



# Graco iSupplier Get Started Training Document

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For more extensive iSupplier documentation, please visit [www.graco.com/us/en/suppliers.html](http://www.graco.com/us/en/suppliers.html)

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# Table of Contents

Document Control .....	1
Introduction .....	3
Graco Supplier Portal.....	3
Glossary of Terms.....	4
Objective .....	5
Training Topic Listing .....	5
ISP-TRN00A: Registration Communication email and Initial Log in.....	6
Warnings and Watch Outs .....	9
ISP-TRN00B: Navigating Graco Supplier Portal .....	10
ISP-TRN01: Acknowledge Purchase Order .....	12
ISP-TRN02: Request Purchase Order Changes.....	20
ISP-TRN02A: Request Quantity and Shipment Purchase Order Changes .....	20
ISP-TRN03: Setting a Default Email Client .....	26

## Introduction

Graco is deploying the Oracle iSupplier Portal application for all Supply Base Users to achieve the below objectives:

- Streamline processes to increase efficiencies by reducing administrative tasks
- Improve on-time delivery
- Enable process improvements within suppliers
- Realize business process benefit of real time visibility in Oracle iSupplier

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## Graco iSupplier Portal

The Graco iSupplier Portal is a secure, self-service web based application which provides collaboration between Graco Global Supply Management and Vendor base with:

- a) Real time information to procure to pay transactions
- b) Easy access through standard web browser
- c) Information transparency across end to end P2P transaction from PO creation to final payment
- d) Single point of visibility for all Graco operating units
- e) Collaborative messaging integration through e-mail notifications
- f) Support E2E procurement to pay sub processes

Oracle iSupplier Portal provides collaboration with Supplier in below four main areas:

- Purchase Order Collaboration
- Receiving and Payment Processes
- Planning and Inventory Processes
- Suppliers Profile Maintenance

## Glossary of Terms

Term	Description
ISP	iSupplier Portal
PO	Purchase Order
T&C	Terms and Conditions
BPA	Blanket Purchase Agreement
ASN	Advance Shipment Notice

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## Objective

During this training course, Supplier Users will learn how to:

1. Login
2. Navigate Graco iSupplier Portal
3. Acknowledge Purchase Orders
4. Request Quantity and Shipment Purchase Order Changes
5. Set a Default Email Client

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## Training Topic Listing

Below is the listing of training topics covered in this document:

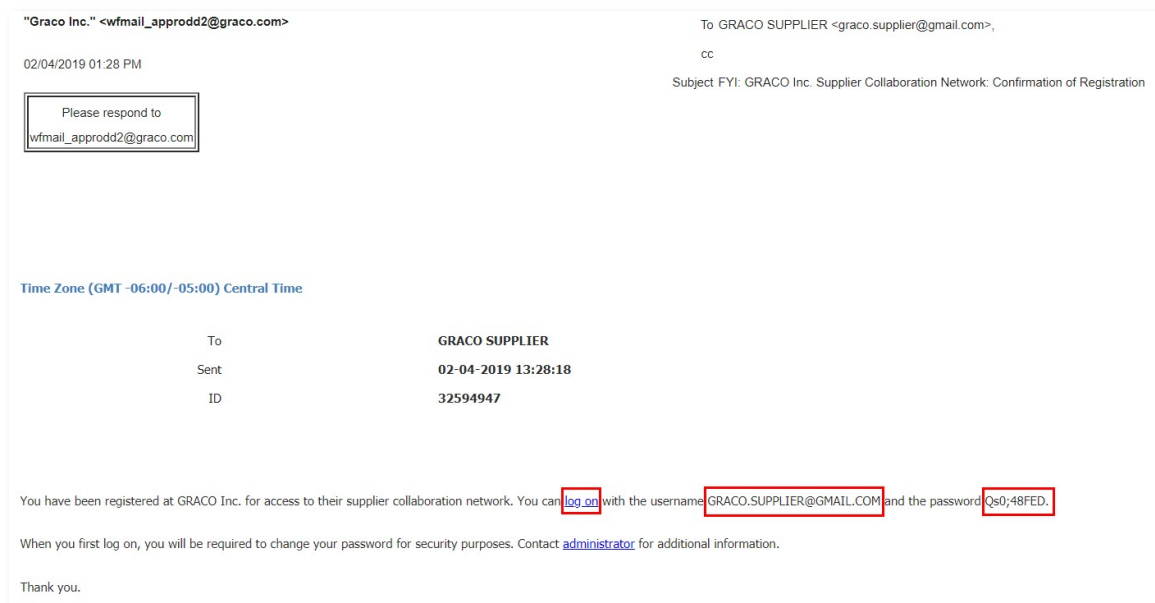
ID	Description
ISP-TRN00A	Registration Communication email and Initial Log in
ISP-TRN00B	Navigating Graco iSupplier Portal
ISP-TRN01	Acknowledge Purchase Order
ISP-TRN02A	Request Quantity and Shipment Purchase Order Changes
ISP-TRN03	Setting a Default Email Client

## ISP-TRN00A: Registration Communication email and Initial Log in

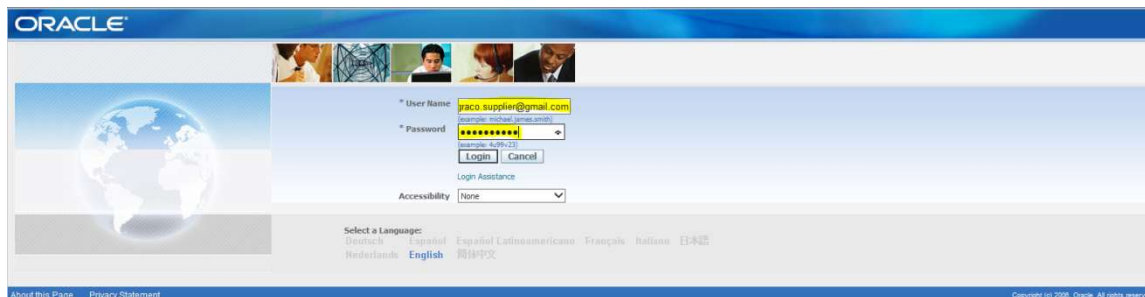
### Description

Approved supplier contacts will be registered by Graco supplier administrator for access to the Graco iSupplier Portal.

Registered supplier contact users will receive 'User ID' login and 'Initial Password' credential via email from Graco supplier administrator. The email page will also include the appropriate 'Link' to the Graco iSupplier Portal.



Using the Login, User ID and Initial Password received in email, login to the Graco iSupplier Portal.



System will ask to change the password. Passwords must be at least 12 non-consecutive repeating characters, consisting of letters and numbers.

