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**Ultriva 8.0 and Above**

**Disable an Item**

**Reference Guide**

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## Buyer Queue – Checking the State of the Cards



**Important** – All cards must be **On Hand** in order to “Disable an Item”. To check the state of the card(s), navigate to the Buyer Queue.

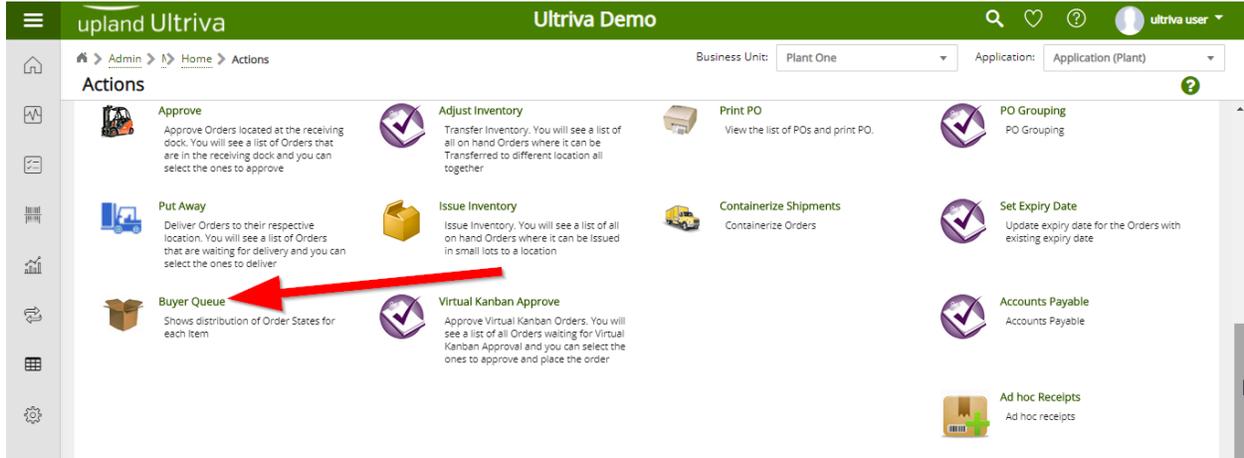
To navigate to the “Buyer Queue”, select the “Plant or Workcenter”

The screenshot shows the Ultriva Buyer Home dashboard. The top navigation bar includes 'upland Ultriva' and 'Ultriva Demo'. The main content area is divided into several sections: 'Inventory Health (Items - Stock Out Risk)' with three cards for High (370 Items), Medium (88 Items), and Low (541 Items) risk levels; 'Alerts' showing 'You have no new alerts'; 'Order Tracking' with four cards for 13, 692, 3396, and 846 items; and 'MRP Order Recommendations' with three cards for 0 items each, labeled 'Expedite' and 'Cancel'. A dropdown menu is open for 'Business Unit: Plant One', listing various plants and workcenters. A red arrow points to the 'Plant One' option in the dropdown. Another red arrow points to the 'Application: Application (Plant)' dropdown in the top right.

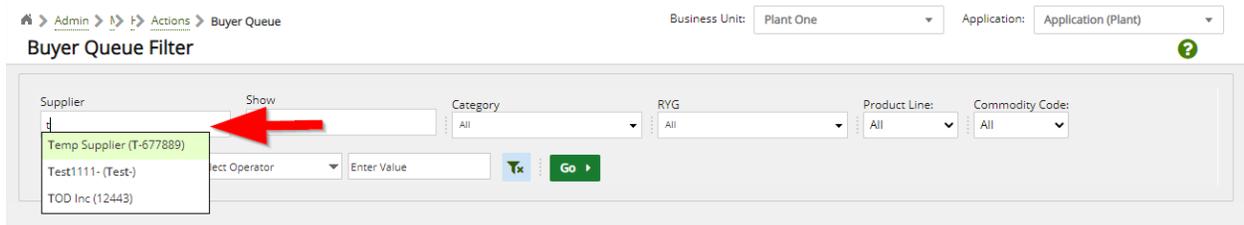
Click on “Actions”.

