

Kroger VIP – Non-GDSN

Reference Manual

The Kroger Company

May 31, 2016

Version 2.0



Copyright © 2016, The Kroger Co. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission from The Kroger Co.

All copyright, confidential information, patents, design rights and all other intellectual property rights of whatsoever nature contained herein are and shall remain the sole and exclusive property of The Kroger Co. The information furnished herein is believed to be accurate and reliable. However, no responsibility is assumed by Kroger for its use, or for any infringements of patents or other rights of third parties resulting from its use.

The Kroger Co. name and Kroger Co. logo are trademarks or registered trademarks of The Kroger Co. All other trademarks are the property of their respective owners.

Document History

Revisions

| Revision Number | Revision Date | Summary of Changes | Author |
|-----------------|---------------|-------------------------------|--------------------------------|
| 1.2 | 1/15/2016 | VIP December Release | Mike Wyckoff |
| 1.3 | 2/29/2016 | VIP February Release | Mike Wyckoff |
| 1.3.1 | 3/16/2016 | Minor Corrections | Mike Wyckoff |
| 2.0 | 5/31/2016 | May Release and added content | Mike Wyckoff and Angela Parker |

Approvals

| Name | Title |
|------|-------|
| | |
| | |
| | |
| | |

Distribution

| Name | Title |
|------|-------|
| | |
| | |
| | |

This User Guide is intended for use by Kroger suppliers for using the Kroger Vendor Item Portal (VIP). It is assumed that the reader has experience using a personal computer (PC) and software applications available through the internet.

Table of Contents

| | |
|---|------------|
| 1. Introduction | 1-1 |
| 1.1. Purpose of this Reference Manual | 1-3 |
| 1.2. The Kroger Item Data Initiative..... | 1-4 |
| 1.3. Item Attributes..... | 1-7 |
| 2. Getting Started | 2-1 |
| 2.1. Introduction | 2-3 |
| 2.2. Logging On | 2-4 |
| 2.3. Home Page | 2-6 |
| 3. Creating Item Hierarchies | 3-1 |
| 3.1. Introduction | 3-3 |
| 3.2. Part 1 – Create Items | 3-4 |
| 3.3. Part 2 – Link and List Items | 3-17 |
| 3.4. Part 3 – Populate Hierarchy Attributes..... | 3-20 |
| 3.5. Part 4 – Validate and Submit the Hierarchy | 3-28 |
| 3.6. Troubleshooting..... | 3-30 |
| 4. Using the Spreadsheet Data Loader | 4-1 |
| 4.1. Introduction | 4-2 |
| 4.2. Part 1 – Create Templates | 4-4 |
| 4.3. Part 2 – Populate Attributes | 4-7 |
| 4.4. Part 3 – Create Links | 4-12 |
| 4.5. Part 4 – Upload File..... | 4-13 |
| 4.6. Part 5 – Validate Items..... | 4-15 |

| | | |
|-----------|--|------------|
| 4.7. | Part 6 – Submit Items to Kroger | 4-17 |
| 5. | Using Mass Actions | 5-1 |
| 5.1. | Product Mass Update | 5-3 |
| 5.2. | Mass Submit..... | 5-5 |
| 5.3. | Using Other Mass Actions..... | 5-6 |
| 6. | Performing Post Cutover Tasks | 6-1 |
| 6.1. | Introduction | 6-3 |
| 6.2. | Designating an Item as a Shipper..... | 6-4 |
| 6.3. | Submit a New Item as a Division Request | 6-5 |
| 6.4. | Submit Size Changes | 6-8 |
| 6.5. | Submit Pack Changes | 6-11 |
| 7. | Appendixes | 7-1 |
| 7.1. | Glossary..... | 7-3 |
| 7.2. | Item Hierarchies..... | 7-5 |
| 7.3. | Data Flow | 7-9 |
| 7.4. | How to Use the Kroger Attribute Spreadsheet..... | 7-13 |
| 7.5. | Flow Chart – Summary of Steps in Kroger VIP..... | 7-20 |
| 7.6. | Finding an Item | 7-21 |
| 7.7. | Reason Code Definitions..... | 7-24 |
| 7.8. | Hierarchy Screen – Attribute Descriptions | 7-25 |
| 7.9. | Keys to Supplier Success | 7-28 |
| 7.10. | Assigning Items to Other Users..... | 7-31 |
| 8. | Index | 8-1 |

1. Introduction

1.1. Purpose of this Reference Manual

The **Kroger Vendor Item Portal (VIP)** is a web-based software application suppliers use to submit item data to Kroger. This reference manual provides instructions for Kroger suppliers on how to use the VIP. Much of the content applies to suppliers who have completed the initial load process for one or more classes of item data to Kroger's product database called **Master Data Model (MDM)**.

The chapters in this reference manual cover the following areas:

- **Introduction** – Basic information about the Kroger item data initiative, Kroger VIP, item attributes, and item hierarchies
- **Getting Started** – Explanations of how to log on and navigate in the Kroger VIP application
- **Creating Item Hierarchies** – Instructions on how to populate attribute information to items being submitted to Kroger
- **Using the Spreadsheet Data Loader** – Instructions on how to enter and upload item attributes on a spreadsheet instead of the Kroger VIP screens
- **Using Mass Actions** – Instructions for performing tasks for multiple hierarchies
- **Performing Post-Cutover Tasks** – Instructions for completing frequently-performed tasks
- **Appendixes** – Supporting information essential for training and a better understanding of the instructions
- **Index**

1.2. The Kroger Item Data Initiative

Kroger has embarked on an item data initiative to:

- Replace the old paper-based item setup process with a more automated one
- Accommodate a large increase in the required amount of item attributes (attribution)

These changes are important to Kroger and its suppliers. The Kroger VIP is an integral part of the item data initiative.

1.2.1. Item Attribution

Item attribution is the practice of capturing **attributes**, or details about an item, for the purpose of gaining competitive advantage for the Company. See section 1.3 for more information about attributes. When used intelligently, item attribution increases sales and supports the Kroger Customer 1st strategy. Increasing and leveraging item attribution helps to lower costs, improve customer service, implement logistical efficiencies, provide nutritional information, and more. For example, gluten information is important to a significant number of our customers. Customers are more willing to shop where gluten data for products are displayed on shelf tags or available on their mobile devices. Additional details about packaging dimensions support efforts to implement warehousing and shipping efficiencies and more accurate allocations based on shelf space.

1.2.2. Improved Item Setup

1.2.2.1. How It Works

The Kroger VIP is replacing the traditional paper-based system of submitting items at Kroger. Most suppliers use the GDSN to publish their item information for Kroger. The GDSN is an electronic platform through which manufacturers, retailers, distribution centers, and warehouses exchange data.

Under the new system, suppliers own the item data they submit to Kroger. The GDSN automatically feeds the item data to the Kroger VIP. Suppliers use the Kroger VIP to top off their GDSN data with Kroger-specific attributes. New items and other types of item submissions flow to the Kroger item setup applications for review by the category managers. See Appendix 7.3 for a detailed illustration of the flow of item data through GDSN, the Kroger VIP, MDM, and the Kroger item setup applications.

1.2.2.2. How to Get Started

Each supplier is required to complete an initial load process that populates MDM with their items that Kroger is already selling. A schedule dictates the cutover dates for each class. See Appendix 7.9 for information about the steps suppliers must take, including registration to use the Kroger VIP, abiding by the class cutover schedule, and loading item data to MDM. MDM

1.2.2.3. MDM

Kroger maintains item attributes on the **Master Data Management (MDM)** product database. MDM is a key component of the Kroger item data initiative. At the same time, the legacy product databases (PID and MAGIC) continue to drive critical Kroger business systems.

MDM can store hundreds of additional item attributes that:

- Enable Kroger to look at items like our customers do
- Automate many paper-based activities
- Enable suppliers to provide product data via the Global Data Synchronization Network (GDSN) and the Kroger VIP

1.2.2.4. Benefits

Many of the following benefits of item attribution apply to both Kroger and its suppliers:

- Providing faster new item introduction and maintenance
- Knowing our customers better than anyone
- Displaying more customer-friendly product descriptions on receipt tapes and shelf tags
- Bringing the right products and services to the right customers at the right time
- Providing relevant products and information to our customers
- Bringing new and innovative products to the store shelf
- Examining our business processes and change where needed
- Responding more quickly to the evolving demands of our customers
- Increasing data accuracy through all areas of the supply chain
- Ensuring efficient use of shared resources
- Reducing out of stocks
- Improving product descriptions on receipt tapes and shelf tags
- Speeding up customer checkout through fewer not-on-files and rejected coupons
- Improving e-commerce experiences with product images and successful searches
- Improving product tracking to help with product recalls
- Improving speed to market for new items through new, more automated item setup processes
- Maintaining additional item attributes (such as kosher)
- Offering health awareness alerts (such as allergens, gluten, cholesterol, etc.)

- Maximizing truck capacity with more accurate product dimensions and pass on savings to customers
- Decreasing discrepancies between POS price and shelf tag price
- Focusing more attention on customers and sales versus chasing problems due to paper-based processes of today

Section [1.3](#) explains item attributes in more detail and how they are used in the Kroger VIP.

1.3. Item Attributes

1.3.1. About Item Attributes

An attribute describes a characteristic about a specific item or **Global Trade Item Number (GTIN)**. Examples of attributes include item description, brand owner, quantity, dimensions, ingredients, country of origin, allergens, etc.

There are three types of attributes:

- **Required** – Attributes that must be appended to an item as required by GDSN and/or Kroger
- **Conditional** – Attributes that become mandatory when a related attribute is provided. Example: If the “Base Unit” indicator is “Yes” for a GTIN, then the “Net Content” attribute becomes a required attribute
- **Optional** – Attributes that can be included at the user’s discretion

1.3.2. Kroger Attribute Spreadsheet

The **Kroger Attribute Spreadsheet** contains the required attributes suppliers must include with their item submissions on the Kroger VIP. Specifically, the attribute spreadsheet lists the required attributes by class and the valid values for each attribute where applicable. Refer to Appendix [7.4](#) for full instructions on how to use the Kroger Attribute Spreadsheet.

2. Getting Started

2.1. Introduction

This section describes how to log on to the Kroger VIP and navigate through the application.

2.2. Logging On

Complete the following steps to log on to the Kroger VIP:

1. Navigate to the **Kroger Landing Page**: <http://www.1worldsync.com/web/us/kroger>



TIP: Add this web page to your browser Favorites to expedite the login process.

2. Click **Log into VIP**.

The screenshot shows the Kroger Company website. At the top, there is a navigation bar with the 'WORLD SYNC' logo and various menu items like 'GET STARTED', 'HOW WE CAN HELP', 'CUSTOMER RESOURCES', and 'ABOUT 1WORLD SYNC'. Below this is a large green banner with 'The Kroger Company' text. The main content area is divided into sections: 'Key Documents' with links to '11 Steps to Register Success with Kroger', 'Kroger Training Partner Form', and 'Kroger Program Master Booklet'; 'Training and Education' with a 'Start Here' link for 'Kroger Program Mercury Training and Education Program Mercury International Video' and 'Kroger MDM Item Master Data Management Presentation Master'; 'Company Profile' with a description of Kroger as the largest grocery store chain in the U.S.; and 'Kroger Initiatives' with a description of the 'Program Mercury' data synchronization initiative. On the right side, there is a 'Quick Links' section with four links: 'Program Mercury FAQ', 'VIP - Kroger Attribute Sheet (Updated January 2016)', 'GPC to Kroger Field: Time Mapping - for GDSN suppliers', and 'VIP - VIP and MDM Product Class Review Schedule'. Below these links are three green buttons: 'Register for Onsite GDSN and VIP Training', 'Log into VIP' (highlighted with a red arrow), and 'Register for VIP: Be sure'.

The Kroger VIP logon page displays.

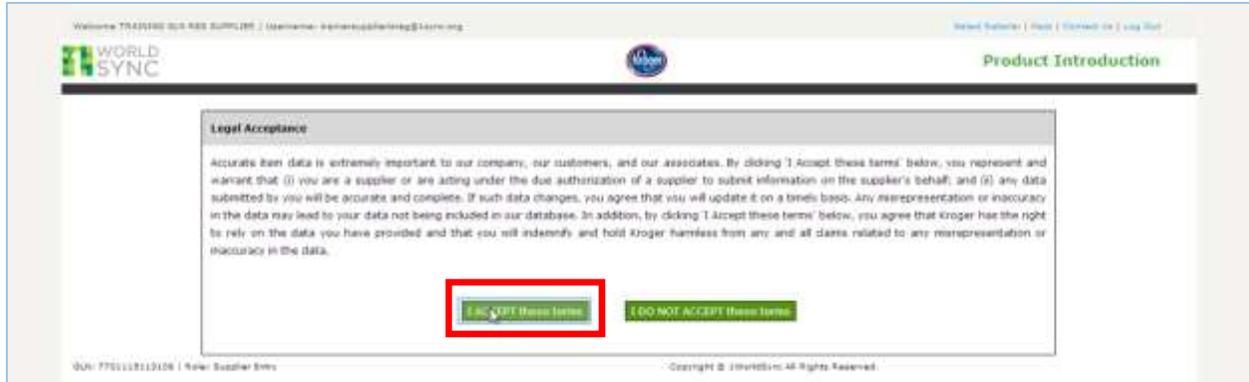
The screenshot shows the Kroger VIP logon page. At the top, there is the 'WORLD SYNC' logo and the text 'Product Introduction'. Below this are two input fields: 'Username' and 'Password'. A cursor is visible in the 'Username' field. Below the input fields is a green 'Log In' button. At the bottom of the form, there is a link for 'Forgot Password?' and a note: 'Access problems? Please call Customer Support toll-free at +1 866.280.4013; option #2, option #2.'

3. Enter Username and Password then click **Log In**.

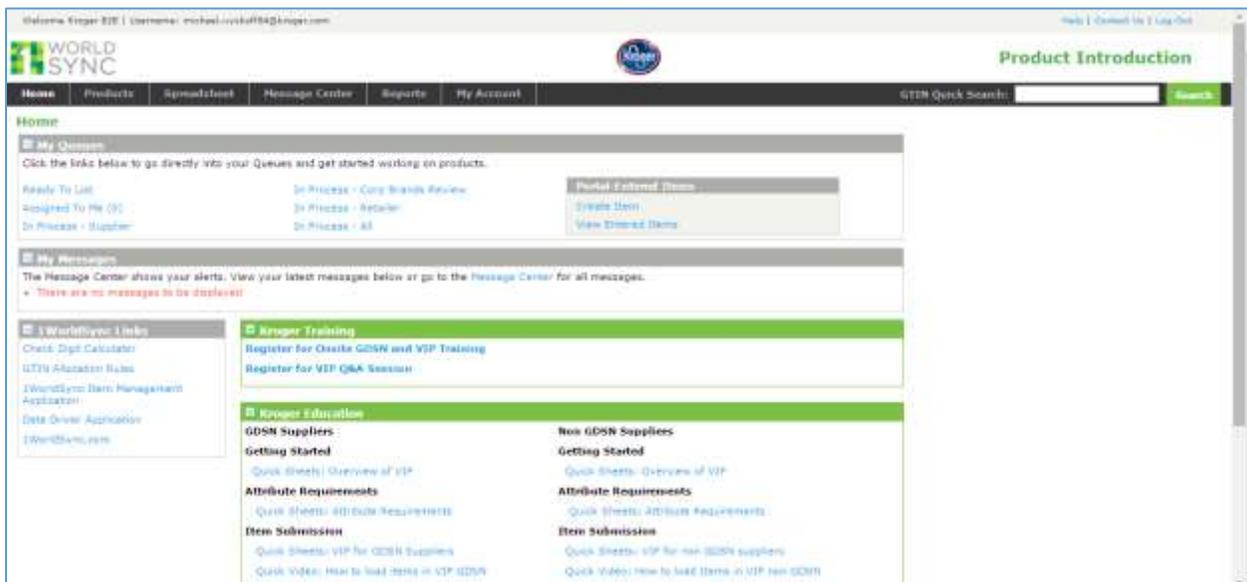


TIP: Include a special character in the Username. The system does not accept user names without a special character.