The screenshot shows the Oracle Change Password form. It has a blue header with the Oracle logo and a 'Logout' link. The form contains three password fields: 'Current Password', 'New Password', and 'Re-enter New Password'. Each field has a yellow asterisk icon indicating it is required. Below the fields are 'Submit' and 'Cancel' buttons. A note states: 'Password must be at least 12 characters long.' At the bottom, there is a footer with 'About this Page', 'Privacy Statement', 'Logout', and 'Copyright (c) 2008, Oracle. All rights reserved.'

Once logged into the Graco iSupplier Portal, users will be assigned one or two responsibilities. All users will have the Graco Supplier Portal responsibility.

The screenshot shows the Oracle E-Business Suite Graco Supplier Portal interface. It has a blue header with the Oracle logo and 'E-Business Suite'. The main content area is divided into two sections: 'Main Menu' and 'Worklist'. The 'Main Menu' section has a 'Personalize' button and a list of responsibilities, including 'Graco Supplier Portal'. The 'Worklist' section has a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. Below the table, there is a message: 'There are no notifications in this view.' and two links: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.' At the bottom, there is a footer with 'About this Page', 'Privacy Statement', 'Diagnostics', 'Logout', 'Preferences', 'Help', and 'Copyright (c) 2008, Oracle. All rights reserved.'

**Graco Supplier Portal** – This responsibility is for the below processes:

- Acknowledge Purchase Orders
- Request Quantity and Shipment Purchase Order Changes
- Create Advance Shipment Notices (do not use unless authorized by Graco)
- View Supplier Schedules
- View Invoice and Payment Information
- View Delivery Performance
- Maintain Profile

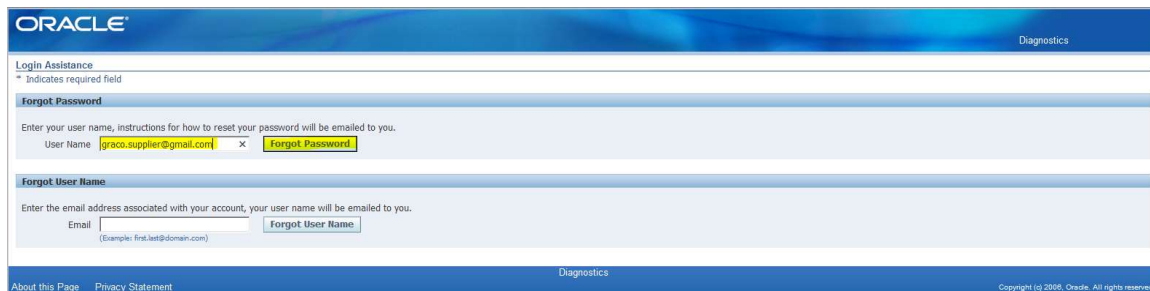
For assistance with a forgotten password, click on 'Login Assistance.'



The screenshot shows the Oracle login page. At the top is the Oracle logo. Below it is a navigation bar with several icons. The main content area features a large globe on the left. To the right of the globe are the login fields: 'User Name' (with a placeholder 'example: michael.james.pond@'), 'Password' (with a placeholder 'example: A-984-21'), and a 'Login' button. Below the password field is a 'Login Assistance' link highlighted in yellow. There is also a 'Cancel' button and an 'Accessibility' dropdown menu set to 'None'. At the bottom, there is a 'Select a Language' section with links for Deutsch, Español, Español Latinoamericano, Français, Italiano, 日本語, Nederlands, English, and 简体中文. The footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Your email address is generally your User Name. Enter in the User Name and click 'Forgot Password.'

Instructions for how to reset the password will be emailed to you.



The screenshot shows the 'Forgot Password' page on the Oracle website. The page has a blue header with the Oracle logo and a 'Diagnostics' link. Below the header is a 'Login Assistance' section with a note '\* Indicates required field'. The main content area is divided into two sections: 'Forgot Password' and 'Forgot User Name'. The 'Forgot Password' section has a text input field for 'User Name' (with the example 'graco.supplier@gmail.com' and a yellow highlight) and a 'Forgot Password' button highlighted in yellow. The 'Forgot User Name' section has a text input field for 'Email' (with the example 'first.last@domain.com') and a 'Forgot User Name' button. The footer contains 'About this Page', 'Privacy Statement', 'Diagnostics', and 'Copyright (c) 2006, Oracle. All rights reserved.'



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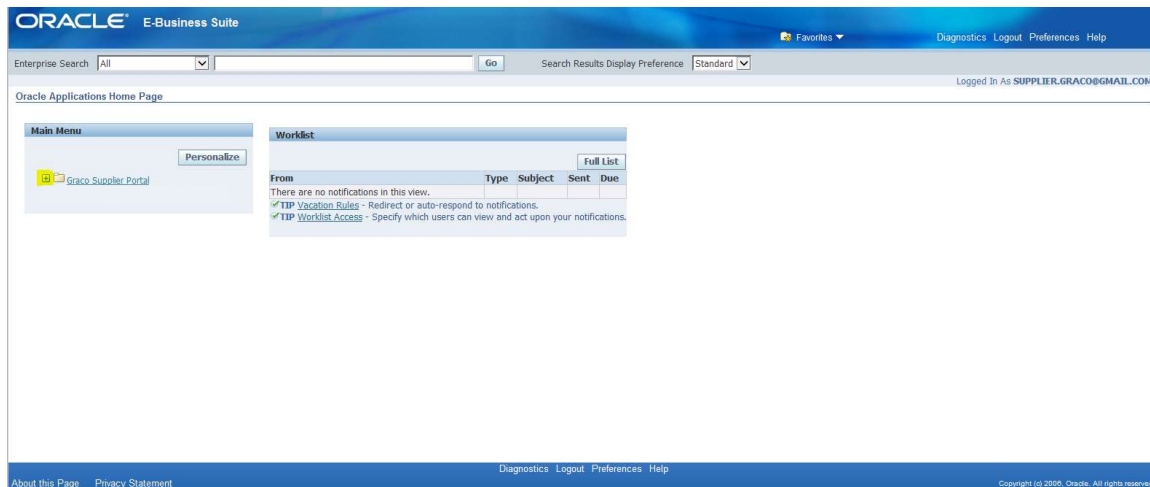
## Warnings and Watch Outs

- The introduction of iSupplier will lead to more emails from Graco, Inc. Many of the emails are FYI notifications and do not require a response.
- iSupplier will also increase the number of PO revisions. Those notifications will require a response in order for Graco, Inc. to receive the PO.
- Purchase Orders must be fully acknowledged before a change can be requested.
- Do not request changes to any PO that has been partially received.
- Please be careful not to duplicate POs.

