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



Home Navigator	Graco Supplier Portal: For submitting date, quantity, or split shipment changes on a purchase order. Also contains reference tools.	Favorites
Graco Supplier Portal	Please select a responsibility. uest	You have not selected any favorites. Please use the "Personalize" button to set up your favorites.
	Graco Supplier Price Change Request: For submitting a price change on a purchase order.	

Supplier Home Orders Shipments Planning Finance Administration	Once in the Graco Sup number to access the Access a list of all orc tab.	oplier Portal, search by PO PO record. Alternatively, lers by clicking the "Orders"
Search PO Number 🗸 Go		
Notifications	Full List	Notifications: Contains recent open
••• Subject	Date	notifications from Graco. Please address these in a
No results found.		timely manner. Click "Full List"



Note: Some details in images are omitted for confidentiality.



Supplier Home Orders Shipments Planning Fin Purchase Orders Agreements Purchase Histor Supplier Home > Purchase Orders > Standard Purchase Orders : 2518401	Administration Manage Supplier Brok	er Ir Broker							Actio	Askaguladag		Evport
Currency= USD	, , , , , , , , , , , , , , , , , , , ,								Actic	JIIS Acknowledge	* GC	Export
Order Information Search												
General	Terms and Condit	ions	S	ummary	stal							
Total Supplier Supplier Site	Payment Term Carrie	s 1%10 NET 15 r SEE GRACO ROUTING GUIDE 3 DESTINATION		Receiv Invoic Payment Stat	ved 0.00 ced 0.00 tus NotPaid							
Supplier Contact Address	Freight Term Shipping Contro	s		ſ	POs n	nust t	be ac	knowle	edaed	before a	anv	
Buyer Nicol, Christopher J (Chris)				chanc	ie rea	uest	can be	e subn	nit. Whe	n the	
Order Date 05-02-2023 11:55:35 Description Status Requires Acknowledg	Address 1150 S Document Type DOCK ment MINN	SIBLEY ST NE S 4-7 EAPOLIS, MN 55413		Curren	PO st	atus i	s Rec	luires	Ackno	wledger	nent,	
Note to Supplier Operating Unit GRACO USA CORP Supplier Order Number	Bill-To Address				The A	ction	s droj	oliale"	n will s	say	la a	
Attachments None	Address PO BO accou	DX 1441 htspayable@graco.com		_	ACKI	owied	ige. Teme	CIICK	60 ((1000)	b begin t	ne	
PO Details		Chi OLIO, MIN 33440		Ļ	ucitite	wicu	genne	int pro				
•••												
Show All Details Hide All Details	Item Davision	unnline Item	Description		HOM	Ote	Delea	Amount 6	tatua	Attachmente	Deese	
▶ 1 Goods 278727	B	supplier item	PLATE, SST, 17-4 PH		EACH	231	Frice	Amount S	pen	Auachments	Reaso	

Supplier Home Orders Ship	pments Plan	ning Finance Adr	ministration Manage Sup	olier Broker										
Purchase Orders Agreen	ments Purch	hase History												
Supplier Home > Purchase O Acknowledge for S Currency=USD	Orders > View tandard F	Order Details > Purchase Orde	er : 2518401,0 (To	tal USD)					Cancel	Save Submit Export Actio	ns Reject Entire Or Reject Entire Or View Change H	rder V Go rder istory
Order Information													Accept Entire O	rder
General Information			Terms and	Conditions				Relation Receipts	ed Information		Novet and	+ " AI	F uting	
Total Supplier			Pay	ment Terms 1 Carrier S	%10 NET	15 CO ROUTIN	10	Invoices Payments			Order" or	ect Accept n the Action	s list	
Supplier Site Address			Fn	FOB [eight Terms	DESTINAT	ION					of values	to continu	e. Then	
Buyer Order Date	Nicol, Christo 05-02-2023 1	pher J (Chris) 1:55:35	Shipp Ship-To Ad	ing Control Idress							click "Go	" to proceed	d.	
Description Status Note to Supplier	Requires Ack	nowledgment	Addre	ss 1150 SIBL DOCKS 4-	EY ST NE 7									
Organization Attachments	GRACO USA None	CORP	Bill-To Add	MINNEAP	OLIS, MN	55413								
			Addre	ss PO BOX 1 accountsp	441 ayable@g	raco.com								
PO Details				MINNEAP	ULIS, MIN	55440								
TIP Click on the Show link	k to view shipm	ient details of a line. T	o split a line into multiple de	livery dates, clic	ck the split	t line icon of	f the desired	I row and then make chan	les.					
Details Line Type It	em/Job	Item Revision	Description	UOM	Qty	Price	Amoun	t Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
▶ 1 Goods 2	78727	В	PLATE, SST, 17-4 PH	EACH	231					Open	1697321			

