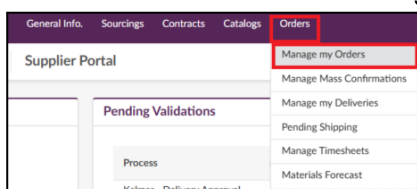


## How to create advance shipping notification for one purchase order

1. To create an advance shipping notice and shipment for a **single** Kalmar purchase order. Follow these steps.

If you have **multiple** orders for one shipment, please check the next section. "[How to create advance shipping notification for multiple purchase orders](#)"

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



4. Find already acknowledged purchase order

CS

for Agreement

Kalmar

General Info

Sourcings

Contracts

Catalogs

Orders

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Manage my Orders

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Keywords

🔍 Search

Reset

Filters

Status: 

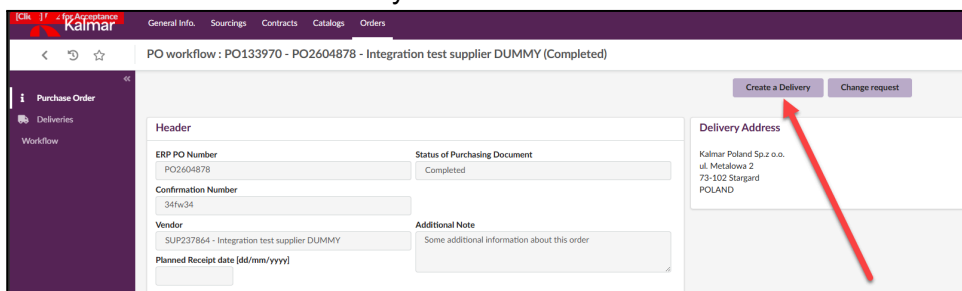
Completed

Ordered

| Label   | ERP PO Number | Order Date [dd/mm/yyyy] | Ordered ① | Shipped ① | Progress                     | Delay (d) ①    | Status    | Currency | Company Code             |
|---|---------------|-------------------------|-----------|-----------|------------------------------|----------------|-----------|----------|--------------------------|
| PO2604880   | PO2604880     | 06/06/2025              | 28,999.50 |           | Initialized; Supplier Review |                | Ordered   | EUR Euro | Kalmar Poland Sp. z o.o. |
| PO2604879   | PO2604879     | 06/06/2025              | 21,199.98 |           | Initialized; Supplier Review |                | Ordered   | EUR Euro | Kalmar Poland Sp. z o.o. |
| Amendment PO2604876-1   | PO2604876     | 06/06/2025              | 10,299.99 |           | Initialized; Supplier Review |                | Ordered   | EUR Euro | Kalmar Poland Sp. z o.o. |
| PO2604878   | PO2604878     | 06/06/2025              | 21,199.98 |           | Acknowledged                 |                | Completed | EUR Euro | Kalmar Poland Sp. z o.o. |
| PO2604877   | PO2604877     | 06/06/2025              | 10,899.99 |           | Initialized; Supplier Review |                | Ordered   | EUR Euro | Kalmar Poland Sp. z o.o. |
| Integration PO test - Smoke testing ATF-Integration test supplier DUMMY | 4900198099    | 11/09/2024              | 1.00      | 1.00      |                              | Final delivery | Completed | EUR Euro | Kalmar Oy                |

6 Record(s)

5. Click "Create a Delivery"



PO workflow : PO133970 - PO2604878 - Integration test supplier DUMMY (Completed)

**Create a Delivery** **Change request**

**Header**

ERP PO Number: PO2604878  
Status of Purchasing Document: Completed  
Confirmation Number: 34fw34  
Vendor: SUP237864 - Integration test supplier DUMMY  
Planned Receipt date [dd/mm/yyyy]:  
Company Code:

**Delivery Address**

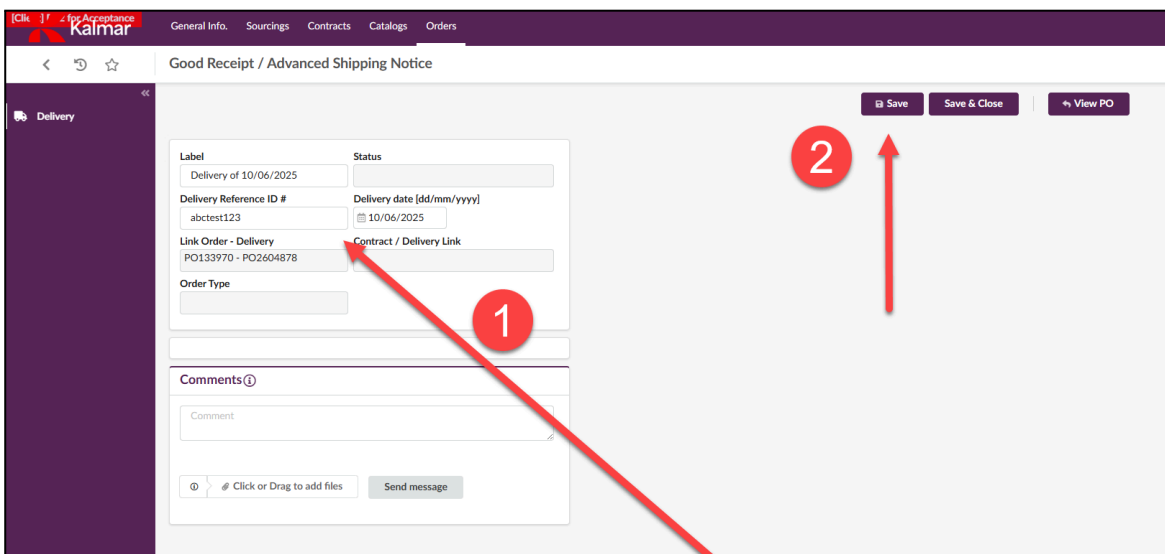
Kalmar Poland Sp. z o.o.  
ul. Metalowa 2  
73-102 Stargard  
POLAND

