | | | | Views | (2) How do I? |
|--------------|--------------|---------------------|-------------------|----------------|-------------------|---------------|--------------|-------------------|-----------|---------------|
| Find Card ID | 纳 ം | | | Ship | » | Attac | ch Notes » | « Back To Iter | ms « C | hange Filter |
| Tracking No. | | Carrier Select | ~ | | Packing SI | ip No | 1 | Charge No | EI EI | |
| ▽ ☑ | Card ID 🔺 | Supplier Item No. 🛦 | Release Date ⊽ | Reqd Ship ▲ | Reqd Receive ⊽ | Card Qty ⊽ | Ship Qty | Packing Slip No ⊽ | Charge No | PO Lin #⊽# |
| 2 | KCD4N3DCNA34 | | | 03/19/2014 | | | | | | |
| B | KCD4N3GCNAYE | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| ₩ . | KOD4N3HCNAWU | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| 🐸 🔽 | KCD4N3JCNASK | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| 🐸 🔽 | KCD4N3KCNA5N | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| 🐸 🔽 | KCD4N3SCNAS6 | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |
| 🖉 🔽 | KCD4N3FCNA7B | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | | | |

6

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.

| Ship Cards List ♥ | | | | Į | Views 😰 How do I? |
|-------------------|------------------|-----------------|------------------|-------------------|-------------------|
| Find Card ID 🙌 🏘 | | Ship » | Attach Notes » | « Back To Items | « Change Filter |
| Tracking No. | Carrier Select V | Packing Slip No | | Charge No | Ē |

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 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 V | | | | | | | | Views (| a) How do I? |
|-------------------|---------------------|-------------------|----------------|---------------------|---------------|-------------|-------------------|------------|---------------------|
| Find Card ID | | → | Ship | » | Attac | h Notes » | « Back To Iten | ns « Cha | ange Filter |
| Tracking No. | Carrier Select | ~ | | Packing S 123459 | ilip No | | Charge No | i I | |
| ▽ Card ID ▲ | Supplier Item No. 🛦 | Release Date ⊽ | Reqd Ship ▲ | Reqd Receive ⊽ | Card Qty ⊽ | Ship Qty | Packing Slip No ⊽ | Charge No | PO P #⊽ Lin # |
| 🕌 🗹 KCD4N3DCNA34 | | | | | | 10 | 123459 | | |
| 🖉 🗹 KCD4N3GCNAYE | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | 123459 | |] |
| 🐸 🗹 KCD4N3HCNAWU | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | 123459 | |] |
| 🐸 🗹 KCD4N3JCNASK | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | 123459 | |] |
| 📴 🗹 KCD4N3KCNA5N | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | 123459 | |] |
| KCD4N3SCNAS6 | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 25 | 123459 | |] |

Click on the "**Print Cards**" button. The labels will now print, **process complete**. *If you short or over shipped see the important notice below*.

| Ship Cards Results | How do I? |
|---|-------------------|
| « Back To Items | « Back To Cards |
| 9 card(s) have been shipped without printing. Please immediately print the card(s) by clicking Print Cards button You also have 1 card(s) needing confirmation due to over/short shipment. On completion of the print transaction, the Confirm will be displayed | L. |
| To directly go to confirm without printing Click here No.Of Copies: 1 | Print Cards » |

Important – If you "Short or Over Shipped", the cards must be confirmed. Follow the next 2 steps.

Click in the **selection box** at the column heading to **select** "**All Cards**" or **select** the **cards individually**. **Click** on the "**Confirm**" button.

| Ship Cards Results | | | | | | | | | (2) How do I? |
|--------------------------------|----------------------|-----------------|----------------|-----------------|-------------|------------------|-------------------|--------------------|-------------------|
| | | | | | | | « | Back To Items | « Back To Cards |
| To go back to print without o | confirmation Click | here | | | | | | | |
| | | | | | | | | | |
| Following cards are outside to | erance limit. Please | press Confirr | n button, to p | proceed with | the ship | ment or press Ba | ck button to cano | el the shipment of | f these cards |
| Card ID | Supplier Item No. | Release Date | Reqd Ship | Reqd Receive | Card Qty | Ship Qty | Supplier Lot # | Packing Slip No | Charge Nc |
| 🔁 🗹 KCD4N43CNA2R | 24681 | 03/18/2014 | 03/19/2014 | 03/20/2014 | 25 | 20 | | 123459 | |
| | | | | | ìrm » | | | | |

Click on the "Print Cards" button to print the labels of the cards being confirmed.

| Ship Ca | rds Results | | | | (2) How do I? |
|--------------|-----------------------------------|-----------------------------------|--|-----------------------------------|--|
| 1 card(s) ha | ve been shipped without printing. | Please immediately print the care | d(s) by clicking Print Cards button | « Back To Items No.Of Copies: 1 | Back To Cards Print Cards » |
| | Card ID | Supplier Item No. | Description | | Printed |
| | KCD4N43CNA2R | 24681 | Card Successfully Shipped and Not Printed. | | No |

Important – Shipping is now complete unless using the "Master Label" process.