The screenshot shows the same Ultriva Buyer Home dashboard as above. The 'Actions' button in the left sidebar is highlighted with a red arrow. The 'Inventory Health' section shows 370 High risk items, 88 Medium risk items, and 541 Low risk items. The 'Order Tracking' section shows 13 Orders Awaiting, 692 Orders Not yet Acknowledged, 3396 Orders past due, and 846 Orders past due. The 'MRP Order Recommendations' section shows 0 items for 'Defer', 'Expedite', and 'Cancel'. The 'My Routines' section is visible at the bottom right, with 'DAILY' and 'MONTHLY' tabs. A red arrow also points to the 'Alerts' section, which shows 'You have no new alerts'.

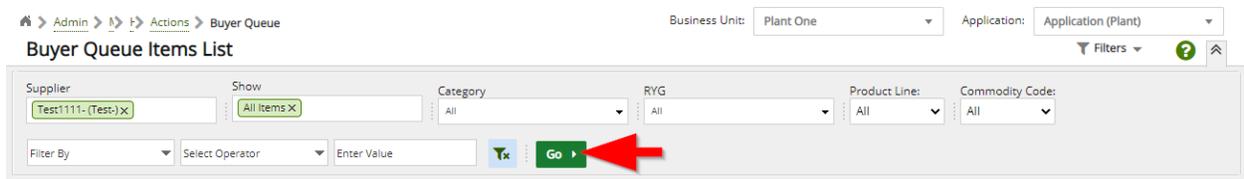
Click on “Buyer Queue”



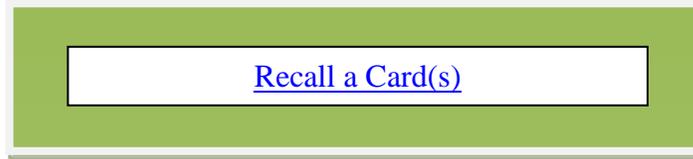
Click on the “Supplier” field and Press on the spacebar or start to type the supplier name and a drop-down list of the suppliers will appear. Select the “Supplier”.



Click on the “Go” button.



If cards have been “Released” and/or are “In Process” they must be recalled back to the “On-Hand” state prior to disabling the item. Click on the link below for detailed instructions on how to “Recall a Card(s)”.



Admin > Actions > Buyer Queue Business Unit: Plant One Application: Application (Plant)

### Buyer Queue Items List

Supplier: All Suppliers Show: All Items Category: All RYG: All Product Line: All Commodity Code: All

Filter By: Select Operator: Enter Value: Go

Sorted by: Item Viewing 11 to 20 of 632 Page 2 of 64

RYG	Item	On Hand		Released		In Process		At Ship Hub		In Transit		Received At Dock		On Hand At Supplier		Others	Description	Total Orders
		Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty			
	00809602	21	2,838	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0 PRZEGUB AC2600	21
	00810554	8	1,261	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0 PRZEGUB AC 2300	8
	0125 004200	1	1,000	2	2,000	0	0	31	31,000	0	0	0	0	0	0	0	0.0 Emerson Test	59
	10011025	13	14,869	0	0	1	1,152	0	0	0	0	0	0	0	0	0	0.0 TRIPOD GI1700	14
	10013021	2	1,949	0	0	2	1,009	0	0	0	0	0	0	0	0	0	0.0 TRIPOD GI2300	4
	10013245	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0 TRIPOD GI1500	10

If cards are “In-Transit” you must “Receive” the cards prior to disabling the item. The normal Ultriva Receive process should be followed.

Admin > Actions > Buyer Queue Business Unit: Plant One Application: Application (Plant)

### Buyer Queue Items List

Supplier: All Suppliers Show: All Items Category: All RYG: All Product Line: All Commodity Code: All

Filter By: Select Operator: Enter Value: Go

Sorted by: Item Viewing 11 to 20 of 632 Page 2 of 64

RYG	Item	On Hand		Released		In Process		At Ship Hub		In Transit		Received At Dock		On Hand At Supplier		Others	Description	Total Orders
		Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty			
	00809602	21	2,838	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0 PRZEGUB AC2600	21
	00810554	8	1,261	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0 PRZEGUB AC 2300	8
	0125 004200	1	1,000	2	2,000	0	0	31	31,000	0	0	0	0	0	0	0	0.0 Emerson Test	59

If the cards are all On Hand, click on the link below to navigate to the detailed instructions on how to “Disable an Item”.



