

PO Invoice Instructions

Kroger now offers alternate options for invoicing.

You can continue to mail invoice copies via **US Mail** to the following address:

PRGX

Attn: Invoice Processing

Include "Kroger MFG Plant Name" Here

PO Box 1889

Grand Rapids, MI 49501-1889

OR

You can e-mail the invoices to the following e-mail address: MFGinvoices@kroger.com

- In the e-mail subject line, please reference "invoice"
- Please only send one attachment per e-mail.
- If you are including a BOL, PO, or other backup documentation, please include it behind the invoice in the same attachment. Do **NOT** send backup documentation as a separate attachment.

Credit memos, statements, and payment inquiries should continue to be e-mailed to: rascmfcpayables@kroger.com

Please only send invoices one way, either via US Mail or e-mail, to avoid duplicates and delayed payment.

Below is some general information that may be useful in ensuring that invoices are processed in a timely manner.

General Information

- The MFGinvoices@kroger.com e-mail address is intended to be used **ONLY** for the submission of PO Invoices.
- Do **NOT** use MFGinvoices@kroger.com to send other documents (i.e. W-9's, Statements, etc.)
- Do **NOT** use MFGinvoices@kroger.com to send correspondence or ask questions as this e-mail address is not monitored by a human and is intended to only be used for invoice submission.
- Do **NOT** CC MFGinvoices@kroger.com when e-mailing other members of the Kroger AP team.
- If possible, do **NOT** include signatures, logos, etc. in the e-mail body. Additionally, Text only e-mail is preferred to HTML.

Attachment Information

- Submit each individual invoice (either single-page or multi-page) as a single attachment. (i.e. Do **NOT** scan/submit multiple invoices in a single attachment)
- Please only send a single attachment per e-mail.
- Typically, the ideal file format of any attachment would be PDF or TIF. Other file formats will be imported but may cause a problem during processing.