



# Supplier Training: Submitting Manufacturing (MFG) Invoice

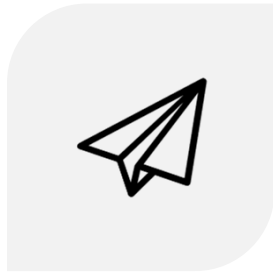


Supplier Deduction & Claim Management Platform

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MANUFACTURING UNPAID  
INVOICE UPLOAD POLICIES



HOW TO: SUBMITTING  
INVOICES



TROUBLESHOOTING  
INVOICES



Please read the below completely and review prior to submitting before submitting any Manufacturing (MFG) Unpaid Invoice

# Manufacturing Unpaid Invoice Upload Policies

- ▶ Lavante is not a replacement for invoicing through the MFG invoicing systems. Lavante is only for past due invoices greater than 30 days past due terms.
  - ▶ EDI is the preferred method for all Kroger suppliers. If you are currently not sending EDI invoices for Manufacturing PO's, please visit our [EDI site](#) for setup instructions
  - ▶ Email ingestion of invoice to KOFAX should continue until EDI setup is complete.
- ▶ Payment Status should be checked on the Lavante platform prior to submitting any claims.
  - ▶ Transactions->Payment >Basic Search->Invoice Number
  - ▶ OR you may check payment by PO#: Transactions ->Payment->Basic Search->PO Number
- ▶ Suppliers must verify terms before uploading- Please note that ROG (receipt of goods) terms will reflect based on the date the product is entered into Kroger systems by the Kroger Manufacturing Plant.
- ▶ It is our supplier's responsibility to communicate terms to their factoring/brokerage partners.
- ▶ Uploading an invoice prior to your due date or when payments have already been processed will result in request being rejected. If rejected, it will be the responsibility of the supplier to review their terms and resubmit only if the rejected invoice
- ▶ All Manufacturing Invoice requests must have an invoice copy and Kroger Plant Signed BOL/POD attached when the invoice is uploaded. Your invoice will be rejected and will remain so until you correct and then Save and Submit.

# Kroger Manufacturing Plant Locations:

005	Indianapolis Bakery	IN
042	Pontiac Foods	SC
043	Kenlake Foods	KY
046	Tara Foods	GA
049	State Ave.	OH
051	Springdale Ice Cream & Bev.	OH
052	Crossroad Farms Dairy	IN
053	Vandervoort's Dairy	TX
054	Westover Dairy	VA
055	Tamarack Farms Dairy	OH
056	Michigan Dairy	MI

057	Pace Rochester Cheese	MN
070	Jackson Dairy - Hutchinson	KS
101	Anderson Bakery	SC
102	Country Oven Bakery	KY
177	Pace Crawfordsville Cheese	IN
192	KB Specialty Foods	IN
221	Delight Products	TN
252	Heritage Farms Dairy	TN
253	Winchester Farms Dairy	KY
256	America's Beverage Co.	TX
258	Centennial Farms Dairy	GA

623	King Soopers Bakery	CO
714	Roundy's Commissary Kitchen	WI
730	LaHabra Bakery	CA
731	Clackamas Bakery	OR
732	Layton Bakery	UT
751	Riverside Creamery	CA
752	Swan Island Dairy	OR
753	Layton Dairy	UT
754	Tolleson Dairy	AZ
755	Mountain View Foods	CO

