

iSUPPLIER CONDENSED HOW-TO GUIDE

How to navigate the iSupplier portal, acknowledge orders, and submit change requests

Home

Navigator

- Graco Supplier Portal
- Graco Supplier Price Change Request

Please select a responsibility. [Personalize](#)

Favorites

[Manage Favorites](#)

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Graco Supplier Portal: For submitting date, quantity, or split shipment changes on a purchase order. Also contains reference tools.

Graco Supplier Price Change Request: For submitting a price change on a purchase order.

Supplier Home | **Orders** | Shipments | Planning | Finance | Administration

Search PO Number [Go](#)

Notifications [Full List](#)

Subject	Date
No results found.	

Once in the Graco Supplier Portal, search by PO number to access the PO record. Alternatively, Access a list of all orders by clicking the "Orders" tab.

Notifications: Contains recent open notifications from Graco. Please address these in a timely manner. Click "Full List" to view all open notifications.

Purchase Orders [Export](#)

Advanced Search [Views](#)

Specify parameters and values to filter the data that is displayed in your results set.

Match All Any

PO Number is

Document Type is

Order Date is

Buyer is

[Go](#) [Clear](#) [Add Another](#) [Buyer](#) [Add](#)

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2518401	0	GRACO USA CORP	Standard PO		05-02-2023 11:55:35	Nicol, Christopher J (Chris)	USD		Requires Acknowledgment			

If searching by PO number, the record will be listed as a search result.

Note: Some details in images are omitted for confidentiality.

ISUPPLIER CONDENSED HOW-TO GUIDE



Supplier Home | **Orders** | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Supplier Home > Purchase Orders > **Standard Purchase Order: 2518401, 0 (Total USD)**

Currency= USD

Actions Acknowledge Export

Order Information Search

General	Terms and Conditions	Summary
Total Supplier Supplier Site Supplier Contact Address Buyer Nicol, Christopher J (Chris) Order Date 05-02-2023 11:55:35 Description Status Requires Acknowledgment Note to Supplier Operating Unit GRACO USA CORP Supplier Order Number Attachments None	Payment Terms 1%10 NET 15 Carrier SEE GRACO ROUTING GUIDE Freight Terms FOB DESTINATION Shipping Control Ship-To Address Address 1150 SIBLEY ST NE DOCKS 4-7 MINNEAPOLIS, MN 55413 Bill-To Address Address PO BOX 1441 accountspayable@graco.com MINNEAPOLIS, MN 55440	Summary Total Received 0.00 Invoiced 0.00 Payment Status Not Paid

PO Details

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	278727	B		PLATE, SST, 17-4 PH	EACH	231			Open		

POs must be acknowledged before any change request can be submit. When the PO status is Requires Acknowledgement, The Actions drop down will say "Acknowledge." Click "Go" to begin the acknowledgement process.

Supplier Home | **Orders** | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Supplier Home > Purchase Orders > View Order Details > **Acknowledge for Standard Purchase Order : 2518401,0 (Total USD)**

Currency=USD

Cancel Save Submit Export Actions
 Reject Entire Order
 Reject Entire Order
 View Change History
Accept Entire Order

Order Information

General Information	Terms and Conditions	Related Information
Total Supplier Supplier Site Address Buyer Nicol, Christopher J (Chris) Order Date 05-02-2023 11:55:35 Description Status Requires Acknowledgment Organization GRACO USA CORP Attachments None	Payment Terms 1%10 NET 15 Carrier SEE GRACO ROUTING GUIDE Freight Terms FOB DESTINATION Shipping Control Ship-To Address Address 1150 SIBLEY ST NE DOCKS 4-7 MINNEAPOLIS, MN 55413 Bill-To Address Address PO BOX 1441 accountspayable@graco.com MINNEAPOLIS, MN 55440	Receipts Invoices Payments

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	278727	B	PLATE, SST, 17-4 PH	EACH	231					Open	1697321			

Next, select "Accept Entire Order" on the Actions list of values to continue. Then click "Go" to proceed.

