upland Ultriva

Ultriva 8.0 and Above Shipping an Order Using Master Label Reference Guide

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Ship Cards – Home Default Screen

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Quick Tip – From the "Home" screen there are 2 ways to navigate to the "Ship Goods" screen. Click on the number under "Order Tracking" in the "Orders expected by customer today (including past due)" or click on "Ship Goods" under "My Routines. In this example we will use My Routines \rightarrow Ship Goods. Orders must be accepted before a supplier can ship.

From the Home (Default) screen, under "My Routines", click on "Ship Goods"

≡	upland Ultriva		Ultriv	a Demo			c	\ \ \ @	🕕 Ultriva User 👻
â	Home				Business Unit: E	Bob L Head Supplies •	Application:	Application (Supplier	· · E
	Inventory Health (Items - Stock Out Risk)		Alerts		:	Order Tracking			Í
=				You have no new alerts					
	4 5 Items Items	20 Items				20	150	150	152
	High Medium	Low				Orders Not yet Ord Acknowledged fo	ers past due r Shipping	Expected by customer today	Orders to be shipped in next 7 days
111 111							(includes past due)	in next 7 days
3	My Routines					MRP Forecasts Gross	Requirements		:
	DAILY	MONTHLY							
÷;;	Accept Orders Ship G					0	0		0
		edule Request Shipments Due				Past + 7 Days	Next 7		Future
						Past + 7 Days	Next 71	Udys	Puture

Important – If the items do not appear on the Ship Items List screen because this is the first viewing of this screen for the User, click on the Go button.

Ship Items Li	st			T Filters 👻 👁 Views 👻 🖨 F
Plant All Plants X	Cards All	Show Category	Product Line Commodity Code RYG	•
Filter By	▼ Select Operator ▼ Ent	ter Value	-	
Find Supplier Item No.	M M			



If you ship to multiple plants and you want to ship to one plant at a time, if 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 type the "**Supplier Item No"** you are ready to ship in the box and then click the "**Binoculars**."

Ship Items List 👅							▼ Filters ▼	🔒 Print 🛛 🖓 Expor	t 🕜 🕅
Plant Plant One X	Cards All 🗸	Show Items List 🗸	Category All	Produ • All	ct Line Commodi	ity Code RYG	•		
Filter By 💌 Select Operator	▼ Enter Value	Tx	Go 🕨	-					
Find Supplier Item No. 🙀 🛝 📢	-								E Show Cards

Select the item and click on "Show Cards"

sn	ip Items List 🔻				T Filters 👻				
ant Pla		Show Category	Product Line Commodity Code I All I	All	•				•
Ite	er By 🗢 Select Operator 👻 Enter Value	Tx Go +							ŀ
Tes	stltem-444LJM 🏟 🖄							🔠 Sh	ho
_									
orted	t by: Supplier Item No							1	1 t
	supplier Item No	Description 1	Plant Item No		Total Cards 1	Total Qty 🗍	Plant 1	1	11
G Î		Description 1	Plant Rem No 1 ULT-021-0166-00		Total Cards †		Plant 1 Plant One	1	1 t
G î	Supplier Item No 1					30			1 t
G (Supplier Item No 1 15-61636/021-0166-00	dog leash	ULT-021-0166-00		6	30 45	Plant One		1 t
rg †	Supplier Item No 1 15-61636/021-0166-00 438962	dog leash Test	ULT-021-0166-00 458962		6	30 45 25	Plant One Plant One		1 t
rg †	Supplier Item No 1 15-61630-021-0166-00 458962 UM-555	dog leash Test Lori Test Item 555	ULT-021-0166-00 458962 LJM-555		6 9 1	30 45 25 50	Plant One Plant One Plant One		1 t

Quick Tip – If needed, a filter can be further refined. Click on the link below for detailed instructions on setting up a specific filter.



Important – When shipping a card it is very important at this time to change the quantity if you are <u>not shipping the quantity stated</u> on the card. If the Plant you are shipping to has Ultriva integrated with their **RRP**, it is critical to have the correct quantity on the card.