# How To: Submitting an Invoice

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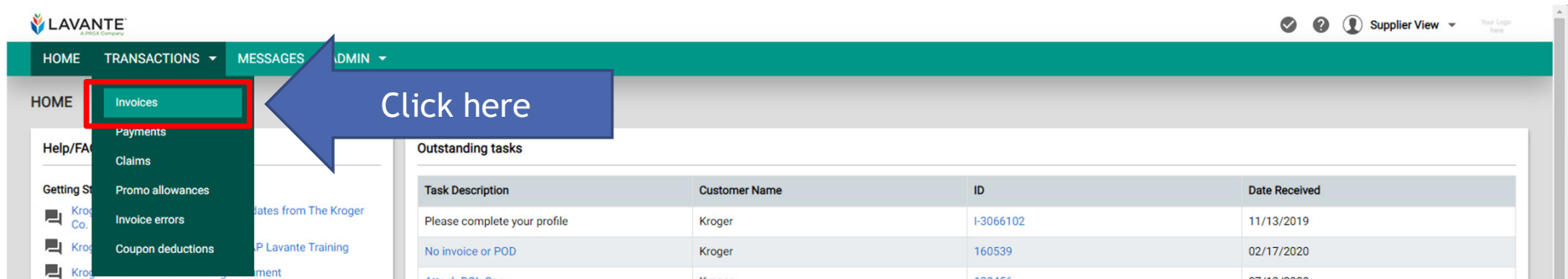
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Supplier Deduction & Claim Management Platform

# Step One: Locate Invoices Screen

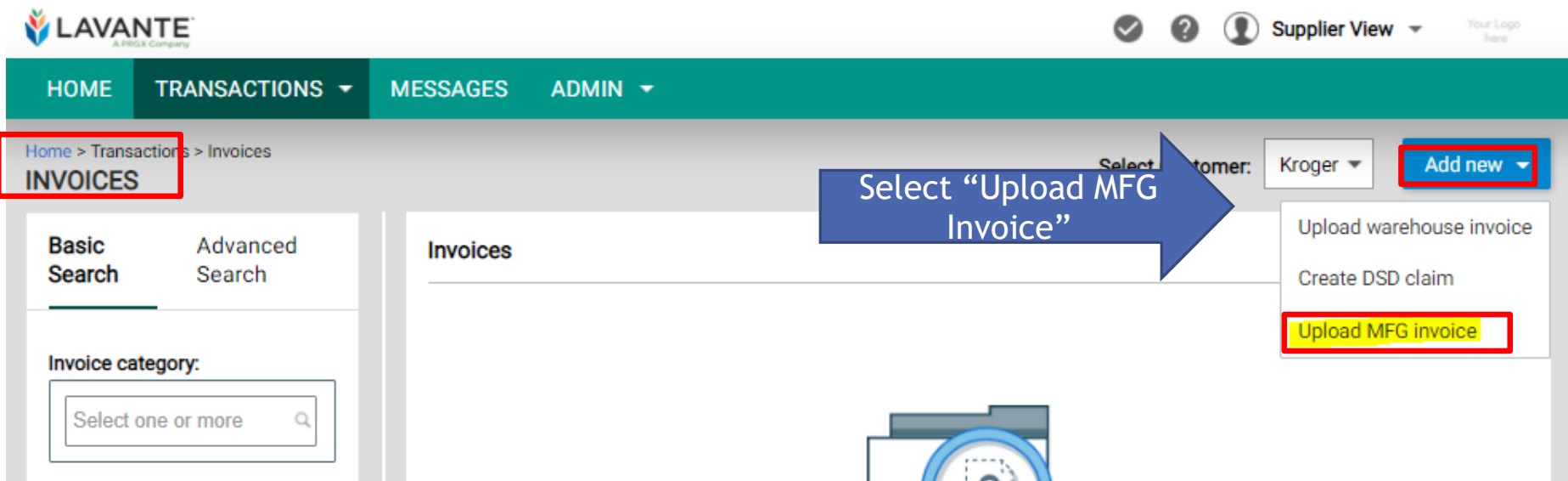


The screenshot shows the Lavante web application interface. At the top, there is a navigation bar with tabs: HOME, TRANSACTIONS, MESSAGES, and ADMIN. The 'TRANSACTIONS' tab is selected, and its dropdown menu is open, showing options: Invoices, Payments, Claims, Promo allowances, Invoice errors, and Coupon deductions. The 'Invoices' option is highlighted with a red box. A blue arrow points to the 'Invoices' option with the text 'Click here'. Below the navigation bar, there is a section titled 'Outstanding tasks' with a table of tasks.