Click on the link below for detailed instructions for "Creating and Shipping" the Master Label



Ship the Master Label

Important – The items must be shipped in Ultriva prior to "Creating and Shipping" the Mater Label. See the ship instructions on the previous pages.

Quick Tip – There are 2 ways to navigate to the Create and Ship of the Master Label.

Option 1:

Click on the "To Master Label" button after the cards have been shipped

| Ship Ca | rds Results | | | How do I? |
|--------------|---|---------------------------------|--|---------------------------------------|
| | | | « Back To Items | « Back To Cards To Master Label » |
| | | | | 7 |
| B Pl | ease use Master Label to comple inting and shipping the master lab | te the shipment process by add | ing the cards to a master label, then | · · · · · · · · · · · · · · · · · · · |
| | | | | |
| 5 card(s) ha | ave been shipped without printing | Please immediately print the ca | ard(s) by clicking Print Cards button | |
| | | | | No.Of Copies: 1 Print Cards » |
| | Card ID | Supplier Item No. | Description | Printed |
| ✓ | KCD4MZ8CNA6N | 24688 | Card successfully shipped and not printed. | No |

Option 2:

Click on "Actions"



Click on "Master Label"



Quick Tip – If the supplier ships to multiple customer plants, select the plant that the cards are being shipped to. If you do not see this screen shot, make sure the filter is set to "Created or Updated".

Click on the "ADD" button.

| Master Label List For TBJ | How do I? |
|---|-----------|
| Plant Label Status TBJ Created or Updated Filter By Select Operator Enter Value Image: Comparison of the second sec | |
| No Master Label(s) found in the system. Please click Add Master Label button to create one. | |
| Add | |

Click in the **selection box** box at the column heading to **select all cards** to be added to the "**Master Label**" or **select** the **cards individually**. A **checkmark will appear**. **Click** on "**Create New Master Label**"

| Cr | eate | New Master | Label | | | | | | 6 | How do I? |
|-------|--------|-----------------------|---------------------|----------------|-------------|----------------|-----------------|---------------|-------------|-----------|
| Filt | ter By | ▼ Se | elect Operator | Enter Value | | Go 🕨 | | | | |
| Fin | d Card | D #4 #4 | | | | | \rightarrow | Create New Ma | aster Label | « Back |
| | V | Card ID 🔺 | Supplier Item No. 🔺 | Release Date ⊽ | Reqd Ship 🔺 | Reqd Receive ⊽ | Plant Shipped ⊽ | Card Qty ⊽ | Ship Qty ⊽ | PO# ⊽ |
| 8 | | KCD4MZDCNAXJ | | | | | | | | |
| × | ~ | KCD4MZGCNA4Y | 24688 | 01/16/2014 | 01/17/2014 | 01/21/2014 | 01/23/2014 | 10 | 10 | |
| 2 | ✓ | KCD4MZHCNA2A | 24688 | 01/16/2014 | 01/17/2014 | 01/21/2014 | 01/23/2014 | 10 | 10 | |
| Sorte | d by: | Supplier Item No., Re | eqd Ship, Card ID | | | | | | | 1 to 3 of |
| | | | | | | | | Create New Ma | aster Label | « Bad |

The "Master Label" has been created.

| Master I | Label Lis | t For TBJ | | | | | | How do |
|----------------|--------------------------------|-----------------------|--------------|-------------------------------------|--------|-------------|----------------------|------------------------|
| () Maste | er label MLB22 | 232CNAHM added Su | ccessfully 🗲 | | | | × | |
| Plant TBJ 🗸 | Label Status Created or Upd | ated V Filter B | Зу | Select Operator | Ŧ | Enter Value | (%) (%) |) |
| 🚔 Add | 🥖 Edit | 🗶 Delete 💽 🕅 | View 😫 Pri | int 📮 Ship | | | | |
| Label ID | | Create Date | Created By | Last Action By | Status | Total Cards | Cards failed to ship | Last Action Date |
| MLB2232CN/ | AHM 01 | 1/23/2014 08:57:20 AM | | | | | | 01/23/2014 08:57:20 AM |
| Sorted by: L | abel ID | | | | | | | 1 to 1 o |

Quick Tip – Cards can be added to or removed from the Master Label by clicking on the "Edit" button and making the selection.

