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# Ultriva 8.0 and Above Ship Using Serial Control Reference Guide

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## Ship Cards using Serial Number Control



**Important – Serial Number Required at Ship is set at the item level by the customer and may only be required for certain items.**

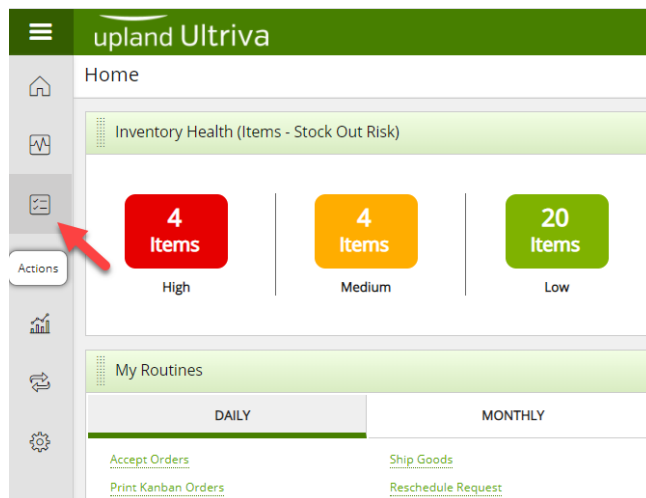
**If the customer requires an item to have serial numbers, they have to be added to each card when shipping. This process does not allow shipment until the serial numbers have been added.**



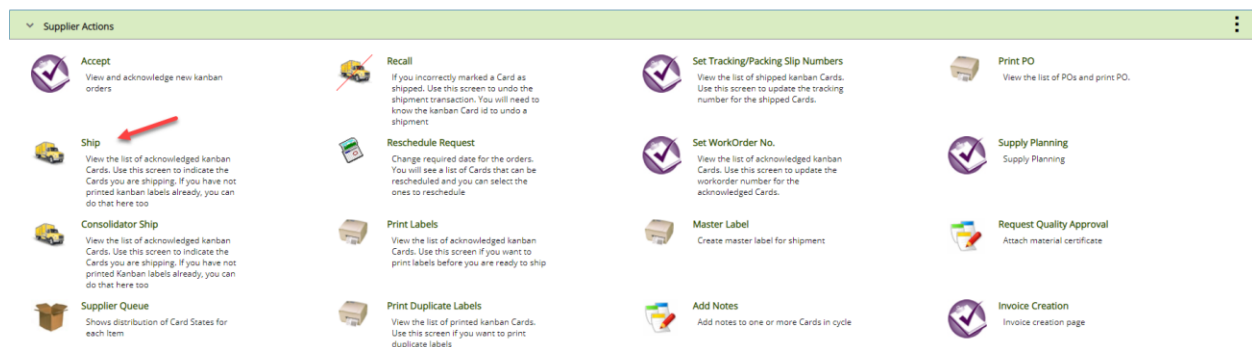
**Quick Tip – There are many ways to ship the items, in our example we will use the Actions/Ship process.**

**The “Cards” may have to be “Accepted” by the “Supplier” in order to see the cards on the “Ship” screen.**

To navigate to the “Ship” screen, click on “Actions”



Click on “Ship”



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.”

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

RYG	Supplier Item No	Description	Plant Item No	Total Cards	Total Qty	Plant
15-61636/021-0165-00	15-61636/021-0165-00	dog leash	ULT-021-0165-00	6	30	Plant One
15-61646/021-0165-00	15-61646/021-0165-00	Dog collar for large dogs	ULT-021-0165-00	2	6	Plant One
438962	438962	Test	458962	9	45	Plant One
LJM-555	LJM-555	Lori Test Item 555	LJM-555	1	25	Plant One



**Quick Tip** – If you see “Serial No.” under the “Ship Qty” that means that the serial number is required for that item. Each “Serial No” by line must be selected and the serial numbers added in order to ship the cards.



**Important** – If the quantity needs to be changed, it must be done before Serial No. is selected.

**Click in the selection box on the left and a checkmark will appear. Click on “Serial No.”**

	Card ID	Supplier Item No	Release Date	Reqd Ship	Reqd Receive	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Supplier Lot/Serial #	Packing Slip No	PO #	PO Line #
<input checked="" type="checkbox"/>	KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	Serial No.		346472	0
<input checked="" type="checkbox"/>	KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	Serial No.		346472	0



*Quick Tip – Hover the mouse over the question mark for a “How Do I” explanation.*

Serial numbers for KCDPYXECNAYG

Required 3  
Remaining 3

Remove

Multiple Serial numbers can be separated by comma(.). The total count of Serial numbers should match the Ship/Receive quantity.

Enter or Scan the Serial Numbers

+ Add   ✓ Done   ✕ Cancel

**Enter the “Serial Numbers” separated by a comma. Click on the “Add” button**

Serial numbers for KCDPYXECNAYG

Required 3  
Remaining 3

Remove

Enter or Scan the Serial Numbers

1233,1234,1235

+ Add   ✓ Done   ✕ Cancel



**Quick Tip** – Once the “Remaining” number is zero, the card can be shipped as the entire quantity on the card has been accounted for. If you make a mistake you can click the one that is wrong, then click “Remove” and add the corrected serial number.

