upland Ultriva

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

Table of Contents

(Click to follow link)

Ship Cards – Home Default Screen	2
$Ship Cards - Actions \xrightarrow{\circ} Ship$	8
Ship Cards Filter Screen	15

Ship Cards – Home Default Screen

0

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		Ultri	iva Demo			c	\ \ \ @	🕕 Ultriva User 👻	r
â	Home				Business Unit: E	Bob L Head Supplies •	Application:	Application (Supplier	· · · 1	
	Inventory Health (Items - Stock Out Risk)		Alerts		:	Order Tracking				Î
~				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 Shipping	Expected by customer	Orders to be shipped	
111 111							(includes past due)	in next 7 days	
r de la como de	My Routines					MRP Forecasts Gross	Requirements		:	
	DAILY	MONTHLY								
£03	Accept Orders Ship G	ioods				0	0		0	
	Print Kanban Cards Reschu View Supplier Queue View S	edule Request Shipments Due				Part / 7 Dave	Next 71		L.	
						Past + 7 Days	Next 71	Days	Future	

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 マ	🔒 Print	Print C Export Q A	
	Plant Plant One X	Cards Show All 🗸 Items Lis	Category All	Product L	ine Commodity	v Code RYG	•			
	Filter By	Enter Value	Tx 60 M	-						
F	ind Supplier Item No. 🙀 🚳 📢	-							•	Show Cards

Select the item and click on "Show Cards"

6>	Ship		Business Unit:	Bob L Head Supplies	Application: Ap	pplication (Supplier))	¥
Sh	ip Items List 👅			T Filters 👻	👁 Views 👻 🔒	Print C Export	6	*
Plan Pla Filte	t Cards Sho Int One X II All V Itte rr By V Select Operator V Enter Value	w Category Product ms List V All V All All Go V	Line Commodity Code RYG	•			ţ	
LJM·Te	stltem-444LJM 🏘 🖄					æ	🗄 Show C	Cards
Sorted	d by: Supplier Item No						1 to 6	5 of 6
RYG 1	Supplier Item No 1	Description 1	Plant Item No 1	Total Cards	Total Qty 1 Pla	lant î		
	15-61636/021-0166-00	dog leash	ULT-021-0166-00	6	30 Pla	ant One		
	458962	Test	458962	9	45 Pla	ant One		
	LJM-555	Lori Test Item 555	LJM-555	1	25 Pla	ant One		
	LJM-TestItem222	Lori Test Item 222	LJM-Testitem222	2	50 Pla	ant One		
	LJM-TestItem333	Lori Test Item 333	LJM-Testitem333	4	100 Pla	ant One		
	LJM-TestItem-444LJM	Lori Test Item 444	LJM-Testitem444	10	250 Pla	ant One		
						æ	🗄 Show C	Cards

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 L	ist T										Print 🖸 Exp	ort 🕜
Find Card ID	A6 A6							C	Ship 🛛 /	Attach Notes 🗲	Back To Items	≓ Change Filter
Tracking No.	Carrier	Manufacture date 09/29/2020	Expiration date 09/29/2020	Packir 합	ng Slip No							
Sorted by: Supplier Ite	m No., Bud Ship, Card ID											1 to 10 of 10
	ard ID †	Supplier Item No. 1	Release Date	Reqd Ship 1	Reqd Receive	Manufacture Date	Expiration Date	Card T Qty	Ship Qty	Packing Slip No 1	PO # 1	PO Line # 1
B	KCDCDDUCNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18		222	1
9 🗹	KCDCH5XCNA2X	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1
9 🗹	KCDCH5YCNAVS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1
<i>8</i> 🗹	KCDCH5ZCNA6Q	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1

6

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	rds Li	st 🕇									𝗶 Views →	🔒 Print 🕑 Exp	oort 🕜
Find Card ID		A 44								🗈 Ship 🗖 /	Attach Notes	← Back To Items	≓ Change Filter
Tracking No. 112233		Carrier Select	V 09/29/2020	Expiration date 09/29/2020	Pack 2233	ing Slip No							
Sorted by: Sup	plier Item	No., Reqd Ship, Card ID											1 to 10 of 10
		Card ID 1	Supplier Item No. 1	Release Date	Reqd Ship 1	Reqd Receive	Manufacture Date	Expiration Date	Card (Qty	Ship Qty	Packing Slip No	î PO# î	PO Line #
8	3 🔽	KCDCDDUCNAG6	LJM-Testitem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18	223344	222	1
a	9 🗹	KCDCH5XCNA2X	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
a	2	KCDCH5YCNAVS	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
8	3 🗹	KCDCH5ZCNA6Q	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1

0

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.

