



Ultriva 8.0 and Above
Setting up the Supplier
Calendar
Reference Guide

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Navigate to the Supplier Calendar



Important – The Calendar must be up to date with all Holidays as this prevents the calculated Ship Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.

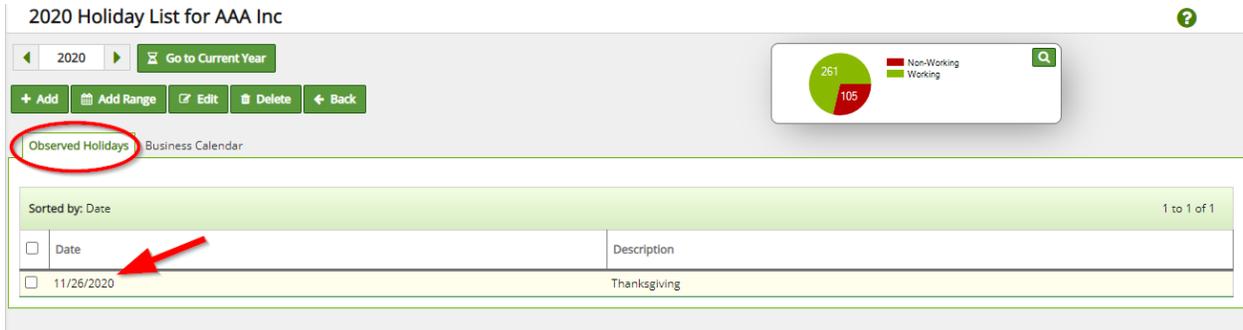
To navigate to the “Supplier Calendar”, Click on “Admin”

The screenshot shows the 'Buyer Home' dashboard in the Ultriva system. The top navigation bar includes 'Upland Ultriva', 'Ultriva Demo', and user information. The main content area is divided into several sections: 'Inventory Health (Items - Stock Out Risk)' with three cards for High (370 Items), Medium (88 Items), and Low (541 Items) risk; 'Order Tracking' with four cards for 'Orders Awaiting Approval' (13), 'Orders Not yet Acknowledged' (692), 'Orders past due for Shipping' (3396), and 'Orders past due for Receipts' (846); 'Alerts' showing 'You have no new alerts'; 'MRP Order Recommendations' with three cards for 'Defer' (0), 'Expedite' (0), and 'Cancel' (0); 'My Routines' with a table of daily and monthly tasks; and 'MRP Forecasts Gross Requirements' and 'Integration Status (Last 7 days)'. A red arrow points to the 'Admin' button in the left-hand navigation menu.

Click on “Calendar”

The screenshot shows the 'Admin' menu in the Ultriva system. The menu is titled 'Admin' and contains several options: 'User' (Add, manage and view users, reset passwords and update roles), 'Item' (Add, manage and view items, assign buyers and associate suppliers), 'Operator Work Hours' (Manage operator work hours), 'Dropoff Location' (Add, manage and view Dropoff Location), 'User Group' (Add, manage and view user groups. Change access rights), 'Calendar' (View and manage the business calendar, update the calendar to mark all dates that the business is closed), 'Supplier Item' (Add, manage and view supplier items), and 'Kanban Label' (Add, manage and view labels). A red arrow points to the 'Calendar' option.

The “Observed Holidays” screen appears with a **list of all holidays** that have been entered into the system.



If you came from another page, click on the link below to return to your previous page.

[Return to Add Holiday Observed Calendar](#)

[Return to Delete Holiday](#)

[Return to the Adding a Date Range](#)

[Return to the Business Calendar Add Holiday](#)

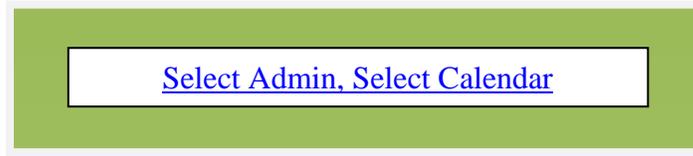
[Return to Editing a Calendar Description](#)

[Return to Turn a Non Work day into a Work Day](#)

