



KROGER ACCOUNTING CENTER
2620 Elm Hill Pike, Nashville, TN 37214

New Kroger EDI Partner,

Welcome! This notification is of great importance to you because your company will now be receiving either 850 or 875 purchase orders for our warehouses.

The EDI method of conducting transactions is one of better business tools available to all companies, not something limited to large industry. EDI is designed to expedite purchasing, invoicing, and payment, for business partners. For large purchasers such as our company, this manner of exchange is a necessity to keep the product and accounting on track, and keep our operating costs competitive. This will be equally true for you.

We have assembled some pertinent topics for your review.

Please note: For transmission of EDI documents other than those listed below, you must contact edi@kroger.com for food and edibiz@fredmeyer.com for Fred Meyer non-food.

Testing

As soon as you receive your first purchase order, please begin sending EDI invoices to our Testing Communication ID: **925411TEST / 08 GS: 5137624388**. **The EDI partner contact will be notified via email or phone once you have passed testing. No testing invoices will be processed for payment so please mail in paper copies until you have been advised to move into production.**

Invoicing Receiving Requirements

If the purchase order was sent via EDI you must submit your invoice via EDI.
Paper / faxed / Emailed invoices that are sent to RASC for payment for EDI purchase orders will be assessed manual processing fees of \$150.00.

- 1. Data must conform to EDI Standards – All mapping requirements must be followed.**
- 2. Special Business Requirements**

- a. Invoice documents must contain the purchase order number sent on the original purchase order transmission
- b. Purchase orders can be split into multiple invoices only if:
 1. Each invoice number is unique
 2. Each invoice is a separate EDI document
 3. All information within each invoice only pertains to that invoice.
- c. Vendor must send
 1. Purchase order number unique five (5) digit number assigned when the purchase order is cut.
 2. Ship-to Dun & Bradstreet number and suffix (a four digit suffix number indicates the specific warehouse location; N1*ST).
 3. Ship-to N1*ST must include 01 - 04.
 4. Bill-to Dun & Bradstreet number and suffix (a four digit suffix number indicates the purchasing and paying for the product, N1*BT)
 5. Bill-to N1*BT must include 01 - 04.
 6. UPC case number ordered.
 7. Remittance Dun & Bradstreet number (N1*RE) with the **VENDOR NAME to whom WE ARE REMITTING PAYMENT, in the N1 02**
 8. Description of product (G69 / PID)
 9. Terms of Sale for each invoice;
 - 880 invoicing **with cash discount** must have G23 elements 01, 02, 05, 06, 07, 08, 09, 10, 11, and 12.
 - 880 invoicing **without cash discount** must have, G23 elements 01, 02, 08, and 09.
 - 810 invoicing **with cash discount** must have ITD elements 01 thru 010
 - 810 invoicing **without cash discount** must have ITD elements 01, 02, 06, and 07
 10. Allowance or Charge description should be in the G73 segment if you send a G72 line, and in the SAC 15 element of the SAC line.
 11. G1701 & G1703 / IT102 & IT104 must be positive Units and Cost.
 - Please **do not send zero quantities, or zero cost on invoices**, since they will cause rejection in the accounting auto pay system.
 12. Line item totals, minus all allowances and adding charges make up the G3301 or TDS01.
 - **Out of balance invoices are the #1 reason for invoices being rejected by the auto pay system.**

3. Data Assumptions

- a. All invoices received are unique and new.
 - If invoice, warehouse, and purchase order number have been received, then the original invoice will be overwritten.
- b. All UPCs within the invoice are unique.

1. If the invoice contains duplicate UPCs then the quantities will be added and the lower cost used to calculate invoice, this can cause your invoice to reject.
2. 5010 versions invoicing must only contain GTIN
 - 880 format requires qualifier of UK in the G17 05 element
 - 810 format requires qualifier of UK in the IT1 06 element

4. Internal Cooperation: Please work within your company first before seeking outside assistance. Vendor Credit, A/R and EDI departments should work together to have invoices correctly transmitted to avoid late payments. At RASC EDI we will do our utmost to assist, but we ask that vendors utilize their resources before the expense of ours.