S	hip Cards Re	esults			0						
				🗲 Back To Items 🖌 🗲 Back To Cards	* To Master Label						
	Please use Ma	ster Label to complete the shipment process by addi	ng the Cards to a master label, then printing and shipping the m	aster label							
4 Card(s) have been shipped without printing. Please immediately print the Card(s) by clicking Print Cards button											
You a	ilso have 1 Card(s) ne	eeding confirmation due to over/short shipment. On	completion of the print transaction, the Confirm will be displayed	d	N						
i o u		i waldut printing cick here		NO. Of CODIES: Use Plant To Supplier Setting O Use Plant Setting O Use Input Value 1	🕀 Print Cards						
		Card ID	Supplier Item No.	Description	Printed						
	2	KCDCH5XCNA2X	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No						
		KCDCH5YCNAVS	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No						
		KCDCH5ZCNA6Q	LJM-TestItem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No						

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 ba	:k to p	rint wi	thout confirmation Cli	ick here											
Following	Cards	are out	tside tolerance limit. Plea	ase press Confirm button, to p	roceed with the shi	pment 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 #
	9		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 addin	g the Cards to a master label, then printing and shipping the ma	ster label	
1 Card(s) I	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 O Use Plant Setting O Use Input Value 1	+ Print Cards
		Card ID	Supplier item No.	Description	Printed
	2	KCDCDDUCNAG6	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No



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.

	IST FOI FIAIL OLIE	
Plant Plant One	Label Status Created or Updated 🗸 🗸	
Filter By	Select Operator 💌	Enter Value
No Master Label(s)	found in the system. Please o	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	ly.	Select Operator	▼ Enter Value Tx	Go +				-		
Find C	ard ID	AS 45						Creat	te New Master Labe	l 🗲 Bi
orted	by: Supplie	er Item No., Regd Ship, Card ID								1 to 8 c
	•	Card ID 1	Supplier Item No. †	Release Date	Regd Ship †	Regd Receive	Plant Shipped	Card Qty	Ship Qty	P0 # 1
-		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
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
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
-		KCDCH5YCNAVS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
	_									

The "Master Label" has been created.

Master label MLB222GCN	NA9F added Successfully						Ξ			
Plant Label St Plant One Create Filter By Select O	atus d or Updated 💙 perator 👻 Enter Value	Tx 60 +								
+ Add 77 Edit 18 Delete • View + Print # Ship										
Sorted by: Last Action Date							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			

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					⊖ F	Print C Export	8
Master label MLB222GC	INA9F added Successfully							×
Plant Label S	Status							
Plant One 🗸 Creat	ed or Updated 🖌							
Filter By	Operator 👻 Enter Value	Tx Go 🕨						
+ Add C Edit Delete	👁 View 🔒 Print 🐗 Ship							
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 MLB222GCNA9F	0
Filter By ▼ Select Operator ▼ Enter Value ▼ Go →	
No Cards to add to master label	
	e Back

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

Master Label List Fo	r Plant One					🕀 Pr	int 📝 Export	0
Plant Label S	itatus							
Plant One	ed or Updated 👻							
Filter By 💌 Select (Operator 👻 Enter Value	Tx Go +						
+ Add 🕼 Edit 🗎 Delete	👁 View 🖶 Print 📾 Ship							
Sorted by: Last Action Date	Ship Master Label Ship Falled 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	

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.