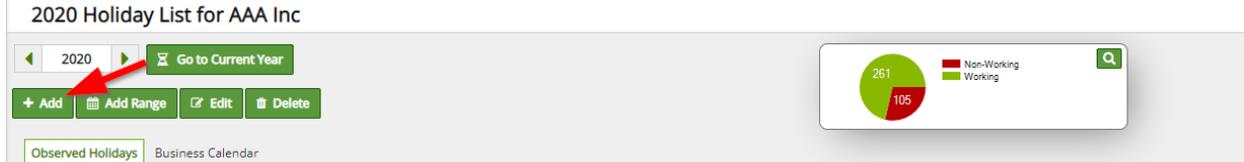
Add a Holiday - Observed Holiday List

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

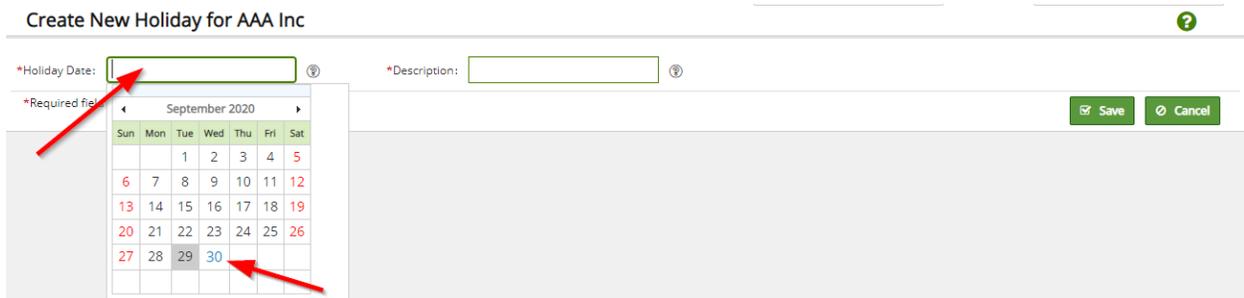
For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



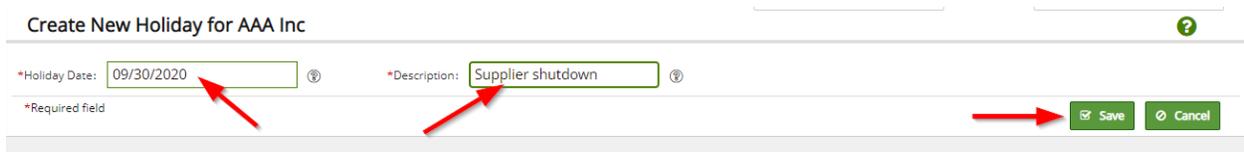
To Add a Holiday, click on the “Add” button.



Click in the “Holiday Date” field and a calendar will appear. Click on the “Date” for the holiday.



The date will now appear. Enter the “Description” of the holiday and click on the “Save” button.



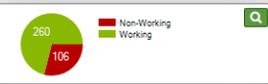
The **Holiday** has now been **added successfully**.

2020 Holiday List for AAA Inc ?

✓ Holiday 9/30/2020 added successfully ✕

◀ 2020 ▶ ⌛ Go to Current Year

+ Add 📅 Add Range ✎ Edit 🗑 Delete



260 Working
106 Non-Working

Observed Holidays Business Calendar

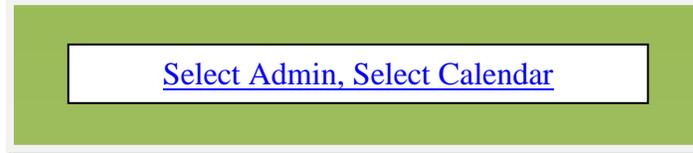
Sorted by: Date 1 to 2 of 2

	Date ↑	Description ↑
<input type="checkbox"/>	09/30/2020 ←	Supplier shutdown
<input type="checkbox"/>	11/26/2020	Thanksgiving