Task Description	Customer Name	ID	Date Received
Please complete your profile	Kroger	I-3066102	11/13/2019
No invoice or POD	Kroger	160539	02/17/2020
Attach POI Copy	Kroger	100455	07/13/2020

- Logged Into Lavante, click the “Transactions” tab at the top of the page of your menu bar.
- Click on “Invoices” to proceed.

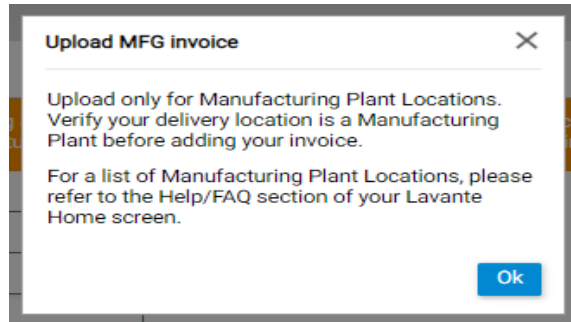
## Step Two: Click “Add new” Button



- From the “**Invoices**” screen, click on the Blue Button in the top right corner that says “**Add new**” to access the available new invoice options.
- From the drop-down menu, select “**Upload MFG invoice**”.



## Warning On Screen Pop Up: Upload MFG Invoice



Suppliers please read the document "Manufacturing Suppliers: Unpaid Invoice Upload Requirements and Policies" in the Help/FAQ section of your Lavante Home screen before uploading any invoices. For manufacturing invoices only - DO NOT load Direct to Store Delivery invoices and warehouse invoices here.

Please see the [“Am I a Manufacturing Plant Supplier”](#) document under the [“Manufacturing - Plant Supplier”](#) section of the Lavante Help/FAQ portion of the home screen if you are certain of your supplier type.

You may also verify by looking at the Ship to Locations on your Invoice:

**Manufacturing Location List by Ship To:**

[https://edi.kroger.com/EDIPortal/EDIGuideAndReq\\_Kroger\\_mfg\\_sup.html](https://edi.kroger.com/EDIPortal/EDIGuideAndReq_Kroger_mfg_sup.html)

**Additional Location Lists:**

Warehouse Location List by Ship To To: [https://edi.kroger.com/EDIPortal/documents/location/kroger/Ship\\_To\\_DUNS\\_06162021.xls](https://edi.kroger.com/EDIPortal/documents/location/kroger/Ship_To_DUNS_06162021.xls)

**Store Location (DSD LOCATIONS)**

List: <https://kroger.lavante.com/sim/downloadFile/Store%20List%20by%20Division.xlsx?downloadType=1000&fileName=Store%20List%20by%20Division.xlsx>



# Step Three: Complete the Invoice Header for your Claim

LAVANTE  
A PPGX Company

HOME TRANSACTIONS ▾ MESSAGES ADMIN ▾

< Back  
UPLOAD/EDIT INVOICE

Invoice Header

Supplier please read the document "Notice to All Suppliers Prior to Up"

Division (Ship-To): \*  
Select Division ▾  
'Division (Ship-To)' cannot be left blank.

