



Ultriva 8.0 and Above
Manually Receiving Cards
Reference Guide

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Navigating to Receiving a Kanban Card



Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.



Quick Tip – There are multiple choices to select from when “Receiving” the order. The list is below. Choose the one that best fits the need for the user.

Home (Default)/My Routines/Receive Goods

Actions/ Receive

Buyer Queue/In Transit

Buyer Status/In Transit

Click on the link below for detailed instructions on receiving cards from the “Home” screen

[Receive_Cards_Home_Default_Screen](#)

Click on the link below for detailed instructions on receiving cards from the “Actions” screen

[Receive_Cards_Actions_Screen](#)

Click on the link below for detailed instructions on receiving cards from the “Buyer Queue” screen

[Receive_Cards_Buyer_Queue](#)

Click on the link below for detailed instructions on receiving cards from the “Buyer Status” screen

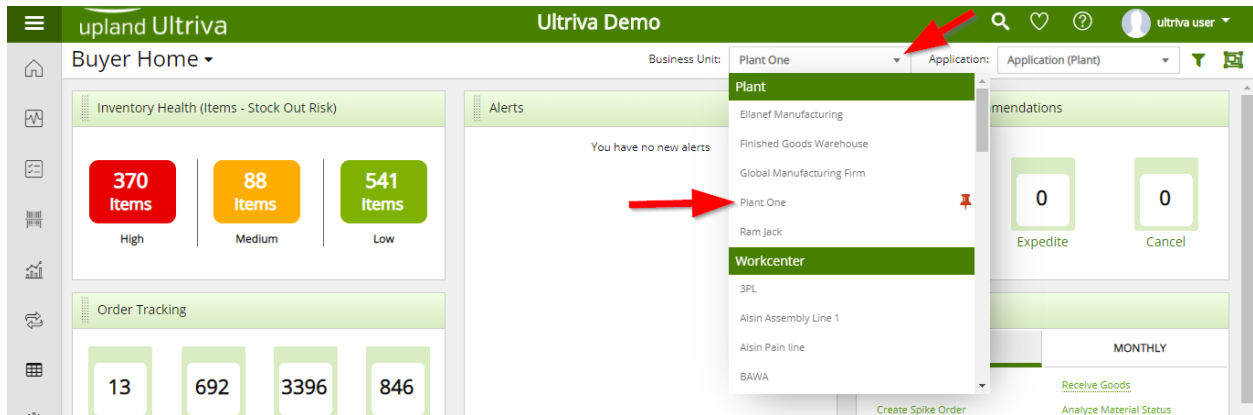
[Receive_Cards_Buyer_Status](#)

Receive Cards - Home (Default) Screen

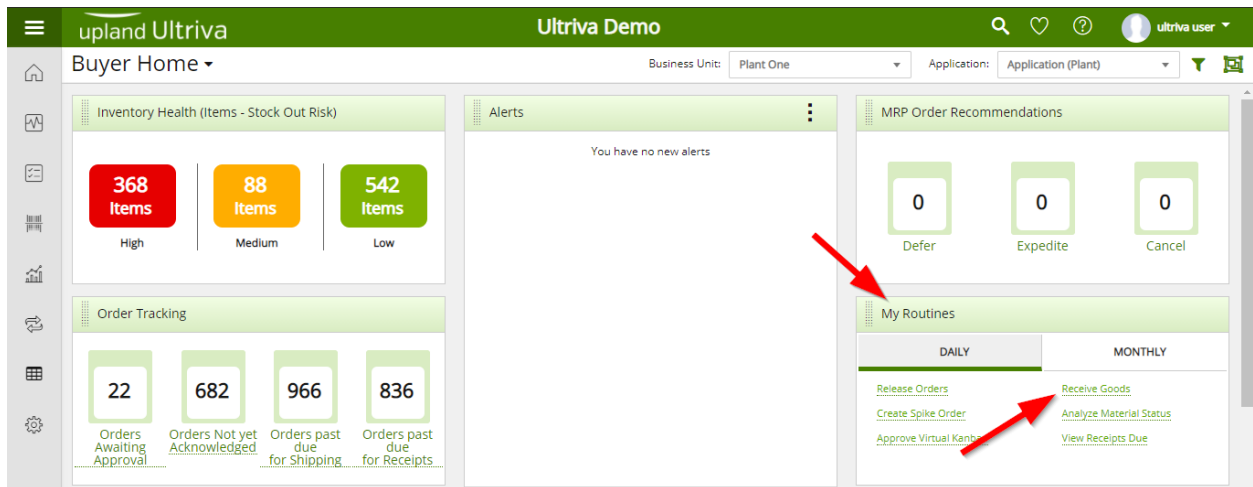


Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

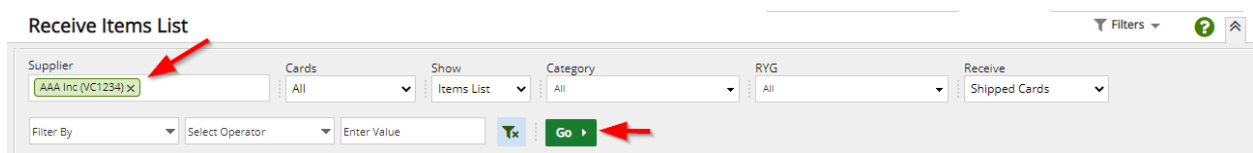
Select the “Plant or Workcenter”



From the “Home” (Default) screen, in the “My Routines” field, click on “Receive Goods”



If this is the first time viewing this screen, select the “Supplier” and click on the “Go” button.