To **verify** that you have **assigned all** of the **cards to ship** on the "**Master Label**" **click** on the "**Edit**" button. **Click** on "**Add Cards**". *Click on "Remove Cards" if cards need to be removed*

| Master I | Label List For TBJ | ļ | | | | | How do |
|----------------|------------------------------------|--------------|------------------|---------|-------------|----------------------|------------------------|
| Plant ⊤BJ ✓ | Label Status Created or Updated | Filter By | ▼ Select Operato | r 🔻 E | Enter Value | Go 🕨 | |
| 🚔 Add | / Edit Delete | 💭 View 📙 Pr | int 🕞 Ship | | | | |
| Label ID | Remove Cards | Created By | Last Action By | Status | Total Cards | Cards failed to ship | Last Action Date |
| MLB2232CN/ | AHM 01/23/2014 08:57 | :20 AM makil | makil | Created | 3 | 0 | 01/23/2014 08:57:20 AM |
| Sorted by: La | abel ID | | | | | | 1 to 1 o |

| Enter value | GO 2 | |
|---------------------------------|------|------|
| | | |
| | | |
| | | |
| _ | | |
| | | |
| | | |
| | | |

All cards have been added to the "Master Label". Click on the "Back" button.

Click on the "Ship" button and click on "Ship Master Label"

| Master Label List For TBJ | | e How do l? | | | | | | | | |
|--|-------------------------------------|------------------|--|--|--|--|--|--|--|--|
| Master label MLB223ECNAGQ added Successfully | | | | | | | | | | |
| Plant Label Status TBJ V Created or Updated V Filter By Select Operator Enter Value | (7) Go 🍺 | | | | | | | | | |
| Add / Edit Selete View H Print Ship Master Label | Add / Edit Delete View E Print Ship | | | | | | | | | |
| Label ID Create Date Created By Las Ship Failed Cards ards | Cards failed to ship Last A | Action Date | | | | | | | | |
| MLB223ECNAGQ 06/20/2014 01:52:34 PM makil makil Created 4 | 0 06/20/ | 2014 01:52:34 PM | | | | | | | | |

The cards appear that will be on the "Master Label". Click on the "Ship Master Label" button.

| Ship Master Label MLB223ECNAGQ | | | | | | | | | | | |
|--------------------------------|---------------------|---------------------------|-------------|-------------------------------|--------------------------|--|--|--|--|--|--|
| Tracking No. Carrier | | Select Priority | m 🔿 🖗 High | Notes | | | | | | | |
| Find Card ID | M M | | | ; | Ship Master Label « Ba | | | | | | |
| Card ID ⊽ | Supplier Item No. 🔺 | Card Qty ▲ Release Date ⊽ | Reqd Ship ⊽ | Plant Shipped \triangledown | Ship Qty ⊽ PO # ⊽ | | | | | | |
| KCD4MZ6CNAX9 | 24688 | 10 03/18/2014 | 03/19/2014 | 04/07/2014 | 10 123456 | | | | | | |
| KCD4MZ7CNA84 | 24688 | 10 03/18/2014 | 03/19/2014 | 04/07/2014 | 10 | | | | | | |
| KCD4MZBCNA5E | 24688 | 10 03/18/2014 | 03/19/2014 | 04/07/2014 | 10 | | | | | | |
| KCD4MZCCNASB | 24688 | 10 03/18/2014 | 03/19/2014 | 04/07/2014 | 10 | | | | | | |
| Sorted by: Card Qty, | Supplier Item No. | | | | 1 to 4 (| | | | | | |

Quick Tip - A Bill of Lading can be printed at this time.