Click in the **selection box** next to "**Card ID**" to **select all** of the cards or **select** the **cards individually**. *If applicable* - **Change** the "**Ship QTY**.

Ship C	ard	s List	t T								۲	🕑 Views 👻 🔒 Prin	t 🕑 Export	• 😯
Find Card ID Tracking No.			M Ma Carrier	Manufacture date	Expiration date	Packir	ng Slip No				Ship 🗇 Attac	ch Notes 🗲 Back T	To Items ∓	≓ Change Filter
Sorted by: S	Supplie	er Item N	Select No., Bad Ship, Card ID	• 09/29/2020	09/29/2020	<u>B</u> l	en .							1 to 10 of 10
		•	ard ID 1	Supplier Item No. 1	Release Date 1	Reqd Ship 1	Reqd Receive	Manufacture Date	Expiration Date	Card T Qty	Ship Qty Par	cking Slip No 🗍	PO# 1	PO Line #
	9	2	KCDCDDUCNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18		222	
	9	~	KCDCH5XCNA2X	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	
	9	~	KCDCH5YCNAVS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	
		~	KCDCH5ZCNA6Q	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	

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.

Add the necessary information for Tracking No, Carrier, Packing Slip No. and Charge No. Click on the "Ship" button.

Ship Ca	ards	List	τ.											🔒 Print 🛛 🖸 Exp	oort 🕜
Find Card ID Tracking No. 112233	-		Carrier Select	Manufacture date 09/29/2020	Expiration date 09/29/2020	Packir 2233	ng Slip No 44					🗈 Ship 🗔 /	ttach Notes	🗲 Back To Items	
Sorted by: Su			No., Reqd Ship, Card ID	Supplier Item No. 1	Release Date	Regd Ship 1	Reqd Receive	Manufacture D	Date	Expiration Date	Card 1 Qty	Ship Qty	Packing Slip No	PO# 1	1 to 10 of 10
	ø .	2	KCDCDDUCNAG6	LJM-Testitem-444LJM	05/09/2017	05/12/2017	05/16/2017				25	18	223344	222	
	9	2	KCDCH5XCNA2X	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017				25	25	223344	222	
	9	2	KCDCH5YCNAVS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017				25	25	223344	222	
	9	2	KCDCH5ZCNA6Q	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017				25	25	223344	222	

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Quick Tip – If the order is Short or Over shipped it has to be confirmed at this time. The cards do not need to be printed at this time as they will be printed once the Master Label is created and Shipped.

The cards can be printed now or later with the Master Label, **select** "**Click here**" to confirm the orders without printing if you will be printing later.

nip Ca	ards Re	suits			0
				← Back To Items ← Ba	ck To Cards * To Master
i Plea	ease use Ma	ster Label to complete the shipment process b	by adding the Cards to a master label, then printing ar	nd shipping the master label	
rd(s) hav	ve been ship	ped without printing. Please immediately prin	nt the Card(s) by clicking Print Cards button		
so have 1	1 Card(s) ne	eding confirmation due to over/short shipmer	nt the Card(s) by clicking Print Cards button nt. On completion of the print transaction, the Confirr	m will be displayed	N
so have 1	1 Card(s) ne				
so have f	1 Card(s) ne o to confirm	eding confirmation due to over/short shipmer		m will be displayed No. Of Copies: 👻 Use Part To Suppler Setting 🔿 Use Part Setting 🔿 Use Input Valu	e 1 🕒 Print
io have 1	1 Card(s) ne o to confirm	eding confirmation due to over/short shipmer			e 1 e Print
o have 1 ectly go	1 Card(s) ne	eding confirmation due to over/short shipmer without printing Click here	nt. On completion of the print transaction, the Confirm	No. Of Copies: Use Part To Supplier Setting Use Part Setting Use Part Velue Description Card successfully shipped and not printed.	
o have 1 ectly go	1 Card(s) ne b to confirm	eding confirmation due to over/short shipmen without printing. Click here	nt. On completion of the print transaction, the Confirm	NO. Of Copies: Use Pant To Supplier Setting Use Pant Setting Use Input Value Description	Printed

If a quantity was changed and it is outside of the tolerance, you will need to confirm the quantity changed. **Click** in the **selection box** at the column heading to **select** "**All Cards**". Verify that the **ship quantities** are **accurate** and **click** on the "**Confirm**" button.