Click on the **part number** to advance to the “Receive Cards” list, or **click** on a **line item** and the **line will highlight**. If you **highlighted** the **line**, click on the “**Show Cards**” button

Receive Items List

Supplier: AAA Inc (VC1234) x Cards: All Show: Items List Category: RYG Receive: Shipped Cards

Filter By: Select Operator: Enter Value: Go

Find Item: Show Cards

Sorted by: Item 1 to 2 of 2

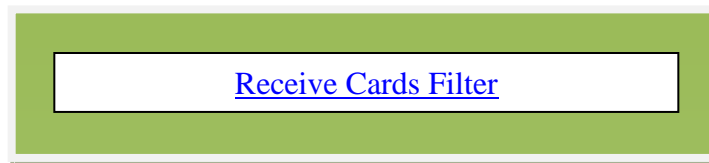
| RYG | Item | Description | Supplier Name | Total Qty | Total Cards |
|---------------------|--------------------|-------------|---------------|-----------|-------------|
| ULT-001-0454-00 -1b | Quest Main Bearing | AAA Inc | 1,600 | 10 | |
| ULT-001-0525-00 | Quest Main Bearing | AAA Inc | 320 | 2 | |

Show Cards



Quick Tip – 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. See the Change Filter button below.

Click on the link below for detailed information on setting specific filters.



Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.

Receive Cards List


Find Card ID: Storage Location:

Receive Attach Notes Print Back To Items Change Filter

Sorted by: Item, Req'd Receive, Card ID 1 to 10 of 10

| <input checked="" type="checkbox"/> | Card ID | Item | Req'd Receive | Ship Date | Card Qty | Ship Qty | Receive Qty | Storage Location | PO # | Tracking URL | Lot # |
|-------------------------------------|--------------|---------------------|---------------|------------|----------|----------|-------------|------------------|------|-----------------|-------|
| <input checked="" type="checkbox"/> | KCDPZSKCNAU4 | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | LOC1 | | EX200928-0919WX | |
| <input checked="" type="checkbox"/> | KCDPZSLCNAZV | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | LOC1 | | EX200928-0919WX | |
| <input checked="" type="checkbox"/> | KCDPZSMCNA6Y | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | LOC1 | | EX200928-0919WX | |



Tool Tip – The “Apply to All” icons  are located on all “Action” screens where repeated data is entered. Data such as “Storage Locations” is 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 information on the “Apply to All, Auto Fill” function.



Receive Cards List Views Print Export ?

Find Card ID 🔍

Storage Location A1 📄 🔍

Receive Attach Notes Print Back To Items Change Filter

Sorted by: Item, Req'd Receive, Card ID 1 to 9 of 9

| | <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location | PO # ↑ | Tracking URL | Lot # |
|--|-------------------------------------|---------------|-----------------|-----------------|-------------|------------|------------|-------------|------------------|--------|--------------|-----------------|
| | <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | 10/01/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 | | EX200928-0916JE |
| | <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 | | EX200928-0916JE |
| | <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 | | EX200928-0916JE |
| | <input checked="" type="checkbox"/> | KCDKUYYCCNAHF | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 | | EX200928-0916JE |
| | <input checked="" type="checkbox"/> | KCDKWL9CNA9E | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 | | EX200928-0916JE |
| | <input checked="" type="checkbox"/> | KCDKYR7CNAUE | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 | | EX200928-0916JE |



Quick Tip – If Applicable: The “Receive Qty” can be changed at this time.

Receive Cards List Views Print Export ?

Find Card ID 🔍

Storage Location A1 📄 🔍

Receive Attach Notes Print Back To Items Change Filter

Sorted by: Item, Req'd Receive, Card ID 1 to 9 of 9

| | <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location | PO # ↑ | Tracking URL | Lot # |
|--|-------------------------------------|---------------|-----------------|-----------------|-------------|------------|------------|-------------|------------------|--------|--------------|-----------------|
| | <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | 10/01/2020 | 09/28/2020 | 460 | 460 | 200 | A1 | 275045 | | EX200928-0916JE |
| | <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 300 | A1 | 275045 | | EX200928-0916JE |
| | <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 500 | A1 | 275045 | | EX200928-0916JE |
| | <input checked="" type="checkbox"/> | KCDKUYYCCNAHF | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 | | EX200928-0916JE |
| | <input checked="" type="checkbox"/> | KCDKWL9CNA9E | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 | | EX200928-0916JE |

Click on the “Receive” button.

Receive Cards List Views Print Export ?

Find Card ID 🔍 🔍 ➡️ **Receive** **Attach Notes** **Print** **Back To Items** **Change Filter**

Storage Location
A1 📄

Sorted by: Item, Req'd Receive, Card ID 1 to 9 of 9

| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location ↑ | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|--------------|-----------------|-----------------|-------------|------------|------------|-------------|--------------------|--------|--------------|-----------------|
| <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | 10/01/2020 | 09/28/2020 | 460 | 460 | 200 | A1 | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 300 | A1 | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 500 | A1 | 275045 | | EX200928-0916JE |



***Quick Tip** – If the Supplier has shipped orders without printing the label or if the label is damaged, the label can be printed [here](#)*

The “Cards Successfully Received”

If Applicable: Select the cards for printing and click on the “Print Cards” button.

Receive Cards Results ?