## 6. Modify ASN basic details

### 6.1. Input Label, Delivery reference ID # and Delivery date

NOTE! Delivery ID could be (shipping notice, packing slip, etc.) or it can be filled in later with the actual delivery number. If you enter it in advance, you can also specify the delivery date; otherwise, it defaults to today's date.

### 6.2. Click "Save"



Good Receipt / Advanced Shipping Notice

Delivery

Label: Delivery of 10/06/2025

Status:

Delivery Reference ID #: abctest123

Delivery date (dd/mm/yyyy): 10/06/2025

Link Order - Delivery: PO133970 - PO2604878

Contract / Delivery Link:

Order Type:

Comments:

Comment:

Click or Drag to add files

Send message

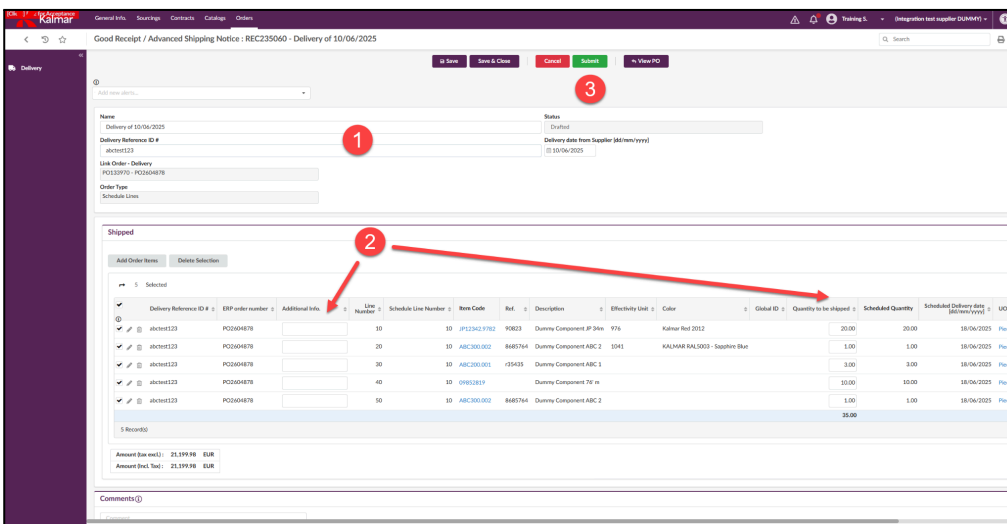
Save Save & Close View PO

## 7. Input the rest of the ASN details

### 7.1. Verify that the Label, Delivery Reference ID, and Delivery Date are accurate.

### 7.2. Verify the items to be shipped, adjusting quantities as necessary, and include any additional relevant comments.

### 7.3. Click "Submit"



Good Receipt / Advanced Shipping Notice: REC235060 - Delivery of 10/06/2025

Delivery

Name: Delivery of 10/06/2025

Status: Drafted

Delivery Reference ID #: abctest123

Delivery date from Supplier (dd/mm/yyyy): 10/06/2025

Link Order - Delivery: PO133970 - PO2604878

Contract / Delivery Link:

Order Type:

