



The Kroger Co.

• 1014 Vine Street •

Cincinnati, OH 45202

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Date: \_\_\_\_\_

To: All Corporate Brand Suppliers

We are taking this opportunity to review some key procurement/operational issues with each supplier. To efficiently manage inventory, both inbound and outbound, your timely communication and attention to detail are required to maximize the sales of your products in our stores.

- 1) As soon as you are able, always provide your Buyer with information regarding any conditions that could potentially affect the shipping or on-time arrival of an order.
- 2) Review arrival dates on all purchase orders. The date listed is the **arrival date - not the ship date!**
- 3) Kroger Regional distribution centers are instructed to only receive product that is listed on the purchase order. Items not listed on the purchase order will be returned to you at your expense.
- 4) All purchase order numbers must be listed on the bill of lading/packing list.
- 5) Each order must be preceded by a faxed copy of the packing list 72 hours in advance, or at a minimum, the packing list must be readily available on receipt at time of arrival at our distribution centers.

Bluffton, IN  
Cleveland, TN  
Portland, TN  
Phoenix, AZ  
Fountain, CO

Fax# 260/827-2193/Ph# 260/827-2064  
Fax# 423/614-1195/Ph# 423/614-1025  
Fax# 615/325-8137/Ph# 615/325-8159  
Fax# 602/477-3292/Ph#602/477-3165  
Fax# 303/778-3349/Ph#303-698-3615

Local Distribution Centers

If New Vendor Contact: One Network @  
866-302-1935 or  
help@.onenetwork.com.

- 6) When supplying shipping information to the Traffic Department, you must provide the name of the carrier, ship date, pro number, and expected date of arrival. Please reference Kroger Vendor General LTL – Parcel Routing Instructions that can be found on [www.thekrogerco.com](http://www.thekrogerco.com).
- 7) Please review current backorder policies with your Buyer for your products. **Do not hold** a purchase order past the time needed to arrive by the original due date because you cannot fill the entire order.
- 8) With prior approval of the Buyer, when shipping a backorder, please identify the purchase order number the backorder is shipping against.

- 9) Advise your Buyer immediately regarding any temporary out of stocks with an estimated in-stock date for each.
- 10) For all requested cost changes, you must complete a Kroger Cost Change Form and send it to the attention of your Corporate Brands Sourcing Manager a minimum of 45 days prior to the effective order date of the requested change.
- 11) Any discrepancies or changes to information on purchase orders, i.e., costs, product availability, cash terms, UPC, etc., must be directed to your Buyer ASAP.
- 12) Inbound Pallet Requirements – All pallets used for purchase orders shipped to any Kroger Distribution Center should have the following specifications:
  - Industry standard
  - GMA Pallet (40x48)

Recommended:

- 1<sup>st</sup> Choice – Pooled Pallet providers, to include CHEP, PECO, iGPS
- 2nd Choice – White Wood, with no pallet exchange

Working together we can minimize the logistical and communication opportunities that can prohibit our ability to maximize the sales of the Corporate Brand products you supply.

If you have any questions, please feel free to contact your Corporate Brand Sourcing Manager or Buyer who will be happy to answer your questions regarding any issues or concerns you may have.

Thanks for your ongoing cooperation.

Sincerely,

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Sourcing Manager  
Corporate Brands Department  
The Kroger Co. KW-5  
1014 Vine Street  
Cincinnati, OH 45202