Invoice number: \*  
[Text Field]

Invoice date: \*  
[Date Picker]

Net Amount: \*  
[Text Field]

Tax Amount: \*  
[Text Field]

Freight Amount: \*  
[Text Field]

Total invoice amount: \*  
[Text Field] 0.00

Currency: \*  
Select Currency ▾

Do you have a PO Number? : \*  
☐ Yes ☐ No

- Complete all of the required information (as denoted by “\*”).
- Division (Ship-To) must be the location the PO shipped.
- Invoice Number must the exact invoice number that was transmitted originally to Kroger prior to the invoice becoming past Due. Please do not change any characters.
- The “**Net Amount**” should be equal to the invoice amount after any necessary adjustments.
- The “**Tax Amount**” should always be \$0.
- The “**Freight Amount**” *should only be added to PO’s that include freight charges.*
- “Total Invoice Amount” should be the total amount due for PO.
- Currency should be USD
- PO Number must be YES -type in your PO number

## Step Four: Uploading Copies of the Invoice and Proof of Delivery

Supporting Documents ⓘ

Add Document

Document Type	Upload Document	Document Visibility	Uploaded By	Uploaded On	Buyer/Supplier	Action
Invoice	Choose File Invoice.pdf	<input checked="" type="radio"/> Public <input type="radio"/> Private				
Proof of Delivery / Bill of Lading	Choose File BOL.pdf	<input checked="" type="radio"/> Public <input type="radio"/> Private				

Click to upload document

- When creating an invoice in Lavante, two supporting documents must always be provided - a copy of the Invoice and a copy of the Proof of Delivery(BOL).
- Towards the bottom of the “Invoices” screen you will see the “Supporting Documents” section. Click on the drop-down menu under “Document Type”, and select either the “Invoice” or “Proof of Delivery/Bill of Lading” option.

## Step Four: Uploading Copies of the Invoice and BOL (Continued)

Supporting Documents ⓘ

Click to add additional row

Add Document

Document Type	Upload Document	Document Visibility	Uploaded By	Uploaded On	Buyer/Supplier	Action
Invoice	Choose File Invoice.pdf	<input checked="" type="radio"/> Public <input type="radio"/> Private				
Proof of Delivery / Bill of Lading	Choose File BOL.pdf	<input checked="" type="radio"/> Public <input type="radio"/> Private				

Click to upload document

- Once the document type is selected, click on the **“Choose File”** button under the **“Upload Document”** header to browse and upload the document to be attached to the entry.
- In order to create an additional line item in the **“Supporting Documents”** section for either the copy of the associated Invoice or Bill of Lading, click on **“Add Document”** and repeat steps documented above.

# Step Five: Acknowledgement of Terms

## Acknowledgment of terms

By uploading your invoice, you are acknowledging the requirements and policies shown in the "Manufacturing Suppliers: Unpaid Invoice Upload Requirement and Policies".

☐ I agree to the terms and conditions stated above \*

Click to agree to terms

Cancel

Save as draft



Save and Submit

- You will find the "Manufacturing Supplier: Unpaid Invoice Upload Requirements and Policies" document under the Manufacturing-Plant supplier Help/FAQ section on your Lavante Home Screen.
- At the bottom of the "Invoices" screen, you will find the "Acknowledgement of terms" section.
- After reading the EDI vendor terms, select the checkbox next to "I agree to the terms and conditions stated above".

# Step Six: Submitting or Saving your Invoice

At this point in the process, you have two options:

- **Submit:** You are ready to create an invoice. You have attached all that is needed to support your invoice and have verified that all the details are correct. Once you click submit your invoice will be in the queue for review.
- **Save as Draft:** You are not completely ready to submit your invoice. You may need to collect more information or review more details before submitting. Drafts are not visible to our research teams and will not create workflow for review/response.

Document Type	Upload Document	Document Visibility	Uploaded By	Uploaded On	Buyer/Supplier	Action
Invoice	<input type="button" value="Choose File"/> 1161881309.pdf	<input checked="" type="radio"/> Public <input type="radio"/> Private				
Proof of Delivery / Bill of Li	<input type="button" value="Choose File"/> 006DEDBA.PDF	<input checked="" type="radio"/> Public <input type="radio"/> Private				

## Acknowledgment of terms

By uploading your invoice, you are acknowledging the requirements and policies shown in the "Manufacturing Suppliers: Unpaid Invoice Upload Requirement and Policies".