Shipped

Add Order Items

5 Selected

| Delivery Reference ID # | ESP order number | Additional Info | Line Number | Schedule Line Number | Item Code   | Ref     | Description             | Effectivity Unit | Color                           | Global ID | Quantity to be shipped | Scheduled Quantity | Scheduled Delivery date (dd/mm/yyyy) | UOM   |
|-------------------------|------------------|-----------------|-------------|----------------------|-------------|---------|-------------------------|------------------|---------------------------------|-----------|------------------------|--------------------|--------------------------------------|-------|
| abctest123              | PO2604878        |                 | 10          | 10                   | JP123456789 | 90803   | Dummy Component JP 24in | 976              | Kalmar Red 2012                 |           | 20.00                  | 20.00              | 18/06/2025                           | Piece |
| abctest123              | PO2604878        |                 | 20          | 10                   | ABC3001002  | 8480764 | Dummy Component ABC 2   | 1041             | KALMAR RAL 5003 - Sapphire Blue |           | 1.00                   | 1.00               | 18/06/2025                           | Piece |
| abctest123              | PO2604878        |                 | 30          | 10                   | ABC3001001  | 425435  | Dummy Component ABC 1   |                  |                                 |           | 3.00                   | 3.00               | 18/06/2025                           | Piece |
| abctest123              | PO2604878        |                 | 40          | 10                   | QWERTY9876  |         | Dummy Component 76 in   |                  |                                 |           | 10.00                  | 10.00              | 18/06/2025                           | Piece |
| abctest123              | PO2604878        |                 | 50          | 10                   | ABC3001002  | 8480764 | Dummy Component ABC 2   |                  |                                 |           | 1.00                   | 1.00               | 18/06/2025                           | Piece |
|                         |                  |                 |             |                      |             |         |                         |                  |                                 |           | 25.00                  |                    |                                      |       |

5 Records

Amount (Inc. excl.): 21,399.98 EUR

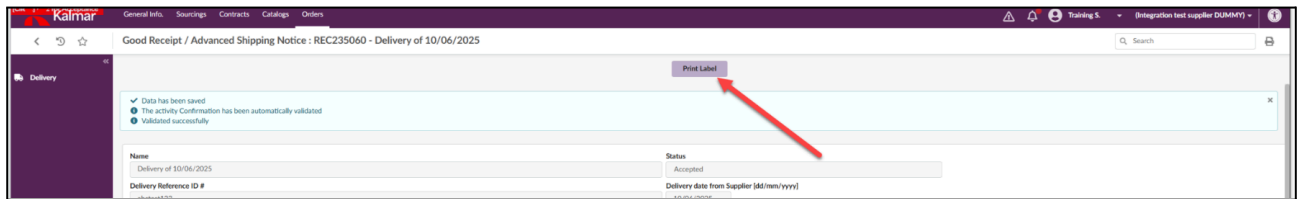
Amount (Inc. Tax): 21,399.98 EUR

Comments:

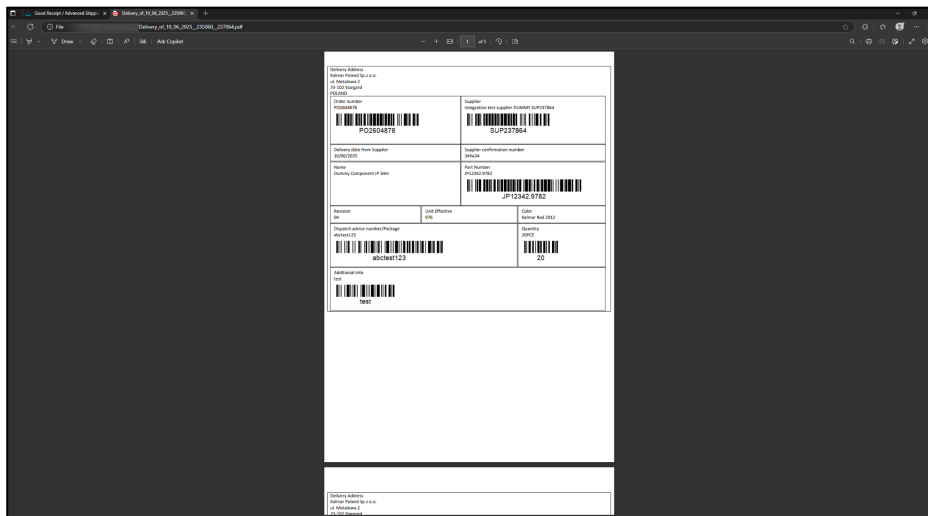
Comment:

Submit

8. Button print label will appear:



9. Click “print label” and pdf label is downloaded by your browser and ready to print



10. Print the label and attach it to packages that will be shipped to Kalmar
11. You have successfully created a shipment and advance shipping notice



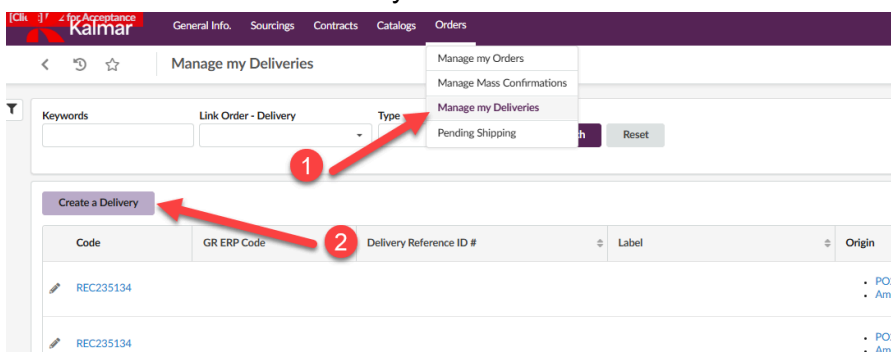
## How to create advance shipping notification for multiple purchase orders

This guide provides instructions on how to create an Advance Shipping Notification (ASN) and print labels for **multiple orders**.

