Kroger MFG Supplier Invoicing for Packaging & Raw Materials: PRGX/email

HEADER DETAILS

LINE LEVEL DETAILS

Division Information / MFG Plant

(!) Purchase Order Number

background is best.

Item Description

Unit of Measure

Must match the UOM on the PO

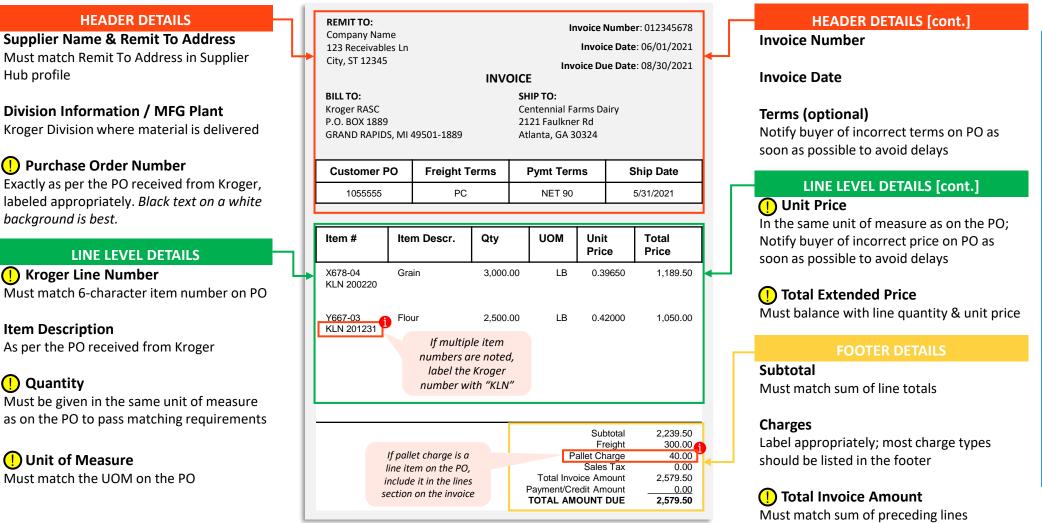
(I) Quantity

(I) Kroger Line Number

As per the PO received from Kroger

Hub profile

The information in the sample invoice below is required for all non-EDI Kroger MFG invoices unless otherwise noted. Your invoice format may vary as long as all details are included in the proper section of the invoice.



Suppliers should email MFG invoices to PRGX c/o Kroger to mfginvoices@kroger.com

- Only the word "Invoice" in the subject line
- 1 invoice per attachment
- Do not copy anyone on the email
- No other images/logos in the body of the email

Any invoice sent previously to PRGX will reject as a duplicate invoice and may delay your payments

For information about transmitting invoices via EDI, please contact edi@interamericanproducts.com

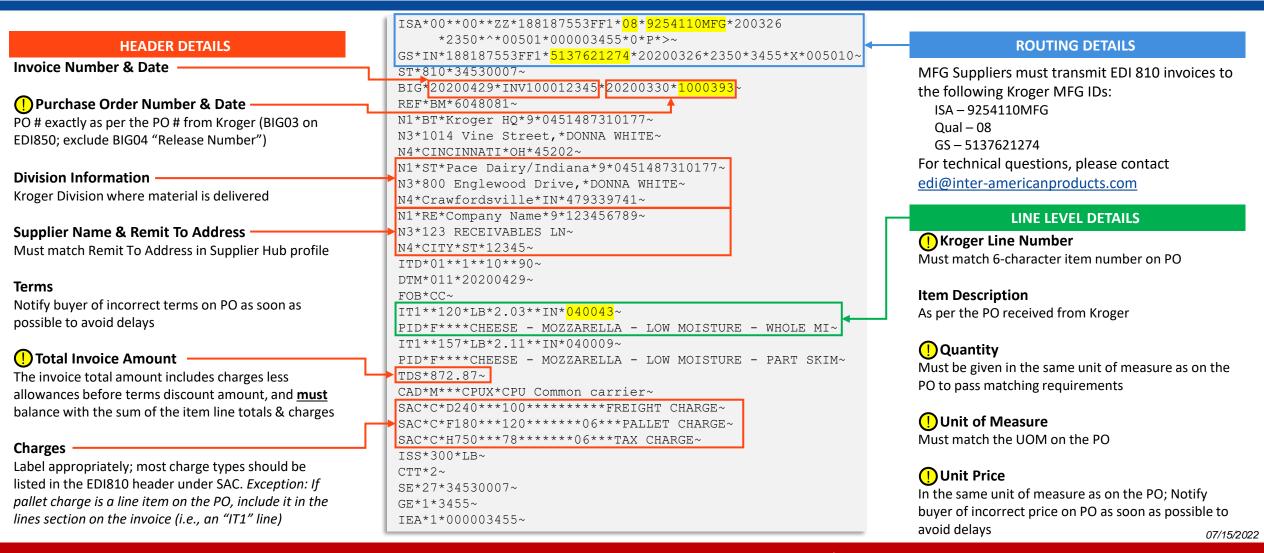
07/15/2022

Note: Lack of information or missing requirements may lead to an invoice rejection and/or delays in the processing of payments. In addition, fields marked ! are used for the Oracle 3-way match, and UOM must agree with PO.

Kroger MFG Supplier Invoicing for Packaging & Raw Materials: EDI

The information in the sample invoice below is <u>required</u> for all EDI Kroger MFG invoices unless otherwise noted.

Please refer to the "810 Invoice" document from Inter-American Products, Inc. for full technical requirements for submitting EDI 810 invoices.



Note: Lack of information or missing requirements may lead to an invoice rejection and/or delays in the processing of payments. In addition, fields marked ! are used for the Oracle 3-way match, and UOM must agree with PO.

Kroger MFG Supplier Remittance & Claims Procedures

As of June 2022, Kroger RASC Manufacturing has transitioned all supplier correspondence for inquiries on invoices and payments to Lavante at https://connect2x.lavante.com, where Kroger Manufacturing suppliers can:

- ✓ View remittance details
- √ View Auto-CM payment adjustments & reasons
- ✓ Submit questions
- ✓ Submit claims against Manufacturing deductions (with proper backup)
- ✓ Submit invoices that are greater than 30 days past due their payment terms

For full information regarding these functions & associated requirements, please log into the Lavante platform & review the Manufacturing Payables section of the Help/FAQs, or visit https://www.thekrogerco.com/vendors-suppliers/manufacturing/

Basic Requirements for Common Correspondence Types

Inquire on payment status on invoices 30 days past due not showing as paid on the Lavante platform, OR upload invoices 30+ days past due and missing in the Lavante platform

Request repayment on deductions taken for quantity shortage or costing differences by filing a claim within 180 days of the deduction date

Please check the following before inquiring on payment status or uploading a past due invoice:

- EDI 810 invoice was successfully transmitted without errors (i.e., no 997R or 824)
- Manual Invoice was submitted correctly to <u>mfginvoices@kroger.com</u>
 with the word "Invoice" in the subject without copying anyone else on
 the email or any other images in the message

Suppliers must research the deduction reasons before submitting a short pay claim. The below must be included in your claim or it will be denied:

- Quantity Shortages: Attach a copy of the signed POD
- Costing: Attach an email showing approval from the appropriate Kroger sourcing manager
- Any other email correspondence to support your claim