4. Click **I ACCEPT these terms to continue** on the legal acceptance screen (required).



The Kroger VIP Home page displays.



2.3. Home Page

The Kroger VIP **Home** page consists of the following sections:

The screenshot shows the Kroger VIP Home page interface. At the top, there is a navigation bar with 'Home', 'Products', 'Item Submittal', 'Message Center', 'Reports', and 'My Account'. Below this, the 'Home' section is divided into several areas:

- A**: 'My Queues' section, which includes a 'Needs To List' table with columns for 'Assigned To Me (2)', 'In Process - Supplier', and 'In Process - All'. It also features a 'Portal Entered Items' section with 'Create Item' and 'View Entered Items' buttons.
- C**: 'My Messages' section, displaying a list of messages with timestamps and product details.
- D**: '1WorldSync Links' section, containing links for 'Check Digit Calculator', 'GTIN Allocation Rules', '1Wsync Item Management Application', 'Date Accuracy Summary Application', and 'Data Driver Application'.
- E**: 'Kroger Training' and 'Kroger Education' sections, providing links for training registration, Q&A sessions, and educational materials.

| | Section | Contents |
|----------|----------------------|---|
| A | My Queues | Item hierarchy groupings based on their stage in the submission process, specifically the working queues most commonly viewed by the user to access their items |
| B | Portal Entered Items | Links to screens that non-GDSN suppliers use to provide their item information on the Kroger VIP apart from the GDSN |
| C | My Messages | Latest two messages concerning an item status |
| D | 1WorldSync Links | Links to other resources such as check digit calculator, GTIN allocation rules, and other applications |
| E | Kroger Section | Links to further Kroger VIP training and education: Kroger Training – Registration pages for onsite training and a live Q&A session on a WebEx meeting Kroger Education – Quick Sheets, how-to videos, and VIP reference manuals Kroger Additional Education Material and Information – supplementary reference material including VIP release notes, nutrient code names, Kroger authorized regions, and more |

Each of these sections is described in more detail below.



TIP: The VIP release notes in the **Kroger Additional Education Material and Information** section provide detailed information about enhancements and changes in every new software release including new product classes and data validations.

2.3.1. Home Page Sections

2.3.1.1. My Queues

Each queue consists of item hierarchies that are grouped together based on their progress in the load process. The **My Queues** section displays links to the “working” queues most commonly viewed by the user to access their items.

| Queue | Description |
|---|--|
| Ready to List | Item hierarchies awaiting supplier completion of the item submission process. Items published in the GDSN are loaded in this queue automatically. |
| Assigned to Me | Item hierarchy assigned by other users in your organization. |
| In Process – Supplier | Item hierarchies in the item submission process awaiting supplier action. When an item hierarchy is submitted to Kroger, the item moves to In Process – Retailer and a CIC Accept message is sent to the supplier. |
| In Process – Corporate Brands Review | Under review by corporate brands approver prior to being loaded on MDM and appearing in the applicable item setup application. |
| In Process – Retailer | Item hierarchies in the item submission process at Kroger. The item status in VIP changes to RECEIVED . After Kroger review, a CIC message about the item hierarchy is sent and the item hierarchy is moved to the appropriate queue. |
| In Process – All | Item hierarchies having the status of In Process-Supplier, In Process-Corporate Brands Review, and In-Process Retailer. |

2.3.1.2. Portal Entered Items – Non GDSN Users Only

Click the **Create Item** link to start the process of entering attributes for a new item and the **View Entered Items** link to select items to be linked and listed as members of the same item hierarchy.

2.3.1.3. My Messages

This section of the screen provides quick access to the two latest messages concerning the status of an item to your user ID. To view all messages click **Message Center** on the navigation bar.

2.3.1.4. 1WorldSync Links

1WorldSync links contains links to important GDSN sites for loading data, which include among others:

- **Check Digit Calculator** – Provides the ability to add the required 14th digit to a 13-digit GTIN
- **GTIN Allocation Rules** – An overview of the most important allocation rules with examples to aid in their interpretation

2.3.1.5. Kroger Section

It is recommended that every Kroger VIP user view the training videos and other printable information in this section.

- Kroger Training
- Kroger Education
- Additional Information

2.3.2. Navigation Bar

| | | | | | |
|------|----------|-------------|----------------|---------|------------|
| Home | Products | Spreadsheet | Message Center | Reports | My Account |
|------|----------|-------------|----------------|---------|------------|

The navigation bar at the top of each screen is available for navigating quickly between major features of the application:

- **Home** – Select various queues, links to information resources, and training materials
- **Products** – Select shortcuts to various screens and views on a drop-down selection list
- **Spreadsheet** – Access the spreadsheet data loader utility
- **Message Center** – Find status messages for all user’s previously entered items
- **Reports** – Generate the In Process Work Items Summary report
- **My Account** – Set display preferences and default attributes

Each of these screens is described in more detail below.

2.3.2.1. Home

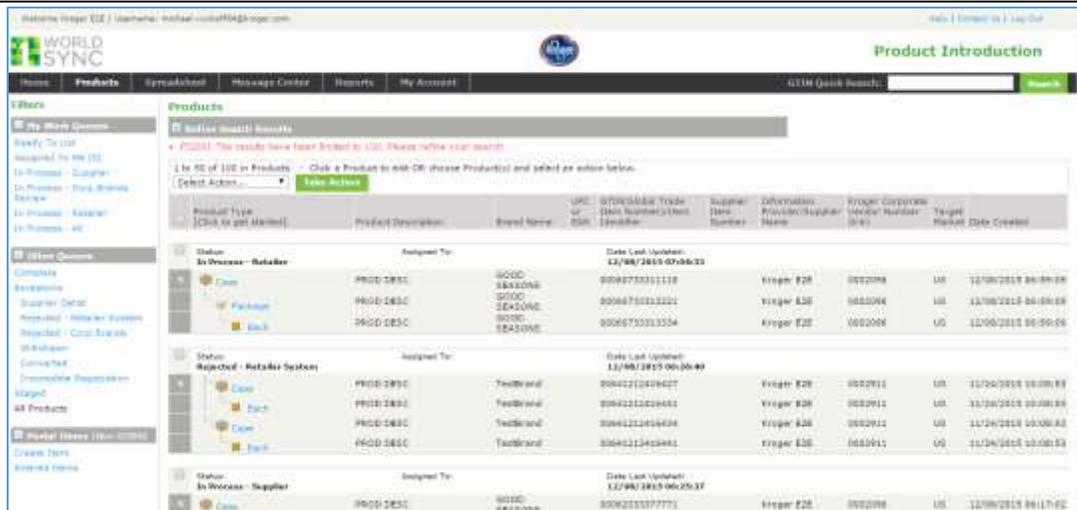
Click the **Home** link on the navigation bar to return to the **Home** page. Refer to section 0 for more details.

2.3.2.2. Products

Clicking the **Product** link initiates the search process for an item in the system. The menu displays a number of short cuts to every queue. Refer to Appendix 7.5 for instructions on using the search feature.



The system displays the **Products** screen that includes all the hierarchies in the system, or the hierarchies in the queue that you selected in the **Products** menu.



TIP: Using the **“All Products”** selection on the **Products** menu takes the guesswork out of selecting the right queue for finding a particular item. Another shortcut is using the **GTIN Quick Search** feature found at the far right of the navigation bar.



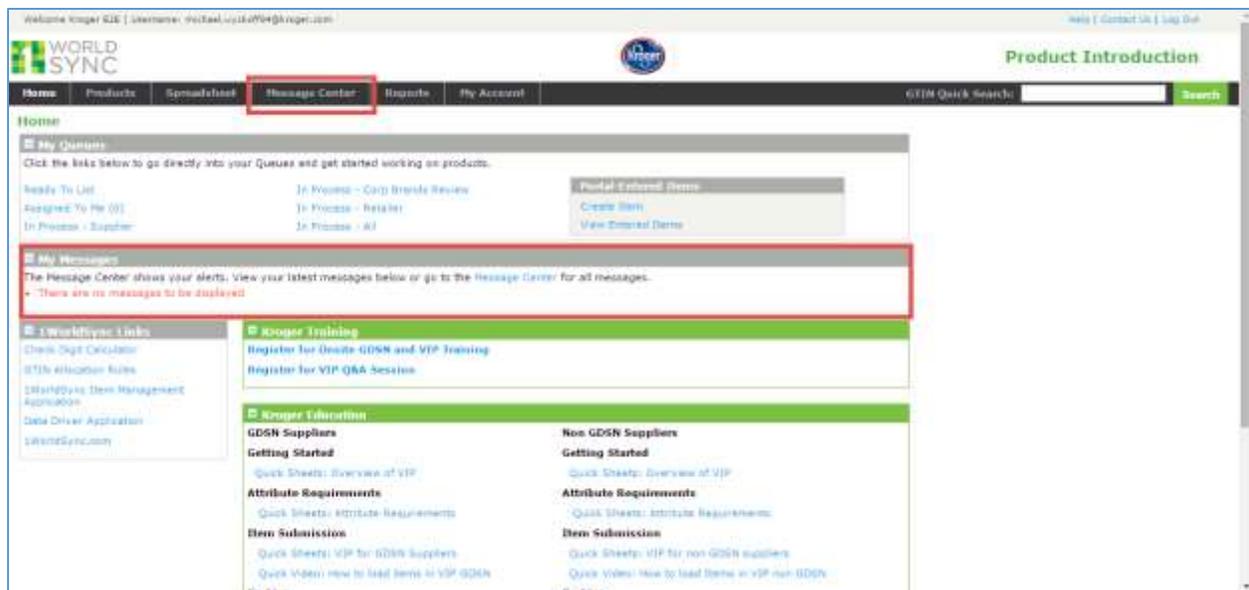
2.3.2.3. Spreadsheet

This selection opens the Kroger VIP **Spreadsheet Data Loader (SDL)**. The SDL is an Excel spreadsheet-based utility designed for bulk entries of item submissions as explained in Chapter 4. An additional menu is displayed to select:

- **Import** – Download the latest template of the SDL
- **Export** – List of item hierarchies selected to be exported to the SDL template

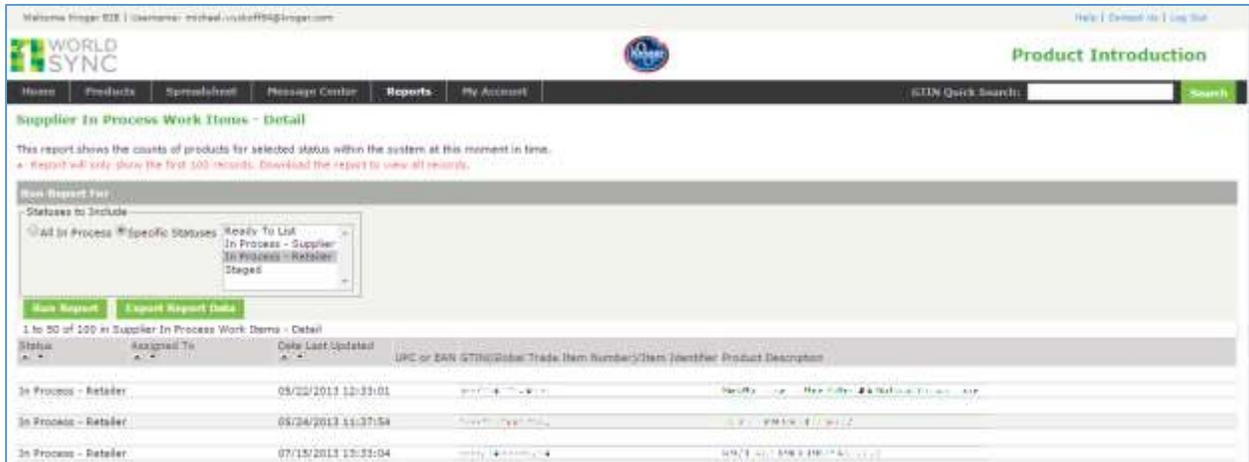
2.3.2.4. Message Center

This link opens a message repository showing all notifications sent to the supplier as well as System Alerts. To read a message, click on the message and the message details display.



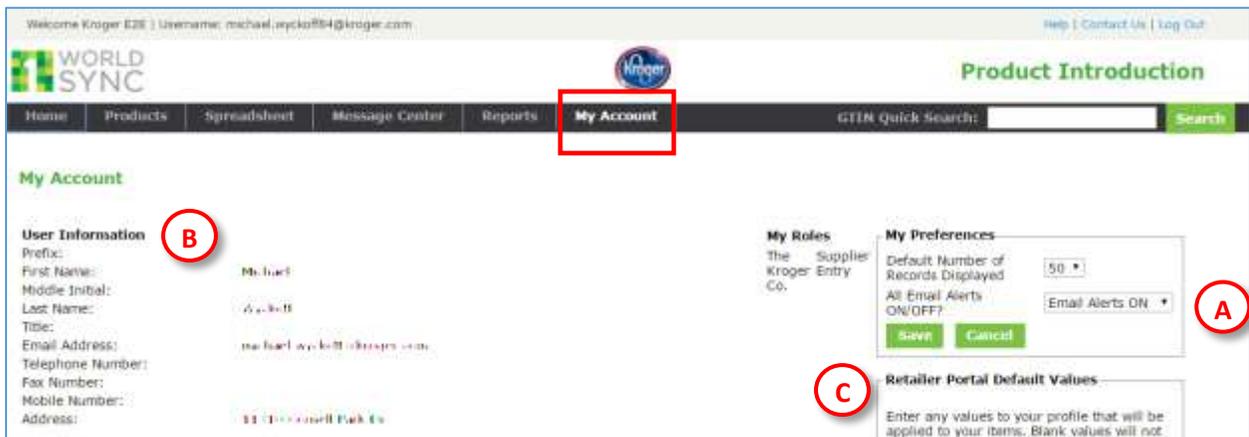
2.3.2.5. Reports

Currently, the reports consist of the **In Process Work Items Summary Report** showing a count of the item hierarchy in each of the working queues.



2.3.2.6. My Account

On the **My Account** page, users can set default values for contact information and certain attributes. This can expedite the data entry process in the Kroger VIP screens.