### From “manage deliveries” menu

Second option is to create delivery from “manage deliveries”

1. Click “Orders” – > “Manage my Deliveries”
2. Click “Create a Delivery”

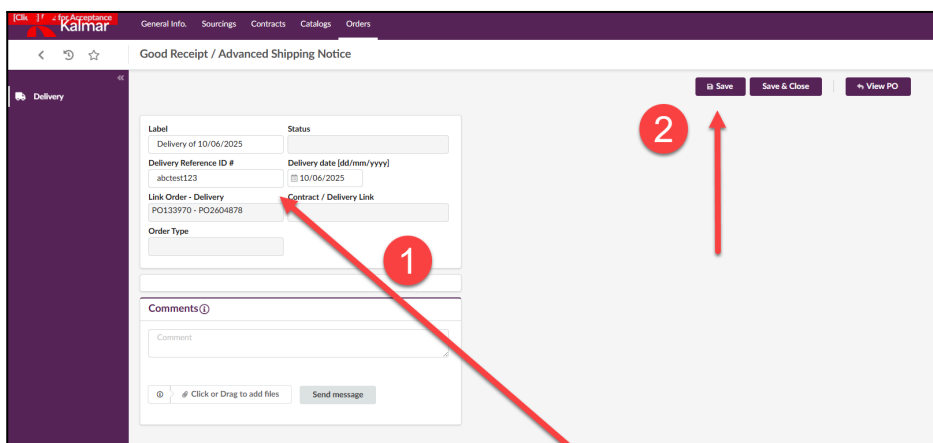


3. Modify ASN basic details

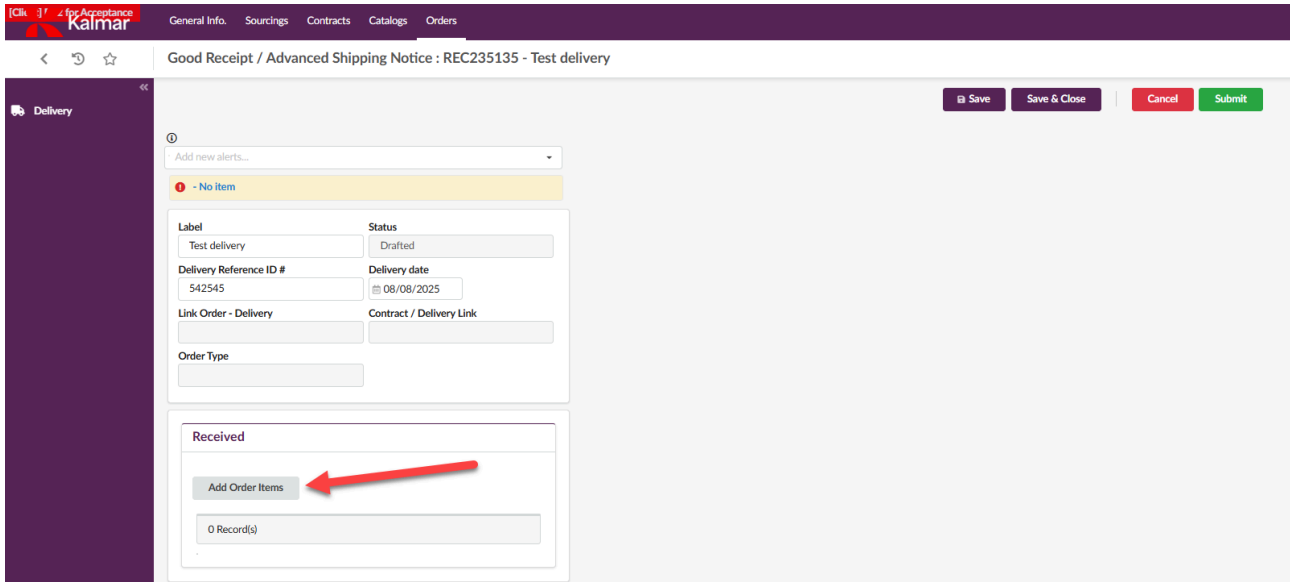
- 3.1. Input Label, Delivery reference ID # and Delivery date

NOTE! Delivery ID could be (shipping notice, packing slip, etc.) or it can be filled in later with the actual delivery number. If you enter it in advance, you can also specify the delivery date; otherwise, it defaults to today's date.

- 3.2. Click “Save”



## 4. Click add order items



Good Receipt / Advanced Shipping Notice : REC235135 - Test delivery

Save Save & Close Cancel Submit

Add new alerts...

