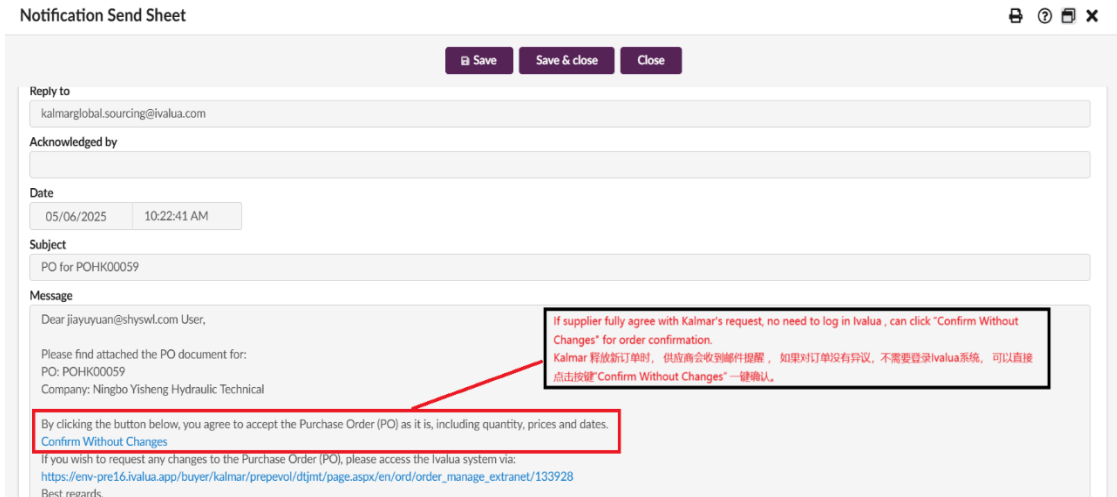


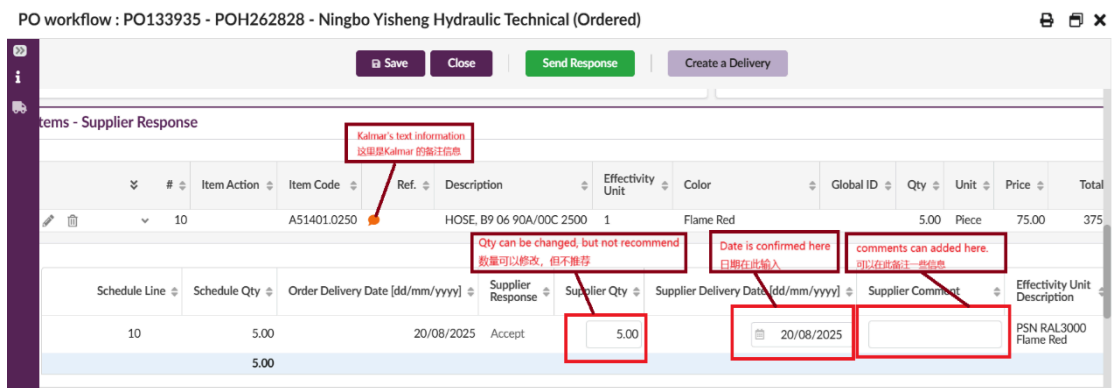
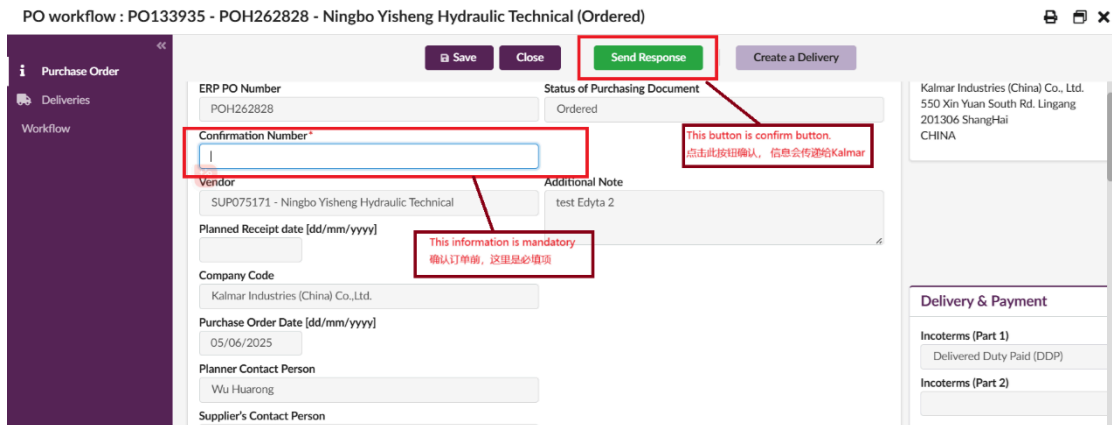
New Supplier Portal- Ivalua Operational Manual