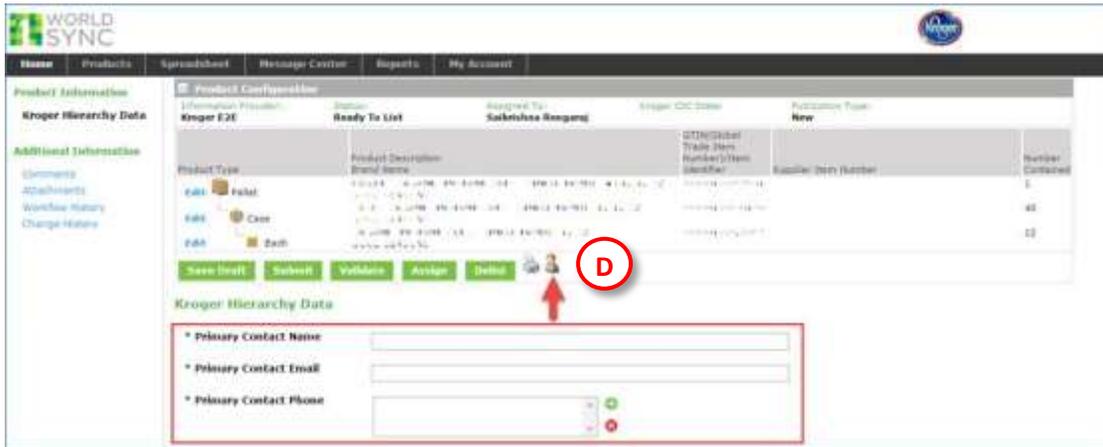


IMPORTANT: Keep **Email Alerts** set to “ON” in the **My Preferences** box (A) to receive email notifications from the Kroger item setup applications about the progress of your item hierarchy submissions.

| | |
|---|-----------------------------------|
| Global List Price & Currency | Dollars |
| Ingredients List | United States of America, Dollars |
| Net Content Equivalent UOM Override | English |
| Multiple Panels | No |
| Primary Contact Name | No (base units only) |
| Primary Contact Email | <input type="text"/> |
| Primary Contact Phone | <input type="text"/> |
| Kroger Corporate Vendor Number (K#) | <input type="text"/> |
| Item has a Swell Allowance | <input type="text"/> |
| Vendor Swell | <input type="text"/> |
| Reclaim eligible - Store Inventory | <input type="text"/> |
| Has Variance to Current Kroger Reclaim / Swell Terms & Conditions | <input type="text"/> |
| Return Goods Policy | <input type="text"/> |
| Product is Pre-Priced | <input type="text"/> |
| Item is Labeled with Cents off Label | <input type="text"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

Default attributes on the **My Account** page including contact information under **User Information (B)** and attribute defaults entered in the **Retailer Portal Default Values** box (C), can be instantly populated in Kroger VIP screens.

To accomplish this, click the **Apply My Defaults** icon (D) at the top of the VIP **Item** and **Hierarchy** screens.



3. Creating Item Hierarchies

3.1. Introduction

This chapter explains how non-GDSN suppliers use the Kroger VIP for populating all required attributes to create an item hierarchy. All required attributes must be populated and validated by the system before the item hierarchy can be submitted to Kroger.

The process of creating non-GDSN item hierarchies in the Kroger VIP can be summarized in four parts as follows:

1. Create individual items/hierarchy levels
2. Link and list items
3. Populate item hierarchy attributes
4. Submit the item hierarchy

See section [7.5](#) for a chart showing a summary of the steps.

3.2. Part 1 – Create Items

An item hierarchy describes the way in which a product is packaged when it is ordered, shipped, and scanned at the register to be sold to the consumer. Only complete item hierarchies can be submitted to Kroger. In order for an item hierarchy to be complete, every product type in the hierarchy must have the required attributes populated.

3.2.1. Product Types

A **Product Type** is a description of a packaging level that is ordered, shipped and/or sold. There are many product types that can be included in a hierarchy. Not all types will be included in every hierarchy.

Most hierarchies will require at least two product types, such as an **Each** and a **Case**. (See section 7.2 for details about item hierarchy configurations.) Include all items designated as an **Each** product type, even if they are not currently scannable at the register or sold to consumers.

These are the most common product types to include in hierarchies. See Appendix 7.2.2 for the full list of product type descriptions.

| VIP Code | Product Type | Description |
|----------|--------------|---|
| EA | Each | The lowest packaging level of the item hierarchy, usually intended or labelled for individual resale. |
| CA | Case | Standard trade item shipping unit. Contains a single instance of a GTIN. |
| DS | Display | A shipping unit that is a display OR a case that contains more than one unique GTIN. |
| PK | Package | May be a logistical unit between a case and each that contains multiple GTIN instances OR may be a consumer unit that contains multiple instances of a lower level GTIN that are typically bar-coded. |
| PL | Pallet | A unit load that contains a single GTIN that is not display ready. |



NOTE: Kroger requests that you include all items designated as “**Each**” product types, even if they are not currently scanned as sellable items.

3.2.2. Unit Type Indicators

A **Unit Type** describes how a **Product Type** is used within the hierarchy. There are several types of units that a single product type can be. In order to enter them correctly, it is necessary to understand how the merchandise is ordered, shipped, and scanned at the register. It is possible for a hierarchy to have multiples of each unit type. Complete hierarchies must have at least one of every type.

- **Consumer Unit** – This product can be scanned at the register and sold to the consumer.
- **Base Unit** – This is the lowest/smallest packaging level in the hierarchy, regardless of whether it may be scanned and sold to the consumer.
- **Dispatch Unit** – This is the packaging level that is shipped to Kroger.
- **Ordering Unit** – This is the packaging level that is ordered by Kroger. Always choose the same selection as **Dispatch Unit**.



TIP: All unit indicators should be “Yes” for Direct Store Delivery (DSD) items.

3.2.2.1. Procurement and Sales Variants

During conversations with category managers/buyers, it is helpful to understand the terms that are used by Kroger’s internal systems. The Kroger item setup applications select the highest consumer unit in the hierarchy as the Sales Variant. The lowest dispatch unit becomes the Procurement Variant. (See Appendix [7.2.2](#) for information about procurement and sales variants.)

| Question | Terms Used In: | | |
|-------------------------------|----------------------|--------------------------------|--------------------------|
| | Kroger VIP | Kroger Item Setup Applications | Various Kroger Systems |
| How is Kroger going to order? | Dispatch Unit | Case | Procurement Variant (PV) |
| What is Kroger going to sell? | Consumer Unit | Consumer | Sales Variant (SV) |



TIP: Familiarity with these terms will aid you in conversations with Kroger category managers/buyers and the Supplier Engagement Group.



NOTE: Every item hierarchy must include at least one dispatch and consumer unit. It is acceptable for a hierarchy to have multiple dispatch and consumer units if that is how the product is shipped or sold. The Kroger item setup applications select the highest consumer unit as the **Sales Variant** and the lowest dispatch unit as the **Procurement Variant**.

3.2.3. Accessing the Item Screen

Complete the following steps to access the **Item** screen where attributes are populated for each product type one a time.



1. On the **Home** screen, click **Create Item** in the **Portal-Entered Items** box to open the **Create Item** screen.



NOTE: The GTIN cannot be edited after leaving this screen. Be sure it is entered correctly.



2. Enter the GTIN **(A)** for the item to be created.
3. Select the appropriate Product Type **(B)**. (See section 3.2.1)
4. Indicate which kind(s) of unit the product is **(C)**. (See section 3.2.2)
5. Click **Save & Continue (D)** to display the **Item** screen.



TIP: Best practice is to create the lowest item level in the hierarchy first, such as the **Each** level. The lowest level of a hierarchy usually contains most of the attributes, so starting there will reduce the number of validation errors encountered later in the hierarchy creation process.

3.2.4. Populating the Item Screen

3.2.4.1. Sections of the Item Screen

The **Item** screen has several sections, regardless of product type chosen. The **Attribute Display Preference & Item Type Attributes** box, the **Action Buttons**, and the **Attribute Groupings**.

3.2.4.1.1. Attribute Display Preference & Item Type Attributes

The **Attribute Display Preference & Item Type Attributes** box displays at the top of all **Item** screens for all product types. It summarizes the information entered on the **Create Item** screen.

Complete the following checks whenever the **Item** screen is first displayed, before beginning to populate attributes:

1. Verify that the **GTIN (A)** is correct. The GTIN cannot be corrected after it has been entered. If it needs to be fixed, click on the **Home** tab in the navigation bar at the top of the screen to abandon this item and begin again.
2. Verify that the **Product Type (B)** and **Unit Indicators (C)** are correct.
3. If the **Product Type** or **Unit Indicators** need to be changed, click **Edit (D)**, fix any errors, then click **Save & Return**.

By default, the attributes displayed on the Item screen are the ones most commonly needed for the chosen product type. Advanced users may override this default to display all attributes for all product types on a single Item screen. This can be useful while searching for attributes that would otherwise require looking through multiple Item screens.



TIP: Advanced users may display attributes for all product types on a single Item screen. Use caution with this technique. Beginning users may find that displaying the large number of hidden attributes slows the item entry process. Click the **Edit link (D)**, click the button next to **View All Attributes (E)**, then click **Save & Continue**.

3.2.4.1.2. Action Buttons

There are two sets of action buttons, one at the top of the screen and one at the bottom. The buttons in the bottom set are identical to the top set, except that the **Print** and **Default** icons display only with the top set. The names and functions of some buttons vary slightly between the **Item** and **Hierarchy** screens.



5.

| Button | Result |
|--|--|
| Save Draft | Saves all of the attribute entries as a draft. No validations are performed. CLICK THIS BUTTON OFTEN to ensure your entries are not lost in the event of technical glitches or system errors. |
| Validate | Checks all entries for any missing attributes or incorrect values |
| Save & Return | Saves and validates all entries. All validation error must be resolved before proceeding to the next step in the submission process. |
| Cancel & Return | Cancels all updates not saved as a draft and opens the Hierarchy screen. |
| Delist | Removes the item from the Ready to List or In Process – Supplier queue. (Appears at top of screen only after item hierarchy has been listed.) |
| Print  | Prints the screen (appears at top of screen only). |
| Apply Defaults  | Applies the defaults assigned in the My Accounts screen (appears at top of screen only). |



IMPORTANT: Click **Save Draft** frequently. Any changes made after the last saved draft will be lost when navigating away from the page.

3.2.4.1.3. Attribute Groupings

Attributes are grouped together on the Item screen under subject headings that are underlined in green font (**B**):

- Identifiers and Descriptors
- Indicators
- Classification Specific Attributes
- Dimensions & Weights Information
- Other Basic information
- Packaging and Logistics Information
- Procurement Information
- Price Information
- Product Packaging and Descriptors
- Display Information
- Merchandising Identifiers
- Sales and Promotion Information
- External References
- Product Claims
- Nutritional Information
- Diet Types and Nutritional Claim



TIP: Attributes that are in bold font with an asterisk are required fields for all classes. Providing values for these attributes the first time through the item screen prevents validation errors.

3.2.4.2. Types of Attribute Fields

3.2.4.1.4. Text Fields

The majority of attributes are free-form text boxes that can take any combination of letters, symbols and numbers. However, some attributes do have formatting restrictions. Some of these restrictions are included in the attribute descriptions. Point to the attribute name to display a description of the attribute.

3.2.4.1.5. Drop-Down Lists

Attributes that may only accept a single value from a list of valid values will have a drop-down list.

3.2.4.1.6. Date Values

Click calendar icons to select dates from a calendar window to ensure the date is formatted correctly.

3.2.4.1.7. Popup Windows

Many attributes are located inside popup windows. These windows can be displayed by clicking a link next to the attribute category name. For example, Classification Specific Attribute Information is displayed by clicking the **View/Modify Attributes** link.



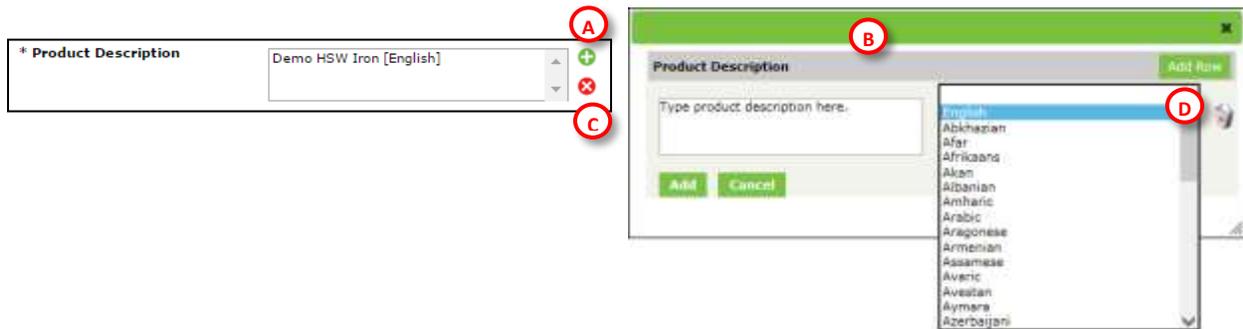
NOTE: Pop-up windows typically contain a large number of required attributes. Always click the link to ensure all applicable attribute values are provided.

3.2.4.1.8. Multi-Value Selection Fields

Many attributes allow more than one value for a single item. For example, the item color may be red, blue and green. That would necessitate three values for the Color attribute.

Values are entered into multi-value fields by first clicking the green plus button (A) to open a pop-up window (B). If mistakes are made, incorrect values can be removed by first highlighting the incorrect value then clicking the red X button (C).

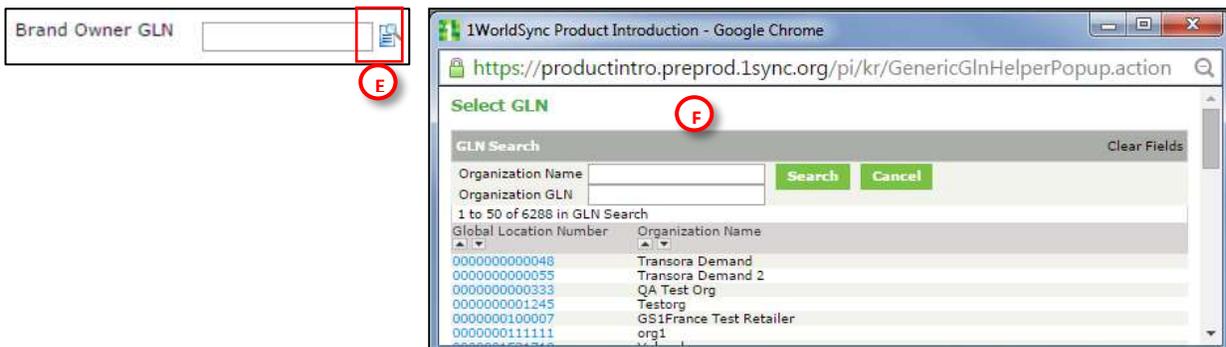
The pop-up window may also contain a related attribute (D). In this example, providing a value for **Product Description** requires a value for Product Description Language.



3.2.4.1.9. Look-Up Tables

Some attributes require that the entered value matches a value available in a data table, typically a number or code such as Brand Owner GLN. The value may be entered manually, or it may be located with a look-up table. To access the look-up table, complete the following steps:

1. Click the Search  icon to the right of the attribute field (E)
2. Enter one or more search terms in the window that opens (F)
3. Click the Search button. Results are displayed with blue hyperlinks.
4. Click the link for the correct code to close the window and pre-populate the appropriate attribute.