Click on the “Done” button

Serial numbers for **KCDPYXECNAYG**

1233  
1234  
1235

Required  
3  
Remaining  
0

Remove

Enter or Scan the Serial Numbers

+ Add   ✓ Done   ⌵ Cancel



**Quick Tip** – Add the serial numbers to the remaining cards to be shipped.

Ship Cards List

Find Card ID

Tracking No. Carrier ETD Manufacture date 09/25/2020 Expiration date 09/28/2020 Packing Slip No. Supplier Lot/Serial #

Sorted by: Supplier Item No., Req'd Ship, Card ID

	Card ID	Supplier Item No.	Release Date	Req'd Ship	Req'd Receive	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Supplier Lot/Serial #	Packing Slip No.	PO #	PO Line #
<input checked="" type="checkbox"/>	KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	1233 1235 1234		346472	0
<input checked="" type="checkbox"/>	KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	1244 1245 1246		346472	0


1 to 2 of 2

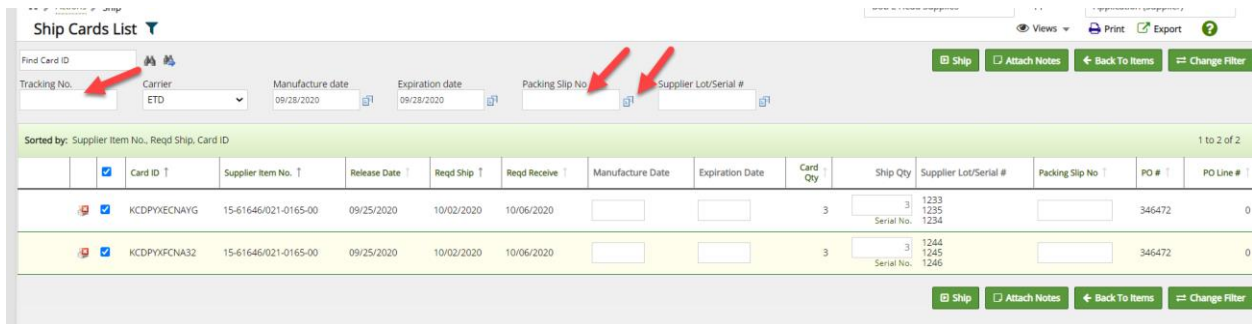
Ship   Attach Notes   Back To Items   Change Filter



**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.

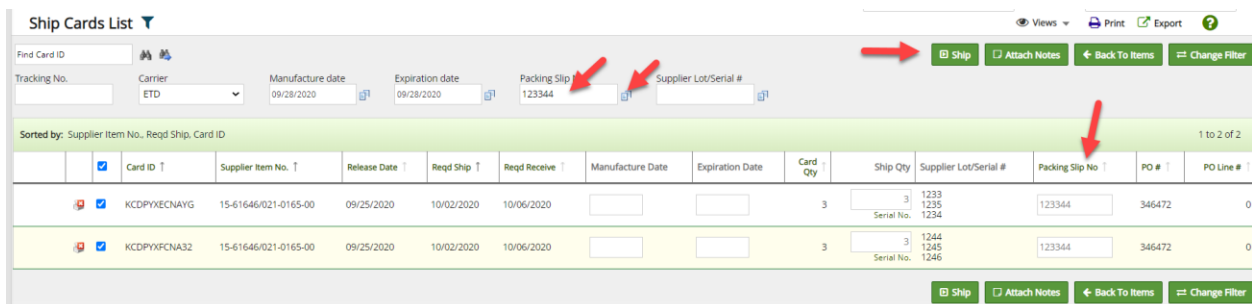


The screenshot shows the 'Ship Cards List' interface. At the top, there are input fields for Tracking No., Carrier (ETD), Manufacture date (09/25/2020), Expiration date (09/28/2020), Packing Slip No., and Supplier Lot/Serial #. Red arrows point to the 'Apply to All' icons (document with checkmark) for the Tracking No., Carrier, Packing Slip No., and Supplier Lot/Serial # fields. Below the input fields is a table with columns: Card ID, Supplier Item No., Release Date, Req'd Ship, Req'd Receive, Manufacture Date, Expiration Date, Card Qty, Ship Qty, Supplier Lot/Serial #, Packing Slip No., PO #, and PO Line #. The table contains two rows of data for KCDPYXECNAYG and KCDPYXFCNA32. At the bottom right, there are buttons for Ship, Attach Notes, Back To Items, and Change Filter.

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.



This screenshot is similar to the previous one, but with additional red arrows. A red arrow points to the 'Ship' button at the bottom right. Another red arrow points to the 'Apply to All' icon for the Packing Slip No. field. The 'Packing Slip No.' field now contains the value '123344'. The table below shows the same data as the previous screenshot, but with the 'Packing Slip No.' column populated with '123344' for both rows.

