Ultriva 8.0 and Above

Supplier

Reschedule an Order

Reference Guide

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Reschedule an Order

![lightbulb icon] *Quick Tip – All orders that have been released to a supplier can be rescheduled. Once an order is rescheduled either by the "Plant" or "Supplier" the order it may need approval based on the configuration settings. A "Supplier Reschedule" would be approved by the Plant and a "Plant Reschedule" would be approved by the Supplier. It is best to communicate with the Plant if you are rescheduling an order.*

To **navigate** to "**Reschedule Request**", **click** on "**Actions**"

Click on "**Reschedule Request**"

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. **Click** on the "**Go**" button.

If the part number is shown**, click** on the **part number** to **advance** to the "**Reschedule Cards**" list, or **click** on a **line** item and the **line will highlight**. If you **highlighted** the **line**, **click** on the "**Show Cards**" button.

Quick Tip – If the selections are not what was intended to be rescheduled, the "Filter" can be changed by clicking on the "Change Filter" button. The "Filter" allows the user to select specific criteria for the action they are performing. Once you advance to the "Show Cards" list, you will see the "Change Filter" button.

If further filtering is required, click on the link below for detail instructions on setting a filter.

Reschedule_Cards_Filter

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

To change the date for an individual card, "**Required Ship Date**" click in the "**New Required Ship Date**" field and a **calendar** will **appear**. **Click** on the "**New Date**"

Tool Tip – The "Apply to All" icons *are located on all Action screens where repeated data is entered. Data such as New Required Ship Date, 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 "**Apply to All**" **icon** and the **new date** will be **applied** to all **orders selected**.

If available, you can select the **Reschedule Reason** and **"Apply to All"**.

Notes may be attached at this time by clicking on the "Attach Notes" button.

Click on the "**Reschedule**" button.

The "**Cards Successfully Rescheduled**"

Important – Contact the Customer Buyer/Material Analyst and request that he/she approves the requested changes. The "Reschedule" must be approved in order to "Ship" the cards.

Reschedule 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 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 the information for the remaining **filters**, then click "**Go**."

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.

Or enter the part number in the "**Find Supplier Item No Box**" then click the **binoculars** icon.

*Click on a link below to **navigate back** to the Reschedule an Order screen.*

Reschedule_an_Order