Buyer Queue Items List Filters Print Export ?

Supplier: All Suppliers x Show: All Items x Category: All RYG: All Product Line: All Commodity Code: All

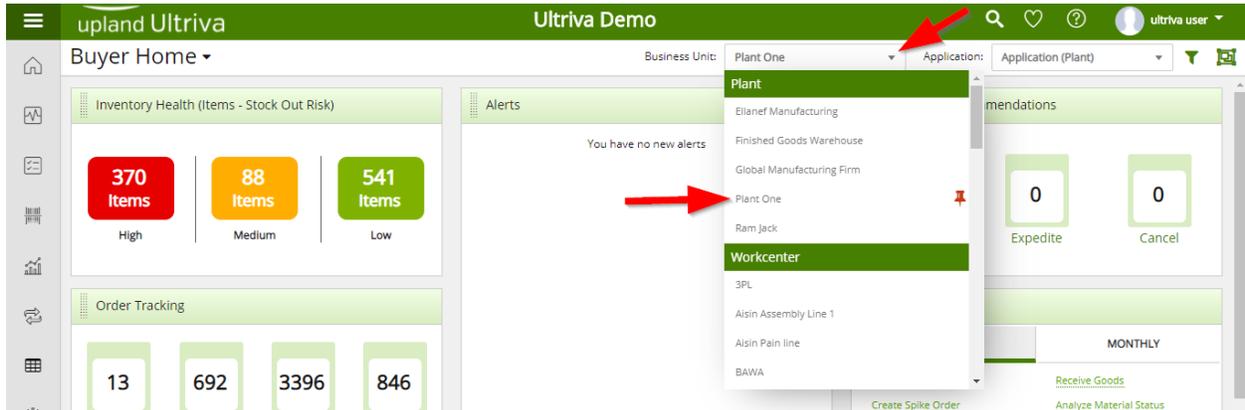
Filter By: Select Operator: Enter Value: Go

Sorted by: Item Viewing 11 to 20 of 632 Page 2 of 64

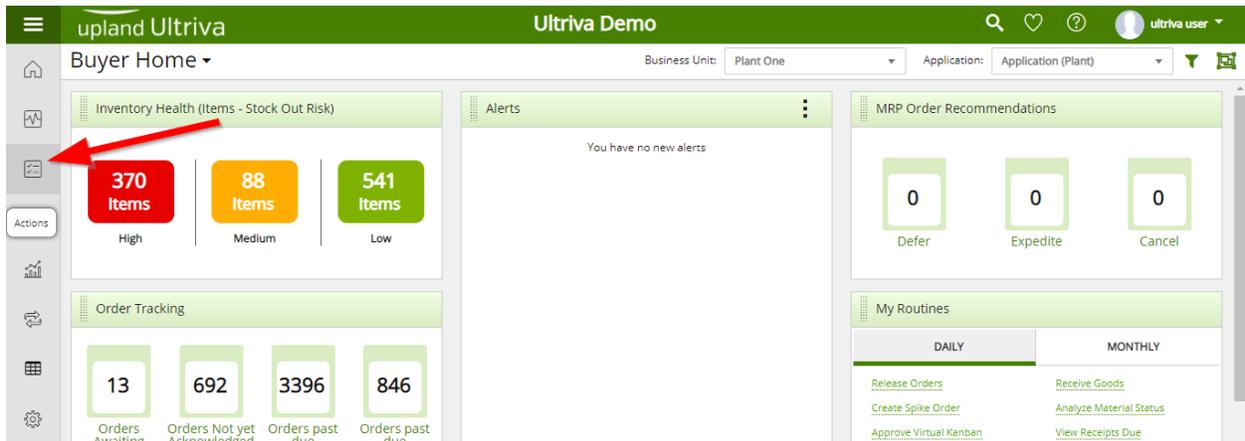
RYG	Item	On Hand		Released		In Process		At Ship Hub		In Transit		Received At Dock		On Hand At Supplier		Others		Description	Total Orders	
		Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty	Orders	Qty			
■	00809602	21	2,838	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	PRZEGUB AC2600	21
■	00810554	8	1,261	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	PRZEGUB AC 2300	8
■	0125 004200	1	1,000	2	2,000	0	0	31	31,000	0	0	0	0	0	0	0	0	0.0	Emerson Test	59