Back To Items **Back To Cards**

3 Card(s) have been received without printing. Please immediately print the Card(s) by clicking Print Cards button

No. Of Copies: ☒ Use Plant To Supplier Setting ☐ Use Plant Setting ☐ Use Input Value 1 **Print Cards**

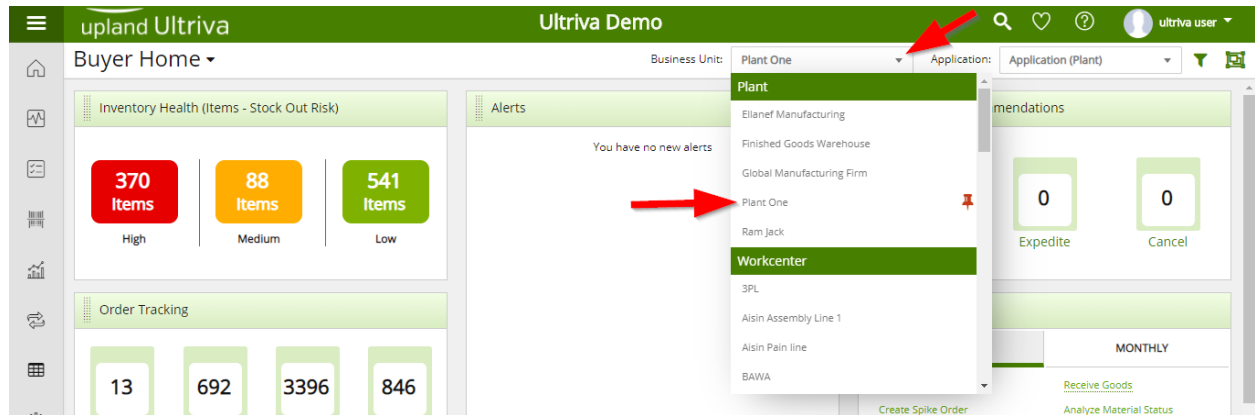
| <input type="checkbox"/> | Card ID | Item | Description |
|-------------------------------------|--------------|-----------------|-----------------------------|
| <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | Card Successfully Received. |
| <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | Card Successfully Received. |
| <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | Card Successfully Received. |

Receive Cards – Actions Screen

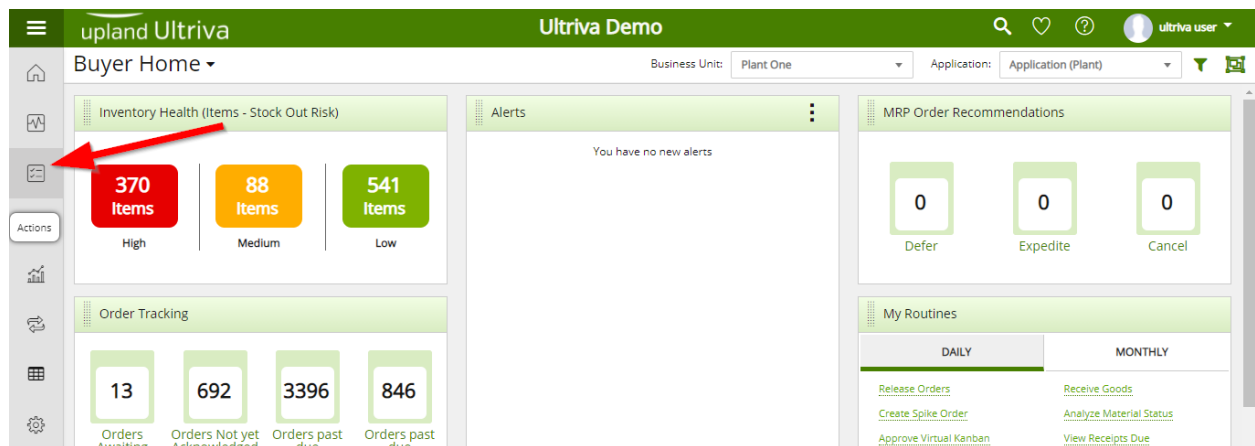


Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

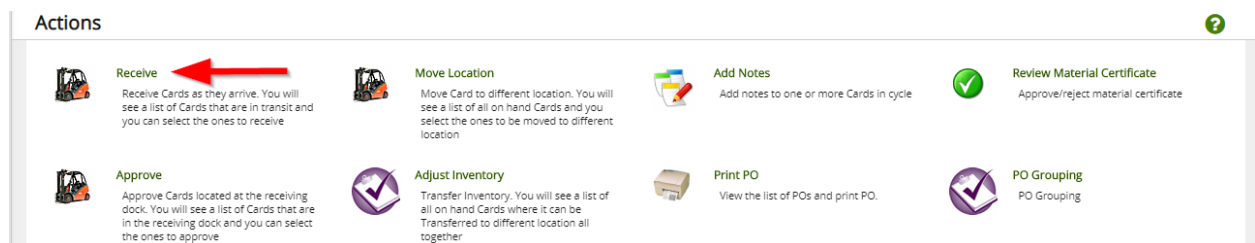
Select the “Plant or Workcenter”



Click on “Actions”



Click on “Receive”



If this is the **first time** viewing this screen, select the “Supplier” and click on the “Go” button.

Receive Items List

Supplier: AAA Inc (VC1234) x

Cards: All

Show: Items List

Category: All

RYG: All

Receive: Shipped Cards

Filter By: Select Operator Enter Value

Go

Find Item

Show Cards

Click on the **part number** to advance to the “Receive Cards” list, or click on a **line item** and the **line will highlight**. If you **highlighted the line**, click on the “Show Cards” button

Receive Items List

Filters

Views

Print

Export

?

⌵

Supplier

AAA Inc (VC1234) x

Cards

All

Show

Items List

Category

All

RYG

All

Receive

Shipped Cards

Filter By

Select Operator

Enter Value

Go

Find Item

Show Cards

Sorted by: Item

1 to 2 of 2

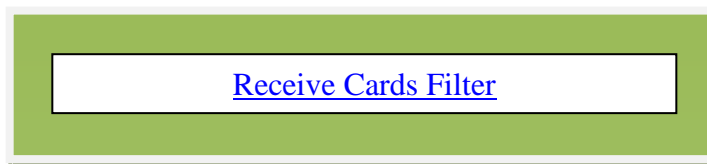
| RYG | Item | Description | Supplier Name | Total Qty | Total Cards |
|-----|---------------------|--------------------|---------------|-----------|-------------|
| | ULT-001-0454-00 -1b | Quest Main Bearing | AAA Inc | 1,600 | 10 |
| | ULT-001-0525-00 | Quest Main Bearing | AAA Inc | 320 | 2 |

Show Cards



Quick Tip – 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. See the Change Filter button below.