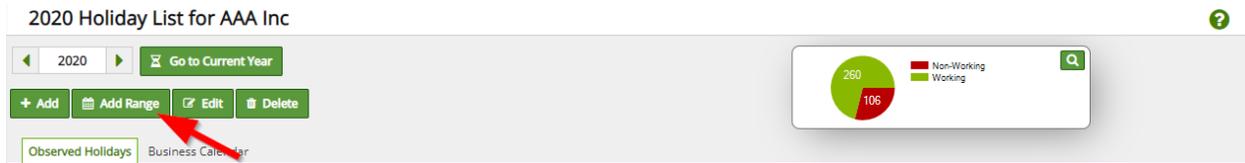
Add a Range of Dates to the Calendar

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

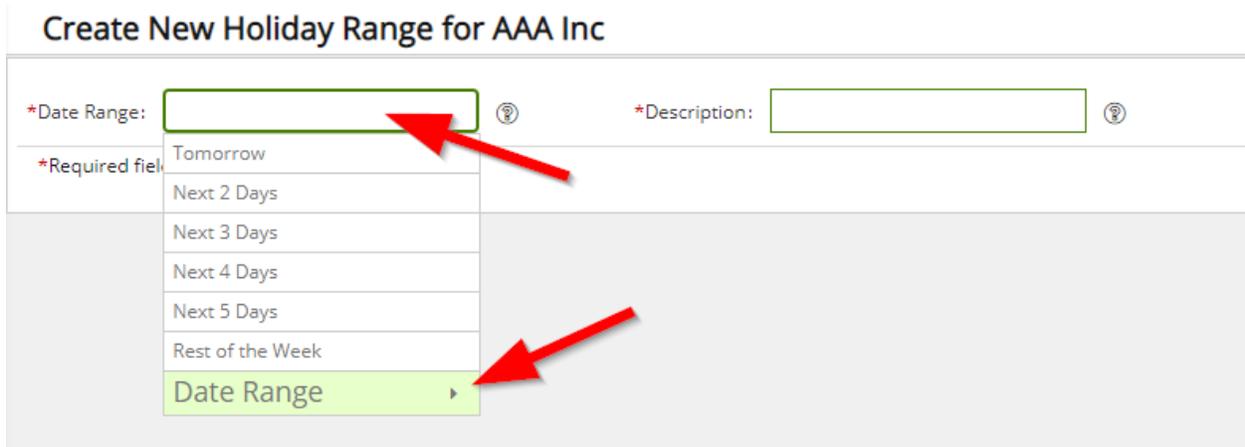
For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



To “Add a Range of Dates”, click on the “Add Range” button.



Click on a “predefined date range” or select your own by clicking on “Date Range”



When entering a “Date Range”, click on the **start date** in the “Start Date” calendar (Left Side), click on an **end date** on the “End Date” Calendar (Right Side). Click on the “Done” button to select the range.

Create New Holiday Range for AAA Inc

*Date Range: ⓘ *Description: ⓘ

*Required field

- Tomorrow
- Next 2 Days
- Next 3 Days
- Next 4 Days
- Next 5 Days
- Rest of the Week
- Date Range

Start Date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

End Date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Add the “Description” then click on the “Save” button.

Create New Holiday Range for AAA Inc

*Date Range: ⓘ *Description: ⓘ

*Required field

The “Holiday Range” has been added successfully.

2020 Holiday List for AAA Inc

✓ Holiday Range added successfully

2020

Observed Holidays Business Calendar

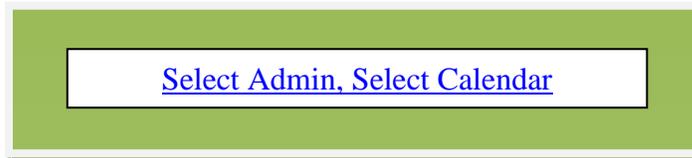
Sorted by: Date

<input type="checkbox"/>	Date ↑	Description ↑
<input type="checkbox"/>	09/30/2020	Supplier shutdown
<input type="checkbox"/>	10/01/2020	Supplier OFF
<input type="checkbox"/>	10/02/2020	Supplier OFF
<input type="checkbox"/>	10/05/2020	Supplier OFF
<input type="checkbox"/>	10/06/2020	Supplier OFF
<input type="checkbox"/>	10/07/2020	Supplier OFF
<input type="checkbox"/>	10/08/2020	Supplier OFF
<input type="checkbox"/>	10/09/2020	Supplier OFF
<input type="checkbox"/>	11/26/2020	Thanksgiving

Edit a Calendar Description

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



To “Edit a Calendar Description”, click on the “Date” to edit and the line will highlight. Click on the “Edit” button.