3.2.4.1.10. Multi-Row Attributes

Some attributes can accept multiple rows of information. For example, there can be multiple nutritional claims on a single package. Each claim has its own row of information. To add rows, click the **Add Row** icon  (F). The **Copy Row** icon  (G) will copy the selected row into a new row. The **Delete Row**  (H) icon will delete the selected row.



3.2.4.1.11. Classification Specific Attributes

Attributes pertaining to a specific product class are located in the **Classification Specific Attributes** section. Every class has mandatory attributes in this section.

- Click **View/Modify Attributes** (A) to open a pop-up window.



- Click the **Family Tree** link (B) to open the **Family Tree Search** form.



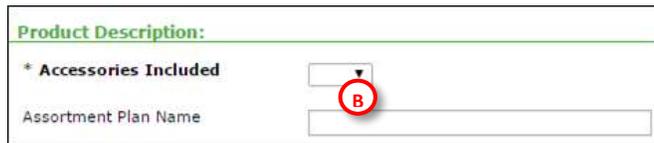
- Type a **Class Number** or **Class Name** then click **Search** (C). One or more classes are displayed for selection. Select the radio button (D) for the correct class then click **Select** (E).



9. The window will refresh to display the class-specific attributes (A).
Populate all required attributes.



10. If **Assortment Plan Name** is one of the available attributes (B), be sure to provide it. It is not a required attribute and it is not available for all product classifications, but it is extremely helpful for category managers/buyers.

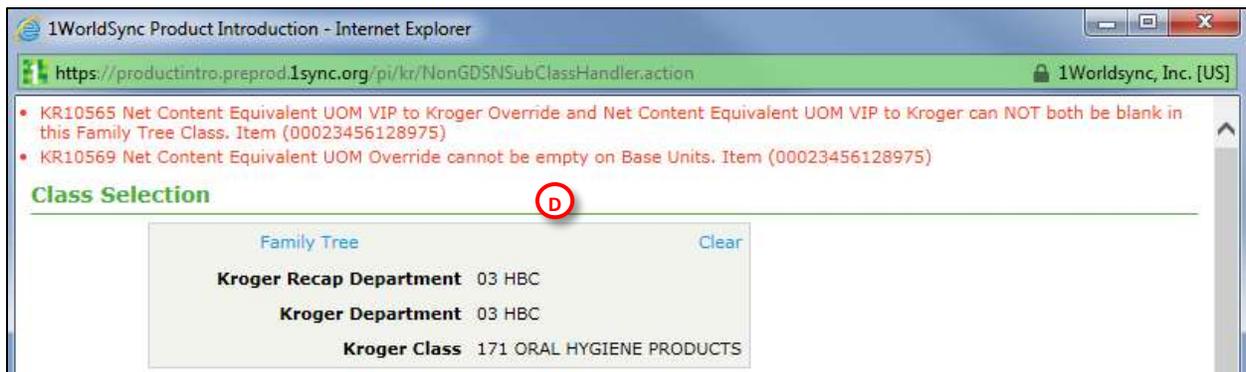


11. Click the **Save** button at the bottom of the pop-up window to save all populated attributes. This will run validation checks on the attributes in the pop-up window. If the page refreshes to show a successful validation message at the top of the window (C), close the window to return to the **Item** screen.



12. If the success message does not appear, the window will refresh to display one or more validation error messages in red (D). Fix these errors and click the **Save** button again. Continue fixing errors and saving until the green success message appears, then close the window.

13. Continue to populate required attributes on the **Item** screen as needed for all remaining attribute sections.



3.2.5. Validating the Item

The final step on any item or hierarchy level is to perform validation checks to ensure all required information for the product type and class has been provided. Advanced users who are familiar with their product classes may be able to avoid validation errors entirely by providing all necessary information the first time. Beginning users will likely need several passes to include all required attributes.

To begin the validation process, click **Save Draft** then click **Validate**.

If there are no validation errors, a green “**Successfully Validated!**” message is displayed below the action buttons at the top of the screen. Click **Save & Return** to save this GTIN and return to the Hierarchy screen. Continue adding and validating items for each level in the item hierarchy.



3.2.5.1. Resolving Validation Errors

If the validation checks do not complete successfully, one or more red error messages will display below the action buttons at the top of the screen (A). Validation errors mean that required attributes are missing.

| Product Configuration | | | | |
|-------------------------------------|--|---|-----------------------------|--------------------------|
| Information Provider: Kroger E2E | | Status: In Process - Supplier | Assigned To: Todd Watson | Kroger CIC State: New |
| Product Type | Product Description Brand/Name | GTIN(Global Trade Item Number)/Item Identifier | Supplier Item Number | Number Contained |
| Edit Case | Case of Demo HSW Irons Demo HSW Company | 33294706342153 | | 1 |
| Edit Each | Demo HSW Iron Demo HSW Company | 13294706342159 | | 18 |

Kroger Hierarchy Data

- P15054 First Ship Date is required for dispatch units. For GDSN items, you may need to correct data in the data pool. Item (33294706342153)
- KR14411 Consumer Unit Item Description is required on Consumer Units when Item Submission Reason Code is populated in this Family Tree Class. Item (13294706342159)
- P14000 Validate has not completed successfully.

Provide or correct the required information, click **Save Draft**, then click **Validate**. Continue correcting validation errors until the “**Validation Successful!**” message is displayed.



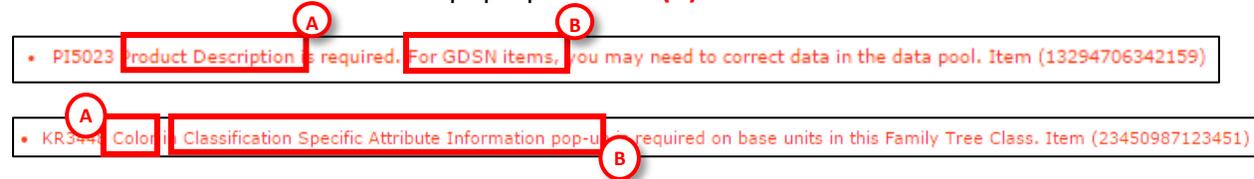
NOTE: Resolving validation errors can begin additional validation checks that result in new validation errors. This is normal. Experienced users are able to reduce the number of passes as they become familiar with the fields that must be populated. The Spreadsheet Data Loader (SDL) can also reduce validation issues for experienced users. Refer to Chapter 4 for details.



TIP: To avoid additional errors, do not jump around when resolving the validation errors. Start at the first error and continue to resolve until all errors are gone.

3.2.5.2. Parts of an Error Message

Validation errors on the **Item** screen have two helpful elements: The attribute field name **(A)** and whether it is located within a pop-up window **(B)**.



- A. The attribute field name in the error message will be identical to the name next to the appropriate field where the attribute value can be entered. Scroll through the Item screen or use the search method described below to locate the missing/incorrect values.
- B. Some attributes are located within pop-up windows. In the second example above, the attribute name is “Color” and the pop-up window name is “Classification Specific Attribute Information”.

3.2.5.3. Locating Validation Errors Quickly

The quantity of missing attributes on the Item screen can make it difficult to locate the specific fields in which the validation errors occurred. Follow the instructions below to save time.

Use the **Find** or text search feature provided in every browser to quickly find a particular field name. Complete the steps below in your browser to save time in finding validation errors on the **Item** screen. The steps may vary depending on the browser being used.

1. Highlight the attribute field name in the red validation error message.
2. Press **CTRL-C** to copy the field name.
3. Press **CTRL-F** to activate your browser’s text search function.
 - If the error message says the attribute is located in a pop-up window, first search for the name of the pop-up window. Click the **View/Modify Attributes** link to open the window, then press **CTRL-F** to activate the text search function inside the pop-up.
4. Click in the text search field in the browser then press CTRL-V to paste the copied field name.
5. Click **Next**, **Previous** or arrow buttons that locate each instance of the text on the screen.

The following are some examples of where the search function displays in commonly-used browsers. Browser displays can vary based on operating system, software installed, and version. These images do not represent all possible browser configurations.

Chrome: Top right of the browser window



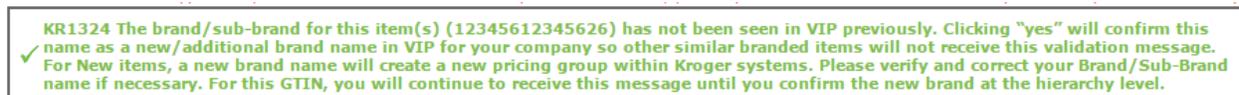
Internet Explorer: Top left of the browser window.

Firefox: Bottom of the browser window.



3.2.5.4. Brand/Sub Brand Validation Message

When a new brand/sub brand name is being entered for the first time, a green reminder will display to prompt the user to check spelling/punctuation. If the name is correct, continue entering the item hierarchy. The warning disappears when the item hierarchy is submitted.



Any message that displays in green, beginning with a checkmark and possibly ending with the phrase, “Validation Completed Successfully!” is only a warning. If it is the only validation message displayed, the item can be saved and submitted as part of a completed hierarchy.



IMPORTANT: Be sure to enter brand/sub brand consistently. Capitalization, punctuation, and spelling differences make it a new brand. Creating a new brand/sub brand enters the item in a new pricing group within Kroger systems.

3.2.6. Saving the Item

After all of the required attributes have been entered and validation has completed successfully, click **Save (A)**.



Return to the **Create Item** screen (See section 3.2.3) to create the next **Product Type** in the item hierarchy. (See Appendix 7.2 for more information on item hierarchy levels and Appendix 7.2.2 for further information about product types.)

After all product types in the hierarchy have been created, continue to section 3.3 to link the items and list the hierarchy.

3.3. Part 2 – Link and List Items

After all of the items have been entered, validated, and saved, the next step is to link them together into a hierarchy and list the hierarchy in the **Ready to List** queue.

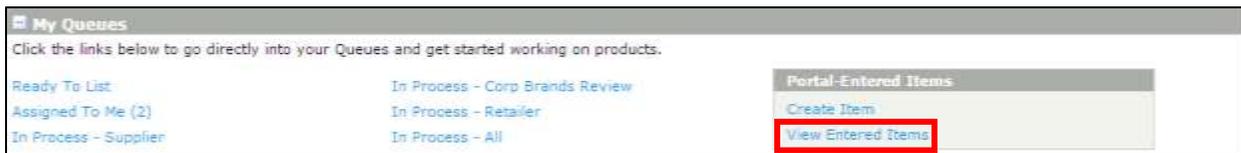
3.3.1. Link Items

Linking establishes a parent-child relationship between the different levels or items of the item hierarchy. This is what enables the VIP, as well as down-stream Kroger systems, to understand the shape of the hierarchy by describing how many of each product type (case, each, etc.) are nested inside the other product types.

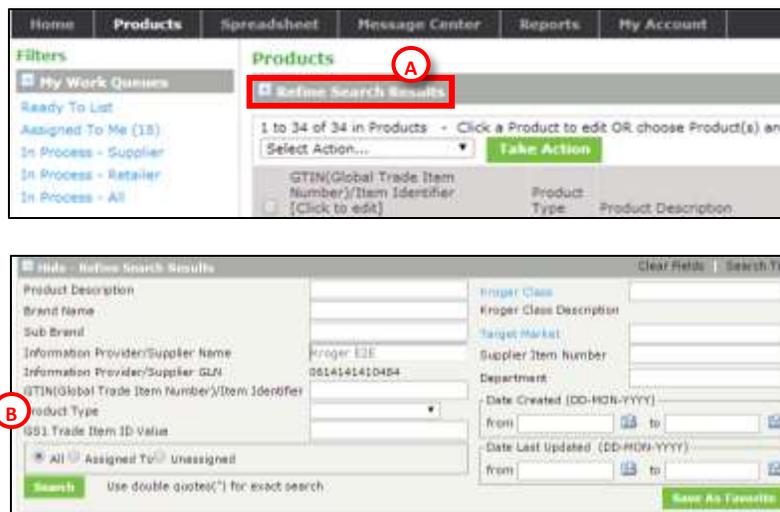
3.3.1.1. Locating Entered Items

The **Entered Items** screen displays a list of all of the individual items that have been created in the Kroger VIP web portal, including those that have not yet been linked into item hierarchies.

On the **Home** screen, click **View Entered Items** in the **Portal-Entered Items** box to open the **View Entered Items** screen.



If the desired item is not already displayed on the **Products** list, click **Refine Search Results (A)** at the top of the screen to expand the search box. Enter the desired search terms then click **Search (B)**.

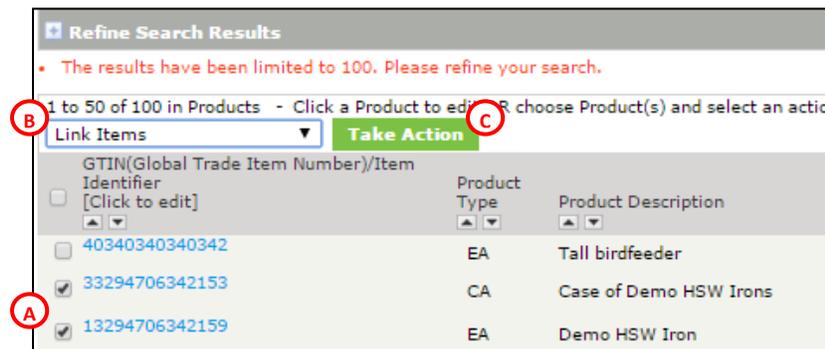


3.3.1.2. Linking Parent Items to Child Items

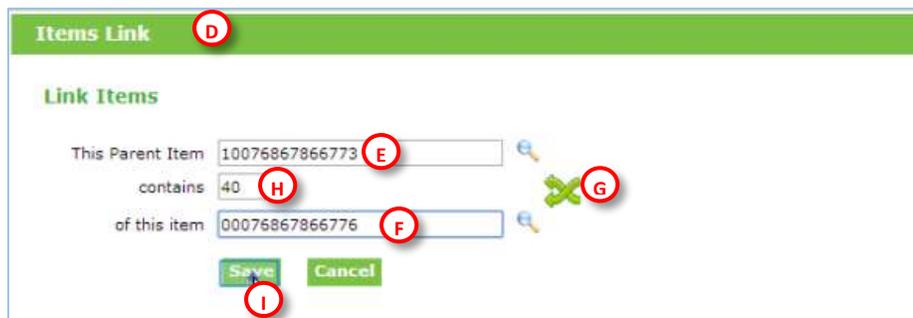
A **Parent Item** is a packaging level that contains at least one smaller packaging level, called a **Child Item**. For example, a Case may be the child of a Pallet and the parent of an Each.

Begin linking items with the highest packaging level (e.g. pallet or case) that exists in the hierarchy. Repeat the following steps until each item in the hierarchy is linked to the items below it.

1. Select two adjacent hierarchy levels **(A)** (e.g. Each and Case, or Case and Pallet), choose **Link Items (B)** from the drop-down list, then click **Take Action (C)**.



2. The **Items Link** pop-up displays **(D)**.



3. Ensure the first GTIN listed **(E)** is the parent item, and that the second GTIN listed **(F)** is the child item. If the two GTINs are in the wrong places, click the **Swap**  button **(G)**.
4. In the **Contains** field **(H)**, type the number of child units in the parent. Reading the fields “This Parent Item **(E)** contains [number at **(H)**] of this item **(F)**” should be correct.
5. Click **Save (I)**.