Click on the link below for detailed information on setting specific filters.



Click in the **selection box** at the column heading to **select all cards** or **select the cards individually**. A **checkmark** will appear.

Receive Cards List

Find Card ID


Storage Location

Receive Attach Notes Print Back To Items Change Filter

Sorted by: Item, Req'd Receive, Card ID 1 to 10 of 10


| <input checked="" type="checkbox"/> | Card ID | Item | Req'd Receive | Ship Date | Card Qty | Ship Qty | Receive Qty | Storage Location | PO # | Tracking URL | Lot # |
|-------------------------------------|-------------|---------------------|---------------|------------|----------|----------|-------------|------------------|------|-----------------|-------|
| <input checked="" type="checkbox"/> | KCDPZSKCAU4 | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | LOC1 | | EX200928-0919WX | |
| <input checked="" type="checkbox"/> | KCDPZSLCAZV | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | LOC1 | | EX200928-0919WX | |
| <input checked="" type="checkbox"/> | KCDPZSMCA6Y | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | LOC1 | | EX200928-0919WX | |





Tool Tip – The “Apply to All” icons  are located on all “Action” screens where repeated data is entered. Data such as “Storage Locations” is 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 information on the “Apply to All, Auto Fill” function.




Receive Cards List 

Find Card ID



Storage Location



Receive







Attach Notes

Print

Back To Items


Change Filter


Sorted by: Item, Req'd Receive, Card ID 1 to 9 of 9


| | <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|-------------------------------------|-----------------|------------|-----------------|-------------|------------|----------------------------------|-------------|------------------|---|-----------------|-------|
| <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | 10/01/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE | |
| <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE | |
| <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE | |
| <input checked="" type="checkbox"/> | KCDKUYCCNAHF | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE | |
| <input checked="" type="checkbox"/> | KCDKWL9CNA9E | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE | |
| <input checked="" type="checkbox"/> | KCDKYR7CNAUE | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE | |



Quick Tip – If Applicable: The “Receive Qty” can be changed at this time.

Receive Cards List 

Find Card ID 

Storage Location
A1 

Receive






Attach Notes

Print

Back To Items


Change Filter


Sorted by: Item, Req'd Receive, Card ID 1 to 9 of 9






| | <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location ↑ | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|-------------------------------------|-----------------|------------|-----------------|-------------|------------|------------|-------------|--------------------|---|-----------------|-------|
| <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | 10/01/2020 | 09/28/2020 | 460 | 460 | 200 | A1 | 275045 |  | EX200928-0916JE | |
| <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 300 | A1 | 275045 |  | EX200928-0916JE | |
| <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 500 | A1 | 275045 |  | EX200928-0916JE | |
| <input checked="" type="checkbox"/> | KCDKUYCCNAHF | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 |  | EX200928-0916JE | |
| <input checked="" type="checkbox"/> | KCDKWL9CNA9E | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | 460 | A1 | 275045 |  | EX200928-0916JE | |

Click on the “Receive” button.




Receive Cards List

Find Card ID 

Storage Location 

Sorted by: Item, Req'd Receive, Card ID 1 to 9 of 9

| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location ↑ | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|--------------|-----------------|-----------------|-------------|------------|------------|----------------------------------|--------------------|--------|---|-----------------|
| <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | 10/01/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="200"/> | A1 | 275045 |  | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="300"/> | A1 | 275045 |  | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="500"/> | A1 | 275045 |  | EX200928-0916JE |

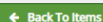
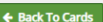


Quick Tip – If the Supplier has shipped orders without printing the label or if the label is damaged, the label can be printed here


The “Cards Successfully Received”

If Applicable: Select the cards for printing and click on the “Print Cards” button.

Receive Cards Results

3 Card(s) have been received without printing. Please immediately print the Card(s) by clicking Print Cards button

No. Of Copies: ☒ Use Plant To Supplier Setting ☐ Use Plant Setting ☐ Use Input Value 1 

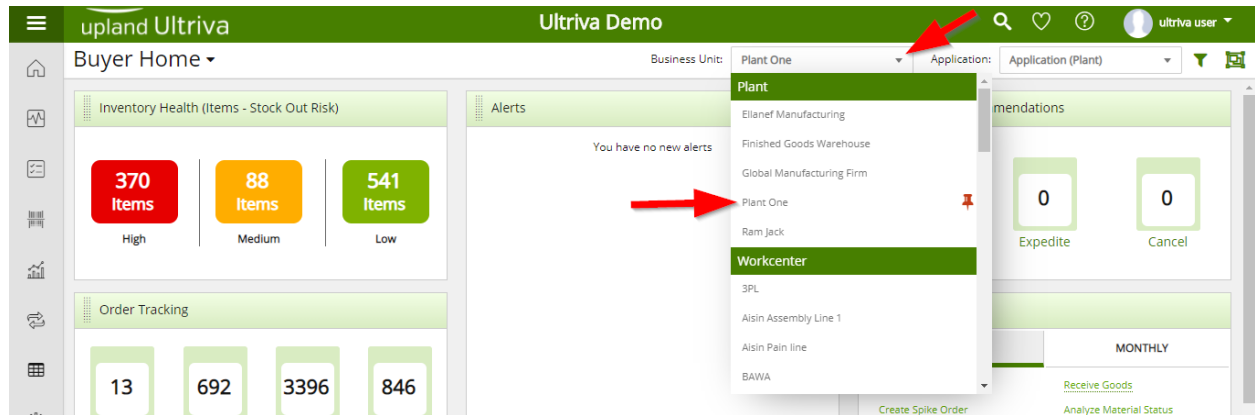
| <input type="checkbox"/> | Card ID | Item | Description |
|-------------------------------------|--------------|-----------------|-----------------------------|
| <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | Card Successfully Received. |
| <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | Card Successfully Received. |
| <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | Card Successfully Received. |