Supplier Home C	rders Shipments Planning Finance Administration Manage Supplier Broker		
Purchase Orders	Agreements Purchase History		
Supplier Home > Acknowledg	Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order > e Purchase Order 2518401		
			Cancel Submit
Description			
Currency	USD		
Amount		Then, click "Submit."	
Order Date	05-02-023 11:55 35		_
Action	Accept		
			Cancel Submit



Supplier Home Orders Shipments Planning Finance // Purchase Orders Agreements Purchase History	Administration Manage Supplier Broker	
Supplier Home > Purchase Orders > View Order Details > A PO Acknowledgment Confirmation Purchase Order 2518401 has been Acknowledged.	cknowledge for Standard Purchase Order >	A confirmation will show if the PO was acknowledged correctly and there are no errors.
Return to Purchase Order Summary	Click "Return to Purc return and submit a	hase Order Summary" to change request.

Supplier H	lome Orders	Shipm	ents Planning Finar	nce Administration Manage	Supplier Broker										
Purchas Purch Views	Alternatively, click "A search for the PO rec					/, click "Ad ne PO reco	vanced Sea rd by PO N		xport						
V	/iew All Purchas	e Orde	rs	✓ Go									[Advanced Sea	rch
Soloct	DO Number A	Dov	Operating Unit	Document Type	Description	Order Date	Buwar		Curroney	Amount	Statue	Change Dequeet Statue	Acknowledge By	Attachmonte	15
0	2518401	0	GRACO USA CORP	Standard PO	beschpton	05-02-2023 11:55:35	Nicol, Christopher	J (Chris)	USD	Amount	Accepted	change request status	Acknowledge by	Autorinents	*
0	2518400	0	GRACO USA CORP	Standard PO		05-01-2023 15:50:47	Nicol, Christopher	J (Chris)	USD		Requires Acknowledgment				
0	2518399	0	GRACO USA CORP	Standard PO		05-01-2023 15:34:32	Nicol, Christopher	J (Chris)	USD		Requires Acknowledgment				
0	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 Administratic Purchase Orders Agreements Purchase History Orders: Purchase History Orders: Purchase Orders: 2518401, 0 (Total USI) Currency= USD	D)		Actions Request Changes V Go Export
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 PO DetailS	Terms and Conditions Payment Terms 1%10 NET 15 Carrier SEC GRACO ROUTING OUTO FOB DESTINATION Freight Terms Shipping Control Ship-To Address MINNEAPOLIS, MN 55413 BIIL-To Address Address PD BOX 1441 accountspayable@graco.com MINNEAPOLIS, MN 55440	Summary Total Received Invoiced Payment Status	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.
Show Al Details Hide All Details Details Line ▲ Type Item/Job Item Re ▶ 1 Goods 278727 B	vision Supplier Item	Description L PLATE, SST, 17-4 PH E	UOM Qty Price Amount Status Attachments Reason EACH 231 Open