新订单管理平台 - Ivalua 操作手册

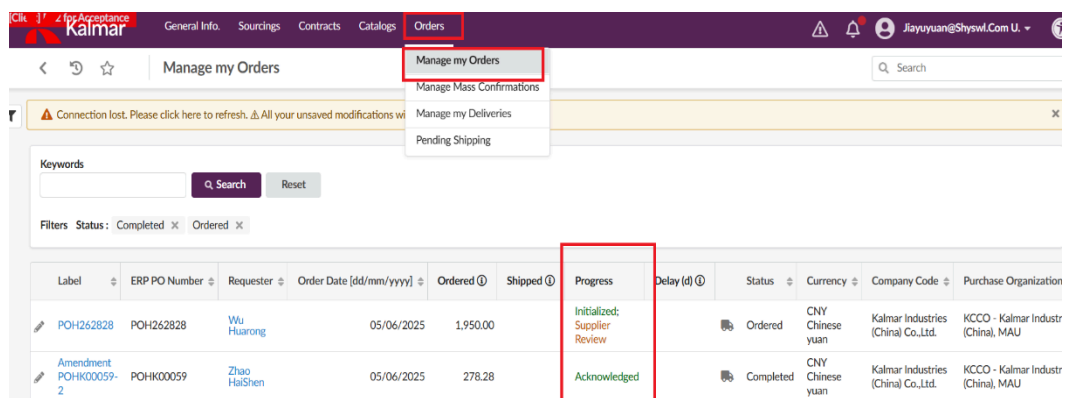
1. 当卡尔玛 (Kalmar) 下达新采购订单时, 供应商会收到邮件通知。供应商既可以在邮件中选择 “Confirm Without Changes”(无异议确认), 也可以登录 Ivalua 平台提交变更申请。When Kalmar issues a new purchase order, suppliers will receive an email notification. Suppliers can either select "Confirm Without Changes" in the email or log in to the Ivalua platform to submit a change request.



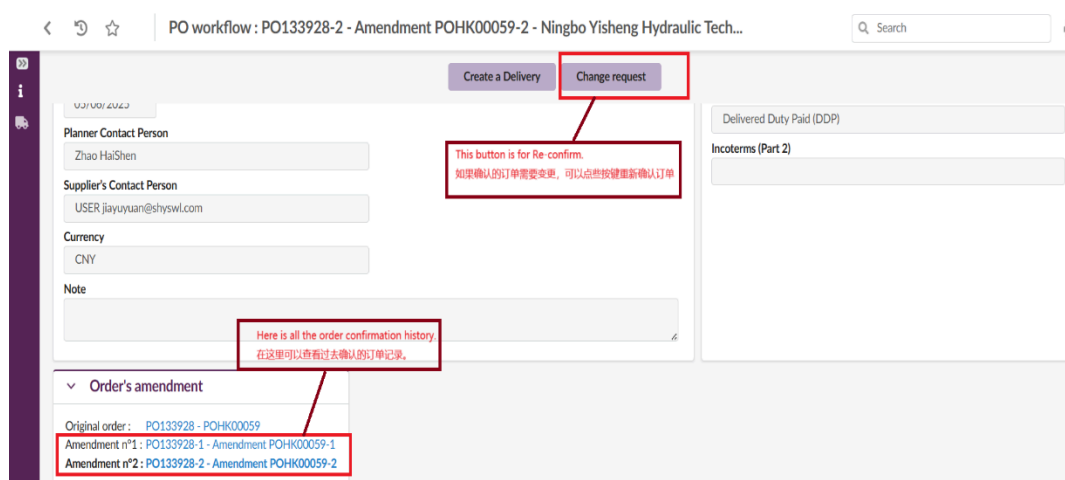
2. 点击邮件中的 Ivalua 链接, 您将看到采购订单信息。Click the Ivalua link in the email, and you will view the purchase order information.



- 在 Ivalua 平台中, 您可以通过“Orders”(订单) > “Manage my Orders”(管理我的订单) 查看所有订单信息。订单一旦确认, 其状态将显示为“Acknowledged”(已确认)。On the Ivalua platform, you can also view all order information via "Orders" > "Manage my Orders". Once an order is confirmed, its status will be displayed as "Acknowledged".



- 点击具体订单, 您可以查看历史确认记录。若需对订单进行更改, 可点击“Change Request”(更改申请) 重新确认订单。Click on a specific order to view its historical confirmation records. If you need to make changes to the order, click "Change Request" to reconfirm the order.



- 在订单页面的右下角, 您可点击链接下载 PDF 版本的订单文件。At the bottom right corner of the order page, click the link to download the PDF version of the order document.