Ship Master Label MLB22	2GCNA9F					🖨 Print 📝	Export
Tracking No. 112233 Find Card ID Sorted by: Supplier Item No., Card ID	Carrier Select ETD FedEX NON-ETD	Select Priority O 🕵 Low 🖲 😡 Me	edium 🔿 👹 High		Nates	R ^r Ship Master	Label + Back
Card ID 1	Supplier Item No. ↑	Card Qty	Release Date 1	Reqd Ship 🕆	Plant Shipped	Ship Qty	PO# 1
KCD3GCACNAWT	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
KCD3PTUCNAR2	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
KCDPYXECNAYG	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
KCDPYXFCNA32	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
KCDCDDUCNAG6	LJM-TestItem444	25	05/09/2017	05/12/2017	09/29/2020	18	222
KCDCH5XCNA2X	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	, 222
KCDCH5YCNAVS	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
KCDCH5ZCNA6Q	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
						Ship Master	Label 🗲 Back

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 MLB222G	CNA9F shipment results							0
Master Label shipped successful	y					×	1	
Card ID	Supplier Item No.	Card Qty	Reqd Ship	Ship Qty	PO #	← Back ↔ Print Master PO Line #	Status Message	
KCD3GCACNAWT	13-61617/021-0164-00	3,402	10/09/2020	3.402	203346	0	Successfully Shipped	
KCD3PTUCNAR2	13-61617/021-0164-00	3,402	10/09/2020	3,402	203346	0	Successfully Shipped	
KCDCDDUCNAG6	LJM-Testitem444	25	05/12/2017	18	222	1	Successfully Shipped	
KCDCH5XCNA2X	LJM-Testitem444	25	05/26/2017	25	222	1	Successfully Shipped	
KCDCH5YCNAVS	LJM-Testitem444	25	05/26/2017	25	222	1	Successfully Shipped	
KCDCH5ZCNA6Q	LJM-Testitem444	25	05/26/2017	25	222	1	Successfully Shipped	
KCDPYXECNAYG	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped	
KCDPYXFCNA32	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped	
						🗲 Back 🔒 Print Master	Print Master & Child Cards	🔒 Print BOI

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 Li	st					▼ Filters -	₽ F
Plant All Plants X	Cards All	Show Category	Product	t Line Commodity Code RYG	•		
Find Supplier Item No.	A A						



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 ▼	● Views ▼	🔒 Print	C Export	€ *
	Plant Plant One X	Cards Show All V Items List	Category All	Product Line	Commodity Code RYG	•				
	Filter By	▼ Enter Value	T x Go +	-						
F	nd Supplier Item No. 🛛 🐴 🛝 📥	-								Show Cards

Select the item and click on "Show Cards"

ni> Sh	ship ip Items List T		Business Unit: Bob	L Head Supplies • T Filters •	Application:	Application (Supplier) Export	• ۲
Plan Pla Filte	t Cards She et One X I All V I Ite r By V Select Operator V Enter Value	w Category Product ms List V All V All	Line Commodity Code RYG	×				ļ
LJM-Ter	sttem-444LJM 🏘 🏘						E Sł	iow Cards
Sorted	by: Supplier Item No							1 to 6 of 6
RYG 1	Supplier Item No 1	Description 1	Plant Item No 1	Total Cards 1	Total Qty 1	Plant 1		
	15-61636/021-0166-00	dog leash	ULT-021-0166-00	6	30	Plant One		
	458962	Test	458962	9	45	Plant One		
	LJM-555	Lori Test Item 555	LJM-555	1	25	Plant One		
	LJM-TestItem222	Lori Test Item 222	LJM-Testitem222	2	50	Plant One		
	LJM-TestItem333	Lori Test Item 333	LJM-Testitem333	4	100	Plant One		
i i	LJM-TestItem-444LJM	Lori Test Item 444	LJM-Testitem444	10	250	Plant One		

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	ards Li	st T										🔒 Print 🛛 🖸 Exp	ort 🕜
Find Card ID		#5 #5							Ð	Ship 🛛 /	Attach Notes 🗲	Back To Items	≓ Change Filter
Tracking No.		Carrier Select	Manufacture date 09/29/2020	Expiration date 09/29/2020	Packi P	ng Slip No							
Sorted by: Si	ipplier Iter	n No., Pud Ship, Card ID											1 to 10 of 10
		ard ID 1	Supplier Item No. 1	Release Date	Reqd Ship 1	Reqd Receive	Manufacture Date	Expiration Date	Card T Qty	Ship Qty	Packing Slip No \uparrow	PO # 1	PO Line #
	9 🗹	KCDCDDUCNAG6	LJM-TestItem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18		222	1
	9 🗹	KCDCH5XCNA2X	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1
	9 🗹	KCDCH5YCNAVS	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1
	9 🗹	KCDCH5ZCNA6Q	LJM-TestItem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25		222	1