2020 Holiday List for AAA Inc

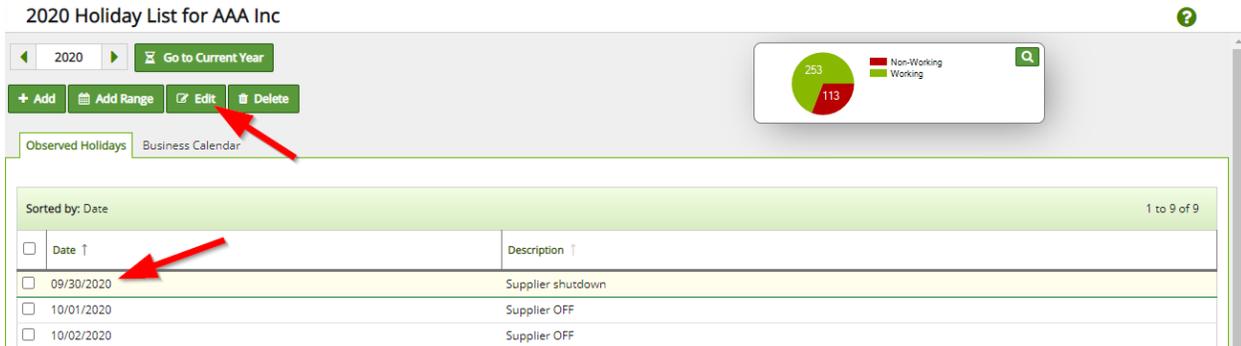
2020 Go to Current Year

+ Add Add Range Edit Delete

Observed Holidays Business Calendar

Sorted by: Date 1 to 9 of 9

Date	Description
09/30/2020	Supplier shutdown
10/01/2020	Supplier OFF
10/02/2020	Supplier OFF



Add a new “Description” then click on the “Save” button.

Modify Holiday for: AAA Inc

*Holiday Date: 09/30/2020 *Description: Supplier shutdown2

*Required field

Save Cancel



The Description has been modified successfully from “Inventory” to “Supplier Holiday”.

2020 Holiday List for AAA Inc

✓ Holiday 9/30/2020 modified Successfully

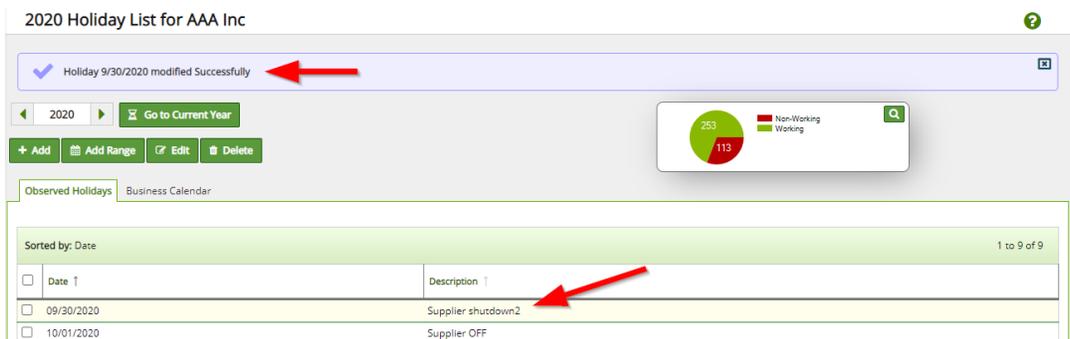
2020 Go to Current Year

+ Add Add Range Edit Delete

Observed Holidays Business Calendar

Sorted by: Date 1 to 9 of 9

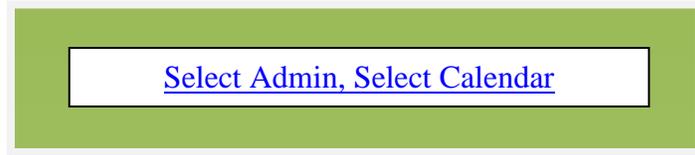
Date	Description
09/30/2020	Supplier shutdown2
10/01/2020	Supplier OFF



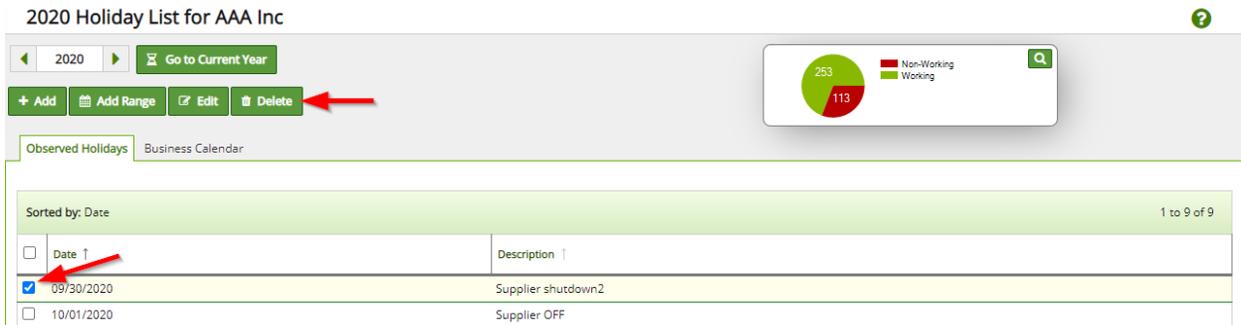
Delete a Holiday

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



To “**Delete a Holiday**”, select the “**Date**” to delete. Click on the “**Delete**” button.