**No Item**

Label: Test delivery Status: Drafted

Delivery Reference ID #: 542545 Delivery date: 08/08/2025

Link Order - Delivery Contract / Delivery Link

Order Type

**Received**

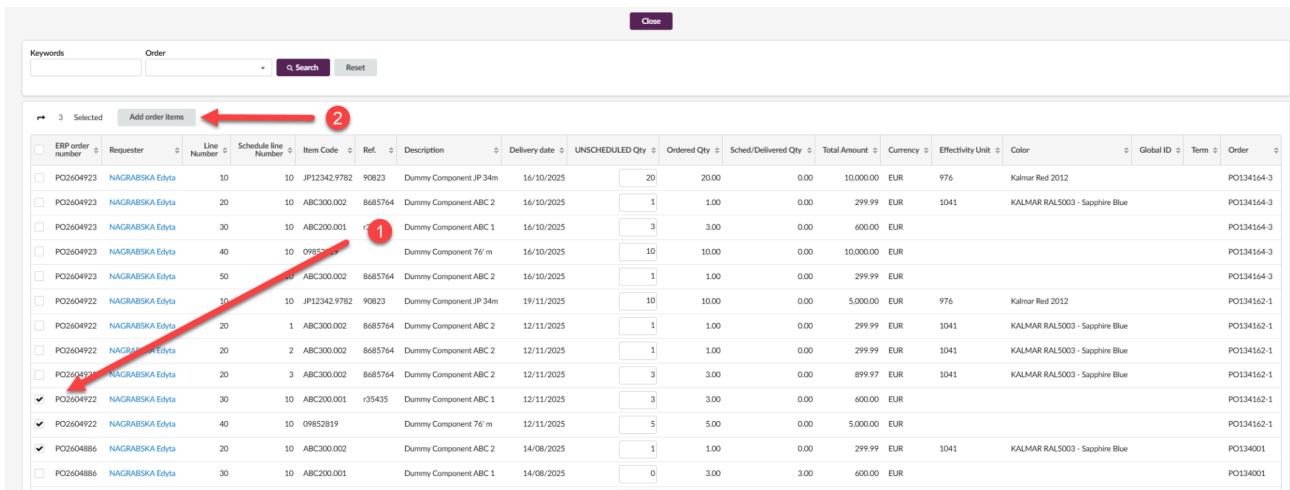
Add Order Items

0 Record(s)

## 5. A pop-up window will appear where you can select items for delivery

## 5.1. Select one or more items for delivery.

## 5.2. Click "Add order items" ( NOTE! You must select all relevant orders at this stage, as it will not be possible to add additional orders later. However, lines within the chosen orders can still be added, removed, or modified.)