☒ I agree to the terms and conditions stated above \*

Cancel

Save as draft

Save and Submit

Clicking "Save as draft" will create an invoice, but will not send it for review.

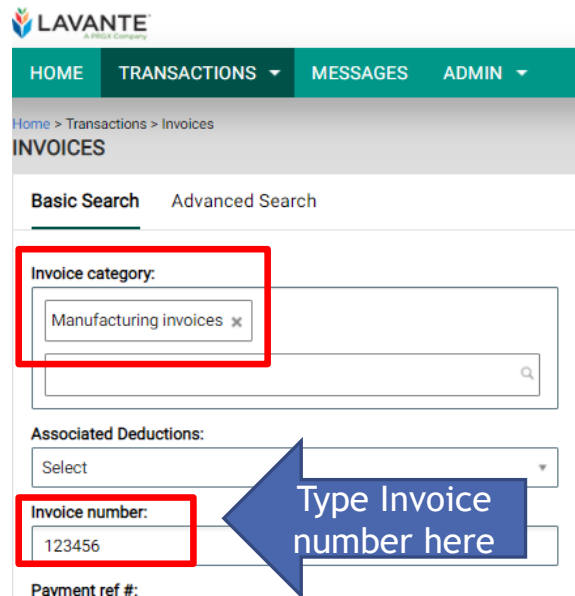
Clicking "Save and Submit" will send your invoice to be reviewed.



# Optional Step Seven: Submitting an Invoice Previously Saved as a Draft

If at the end of the Invoice creation process in the previous slide you selected “Save as Draft”, the following steps document how to edit or submit the invoice for review:

- From the “Invoices” screen, fill-in the “Invoice category” with “Manufacturin invoices” and fill-in the “Invoice number” box with the invoice number that was saved as a draft. When the box has been filled-in, hit the blue “Search” button at the bottom of the screen to retrieve the invoice.



The screenshot shows the LavanTe web application interface. At the top, there is a navigation bar with 'HOME', 'TRANSACTIONS', 'MESSAGES', and 'ADMIN'. Below this, the breadcrumb trail reads 'Home > Transactions > Invoices'. The main heading is 'INVOICES'. Underneath, there are two tabs: 'Basic Search' (selected) and 'Advanced Search'. The 'Basic Search' section contains several input fields: 'Invoice category:' with a dropdown menu showing 'Manufacturing invoices' (highlighted with a red box), 'Associated Deductions:' with a dropdown menu showing 'Select', 'Invoice number:' with a text box containing '123456' (highlighted with a red box), and 'Payment ref #' with an empty text box. A blue arrow points from the text 'Type Invoice number here' to the 'Invoice number' field.



This section shows the search filters. It includes: 'Invoice date to:' with a date picker icon, 'Total invoice amount:' with a text box, 'Is Attachment Available:' with a dropdown menu showing 'Select', and 'Show only invoices with unread messages:' with an unchecked checkbox. A blue arrow points from the text 'Click “Search” to find invoice' to a blue 'Search' button, which is highlighted with a red box.

# Optional Step Seven: Submitting an Invoice Previously Saved as a Draft (Continued)

After searching for the Invoice number in the “Invoices” screen, the results will populate under the “Invoices” header.

Invoices

1 to 1 of 1

<input type="checkbox"/>			Invoice number	Supplier ERP ID	Supplier name	Invoice date	No. of items/lines	Contract #	Net invoice amount	Tax Amount	Freight Amount	Total Deduction Amount	To
<input type="checkbox"/>			1234567	K0080394	KROGER PRODUCE	05/01/2021			\$ 1,000.00	\$ 0.00	\$ 0.00		

First Prev 1 Next Last

25

By clicking on the blue “Actions” button under the “Invoices” header, you will then be presented with a list of available options for the invoices returned in the search. By clicking on “Submit invoice” you can then submit a created invoice for review that was previously “Saved as Draft”. See additional guidance on other actions on next slide.

