



Ultriva 8.0 and Above

Supplier

Print a Duplicate Card

Reference Guide

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Print a Duplicate Card



Important – Only cards previously printed and not yet received will show on the Print Duplicate Cards list.

Click on “Actions”

upland Ultriva

Home

Inventory Health (Items - Stock Out Risk)

4 Items High | 4 Items Medium | 20 Items Low

My Routines

DAILY MONTHLY

Accept Orders | Ship Goods

Print Kanban Orders | Reschedule Request

Click on “Print Duplicate Labels”

Actions

Supplier Actions

- Accept: View and acknowledge new kanban orders
- Ship: 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: 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
- Supplier Queue: Shows distribution of Card States for each item
- Recall: 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
- Reschedule Request: 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 Labels: View the list of acknowledged kanban Cards. Use this screen if you want to print labels before you are ready to ship
- Print Duplicate Labels: View the list of printed kanban Cards. Use this screen if you want to print duplicate labels
- Set Tracking/Packing Slip Numbers: View the list of shipped kanban Cards. Use this screen to update the tracking number for the shipped Cards
- Set WorkOrder No.: View the list of acknowledged kanban Cards. Use this screen to update the workorder number for the acknowledged Cards
- Master Label: Create master label for shipment
- Add Notes: Add notes to one or more Cards in cycle
- Print PO: View the list of POs and print PO
- Supply Planning: Supply Planning
- Request Quality Approval: Attach material certificate
- Invoice Creation: Invoice creation page

If you see this screen, click on the “Change Filter” button. Ultriva remembers your last “Filter” it may need to be changed to move forward.

Print Duplicate Cards List

No card(s) found for the filter criteria

Back To Items | Change Filter



Quick Tip – To make a new selection in the “Print Duplicate Cards” filter; click on each dropdown arrow for a list of selections

If you ship to multiple plants and the plant selected is not correct, **click** the “x” next to the plant name, then **press the space bar** to get a listing of available plants and **select the correct one** from the list. Select any desired filter then **click** on the “Go” button.

Or enter the “Supplier Item No” in the box and then click the “Binoculars.”

Print Duplicate Items List

Plant: [] Cards: All Show: Items List Category: All RYG: All Items printed on or after: All

Filter By: [] Select Operator: [] Enter Value: [] **Go**

Find Supplier Item No. []

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

Print Duplicate Items List

Sorted by: Supplier Item No 1 to 6 of 6

RYG	Item	Description	Total Cards	Total Qty	Plant
	12-61958/021-0238-00	Terminal - Fused Cluster	2	1,134	Sidney Scroll
	13-61607/021-0163-00	Fusite Terminal	14	7,938	Hartselle
	13-61617/021-0164-00	Part 234	2	6,804	Plant One
	13-61617/021-0164-00	Terminal - Fused Cluster	3	1,701	Hartselle

Show Cards

Click in the selection box next to the card(s) to print and a checkmark will appear. Click on the “Print” button.

Print Duplicate Cards List

Find Card ID [] **Print** **Print PO** **Back To Items** **Change Filter**

No. Of Copies: Use Plant To Supplier Setting Use Plant Setting Use Input Value

Sorted by: Supplier Item No., Reqd Ship, Card ID 1 to 2 of 2

	Card ID	Supplier Item No.	Release Date	Reqd Ship	Card State	Card Qty	PO #	PO #	PO Line #	Lot #	PrintDate	Ship Date	Ship Qty
<input type="checkbox"/>	KCD3BACNNAWT	13-61617/021-0164-00	09/28/2020	10/09/2020	In Transit	3402	203346	203346	0	EX200928-0915XQ	09/29/2020	09/29/2020	3402
<input checked="" type="checkbox"/>	KCD3PTUCNAR2	13-61617/021-0164-00	09/28/2020	10/09/2020	In Transit	3402	203346	203346	0	EX200928-0915XQ	09/29/2020	09/29/2020	3402

The card(s) have now been “Sent to Printer Successfully”

Print Duplicate Cards Results

Back To Items **Back To Cards**

Card ID	Supplier Item No.	Description
KCD4N38CNAS8	24681	Sent to Printer Successfully.