То д	o back to print wi	thout confirmation Clie	:k here											
Follo	wing Cards are out	tside tolerance limit. Plea	se press Confirm button, to p	roceed with the ship	oment or press B	ack button to cancel	the shipment of these Car	rds						
		C VI	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 #
	😕 😢	KCDCDDUCNAG6	LJM-Testitem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18		223344	222	1
							S Confirm	_						

Click on the "To Master Label" button

hinb	Cards R	lesults			0
				🔶 Back To Items	🗧 🗲 Back To Cards 🛛 🛊 To Master La
i	Please use N	Aaster Label to complete the shipment p	rocess by adding the Cards to a master label, then printing an	i shipping the master label	
-					
ard(s)	have been sh		tely print the Card(s) by clicking Print Cards button		e input Value 1
ard(s)	have been sh		tely print the Card(s) by clicking Print Cards button	No. Of Copies: 🖲 Use Plant To Supplay Setting 🔿 Use Plant Setting 🔿 Ub	e Input Value 1 😝 Print Ca Printed
ard(s)		nipped without printing. Please immediat			



Quick Tip – If the supplier ships to multiple customer plants, select the plant that the cards are being shipped to. If you do not see this screen shot, make sure the filter is set to "Created or Updated". Click on the Go button.

Select the Plant and select "Created or Updated" in the label staus field. Click on the "Go" button. Click on the "ADD" button.

ant Iant One	Label Status Created or Updated	
Iter By 👻	Select Operator	▼ Enter Value Tx Go >
Iter By 💌	Select Operator	Enter Value
No Master Label(s)	found in the system. Plea	ase click Add Master Label button to create one.

Click in the selection box at the column heading to select all cards to be added to the "Master Label" or select the cards individually. A checkmark will appear. Click on "Create New Master Label"

Filter E	ly	 Select Operator 	▼ Enter Value Tx	Go 🕨				-		
find C	ard ID	A5 45						Create	: New Master Labe	•
orted I	by: Supplie	r Item No., Reqd Ship, Card ID								1 to
	•	Card ID 1	Supplier Item No. 1	Release Date 1	Reqd Ship †	Regd Receive	Plant Shipped	Card T Qty	Ship Qty	PO# 1
3		KCD3GCACNAWT	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020	09/28/2020	3402	3,402	203346
9		KCD3PTUCNAR2	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020	09/28/2020	3402	3,402	203346
4		KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020	09/28/2020	3	3	346472
9		KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020	09/28/2020	3	3	346472
9	•	KCDCDDUCNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017	09/29/2020	25	18	222
-		KCDCH5XCNA2X	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
0		KCDCH5YCNAVS	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
10		KCDCH5ZCNA6Q	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222

The "Master Label" has been created.

Plant I	abel Status					
Plant One 🗸 🗸	Created or Updated 💙					
Filter By	Select Operator 👻 Enter Value	Tx Go >				
+ Add 🕼 Edit 🗯 D	elete 👁 View 🔒 Print 🖣 Ship					
+ Add C Edit D	elete 🔍 👁 View 🔒 Print 🗐 Ship					11
orted by: Last Action Date						
,,	slete ● View → Print ■ Ship Create Date	Created By	Status Total Cards	Cards failed to ship	Last Action Date	1 t Last Action By

Quick Tip – Cards can be added to or removed from the Master Label by clicking on the "Edit" button and making the selection.