IMPORTANT: Start at the highest level of the item hierarchy and link downward. Create a link from the **Parent Item (E)** to the **Child (F)** that includes the correct number of child units in the parent **(H)**. Repeat these steps until all items have been linked to the adjacent hierarchy levels.

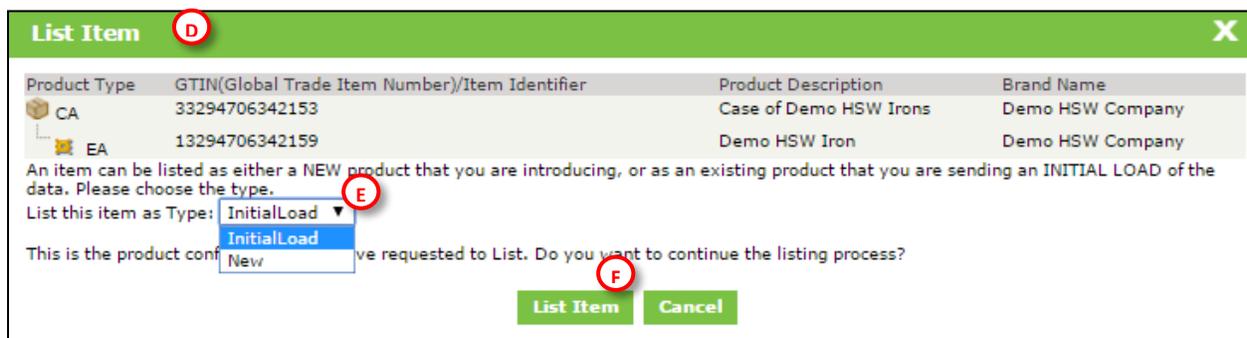
3.3.2. List Items

After all of the items have been linked together, the next step is to place the linked hierarchy in the **Ready To List** queue.

1. On the **View Entered Items** screen, check the box for the highest level of the hierarchy **(A)**.
2. In the **Select Action** menu **(B)**, select **List Item**, then click the **Take Action** button **(C)** to display the **List Item** pop-up **(D)**.

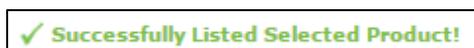


3. In the **List Item** pop-up, select the **Publication Type** **(E)**, then click **List Item** **(F)**.



| Publication Type | Definition |
|---------------------|--|
| New | This is for products that have never been submitted to Kroger and do not currently exist in Kroger’s item management systems. |
| Initial Load | Item already exists in Kroger systems as a product currently sold by Kroger. This selection is appropriate during data migration when items already sold by Kroger are being entered for the first time. |

4. A green message reading **“Successfully Listed Selected Product!”** should display.



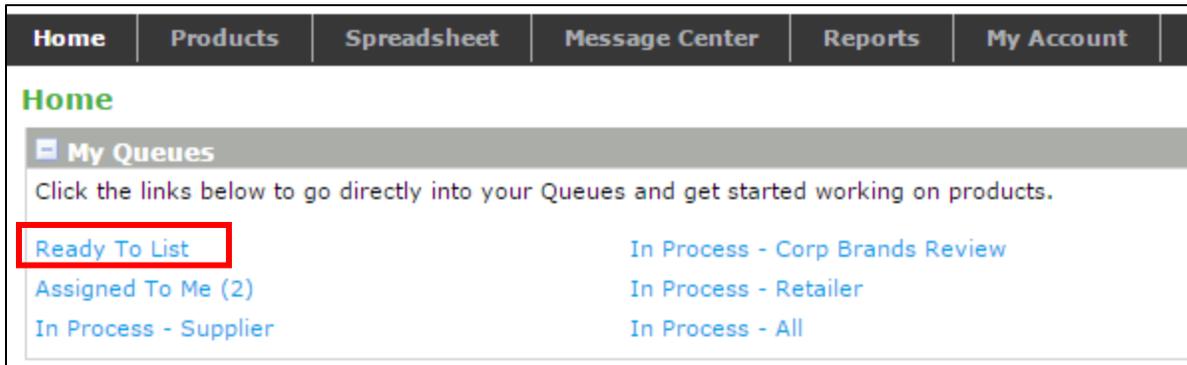
This means the hierarchy has been created and moved to the **Ready To List** queue. It is now ready to be completed by populating hierarchy attributes, as explained in the next chapter.

3.4. Part 3 – Populate Hierarchy Attributes

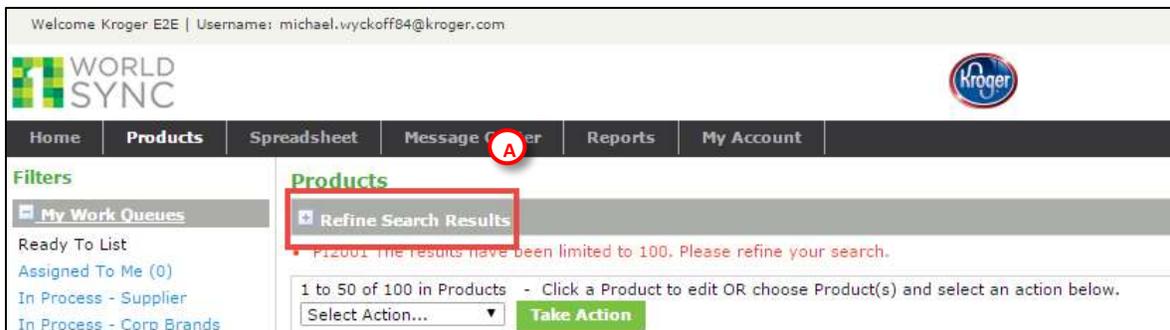
3.4.1. Accessing the Hierarchy Screen

Complete the following steps to begin entering attributes for an item hierarchy.

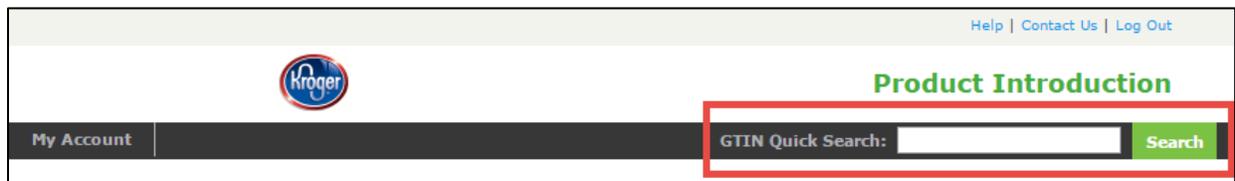
1. In the **My Queues** section of the **Home** screen, click **Ready To List**.



2. If the desired item is not already displayed on the **Ready to List** queue, click **Refine Search Results (A)** at the top of the screen to expand the search box.



TIP: The **GTIN Quick Search** tool at the top right of any screen is the fastest way to locate a product by GTIN. Enter the 14-digit GTIN or 13-digit GTIN with an asterisk then click **Search**.



The search box expands with search filters to narrow the product list. Enter the search criteria then click **Search (B)**. The search results display one or more hierarchies in the lower section of the screen that contain matches to the search criteria.

Products

Hide - Refine Search Results Clear Fields | Search Tips

Product Description Kroger Corporate Vendor Number (K#)

Brand Name [Kroger Class](#)

Sub Brand Kroger Class Description

[Information Provider/Supplier Name](#) Supplier Item Number

Information Provider/Supplier GLN [Target Market](#)

GTIN(Global Trade Item Number)/Item Identifier

Product Type

UPC or EAN

Date Created (DD-MON-YYYY) from to

Date Last Updated (DD-MON-YYYY) from to

Item Initiated As All GDSN Portal Items eComm

GPC Category

Code

Desc

Assigned All Assigned To Unassigned

B Search Use the * as a wildcard for searching. **Save As Favorite**

• PI2001 The results have been limited to 100. Please refine your search.

1 to 4 of 4 in Products - Click a Product to edit OR choose Product(s) and select an action below.

Select Action... Take Action

| Product Type [Click to get started] | Product Description | Brand Name | UPC or EAN | GTIN(Global Trade Item Number)/Item Identifier |
|--|------------------------|------------------|------------|--|
| <input type="checkbox"/> Status: Ready To List | | Assigned To: | | Date Last Updated: 03/08/2016 15:56:36 |
| <input checked="" type="checkbox"/> N Case | Case of Demo HSW Irons | Demo HSW Company | | 33294706342153 |
| <input type="checkbox"/> L Each | Demo HSW Iron | Demo HSW Company | | 13294706342159 |

C

3. Click any level of an item hierarchy **(C)** to open the **Hierarchy** screen.



TIP: An asterisk (*) can be used as a wildcard in the front, middle, or back of any search field. For example, searching for Test* in the Brand Name box will locate “Test Company”, but not “The Test Company”. Searching for *Test* will find both. Always use a wildcard at the end of 13-digit GTINs.

3.4.2. Parts of the Hierarchy Screen

The **Hierarchy** screen has four major sections. For “Initial Load” item submissions, the attributes of interest are in the **Product Configuration** and **Kroger Hierarchy Data** sections. For “New” item submissions, all sections are required.

- **Product Configuration** – Item hierarchy status information plus the item hierarchy broken down by product type, including description, GTIN, and quantity

- **Kroger Hierarchy Data** – Supplier name, contact information, Kroger Corporate Vendor Number (K#), and other Kroger-specific information including the model GTIN
- **Geographic Regions** – Supplier requests as to where, when, and how the distribution would occur
- **Kroger Sales Events** –Sales event associations and supplier’s reason for submitting the item hierarchy

3.4.3. Hierarchy Status Information

Information about the hierarchy status is displayed at the top of the screen in the **Product Configuration** section. Review and fix all errors before submitting the hierarchy to Kroger.



| | Label | Description |
|---|-----------------------------|---|
| A | Information Provider | Name of the supplier |
| B | Status | The Kroger VIP status. See section 3.6.1 |
| C | Assigned To: | Name of person to whom the user assigned this item hierarchy. (This is an optional workflow-management feature.) |
| D | Kroger CIC Status | Catalogue Item Confirmation Message indicates how Kroger wishes to continue data synchronization on the item hierarchy. See section 3.6.1 for more information. |
| E | Publication Type | New – Item was created as a “New Item”. This is for products that have never been submitted to Kroger. Current – Item was created as an “Initial Load”. It should already exist in Kroger systems and is currently sold by Kroger. |

3.4.4. Contact Information

Under the **Kroger Hierarchy Data** heading, enter the information for the contact at your company. The contact should be able to answer questions Kroger may ask about the items. Contacts may include manufacturers, brokers, agents, or distributors.

Kroger Hierarchy Data

* Primary Contact Name

* Primary Contact Email

* Primary Contact Phone

Kroger Corporate Vendor Number

The **Kroger Corporate Vendor Number** is optional. If you do not know your Kroger Corporate Vendor Number (K#), email Kroger at vendorportal@kroger.com.

Kroger’s item setup applications send emails to the contact with category manager/buyer decisions and comments on your item submissions.



TIP: The Kroger VIP can automatically fill in default values on the **Hierarchy** or **Item** screens for some attributes, such as contact information. Create default values on the **My Accounts** screen (accessible via the navigation bar at the top of the screen). Click the **Apply Defaults**  icon on **Item** or **Hierarchy** screens to populate attributes with default values.

3.4.5. Model GTIN

A Model GTIN is an example for the buyer/category manager to use when setting up the item in Kroger’s systems. Providing an appropriate model GTIN for new item submissions accelerates the approval process and enables accurate processing in downstream Kroger systems.

| | |
|-------------------|----------------|
| Model GTIN Exists | Yes |
| Model GTIN | 00088810010457 |



IMPORTANT: Providing a **Model GTIN** helps to avoid delays in the approval process. The Model GTIN provides information that the category managers/buyers might otherwise need to obtain by returning a hierarchy to a supplier as a “CIC Review”. See section 3.6.1 for more information about **CIC Review** messages.

The **Model GTIN** for a new item hierarchy should be the GTIN of a similar item that has been previously submitted, approved, synchronized in MDM with a status of “Complete”, and resides in Kroger’s PID and/or MAGIC product databases. Choose a Model GTIN that:

- Does not appear in the hierarchy being submitted
- Falls under the same Kroger PO number, refrigeration attribute (frozen, ambient, etc.), shipping instructions, order catalogue, warehouse, and DSD
- Reflects a shipper if the new hierarchy is a shipper
- Item is not required to belong to the same class and pricing group

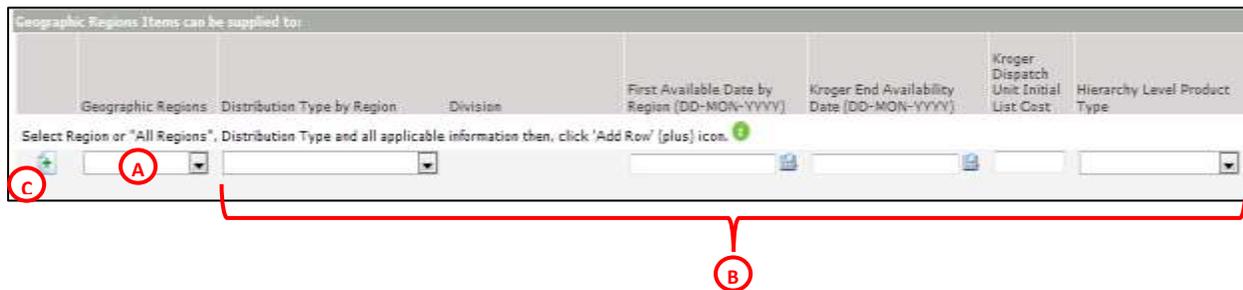
The **Supplier Comments** field can be used to provide additional information or instructions for the category managers/buyers as they review the item submission.

3.4.6. Geographic Regions Items can be supplied to:

This section enables suppliers to indicate where they want Kroger to sell the product. It will initially only show a single row of related attributes. Additional rows are created as the current row is saved by clicking the **Add Row**  button.

Repeat the following steps for each geographic region or division:

1. Select a **Geographic Region (A)**
2. Populate attributes **(B)** that apply to all/most of the divisions within the selected region.
3. Click the **Add Row** button **(C)** to show applicable divisions.



IMPORTANT: Click the **Add Row**  button after populating attributes for a new row. This will expand the row to display the selected region’s divisions and save the attributes. Neglecting this step is a common cause of errors for beginning users.

4. If any attributes do not apply to all of the divisions in the selected region, deselect an individual division by clicking the green checkmark **(A)** next to the **Division** name. Divisions can be re-selected by clicking the red X to convert it back to a checkmark.
5. Populate all remaining attributes on the row.
6. If any of the divisions were deselected in Step 4, repeat these steps for the identical **Geographic Region** and deselect all divisions that are selected in the previous row.



TIP: If some attributes are different for divisions in the same region, regions can be selected multiple times. For example, “Mountain” can be selected twice, and Dillon could have green check on the first instance but it would then require a red ‘X’ on the second. Regions can be repeated as many times as needed until all divisions are accurately represented.