Supplier Home | **Orders** | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Supplier Home > Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order > **Acknowledge Purchase Order 2518401**

Description

Currency USD

Amount

Order Date 05-02-2023 11:55:35

Action Accept

Cancel

Then, click "Submit."

Cancel

ISUPPLIER CONDENSED HOW-TO GUIDE



Supplier Home | **Orders** | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Supplier Home > Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order > **PO Acknowledgment Confirmation**

Purchase Order 2518401 has been Acknowledged.

[Return to Purchase Order Summary](#)

A confirmation will show if the PO was acknowledged correctly and there are no errors.

Click "Return to Purchase Order Summary" to return and submit a change request.

Supplier Home | **Orders** | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Purchase Orders

Views

View: All Purchase Orders

Click the PO Number hyperlink to start a change request.

Alternatively, click "Advanced Search" to search for the PO record by PO Number.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	2518401	0	GRACO USA CORP	Standard PO		05-02-2023 11:55:35	Nicol, Christopher J (Chris)	USD		Accepted			
<input type="radio"/>	2518400	0	GRACO USA CORP	Standard PO		05-01-2023 15:50:47	Nicol, Christopher J (Chris)	USD		Requires Acknowledgment			
<input type="radio"/>	2518399	0	GRACO USA CORP	Standard PO		05-01-2023 15:34:32	Nicol, Christopher J (Chris)	USD		Requires Acknowledgment			
<input type="radio"/>	2518255	1	GRACO USA CORP	Standard PO		05-01-2023 15:33:23	Nicol, Christopher J (Chris)	USD		Requires Acknowledgment			

Supplier Home | **Orders** | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 2518401, 0 (Total USD)

Currency= USD

Order Information

General

Total Supplier

Supplier Site

Supplier Contact

Address

Buyer: Nicol, Christopher J (Chris)

Order Date: 05-02-2023 11:55:35

Description

Status: **Accepted**

Reason

Note to Supplier

Operating Unit: GRACO USA CORP

Supplier Order Number

Attachments: None

Terms and Conditions

Payment Terms: 1%10 NET 15

Carrier: SEE GRACO ROUTING GUIDE

FOB: DESTINATION

Freight Terms

Shipping Control

Ship-To Address

Address: 1150 SIBLEY ST NE
DOCKS 4-7
MINNEAPOLIS, MN 55413

Bill-To Address

Address: PO BOX 1441
accountspayable@graco.com
MINNEAPOLIS, MN 55440

Summary

Total Received
Invoiced
Payment Status

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	278727	B		PLATE, SST, 17-4 PH	EACH	231			Open		

Make sure the PO is acknowledged and the status is either Accepted or Open. POs must be acknowledged prior to any change request.

The Actions drop down will say "Request Changes." Click "Go" to begin the change request process.

ISUPPLIER CONDENSED HOW-TO GUIDE



Supplier Home | **Orders** | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 2518401,0 (Total USD) Cancel Save Submit Export Actions View Change History Go

Currency=USD

Order Information

General Information

Total Supplier

Supplier Site Address

Buyer Nicol, Christopher J (Chris)

Order Date 05-02-2023 11:55:35

Description

Terms and Conditions

Payment Terms 1%10 NET 15

Carrier SEE GRACO ROUTING GUIDE

FOB DESTINATION

Freight Terms

Shipping Control

Ship-To Address

Address 1150 SIBLEY ST NE
DOCKS 4-7
MINNEAPOLIS, MN 55413

Address PO BOX 1441
accounts payable@graco.com

Related Information

Receipts

Invoices

Payments

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Description	UOM	Qty	Price	Amount Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods	278727	B	PLATE, SST, 17-4 PH	EACH	231				Open	1697321			

Line item information is found under the "PO Details" header.

Click either "Show All" or the triangle symbol to make changes to the PO.

Changes can be made to the Quantity Ordered and Promised Date fields. Using the "Split" button, each shipment line can be split. When submitting any change, provide a reason in the Reason text box, and select "Change" on the Action drop down. Then click "Submit" at the top of the page.