Receive Cards - Buyer Queue

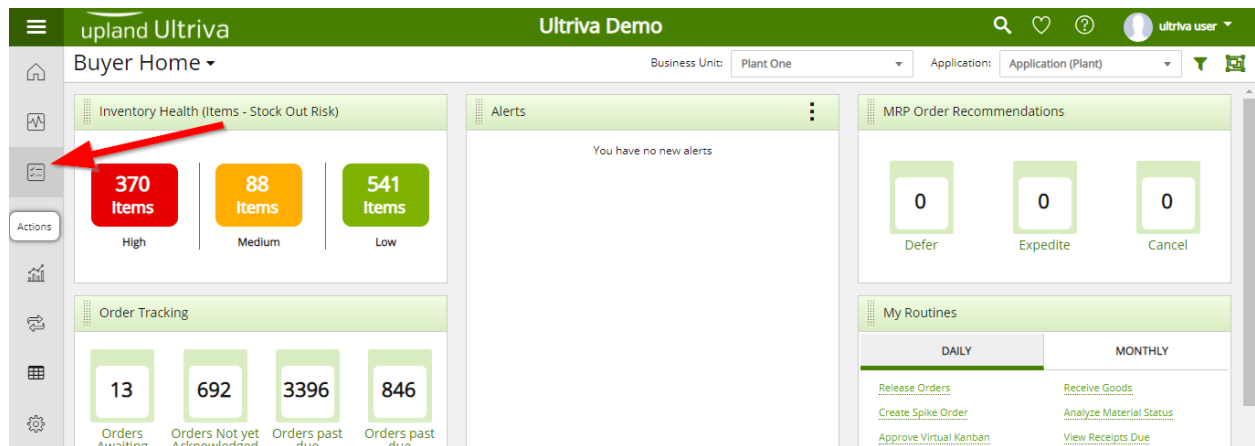


Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

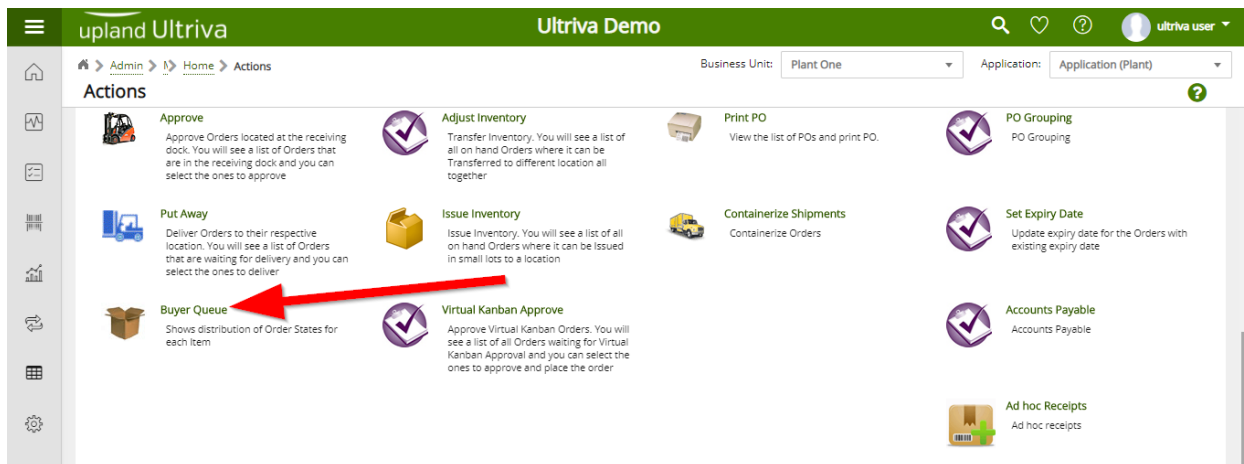
Select the “Plant or Workcenter”



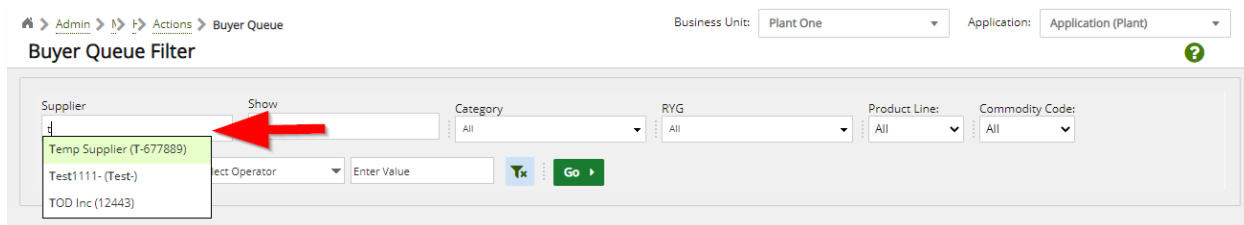
Click on “Actions”



Click on “Buyer Queue”



Select the “Supplier” and click on the “Go” button.