To **verify** that you have **assigned all** the **cards to ship** on the "**Master Label**" **click** on the "Edit" button. Click on "Add Cards". *Click on "Remove Cards" if cards need to be removed*

Master Label List Fo	or Plant One					Ð	Print C Export	0
Master label MLB222GC	INA9F added Successfully							×
Filter By	ed or Updated 💙	T x i Go →						
Sorted by: Remove Cards								1 to 1 of 1
Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By	
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8	0	09/29/2020 09:21:16 AM	Imcneely	

All cards have been added to the "Master Label". Click on the "Back" button.

Add Cards To Master Label MLB	222GCNA9F			0
Filter By	Enter Value	Go +		
No Cards to add to master label				
				 ← Back

Click on the "Ship" button and click on "Ship Master Label" selection.

Master Label List Fo	r Plant One					⊖ Pi	rint 🖸 Export	0
Plant Label S Plant One Creats Filter By Select O + Add C Edit Delete	ed or Updated	Go ↓						
Sorted by: Last Action Date	Ship Falled Cards							1 to 1 of
Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By	
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8	0	09/29/2020 09:21:16 AM	Imcneely	

The cards appear that will be on the "Master Label". If needed, enter the "Tracking No" and select the "Carrier" then click on the "Ship Master Label" button.

Tracking No. 112233	Carrier Select V	Select Priority O 🐺 Low 🖲 💯 Me	edium 🔿 👿 High		Notes		
Find Card ID 🙌 🌺	ETD FedEX NON-ETD					ଟି Ship Master L	abel 🗲 1 to
ard ID †	Supplier Item No. †	Card Qty T	Release Date	Reqd Ship 1	Plant Shipped	Ship Qty 🕆	PO # 1
CD3GCACNAWT	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
CD3PTUCNAR2	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
CDPYXECNAYG	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
CDPYXFCNA32	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
CDCDDUCNAG6	LJM-Testitem444	25	05/09/2017	05/12/2017	09/29/2020	18	222
CDCH5XCNA2X	LJM-Testitem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
DCH5YCNAVS	LJM-Testitem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
(CDCH5ZCNA6Q	LJM-Testitem444		05/22/2017	05/26/2017	09/29/2020		222

Quick Tip - A Bill of Lading can be printed at this time.

"Master Label" shipped successfully. Click on the "Print Master" button to "Print" only the "Master Label" or click on the "Print Master & Child Cards" to "Print" the "Master Label and Child Cards"

Master Label shipped s	uccessfully					· · · · · · · · · · · · · · · · · · ·	<u>_</u>	-
						← Back	Print Master & Child Cards	🖶 Print I
ard ID	Supplier Item No.	Card Qty	Reqd Ship	Ship Qty	PO #	PO Line #	Status Message	
CD3GCACNAWT	13-61617/021-0164-00	3,402	10/09/2020	3.402	203346	0	Successfully Shipped	
D3PTUCNAR2	13-61617/021-0164-00	3,402	10/09/2020	3,402	203346	0	Successfully Shipped	
DCDDUCNAG6	LJM-Testitem444	25	05/12/2017	18	222	1	Successfully Shipped	
DCH5XCNA2X	LJM-TestItem444	25	05/26/2017	25	222	1	Successfully Shipped	
DCH5YCNAVS	LJM-TestItem444	25	05/26/2017	25	222	1	Successfully Shipped	
DCH5ZCNA6Q	LJM-Testitem444	25	05/26/2017	25	222	1	Successfully Shipped	
DPYXECNAYG	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped	
DPYXFCNA32	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped	

Process Complete

Ship Cards – Actions → Ship

Click on "Actions"



Click on "Ship"



Important – If the items do not appear on the Ship Items List screen because this is the first viewing of this screen for the User, click on the Go button.

Ship Items List				▼ Filters マ ● Views	+ - }⊧
Plant All Plants X Filter By	Cards All lect Operator	show Category	Product Line Commodity Code RYG Image: All image:	•	
Find Supplier Item No.	14				



If you ship to multiple plants and you want to ship to one plant at a time, if 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 type the "**Supplier Item No**" you are ready to ship in the box and then click the "**Binoculars**."