2020 Holiday List for AAA Inc

2020 Go to Current Year

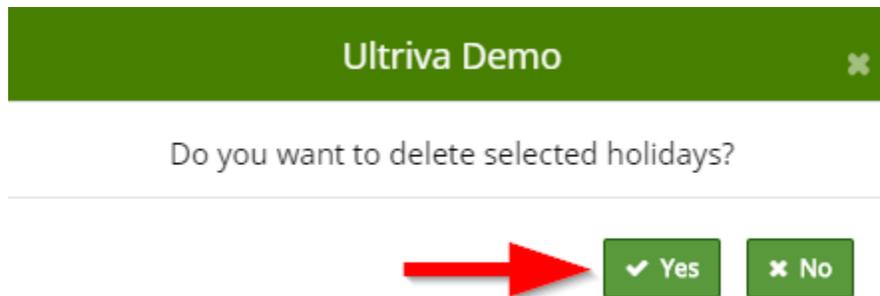
+ Add Add Range Edit Delete

Observed Holidays Business Calendar

Sorted by: Date 1 to 9 of 9

Date	Description
<input checked="" type="checkbox"/> 09/30/2020	Supplier shutdown2
<input type="checkbox"/> 10/01/2020	Supplier OFF

Click on the “**Yes**” button.



The **holiday** has been **removed** from the list and has been **deleted successfully**



2020 Holiday List for AAA Inc

Selected Holidays deleted Successfully

2020 Go to Current Year

+ Add Add Range Edit Delete

Business Calendar View



Important – The Calendar must be up to date with all Holidays as this prevents the calculated Ship Date from being on a holiday/non-working day. Follow the instructions below to make sure that the calendar is up to date.

If you have not already navigated to the “**Supplier Calendar**”, Select “**Admin**”, Select “**Calendar**”.

For more detailed instructions on navigating to the Supplier Calendar, click on the link below.

[Select Admin, Select Calendar](#)

To “**View the Business Calendar**”, click on the “**Business Calendar**” tab.

2020 Calendar for AAA Inc

2020 Go to Current Year

254 Non-Working 112 Working

Observed Holidays Business Calendar

The **calendar** screen **appears**. All of the “**Holidays**” dates are filled in **pink**. All “**Non-Work**” days will appear in **red** font.

2021 Calendar for AAA Inc

2021 Go to Current Year

256 Non-Working 109 Working

Observed Holidays Business Calendar

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

Add a Holiday in the Business Calendar

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

For more detailed instructions on navigating to the Supplier Calendar, click on the link below.



To “Add a Holiday” in the “Business Calendar”, click on the “Calendar Date” of the holiday

2021 Calendar for AAA Inc

◀ 2021 ▶ [Go to Current Year](#)

Observed Holidays [Business Calendar](#)



January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

The date appears. Enter the “Description” of the holiday. Click on the “Save” button

Create New Holiday for AAA Inc ?

*Holiday Date: ⓘ *Description: ⓘ

*Required field

[Save](#) [Cancel](#)

The **holidays appear** on the Calendar. All “**Holiday**” days are filled in **pink** and the date font has turned **red**.

2021 Calendar for AAA Inc

✓ Holiday 2/17/2021 added successfully 

◀ 2021 ▶



255 Working
110 Non-Working

Observed Holidays

January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											

Turn a Non-Work Day into a Work Day



Quick Tip – All non-Working days are in **Red** font. All Saturdays and Sundays by default, are a non-working day.

If you have not already navigated to the “Supplier Calendar”, Select “Admin”, Select “Calendar”.

For more detailed instructions on navigating to the Supplier Calendar, click on the link below.

[Select Admin, Select Calendar](#)

To change a “Non-Work Day” into a “Work Day”, click on the “Date” chosen for this action

2021 Calendar for AAA Inc

◀ 2021 ▶ [Go to Current Year](#)

Observed Holidays [Business Calendar](#)

January							February							March							April							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2		1	2	3	4	5	6													1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	28	29	30	31	28	29	30	
24	25	26	27	28	29	30	28							28	29	30	31											
31																												

Click on the “Yes” button.

Ultriva Demo ✕

Do you want to make this holiday into a working day?





Quick Tip – When a non-work day becomes a work day, all new releases in Ultriva will use this day in the Lead Time calculation and will schedule accordingly.

The **font** has now **turned green** and the **date** selected has now been converted to a **work day**.

Observed Holidays							Business Calendar																				
January							February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	
31																											