

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

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.

HEADER DETAILS

Supplier Name & Remit To Address

Must match Remit To Address in Supplier Hub profile

Division Information / MFG Plant

Kroger Division where material is delivered

⚠ Purchase Order Number

Exactly as per the PO received from Kroger, labeled appropriately. *Black text on a white background is best.*

LINE LEVEL DETAILS

⚠ Kroger Line Number

Must match 6-character item number on PO

Item Description

As per the PO received from Kroger

⚠ Quantity

Must be given in the same unit of measure as on the PO to pass matching requirements

⚠ Unit of Measure

Must match the UOM on the PO

REMIT TO: Company Name 123 Receivables Ln City, ST 12345		Invoice Number: 012345678	
		Invoice Date: 06/01/2021	
		Invoice Due Date: 08/30/2021	
INVOICE			
BILL TO: Kroger RASC P.O. BOX 1889 GRAND RAPIDS, MI 49501-1889		SHIP TO: Centennial Farms Dairy 2121 Faulkner Rd Atlanta, GA 30324	
Customer PO	Freight Terms	Pymt Terms	Ship Date
1055555	PC	NET 90	5/31/2021

HEADER DETAILS [cont.]

Invoice Number

Invoice Date

Terms (optional)

Notify buyer of incorrect terms on PO as soon as possible to avoid delays

LINE LEVEL DETAILS [cont.]

⚠ Unit Price

In the same unit of measure as on the PO; Notify buyer of incorrect price on PO as soon as possible to avoid delays

⚠ Total Extended Price

Must balance with line quantity & unit price

Item #	Item Descr.	Qty	UOM	Unit Price	Total Price
X678-04 KLN 200220	Grain	3,000.00	LB	0.39650	1,189.50
Y667-03 KLN 201231	Flour	2,500.00	LB	0.42000	1,050.00

If multiple item numbers are noted, label the Kroger number with "KLN"

FOOTER DETAILS

Subtotal

Must match sum of line totals

Charges

Label appropriately; most charge types should be listed in the footer

⚠ Total Invoice Amount

Must match sum of preceding lines

Subtotal	2,239.50
Freight	300.00
Pallet Charge	40.00
Sales Tax	0.00
Total Invoice Amount	2,579.50
Payment/Credit Amount	0.00
TOTAL AMOUNT DUE	2,579.50

If pallet charge is a line item on the PO, include it in the lines section on 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@inter-americanproducts.com

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 **required** 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.

HEADER DETAILS

Invoice Number & Date

⚠ Purchase Order Number & Date

PO # exactly as per the PO # from Kroger (BIG03 on EDI850; exclude BIG04 "Release Number")

Division Information

Kroger Division where material is delivered

Supplier Name & Remit To Address

Must match Remit To Address in Supplier Hub profile

Terms

Notify buyer of incorrect terms on PO as soon as possible to avoid delays

⚠ Total Invoice Amount

The invoice total amount includes charges less allowances before terms discount amount, and **must** balance with the sum of the item line totals & charges

Charges

Label appropriately; most charge types should be listed in the EDI810 header under SAC. *Exception: If pallet charge is a line item on the PO, include it in the lines section on the invoice (i.e., an "IT1" line)*

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ISA*00**00**ZZ*188187553FF1*08*9254110MFG*200326
  *2350*^^*00501*000003455*0*P*>~
GS*IN*188187553FF1*5137621274*20200326*2350*3455*X*005010~
ST*810*34530007~
BIG*20200429*INV100012345*20200330*1000393~
REF*BM*6048081~
N1*BT*Kroger HQ*9*0451487310177~
N3*1014 Vine Street,*DONNA WHITE~
N4*CINCINNATI*OH*45202~
N1*ST*Pace Dairy/Indiana*9*0451487310177~
N3*800 Englewood Drive,*DONNA WHITE~
N4*Crawfordsville*IN*479339741~
N1*RE*Company Name*9*123456789~
N3*123 RECEIVABLES LN~
N4*CITY*ST*12345~
ITD*01**1**10**90~
DTM*011*20200429~
FOB*CC~
IT1**120*LB*2.03**IN*040043~
PID*F****CHEESE - MOZZARELLA - LOW MOISTURE - WHOLE MI~
IT1**157*LB*2.11**IN*040009~
PID*F****CHEESE - MOZZARELLA - LOW MOISTURE - PART SKIM~
TDS*872.87~
CAD*M***CPUX*CPU Common carrier~
SAC*C*D240***100*****FREIGHT CHARGE~
SAC*C*F180***120*****06***PALLET CHARGE~
SAC*C*H750***78*****06***TAX CHARGE~
ISS*300*LB~
CTT*2~
SE*27*34530007~
GE*1*3455~
IEA*1*000003455~
    
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ROUTING DETAILS

MFG Suppliers must transmit EDI 810 invoices to the following Kroger MFG IDs:

ISA – 9254110MFG
Qual – 08
GS – 5137621274

For technical questions, please contact edi@inter-americanproducts.com

LINE LEVEL DETAILS

⚠ Kroger Line Number

Must match 6-character item number on PO

Item Description

As per the PO received from Kroger

⚠ Quantity

Must be given in the same unit of measure as on the PO to pass matching requirements

⚠ Unit of Measure

Must match the UOM on the PO

⚠ Unit Price

In the same unit of measure as on the PO; Notify buyer of incorrect price on PO as soon as possible to avoid delays

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 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 mfginvoices@kroger.com 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