Ship Items List 🔻				T Filters 👻 👁 Views 💌	🔒 Print 🕜 Export 🔞 🔗
Plant Plant One X	Cards Show All 🗸 items	Category	Product Line Commodity Code RYG ✔ All ✔ All ✔	T	
Filter By Select Operator	▼ Enter Value	Tx Go >	-		
Find Supplier Item No. 🙀 🚳 <	-	_			E Show Cards

Select the item and click on "Show Cards"

ñ >								usiness Unit:	DOD E MEDO	iupplies		Applicati	on (Supplier)		٣
Shi	ip Items List 🝸									T Filters 👻	Views •	🔒 Print	C Export	0	
Plant		rds	Show Category		Product Line	Commodity Cod	le RYG								
Plan	nt One X	• •	Items List 🗸 🖌	-	All 🗸	All	All		•						
Filter	r By 🗢 Select Operator	▼ Enter Value	Tx Go >											т.	
The	Select Operator	• Enter value												•	
													A	Show C	Ē.
Test	ittem-444UM 🏟 🛝												æ	Show C	c
													æ		
	titem-444UM 🙀 🌺													Show C	
rted			Description 1		Plant Ite	n No 1				Total Cards	Total Qty	Plant 1			
orted G (*	by: Supplier Item No		Description 1 dog leash		Plant Ite ULT-021					Total Cards 1		Plant 1			
rted 3 †	by: Supplier Item No										31		e		
G ()	by: Supplier Item No Supplier Item No 1 15-61636/021-0166-00		dog leash		ULT-021					6	3) Plant One	e		
G ()	by: Supplier Item No Supplier Item No 15-61636/021-0166-00 458962		dog leash Test		ULT-021 458962	0166-00				6	34	Plant One Plant One	e e e		
G T	by: Supplier Item No Supplier Item No 1 15-61636/021-0166-00 458962 UJM-555 1	_	dog leash Test Lori Test Item 555		ULT-021 458962 LJM-555	0166-00 tem222				6 9 1	3 4 2 5	D Plant One 5 Plant One 5 Plant One	e e e		

Quick Tip – If needed, a filter can be further refined. Click on the link below for detailed instructions on setting up a specific filter.



Important – When shipping a card it is very important at this time to change the quantity if you are <u>not shipping the quantity stated</u> on the card. If the Plant you are shipping to has Ultriva integrated with their **RRP**, it is critical to have the correct quantity on the card.

Click in the selection box next to "Card ID" to select all of the cards or select the cards individually. *If applicable* - Change the "Ship QTY.

Ship Cards Lis	t T									👁 Views 👻 🔒 Pi	rint 🖸 Exp	ort 🕜
nd Card ID	AL 45							Œ	Ship 🛛 A	ttach Notes 🗲 Bad	k To Items	≓ Change Filter
acking No.	Carrier Select	Manufacture date 09/29/2020	Expiration date	Packi Packi	ng Slip No							
orted by: Supplier Item	No., Pad Ship, Card ID							1				1 to 10 of 10
•	lard ID 1	Supplier Item No. 1	Release Date	Regd Ship 1	Regd Receive	Manufacture Date	Expiration Date	Card T Qty	Ship Qty	Packing Slip No 1	PO # 1	PO Line #
9 Z	KCDCDDUCNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18		222	
B	KCDCH5XCNA2X	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	
B	KCDCH5YCNAVS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	
<i>😰</i> 🔽	KCDCH5ZCNA6Q	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	

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.

Add the necessary information for Tracking No, Carrier, Packing Slip No. and Charge No. Click on the "Ship" button.

Ship (ls Lis	t T										🔒 Print 🖉 Expo	ort 🕜
Find Card ID Tracking No. 112233	4		Carrier Select	Manufacture date	Expiration date 09/29/2020	Packir 22334	ng Slip No 14				D Ship	Attach Notes	← Back To Items	≓ Change Filter
Sorted by:	Suppli	er Item	No., Reqd Ship, Card ID											1 to 10 of 10
			Card ID 1	Supplier Item No. 1	Release Date 1	Reqd Ship 1	Reqd Receive 1	Manufacture Date	Expiration Date	Card 1 Qty	Ship Qty	Packing Slip No	PO # 1	PO Line #
	8	Z	KCDCDDUCNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18	223344	222	1
	9	2	KCDCH5XCNA2X	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
	9	2	KCDCH5YCNAVS	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
	9		KCDCH5ZCNA6Q	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1

Quick Tip – If the order is Short or Over shipped it has to be confirmed at this time. The cards do not need to be printed at this time as they will be printed once the Master Label is created and Shipped.