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 (Cards	s List	T										🔒 Print 🛛 🖸 Exp	ort 🕜
Find Card ID Tracking No. 112233			A A Carrier Select	Manufacture date	Expiration date 09/29/2020	Packin 22334	g Slip No	e		l	🗈 Ship 🗔 J	Attach Notes	← Back To Items	≓ Change Filter
Sorted by:	Sorted by: Supplier Item No., Read Ship, Card ID													
		2 (Card ID 1	Supplier Item No. 1	Release Date 1	Reqd Ship 1	Reqd Receive 1	Manufacture Date	Expiration Date	Card Qty	Ship Qty	Packing Slip No	î PO# î	PO Line # 1
	9	<mark>/</mark> K	CDCDDUCNAG6	LJM-Testitem-444LJM	05/09/2017	05/12/2017	05/16/2017			25	18	223344	222	1
	Ø	Z K	CDCH5XCNA2X	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
	8	× K	CDCH5YCNAVS	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017			25	25	223344	222	1
	9	K	CDCH5ZCNA6Q	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 Re	esults			0				
				🗲 Back To Items 🖌 🗲 Back To Cards	* To Master Label				
	Please use Ma	ister Label to complete the shipment process by add	ing the Cards to a master label, then printing and shipping the m	aster label					
4 Card(s) have been shipped without printing. Please immediately print the Card(s) by clicking Print Card's button									
You	also have 1 Card(s) n lirectly go to confirm	eeding confirmation due to over/short shipment. On	completion of the print transaction, the Confirm will be displaye	d	N				
				NO. Of Copies: Use Plant To Supplier Setting O Use Plant Setting O Use Input Value 1	🕀 Print Cards				
		Card ID	Supplier Item No.	Description	Printed				
Г		KCDCH5XCNA2X	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No				
	2	KCDCH5YCNAVS	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No				
		KCDCH5ZCNA6Q	LJM-Testitem-444LJM	Card successfully shipped and not printed. Use Master Label to complete shipment	No				

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 bac	k to pr	rint wit	hout confirmation Cli	ck here											
Following	Cards a	are out	side tolerance limit. Plea	ase 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 #
	9		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	ister 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	lease 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"

Create	New Master Label						0	Print C Expor	t 🕜
Filter By Find Card ID	Select Operator	Tx Enter Value	Go +				Create	e New Master Labe	el 🗲 Bao
orted by: Sup	plier Item No., Regd Ship, Card ID	1							1 to 8 of
•	Card ID 1	Supplier Item No. 1	Release Date	Reqd Ship †	Reqd Receive	Plant Shipped	Card T Qty	Ship Qty	PO # 1
Ø	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
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
9	KCDCDDUCNAG6	LJM-Testitem-444LJM	05/09/2017	05/12/2017	05/16/2017	09/29/2020	25	18	222
9 🖸	KCDCH5XCNA2X	LJM-Testitem-444LJM	05/22/2017	05/26/2017	05/30/2017	09/29/2020	25	25	222
9 2 9 2	KCDCH5XCNA2X KCDCH5YCNAVS	LJM-Testitem-444LJM LJM-Testitem-444LJM	05/22/2017 05/22/2017	05/26/2017 05/26/2017	05/30/2017 05/30/2017	09/29/2020	25 25	25	222

The "Master Label" has been created.

Master label	MLB222GCNA9F added Successfully						×
Plant Plant One	Label Status Created or Updated						
+ Add & Edit	Delete The View Delete The View Delete Deletete Delete Deletee Deletee Deletee Deletee Deletee Deletee Deleteee Deletee Deletee Deletee Deletee Deletee	Tx Go V					
Sorted by: Last Action D	ate						1 to 1 of
Label ID	Create Date	Created By St	tatus	Total Cards	Cards failed to ship	Last Action Date	Last Action By
MLB222GCNA9F	09/29/2020 09:21:16 AM	Imcneely Cr	reated	8	0	09/29/2020 09:21:16 AM	Imcneely