## ISP-TRN00B: Navigating Graco iSupplier Portal

### Navigation and Steps - Initial Log in with User ID and password

Click on the 'Graco Supplier Portal' menu link.



Graco Supplier Portal Home page is displayed.



- 1) Home Page Tabs  
Use the tabs on the home page to quickly access related task areas. For example, by clicking on the tab 'Orders,' it will open the Purchase Order list.
- 2) Quick Search  
The Quick Search feature is available from the Home page. Using Quick Search, search for Purchase Orders, Shipments, Invoices and Payments by selecting the type from the drop-down menu and entering the document number and clicking 'Go.'

3) Notifications

Notifications are messages waiting for review. Some notifications are FYI-only, while other notifications require action. To view all notifications, click the "Full List" button to open the Notification Details page. This page provides complete notification details, as well as the appropriate action button.

4) Orders At A Glance

This section displays the five most recent Purchase Orders. Click the 'Full List' button to view the Purchase Order details page.

5) Quick Links

This section is displayed on the right and provides quick access to all the procure-to-pay processes enabled for the Graco Supplier Portal application. Click any link to go directly to the corresponding page.

6) Hyperlinks

Click on any blue underlined number or word hyperlink to access detailed information about that transaction.

## ISP-TRN01: Acknowledge Purchase Order

### Description

For Direct and Indirect Procurement business processes, Sourcing Specialists maintain and communicate the following types of Purchase Orders to Suppliers using Oracle Purchasing application:

- a) Blanket Purchase Agreements
- b) Standard Purchase Orders
- c) Blanket Releases

As per Graco Purchasing policy, Suppliers need to acknowledge all Purchase Orders in the iSupplier Portal.

This will provide Buyer and Sourcing Specialist positive confirmation that Purchase Order is received and worked upon by Supplier.

### Navigation and Steps

Graco Supplier Portal provides multiple ways to search and acknowledge Purchase Orders as detailed below:

- 1) **Acknowledge from Worklist Notification available from Log in page**  
Click on Subject hyperlink.

The screenshot shows the Oracle E-Business Suite interface. At the top, there's a navigation bar with 'Oracle Applications Home Page' and a notification: 'TIP You have 1 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.' Below this, the 'Main Menu' includes a link to 'Graco Supplier Portal'. The 'Worklist' section displays a table with columns: From, Type, Subject, Sent, and Due. The first row shows a notification from 'Free, Mike' with the subject 'Standard Purchase Order 2057985.0 requires your acceptance' dated '02-04-2019'. Below the table, there are links for 'TIP Vacation Rules' and 'TIP Worklist Access'.

Acknowledgment Notification includes PDF copy of Purchase Order to download and review. Click on 'Purchase Order Attachment.'

The screenshot shows the Oracle E-Business Suite interface for an acknowledgment notification. The header includes 'Oracle Applications Home Page' and a notification: 'Standard Purchase Order 2057985.0 requires your acceptance'. Below this, the 'References' section shows a link to 'Purchase Order Attachment'. At the bottom, there are 'Accept' and 'Reject' buttons.

Open the attachment.

**ORACLE® E-Business Suite** Navigator Favorites Diagnostics Home Logout Preferences Help

Oracle Applications Home Page >  
Standard Purchase Order 2057985,0 requires your acceptance

Accept Reject

From: Free, Mike  
To: Graco Supplier Inc  
Sent: 02-04-2019 15:28:43  
ID: 32594950  
This document requires your acceptance within 24 hours.  
By accepting this PO, you are also accepting Graco's Terms & Conditions.

**References**

Purchase Order Attachment

Return to Worklist

Accept Reject

About This Page Privacy Statement Diagnostics Home Logout Preferences Help Copyright (c) 2008, Oracle. All rights reserved.

Do you want to open or save **XXGR\_POPRINTUS\_143710030\_1.PDF** (23.0 KB) from **lp402.msp.graco.com**?  
Open Save Cancel

Review and download the pdf copy of Purchase Order as needed.

**GRACO INC & SUBSIDIARIES**  
**PURCHASE ORDER**

Page 1 of 1

**SHIP TO**  
P O BOX 1441  
MINNEAPOLIS, MN 55440-1441  
United States

**BILL TO**  
GRACO INC & SUBSIDIARIES ACCOUNTS PAYABLE  
PO BOX 1441  
MINNEAPOLIS, MN 55440  
United States  
accountspayable@graco.com

**SUPPLIER**  
Graco Supplier Inc  
123 Main Street  
Alpharetta, GA 30005  
United States

**Purchase Order #** 2057985  
**PO Revision** 0  
**PO Creation Date** 04-FEB-2019  
**Freight Terms**

**Payment Terms** NET 60  
**Currency** USD  
**Shipping Terms** DESTINATION  
**Carrier**

**BUYER** Email: XXMichael\_W\_Free@graco.comXX  
Free, Michael Ph: 555.555.5877  
**REQUESTOR**

Line #	Ship #	Graco Item #	Description	Rev	UOM	Qty	Promised Date	Graco Dock Date	Unit Price	Extended Price	Supplier Part #	Tax
1	1	16W721	CUP, SOLVENT, CS		EACH	100		15-FEB-2019	10.0000	1,000.00		N
<b>Total</b>										1,000.00		

**ACCEPTANCE OF THIS ORDER IS EXPRESSLY LIMITED TO THE GRACO INC. TERMS AND CONDITIONS AVAILABLE AT: <https://www.graco.com/us/en/suppliers.html>**

- Goods must arrive at Graco's dock on or before the Graco Dock Date. Supplier must determine the shipping date necessary in order to meet the Graco Dock Date based on expected logistics time.
- Please acknowledge PO and confirm Promised Dates(s) via the Supplier Portal or by email to Requestor or purchasing@graco.com
- Any deviations from the requirements above need to be approved by the Buyer or Requestor within 24 hours of receipt of PO.
- Any freight charged to the invoice without prior approval from the Buyer will be deducted from payment.
- Purchase order number and part number must appear on all invoices, packaging, packing slips, shipping papers and correspondence.

Graco Inc. Terms and Conditions, Supplier Code of Conduct, Graco Routing Guide and other helpful documentation can be found at <https://www.graco.com/us/en/suppliers.html>

**LTL & Parcel Shipping Information**

Graco Mfg SO Small Parcel	LTL Carrier (No Acct # Needed)
UPS Collect	FedEx Priority Freight Collect
FedEx Collect	XPO Collect
Graco Ohio Small Parcel	Twin Cities Metro LTL
UPS Collect	A & N Carriage
FedEx Collect	

Graco Inc., P.O. Box 1441, Minneapolis, MN 55440 – Ph: 612-623-6000

After the Purchase Order is reviewed, click on the 'Accept' button to acknowledge the Purchase Order.