Click on the “**Print Cards**” button

2 Card(s) have been shipped 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	Supplier Item No.	Description	Printed
	<input checked="" type="checkbox"/>	KCDPYXECNAYG	15-61646/021-0165-00	Card successfully shipped and not printed.	No
	<input checked="" type="checkbox"/>	KCDPYXFCNA32	15-61646/021-0165-00	Card successfully shipped and not printed.	No

*The cards will now print, Process Complete*




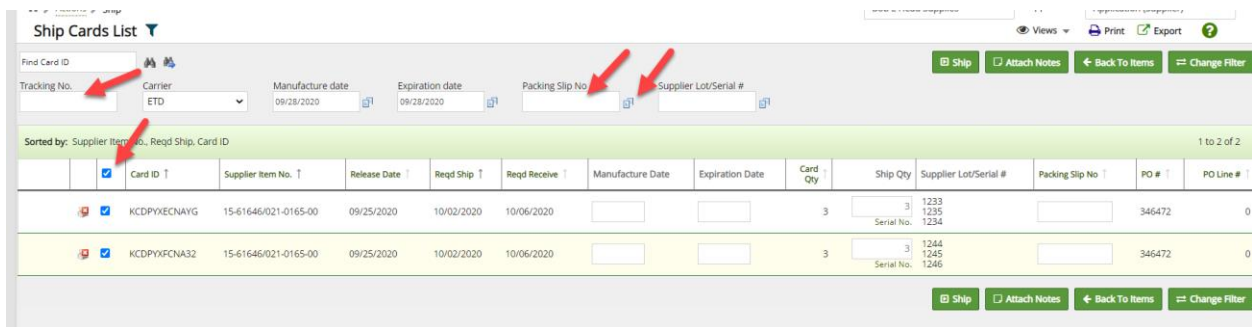
## Apply to All - Auto Fill





**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.

Enter the “Packing Slip” number (if applicable) and click on the “Apply to All” icon”. 



Ship Cards List

Find Card ID   

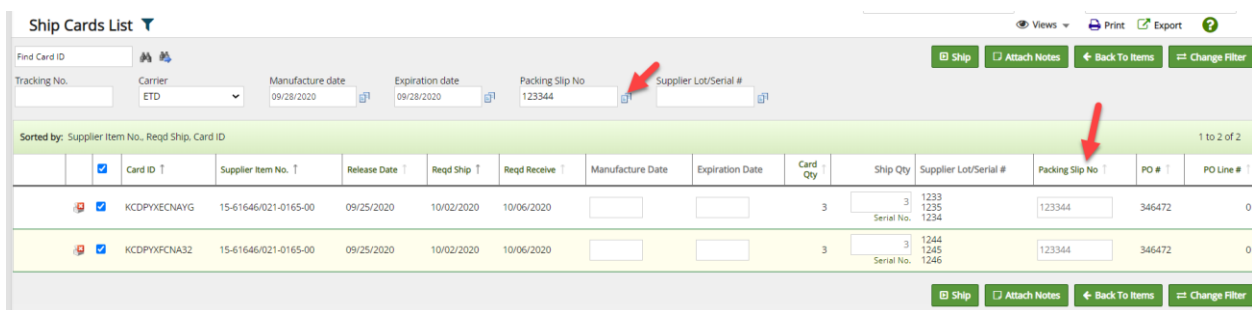
Tracking No.  Carrier  Manufacture date  Expiration date  Packing Slip No.  Supplier Lot/Serial #

Sorted by: Supplier Item No., Req'd Ship, Card ID 1 to 2 of 2



<input type="checkbox"/>	<input checked="" type="checkbox"/> Card ID ↑	Supplier Item No. ↑	Release Date ↑	Req'd Ship ↑	Req'd Receive ↑	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Supplier Lot/Serial #	Packing Slip No. ↑	PO # ↑	PO Line # ↑
<input checked="" type="checkbox"/>	KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	1233 1235 1234 Serial No.		346472	0
<input checked="" type="checkbox"/>	KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	1244 1245 1246 Serial No.		346472	0

Buttons: Ship, Attach Notes, Back To Items, Change Filter

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



Ship Cards List

Find Card ID   

Tracking No.  Carrier  Manufacture date  Expiration date  Packing Slip No.  Supplier Lot/Serial #

Sorted by: Supplier Item No., Req'd Ship, Card ID 1 to 2 of 2

<input type="checkbox"/>	<input checked="" type="checkbox"/> Card ID ↑	Supplier Item No. ↑	Release Date ↑	Req'd Ship ↑	Req'd Receive ↑	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Supplier Lot/Serial #	Packing Slip No. ↑	PO # ↑	PO Line # ↑
<input checked="" type="checkbox"/>	KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	1233 1235 1234 Serial No.	123344	346472	0
<input checked="" type="checkbox"/>	KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020			3	3	1244 1245 1246 Serial No.	123344	346472	0

Buttons: Ship, Attach Notes, Back To Items, Change Filter

[Return to Shipping the Cards](#)