Supplier Home Orders Shipments Planning Finance Ar	ministration 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 Vi	iew Change History 🗸 🛛 Go
Currency=USD	· · ·					2
Order Information						
General Information	Terms and Conditions	Related Information Receipts				
Total	Payment Terms 1%10 NET 15	Invoices				
Supplier	Carrier SEE GRACO ROUTING GUIDE	Payments				
Supplier Site Address	FOB DESTINATION Freight Terms					
	Shipping Control					
Order Date 05-02-2023 11:55:35	Ship-To Address					
Line item information is under the "PO Details" h	found					
	ess PO BOX 1441					
PO Details Click eithe	"Show All" or the triangle					
Symbol to	make changes to the PO.	ind then make changes				
Show All Hide All						
Details Line Type Item/Job Item Revision Details	scription UOM Qty Price Amount Note to Suppli	er Contractor Name Status	Global Agreement S	upplier Config ID	Attachments	Reason
▶ 1 Goods 278727 B PL	ATE, SST, 17-4 PH EACH 231	Open	1697321			

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 : 2	2518401,0 (Total USD)	Cancel Save Submit Export Actions (View Change History - Go
Currency=USD		
✓ Order Information		
General Information	Terms and Conditions	Related Information Receipts
Total	Payment Terms 1%10 NET 15	Invoices
Supplier	Carrier SEE GRACO ROUTING GUIDE	Payments
Supplier Site	FOB DESTINATION	
Address	Freight Terms Shipping Control	Changes can be made to the Quantity Ordered
Buyer Nicol, Christopher J (Chris)	Ship-To Address	and Promised Date fields Using the "Split"
Order Date 05-02-2023 11:55:35 Description		
Status Accepted	Address 1150 SIBLEY STINE DOCKS 4-7	button, each shipment line can be split. When
Reason Note to Supplier	MINNEAPOLIS, MN 55413	submitting any change, provide a reason in the
Organization GRACO USA CORP	Bill-To Address	Reason text box and select "Change" on the
Attachments None	Address PO BOX 1441	A stick draw draw. They alight "Outputit" at the tax
	accountspayable@graco.com MINNEAPOLIS_MN 55440	Action drop down. Then click Submit at the top
PO Details		of the page.
TIP Click on the Show link to view shipment details of a line. To split a line i	into multiple delivery dates, click the split line icon of the desired row a	and then make changes.
Show All Hide All		
•••		
Details Line Type Item/Job Item Revision Description	UOM Qty Price Amount Note to Supplie	er Contractor Name Status Global Agreement Supplier Config ID Attachments Reason
1 Goods 278727 B PLATE, SST, 17	-4 PH EACH 231	Open 1697321
Shipments		
Quantity Quantity	ntity Amount	Discount Start Effective End Effective
Shipment Ship-To Location Ordered Price Rece	ived Received Amoun Promised Date Ne	red-By Date Status Attachments Split Reason Action
1 MPLS.RI.1150.MFG 231	07-	-01-2023 15:33:44 Accepted



Currency=USD	formation				5401,0 (10	tai USD)					Cancel	Save Sub	mit Export	Actions Vie	ew Change H	History ♥ G
General Ir	Total Supplier Supplier Site Address			Terr	ms and Cond Payment Ti Ca Freight Ti	erms 1%10 arrier SEE 0 GUIDI FOB DEST erms	NET 15 BRACO ROUTIN E INATION	IG	© Re Receip Invoice Payme	lated Inform ts s nts	ation						
Note PO Details	Buyer Order Date Description Status Reason et o Supplier Organization Attachments	Nicol, C 05-02-21 Accepte GRACO None	hristopher J (Chris) 223 11:55:35 d USA CORP) Shir Bill-	Shipping Co p-To Address Address 11 DO MI -To Address Address PC ac MI ultiple delivery d	Introl 50 SIBLEY S' DCKS 4-7 INNEAPOLIS, D BOX 1441 countspayabl INNEAPOLIS, lates, click the	I NE MN 55413 2@graco.com MN 55440 split line icon of	Th 1. 2. 3. 4. 5. 6.	s is an The "S The "Q A "Pro A "Rea "Chang The fir chang	exam plit" b uanti misec son" ge" wa al ste e requ	ple o outtor ty Or I Date was p as se ep wil iest.	f a split sh n added ar dered" was e" was ado provided ir lected uno Il be to clic	ipme other s split led to the t ler "A k "Su	nt cha Shipi acros each each ction. bmit"	nge: ment ss the line. ox. ' to su	line. e twc	o lines t a
Details Line	Type Ite Goods 27	m/Job 8727	Item Revision	Description PLATE, SST, 17-4 PH	UOM EACH	Qty Pric	e Amount I	Note to Supp	lier Contract	or Name	Status Open	Global Agreement	Supplier Cor	nfig ID	Attachment	s Reason	n
Shipments																	
Shipment S	hip-To Loca	ntion	Quantity Ordered	rice Quantity Received	Amo Receiv	unt ved Amount	Promised Da	te	Need-By Date	Discount (%)	Start Effe Date	End Effective Date	Status	Attachments	Split Reas	on	Action
	. 20.14.1100		130				00 20 2020 0		01 01 2020 10:00.4				, tocopiet		Conity	100 availar	onongo +