The cards can be printed now or later with the Master Label, **select** "**Click here**" to confirm the orders without printing if you will be printing later.

Ship Cards	Results			0
			🗲 Back To Items 🛛 🗲 Back To Cards	* To Master Label
Please use	Master Label to complete the shipment process by addi	ng the Cards to a master label, then printing and shipping the m	naster label	
4 Card(s) have been	shipped without printing. Please immediately print the C	ard(s) by clicking Print Cards button		
	subbee manage building, incase maneatated build are e	and by by changer the cards bactor		
ou also have 1 Card) needing confirmation due to over/short shipment. On	completion of the print transaction, the Confirm will be displaye	d	N
ou also have 1 Card			nd No. Of Copies: 🖲 Use Plant To Supplier Setting 🔿 Use Plant Setting 🔿 Use input Value 1	A Print Cards
ou also have 1 Card) needing confirmation due to over/short shipment. On			Print Cards Printed
ou also have 1 Card(o directly go to cor	a) needing confirmation due to over/short shipment. On firm without printing Click here	completion of the print transaction, the Confirm will be displaye	No. Of Copies: 🖲 Use Plant To Supplier Setting 🔿 Use Plant Setting 🔿 Use Input Value 🛛	
ou also have 1 Card(o directly go to cor) needing confirmation due to over/short shipment. On firm without printing Click here Card ID	completion of the print transaction, the Confirm will be displaye Supplier Item No.	No. Of Copies: Use Part To Supplier Setting O Use Part Setting O Use Input Value 1 Description Card successfully shipped and not printed.	Printed

If a quantity was changed and it is outside of the tolerance, you will need to confirm the quantity changed. **Click** in the **selection box** at the column heading to **select "All Cards**". Verify that the **ship quantities** are **accurate** and **click** on the "**Confirm**" button.

To go back to print wi	thout confirmation Clie	:k here											
Following Cards are out	tside tolerance limit. Plea	se press Confirm button, to p	roceed with the ship	oment or press B	ack button to cancel	the shipment of these Car	ds						
	C	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 #
19 🗹	KCDCDDUCNAG6	LJM-Testitem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18	-	223344	222	1
						Confirm	_						

Click on the "To Master Label" button

Ship	Cards Re	sults			0
				🗲 Back To Items 🛛 🗲 Back To Cards	* To Master Label
					4
i	Please use Mas	ter Label to complete the shipment process by adding	g the Cards to a master label, then printing and shipping the ma	ster label	
1 Card(s)	have been ship	ped without printing. Please immediately print the Ca	rd(s) by clicking Print Cards button		·
				No. Of Copies: Use Plant To Supplier Setting Use Plant Setting Use Input Value 1	🕀 Print Cards
		Card ID	Supplier item No.	Description	Printed
		KCDCDDUCNAG6	LJM-TestItem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No

Q

Quick Tip – If the supplier ships to multiple customer plants, select the plant that the cards are being shipped to. If you do not see this screen shot, make sure the filter is set to "Created or Updated". Click on the Go button.

Select the Plant and select "Created or Updated" in the label staus field. Click on the "Go" button. Click on the "ADD" button.

