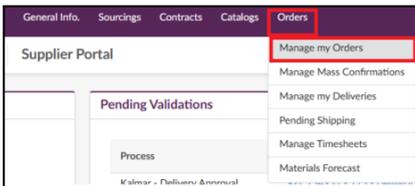
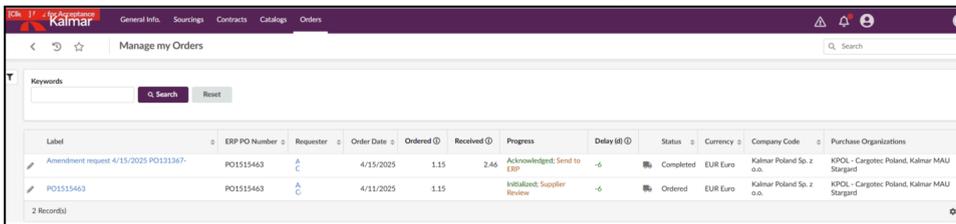


How to acknowledge purchase order

1. Login to the Kalmar supplier portal
2. Go to “Orders” -> “Manage my Orders”



3. All your orders will be shown in the listing

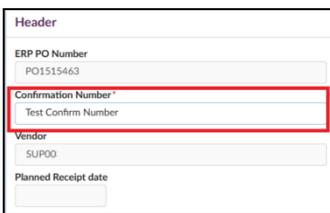


Label	ERP-PO Number	Requester	Order Date	Ordered Qty	Received Qty	Progress	Delay (d)	Status	Currency	Company Code	Purchase Organizations
Amendment request 4/15/2025 PO131367	PO1515463	C	4/15/2025	1.15	2.46	Acknowledged, Send to ERP	-6	Completed	EUR Euro	Kalmar Poland Sp. z o.o.	KPOL - Cargotec Poland, Kalmar MAU Stargard
PO1515463	PO1515463	C	4/15/2025	1.15		Initiated, Supplier Review	-6	Ordered	EUR Euro	Kalmar Poland Sp. z o.o.	KPOL - Cargotec Poland, Kalmar MAU Stargard

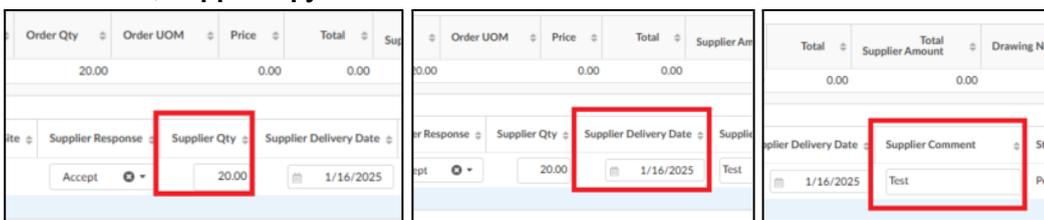
4. Open the purchase order from the list using the “Edit” icon or “Label”



5. On the header of PO, fill in “Confirmation Number”. Confirmation number is your free form internal reference number or text.



6. Scroll down for the purchase order lines, make any necessary change requests to **delivery date, supplier qty** or add **comment**.



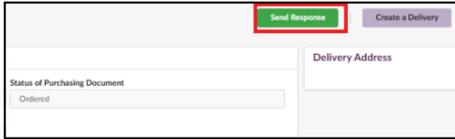
Order Qty	Order UOM	Price	Total	Supplier Amount
20.00		0.00	0.00	0.00

Supplier Response	Supplier Qty	Supplier Delivery Date
Accept	20.00	1/16/2025

Supplier Response	Supplier Qty	Supplier Delivery Date	Supplier Comment
Accept	20.00	1/16/2025	Test



7. After you have reviewed all line items press “Send Response” button

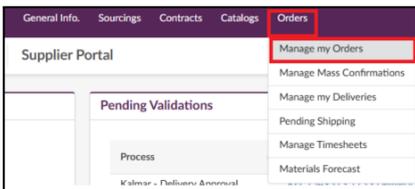


8. Your purchase order acknowledgement is now saved to the Kalmar system and you can logout, process your other purchase orders or create a delivery (Advance shipping notification)

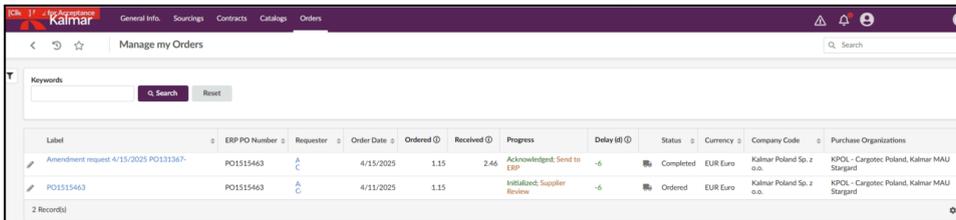
Modifying an Existing Order Acknowledgement

This document explains the process for submitting a change to a previously submitted order acknowledgement within the Kalmar PO portal.

9. Go to “Orders” -> “Manage my Orders”

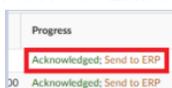


10. All your orders will be shown in the listing

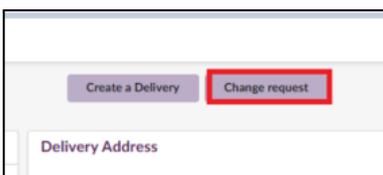


Label	ERP-PO Number	Requester	Order Date	Ordered	Received	Progress	Delay (d)	Status	Currency	Company Code	Purchase Organizations
Amendment request 4/15/2025 PO131367	PO1515463	C	4/15/2025	1.15	2.46	Acknowledged; Send to ERP	-6	Completed	EUR Euro	Kalmar Poland Sp. z o.o.	KPDC - Cargotec Poland, Kalmar MAU Stargard
PO1515463	PO1515463	C	4/11/2025	1.15		Initiated; Supplier Review	-6	Ordered	EUR Euro	Kalmar Poland Sp. z o.o.	KPDC - Cargotec Poland, Kalmar MAU Stargard

11. To locate acknowledged Purchase Orders (POs) with the status **Acknowledged; Send to ERP**, check the “Progress” column within the grid view. Then open that PO using the “Edit” icon or “Label”:



12. Press “Change Request” button on top of the screen



13. Creating a change request follows the same steps as original acknowledgement. Please follow instructions steps 5 - 8