824 Application Advice Notifications

Kroger is sensitive to the costs associated with EDI transactions, however we are sending the 824 Application Advise for specific purposes.

1. Messages for 879 price change rejections for all the Kroger/Peyton Divisions
2. Messages for EDI invoices “warning and fatal rejections” from the Accounts Payable system
3. Messages for 889 Promotional Announcements, indicating if the promotion was Accepted or Rejected
4. Error messages for 856 Advance Shipping Notice
5. Message we have not received a 997 from partners for EDI purchase orders we transmitted. The mandatory timeframe for a returned 997 is 24-hours.
6. Syntax errors in your EDI document sent to Kroger.

We feel the 824 Application Advice transaction is critical for Kroger and you our EDI Trading Partners. It is imperative if you are sending Kroger EDI documents, that you monitor and **use** the 824 Application Advice sent by us. It is **your responsibility** if any EDI document you send Kroger is rejected within any of the Kroger/Peyton systems, [to research, fix, and resend the document correctly to Kroger.](#)

EDI invoices should be transmitting to **9254110060 /08**, GS 03 **5137624388** correctly, and on time, to be accepted by EDI and into the Kroger auto pay system to avoid manual processing. The electronic window for the system to process invoicing will have closed after 90 days, requiring manual intervention. EDI or manual invoices that are accepted after the 90 days of receipt of goods will be assessed manual processing fee of \$150.

RASC EDI team does not provide emails or phone calls when your invoices reject in the auto pay system or at EDI level. [It is very important to monitor acknowledgement messages transmit to you;](#) so you can correctly resubmit invoices having received FATAL rejection notices; 824 or 997 rejections. It is a misconception that once transmitted, a rejected invoice, or invoice directed to the wrong division, will be

processed to payment in spite of the invoice remaining un-corrected. Correction is absolutely necessary for the invoice to be processed by the Kroger auto pay accounts payable system. We cannot correct invoicing for your company. It is your responsibility to re-transmit acceptable, reject free invoices for the correct warehouse division within 90 days of the receipt of goods. [Please review both the 997 and 824 messages we return to you.](#) [We are not responsible for a vendor's refusal to utilize information we transmit.](#)

For more information on the 824, see http://edi.kroger.com/programs_kr_005.htm. At http://edi.kroger.com/programs_kr_003.htm, there is an extended list of updated 824 code descriptions posted, in the event you need assistance with code intent.

The RASC EDI team can assist you with determining how to correctly submit your warehouse EDI invoicing, that is under 90 days from delivery date, if the invoicing receives an 824-fatality rejection and you are unable to make that determination on your own. Please see our contact list on the http://edi.kroger.com/contact_kr_004.htm website to direct you to the right person. Experience has taught us vendor accounting areas are more than willing to enter into conversations with RASC EDI. We expect vendor accounts receivable areas to inform their internal or contract EDI resources, so that their technical group can contact RASC EDI when necessary.

DUNS Numbers

Sending invalid DUNS numbering will prevent the processing system from loading at all and matching your invoice to the division receiver, which is awaiting it. In essence, an invoice will have not come in and payment will not be issued.

An example of this would be submitting invoicing that says you shipped the product to the Shelbyville warehouse, by using Shelbyville's ship to DUNS number, but really the product was delivered to Louisville. This will cause your invoice to be loaded into the accounting system of the wrong division warehouse. The correct division will not be able to pay since it doesn't have an invoice to process.

Therefore, the correct **DUNS numbers for where product is being shipped and the division DUNS for the responsible division to be billed is HIGHLY important** to the business process. That is why we require the Bill To Duns number to match to the division responsible for that payment. Please see the website spreadsheet lists for current of ship to and bill to DUNS numbers at http://edi.kroger.com/loc_kr_001.htm under the **DUNS + SUFFIX SHIP-TO LOCATIONS for 875/850**, and **DUNS + SUFFIX BILL-TO WAREHOUSE for 880/810** section.

