



**Ultriva 8.0 and Above
Supplier
Reschedule an Order
Reference Guide**

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Reschedule an Order



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”

The screenshot shows the Upland Ultriva Home dashboard. On the left sidebar, the 'Actions' menu item is highlighted with a red arrow. The main content area displays 'Inventory Health (Items - Stock Out Risk)' with three categories: High (4 items), Medium (4 items), and Low (20 items). Below this is 'My Routines' with tabs for DAILY and MONTHLY. Under the DAILY tab, there are links for 'Accept Orders' and 'Print Kanban Orders'. Under the MONTHLY tab, there are links for 'Ship Goods' and 'Reschedule Request'.

Click on “Reschedule Request”

The screenshot shows the 'Supplier Actions' menu. The 'Reschedule Request' option is highlighted with a red arrow. The menu includes various actions such as Accept, Ship, Consolidator Ship, Supplier Queue, Recall, Reschedule Request, Print Labels, Print Duplicate Labels, Set Tracking/Packing Slip Numbers, Set WorkOrder No., Master Label, Add Notes, Print PO, Supply Planning, Request Quality Approval, and Invoice Creation.

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.

RYG	Supplier Item No	Description	Plant Item No	Total Cards	Total Qty	Plant
	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	1	25	Plant One
	LJM-TestItem333	Lori Test item 333	LJM-TestItem333	2	50	Plant One
	LJM-TestItem-444LJM	Lori Test item 444	LJM-TestItem444	10	250	Plant One

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.

RYG	Supplier Item No	Description	Plant Item No	Total Cards	Total Qty	Plant
	15-61636/021-0166-00	dog leash	ULT-021-0166-00	6	30	Plant One
	458962	Test	458962	9	45	Plant One



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.

<input checked="" type="checkbox"/>	Card ID ↑	Supplier Item No. ↑	Plant Item No. ↑	Release Date ↑	Reqd Ship ↑	Reqd Receive ↑	Card Qty ↑	New Card Qty ↑	New Reqd Ship Date ↑	Reschedule Reason ↑	Unit Price ↑	New Unit Price ↑
<input checked="" type="checkbox"/>	KCDJ57VCNA17	458962	458962	03/21/2019	03/22/2019	03/22/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDJ57WCNA72	458962	458962	03/21/2019	03/22/2019	03/22/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDJ57SCNAZR	458962	458962	03/21/2019	03/29/2019	03/29/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDJ57UCNA3D	458962	458962	03/21/2019	03/29/2019	03/29/2019	5	5			2,000.00	2,000.00

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”

<input checked="" type="checkbox"/>	Card ID ↑	Supplier Item No. ↑	Plant Item No. ↑	Release Date ↑	Reqd Ship ↑	Reqd Receive ↑	Card Qty ↑	New Card Qty ↑	New Reqd Ship Date ↑	Reschedule Reason ↑	Unit Price ↑	New Unit Price ↑
<input checked="" type="checkbox"/>	KCDJ57VCNA17	458962	458962	03/21/2019	03/22/2019	03/22/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDJ57WCNA72	458962	458962	03/21/2019	03/22/2019	03/22/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDJ57SCNAZR	458962	458962	03/21/2019	03/29/2019	03/29/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDJ57UCNA3D	458962	458962	03/21/2019	03/29/2019	03/29/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDKFSUCNA1R	458962	458962	06/03/2019	06/07/2019	06/07/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDKFSVCNA3T	458962	458962	06/03/2019	06/07/2019	06/07/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDKFSVCNA1UW	458962	458962	06/03/2019	06/07/2019	06/07/2019	5	5			2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDKFSVCNA5C	458962	458962	06/03/2019	06/07/2019	06/07/2019	5	5			2,000.00	2,000.00

 **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.

<input checked="" type="checkbox"/>	Card ID ↑	Supplier Item No. ↑	Plant Item No. ↑	Release Date ↑	Reqd Ship ↑	Reqd Receive ↑	Card Qty ↑	New Card Qty ↑	New Reqd Ship Date ↑	Reschedule Reason ↑	Unit Price ↑	New Unit Price ↑
<input checked="" type="checkbox"/>	KCDJ57VCNA17	458962	458962	03/21/2019	03/22/2019	03/22/2019	5	5	09/25/2020		2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDJ57WCNA72	458962	458962	03/21/2019	03/22/2019	03/22/2019	5	5	09/25/2020		2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDJ57SCNAZR	458962	458962	03/21/2019	03/29/2019	03/29/2019	5	5	09/25/2020		2,000.00	2,000.00
<input checked="" type="checkbox"/>	KCDJ57UCNA3D	458962	458962	03/21/2019	03/29/2019	03/29/2019	5	5	09/25/2020		2,000.00	2,000.00

Click on the “Reschedule” button.