Keywords Order Search Reset

Close

3 Selected Add order items

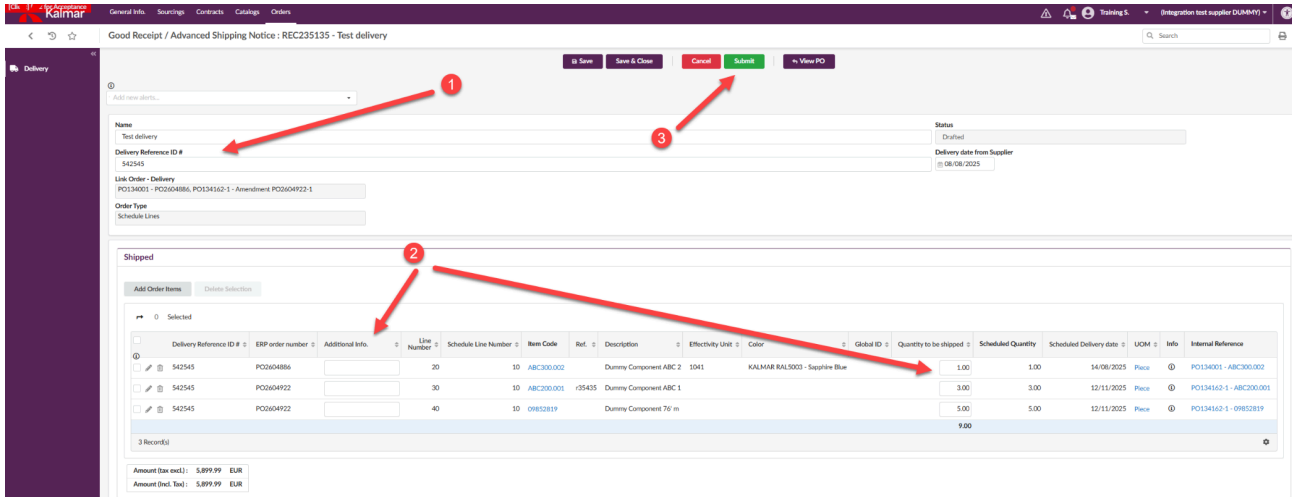
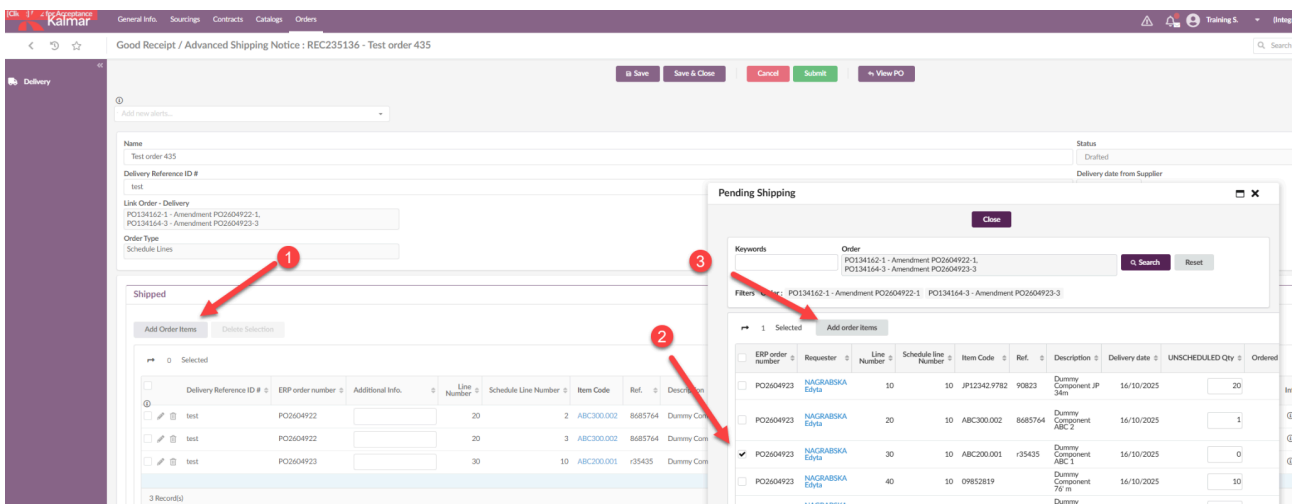
| ERP order number | Requester       | Line Number | Schedule Line Number | Item Code    | Ref.    | Description            | Delivery date | UNSCHEDULED Qty | Ordered Qty | Sched/Delivered Qty | Total Amount | Currency | Effectivity Unit | Color                          | Global ID | Term | Order      |
|------------------|-----------------|-------------|----------------------|--------------|---------|------------------------|---------------|-----------------|-------------|---------------------|--------------|----------|------------------|--------------------------------|-----------|------|------------|
| PO2604923        | NAGRABSKA Edyta | 10          | 10                   | JP12342.9782 | 90823   | Dummy Component JP 34m | 16/10/2025    | 20              | 20.00       | 0.00                | 10,000.00    | EUR      | 976              | Kalmar Red 2012                |           |      | PO134164-3 |
| PO2604923        | NAGRABSKA Edyta | 20          | 10                   | ABC300.002   | 8685764 | Dummy Component ABC 2  | 16/10/2025    | 1               | 1.00        | 0.00                | 299.99       | EUR      | 1041             | KALMAR RAL5003 - Sapphire Blue |           |      | PO134164-3 |
| PO2604923        | NAGRABSKA Edyta | 30          | 10                   | ABC200.001   |         | Dummy Component ABC 1  | 16/10/2025    | 3               | 3.00        | 0.00                | 600.00       | EUR      |                  |                                |           |      | PO134164-3 |
| PO2604923        | NAGRABSKA Edyta | 40          | 10                   | 09852819     |         | Dummy Component 76 m   | 16/10/2025    | 10              | 10.00       | 0.00                | 10,000.00    | EUR      |                  |                                |           |      | PO134164-3 |
| PO2604923        | NAGRABSKA Edyta | 50          | 10                   | ABC300.002   | 8685764 | Dummy Component ABC 2  | 16/10/2025    | 1               | 1.00        | 0.00                | 299.99       | EUR      |                  |                                |           |      | PO134164-3 |
| PO2604922        | NAGRABSKA Edyta | 10          | 10                   | JP12342.9782 | 90823   | Dummy Component JP 34m | 19/11/2025    | 10              | 10.00       | 0.00                | 5,000.00     | EUR      | 976              | Kalmar Red 2012                |           |      | PO134162-1 |
| PO2604922        | NAGRABSKA Edyta | 20          | 1                    | ABC300.002   | 8685764 | Dummy Component ABC 2  | 12/11/2025    | 1               | 1.00        | 0.00                | 299.99       | EUR      | 1041             | KALMAR RAL5003 - Sapphire Blue |           |      | PO134162-1 |
| PO2604922        | NAGRABSKA Edyta | 20          | 2                    | ABC300.002   | 8685764 | Dummy Component ABC 2  | 12/11/2025    | 1               | 1.00        | 0.00                | 299.99       | EUR      | 1041             | KALMAR RAL5003 - Sapphire Blue |           |      | PO134162-1 |
| PO2604921        | NAGRABSKA Edyta | 20          | 3                    | ABC300.002   | 8685764 | Dummy Component ABC 2  | 12/11/2025    | 3               | 3.00        | 0.00                | 899.97       | EUR      | 1041             | KALMAR RAL5003 - Sapphire Blue |           |      | PO134162-1 |
| PO2604922        | NAGRABSKA Edyta | 30          | 10                   | ABC200.001   | v35435  | Dummy Component ABC 1  | 12/11/2025    | 3               | 3.00        | 0.00                | 600.00       | EUR      |                  |                                |           |      | PO134162-1 |
| PO2604922        | NAGRABSKA Edyta | 40          | 10                   | 09852819     |         | Dummy Component 76 m   | 12/11/2025    | 5               | 5.00        | 0.00                | 5,000.00     | EUR      |                  |                                |           |      | PO134162-1 |
| PO2604886        | NAGRABSKA Edyta | 20          | 10                   | ABC300.002   |         | Dummy Component ABC 2  | 14/08/2025    | 1               | 1.00        | 0.00                | 299.99       | EUR      | 1041             | KALMAR RAL5003 - Sapphire Blue |           |      | PO134001   |
| PO2604886        | NAGRABSKA Edyta | 30          | 10                   | ABC200.001   |         | Dummy Component ABC 1  | 14/08/2025    | 0               | 3.00        | 3.00                | 600.00       | EUR      |                  |                                |           |      | PO134001   |

