# Kroger Co. Ariba Supplier Network Catalog Instructions and Requirements

Presented By: The Kroger Co.

# Summary

• This presentation will explain the catalog building process to be completed in conjunction with the supplier and Kroger Corporate Procurement.

• The catalog template (CIF Template) can be found on the Kroger's Supplier Portal, knowledge.ariba.com/kroger.

• A catalog describes the products a Supplier offers and the prices they charge.  The catalogs will feed the information to Kroger's eProcurement system through the Ariba Supplier Network. *Catalog items are to only contain fixed price items.

• Suppliers who provide items to Kroger and its affiliated banners will need to provide all items currently purchased by the Kroger Co.

• Items listed on a catalog are  for facility engineering and/or division store operations capital and expense orders.  None of the items are for retail purposes.

• Freight items should NOT be included on your catalog.

• When your catalog is completed, please send the file to eprocatalogs@kroger.com

• After the catalog is reviewed and approved, Kroger will return the catalog to the supplier with instructions on how to load the catalog onto the Ariba Supplier Network

# Contents

- Header Information
  - Item Count
  - Time Stamp
- Item detail information
  - Required information on the catalog
- Image requirements and format
- Ariba Supplier Network support

# Header Information

•The catalog template file can be found on the Kroger portal
https://knowledge.ariba.com/kroger under catalog management. The header
information should not change except for 3 fields, ITEMCOUNT, TIMESTAMP, and
COMMENTS.

• ITEMCOUNT:  Total number of items in your catalog.
• TIMESTAMP: Specify date – For example 5/15/2005.
• Comments (Optional): Insert any comments or descriptions on the catalog.
This field only appears on the catalog file.

| | A | B | C |
|---|---|---|---|
| 1 | CIF_I_V3.0 | | |
| 2 | CHARSET: | UTF-8 | |
| 3 | LOADMODE: | F | |
| 4 | CODEFORMAT: | UNSPSC | |
| 5 | CURRENCY: | USD | |
| 6 | SUPPLIERID_DOMAIN: | NetworkID | |
| 7 | ITEMCOUNT: | 5 | |
| 8 | TIMESTAMP: | 5/15/2005 | |
| 9 | UNUOM: | TRUE | |
| 10 | COMMENTS: | Any comments can go here. | |
| 11 | FIELDNAMES: Supplier ID | Supplier Part ID | Manufacturer Part ID |
| 12 | DATA | | |
| 13 | AN09067477712 | 2772882 | TTSIBM412CID |
| 14 | AN09067477712 | 2772967 | IDG076450049X |

Item Count

Time Stamp

Comments
(Optional)

Catalog
Header Data

# Catalog Item Data

Kroger asks the supplier to fill out as much information as possible. Supplier can send the catalog to eprocatalogs@kroger.com for more information needed in regards to the catalog.

1) **Supplier ID (Required)** – This is the supplier unique identifier on the Ariba SN. This comes from your Ariba account page known as your ANID number.
2) **Supplier Part ID (Required)** – This is the supplier internal item number. This item number will appear on all purchase orders to reference the item being ordered. Must be a unique number. If you plan on transacting EDI or cXML, your item number must match 1:1 to the invoice or invoice will not transmit.
3) **Manufacturer Part ID (Optional)** – Manufacturer item number.

| **1** | **2** | **3** |
|---|---|---|
| FIELDNAMES: Supplier ID | Supplier Part ID | Manufacturer Part ID |
| DATA | | |
| AN09067477712 | 2772882 | TTSIBM412CID |
| AN09067477712 | 2772967 | IDG076450049X |
| AN09067477712 | 2772276 | IDG076458722 |
| AN09067477712 | 2772981 | IDG076450052X |
| AN09067477712 | 2772985 | IDG07645762 |
| ENDOFDATA | | |

# Cont. Item Data

**4) Item description (Required)** – Description of the item or service provided to Kroger.  If the item is a kit, please list all items included in the kit.  Do not use quotes or apostrophes in the description, use feet (ft) or inches (in) instead.  Also include the qty per order in the description (example: Quantity 25 per pack).

**5) SPSC Code (Required)** – Commodity code for the item.  Use the Kroger SPSC code file found on the Kroger portal, https://knowledge.ariba.com/kroger and find the specific commodity code for the item.

**6) Unit Price (Required)** – Price for the item or service.  Only include up to 2 decimals and do not use any dollar ($) symbols.