Oracle Applications Home Page >  
Standard Purchase Order 2057985,0 requires your acceptance.

From: Free, Mike  
To: Graco Supplier Inc  
Sent: 02-04-2019 15:28:43  
ID: 32594950  
This document requires your acceptance within 24 hours.  
By accepting this PO, you are also accepting Graco's Terms & Conditions.

References  
Purchase Order Attachment

Return to Worklist

Accept Reject

## 2) Acknowledge from Notification available within Home Page

Click on 'Graco Supplier Portal' responsibility to open the Home Page.

Enterprise Search: All [Go] Search Results Display Preference: Standard [v] Logged In As GRACO.SUPPLIER@GMAIL.COM

Oracle Applications Home Page  
TIP You have 1 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Main Menu  
Graco Supplier Portal Personalize

Worklist  
Full List (1)

From	Type	Subject	Sent	Due
Free, Mike PO Approval	Standard Purchase Order	2057985,0 requires your acceptance	02-04-2019	

TIP Vacation Rules - Redirect or auto-respond to notifications.  
TIP Worklist Access - Specify which users can view and act upon your notifications.

Acknowledgement Notification can also be opened by clicking Subject hyperlink in 'Notifications' Section.

ORACLE iSupplier Portal  
Home Orders Shipments Planning Admin Finance  
Search PO Number [Go]

Notifications  
Full List

Subject	Date
Standard Purchase Order 2057996,1 requires your acceptance	02-06-2019 12:40:16
Standard Purchase Order 2057993,0 requires your acceptance	02-06-2019 09:59:47
Standard Purchase Order 2057997,0 requires your acceptance	02-06-2019 09:59:47
Blanket Purchase Agreement 2057995,0 requires your acceptance	02-06-2019 09:59:45
Standard Purchase Order 2057994,0 requires your acceptance	02-06-2019 09:59:43

Orders At A Glance  
Full List

PO Number	Description	Order Date
2057997	Training document Purchase Order	02-05-2019 15:45:52
2057996	Training document Standard Purchase Order	02-05-2019 15:42:06
2057995-1	Training document Blanket Purchase Agreement	02-05-2019 15:26:44
2057995	Training document Blanket Purchase Agreement	02-05-2019 15:21:10
2057994	Training document Purchase Order	02-05-2019 15:17:04

Planning  
Forecast Schedules  
Orders  
Agreements  
Purchase Orders  
Purchase History  
Shipments  
Delivery Schedules  
Overdue Receipts  
Advance Shipment Notices  
Receipts  
Receipts  
Returns  
On-Time Performance  
Invoices  
Invoices  
Payments  
Payments

After the PDF copy is reviewed by clicking 'Purchase Order Attachment,' click 'Accept' to acknowledge the Purchase Order.

**ORACLE iSupplier Portal**

Home Orders Shipments Planning Admin Finance

Standard Purchase Order 2057993.0 requires your acceptance

From: Free, Mike  
To: Graco Supplier Inc  
Sent: 02-06-2019 09:59:47  
ID: 32595016  
This document requires your acceptance within 24 hours.  
By accepting this PO, you are also accepting Graco's Terms & Conditions.

**References**

[Purchase Order Attachment](#)

[Return to Worklist](#)

☐ Display next notification after my response

[Accept](#) [Reject](#)

Home Orders Shipments Planning Admin Finance Home Logout Preferences Help Diagnostics

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**Note** - Each Section for 'Notifications' and Orders at a Glance' shows latest five records. All the records can be viewed by clicking on 'Full List' for the section.

**ORACLE iSupplier Portal**

Home Orders Shipments Planning Admin Finance

Search PO Number Go

**Notifications** [Full List](#)

Subject	Date
<a href="#">Blanket Purchase Agreement 2057995.0 requires your acceptance</a>	02-06-2019 09:59:45
<a href="#">Standard Purchase Order 2057994.0 requires your acceptance</a>	02-06-2019 09:59:43

**Orders At a Glance** [Full List](#)

PO Number	Description	Order Date
2057997	Training document Purchase Order	02-06-2019 14:51:31
2057996	Training document Standard Purchase Order	02-05-2019 15:42:06
2057995-1	Training document Blanket Purchase Agreement	02-05-2019 15:26:44
2057995	Training document Blanket Purchase Agreement	02-05-2019 15:21:10
2057994	Training document Purchase Order	02-05-2019 15:17:04

Home Orders Shipments Planning Admin Finance Home Logout Preferences Help

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### 3) Acknowledge by opening Purchase Order from Section 'Orders At a Glance'

Click on hyperlink under 'PO Number.'

**ORACLE iSupplier Portal**

Home Orders Shipments Planning Admin Finance

Search PO Number Go

**Notifications** [Full List](#)

Subject: No results found.

**Orders At a Glance** [Full List](#)

PO Number	Description	Order Date
<a href="#">2057997</a>	Training document Purchase Order	02-05-2019 15:45:52
2057994	Training document Standard Purchase Order	02-05-2019 15:42:06
2057995-1	Training document Blanket Purchase Agreement	02-05-2019 15:26:44
2057995	Training document Blanket Purchase Agreement	02-05-2019 15:21:10
2057994	Training document Purchase Order	02-05-2019 15:17:04

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Purchase Order form opens. 'Acknowledge' Action is default. Click button 'Go.'

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Home >

Standard Purchase Order: 2057997, 0 (Total USD 2,000.00)

Currency=USD

Actions Acknowledge Go Export

**Order Information**

**General**

Total 2,000.00  
Supplier Graco Supplier Inc  
Supplier Site Graco Supplier  
Address 123 Main Street  
Alpharetta, GA 30005  
Buyer Eric, Michael W (Mike)  
Order Date 02-05-2019 15:45:52  
Description Training document Purchase Order  
Status Requires Acknowledgment  
Note to Supplier  
Operating Unit GRACO USA CORP  
Supplier Order Number  
Attachments None

**Terms and Conditions**

Payment Terms NET 60  
Carrier  
FOB DESTINATION  
Freight Terms  
Shipping Control

**Ship-To Address**

Address P O BOX 1441  
MINNEAPOLIS, MN 55440-1441

**Summary**

Total 2,000.00  
Received 0.00  
Invoiced 0.00  
Payment Status Not Paid

**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
Show 1	Goods	16W721			CUP, SOLVENT, CS	EACH	200	10	2,000.00	Open		

Return to Home

Actions Acknowledge Go Export

Click button 'Accept Entire Order.'