Invoices

1 selected

Actions

- Add Comment or Question
- Download records
- Edit supplier invoice
- Delete supplier invoice
- Submit invoice
- Create claim
- Create DSD claim

ERP ID Supplier name Invoice date No. of items/lines Contract # Net invoice amount Tax Amount Freight Amount Total Deduction Amount To

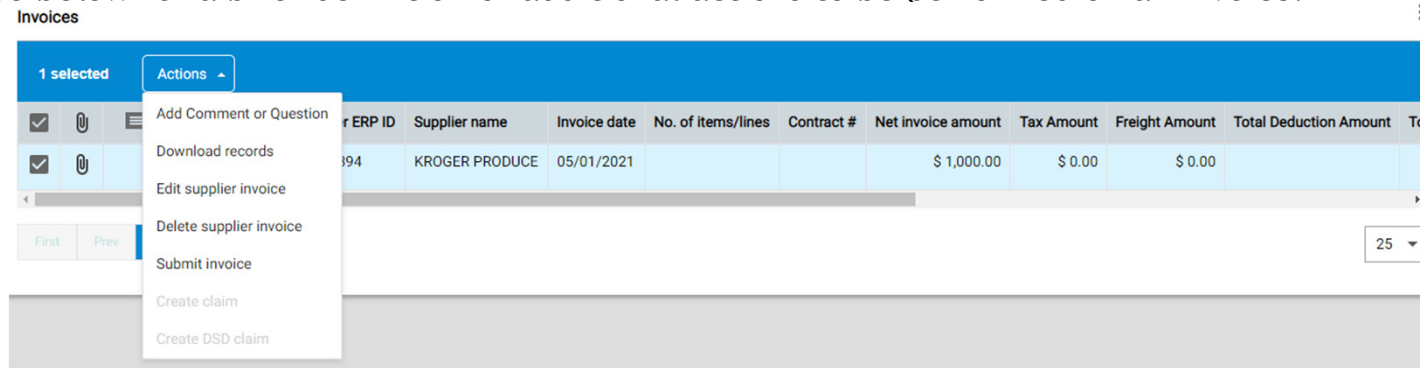
94 KROGER PRODUCE 05/01/2021 \$ 1,000.00 \$ 0.00 \$ 0.00

First Prev 25

Click here to submit invoice

# Optional Step Seven: Submitting an Invoice Previously Saved as a Draft (Continued)

After searching for the Invoice number in the “Invoices” screen, the results will populate under the “Invoices” header. See below for a brief definition of additional actions to be performed on an Invoice.



- **Add a Comment or Question** - Document a comment or question on the Invoice for Kroger to review.
  - Please note:
    - Adding a comment will not prompt response and are solely for notes regarding your invoice.
    - Adding a question asking for status on your request will not receive response while in the "Under Review" status. You will be updated when your request is closed. You may ask only one question per invoice at any time.
- **Download Records** - Download a PDF copy of the selected record(s).
- **Edit supplier invoice** - Edit the information on the created Invoice in the system prior to submitting for review.
- **Delete supplier invoice** - Delete the created invoice in the system.





## Technical Use Support Information:

Lavante has replaced shared email addresses for research requests, however at times you may have a need for instructions submitting your claim or question.

All efforts should be made to utilize the training documents, such as this document before making contact with Technical Support.

The below contact is for **technical use support only**. Do not submit any other question or claim to this contact.

Email: [productsupport@prgx.com](mailto:productsupport@prgx.com)

Lavante Technical Support will not provide: status on payments, review of your statement, provide you status on previously filed claims, policy exemption or review, grant user access, or answer questions that do not relate to technical use of the Lavante Platform.

Service Lavante Technical Support will provide: helping you navigate submitting your request/claim or help understanding an error message.

Lavante Technical Support should not be listed as your AP contact.