Once again, EDI or manual invoices that are accepted after the 90 days of ROG will still be assessed manual processing fee of \$150. It is your responsibility to submit EDI invoices correctly and on time to be accepted by EDI and the Kroger auto pay system to avoid manual processing.

810 Format Allowances and Charges

Line item service or promotion adjustments by allowance, or, charge for specific product, and use a rate structure applied to the preceding IT1 line.

The elements used are the **SAC 01, 02 and 08**.

The **SAC 01** indicates allowance (**A**) or charge (**C**).

The **SAC 02** specifies the reason in a four-character code for the line level. Choices are:

Advertising/marketing allowance: **A260, A480, B210, F670**

Advertising performance allowance: **B720**

Cash Discount allowance: **C310**

Contract allowance: **B660**

Damage allowance: **B950**

Door-to-Door Trade allowance: **C402**

Non-Performance allowance: **A400**

No-return allowance: **E800**

Salvage allowance: **C000, G590**

Trade allowance: **I170**

The **SAC 08** element expresses the rate per case, and if an allowance the rate must be expressed with a negative (-) in the element.

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Broad adjustments by allowances or charges to cover the entire order are written at the summary level. The summary level uses a lump sum amount, and the system will subtract or add the lump amount to the net.

The elements used are the **SAC 01, 02 and 05**.

The **SAC 01** indicates allowance (**A**) or charge (**C**).

The **SAC 02** specifies the reason in a four-character code. Summary level codes are:

Advertising/marketing allowance: **A260, A480, B210, F670**

Cash Discount allowance: **C310**

Contract allowance: **B660**

Door-to-Door Trade allowance: **C402**

Non-Performance allowance: **A400**

No-return allowance: **E800**

Pick up allowance: **F340**

Salvage allowance: **C000, G590**

Swell allowance: **H560, I410**

Trade allowance: **I170**

Freight charge: **D240**

Pallet charge: **F180**

Pallet Exchange charge: **F170**
Palletizing charge: **F190**

The **SAC 05** element expresses a lump sum, and if an allowance, the amount must be expressed with a negative (-) in the element.

880 Format Allowances and Charges

Line item service or promotion adjustments by allowance, or, charge for specific product, use a rate structure applied to the preceding G17 line. The G72 follows the G69 or G20 for line items.

The elements used are the **G72 01, 02** and **05**.

The **G72 01** code specifies the reason for the line item adjustment. Codes are:

Advertising, Marketing allowance: **47, 100**

Trade allowance: **51**

The **G72 02** indicates if it is off invoice (**02**) or a charge to be paid by the customer (**06**).

The **G72 05** is the rate to be applied to the case quantity in the **G17 01**, and if an allowance, the rate must be expressed with a negative (-) in the element.

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Broad service or promotion adjustments by allowance, or, charge applied to the entire shipment are invoiced in the header. The G72 follows the last header **N4**.

The elements used are the **G72 01, 02** and **08**.

The **G72 01** code specifies the reason for the adjustment. Codes are:

Fuel allowance: **4**

Swell allowance: **95**

Salvage allowance: **58**

Freight charge: **504**

Pallet charge: **6**

Palletizing charge: **512**

The **G72 02** indicates if it is off invoice (**02**) or a charge to be paid by the customer (**06**).

The **G72 08** is the lump sum applied to the subtotal, and if an allowance, the rate must be expressed with a negative (-) in the element.

Swell allowances

The following information is for vendors that are to include swell allowances on EDI invoices. Note that the allowance must be listed at the specified level of your EDI invoice or our system will double deduct the allowance.

880 (UCS) documents contain the Swell allowance in the header:

G72 01 (Allowance code), **02** (Allowance Method of Handling code) and **08** (Allowance Total Amount-this must be a negative amount)

-This segment should follow the last N4 segment

-The swell allowance code for the G72 01 is 95 or 58

810 (X12) documents contain the Swell allowance at the summary level:

SAC 01 (Allowance indicator), **02** (Allowance Charge Code) and **05** (Allowance Amount-this must be a negative amount)

-This segment should follow the TDS segment

-The swell allowance code for the SAC 02 is H560 or I410

812 Debit/Credit Memo Notification

Your company will be provided all invoice deductions and credits done by our auto pay system when an EDI invoice is processed. EDI transmission is our main way of sending this accounting information and we do not provide it by email or a website at this time. If you are doing promotions those billings are also available to be sent EDI 812.