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Home > View Order Details >

Acknowledge for Standard Purchase Order : 2057997,0 (Total USD 2,000.00)

Currency=USD

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

**Order Information**

**General Information**

Total 2,000.00  
Supplier Graco Supplier Inc  
Supplier Site Graco Supplier  
Address 123 Main Street  
Alpharetta, GA 30005  
Buyer Eric, Michael W (Mike)  
Order Date 02-05-2019 15:45:52  
Description Training document Purchase Order  
Status Requires Acknowledgment  
Note to Supplier  
Organization GRACO USA CORP  
Attachments None

**Terms and Conditions**

Payment Terms NET 60  
Carrier  
FOB DESTINATION  
Freight Terms  
Shipping Control

**Ship-To Address**

Address P O BOX 1441  
MINNEAPOLIS, MN 55440-1441

**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	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show 1	Goods	16W721		CUP, SOLVENT, CS	EACH	200	10	2,000.00					Open				

Return to View Order Details

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

'Acknowledge Purchase Order' form opens.  
Click button 'Submit.'

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 2058413

Cancel Submit

Description

Currency USD

Amount 1,602.00

Order Date 04-15-2019 15:12:30

Action Accept

Cancel Submit

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## PO Acknowledgement Confirmation:

The screenshot shows the 'PO Acknowledgement Confirmation' page in the Oracle iSupplier Portal. A yellow banner at the top states: 'Purchase Order 2057997 has been Acknowledged.' Below this, there is a link to 'Return to Purchase Order Summary'. The page includes a navigation bar with tabs for Home, Orders, Shipments, Planning, Admin, and Finance. The 'Orders' tab is selected. The footer contains links for 'About this Page' and 'Privacy Statement', and a copyright notice for Oracle (c) 2008.

### 4) Acknowledge from Orders tab

Click 'Orders' sub-tab. View 'All Purchase Orders' is default.

Check the status of the Purchase Order which 'Requires Acknowledgement,' select PO Number hyperlink to 'Acknowledge.'

The screenshot shows the 'Purchase Orders' page in the Oracle iSupplier Portal. The 'Orders' tab is selected. A table lists several purchase orders. The first row is highlighted, showing PO Number 2057997, Supplier GRACO USA CORP, and Status 'Accepted'. The second row is highlighted, showing PO Number 2057995-1, Supplier GRACO USA CORP, and Status 'Requires Acknowledgement'. The table includes columns for Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. There are buttons for 'Export' and 'Advanced Search'.

### Click button 'Accept Entire Order.'

The screenshot shows the 'Accept Entire Order' confirmation page in the Oracle iSupplier Portal. The page displays order information, including General Information, Terms and Conditions, and Related Information. The 'Accept Entire Order' button is highlighted. Below the order information, there is a table for 'PO Details' showing a single line item with a status of 'Open'. The page includes a navigation bar with tabs for Home, Orders, Shipments, Planning, Admin, and Finance. The 'Orders' tab is selected. The footer contains links for 'About this Page' and 'Privacy Statement', and a copyright notice for Oracle (c) 2008.

Click button 'Submit.'

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

**Acknowledge Purchase Order 2057942**

Description

Currency **USD**

Amount **1,176.00**

Order Date **05-20-2019 10:05:56**

Action **Accept**

Cancel Submit

Privacy Statement Home Orders Shipments Planning Admin Finance Home Logout Preferences Help Copyright (c) 2008, Oracle. All rights reserved.

PO Acknowledgement confirmation:

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

**PO Acknowledgment Confirmation**

**Purchase Order 2057996 has been Acknowledged.**

[Return to Purchase Order Summary](#)

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Note - To View pending 'Purchase Orders to Acknowledge, select the option and click 'Go.'

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Purchase Orders

Export

Views

View **All Purchase Orders** **Purchase Orders to Acknowledge** **Purchase Orders Pending Supplier Change** **Go** **Advanced Search**

Select Order: Request Changes View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/> 2057997	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-05-2019 15:45:52	<a href="#">Free, Michael W (Mike)</a>	USD	2,000.00	Accepted	02-14-2019 00:00:00	
<input type="radio"/> 2057996	1	GRACO USA CORP	Standard PO	Training document Standard Purchase Order	02-05-2019 15:42:06	<a href="#">Free, Michael W (Mike)</a>	USD	100.00	Accepted	02-14-2019 00:00:00	
<input type="radio"/> 2057995-1	0	GRACO USA CORP	Blanket Release	Training document Blanket Purchase Agreement	02-05-2019 15:26:44	<a href="#">Free, Michael W (Mike)</a>	USD	50.00	Requires Acknowledgment	02-07-2019 00:00:00	
<input type="radio"/> 2057995	0	GRACO USA CORP	Blanket Agreement	Training document Blanket Purchase Agreement	02-05-2019 15:21:10	<a href="#">Free, Michael W (Mike)</a>	USD		Requires Acknowledgment	02-07-2019 00:00:00	
<input type="radio"/> 2057994	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-05-2019 15:17:04	<a href="#">Free, Michael W (Mike)</a>	USD	1,000.00	Requires Acknowledgment	02-11-2019 00:00:00	
<input type="radio"/> 2057993	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-05-2019 15:11:17	<a href="#">Free, Michael W (Mike)</a>	USD	1,000.00	Requires Acknowledgment	02-08-2019 00:00:00	
<input type="radio"/> 2057985	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-04-2019 14:27:36	<a href="#">Free, Michael W (Mike)</a>	USD	1,000.00	Accepted	02-08-2019 00:00:00	

Export

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This will display only the Purchase Orders with status 'Requires Acknowledgement.'

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Purchase Orders

Export

Views

View **Purchase Orders to Acknowledge** **Go** **Advanced Search**

Select Order: Request Changes View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/> 2057995-1	0	GRACO USA CORP	Blanket Release	Training document Blanket Purchase Agreement	02-05-2019 15:26:44	<a href="#">Free, Michael W (Mike)</a>	USD	50.00	Requires Acknowledgment	02-07-2019 00:00:00	
<input type="radio"/> 2057995	0	GRACO USA CORP	Blanket Agreement	Training document Blanket Purchase Agreement	02-05-2019 15:21:10	<a href="#">Free, Michael W (Mike)</a>	USD		Requires Acknowledgment	02-07-2019 00:00:00	
<input type="radio"/> 2057994	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-05-2019 15:17:04	<a href="#">Free, Michael W (Mike)</a>	USD	1,000.00	Requires Acknowledgment	02-11-2019 00:00:00	
<input type="radio"/> 2057993	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-05-2019 15:11:17	<a href="#">Free, Michael W (Mike)</a>	USD	1,000.00	Requires Acknowledgment	02-08-2019 00:00:00	

Export

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Note – Status of Blanket Purchase Agreements can be viewed separately under Agreements tab.