In the “In Transit” column, click on the number of cards “In Transit”

Buyer Queue Items List

Filters

Print

Export

Supplier

AAA Inc (VC1234) x

Show

All Items x

Category

All

RYG

All

Product Line:

All

Commodity Code:

All

Filter By

Select Operator

Enter Value

Go


Go


Sorted by: Item1 to 9 of 9

| RYG | Item | On Hand | | Released | | In Process | | At Ship Hub | | In Transit | | Received At Dock | | On Hand At Supplier | | Others | | Description | Supplier Item No. | Min Order Cards | Total Cards |
|-----|---------------------|---------|-------|----------|-------|------------|-------|-------------|-----|------------|-------|------------------|-----|---------------------|-----|--------|-----|--------------------|---------------------|-----------------|-------------|
| | | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | | | | |
| | 0125 004200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | Emerson Test | 0125 004200 | 0 | 23 |
| | ULT-001-0454-00 | 15 | 2,740 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | Quest Main Bearing | ULT-001-0454-005 | 5 | 15 |
| | ULT-001-0454-00 -1 | 18 | 2,780 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | Quest Main Bearing | ULT-001-0454-00 -1 | 13 | 18 |
| | ULT-001-0454-00 -1b | 2 | 320 | 23 | 3,680 | 10 | 1,600 | 0 | 0 | 10 | 1,600 | 0 | 0 | 0 | 0 | 0 | 0.0 | Quest Main Bearing | ULT-001-0454-00 -1b | 13 | 45 |
| | ULT-001-0525-00 | 24 | 3,967 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 320 | 0 | 0 | 0 | 0 | 0 | 0.0 | Quest Main Bearing | ULT-001-0525-00 | 1 | 26 |
| | ULT-003-0815-00 | 1 | 1,500 | 3 | 4,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | Too Bearine Plate | ULT-003-0815-00 | 4 | 4 |

Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.


Receive Cards List

Find Card ID 

Storage Location 

Sorted by: Item, Req'd Receive, Card ID 1 to 10 of 10


| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location ↑ | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|--------------|---------------------|-----------------|-------------|------------|------------|----------------------------------|--------------------|--------|--------------|-----------------|
| <input checked="" type="checkbox"/> | KCDPZSKCNAU4 | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | LOC1 | | | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZSLCNAZV | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | LOC1 | | | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZSMCNA6Y | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | LOC1 | | | EX200928-0919WX |


 **Tool Tip – The “Apply to All” icons  are located on all “Action” screens where repeated data is entered. Data such as “Storage Locations” is 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 information on the “Apply to All, Auto Fill” function.

[Apply To All Auto Fill](#)

Receive Cards List

Find Card ID 

Storage Location 

Sorted by: Item, Req'd Receive, Card ID 1 to 9 of 9

| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|--------------|-----------------|-----------------|-------------|------------|------------|----------------------------------|------------------|--------|--------------|-----------------|
| <input checked="" type="checkbox"/> | KCDNVRCNAG9 | ULT-041-0429-99 | 10/01/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKYCCNAHF | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKWL9CNA9E | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKYR7CNAUE | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 | | EX200928-0916JE |



Click on the **“Receive”** button.

The “Cards Successfully Received”.

 **Quick Tip** – If the Supplier has shipped orders without printing the label or if the label is damaged, the label can be printed [here](#)

If Applicable: **Select the cards for printing. Click on the “Print Cards” button.**

Receive Cards Results ?

[← Back To Items](#) [← Back To Cards](#)

3 Card(s) have been received without printing. Please immediately print the Card(s) by clicking Print Cards button

No. Of Copies: ☒ Use Plant To Supplier Setting ☐ Use Plant Setting ☐ Use Input Value 1 [Print Cards](#)

| | <input type="checkbox"/> | Card ID | Item | Description |
|--|-------------------------------------|--------------|-----------------|-----------------------------|
| | <input checked="" type="checkbox"/> | KCD3GZWCNAB | ULT-041-0429-99 | Card Successfully Received. |
| | <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | Card Successfully Received. |
| | <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | Card Successfully Received. |

Receive Cards - Buyer Status



Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually receiving a card will not create integration failures.

Select the “Plant or Workcenter”

The screenshot shows the 'Ultriva Demo' interface. The 'Business Unit' dropdown is open, displaying a list of options under 'Plant' and 'Workcenter'. A red arrow points to 'Plant One' in the 'Plant' section. The main dashboard includes 'Inventory Health (Items - Stock Out Risk)' with three categories: High (370 Items), Medium (88 Items), and Low (541 Items). Below this is 'Order Tracking' with four categories: 13, 692, 3396, and 846. The right side shows 'Alerts' (You have no new alerts) and 'Recommendations' (0 Expedite, 0 Cancel).

Click on “Reports”

The screenshot shows the 'Ultriva Demo' interface. The 'Reports' icon in the left sidebar is highlighted with a red arrow. The main dashboard includes 'Inventory Health (Items - Stock Out Risk)' with three categories: High (368 Items), Medium (88 Items), and Low (542 Items). Below this is 'Order Tracking' with four categories: 22, 682, 963, and 836. The right side shows 'MRP Order Recommendations' (0 Defer, 0 Expedite, 0 Cancel) and 'My Routines' (DAILY and MONTHLY sections).







Click on “Buyer Status”




The screenshot shows the 'Reports' section. The 'Buyer Status' report is highlighted with a red arrow. The page displays a list of reports under the 'Buyer Reports' section:

- Buyer Status**: Shows distribution of Card for each Item
- Supplier On-Time**: Track Supplier on time shipment/Receipt performance
- OnHand Inventory**: View Inventory Status Report
- Audit On Hand Summary**: View Audit On Hand Summary Report

Click on the “Supplier” field and Press on the spacebar or start typing the supplier name and a list of the suppliers will appear. Select the “Supplier”.