Master La	abel List For Plant O	Ine	
Plant	Label Status		
Plant One	 Created or Updated 		
Filter By	Select Operator	Enter Value	
No Maste	er Label(s) found in the system. P	Please click Add Master Label button to create one.	
+ Add			

Click in the selection box at the column heading to select all cards to be added to the "Master Label" or select the cards individually. A checkmark will appear. Click on "Create New Master Label"

Filter B	By	 Select Operator 	▼ Enter Value Tx	Go 🕨				-		
ind C	ard ID	A5 45						Create	New Master Labe	•
rted	by: Suppli	er Item No., Regd Ship, Card ID								1 to
	•	Card ID 1	Supplier Item No. 1	Release Date 1	Reqd Ship †	Regd Receive	Plant Shipped	Card Qty	Ship Qty	PO# 1
ş		KCD3GCACNAWT	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020	09/28/2020	3402	3,402	203346
9	V	KCD3PTUCNAR2	13-61617/021-0164-00	09/28/2020	10/09/2020	10/13/2020	09/28/2020	3402	3,402	203346
9		KCDPYXECNAYG	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020	09/28/2020	3	3	346472
9		KCDPYXFCNA32	15-61646/021-0165-00	09/25/2020	10/02/2020	10/06/2020	09/28/2020	3	3	346472
ø		KCDCDDUCNAG6	LJM-Testitem-444LJM	05/09/2017	05/12/2017	05/16/2017	09/29/2020	25	18	222
-		KCDCH5XCNA2X	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
0		KCDCH5YCNAVS	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
		KCDCH5ZCNA6Q	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25		222

The "Master Label" has been created.

ant Labe	Status					
lant One 🗸 Cre	ated or Updated 🗸					
ter By 👻 Sele	t Operator Enter Value	Tx Go +				
Add 🕼 Edit 🗯 Delet	e 👁 View 🔒 Print 🚚 Ship					
	e 🔍 View 🔒 Print 🗐 Ship					,
Add C Edit Delet	Thew A Print Ship	Created By St	tatus Total Cards	Cards failed to ship	Last Action Date	Last Action By

Quick Tip – Cards can be added to or removed from the Master Label by clicking on the "Edit" button and making the selection.

To **verify** that you have **assigned all** the **cards to ship** on the "**Master Label**" click on the "**Edit**" button. **Click** on "**Add Cards**". *Click on "Remove Cards" if cards need to be removed*

Luit Dutto		Auu Carus	\cdot Cuch t	m Kem	ove curus i	j curus neeu i	o be remove	su
Master Label List For	r Plant One						🖨 Print 🛛 🖓 Export	0
Master label MLB222GC	NA9F added Successfully							×
Filter By Select O	ed or Updated 🗸	Ta 60 +						
Sorted by: Remove Cards								1 to 1 of
Label ID	Create Date	Created By	Status	Total Cards	Cards failed to	ship Last Action Date	Last Action By	
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8		0 09/29/2020 09:21:16 AM	Imcneely	

All cards have been added to the "Master Label". Click on the "Back" button.

Add Cards To Master Label MLB222GCNA9F	0
Filter By Viseect Operator Vise Go	
i No Cards to add to master label	
	+ Back

Click on the "Ship" button and click on "Ship Master Label" selection.

Master Label List	For Plant One					🔒 P	rint 📝 Export	8
	eel Status eated or Updated 💙							
	te View	Tx Go ►						
Sorted by: Last Action Date	Ship Failed Cards							1 to 1 of
Label ID	Create Date	Created By	Status	Total Cards	Cards failed to ship	Last Action Date	Last Action By	
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely	Created	8	0	09/29/2020 09:21:16 AM	Imcneely	

The **cards appear** that will be on the "**Master Label**". If needed, enter the "**Tracking No**" and select the "**Carrier**" then **click** on the "**Ship Master Label**" button.

Tracking No. 112233	Carrier	Select Priority 〇 🥨 Low 🌒 🔯 Me	dium 🔿 쨇 High	Notes		1	
Find Card ID 🙀 🐴	ETD FedEX NON-ETD					Ship Master La	bel ← 6
ard ID †	Supplier Item No. ↑	Card T Qty	Release Date 🕆	Reqd Ship 1	Plant Shipped	Ship Qty 🕆	PO # 1
CD3GCACNAWT	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
CD3PTUCNAR2	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
DPYXECNAYG	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3 3	346472
DPYXFCNA32	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3 3	346472
DCDDUCNAG6	LJM-TestItem444	25	05/09/2017	05/12/2017	09/29/2020	18 2	222
DCH5XCNA2X	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25 2	222
DCH5YCNAVS	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25 1	222
DCHOTCINAVS			05/22/2017	05/26/2017	09/29/2020	25 2	

Quick Tip - A Bill of Lading can be printed at this time.