ORACLE iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders **Agreements** Purchase History

Supplier Agreements

Simple Search

Note that the search is case insensitive

PO Number

Global ☒

Effective-From Date

Effective-To Date

Go Clear

Advanced Search

PO Number	Revision	Global Description	Document Type	Buyer	Order Date	Currency Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments Status	Upload	Edit Agreement
2057985	0	No Training document Blanket Purchase Agreement	Blanket Purchase Agreement	Free, Michael W. (Mike)	02-05-2019 15:21:10 USD		50.00			Requires Acknowledgment			

Export

## 5) Acknowledge from Email

Supplier contact in the Purchase Order and registered for Supplier Portal will get email Notification to Acknowledge. Email includes the PDF copy of the Purchase Order.

Click 'Accept' Response and send the email draft. It will automatically record the acknowledgement of the Purchase Order in the system. Please refer to ISP-TRN03 for instructions to set up default email client if needed.

New Memo Reply Reply To All Forward Delete Folder Copy Into New Chat Tools

"Graco Inc." <wfm\_mail\_approdd2@graco.com>

02/04/2019 03:29 PM

Please respond to wfm\_mail\_approdd2@graco.com

To: GRACO SUPPLIER <graco.supplier@gmail.com>

cc:

bcc:

Subject: Standard Purchase Order 2057985.0 requires your acceptance

2 attachments

Notification Detail.html XXGR\_POPPRINTUS-145710030\_1.PDF

From: Free, Mike

This document requires your acceptance within 24 hours.

By accepting this PO, you are also accepting Graco's Terms & Conditions.

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response pron quotes.

Accept/Reject

Response: **Accept** **Reject**

## ISP-TRN02: Request Purchase Order Changes

### Description

For Direct and Indirect Procurement business processes, Sourcing Specialists maintain and communicate the following types of Purchase Orders to Suppliers using Oracle Purchasing application:

- a) Blanket Purchase Agreements
- b) Standard Purchase Orders
- c) Blanket Releases

As part of Purchase Order Collaboration process, Supplier will be able to collaborate in real time in the Graco Supplier Portal responsibility.

- a) **Graco Supplier Portal** – Supplier can request changes on below attributes of Standard Purchase Order and Blanket Releases which will be routed to Material Planner for Approval:
  - i. Quantity Changes
  - ii. Split Shipments
  - iii. Date Changes

## ISP-TRN02A: Request Quantity and Shipment Purchase Order Changes

### Navigation and Steps

Responsibility > Graco Supplier Portal > Home Page

Change request form can be opened via different methods.

Click 'Orders' tab:

PO Number	Description	Order Date
2057997	Training document Purchase Order	02-05-2019 15:45:52
2057996	Training document Standard Purchase Order	02-05-2019 15:42:06
2057995-1	Training document Blanket Purchase Agreement	02-05-2019 15:26:44
2057995	Training document Blanket Purchase Agreement	02-05-2019 15:21:10
2057994	Training document Purchase Order	02-05-2019 15:17:04



- a) Make sure the Purchase Order status is 'Accepted' or 'Open,' and click on the PO Number hyperlink to open the Purchase Order form.

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Purchase Orders Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	<a href="#">2057992</a>	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-05-2019 15:45:52	<a href="#">Free, Michael W (Mike)</a>	USD	2,000.00	Accepted	02-14-2019 00:00:00	
<input type="radio"/>	<a href="#">2057996</a>	1	GRACO USA CORP	Standard PO	Training document Standard Purchase Order	02-05-2019 15:42:06	<a href="#">Free, Michael W (Mike)</a>	USD	100.00	Accepted	02-14-2019 00:00:00	
<input type="radio"/>	<a href="#">2057995-1</a>	0	GRACO USA CORP	Blanket Release	Training document Blanket Purchase Agreement	02-05-2019 15:26:44	<a href="#">Free, Michael W (Mike)</a>	USD	50.00	Requires Acknowledgment	02-07-2019 00:00:00	
<input type="radio"/>	<a href="#">2057995</a>	0	GRACO USA CORP	Blanket Agreement	Training document Blanket Purchase Agreement	02-05-2019 15:21:10	<a href="#">Free, Michael W (Mike)</a>	USD		Requires Acknowledgment	02-07-2019 00:00:00	
<input type="radio"/>	<a href="#">2057994</a>	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-05-2019 15:17:04	<a href="#">Free, Michael W (Mike)</a>	USD	1,000.00	Requires Acknowledgment	02-11-2019 00:00:00	
<input type="radio"/>	<a href="#">2057993</a>	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-05-2019 15:11:17	<a href="#">Free, Michael W (Mike)</a>	USD	1,000.00	Requires Acknowledgment	02-08-2019 00:00:00	
<input type="radio"/>	<a href="#">2057985</a>	0	GRACO USA CORP	Standard PO	Training document Purchase Order	02-04-2019 14:27:36	<a href="#">Free, Michael W (Mike)</a>	USD	1,000.00	Accepted	02-08-2019 00:00:00	

Export

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Home Orders Shipments Planning Admin Finance Home Logout Preferences Help Diagnostics

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Action 'Request Changes' and click 'Go':

**ORACLE** iSupplier Portal

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 2057997, 0 (Total USD 2,000.00)

Currency: USD

Actions Request Changes Go Export

**Order Information**

General	Terms and Conditions	Summary
<b>Total</b> 2,000.00 <b>Supplier</b> Graco Supplier Inc <b>Supplier Site</b> Graco Supplier <b>Address</b> 123 Main Street <b>Alphaeretta, GA 30005</b> <b>Buyer</b> Free, Michael W (Mike) <b>Order Date</b> 02-05-2019 15:45:52 <b>Description</b> Training document Purchase Order <b>Status</b> Accepted <b>Reason</b> Order Accepted <b>Note to Supplier</b> <b>Operating Unit</b> GRACO USA CORP <b>Supplier Order Number</b> <b>Attachments</b> None	<b>Payment Terms</b> NET 60 <b>Carrier</b> <b>FOB</b> DESTINATION <b>Freight Terms</b> <b>Shipping Control</b> <b>Ship-To Address</b> <b>Address</b> P O BOX 1441 <b>MINNEAPOLIS, MN 55440-1441</b> <b>BB-To Address</b> <b>Address</b> PO BOX 1441 <b>accountspayable@graco.com</b> <b>MINNEAPOLIS, MN 55440</b>	<b>Total</b> 2,000.00 <b>Received</b> 0.00 <b>Invoiced</b> 0.00 <b>Payment Status</b> Not Paid