## Recall a Card(s)

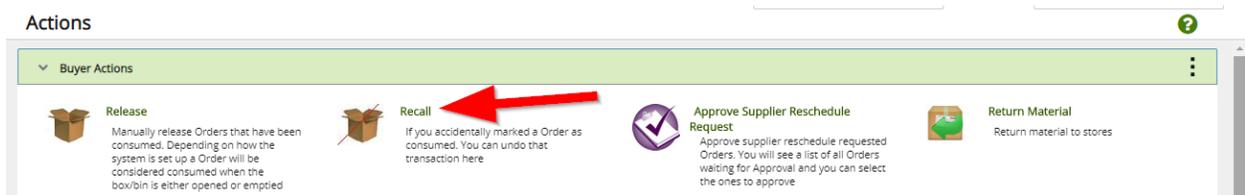
To navigate to “Recall”, select the “Plant or Workcenter”



Click on “Actions”



Click on “Recall”



Click in the drop down arrow in the “Supplier” field and a drop down list appears of the available suppliers. Select the “Supplier”. Click on the “Go” button.

Business Unit: Plant One Application: Application (Plant)

Recall Items List

Supplier: Temp Supplier (T-677889) Orders: All Show: Items List Category: All RYG: All

Filter By: Select Operator: Enter Value:

Click on the part number to advance to the next screen or click on the line item to highlight the line. If the line was highlighted, click on the “Show Cards/Orders” button.

Business Unit: Plant One Application: Application (Plant)

Recall Items List

Supplier: Temp Supplier (T-677889) Orders: All Show: Items List Category: All RYG: All

Filter By: Select Operator: Enter Value:

Find Item:

Sorted by: Item 1 to 4 of 4

RYG	Item	Description	Total Qty	Total Orders
	ULT-001-0525-00	Quest Main Bearing	320	2
	ULT-003-0815-00	Top Bearing Plate	4,500	3
	ULT-003-0815-01	Top Bearing Plate	6,000	4
	ULT-005-0849-00	Top Cover	864	2

Click in selection box at the column heading to select all cards. Click on the “Recall” button.

Business Unit: Plant One Application: Application (Plant)

Recall Orders List

Find Order ID:

Sorted by: Item, Order ID Viewing 1 to 10 of 12 Page 1 of 2

<input checked="" type="checkbox"/>	Order ID	Item	Supplier Name	PO #	Order State	Release Date	Accept Date	Reqd Ship	Order Qty
<input checked="" type="checkbox"/>	KCDA7V9CNA9V	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	175
<input checked="" type="checkbox"/>	KCDA7VACNAXA	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	175
<input checked="" type="checkbox"/>	KCDA7VBCNA48	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	175
<input checked="" type="checkbox"/>	KCDA7VCCNATS	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	175
<input checked="" type="checkbox"/>	KCDA7VDCNAWU	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	175
<input checked="" type="checkbox"/>	KCDA7VECA9Z	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	175
<input checked="" type="checkbox"/>	KCDA7VFCNASK	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	175
<input checked="" type="checkbox"/>	KCDA7VGCNA5N	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	175
<input checked="" type="checkbox"/>	KCDA7VHCNA34	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	175
<input checked="" type="checkbox"/>	KCDA7VJCA7B	10032858	ManUFact		Released	05/11/2016	-	05/16/2016	143

The cards have been “Recalled Successfully”.

