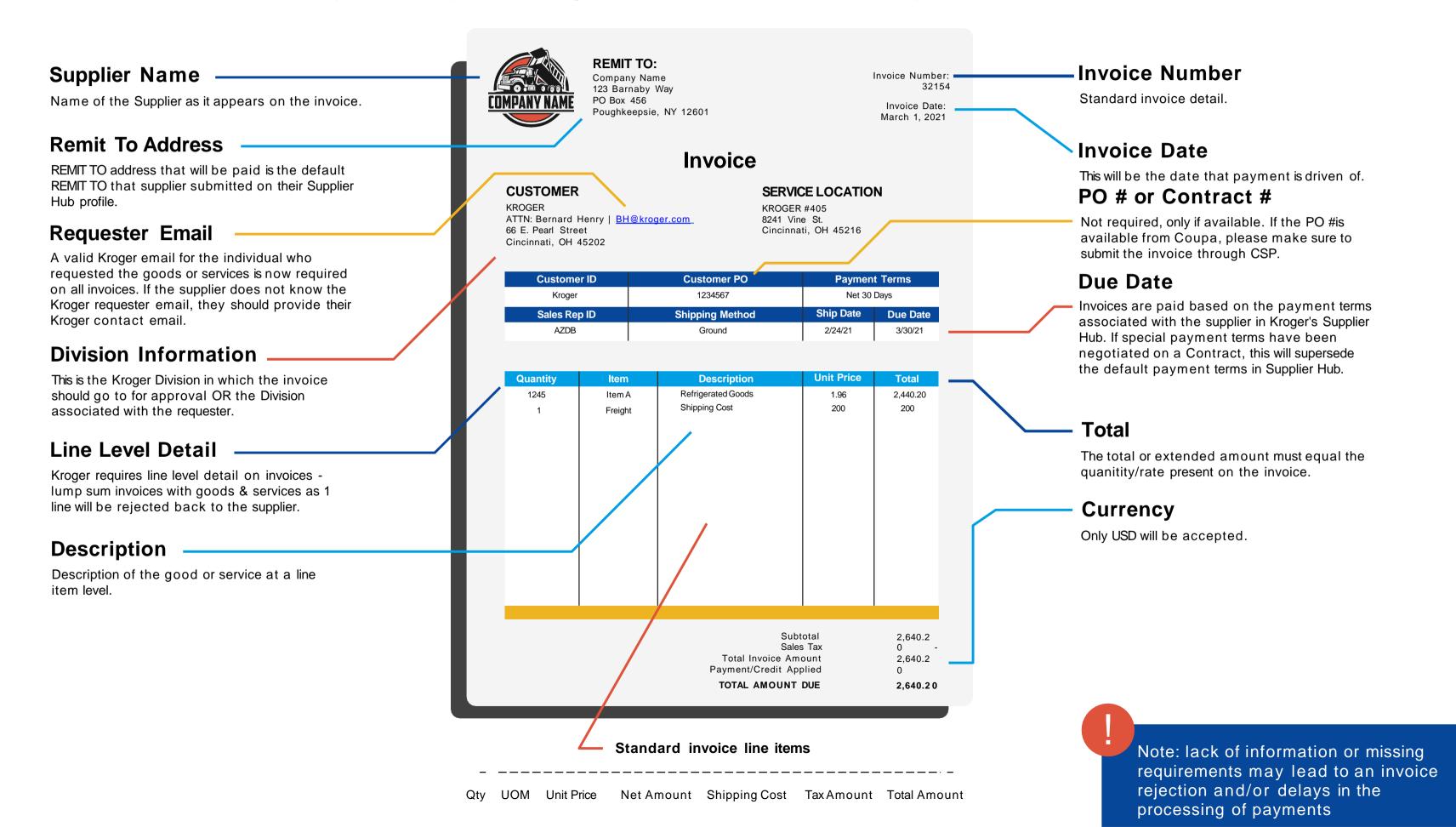
## Non-PO Invoicing for Suppliers



All the suppliers submitting non-PO invoices will be required to submit electronic copies of invoices to coupaindirectexpenses@kroger.com. Please reference the example invoice below.



## **Don't Forget:**

- Suppliers are required to maintain data in Supplier Hub and must be in Vendor Approved Status.
- Update Supplier Hub Profile to Include Order Address(es).
- All suppliers are asked to join the Coupa Supplier Portal (CSP) and invoice directly from there.

If you have any questions, please reach out to <a href="mailto:coupap2psupport@kroger.com">coupap2psupport@kroger.com</a>