Supplier Home | **Orders** | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders > View Order Details >

Request Changes for Standard Purchase Order : 2518401,0 (Total USD) Cancel Save **Submit** Export Actions View Change History Go

Currency=USD

Order Information

General Information

Total Supplier

Supplier Site Address

Buyer Nicol, Christopher J (Chris)

Order Date 05-02-2023 11:55:35

Description

Status Accepted

Reason

Note to Supplier

Organization GRACO USA CORP

Attachments None

Terms and Conditions

Payment Terms 1%10 NET 15

Carrier SEE GRACO ROUTING GUIDE

FOB DESTINATION

Freight Terms

Shipping Control

Ship-To Address

Address 1150 SIBLEY ST NE
DOCKS 4-7
MINNEAPOLIS, MN 55413

Bill-To Address

Address PO BOX 1441
accounts payable@graco.com
MINNEAPOLIS, MN 55440

Related Information

Receipts

Invoices

Payments

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Description	UOM	Qty	Price	Amount Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods	278727	B	PLATE, SST, 17-4 PH	EACH	231				Open	1697321			

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	MPLS.RI.1150.MFG	231						07-01-2023 15:33:44				Accepted			

ISUPPLIER CONDENSED HOW-TO GUIDE

Orders: Purchase Orders >
Request Changes for Standard Purchase Order : 2518401,0 (Total USD)
 Currency=USD

Cancel Save **Submit** Export Actions View Change History Go

Order Information

General Information

Total Supplier
Supplier Site Address
Buyer Nicol, Christopher J (Chris)
Order Date 05-02-2023 11:55:35
Description
Status Accepted
Reason
Note to Supplier
Organization GRACO USA CORP
Attachments None

Terms and Conditions

Payment Terms 1%10 NET 15
Carrier SEE GRACO ROUTING GUIDE
FOB DESTINATION
Freight Terms
Shipping Control
Ship-To Address
Address 1150 SIBLEY ST NE
DOCKS 4-7
MINNEAPOLIS, MN 55413
Bill-To Address
Address PO BOX 1441
accountspayable@graco.com
MINNEAPOLIS, MN 55440

Related Information

Receipts
Invoices
Payments

This is an example of a quantity change:

1. The "Quantity Ordered" was increased.
2. A "Reason" was provided in the text box.
3. "Change" was selected under "Action."
4. The final step will be to click "Submit" to submit a change request.

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
 Show All Hide All

Details Line	Type	Item/Job	Item Revision	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	278727	B	PLATE, SST, 17-4 PH	EACH	231					Open	1697321			

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	MPLS.RI.1150.MFG	235						07-01-2023 15:33:44				Accepted			Minimum Order	Change

Note: A Promised Date can always be provided with a quantity change.

Orders: Purchase Orders >
Request Changes for Standard Purchase Order : 2518401,0 (Total USD)
 Currency=USD

Cancel Save **Submit** Export Actions View Change History Go

Order Information

General Information

Total Supplier
Supplier Site Address
Buyer Nicol, Christopher J (Chris)
Order Date 05-02-2023 11:55:35
Description
Status Accepted
Reason
Note to Supplier
Organization GRACO USA CORP
Attachments None

Terms and Conditions

Payment Terms 1%10 NET 15
Carrier SEE GRACO ROUTING GUIDE
FOB DESTINATION
Freight Terms
Shipping Control
Ship-To Address
Address 1150 SIBLEY ST NE
DOCKS 4-7
MINNEAPOLIS, MN 55413
Bill-To Address
Address PO BOX 1441
accountspayable@graco.com
MINNEAPOLIS, MN 55440

Related Information

Receipts
Invoices
Payments

This is an example of a split shipment change:

1. The "Split" button added another Shipment line.
2. The "Quantity Ordered" was split across the two lines.
3. A "Promised Date" was added to each line.
4. A "Reason" was provided in the text box.
5. "Change" was selected under "Action."
6. The final step will be to click "Submit" to submit a change request.

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.
 Show All Hide All

Details Line	Type	Item/Job	Item Revision	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	278727	B	PLATE, SST, 17-4 PH	EACH	231					Open	1697321			

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	MPLS.RI.1150.MFG	150					06-28-2023 00:00:00	07-01-2023 15:33:44				Accepted			Only 150 availat	Change
2	MPLS.RI.1150.MFG	81					06-30-2023 00:00:00	07-01-2023 15:33:44				Accepted			Remaining amoi	Change

ISUPPLIER CONDENSED HOW-TO GUIDE

Supplier Home | **Orders** | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Change Order Confirmation

Change Request for Purchase Order 2518401 has been submitted for approval.

