

## How to acknowledge purchase order

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

General Info.	Sourcings Contracts Catalogs	Orders								
Supplier Po	ortal	Manage my Orders								
		Manage Mass Confirmations								
	Pending Validations	Manage my Deliveries								
		Pending Shipping								
	0	Manage Timesheets								
	Process	Materials Forecast								
	Kalmar - Delivery Annroval									

## 3. All your orders will be shown in the listing

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	1	Amendment request 4/15/2025 PO131367-		PO1515463	ĉ		4/15/2025	1.15	2.46	Acknowledged; Send to ERP	-6		Completed	EUR Euro	Kalmar Poland Sp. z o.o.	KPOL Starga	<ul> <li>Cargotec Poland, Kalmar MA</li> <li>rd</li> </ul>	U
	1	PO1515463		PO1515463	ĉ		4/11/2025	1.15		Initialized; Supplier Review	-6	86	Ordered	EUR Euro	Kalmar Poland Sp. z o.o.	KPOL Starga	<ul> <li>Cargotec Poland, Kalmar MA rd</li> </ul>	IJ
	21	Record(s)																٥

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

	Label							
ø	Amendment request 4/15/2025 P	0131367-						
1	PO1515463							
2 Record(s)								

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

ERP PO Number P01515463 Confirmation Number* Test Confirm Number	
PO1515463 Confirmation Number* Test Confirm Number	
Confirmation Number* Test Confirm Number	
Test Confirm Number	
Vendor	
SUP00:	
Planned Receipt date	

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

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	Accept 0	20.00		1/16/2025							m 1/16	/2025	Test		Per





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

	Send Response Create a Delivery
Status of Purchasine Document	Delivery Address
Ordered	

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

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	1	PO1515463		PO1515463	ĉ	4/11/2025	1.15		Initialized; Supplier Review	-6	Ordered	EUR Euro	Kalmar Poland Sp. z o.o.	KPOL - Car Stargard	rgotec Poland, Kalmar MAU	1
	2 R	iecord(s)														٥

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

