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**Ultriva 8.0 and Above**

**Change a Supplier  
Coordinator**

**Reference Guide**

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## Change a Supplier Coordinator



**Important** – It is important that users be assigned to all items so that the main Supplier User or Additional Contacts are notified via email and/or browser alerts when actions occur for the items.



**Quick Tip** – Using the “Change Coordinator” function will save a lot of time when needing to initially set up items or change a “User” that has been assigned to multiple “Items”

To navigate to “Change Coordinator”, click on “Admin”.

Click on “Supplier Item”



**Important** – Supplying to more than one location you will need to run this for each location the user is responsible for. The selections will be in the Plant field below.

Click on the “Change Coordinator” button.

Plant Item No. ↑	Supplier Item No. ↑	Description ↑	Carrier ↑	Lead Time ↑	Transit Time ↑	Qty On Card ↑	Supplier On Hand Qty ↑	Unit Description ↑	On Date ↑
0125 004200	0125 004200	Emerson Test	ETD	1	0.1	1000	0	-	-
ULT-001-0454-00 -1	ULT-001-0454-00 -1	Quest Main Bearing	Unknown	5	1	160	0 EA	-	-
ULT-001-0454-00 -1a	ULT-001-0454-00 -1a	Quest Main Bearing	Unknown	0.25	0.25	160	0 EA	-	-
ULT-001-0454-00 -1b	ULT-001-0454-00 -1b	Quest Main Bearing	Unknown	0.5	0.5	160	0 EA	-	-

Click on the drop down arrow in the “Please select the type of coordinator you want to change” field. A drop down box will appear. Click on a selection. (*Supplier User or Additional Contacts*)

### Change Coordinator Wizard: Select Coordinator



\*Please select the type of coordinator you want to change:

Supplier User ▼

Supplier User

Additional Contacts

you want to do this change:

Click on the drop down arrow in the “Please select an option by which you want to do this change” field. A drop down box will appear. Click on a selection. (*By User or By Product Line*)

### Change Coordinator Wizard: Select Coordinator



\*Please select the type of coordinator you want to change:

Supplier User ▼

\*Please select an option by which you want to do this change:

By User ▼

By User

By Product Line

is change is to be applied



*Quick Tip – Here is where you will select the “Existing User” for this item. If there is no user currently assigned as a coordinator a selection still has to be made. Select “Not Assigned”.*

Click in the “Please select the user for which this change is to be applied” field. Press on the **spacebar** or start to **type the userid** and a **drop down list** of the **users names** appear. Select the “User”.

**Change Coordinator Wizard: Select Coordinator**

Select Coordinator

\*Please select the type of coordinator you want to change:

\*Please select an option by which you want to do this change:

\* Please select the user for which this change is to be applied

Not Assigned  
barkerj



*Quick Tip – Here is where you will select the “New” user.*

Click in the “Please select New User” field. Press on the **spacebar** or start to **type the userid** and a **drop down list** of the **users names** appear. Select the “User”.

**Change Coordinator Wizard: Select Coordinator**

Select Coordinator

\*Please select the type of coordinator you want to change:

\*Please select an option by which you want to do this change:

\* Please select the user for which this change is to be applied

\*Please select New User:

Not Assigned  
barkerj  
bdority



**Quick Tip** – Select “All Items or fewer items which can be selected on the next screen.

Select an option for “Do you want to apply this change to?” Click on the “Finish” button. In the example we selected “All Items”. If “Fewer Items” were selected, click on the “Next” button.

Change Coordinator Wizard: Select Coordinator

The “Coordinator Updated Successfully” for “All Items”

Supplier Item for Plant One

Coordinator successfully updated

Plant: Plant One Filter By Select Operator Enter Value Go

Find Supplier Item No. Edit View Change Coordinator More Options

Sorted by: Supplier Item No. 1 to 10 of 10

Plant Item No. ↑	Supplier Item No. ↑	Description ↑	Carrier ↑	Lead Time ↑	Transit Time ↑	Qty On Card ↑	Supplier On Hand Qty ↑	Unit Description ↑	On Date ↑
0125 004200	0125 004200	Emerson Test	ETD	1	0.1	1000	0	-	-
ULT-001-0454-00 -1	ULT-001-0454-00 -1	Quest Main Bearing	Unknown	5	1	160	0	EA	-
ULT-001-0454-00 -1a	ULT-001-0454-00 -1a	Quest Main Bearing	Unknown	0.25	0.25	160	0	EA	-

If “Fewer Items” were selected, select the items, and click on the “Finish” button.

## Change Coordinator Wizard: Select Item(s)



Select Coordinator Select Item(s)

Filter By:  Select Operator:  Enter Value:

Find Supplier Item No.

Sorted by: Supplier Item No. 1 to 8 of 8

<input type="checkbox"/>	Plant Item No ↑	Supplier Item No. ↑	Description ↑	Carrier ↑	Lead Time ↑	Transit Time ↑	Qty On Card ↑	Supplier On Hand Qty ↑	Unit Description	On Date ↑
<input checked="" type="checkbox"/>	ULT-001-0454-00 -1	ULT-001-0454-00 -1	Quest Main Bearing	Unknown	5	1	160	0	EA	-
<input type="checkbox"/>	ULT-001-0454-00 -1a	ULT-001-0454-00 -1a	Quest Main Bearing	Unknown	0.25	0.25	160	0	EA	-
<input checked="" type="checkbox"/>	ULT-001-0454-00 -1b	ULT-001-0454-00 -1b	Quest Main Bearing	Unknown	0.5	0.5	160	0	EA	-
<input type="checkbox"/>	ULT-001-0454-00	ULT-001-0454-00S	Quest Main Bearing	Unknown	5	1	160	-1,440		08/04/2020
<input type="checkbox"/>	ULT-001-0525-00	ULT-001-0525-00	Quest Main Bearing	Unknown	28	0	160	-1,380	EA	09/28/2020

\*Required field

## The “Coordinator Updated Successfully”

Supplier Item for Plant One Filters Views ?

Coordinator successfully updated

Plant:  Filter By:  Select Operator:  Enter Value:

Find Supplier Item No.

Sorted by: Supplier Item No. 1 to 10 of 10

Plant Item No ↑	Supplier Item No. ↑	Description ↑	Carrier ↑	Lead Time ↑	Transit Time ↑	Qty On Card ↑	Supplier On Hand Qty ↑	Unit Description	On Date ↑
0125 004200	0125 004200	Emerson Test	ETD	1	0.1	1000	0		-
ULT-001-0454-00 -1	ULT-001-0454-00 -1	Quest Main Bearing	Unknown	5	1	160	0	EA	-
ULT-001-0454-00 -1a	ULT-001-0454-00 -1a	Quest Main Bearing	Unknown	0.25	0.25	160	0	EA	-