Reschedule Request Cards List

Views Print Export

Find Card ID **Reschedule** **Attach Notes** **Back To Items** **Change Filter**

New Required Ship date: 09/25/2020 Reschedule Reason:

Sorted by: Supplier Item No., Reqd Ship, Card ID 1 to 9 of 9

<input type="checkbox"/>	Card ID ↑	Supplier Item No. ↑	Plant Item No. ↑	Release Date ↑	Reqd Ship ↑	Reqd Receive ↑	Card Qty	New Card Qty	New Reqd Ship Date	Reschedule Reason	Unit Price	New Unit Price
<input checked="" type="checkbox"/>	KCDJ57VCNAY7	458962	458962	03/21/2019	03/22/2019	03/22/2019	5	5	09/25/2020		2.0000	2.0000
<input checked="" type="checkbox"/>	KCDJ57WCNA72	458962	458962	03/21/2019	03/22/2019	03/22/2019	5	5	09/25/2020		2.0000	2.0000
<input checked="" type="checkbox"/>	KCDJ57SCNAZR	458962	458962	03/21/2019	03/29/2019	03/29/2019	5	5	09/25/2020		2.0000	2.0000
<input checked="" type="checkbox"/>	KCDJ57UCNA3D	458962	458962	03/21/2019	03/29/2019	03/29/2019	5	5	09/25/2020		2.0000	2.0000

The “Cards Successfully Rescheduled”

Reschedule Request Cards Results

Back To Items Back To Cards

Following Cards were successful

Card ID	Supplier Item No.	Description
KCDJ57VCNAY7	458962	Please call the Buyer Mai Shafei and request that he/she approve the requested changes
KCDJ57WCNA72	458962	Please call the Buyer Mai Shafei and request that he/she approve the requested changes
KCDJ57SCNAZR	458962	Please call the Buyer Mai Shafei and request that he/she approve the requested changes



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.

Reschedule Request Items List

Plant: Plant One X Cards: All Show: Items List Category: All RYG: All

Filter By: Select Operator: Enter Value: Go

Find Supplier Item No. Show Cards

Sorted by: Supplier Item No 1 to 6 of 6

RYG	Supplier Item No	Description	Plant Item No	Total Cards	Total Qty	Plant
	15-61836/021-0166-00	dog leash	ULT-021-0166-00	6	30	Plant One
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	LJM-555	Lori Test Item 555	LJM-555	1	25	Plant One
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	LJM-TestItem333	Lori Test Item 333	LJM-TestItem333	2	50	Plant One
	LJM-TestItem-444LJM	Lori Test Item 444	LJM-TestItem444	10	250	Plant One

Select the information for the remaining filters, then click “Go.”

Reschedule Request Items List

Plant: Plant One X Cards: All Show: Items List Category: All RYG: All

Filter By: Select Operator: Enter Value: Go

PO #
PO Line #
Release #
Release Line #
Work Order No.
Supplier Item No.
Description
Reqd Ship
PO # | PO Line #

Description	Plant Item No
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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.

Reschedule Request Items List

Plant: Plant One X Cards: All Show: Items List Category: All RYG: All

Filter By: Select Operator: Enter Value: Tx Go

Find Supplier Item No. [Binoculars Icon]

Sorted by: Supplier Item No

Reschedule Request Items List

Plant: Plant One X Cards: All Show: Items List Category: All RYG: All

Filter By: Select Operator: Enter Value: Tx Go

LJM-TestItem-444LJM [Binoculars Icon] Show Cards

Sorted by: Supplier Item No 1 to 5 of 5

RYG	Supplier Item No	Description	Plant Item No	Total Cards	Total Qty	Plant
	15-61836/021-0166-00	dog leash	ULT-021-0166-00	6	30	Plant One
	LJM-555	Lori Test Item 555	LJM-555	1	25	Plant One
	LJM-TestItem222	Lori Test Item 222	LJM-TestItem222	1	25	Plant One
	LJM-TestItem333	Lori Test Item 333	LJM-TestItem333	2	50	Plant One
	LJM-TestItem-444LJM	Lori Test Item 444	LJM-TestItem444	10	250	Plant One

Show Cards

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

[Reschedule an Order](#)