**6) Unit of Measure (Required)** – Unit of measure codes can be found on the Ariba help page or on the portal under the catalog template unit of measure tab..
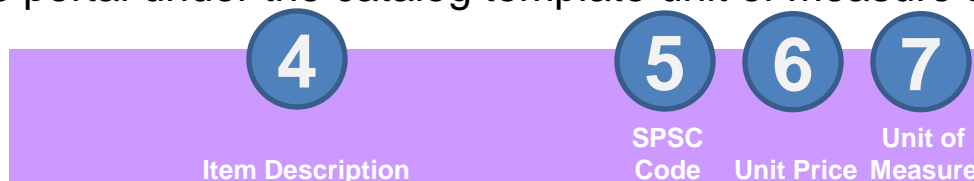
| ④ Item Description | ⑤ SPSC Code | ⑥ Unit Price | ⑦ Unit of Measure |
|---|---|---|---|
| 4-Line System Phone with Headset and Caller ID | 43191504 | 45.24 | EA |
| Excel 97 for Dummies Quick Reference Book | 55101509 | 19.99 | EA |
| Blue Ballpoint Pens, Disposable | 44121704 | 5.45 | DZN |
| Manilla Folders, Tabbed 3 Position | 44122011 | 19.99 | GRO |
| Stapler, Swingline 405, Black | 44121615 | 4.95 | EA |

# Cont. Item Data

**8) Lead Time (Required)** – Number of business days from when order is placed to when item is delivered.

**9) Manufacturer Name (Optional)** – Name of company that produced the item.

**10) Supplier URL (Option)** – Insert your company website here – For example: www.kroger.com.

**11) Manufacturer URL (Optional)** – Manufacturing company website or specific item website information can be placed here.

**12) Market Price (Optional)** – Price of good or service listed to the public. Kroger does not require this information.

| ⑧ | ⑨ | ⑩ | ⑪ | ⑫ |
|---|---|---|---|---|
| Lead Time | Manufacturer Name | Supplier URL | Manufacturer URL | Market Price |
| 1 | Intellidata | http://www.idg.com/2772967 | | 50.24 |
| 1 | IDG Books Worldwide | http://www.idg.com/2772967 | | 22.00 |
| 1 | Bic | http://www.idg.com/2772967 | | 7.00 |
| 1 | Mead | http://www.idg.com/2772981 | | 22.00 |
| 1 | Swingline | http://www.idg.com/2772981 | | 6.29 |

# Cont. Item Data

**13) Supplier Part Auxiliary ID (Required on some items – Kroger will provide information)** – If supplier transacts with Kroger using PurchasingNet (P-Net), supplier will need to include their P-Net numbers in this column.  Please contact your procurement representative or [eprocatalogs@kroger.com](mailto:eprocatalogs@kroger.com) to receive the P-Net information.

**14) Language (Required)** – ALWAYS include en_US for all items.

**15) Currency (Required)** – ALWAYS include USD for all your items.

**16) Short Name (Required)** – Short name description for the item listed.  Limited to 50 characters in the cell.

| 13 Supplier Part Auxiliary ID | 14 Language | 15 Currency | 16 Short Name |
|---|---|---|---|
| 060-00007542 | en_US | USD | 4-Line Phone |
| 060-00020115 | en_US | USD | Excel 97 for Dummies |
| 700-00009801 | en_US | USD | Blue Ballpoint Pens |
| 706-00006020 | en_US | USD | Manilla Folders |
| 021-00000102 | en_US | USD | Standard Stapler |

# Image Formats

**17) Image (Required)** - Images represent visually what the items in the catalog are.  Provide as many as possible, as users will be better served if they can "see" the product.  These fields should contain a link from a website to the image of the product.  Images must be a valid type and point to a valid image. Valid Image types are: ".gif", ".jpg", ".jpeg", ".tif" and ".bmp".

**18) Thumbnail (Optional)** – Same requirements as image link above, with pixel size to be 64 x 64.

If you can not place image links immediately in your catalog, send the catalog without the image links to eprocatalogs@kroger.com to prevent any delay in the catalog process.

**17**
Image

**18**
Thumbnail

| Image | Thumbnail |
|---|---|
| http://www.idg.com/2772967/img.gif | http://www.idg.com/2772967/tmb.gif |
| http://www.idg.com/2772967/img.gif | http://www.idg.com/2772967/tmb.gif |
| http://www.idg.com/2772967/img.gif | http://www.idg.com/2772967/tmb.gif |
| http://www.idg.com/2772981/img.gif | http://www.idg.com/2772981/tmb.gif |
| http://www.idg.com/2772981/img.gif | http://www.idg.com/2772981/tmb.gif |

# Final Steps

- Once your catalog is complete:
  - Name the catalog "*Your Company Name*"_Catalog.xls
    - i.e., Kroger_Catalog.xls
  - E-mail catalog to [eprocatalogs@kroger.com](mailto:eprocatalogs@kroger.com)

- The catalog will go through a review process within the Corporate Procurement department.  Any issues or questions that may arise, you will be contacted.

- When the catalog is approved, a final version of your catalog will be sent back with instructions on how to load your catalog on the Ariba Supplier Network

# Additional Resources

Kroger Co. Supplier Portal: https://knowledge.ariba.com/kroger
Catalog/item/order information contact: eprocatalogs@kroger.com
Enablement/Test Orders contact: eproprocurementTeam@kroger.com

**Ariba Links:**
Ariba Supplier Network Login site: https://supplier.ariba.com
Ariba Support: 1-866-31ARIBA (1-866-312-7422)
Ariba Homepage: www.ariba.com