Geographic Regions Items can be applied to:

| Geographic Regions | Distribution Type by Region | Division | First Available Date by Region (DD-MON-YYYY) (B) | Kroger End Availability Date (DD-MON-YYYY) (C) | Kroger Dispatch Unit Initial List Cost (D) | Hierarchy Level Product Type (E) | Kroger Dispatch Unit Promotional Cost |
|--|--|--|---|---|---|---|---------------------------------------|
| Other Format MIDWEST NORTH WEST NORTH MOUNTAIN SOUTH WEST ALL | LOCAL WAREHOUSE REGIONAL/PEYTON WAREHOUSE DIRECT STORE DELIVERY KROGER PLANT CONSOLIDATED WAREHOUSE WHS/DSD PEYTON | ✓ Kroger - Cincinnati ✓ Kroger - Columbus ✓ Kroger - Michigan ✓ Kroger - Central ✗ Jay C/Ruler (090) ✗ T Hill (Midwest) (669) ✗ Turkey Hill (670) ✓ Fry's (660) ✓ Louisville - New ✓ Kentucky - New ✓ Kroger - Houston (034) ✓ Kroger - Dallas (035) ✓ Dillon (815) ✓ Fry's (660) ✓ Kwik Stop (672) ✓ Loaf N Jug (673) ✓ Nashville - New ✓ Kroger - Atlanta | 30-Jun-2016 | 30-Jun-2016 | 123 | Case | 123 |
| MOUNTAIN | DIRECT STORE DELIVERY | | 30-Jun-2016 | 30-Jun-2016 | 123 | Case | 123 |
| NORTH | DIRECT STORE DELIVERY | | 30-Jun-2016 | 30-Jun-2016 | 123 | Case | 123 |



NOTE: If the “Other Format” region is selected, you must select “Division Request” on the **Kroger Item Submission Reason Code** field under the **Kroger Sales Event** section on the **Hierarchy** screen.

3.4.6.1. Availability Dates

Use the **First Available Date by Region (B)** and **Kroger End Availability Date (C)** fields for Kroger-specific dates, such as KOMPASS events. The **Kroger End Availability Date** is blank by default, but can be populated with a future year of “9999”.

3.4.6.2. Dispatch Unit Initial List Cost

The **Kroger Dispatch Unit Initial List Cost (D)** is the amount the supplier prefers to be paid for a dispatch unit. It must correspond to the selection for **Hierarchy Level Product Type (E)**. The drop-down list is populated with the product types designated in the item hierarchy as a **Dispatch Unit**. If none of the dispatch units apply to the desired cost, modify the dispatch unit selections. (See section 3.2.4.1)

3.4.7. Consumer Unit Item Information

All of the items in the hierarchy marked as a Consumer Unit (also known as “Contains”) are displayed in this section. Some of the fields are pre-populated using information that was provided earlier. Be sure to enter all consumer units that belong to a hierarchy even if only one is sold at the stores.



| | Field | Comments |
|----------|--|---|
| A | GTIN | Any item in the hierarchy that was marked as a Consumer Unit |
| B | Product Description | Automatically created from information entered on Item screens |
| C | Product Type | Populated by information entered on Item screens |
| D | Net Content & UOM Vendor | Populated by information entered on Item screens |
| E | Initial Corporate Av List Cost | Initial average list cost to Kroger for the Consumer Unit . If an Item Submission Reason Code is provided, this field becomes mandatory. |
| F | Promotional Cost | Cost of Consumer Unit reflecting the application of promotional monies at the time of item submission in VIP. Default value is 0. If an Item Submission Reason Code is provided, this field becomes mandatory. |
| G | Scan Allowance | Optional – Amount of promotional allowance intended to be structured as a unit scan allowance at the time of item submission. |
| H | Manufacturer Suggested Retail Price | REQUIRED when “Product Pre-Priced” attribute for the Consumer Unit = NO and most Kroger Item Submissions Reason Codes are selected. |
| I | Manufacturer Suggested Retail Price Basis | Optional. Default value = ‘1’. |
| J | Manufacturer Suggested Retail Price Basis UOM | Optional. Default value = “EACH”. |



NOTE: The consumer item with the highest product type in the hierarchy is currently the only consumer item displayed to the category manager/buyer in the Kroger item setup applications. Kroger still requires the input of all consumers for analysis purposes.

3.4.8. Kroger Sales Event and Item Submission Reason Code

These attributes explain why this item hierarchy is being submitted and for which sales event.

Kroger Sales Event

Event Type **Edit** (A)

Kroger Event Code (B)

Kroger Item Submission Reason Code

Kroger Event Submission Start Date (DD-MON-YYYY)

Kroger Event Submission End Date (DD-MON-YYYY)

Kroger Event Start Date (DD-MON-YYYY)

Kroger Event End Date (DD-MON-YYYY)

Save Draft (C) **Submit** **Validate** (D) **Assign** **Delist**

1. Click **Edit** (A) to display the **Event Type** and **Kroger Event Code** drop-down menus.
2. A pop-up window may display the warning that editing event details for expired events will remove the expired event. This is not a concern when entering items for the first time.
3. Select the appropriate sales plan period from the **Kroger Event Code** (B) drop-down. Ask the buyer/category manager for this information if it's not already available.

| Event Type | Definition |
|-------------------|---|
| Basic | Basic stock purposes including KOMPASS events |
| Sales Plan | Weekly events |
| Seasonal | Seasonal events, such as Back to School, Easter, etc. |

4. Select the appropriate **Kroger Item Submission Reason Code** (B). The following table contains the most common reason codes. See Appendix [7.7](#) for the full list.

| Reason Code | Use When... |
|-------------------------|--|
| Add Division | Modifying the warehouse and division selections in the Geographic Regions section |
| Customer Request | Category Manager makes a request to a supplier |
| Division Request | Adding an item hierarchy being sponsored by a particular division. All submissions, including perishables, appear in the division tab in Venus |
| New Item | Adding an item that is not already in MDM |

5. Click **Save Draft** to save the entered information (C).
6. When all of the required attributes on the **Hierarchy** screen are populated, click the **Validate** (D) button to begin the validation process.



IMPORTANT: The **Kroger Item Submission Reason Code** is required if a new or current item submission requires a category manager's/buyer's attention, or if it is a new item requested by the category manager/buyer. In this case, suppliers must populate all the required fields in the Hierarchy screen. If there is no reason code, the item hierarchy is not sent to the category manager/buyer; it is only sent to Kroger's data management systems. This is appropriate for routine updates to item attributes.

3.5. Part 4 – Validate and Submit the Hierarchy

3.5.1. Understanding Hierarchy-Level Validation Errors

The validation errors that appear on the **Hierarchy** screen are structured in the same way as the validation errors displayed on the **Item** screen. The primary difference between the two is that the Item screen will only display errors for attributes that are present on that item screen. The Hierarchy screen can display errors for attributes that exist on any level of the hierarchy, so it is possible that the attributes might be found on other Item screens.

| Product Type | Product Description | GTIN(Global Trade Item Number)/Item Identifier | Supplier Item Number | Number Contained |
|--------------|-----------------------------------|--|----------------------|------------------|
| Case | Case of Demo HSW Irons | 33294706342153 | | 1 |
| Each | Demo HSW Company Demo HSW Iron | | 13294706342159 | 18 |

Kroger Hierarchy Data

- PI5054 First Ship Date is required for dispatch units. For GDSN items, you may need to correct data in the data pool. Item (33294706342153)
- KR14411 Consumer Unit Item Description is required on Consumer Units when Item Submission Reason Code is populated in this Family Tree Class. Item (13294706342159)
- PI4000 Validate has not completed successfully.



TIP: It is normal for beginning users to see a long list of validation errors for the first several item hierarchies. With practice and experience, the item submission procedure becomes faster as the user learns which attributes to provide before starting the validation process.

3.5.2. Locating Missing/Incorrect Attributes

Pick one validation error to begin with and look at the attribute field name (A). Use the **Ctrl-F** search method (See section 3.2.5.3) or scroll down the **Hierarchy** screen to look for the attribute.

If the attribute is found on the Hierarchy screen, enter or correct the value, click **Save Draft** then click **Validate**. Look for the attribute name in the new error messages. If it is still present, the attribute requires additional correction. If the error message is absent, the attribute has been successfully changed.

If the attribute is not found on the **Hierarchy** screen, it is located on a related **Item** screen.

1. Look at the item number (B) for the selected error message.
2. Find the matching item number (C) in the product configuration above the validation errors.
3. Click the blue **Edit** link next to the level (D) with the item number to open the **Item** screen.
4. Search for the attribute name and provide or correct the value.

5. Click **Save Draft** then **Validate** on the **Item** screen. Fix validation errors, if any, before returning to the **Hierarchy** screen.
6. If there are no validation errors, click **Save & Return** to return to the **Hierarchy** screen.
7. On the **Hierarchy** screen, click **Validate**.
8. Look for the attribute name in the new error messages. If it is still present, the attribute requires additional correction. If it is missing, the attribute has been successfully changed.
9. Continue working through validation errors one at a time until no errors remain and the green **Validation has been completed successfully** message appears. Remember to click **Save Draft** frequently throughout the error correction process.



NOTE: Resolving validation errors can begin additional validation checks that result in new validation errors. This is normal. Experienced users are able to reduce the number of passes as they become familiar with the fields that must be populated for their classes. The Spreadsheet Data Loader can also reduce validation issues for experienced users. See Chapter 4 for details.

3.5.3. Submitting the Hierarchy

| Product Configuration | | | | |
|--|--|--|----------------------|--------------------------|
| Information Provider: Kroger E2E | Status: B In Process - Supplier | Assigned To: Todd Watson | Kroger CIC State: | Publication Type: New |
| Product Type | Product Description | GTIN(Global Trade Item Number)/Item Identifier | Supplier Item Number | |
| Edit Case | Case of Demo HSW Irons Demo HSW Company | 33294706342153 | | |
| Edit Each | Demo HSW Iron Demo HSW Company | 13294706342159 | | |
| Save Draft Submit A Validate Assign Delist | | | | |

| Product Configuration | | | | |
|-------------------------------------|---|-----------------------------|---|--------------------------|
| Information Provider: Kroger E2E | Status: C In Process - Retailer | Assigned To: Todd Watson | Kroger CIC State: RECEIVED D | Publication Type: New |

After all of the validation checks have completed successfully, click **Submit** (A). This will change the Status from “In Process – Supplier” (B) to “In-Process – Retailer” (C). The Kroger CIC state will change from blank to “Received” (D).

This means the item has been received by Kroger’s systems and is awaiting further review and processing. Continue to check the CIC state until it reads “Synchronized”. If the CIC state ever reads “Review” or “Reject”, the hierarchy requires modification or additional information. See the next section for initial troubleshooting instructions.

3.6. Troubleshooting

If the category manager/buyer says that they have not received an item, check the CIC state and the CIC messages.

3.6.1. CIC State

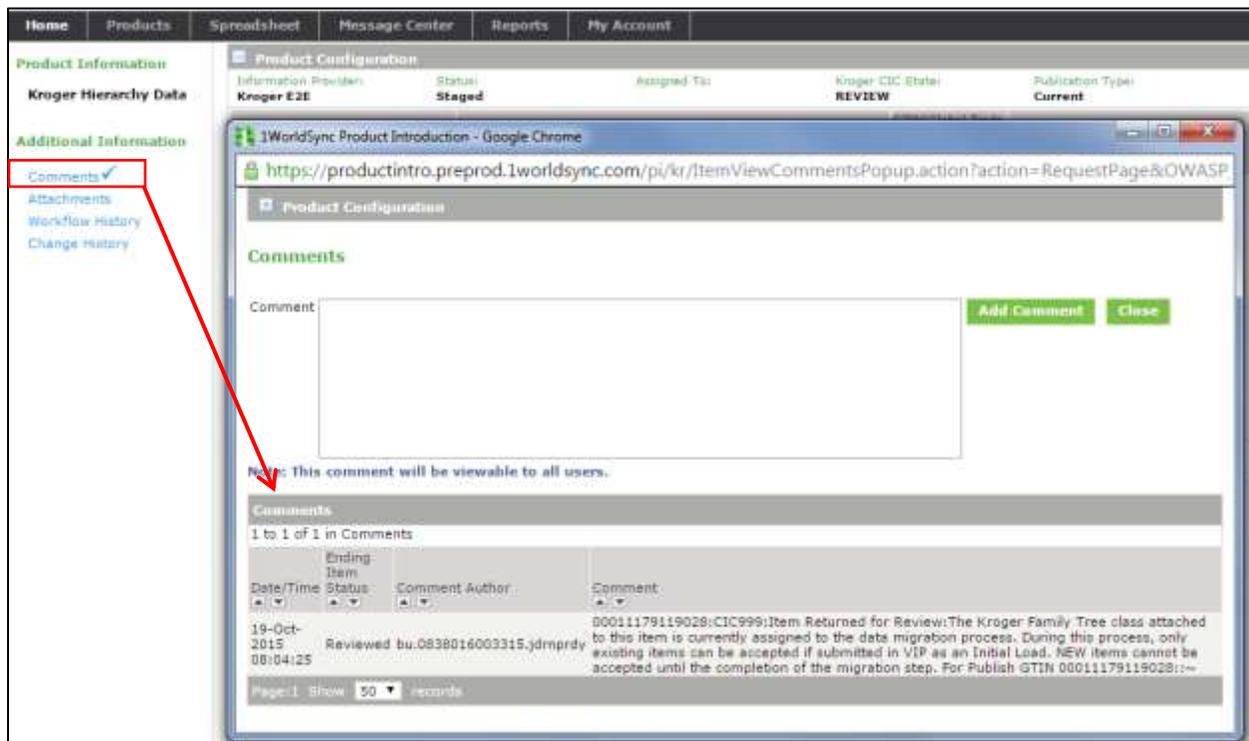
In addition to Kroger VIP statuses, a **Catalogue Item Confirmation (CIC)** state is assigned to track the item hierarchy’s progress in the Kroger approval process. The following table describes both tracking mechanisms and their correlation with each other.

| CIC State | VIP Status | Comments |
|--------------|----------------------------|--|
| Received | In Process – Retailer | <p>The item hierarchy has been received by Kroger’s data management system. No business decision has been made.</p> <p>Supplier cannot modify item attributes until the item changes to a “Complete” VIP status. The sales event is locked and item cannot be resubmitted to item setup application.</p> |
| Review | In Process – Supplier | <p>Kroger asks supplier to review the data because of a discrepancy or question about the information provided.</p> <p>An email is automatically sent to the VIP user with the category manager comments. Item may also not have passed system audits.</p> |
| Synchronized | Complete | <p>Data is synchronized between VIP and MDM.</p> <p>If supplier selected an Item Submission Reason Code on the Hierarchy screen before submission, the VIP status will change to “Complete” once the item hierarchy is approved by the buyer/category manager. This is required for “New” items and product changes that require buyer/category manager approval.</p> <p>If supplier did not select an Item Submission Reason Code, the item hierarchy is not sent to the category manager. The VIP status soon changes to “Complete” with CIC state of “Synchronized”. This is only correct for “Initial Load” items or for product updates that do not require approval.</p> |
| Reject | Rejected – Retailer System | <p>Kroger does not want to carry the item and has discontinued the synchronization. Item must be republished if/when the issue has been resolved with the category manager.</p> |

3.6.2. CIC Messages

The CIC Message is the response generated by Kroger indicating the progress of the item in the synchronization and approval process. If an item is sent back for review, the message will also contain the category manager's/buyer's comments.