Buyer Status Report







Supplier:  AAA Inc (VC1234)
 Show:  All Items x
 Category:  All
 RYG:  All
 Product Line:  All
 Commodity Code:  All





To:  ULT-001-0454-00  

ABC Inc (AB345678)
 ABD (65432)
 ABE (98765)
 ACME, Ltd. (4311)
 ACMED (22111)

Click on the “Go” button.

Buyer Status Report

Supplier:  AAA Inc (VC1234) x
 Show:  All Items x
 Category:  All
 RYG:  All
 Product Line:  All
 Commodity Code:  All

Filter By:  Select Operator:  Enter Value:  

The **Buyer Status Report** appears for the selected **Supplier**. In the **In Transit** column, click on the number of cards “In Transit” for the item number to “Receive”.

Buyer Status Report

Supplier

AAA Inc (VC1234) 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 1 to 5 of 9 Page 1 of 2

| RYG | Item | On Hand | | Released | | In Process | | At Ship Hub | | In Transit | | Received At Dock | | On Hand At Supplier | | Others | | Description | Supplier Item No. | Min Order Cards | Total Cards |
|-----|---------------------|---------|-------|----------|-------|------------|-------|-------------|-----|------------|-------|------------------|-----|---------------------|-----|--------|-----|--------------------|---------------------|-----------------|-------------|
| | | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | Cards | Qty | | | | |
| | 0125 004200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | Emerson Test | 0125 004200 | 0 | 23 |
| | ULT-001-0454-00 | 15 | 2,740 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | Quest Main Bearing | ULT-001-0454-00S | 5 | 15 |
| | ULT-001-0454-00 -1 | 18 | 2,780 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0 | Quest Main Bearing | ULT-001-0454-00 -1 | 13 | 18 |
| | ULT-001-0454-00 -1b | 5 | 800 | 23 | 3,680 | 10 | 1,600 | 0 | 0 | 7 | 1,120 | 0 | 0 | 0 | 0 | 0 | 0.0 | Quest Main Bearing | ULT-001-0454-00 -1b | 13 | 45 |
| | ULT-001-0525-00 | 24 | 3,967 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 320 | 0 | 0 | 0 | 0 | 0 | 0.0 | Quest Main Bearing | ULT-001-0525-00 | 1 | 26 |

Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear.

Receive Cards List

Find Card ID 

Storage Location 

Sorted by: Item, Req'd Receive, Card ID 1 to 7 of 7


| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location ↑ | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|--------------|--------------------|-----------------|-------------|------------|------------|----------------------------------|-----------------------------------|--------|--------------|-----------------|
| <input checked="" type="checkbox"/> | KCDPZSNCNAVJ | ULT-001-0454-00-1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | <input type="text" value="LOC1"/> | | | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZSPCNAYW | ULT-001-0454-00-1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | <input type="text" value="LOC1"/> | | | EX200928-0919WX |


 **Tool Tip – The “Apply to All” icons  are located on all “Action” screens where repeated data is entered. Data such as “Storage Locations” is 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 information on the “Apply to All, Auto Fill” function.

[Apply To All Auto Fill](#)

Receive Cards List

Find Card ID 

Storage Location 

Sorted by: Item, Req'd Receive, Card ID 1 to 9 of 9

| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location ↑ | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|--------------|-----------------|-----------------|-------------|------------|------------|----------------------------------|---------------------------------|--------|--------------|-----------------|
| <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | 10/01/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | <input type="text" value="A1"/> | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | <input type="text" value="A1"/> | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | <input type="text" value="A1"/> | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKUYCCNAHF | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | <input type="text" value="A1"/> | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKWL9CNA9E | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | <input type="text" value="A1"/> | 275045 | | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKYR7CNAUE | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | <input type="text" value="A1"/> | 275045 | | EX200928-0916JE |



Click on the **“Receive”** button.

The “Cards Successfully Received”

 **Quick Tip** – If the Supplier has shipped orders without printing the label or if the label is damaged, the label can be printed [here](#)

If Applicable: **Select the cards for printing. Click on the “Print Cards” button.**

Receive Cards Results ?

[← Back To Items](#) [← Back To Cards](#)

3 Card(s) have been received without printing. Please immediately print the Card(s) by clicking Print Cards button

No. Of Copies: ☒ Use Plant To Supplier Setting ☐ Use Plant Setting ☐ Use Input Value 1 [Print Cards](#)

| | <input type="checkbox"/> | Card ID | Item | Description |
|--|-------------------------------------|--------------|-----------------|-----------------------------|
| | <input checked="" type="checkbox"/> | KCD3GZWCNAB | ULT-041-0429-99 | Card Successfully Received. |
| | <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | Card Successfully Received. |
| | <input checked="" type="checkbox"/> | KCDNVRFCNAG9 | ULT-041-0429-99 | Card Successfully Received. |

Receive Cards Filter



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

When all changes have been entered into the “Filter”, click on the “Go” button for the changes to take effect. If the parts are not appearing on the Receive screen, it is best to double check the filters input first and make the necessary changes.

To further filter for specific data, click on the “Supplier” field and Press on the spacebar or start typing the supplier name and a list of the suppliers will appear. Select the “Supplier”. In this example we will filter for a specific item from a supplier.

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.

Click on the dropdown arrow in the “Receive” field and a drop down list appears. Click on a selection.