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Supplier Home Orders Shipments Planning Finance Administration Manage Supplier Broker		
Purchase Orders Agreements Purchase History		
Orders: Purchase Orders > Change Order Confirmation	A confirmation will show if the PO was	
Change Request for Purchase Order 2518401 has been submitted for approval.	acknowledged correctly and there are no errors.	

Return to Purchase Order Summary

	≫ Home	*	;	↓ ⁰ ∣
Supplier Home Orders Shipments Planning Finance Administration Manage Supplier Broker Search PO Number Y Go Go				
To make a price change request (access the three lines in the upper left corner of	s varies	s), clio	ck	0
Graco Supplier Portal	Reque	st"		
Graco Supplier Price Change Request				
Home Page				

Ipplier Home Orders Manage Supplier Broker Search PO Number 2518400 Go 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.
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Supplier Home Orders Manage Supplier Broker Purchase Orders Agreements Purchase History Orders: Purchase Orders > Standard Purchase Order: 2518400, 0 (Total USD Currency= USD USD)					Ac	tions Request Changes	✓ Go Export
Order Information								
General	Terms and Conditions	_	Summary					
Total Supplier Supplier Site Supplier Contact Address Buyer Nicol, Christopher J (Chris) Order Date 05-01-2023 15:50.47 Description <u>Status</u> Accepted Reason Note to Supplier	Payment Terms 1% 10 NET 15 Carrier SEE GRACO ROU GUIDE FOB DESTINATION Freight Terms Shipping Control Ship-To Address Address 1150 SIBLEY ST NE DOCKS 4-7 MINNEAPOLIS, NN 55413 Bill-To Address	TING	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.					
Operating Unit GRACO USA CORP Supplier Order Number Attachments None	Address PO BOX 1441 accountspayable@graco.con MINNEAPOLIS, MN 55440	n						
••• Show All Details Hide All Details								
Details Line ▲ Type Item/Job Item Revision ▶ 1 Goods 278727 B	Supplier Item	Description PLATE, SST, 17-4 PH	UOM EACH	Qty 231	Price	Amount Status Open	Attachments	Reason



Supplier Home Orders Manage Supplier Broker Purchase Orders Agreements Purchase History Orders: Purchase Orders > View Order Details > Request Changes for Standard Purchase Ord Currency=USD Image: A content of the standard Standard	ler : 2518400,0 (Total USD)	Cancel Save Submit Export Actions View Change History V Go			
General Information Total Supplier	Terms and Conditions Payment Terms 1%10 NET 15 Carrier SEE GRACO ROUTING	Related Information			
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	GUIDE FOB DESTINATION Freight Terms Shipping Control Ship-To Address Address 1150 SIBLEY ST NE DOCKS 4-7 MINNEAPOLIS, MN 55413 Bill-To Address	 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. 			
PO Details	Address PO BOX 1441 accountspayable@graco.com MINNEAPOLIS, MN 55440	frow and then make changes.			
Details Image Item/Job Item Revision Description Image: I	n UOM Qty Price Amount Not , 174 PH EACH 231 ###	te to Supplier Contractor Name Status Global Agreement Supplier Config ID Attachments Reason Open 1697321 Discounted Rate			

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.	A confirmation will show if the PO was	
Return to Purchase Order Summary	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.