"Master Label" shipped successfully. Click on the "Print Master" button to "Print" only the "Master Label" or click on the "Print Master & Child Cards" to "Print" the "Master Label and Child Cards"

| Master Label | Master Label MLB223ECNAGQ shipment results | | | | | | | | | | | |
|----------------|--|----------|------------|--------------------------------------|------------|--|--|--|--|--|--|--|
| Master Label s | shipped successfully 🗲 🗕 | - | | ! | 4 ↓ | | | | | | | |
| Card ID | Supplier Item No. | Card Qty | Reqd Ship | K I Back Print Master Ship Qty PO # | Print Mast | er & Child Cards Print BOL Status Message | | | | | | |
| KCD4MZ6CNAX9 | 24688 | 10 | 03/19/2014 | 10 123456 | 2,000 | Successfully Shipped | | | | | | |
| KCD4MZ7CNA84 | 24688 | 10 | 03/19/2014 | 10 | 0 | Successfully Shipped | | | | | | |
| KCD4MZBCNA5E | 24688 | 10 | 03/19/2014 | 10 | 0 | Successfully Shipped | | | | | | |
| KCD4MZCCNASB | 24688 | 10 | 03/19/2014 | 10 | 0 | Successfully Shipped | | | | | | |
| | | | | « Back Print Master | Print Mast | er & Child Cards Print BOL | | | | | | |

Process Complete

Verifying All Cards Shipped on the Master Label

From the "Home" screen under "My Routines" click on "View Supplier Queue"

| LTRIVA | | | Ultriva | | Admin My Ad | count Help Lo |
|---------------------|------------------------|--------------|----------------------|-------------------------------------|--------------------------------|-------------------|
| ne Material State | us Actions | Scan Reports | Integration | | Laura Maki | LJM Machining S |
| ome | | | | | | 🍟 Fav |
| Inventory Hea | lth | | * = | Alerts | | * 1 |
| | | | | Date 🔻 | Subject ⊽ | |
| | 6 Items Items Items | | 01/22/2014 | KCD4MYQCNAQF-004-7 | 🖈 🐺 | |
| 6 | | 10 | 01/22/2014 | Card KCD4MYQCNAQF is Released for I | 🐺 😫 | |
| Items | | Items | 01/22/2014 | 24687 turned RED - High Risk of sto | 🜹 😫 | |
| Stock out risk (Hig | h) Stock out r | isk (Medium) | Stock out risk (Low) | 01/22/2014 | KCD4N5GCNAME-002-8 | 🐺 🗱 |
| | | | | Sorted by: D | ate 1 to 4 of 43 Prev Page 1 - | Next 🕨 |
| Order Tracking | 9 | | * = | My Routi | nes | * = |
| 22 | 3 | 3 | 3 | Daily | Monthly | mance |

All of the cards are now "In Transit" (Shipped) and are no longer at the "Ship Hub" waiting for a Master Label. This shows that all cards were shipped.

| Supp | olier Queue Items | List | | | | | | | | | | | | Filter | s 😰 Ho | w do l? |
|--------------|--|---------------------------------|--------------|-------------------------|---------|---------------------|-----|-----------|------------------------|-------|--------------|---------|-------------------------|---------------|----------|---------|
| Plant TBJ | ~ | Show Items List | ~ | Ca | tegory | • | R | YG All | • | | Produ All | ct Line | ~ | Comm | odity Co | de V |
| Filter | Filter By Select Operator Enter Value Go | | | | | | | | | | | | | | | |
| RYG ⊽ | Supplier Item No. 🔺 | Min Description ⊽ Cards ⊽ | Min Order | On Hand Min Order | | Released In Process | | | At Ship Hub In Transit | | | ansit | Received At Dock Put Aw | | | |
| | | | Cards V | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards |
| | 24689 | Machine Part | 0 | 1 | 400 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 2,000 | 0 | 0 | 0 |
| | SM-5344-025/035-0355-00 | Bearing | 0 | 11 | 158,400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | SU-4576-016/035-0354-00 | BEARING- SLEEVE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 25,200 | 0 | 0 | 0 |
| | SU-6193-018/035-0354-02 | DU Bearing | 0 | 7 | 100,800 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | LII T-035-0322-00 | Rearing | n | 14 | n | n | n | n | n | n | n | n | n | n | n | n |

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Ship Cards Filter Screen

Q

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

When all changes have been made to the "Filter", click on the "Go" button for the changes to take effect.

Once logged in, the "Shipped Cards Filter" screen appears. *If applicable*: Click on the drop down arrow in the "Plant" field and make a selection.

| Ship Cards Filter | | | | | (2) How do I? |
|-------------------------------|---------------------|-------------------|--------------|----------------|---------------|
| Plant Cards All Plants All | Show Items List | Category All 👻 | Product Line | Commodity Code | RYG All 👻 |
| Filter By | Enter Value | 5 Go 🕨 | | | |

0

Quick Tip – If the filter does not appear to deliver the correct shipments, recheck what is entered below in the "Cards" field which may be the most likely for the error.