CIC messages can be viewed in VIP by clicking the **Comments** link in the left panel of the **Hierarchy** screen. If the **Comments** link does not have a checkmark next to it, there are currently no comments on the item hierarchy.



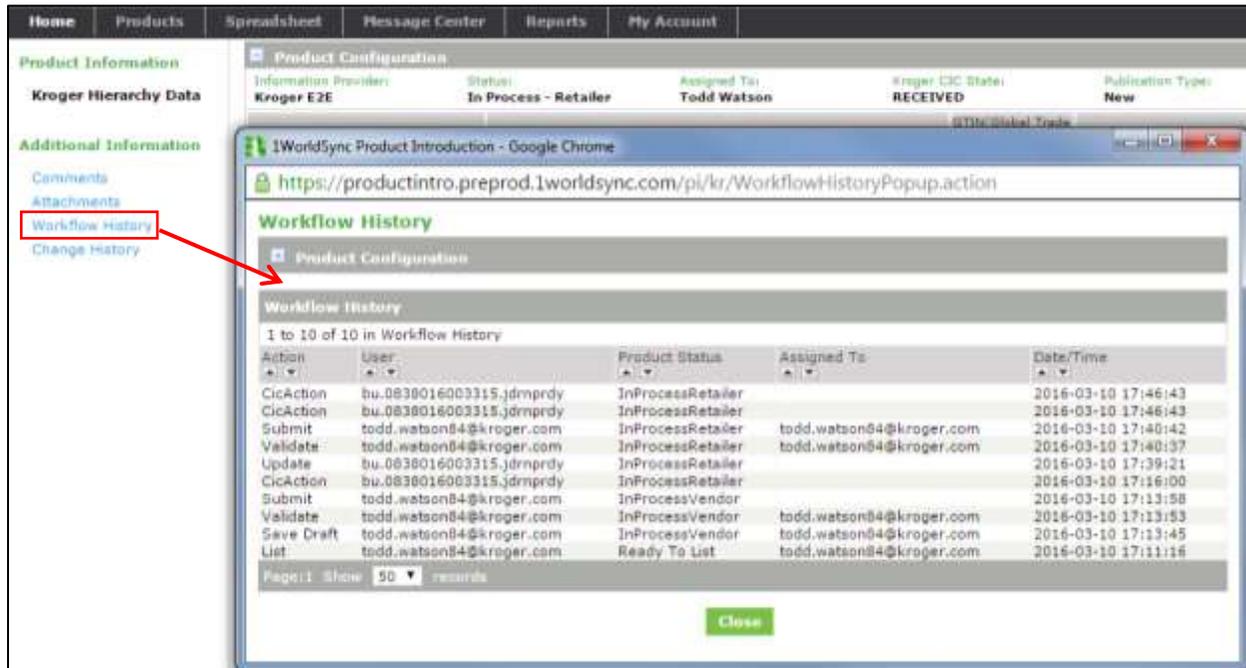
3.6.3. Workflow & Change Histories

When the same type of problem occurs on multiple items, it can be useful to review change logs to discover which user has been inputting which information or altering the status of items. This information can be found in two places: **Workflow History** and **Change History**.

3.6.3.1. Workflow History

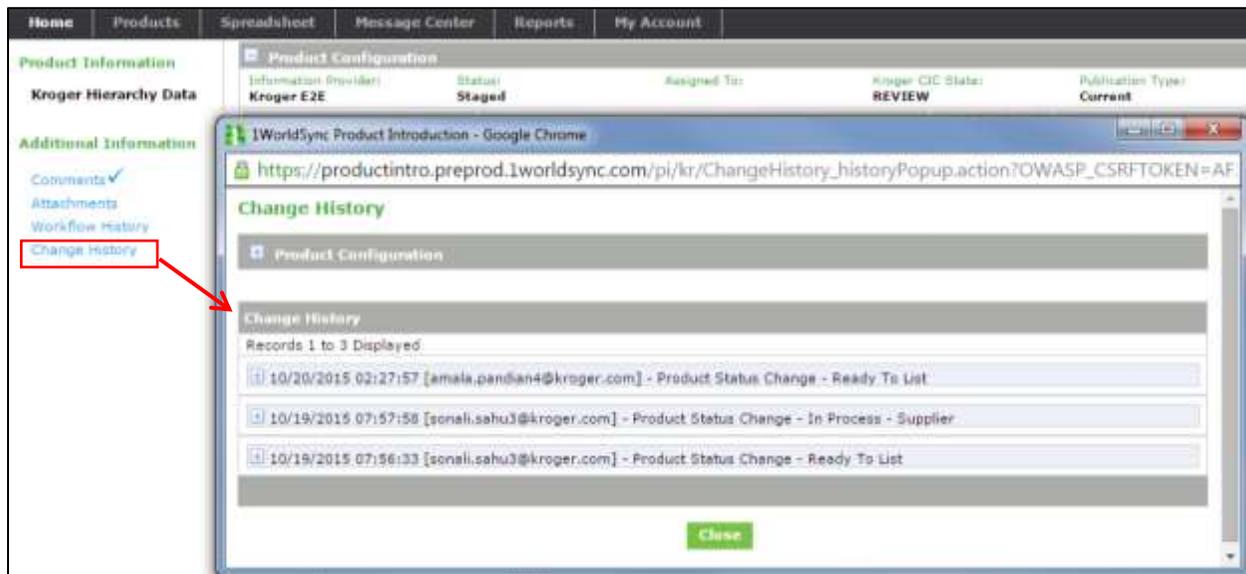
The workflow history shows major changes to an item hierarchy from the time of creation to the present. It records the action performed; the user who performed the action; who, if anyone, the item was assigned to at the time; and the date & time of the action recorded.

To display the Workflow History, click the **Workflow History** link on the top left of the **Hierarchy** screen.



3.6.3.2. Change History

The **Change History** window shows changes made to items by date. To open the window, click the **Change History** link on the left panel of the **Hierarchy** screen. Click the  icon to expand the list to show the changes made on the selected date.



4. Using the Spreadsheet Data Loader

4.1. Introduction

The **Spreadsheet Data Loader (SDL)** enables Kroger VIP users to capture item attribute information on spreadsheets rather than the Kroger VIP screens. Use the SDL to top off large numbers of GDSN and Non-GDSN items as well as new non-GDSN items and links. . Using the SDL is helpful as demands for updated item attribute data increase. It provides an efficient alternative when a large number of items revert to an In Process-Supplier status when changes in validation rules occur, optional attributes become required due to market or regulatory demands, and supplier products change to remain competitive.

Use the SDL to top off large numbers of non-GDSN items as well as new non-GDSN items and links.

4.1.1. Summary of SDL Setup

Setup of the SDL comprises six basic parts:

1. Create Template
2. Populate Attributes
3. Upload File
4. Validate Items
5. Link and List Items
6. Submit Items to Kroger

Each of these are explained in this chapter. Use the mass actions explained in the next chapter to update the Kroger VIP then submit the hierarchies in bulk.



TIP: Watch the introductory video and access the SDL User Guide available on the Kroger VIP. Click **Spreadsheet > Import Data** on the navigation bar.

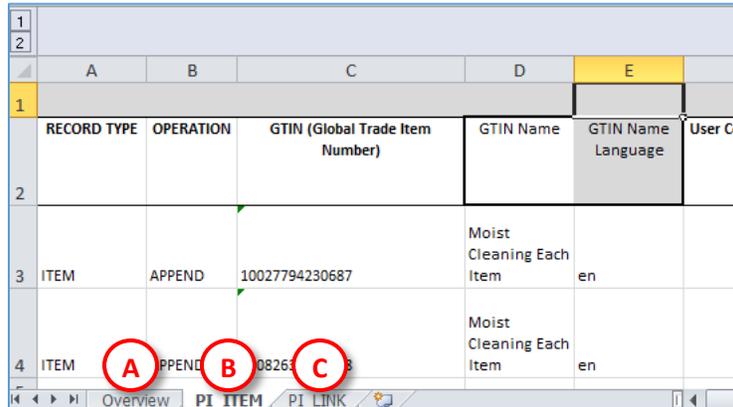
4.1.2. Using Non-GDSN SDL Spreadsheet

Use the non-**GDSN Spreadsheet** to enter attribute data

Use the **Non-GDSN Spreadsheet** to add an item from scratch or provide attributes for an item created from scratch on the Kroger VIP that cannot otherwise be provided using the GDSN.

The next section provides the steps to create a template by exporting an item hierarchy.

4.1.3. Spreadsheet Structure



The SDL contains three tabs:

| | Tab | Description |
|----------|-----------------|--|
| A | Overview | Provides step-by-step instructions on how to use the SDL |
| B | PI_Item | Displays Item hierarchies selected from the export. Use this as your template for future updates of items from this class. |
| C | PI_Link | Establishes the parent-child relationship between the different levels in the item hierarchy |

4.1.4. Spreadsheet Rules and Best Practices

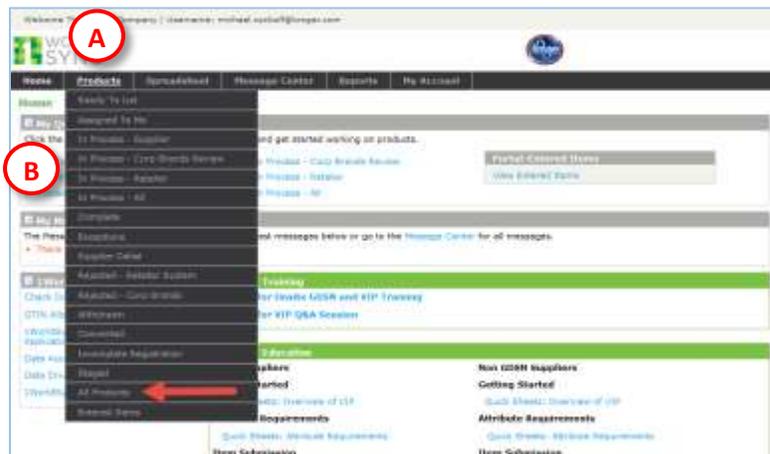
- Use one SDL template per class
- Do not reformat or change the names of the tabs; this causes the process to fail
- Delete the sample values in the spreadsheet before processing; the sample appears for reference purposes

4.2. Part 1 – Create Templates

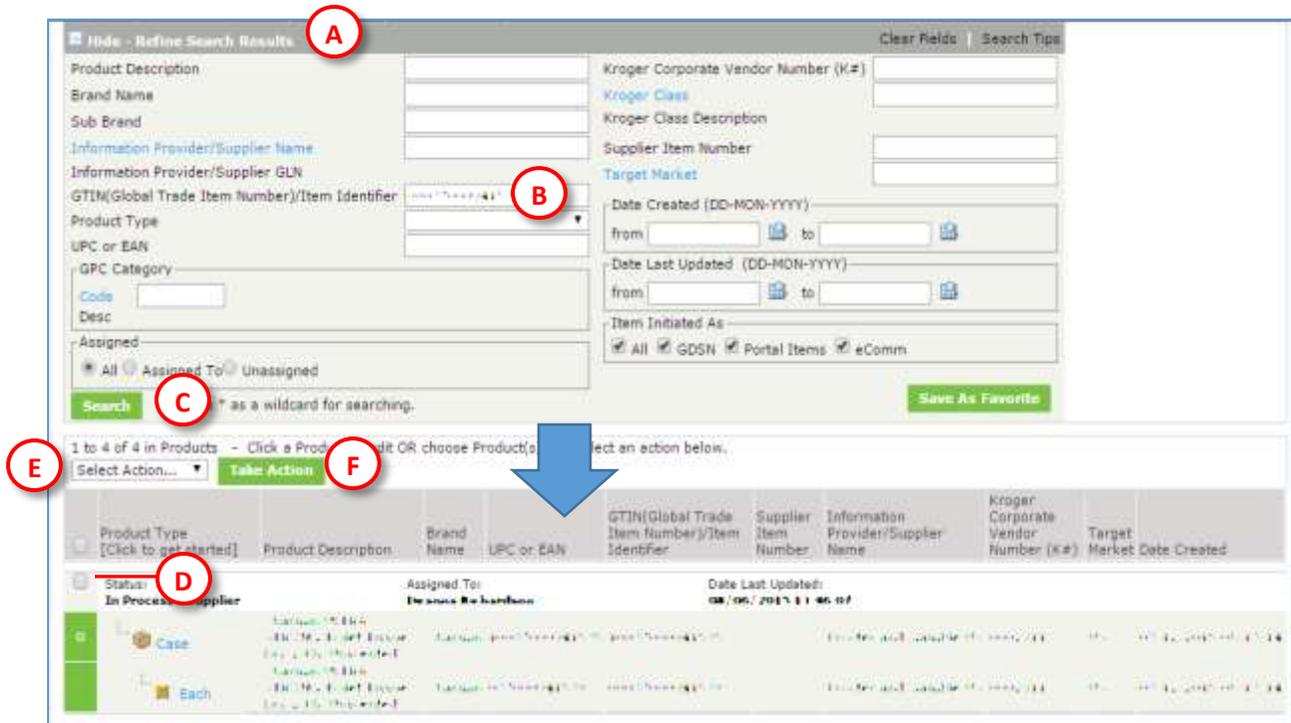
You must first create a spreadsheet template. These templates differ by class. This is accomplished by first validating then submitting a hierarchy using the Kroger VIP screens. Recall that hierarchy after it obtains an In-Process-Retailer status then use the SDL export feature to create the spreadsheet template. You can now recall other hierarchies to export with an In Process-Supplier status from the same class. Now that the data from all these hierarchies are in spreadsheet form, you can perform a column-by-column comparison for these item hierarchies with the initial item hierarchy on the spreadsheet to spot and populate the missing the missing attributes.

Complete the following steps to export an item hierarchy:

1. Select **Products (A)** on the navigation bar then select **All Products (B)**.



2. Click **Refine Search Results (A)** to expand the search screen.
3. Enter GTIN **(B)** or other search criteria then click **Search (C)** to find the desired item hierarchy **(D)**.



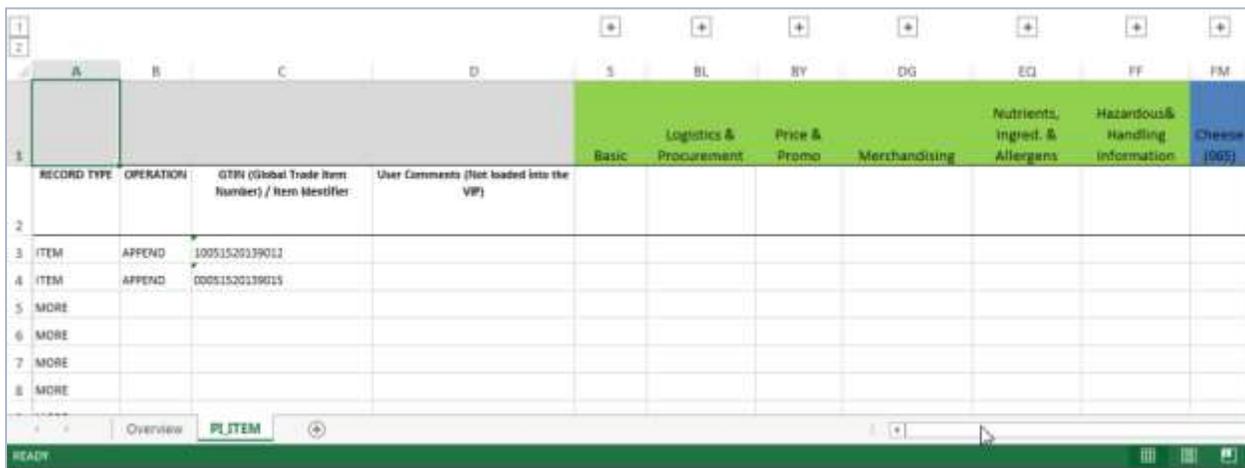
4. Check the box **(D)** next to the item hierarchies to be exported (maximum 50 at a time).
5. Click the **Select Action** drop-down arrow **(E)**.
6. Select **Export Selected** then click **Take Action (F)**. A message appears confirming the action was successful.