Create a Delivery Change request

Schedule Line	Schedule Qty	Order Delivery Date [dd/mm/yyyy]	Supplier Response	Supplier Qty	Supplier Delivery Date [dd/mm/yyyy]	Supplier Comment	Effectivity Unit Description	Description
10	2.00	12/06/2025	Accept	2.00	12/06/2025			HOSE H2 06 90F/00F 1700
2.00								

2 Record(s)

Amount (tax excl.): 278.28 CNY
Amount (Incl. Tax): 278.28 CNY

You can download PDF order here.
点击此处，可以下载订单的PDF文档。

Items

Attachment
PO133928-2_Amendment_POHK00059-2.pdf

6. 供应商可使用平台的会话功能与采购员进行沟通交流。Suppliers can use the platform's conversation function to communicate with buyers.

General Info. Sourcings Contracts Catalogs Orders

PO workflow : PO133928-2 - Amendment POHK00059-2 - Ningbo Yisheng Hydraulic Tech...

Notification can be viewed here
供应商可以在此查看通知信息

Supplier can use the conversation function here to communicate with buyer.
供应商可以在此用会话功能和采购员进行沟通

Conversations

No conversation yet
Start a new conversation
Open a discussion with the buyer

7. 若订单包含多行项目，供应商可使用批量确认功能(Manage Mass Confirmation)快速处理。If an order contains multiple line items, suppliers can use the Manage Mass Confirmation function for quick processing.

Kalmar General Info. Sourcings Contracts Catalogs Orders

Manage Mass Confirmations

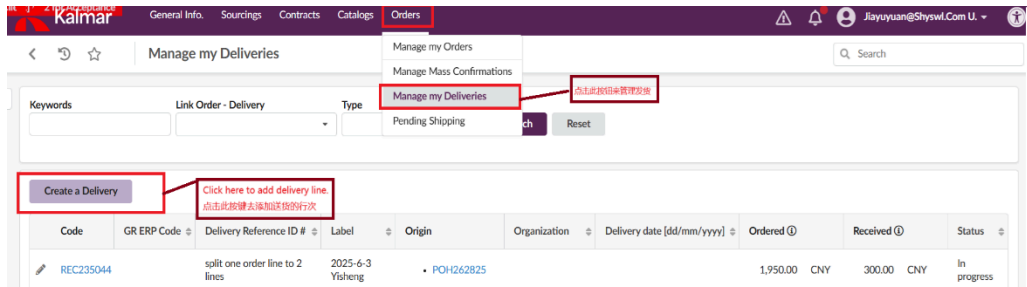
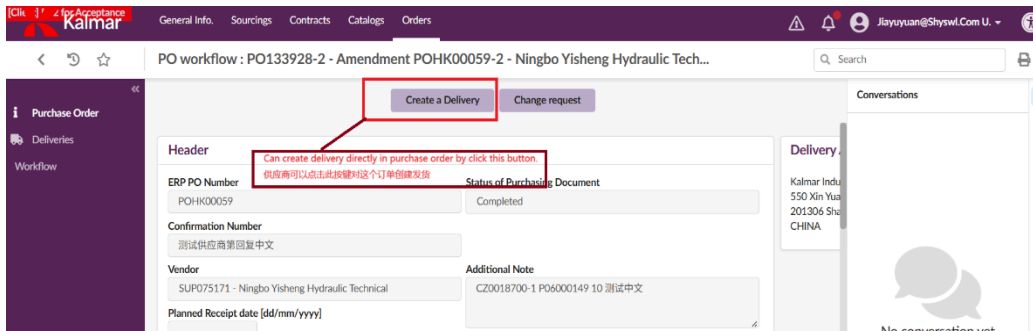
1. Download Excel
先下载EXCEL

Export to Excel

Click or Drag to add a file
Confirm the information in EXCEL, then upload the information here.
下载下来的EXCEL 确认好信息后，在此处上传附件

Processed	ERP PO Number	Code	Planner	Item Action	Line Number	Schedule Line	Order Item Reference	Description	Order Date [dd/mm/yyyy]	Order Qty	Order Delivery Date [dd/mm/yyyy]
<input type="checkbox"/>	POH262828	PO133935	Wu Huarong		40	10	HOSE, B9 06 90A/00C 2500		05/06/2025	8.00	20/08/2025

8. 供应商可在订单页面直接创建发货操作，也可通过以下菜单对发货进行管理。Suppliers can directly create a delivery operation on the order page or manage deliveries through the following menu.



9. 点击下方“send”(发送)按钮可确认发货, 点击“Print label”(打印标签)按钮可打印发货标签。Click the "send" button below to confirm the delivery, and click the "Print label" button to print the delivery label.