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		iuu cuius .	Cucho	n nom	ore curus ij	curus necu to be i	cmore	-u
Master Label List Fo	or Plant One					🔒 Pi	rint 📝 Export	0
Master label MLB222GC	NA9F added Successfully							×
Plant Label S Plant One Creat Filter By Select (+ Add Cr Edit D Delete	atatus ed or Updated ♥ Operator ♥ Enter Value ● View ⊕ Print ■ Ship	Tx 60)						
Add Cards 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 MLB222GCNA9F	0
Fitter By V Select Operator Value	
1 No Cards to add to master label	
	e Back

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

Master Label List Fo	or Plant One					🔒 P	rint 📝 Export	0
Plant Label Plant One Creat	status ed or Updated 🛛 💙							
Filter By Select + Add C Edit Delete	Coperator Enter Value Enter Value View Print Ship Ship Ship Ship Ship	Kx Go ≯						
Sorted by: Last Action Date	Ship Falled 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	

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.

Ship Master Label MLB222	2GCNA9F					🔒 Print 🛛 🖸 E	ixport 🕜
Tracking No. 112233 Find Card ID	Carrier Select ETD FedEX	Select Priority O 👹 Low 🖲 💯 Me	edium 🔿 👿 High	Notes		Ship Master	Label 🗲 Back
Sorted by: Supplier Item No., Card ID	NON-ETD						1 to 8 of 8
Card ID ↑	Supplier Item No. †	Card Qty	Release Date	Reqd Ship 1	Plant Shipped	Ship Qty 🗍	PO# 1
KCD3GCACNAWT	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
KCD3PTUCNAR2	13-61617/021-0164-00	3,402	09/28/2020	10/09/2020	09/28/2020	3,402	203346
KCDPYXECNAYG	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
KCDPYXFCNA32	15-61646/021-0165-00	3	09/25/2020	10/02/2020	09/28/2020	3	346472
KCDCDDUCNAG6	LJM-TestItem444	25	05/09/2017	05/12/2017	09/29/2020	18	222
KCDCH5XCNA2X	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
KCDCH5YCNAVS	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
KCDCH5ZCNA6Q	LJM-TestItem444	25	05/22/2017	05/26/2017	09/29/2020	25	222
						Ship Master	Label 🗲 Back

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 MLB222GCN	A9F shipment results							0
Master Label shipped successfully						1	1	
					•	Back 🔒 Print Master	Print Master & Child Cards	🖶 Print BOL
Card ID	Supplier Item No.	Card Qty	Reqd Ship	Ship Qty	PO#	PO Line #	Status Message	
KCD3GCACNAWT	13-61617/021-0164-00	3,402	10/09/2020	3,402	203346	0	Successfully Shipped	
KCD3PTUCNAR2	13-61617/021-0164-00	3,402	10/09/2020	3,402	203346	0	Successfully Shipped	
KCDCDDUCNAG6	LJM-Testitem444	25	05/12/2017	18	222	1	Successfully Shipped	
KCDCH5XCNA2X	LJM-Testitem444	25	05/26/2017	25	222	1	Successfully Shipped	
KCDCH5YCNAVS	LJM-Testitem444	25	05/26/2017	25	222	1	Successfully Shipped	
KCDCH5ZCNA6Q	LJM-Testitem444	25	05/26/2017	25	222	1	Successfully Shipped	
KCDPYXECNAYG	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped	
KCDPYXFCNA32	15-61646/021-0165-00	3	10/02/2020	3	346472	0	Successfully Shipped	
					•	Back 🔒 Print Master	🔒 Print Master & Child Cards	🔒 Print BOL

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 Fi
Plant Plant One X	Cards	Show Category Items List V All	Product Line Commodity Code RYG Image: All Image:	•
Filter By Select Operator	All Past Due Due Today	Tx 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 🗍	Total

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

el 1 1	anip a									
Ship Items List T								₹ Fil	ters 👻	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 Select Operator Enter Value	™ 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		🍸 Filters 📄 Views 🍘 How do l? 👔
Plant Cards All Plants V All V	Show Category Product Line Items List V All V All	Commodity Code RYG
Supplier Item No. Equal To	▼ 24688 × 🔗 Go 🕨	Show Cards Ly.
RYG Item Description	Total Cards	Total Qty Plant
24688 BEARING	6	60 TBJ

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.