## 6. Input the rest of the ASN details

## 6.1. Re-check Label, Delivery reference ID # and Delivery date are correct (Note the date format [DD/MM/YYYY])

NOTE! Delivery ID could be (shipping notice, packing slip, etc.) or it can be filled in later with the actual delivery number. If you enter it in advance, you can also specify the delivery date; otherwise, it defaults to today's date.

## 6.2. Modify the items to be shipped and modify quantity and additional information

## 6.3. OPTIONAL step, To have more than one label per order line supplier needs to split delivery line

6.3.1. Click "Add Order Items"

6.3.2. Locate the purchase order line items you wish to split.

6.3.3. Click "Add Order Items"

Good Receipt / Advanced Shipping Notice: REC235136 - Test order 435

Buttons: Save, Save & Close, Cancel, Submit, View PO

Delivery Reference ID #

Link Order - Delivery

Order Type

Shipped

Add Order Items

| Delivery Reference ID # | ERP order number | Additional Info. | Line Number | Schedule Line Number | Item Code  | Ref.    | Description           | Effectivity Unit | Color                          | Global ID | Quantity to be shipped | Scheduled Quantity | Scheduled Delivery date | UCM   | Info | Internal Reference      |
|-------------------------|------------------|------------------|-------------|----------------------|------------|---------|-----------------------|------------------|--------------------------------|-----------|------------------------|--------------------|-------------------------|-------|------|-------------------------|
| PO2604922               |                  |                  | 20          | 2                    | ABC300.002 | B685764 | Dummy Component ABC 2 | 1041             | KALMAR RAL5003 - Sapphire Blue |           | 1.00                   | 5.00               | 12/11/2025              | Piece |      | PO134162-1 - ABC300.002 |
| PO2604922               |                  |                  | 20          | 3                    | ABC300.002 | B685764 | Dummy Component ABC 2 | 1041             | KALMAR RAL5003 - Sapphire Blue |           | 3.00                   | 5.00               | 12/11/2025              | Piece |      | PO134162-1 - ABC300.002 |
| PO2604923               |                  |                  | 30          | 10                   | ABC200.001 | r35435  | Dummy Component ABC 1 |                  |                                |           | 2.00                   | 3.00               | 16/10/2025              | Piece |      | PO134164-3 - ABC200.001 |
| PO2604923               |                  |                  | 30          | 10                   | ABC200.001 | r35435  | Dummy Component ABC 1 |                  |                                |           | 1.00                   | 3.00               | 16/10/2025              | Piece |      | PO134164-3 - ABC200.001 |
|                         |                  |                  |             |                      |            |         |                       |                  |                                |           | 7.00                   |                    |                         |       |      |                         |