If applicable: **Click** on the **drop down arrow** in the "**Cards**" field and **make** a **selection**. *Here is* where the shipment for today, due tomorrow or past due can be selected. Future shipments can also be accessed.

| Ship Cards Filte | ər | | | | | | (| How do I? |
|--|---|--------------------|-----------------|-----------|--------------|----------------|------------|-----------|
| Plant All Plants Filter By | Cards | Show Items List | Category All | ← Go ► | Product Line | Commodity Code | RYG All | • |
| | Due in 2 Days Due in 3 Days Due in 4 Days Due in 5 Days Due in 7 Days Due in Future Days | | | | | | |) |

If applicable: Click on the drop down arrow in the "Show" field and make a selection.

| Ship Cards Filter | | How do | 1? |
|--|---|--|----|
| Plant Cards Show | í | Category Product Line Commodity Code RYG | |
| Filter By Select Operator My Items List My Cards List | | 60 D | |

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.*

| Ship Cards F | ilter | | | | | (2) How do I? |
|---------------------|------------------------|--------------------|-----------------|--------------|----------------|---------------|
| Plant All Plants | Cards Due in 7 Days | Show Cards List | Category All | Product Line | Commodity Code | RYG All 🗸 |
| Filter By | ✓ Select Operator | ✓ Enter Value | 🍼 Go 🕨 | | | |

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 "Supplier Item Number"*.

| Ship Cards Filte | er | | | | | | | | How do |
|---------------------|---------------------------------|------|---------------------------------|-------------------|---------------------|----------|--------------|--------|--------|
| Plant All Plants | Cards Due in 7 Days | ~ | Show Cards List | Category All 🗸 | Product Line All | v | Commodity Co | de RYG | • |
| Supplier Item No. | Select Oper | ator | Enter Value | 😚 🕞 🌔 |) | | | | |
| PO # | | | | | | | | | |
| PO Line # | | | | | | | | | |
| Release # | | | | | | | | | |
| Release Line # | | | | | | | | | |
| WorkOrder No. | | | | | | | | | |
| Supplier Item No. | - | | | | | | | | |
| Description | | | | | | | | | |
| Reqd Ship | | | | | | | | | |
| PO #PO Line # | | | | | | | | | |

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"*.

| Ship Cards Filter | 🥥 How do 1? |
|-----------------------------|---|
| Plant Ca All Plants V Du | Irds Show Category Product Line Commodity Code RYG ue in 7 Days V Cards List V All V All V All V |
| Supplier Item No. | Select Operator Enter Value 🔗 Go 🍺 |
| | Equal To |
| | Not Equal To |
| | Greater Than |
| | Greater Than Or Equal To |
| | Lesser Than |
| | Lesser Than Or Equal To |
| | Starts With |
| | Contains |
| | Ends With |
| | Not Starts With |
| | Not Contains |
| | Not Ends With |
| | Is Empty |
| | Is Not Empty |

Enter a value in the "Enter Value" field. Click on the "Go" button. In this example we will enter the "Supplier Item No." since that is what we had selected for this filter.

| Ship Items List | | | | | 🍸 Filters 📄 Views 🍘 How do l? | 2 |
|-----------------------|--------------|--------------------|-------------------|---------------------|-------------------------------|-------|
| Plant C All Plants | Cards All | Show Items List | Category All 🗸 | Product Line All | Commodity Code RYG | |
| Supplier Item No. | F Equal To | - 24688 | × 🔗 💿 🕨 | ← | | |
| | | | | | Show Cards | s » |

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

Click on the "Show Cards" button.