**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
<input checked="" type="checkbox"/>	1	Goods	16W721			CUP, SOLVENT, CS	EACH	200	10	2,000.00	Open		

[Return to Orders: Purchase Orders](#)

Actions Request Changes Go Export

Change request form opens:

**ORACLE iSupplier Portal**

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 2057997.0 (Total USD 2,000.00)

Currency=USD

Cancel View Change History Export Submit

**Order Information**

**General Information**

Total 2,000.00  
 Supplier Graco Supplier Inc.  
 Supplier Site Graco Supplier  
 Address 123 Main Street  
 Alpharetta, GA 30005  
 Buyer Eric, Michael W (Mike)  
 Order Date 02-05-2019 15:45:52  
 Description Training document Purchase Order  
 Status Accepted  
 Reason Order Accepted  
 Note to Supplier  
 Organization GRACO USA CORP  
 Attachments None

**Terms and Conditions**

Payment Terms NET 60  
 Carrier  
 FOB DESTINATION  
 Freight Terms  
 Shipping Control

**Related Information**

Receipts  
 Invoices  
 Payments

**Ship-To Address**

Address P O BOX 1441  
 MINNEAPOLIS, MN 55440-1441

**Bill-To Address**

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

**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	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show	1	Goods	16W721		CUP, SOLVENT, CS	EACH	200	10	2,000.00					Open				

Click show:

**ORACLE iSupplier Portal**

Home Orders Shipments Planning Admin Finance

Purchase Orders Agreements Purchase History

Orders: Purchase Orders > View Order Details >

Request Changes for Standard Purchase Order : 2057997.0 (Total USD 2,000.00)

Currency=USD

Cancel View Change History Export Submit

**Order Information**

**General Information**

Total 2,000.00  
 Supplier Graco Supplier Inc.  
 Supplier Site Graco Supplier  
 Address 123 Main Street  
 Alpharetta, GA 30005  
 Buyer Eric, Michael W (Mike)  
 Order Date 02-05-2019 15:45:52  
 Description Training document Purchase Order  
 Status Accepted  
 Reason Order Accepted  
 Note to Supplier  
 Organization GRACO USA CORP  
 Attachments None

**Terms and Conditions**

Payment Terms NET 60  
 Carrier  
 FOB DESTINATION  
 Freight Terms  
 Shipping Control

**Related Information**

Receipts  
 Invoices  
 Payments

**Ship-To Address**

Address P O BOX 1441  
 MINNEAPOLIS, MN 55440-1441

**Bill-To Address**

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

**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	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show	1	Goods	16W721		CUP, SOLVENT, CS	EACH	200	10	2,000.00					Open				

Return to View Order Details

Cancel View Change History Export Submit

There are three types of changes that can be requested:

- Quantity Change
- Promised Date
- Split the Shipment Line

Change can be requested individually or with any combination of quantity, date and split shipments.

Click on icon 'Split' to split the shipment line.

**ORACLE® iSupplier Portal**

Home | Orders | Shipments | Planning | Admin | Finance

Purchase Orders | Agreements | Purchase History

Orders: Purchase Orders > View Order Details >

Request Changes for Standard Purchase Order: 2057997.0 (Total USD 2,000.00)

Currency=USD

Cancel View Change History Export Submit

**Order Information**

**General Information**

Total: 2,000.00  
 Supplier: Graco Supplier Inc.  
 Supplier Site: Graco Supplier  
 Address: 123 Main Street  
 Alpharetta, GA 30005  
 Buyer: Fred, Michael W (Mike)  
 Order Date: 02-05-2019 15:45:52  
 Description: Training document Purchase Order  
 Status: Accepted  
 Reason: Order Accepted  
 Note to Supplier:  
 Organization: GRACO USA CORP  
 Attachments: None

**Terms and Conditions**

Payment Terms: NET 60  
 Carrier: FOB DESTINATION  
 Freight Terms:  
 Shipping Control:  
 Ship-To Address:  
 Address: P O BOX 1441  
 MINNEAPOLIS, MN 55440-1441  
 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	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	16W721		CUP, SOLVENT, CS	EACH	200	10	2,000.00					Open				

**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	GRACO INC	200	10			2,000.00		03-08-2019 15:30:00				Accepted			

Enter the changed Quantity and Promised Dates for split shipment lines  
 Enter Reason and Action 'Change.'  
 Click 'Submit' button.

**Order Information**

**General Information**

Total: 2,000.00  
 Supplier: Graco Supplier Inc.  
 Supplier Site: Graco Supplier  
 Address: 123 Main Street  
 Alpharetta, GA 30005  
 Buyer: Fred, Michael W (Mike)  
 Order Date: 02-05-2019 15:45:52  
 Description: Training document Purchase Order  
 Status: Accepted  
 Reason: Order Accepted  
 Note to Supplier:  
 Organization: GRACO USA CORP  
 Attachments: None

**Terms and Conditions**

Payment Terms: NET 60  
 Carrier: FOB DESTINATION  
 Freight Terms:  
 Shipping Control:  
 Ship-To Address:  
 Address: P O BOX 1441  
 MINNEAPOLIS, MN 55440-1441  
 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	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods	16W721		CUP, SOLVENT, CS	EACH	200	10	2,000.00					Open				

**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	GRACO INC	150	10			2,000.00	03-08-2019 13:19:00	03-08-2019 15:30:00				Accepted		1st Shipment	Change
2	GRACO INC	50					03-15-2019 13:19:00	03-08-2019 15:30:00						2nd Shipment	

Return to Orders: Purchase Orders

Cancel View Change History Export Submit

## Change Order Confirmation

Changes are submitted to Graco material planner for review and approval.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Planning, Admin, and Finance. Below this, the 'Purchase Orders' section is active, showing a list of orders. The 'Change Order Confirmation' link is highlighted. A message states: 'Change Request for Purchase Order 2057997 has been submitted for approval.' A link to 'Return to Purchase Order Summary' is provided. The footer contains 'About this Page', 'Privacy Statement', and copyright information for Oracle.

## Note

- 1) No new changes can be submitted until material planner review and the initial change submitted is approved.

Status of the Purchase Order will be 'Supplier Change Pending.'

The screenshot shows the Oracle iSupplier Portal interface with a list of Purchase Orders. The 'Status' column for the first order (PO 2057997) is highlighted in yellow and labeled 'Supplier Change Pending'. The table includes columns for Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The footer contains 'About this Page', 'Privacy Statement', and copyright information for Oracle.