Amount (tax excl.): 1,799.96 EUR

#### 6.4. Modify the splitted lines

6.4.1. In this example PO2604923 Line 30 was split to 2pcs. and 1pcs.

Good Receipt / Advanced Shipping Notice: REC235136 - Test order 435

Buttons: Save, Save & Close, Cancel, Submit, View PO

Delivery Reference ID #

Link Order - Delivery

Order Type

Shipped

Add Order Items

| Delivery Reference ID # | ERP order number | Additional Info. | Line Number | Schedule Line Number | Item Code  | Ref.    | Description           | Effectivity Unit | Color                          | Global ID | Quantity to be shipped | Scheduled Quantity | Scheduled Delivery date | UCM   | Info | Internal Reference      |
|-------------------------|------------------|------------------|-------------|----------------------|------------|---------|-----------------------|------------------|--------------------------------|-----------|------------------------|--------------------|-------------------------|-------|------|-------------------------|
| PO2604922               |                  |                  | 20          | 2                    | ABC300.002 | B685764 | Dummy Component ABC 2 | 1041             | KALMAR RAL5003 - Sapphire Blue |           | 1.00                   | 5.00               | 12/11/2025              | Piece |      | PO134162-1 - ABC300.002 |
| PO2604922               |                  |                  | 20          | 3                    | ABC300.002 | B685764 | Dummy Component ABC 2 | 1041             | KALMAR RAL5003 - Sapphire Blue |           | 3.00                   | 5.00               | 12/11/2025              | Piece |      | PO134162-1 - ABC300.002 |
| PO2604923               |                  |                  | 30          | 10                   | ABC200.001 | r35435  | Dummy Component ABC 1 |                  |                                |           | 2.00                   | 3.00               | 16/10/2025              | Piece |      | PO134164-3 - ABC200.001 |
| PO2604923               |                  |                  | 30          | 10                   | ABC200.001 | r35435  | Dummy Component ABC 1 |                  |                                |           | 1.00                   | 3.00               | 16/10/2025              | Piece |      | PO134164-3 - ABC200.001 |
|                         |                  |                  |             |                      |            |         |                       |                  |                                |           | 7.00                   |                    |                         |       |      |                         |

#### 6.5. After you had made all necessary changes to shipment click "Submit"



Good Receipt / Advanced Shipping Notice : REC235136 - Test order 435

Print Label

✓ Data has been saved  
● The activity Confirmation has been automatically validated  
● Validated successfully

Name  
Test order 435

Status  
Accepted

Delivery Reference ID #  
test

Delivery date from Supplier  
08/08/2025

Link Order - Delivery  
PO134162-1 - Amendment PO204922-1  
PO134164-3 - Amendment PO204923-3

Order Type  
Schedule Lines

Shipped

| Delivery Reference ID # | ERP order number | Additional info. | Line Number | Schedule Line Number | Item Code  | Ref.    | Description           | Effectivity Unit | Color                          | Global ID | Quantity to be shipped | Scheduled Quantity | Scheduled Delivery date | UOM   | Info | Internal Reference      |
|-------------------------|------------------|------------------|-------------|----------------------|------------|---------|-----------------------|------------------|--------------------------------|-----------|------------------------|--------------------|-------------------------|-------|------|-------------------------|
| test                    | PO204922         |                  | 20          | 2                    | ABC300.002 | 8685764 | Dummy Component ABC 2 | 1041             | KALMAR RAL5003 - Sapphire Blue |           | 1.00                   | 5.00               | 12/11/2025              | Piece | Ⓢ    | PO134162-1 - ABC300.002 |
| test                    | PO204922         |                  | 20          | 3                    | ABC300.002 | 8685764 | Dummy Component ABC 2 | 1041             | KALMAR RAL5003 - Sapphire Blue |           | 3.00                   | 5.00               | 12/11/2025              | Piece | Ⓢ    | PO134162-1 - ABC300.002 |
| test                    | PO204923         |                  | 30          | 10                   | ABC300.001 | c35425  | Dummy Component ABC 1 |                  |                                |           | 2.00                   | 3.00               | 16/10/2025              | Piece | Ⓢ    | PO134164-3 - ABC300.001 |
| test                    | PO204923         |                  | 30          | 10                   | ABC300.001 | c35425  | Dummy Component ABC 1 |                  |                                |           | 1.00                   | 3.00               | 16/10/2025              | Piece | Ⓢ    | PO134164-3 - ABC300.001 |
| 4 Record(s)             |                  |                  |             |                      |            |         |                       |                  |                                |           | 7.00                   |                    |                         |       |      |                         |

Amount (tax excl.): 1,799.96 EUR  
Amount (incl. tax): 1,799.96 EUR

6.6. Print the label(s) and attach it to packages that will be shipped to Kalmar

7. Each line features a label containing all necessary data to support the receiving process.

|  |   |   |
|--|---|---|
| Delivery Address<br>Kalmar Poland Sp.z o.o.<br>ul. Metalowa 2<br>73-102 Stargard<br>POLAND |   |   |
| Order number<br>PO2604922<br>  | Supplier<br>Integration test supplier DUMMY SUP237864<br> |   |
| Delivery date from Supplier<br>08/08/2025  | Supplier confirmation number<br>3432rfsdf                 |   |
| Name<br>Dummy Component ABC 2  | Part Number<br>ABC300.002<br>                             |   |
| Revision<br>04   | Unit Effective<br>1041                                    | Color<br>KALMAR RAL5003 - Sapphire Blue |
| Dispatch advice number/Package<br>test<br>   |   | Quantity<br>1PCE<br>                    |
| Additional info  |   |   |

8. Your ASN and shipping labels have been successfully created!