| | | | | Y Filte | rs 📄 Views @ How do I? |
|------------------------------|--|---|--|--|--|
| Cards All | Show Items List | Category All - | Product Line | Commodity C All | ode RYG All • |
| Equal To | ▼ 24688 | × 🔗 Go 🕨 | | | |
| | | | | | Show Cards » |
| Description | | | Total Cards | Total Qty | Plant |
| BEARING | | | | | TBJ |
| | Cards All Equal To Description BEARING | Cards All Show Items List V Equal To 24688 Description BEARING | Cards All Category All Z4688 Category All All C Equal To Z4688 Content Description BEARING | Cards Show Category Product Line All Equal To 24688 × © © Total Cards BEARING 6 | Cards Show Category Product Line Commodity C All ✓ Product Line All ✓ All ✓ ■ Equal To 24688 × Image: Commodity C All ✓ All ✓ ■ Equal To 24688 × Image: Commodity C All ✓ All ✓ ■ Equal To 24688 × Image: Commodity C All ✓ All ✓ ■ Equal To 24688 × Image: Commodity C All ✓ All ✓ ■ Equal To 24688 × Image: Commodity C All ✓ All ✓ ■ Equal To 24688 × Image: Commodity C All ✓ All ✓ ■ Equal To 24688 × Image: Commodity C All ✓ All ✓ ■ Equal To ■ 24688 × Image: Commodity C All ✓ All ✓ ■ Description ■ ■ ■ ■ Image: Commodity C All ✓ ✓ All |

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 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.

| Filter details: ReqShipDate: | | Ship » Attach Notes | | | n Notes » | « Back To Ite | ms « Cł | Change Filter | |
|--------------------------------|---------------------|-----------------------|----------------|-------------------|---------------|-----------------|-------------------|---------------|------------------------|
| racking No. | Carrier Select | v | | Packing | Slip No | ē) | Charge No | EI | |
| 7 🖌 Card ID 🛦 | Supplier Item No. 🛦 | Release Date ⊽ | Reqd Ship ▲ | Reqd Receive ⊽ | Card Qty ⊽ | Ship Qty | Packing Slip No ∇ | Charge No | PO PC #⊽ Line #⊽ |
| 🦉 🗹 KCD4MZJCNA85 | 24688 | 01/16/2014 | 01/17/2014 | 01/21/2014 | 10 | 10 | | | |
| KCD4MZKCNAZ8 | 24688 | 01/16/2014 | 01/17/2014 | 01/21/2014 | 10 | 10 | | |] |
| KCD4MZLCNAUZ | 24688 | 01/16/2014 | 01/17/2014 | 01/21/2014 | 10 | 10 | | |] |
| rted by: Supplier Item No. Rec | nd Ship, Card ID | | | | | | | | > |

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 Iter | ns « Ch | ange Filter |
| Tracking No. | Carrier |] | Packing Slip 134679 | | Charge No | ı آ | |
| ∇ Card ID ▲ | Supplier Item No. ▲ Release Date ⊽ | Reqd Ship ▲ | Reqd Ca Receive ⊽ Qty | ard y ⊽ | Packing Slip No ⊽ | Charge No | PO PC #⊽ Line # ₹ |
| 🦉 🗹 KCD4MZJCNA65 | 24688 01/16/20 | 014 01/17/2014 | 01/21/2014 | 10 10 | | | |
| KCD4MZKCNAZ8 | 24688 01/16/20 |)14 01/17/2014 | 01/21/2014 | 10 10 | | | |
| 🖉 🗹 KCD4MZLCNAUZ | 24688 01/16/20 |)14 01/17/2014 | 01/21/2014 | 10 10 | | | |

| FinFilter | detai | ls: ReqShipDate: | < 01/24/2014 | | Ship » Attach Notes » | | | | « Back To Items | | |
|-----------|-------|---------------------|---------------------|-------------------|---------------------------|-------------------|---------------|------------|------------------------|------------|------------------------|
| Fracking | No. | | Carrier Select | ~ | | Packing 134679 | Slip No | <u>e</u> i | Charge No | B I | |
| ⊽ | ✓ | Card ID 🔺 | Supplier Item No. 🔺 | Release Date ⊽ | Reqd Ship ▲ | Reqd Receive ⊽ | Card Qty ⊽ | Ship Qty | Packing Slip No ⊽ Char | ge No | PO PO #⊽ Line #⊽ |
| 1 | ~ | KCD4MZJCNA65 | 24688 | 01/16/2014 | 01/17/2014 | 01/21/2014 | 10 | 10 | 134679 | | |
| 2 | ✓ | KCD4MZKCNAZ8 | 24688 | 01/16/2014 | 01/17/2014 | 01/21/2014 | 10 | 10 | 134679 | | |
| 2 | ✓ | KCD4MZLCNAUZ | 24688 | 01/16/2014 | 01/17/2014 | 01/21/2014 | 10 | 10 | 134679 | | |
| | | | | | | | | | | | |
| < | • Sur | onlier Item No. Reg | d Shin, Card ID | | | | | | | | 1 to 3 of |

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

Click on the link below to navigate back to the Ship Screen you were shipping from.