- 2) On Approval of requested PO Changes by material planner, Purchase Order will be updated with the changes, status will be 'Open' and new changes can be submitted by Supplier.

The screenshot shows the Oracle iSupplier Portal interface with a list of Purchase Orders. The 'Status' column for the first order (PO 2057997) is highlighted in yellow and labeled 'Open'. The table includes columns for Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The footer contains 'About this Page', 'Privacy Statement', and copyright information for Oracle.



Purchase Order updated with changes:

HomeOrdersShipmentsPlanningAdminFinance

Purchase OrdersAgreementsPurchase History

Orders: Purchase Orders >

Standard Purchase Order: 2057997, 1 (Total USD 2,000.00)

Currency=USD

ActionsRequest ChangesGoExport

Order Information

General

Terms and Conditions

Summary

Total2,000.00

SupplierGraco Supplier Inc

Supplier SiteGraco Supplier

Address123 Main Street

Alpharetta, GA 30005

BuyerEric, Michael V (Hill)

Order Date02-06-2019 13:36:23

DescriptionTraining document Purchase

OrderOpen

StatusOpen

Note to Supplier

Operating UnitGRACO USA CORP

Supplier Order Number

AttachmentsNone

Payment TermsNET 60

Carrier

FOBDESTINATION

Freight Terms

Shipping Control

Ship-To Address

AddressP O BOX 1441

MINNEAPOLIS, MN 55440-1441

BB-To Address

AddressPO BOX 1441

accountspayable@graco.com

MINNEAPOLIS, MN 55440

Total2,000.00

Received0.00

Invoiced0.00

Payment StatusNot Paid

PO Details

Show All DetailsHide All Details

DetailsLineTypeItem/JobItem RevisionSupplier ItemDescriptionUOMQtyPriceAmount StatusAttachmentsReason

Hide1

Goods

16W721

CUP, SOLVENT, CS

EACH

200

10

2,000.00

Open

Shipments

Shipments

Ship-To Location

Ordered

Qty

Received

Invoiced

Ordered

Amount

Received

Invoiced

Promised Date

Need-By Date

Payment Status

Status

Supplier Line

Split

Reason

Attachments

1

GRACO, INC.

1,500

1,500.00

03-08-2019 13:19:02

03-08-2019 15:30:00

Open

Open

2

GRACO, INC.

500

500.00

03-15-2019 13:19:07

03-08-2019 15:30:00

Open

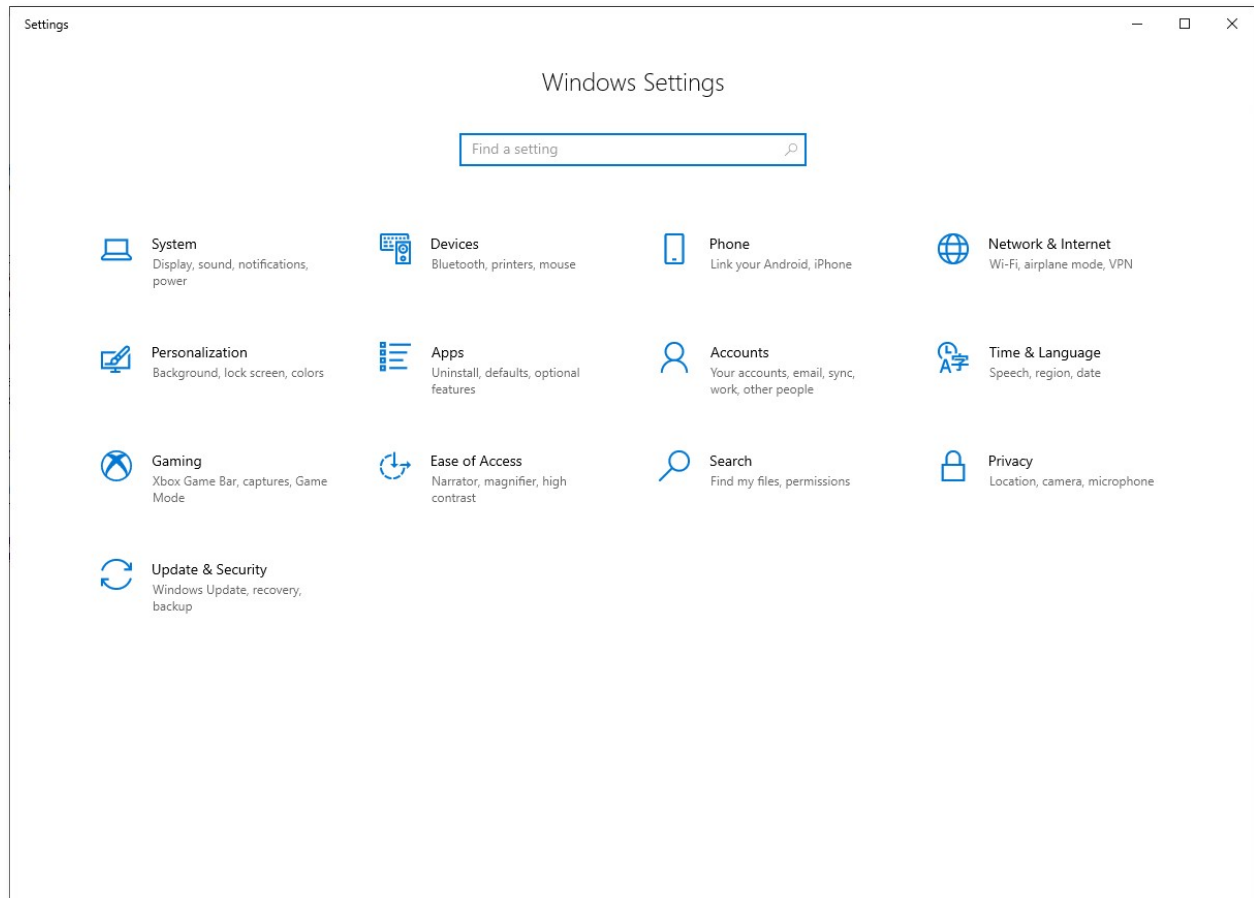
Open

## ISP-TRN03: Setting a Default Email Client

Users must have a default email client setup to accept/reject notifications through their email.

Below is a brief explanation on how to do this:

On PC, Go to Start Menu >>Settings>>Apps>> Default apps >>Email>> Choose an app >> Select your default email client >> Close the window and restart your email



For more extensive iSupplier documentation, please visit [www.graco.com/us/en/suppliers.html](http://www.graco.com/us/en/suppliers.html)