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 Item.*

The screenshot shows the 'Receive Items List' interface. The 'Filter By' dropdown menu is open, displaying a list of filter options. The 'Item' option is highlighted. The 'Select Operator' field is empty, and the 'Enter Value' field is also empty. The 'Go' button is visible next to the 'Enter Value' field. The table below shows two rows of data: 'Quest Main Bearing' from 'AAA Inc' with a total quantity of 800 and 5 cards, and another 'Quest Main Bearing' from 'AAA Inc' with a total quantity of 320 and 2 cards.

| Description | Supplier Name | Total Qty | Total Cards |
|--------------------|---------------|-----------|-------------|
| Quest Main Bearing | AAA Inc | 800 | 5 |
| Quest Main Bearing | AAA Inc | 320 | 2 |

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.*

The screenshot shows the 'Receive Items List' interface. The 'Select Operator' dropdown menu is open, displaying a list of operators. The 'Equal To' operator is highlighted. The 'Enter Value' field is empty. The 'Go' button is visible next to the 'Enter Value' field. The table below shows two rows of data: 'Quest Main Bearing' from 'AAA Inc' with a total quantity of 800 and 5 cards, and another 'Quest Main Bearing' from 'AAA Inc' with a total quantity of 320 and 2 cards.

| Description | Supplier Name | Total Qty | Total Cards |
|--------------------|---------------|-----------|-------------|
| Quest Main Bearing | AAA Inc | 800 | 5 |
| Quest Main Bearing | AAA Inc | 320 | 2 |

Enter a **value** in the “**Enter Value**” field. Click on the “**Go**” button. *In this example we selected Item/Equal To so the value to be entered is the item number.*

The screenshot shows the 'Receive Items List' interface. The 'Enter Value' field is now populated with the value 'ULT-001-0454-00 -1b'. The 'Go' button is highlighted, indicating it has been clicked. The table below shows two rows of data: 'Quest Main Bearing' from 'AAA Inc' with a total quantity of 800 and 5 cards, and another 'Quest Main Bearing' from 'AAA Inc' with a total quantity of 320 and 2 cards.

| Description | Supplier Name | Total Qty | Total Cards |
|--------------------|---------------|-----------|-------------|
| Quest Main Bearing | AAA Inc | 800 | 5 |
| Quest Main Bearing | AAA Inc | 320 | 2 |

The information appears for the “Filter” ran for the specific item number.

Receive Items List

Filters Views Print Export

Supplier: AAA Inc (VC1234) X Cards: All Show: Items List Category: All RYG: All Receive: Shipped Cards

Item: ULT-001-0454-00-1b Equal To: Go

Show Cards

Sorted by: Item 1 to 1 of 1

| RYG | Item | Description | Supplier Name | Total Qty | Total Cards |
|-----|--------------------|--------------------|---------------|-----------|-------------|
| | ULT-001-0454-00-1b | Quest Main Bearing | AAA Inc | 800 | 5 |

Show Cards



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.

[Return to Receive Cards Home Screen](#)

[Return to Receive Cards Actions Screen](#)

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 “Storage Locations” is where this tool comes in real handy.




Quick Tip – Click in the selection box in the column header and it will select all of the cards. A checkmark will appear by each line item.






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






Receive Cards List 

Find Card ID  


Storage Location 



Sorted by: Item, Req'd Receive, Card ID 1 to 5 of 5


| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location ↑ | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|---------------|---------------------|-----------------|-------------|------------|------------|----------------------------------|--------------------|--------|---|-----------------|
| <input checked="" type="checkbox"/> | KCDPZ5QCNA7T | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | LOC1 | |  | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZ5SRCNAUR | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | LOC1 | |  | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZ5SCNA3L | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | LOC1 | |  | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZ5TCNA6D | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | LOC1 | |  | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZ5SUCNAZG | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | <input type="text" value="160"/> | LOC1 | |  | EX200928-0919WX |







Enter the new location code in the “Storage Location” field. Click on the “Apply to All” icon.” 

Receive Cards List 


Find Card ID  



Storage Location 


Sorted by: Item, Req'd Receive, Card ID 1 to 9 of 9






| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|--------------|-----------------|-----------------|-------------|------------|------------|----------------------------------|------------------|--------|---|-----------------|
| <input checked="" type="checkbox"/> | KCDNVRFNAG9 | ULT-041-0429-99 | 10/01/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCD3GZWCNAKB | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKQW4CNAFZ | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKUYCCNAHF | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKWL9CNA9E | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE |
| <input checked="" type="checkbox"/> | KCDKYR7CNAUE | ULT-041-0429-99 | 10/09/2020 | 09/28/2020 | 460 | 460 | <input type="text" value="460"/> | A1 | 275045 |  | EX200928-0916JE |

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






Receive Cards List 






Find Card ID  

Storage Location 

Sorted by: Item, Req'd Receive, Card ID 1 to 5 of 5

| <input checked="" type="checkbox"/> | Card ID ↑ | Item ↑ | Req'd Receive ↑ | Ship Date ↑ | Card Qty ↑ | Ship Qty ↑ | Receive Qty | Storage Location ↑ | PO # ↑ | Tracking URL | Lot # |
|-------------------------------------|---------------|---------------------|-----------------|-------------|------------|------------|-------------|--------------------|--------|---|-----------------|
| <input checked="" type="checkbox"/> | KCDPZ5QCNA7T | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | A1 | |  | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZ5RCNAUR | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | A1 | |  | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZ5SCNA3L | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | A1 | |  | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZ5TCNA6D | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | A1 | |  | EX200928-0919WX |
| <input checked="" type="checkbox"/> | KCDPZ5SUCNAZG | ULT-001-0454-00 -1b | 10/05/2020 | 09/28/2020 | 160 | 160 | 160 | A1 | |  | EX200928-0919WX |

Click on a link below to return to your previous page.

[Return to Apply to All Home Screen](#)

[Return to Apply to All Action Screen](#)

[Return to Apply to All Buyer Queue](#)

[Return to Apply to All Buyer Status](#)