

# Non-PO Invoicing for Suppliers



Beginning March 29, 2021, suppliers submitting non-PO invoices will be required to submit electronic copies of invoices to [coupaindirectexpenses@kroger.com](mailto: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.
- Please note, mailed invoices or invoices submitted to Ariba/ePro will not be processed after March 29, 2021.

## Supplier Name

Name of the Supplier as it appears on the invoice.

## Remit To Address

REMIT TO address that will be paid is the default REMIT TO that supplier submitted on their Supplier Hub profile.

NEW

## Requester Email

A valid Kroger email for the individual who requested the goods or services is now required on all invoices. If the supplier does not know the Kroger requester email, they should provide their Kroger contact email.

## Division Information

This is the Kroger Division in which the invoice should go to for approval OR the Division associated with the requester.


NEW

## Line Level Detail

Kroger requires line level detail on invoices - lump sum invoices with goods & services as 1 line will be rejected back to the supplier.

## Description

Description of the good or service at a line item level.



**COMPANY NAME**

**REMIT TO:**  
 Company Name  
 123 Barnaby Way  
 PO Box 456  
 Poughkeepsie, NY 12601

Invoice Number:  
32154

Invoice Date:  
March 1, 2021

### Invoice

**CUSTOMER**  
 KROGER  
 ATTN: Bernard Henry | [BH@kroger.com](mailto:BH@kroger.com)  
 66 E. Pearl Street  
 Cincinnati, OH 45202

**SERVICE LOCATION**  
 KROGER #405  
 8241 Vine St.  
 Cincinnati, OH 45216

Customer ID	Customer PO	Payment Terms	
Kroger	1234567	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
AZDB	Ground	2/24/21	3/30/21

Quantity	Item	Description	Unit Price	Total
1245	Item A	Refrigerated Goods	1.96	2,440.20
1	Freight	Shipping Cost	200	200

Subtotal 2,640.20

Sales Tax -

Total Invoice Amount 2,640.20

Payment/Credit Applied

**TOTAL AMOUNT DUE 2,640.20**

## Invoice Number

Standard invoice detail.

## Invoice Date

This will be the date that payment is driven off of.

## PO # or Contract #

Not required, only if available. If the PO # is available from Coupa, please make sure to submit the invoice through CSP.

## Due Date

Invoices are paid based on the payment terms associated with the supplier in Kroger's Supplier Hub. If special payment terms have been negotiated on a Contract, this will supersede the default payment terms in Supplier Hub.

## Total

The total or extended amount must equal the quantity/rate present on the invoice.

## Currency

Only USD will be accepted.

## Standard invoice line items

Qty UOM Unit Price Net Amount Shipping Cost Tax Amount Total Amount



Note: Lack of information or missing requirements may lead to an invoice rejection and/or delays in the processing of payments

If you have any questions, please reach out to [coupasupplieryolivesupport@kroger.com](mailto:coupasupplieryolivesupport@kroger.com)