



ILLUSTRATIVE

Oracle Procurement Purchase Orders (POs) will include the following updates and be formatted in this way.

Purchase Order 1000001

Supplier Details:

Company Supplier Name
Contact Supplier Associate Name
Address 1234 Supplier Address
MINNEAPOLIS, MN 55426

Phone +1 (111) 111-1111
Fax
E-mail supplier@supplier.com

Submit your response to:

Company The Kroger Co.
Contact Kroger Associate Name
Address 1014 Vine Street
CINCINNATI, OH 45002

Phone
Fax
E-mail kroger.associate@kroger.com

This document has important legal consequences. The information contained in this document is proprietary of The Kroger Co.. It shall not be used, reproduced, or disclosed to others without the express and written consent of The Kroger Co..

This agreement between The Kroger Co. and Supplier is authorized for binding commitment. The parties hereto have read and executed this agreement as of the _____ day of _____, _____.

Purchase Order 1000001

Updated Purchase Order (PO)
Number Format

Order	1000001
Order Date	13-JAN-2021
Change Order	0
Change Order Date	13-JAN-2021
Revision	0
Ordered	652.00 USD
Requisition Number	PR10000059
Reference Document	PA10001583

Order Number must appear on all packages and documents.

Sold To **The Kroger Co.**
1014 Vine Street
CINCINNATI, OH 45202

Supplier **Supplier Name 1234**
Supplier Address
MINNEAPOLIS, MN 55426

Bill To **The Kroger Co. BU**
PO BOX 1889
GRAND RAPIDS, MI 49501-1889
UNITED STATES

Ship To **Kroger Manufacturing Site**
Kroger Address

Notes USD = US Dollar
PO level note to supplier

→ Example of Standard PO Note; Appears on all POs
→ Buyer has added a comment/note; See below

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
3000092	1.00% 16 NET 17	DE	None	The Best Way
Confirm To				

Updated Supplier
Numbers

Line	Item	Price	Quantity	UOM	Ordered	Date	
						Promised	Requested
1	Example Item #1	0.652	1,000	Pounds	652.00		1/19/21
<p>Notes Please deliver between 1-3pm</p>							

Example of buyer note added to PO

Total 652.00

Note: Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.

Example of Standard PO Note; Appears on all POs