Admin > Actions > Recall

Business Unit: Plant One Application: Application (Plant)

Print Export

Back To Items Back To Orders

Following Orders were successful

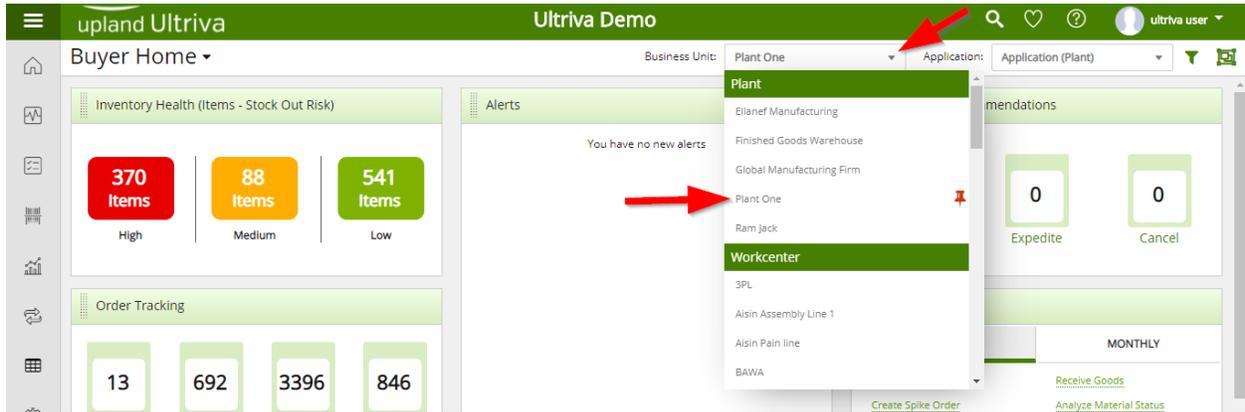
Order ID	Item	PO #	PO Line #	Release #	Release Line #	Order Qty	Description
KCDA7V9CNAVY	10032858		0			175	Order Successfully Recalled. Please adjust the Purchase Order if necessary.
KCDA7VACNAXA	10032858		0			175	Order Successfully Recalled. Please adjust the Purchase Order if necessary.
KCDA7VBCNA48	10032858		0			175	Order Successfully Recalled. Please adjust the Purchase Order if necessary.
KCDA7VCCNAT5	10032858		0			175	Order Successfully Recalled. Please adjust the Purchase Order if necessary.
KCDA7VDCNAWU	10032858		0			175	Order Successfully Recalled. Please adjust the Purchase Order if necessary.
KCDA7VECNA9Z	10032858		0			175	Order Successfully Recalled. Please adjust the Purchase Order if necessary.
KCDA7VFCNA5K	10032858		0			175	Order Successfully Recalled. Please adjust the Purchase Order if necessary.
KCDA7VGCNA5N	10032858		0			175	Order Successfully Recalled. Please adjust the Purchase Order if necessary.
KCDA7VHCNA34	10032858		0			175	Order Successfully Recalled. Please adjust the Purchase Order if necessary.
KCDA7VJCNA7B	10032858		0			143	Order Successfully Recalled. Please adjust the Purchase Order if necessary.