"Master Label" shipped successfully. Click on the "Print Master" button to "Print" only the "Master Label" or click on the "Print Master & Child Cards" to "Print" the "Master Label and Child Cards"

Master Label shipped su	uccessfully					/		
						← Back 🕀 Print Master	Print Master & Child Cards	🖶 Print BO
ard ID	Supplier Item No.	Card Qty	Reqd Ship	Ship Qty	PO #	PO Line #	Status Message	
CD3GCACNAWT	13-61617/021-0164-00	3,402	10/09/2020	3.402	203346	0	Successfully Shipped	
CD3PTUCNAR2	13-61617/021-0164-00	3,402	10/09/2020	3,402	203346	0	Successfully Shipped	
CDCDDUCNAG6	LJM-Testitem444	25	05/12/2017	18	222	1	Successfully Shipped	
CDCH5XCNA2X	LJM-TestItem444	25	05/26/2017	25	222	1	Successfully Shipped	
CDCH5YCNAVS	LJM-Testitem444	25	05/26/2017	25	222	1	Successfully Shipped	
CDCH5ZCNA6Q	LJM-Testitem444	25	05/26/2017	25	222	1	Successfully Shipped	
DPYXECNAYG	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped	
DPYXECNA32	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped	

Process Complete

Ship Cards Filter Screen

Q

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

When all changes have been made to the "Filter", click on the "Go" button for the changes to take effect.

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.



~

Quick Tip – If the filter does not appear to deliver the correct shipments, recheck what is entered below in the "Cards" field which may be the most likely for the error.

If applicable: Click on the drop down arrow in the "Cards" field and make a selection. Here is where the shipment for today, due tomorrow or past due can be selected. Future shipments can also be accessed.

Ship Items List T				T F
Plant Plant One X	Cards All ~	Show Category Items List V All	Product Line Commodity Code RYG All All All	•
Filter By	All Past Due Due Today	Ţx Go ▶		
Find Supplier Item No. 🎽 🖄	Due Tomorrow Due in 2 Days Due in 3 Days			
Sorted by: Supplier Item No	Due in 4 Days Due in 5 Days Due in 7 Days			
RYG 1 Supplier Item No 1	Due in Future Days	Description	Plant Item No 🗍	Tot

If applicable: Click on the drop down arrow in the "Show" field and make a selection.

Master Label > Actions	anip a						Business Unit:			Applicati
Ship Items List 🔻								₹ Fil	lters 👻	Views
Plant	Ca	ards	Show	Category	Product Line	Commodity Code	RYG			
Plant One X	1	All	✓ Items List ✓	All	✓ All	✓ All ✓	All	-		
			Items List							
Filter By 🗢 S	elect Operator	▼ Enter Value	Cards List	Go 🕨						
			My Items List							
			My Cards List							

If Applicable: Click on the drop down arrows to make the remaining selections. *The Cards, Show, Category and RYG, and a further filter can be applied.*

Ship Items List 🔻	Ţ Filters ◄	🖶 Print 🕜 Export 🕜 🕫		
Plant Cards Shi Plant One X	ems List V	Product Line Commodity Code RYG	·	
Filter By	™ Go →			
Find Supplier Item No. 🆓 🆄				E Show Card

Click on the row to highlight the desired item then click on the "Show Cards" button.

Ship Items List	-					Views 🍘 How do I?
Plant All Plants	Cards All	Show Items List	Category All -	Product Line	Commodity Code	e RYG All •
Supplier Item No.	 Equal To 	▼ 24688	× S Go			Show Cards
YG Item	Description			Total Cards	Total Qty P	
24688	BEARING			6	60 T	

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.