This will allow you to process credit / debits into your system and will eliminate the postal cost and the possibility of loss in the mail. Your EDI department will need to develop an internal process to send this information to all accounting parties that need this information within your company.

The RASC EDI team can assist with getting 812 EDI notifications sent by EDI for purchase credit memos, and purchase debit memos (RASC refers to them as PDM/PCM).

If you are currently not able to accept this document, we will need an indication as to when it will be possible. Please contact Dan Shaw (dan.shaw@kroger.com) to notify us when you can be setup to receive the 812 documents.

Late Payment Issues

RASC EDI does not address status of payment, or, late payment issues.

Inquiries for Fred Meyer Warehouses for food (Clackamas & Puyallup), King Soopers Warehouses, Dillons Stores Warehouses or Kroger Warehouses **are to be directed to Kroger Warehouse Research, 615-232-9576.**

Inquiries for Peyton Warehouse payment issues going over 90 days or any Peyton billing questions, must be directed to rascpeytonwarehouseresearch@kroger.com.

Fred Meyer NON-Food payment issues or any other type of deduction, or backup request must be sent to fmnonfoodresearch.rasc@kroger.com

Please don't mix Kroger, Peyton and Fred Meyer Non-Food requests in one email. Contact the appropriate division research group that should get the inquiry, for faster response. One request is sufficient. Multiple requests clog the system.

Contacting Us in EDI

EDI contacts are split up by vendor name except Fred Meyer Non Food and Ralph's. Please see our contact list at http://edi.kroger.com/contact_kr_004.htm on the edi.kroger.com website to direct you to the right person. Please take the time to read over this website before calling.

Deduction 'Back up Request' Contact Info

Promo Invoices-Beginning with A (011-A)

Send requests to rascpromo@kroger.com

PRG Invoices-Beginning with D (011-D) (All Divisions)

Donna Kendrick **800-441-8614 ext 3022**

Post Audit Invoices-Beginning with E (011-E)

Send requests to raudit1@kroger.com

Invoices beginning with G or all numbers 011-G or 011-#####)

Send request to deductionbackup@kroger.com

Connolly Invoices- Beginning with H (011-H)

Rick Dawson **203-529-2466** rick.dawson@connolly-consulting.com

PRG Invoices-Beginning with R (011-R) (All Divisions)

Send requests to kroger.east@prgx.com

PRG Invoices- Beginning with S (011-S) (All Divisions)
Donna Kendrick **800-441-8614 ext 3022**

Vendor Audit Invoices- Beginning with V (011-V)
Janie Nooner **615-232-9561** (All Divisions)
Sheila Martin **615-232-9585**

W & Q invoices

Send requests to rascpromo@kroger.com

PRG Invoices-Beginning with Z (011-Z) (All Divisions)
Elaine Zucker **480-783-0125**

Peyton ODE Billings: Beginning with P,B,D,V,C, or, F plus 12 numerals

(Example: B000000001234)

Send requests to deductionbackup@kroger.com,
rascpeytonwarehouseresearch@kroger.com

Fred Meyer Non Food Deductions: batches with a FM### Batch and IPC550 Source
Courtney Bobel **615-232-9909**

PDM/Inv Adjustments for Closed Loop Source KCLP ###,

(Except FM nonfood & Peyton)

No repayment requests to this email RASCWarehouseBackup@kroger.com

Gen Billings for electronic coupons 060-G and (060-C)

Send requests to rasc.promocoupons@kroger.com

Invoices starting with 090-invoice number (these are Jay C Food invoices)

Todd Storey **812-522-1998 ext.204**

Medturn Pharmaceutical deductions-Beginning with MTPN #####

Send requests to rasc.medturn@kroger.com