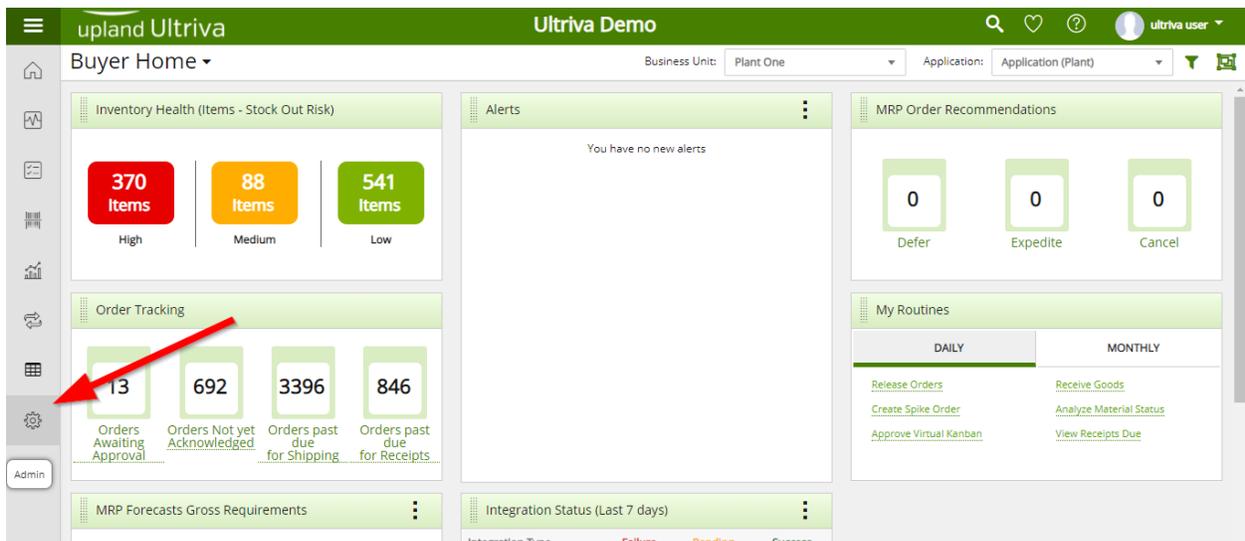
**Important – You may need to makes adjustments in your ERP and/or the Purchase Order based on your configuration in Ultriva.**

## Disable an Item

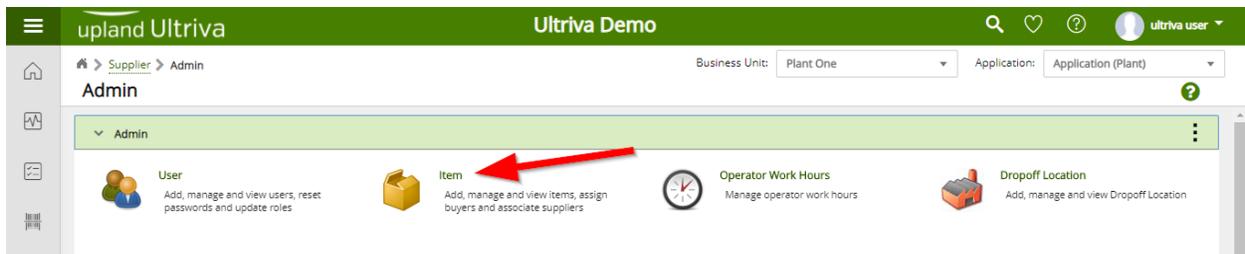
To navigate to the “Disable an Item”, select the “Plant or Workcenter”



Click on “Admin”



Click on “Item”



Click in the **Item no starts with:** field and **type** in the **“Part Number”**. Click on the **“Go”** button.

The screenshot shows the 'Items List' form. The 'Item no. starts with' field is set to '1003285'. A red arrow points to this field, and another red arrow points to the 'Go' button. The form includes filters for Product Line, Show, RYG, Supplier, and Category. A pie chart in the top right corner shows the distribution of items: Virtual (41.0%), Kanban (45.3%), and Forecast (13.6%).

The **part number** appears. Click on the **“Disable”** button.

The screenshot shows the 'Items List' form with the 'Disable' button highlighted. Below the form is a table with one item:

RYG	Category	Item	Description	Standard Qty	Default Supplier	Product Line	Commodity Code	No. of Cards	Status
Virtual	Kanban	1003285	TULIP AAR 2600DL6263138401037	175	ManUFact	Unknown	Unknown	26	Active

Click on the **“Yes”** button.

The screenshot shows the 'Items List' form with a confirmation dialog box open. The dialog box asks 'Do you really want to disable this item?!' and has 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button. The table below the dialog box shows the same item as in the previous screenshot.

The **item** is now **disabled** and **removed** from the item list.

### Items List

Product Line: All Show: All Items RYG: All  
Supplier: Item no. starts with: Category: All  
Item Starts With 1003285 Go



- + Add
- Edit
- ✕ Disable
- View Details
- Cards
- More Options

✓ Item successfully disabled