[Return to Purchase Order Summary](#)

A confirmation will show if the PO was acknowledged correctly and there are no errors.

ORACLE iSupplier Portal

Supplier Home | Orders | Shipments | Planning | Finance | Administration | Manage Supplier Broker

Search PO Number

To make a price change request (access varies), click the three lines in the upper left corner of the screen. Then click "Graco Supplier Price Change Request" from the list and then "Home Page."

Graco Supplier Portal

- Graco Supplier Price Change Request
- Home Page

Supplier Home | Orders | Manage Supplier Broker

Search PO Number

Notifications

Subject
No results found.

The process to submit a price change is similar. Once in the Graco Supplier Price Change Request responsibility, search the PO number to access the PO record. Alternatively, access a list of all orders by clicking the "Orders" tab.

Supplier Home | **Orders** | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 2518400, 0 (Total USD)

Currency= USD

Actions | Request Changes | | Export

Order Information

General		Terms and Conditions		Summary	
Total Supplier		Payment Terms	1% 10 NET 15		
Supplier Site		Carrier	SEE GRACO ROUTING GUIDE		
Supplier Contact Address		FOB	DESTINATION		
Buyer Nicol, Christopher J (Chris)		Freight Terms			
Order Date 05-01-2023 15:50:47		Shipping Control			
Description		Ship-To Address			
Status Accepted		Address	1150 SIBLEY ST NE DOCKS 4-7 MINNEAPOLIS, MN 55413		
Reason		Bill-To Address			
Note to Supplier		Address	PO BOX 1441 accountspayable@graco.com MINNEAPOLIS, MN 55440		
Operating Unit GRACO USA CORP					
Supplier Order Number					
Attachments None					

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods	278727	B		PLATE, SST, 17-4 PH	EACH	231			Open		

Make sure the PO is acknowledged and the status is either Accepted or Open. POs must be acknowledged prior to any change request.

The Actions drop down will say "Request Changes." Click "Go" to begin the change request process.

Supplier Home | **Orders** | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders > View Order Details >

Request Changes for Standard Purchase Order : 2518400,0 (Total USD) Cancel Save **Submit** Export Actions View Change History Go

Currency=USD

Order Information

General Information

Total Supplier

Supplier Site Address

Buyer Nicol, Christopher J (Chris)

Order Date 05-01-2023 15:50:47

Description

Status Accepted

Reason

Note to Supplier

Organization GRACO USA CORP

Attachments None

Terms and Conditions

Payment Terms 1%10 NET 15

Carrier SEE GRACO ROUTING GUIDE

FOB DESTINATION

Freight Terms

Shipping Control

Ship-To Address

Address 1150 SIBLEY ST NE
DOCKS 4-7
MINNEAPOLIS, MN 55413

Bill-To Address

Address PO BOX 1441
accountspayable@graco.com
MINNEAPOLIS, MN 55440

Related Information

PO Details

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods	278727	B	PLATE, SST, 17-4 PH	EACH	231	###				Open	1697321			Discounted Rate

This is an example of a quantity change:

1. The "Price" was adjusted.
2. A "Reason" was provided in the text box.
3. The final step will be to click "Submit" to submit a change request.

Supplier Home | **Orders** | Manage Supplier Broker

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders > View Order Details >

Change Order Confirmation

Change Request for Purchase Order 2518400 has been submitted for approval.

[Return to Purchase Order Summary](#)

A confirmation will show if the PO was acknowledged correctly and there are no errors.

Note: Any existing change requests on a purchase order must be approved before additional change requests can be submit. If a PO is rejected during the acknowledgement process, a future change request cannot be submit until the PO is revised and resent by Graco.

Date, quantity, or shipment split change requests route to the PO requestor for approval. Price changes route to the PO buyer for approval.

Please contact your sourcing specialist or category manager with any questions.