7. Select **Spreadsheet** on the navigation bar then select **Export**. The exports created under your user account are displayed.
8. Click **Refresh** until the **Export File Status** column displays **"Success"**.
9. Click the hyperlink of the file you wish to view in the SDL template then download the file. The Excel file opens.



10. Click **Enable Editing** when you open the excel file. Save this file for the next time you process an item in this class.
11. Select the **PO_ITEM** tab to populate the appropriate attributes.



12. Copy the rows for the validated hierarchy from the spreadsheet template and paste them on the top rows of the current spreadsheet. Be sure the rows for the model hierarchy are on the top rows of the spreadsheet.



TIP: The following tips are recommended working even more efficiently:

- Color-fill all rows for the model hierarchy
- Color-fill the rows for the dispatch units for all the hierarchies with a different color to make it easy to differentiate
- Freeze panes so that the rows for the model hierarchy remain visible as you scroll down and the first four columns remain visible as you scroll to the right



IMPORTANT: Changes can occur to the SDL template with each new release of the Kroger VIP, which occurs several times during the year. Be sure to use the latest SDL template.

4.3. Part 2 – Populate Attributes

4.3.1. Tools and Guidelines

Capture the item information on the **PI_ITEM (A)** worksheet.

Each row must have a **RECORD TYPE (B)**, **OPERATION (C)**, and **GTIN value (D)**. The remaining columns to the right comprise the attributes for the item.

| 1 | A | B | C | D |
|---|-------------|-----------|---------------------------------|-------------------------|
| 1 | RECORD TYPE | OPERATION | GTIN (Global Trade Item Number) | GTIN Name |
| 2 | | | | |
| 3 | ITEM | APPEND | 88800199896334 | rel: r: r: Crazy Bounce |
| 4 | ITEM | APPEND | 88800199805800 | rel: r: r: Crazy Bounce |
| 5 | ITEM | APPEND | 88800199883150 | rel: r: r: Crazy Bounce |

- Click the “2” in the upper left corner of the worksheet (E) to expand all columns on the SDL, which displays all the attributes
- Click the “1” above the “2” to collapse all columns
- The column headings vary by class under the blue class headings
- Each row correlates to an item
- Each column represents an attribute
- Attributes that are bolded are required for all Kroger classes
- Attributes are grouped by category
- All Class Specific Attributes will be found under the class specific selection shown in blue
- Categories can be expanded and collapsed by selecting the “+” and “-” signs in row 1 above each category (F)

| 1 | A | B | C | D | E | F | AL | B2 | CP | DU | PS | SL |
|---|-------------|-----------|---------------------------------|--------------------------|--------------------|---|------|-------------------------|---------------|---------------|--------------------------------|------------------|
| 1 | RECORD TYPE | OPERATION | GTIN (Global Trade Item Number) | GTIN Name | GTIN Name Language | User Comments (Not loaded into the VFP) | Sour | Logistics & Procurement | Price & Promo | Merchandising | Nutrients, Ingrid. & Allergens | Soft Offer (GDS) |
| 2 | | | | | | | | | | | | |
| 3 | ITEM | APPEND | 1007794230687 | Moist Cleaning Each Item | en | | | | | | | |
| 4 | ITEM | APPEND | 0004261311000 | Moist Cleaning Each Item | en | | | | | | | |

4.3.2. Enter Item Information

4.3.2.1. Record Type

The **Record Type** field requires a value of “**ITEM**” or “**MORE**”.

- **ITEM** identifies the row as containing attribute data for a single item specified in the **GTIN** column.
- **MORE** indicates the row contains additional data values associated with the **ITEM** row above it. For example, this record type would accommodate items having multiple nutrient codes from a nutritional food panel. . The **MORE** record type handles the same attributes as the multi-value selection fields in the **Item** screens.

| | A | B | C |
|---|-------------|-----------|---|
| 1 | | | |
| 2 | RECORD TYPE | OPERATION | GTIN (Global Trade Item Number) / Item Identifier |
| 3 | ITEM | PEND | 00641212414355 |
| 4 | ITEM | | |
| 5 | MORE | | |

4.3.2.2. Operation

The **Operation** field is used to specify the desired operation.

- **APPEND** indicates that the row contains attribute data for an existing item.
- **ADD** is for non-GDSN items only

| | | | |
|---|------|--------|--------------|
| 3 | ITEM | APPEND | 641212414355 |
| 4 | | ADD | |
| 5 | | APPEND | |

4.3.3. Considerations and Exceptions

- Multiple **MORE** rows may follow an **ITEM** row
- Each **ITEM** row must be associated with the **ADD** or **MORE** operation for the data in that row
- Only one section of class attributes may be populated for each item
- You can remove classification-specific attribute columns that do not apply to your items
- Entry limits are 999 rows
- The validation process for items and attributes occurs only during the Import process
- Items may be partially loaded then retained as draft items with data to be appended in the future
- Kroger-specific attributes must be entered on the Kroger VIP screens
- Cells cannot be reformatted or column titles changed in any way

Attribute values that require other attributes are outlined in bold, as illustrated above with “Product Description” and “Product Description Language”. Collapsing unused categories does not affect the upload process.

4.3.6. Class-Specific Attributes

The class-specific attributes relate to the Kroger family tree classification and appear in blue. Reference the **Valid Value Reference Guide** to determine correct codes to enter. See the next section.

| Other Target Use/Application | Springs Per Package (If Not in Package) | Number Of Servings Per Package (Decimal) | Item Is Extended For Human Consumption? | Enzyme Source | Other Enzyme Source | Gelatin Source | Other Gelatin Source | Gluten Free Claim? (Yes/No) | Ingredients List | Ingredients List Language | Natural Flag? (Yes/No) | Organic Claim | Organic Claim Agency | Organic Trade Item Code |
|------------------------------|---|--|---|---------------|---------------------|----------------|----------------------|-----------------------------|------------------|---------------------------|------------------------|---------------|----------------------|-------------------------|
| Open container | FIXED | 10 | No | ANIMAL | Other Enzyme Source | BEEF | Other Gelatin Source | Yes | Lid? | es | Yes | 3000654 | 0 | 3 |

4.3.7. Accessing the Valid Value Reference Guide

Complete the following steps to access the **Valid Value Reference Guide**:

Welcome Kroger E2E | Username: michael.vyckoff84@kroger.com

WORLD SYNC | Kroger

Home | Products | **Spreadsheet** | Message Center | Reports | My Account

Import Data

Kroger Templates & Guides

- Download Template by Class
- How to upload items using SDL GDSN
- How to upload items using SDL nonGDSN
- Quick Sheet - SDL GDSN
- Quick Sheet - SDL Non GDSN
- VIP Valid Values Reference**
- Spreadsheet Data Loader User Guide

eComm Templates & Guides

- Kroger eComm Template
- eComm VIP Valid Values Reference

Import File : No file chosen



NOTE: Attributes that require a valid value are shaded in grey.

1. At the **Home** page, click **Spreadsheet > Import** on the navigation bar (A). The **Import Data** screen displays (B).
2. Select the **VIP Valid Value Reference** link (C). The **Valid Value Reference Guide** displays (see Figure 7).
3. In the shaded attribute columns (D), enter the specified valid value (i.e. Country of Origin must be “US”, “AU”, and so forth) per the **Valid Value Reference Guide** (E).



TIP: Be sure to use the **Code** and not the **Value**.

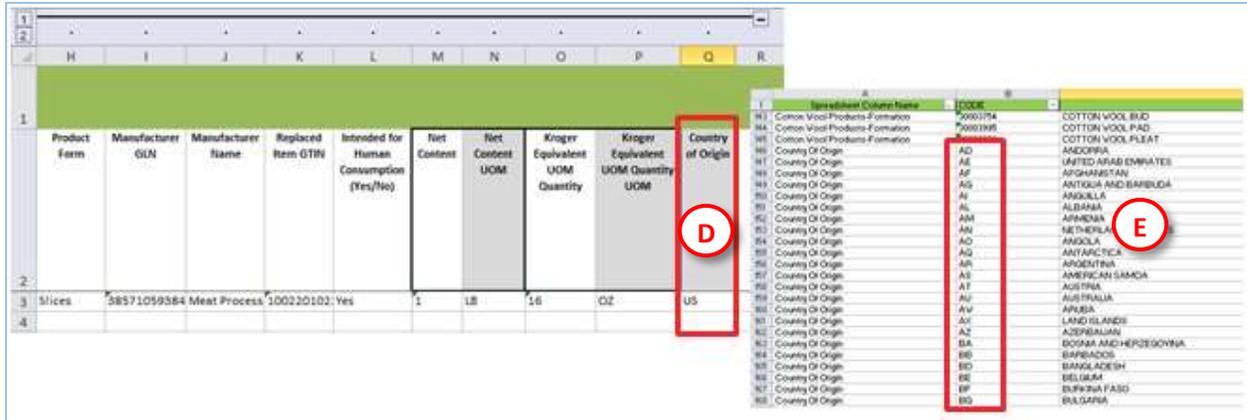


Figure 1

4.3.8. Adding the Nutritional Information

Some classes require nutritional information to be populated on the base unit (lowest level of the item hierarchy). To enter nutrient information in the SDL:

- Copy and paste additional “**MORE**” rows under the updated GTIN using the submitted GTIN in the class
- Update the nutrient quantity contained to match your nutritional facts panel

4.4. Part 3 – Create Links

Users can add links or hierarchical relationships between non-GDSN items on the non-GDSN spreadsheet.

Complete the following steps to create links:

1. Select the **PI_LINK** tab.

The **Link Data Entry** worksheet opens.

| | A | B | C |
|---|------------------------|-----------------------|---------------------------|
| 1 | Parent Item Identifier | Child Item Identifier | Qty of Next Level Item(s) |
| 2 | 000000000000000 | 111111111111111 | 96 |
| 3 | 111111111111111 | 222222222222222 | 24 |

Navigation: Overview | PI_ITEM | **PI_LINK**

2. Enter the **Parent** and **Child Identifiers** in columns A and B, respectively, in descending order starting at the highest level of the hierarchy. Example: Parent is pallet and child is case.
3. Enter quantity in column C of child items contained in the parent item. Example: There are 75 cases in the pallet.
4. Repeat steps 2 and 3 for the next level down the hierarchy with the parent item the same item as the child item from the previous row.

On the **PI_ITEM** tab, the value of the **Quantity of Next Level** column must be equal to or less than the **QTY of Next Level Item(s)** for the parent attribute under the **Basic** group or in Kroger VIP.

| 1 | | | | | BASIC |
|---|-------------|-----------|---------------------------------|-----------|---------------------------|
| 2 | RECORD TYPE | OPERATION | GTIN (Global Trade Item Number) | GTIN Name | Qty of Next Level Item(s) |
| 3 | ITEM | ADD | 222222222222222 | Each | 1 |
| 4 | ITEM | ADD | 111111111111111 | Case | 24 |
| 5 | ITEM | ADD | 000000000000000 | Pallet | 96 |



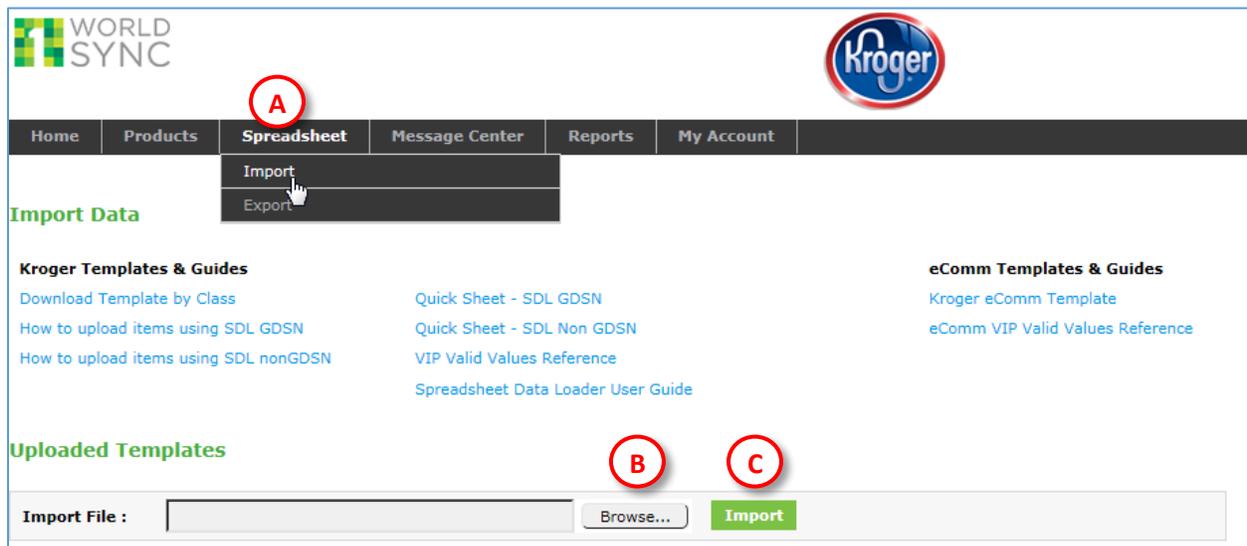
NOTE: Any changes to an existing link must be performed on the Kroger VIP **Entered Items Product** screen.

4.5. Part 4 – Upload File

4.5.1. Importing SDL Files

Complete the following steps to upload (import) the completed spreadsheet to the Kroger VIP:

1. Save the spreadsheet in your computer.
2. Select **Spreadsheet > Import** on the navigation bar (A). The **Import Data** screen opens and displays all files that have been, or are being imported.



3. Click **Choose File (B)** to locate and select the spreadsheet file.
4. Click **Import (C)** to upload the selected spreadsheet. The status of the import is displayed on the lower section of the **Import Data** screen.

4.5.2. Determining Import Status

The screenshot shows the 'Import Data' section of the World Sync interface. It includes a navigation bar with 'Home', 'Products', 'Spreadsheet', 'Message Center', 'Reports', and 'My Account'. Below the navigation bar, there are links for 'Kroger Templates & Guides' and 'eComm Templates & Guides'. The main area features an 'Import File' section with a 'Choose File' button and an 'Import' button. Below this is a table with the following columns: 'Imported File Post Date', 'Imported File Status', 'Items Processed', 'Items Failed', and 'View Errors'. The table contains several rows of data, with the 'Imported File Status' column showing values like 'IN_PROCESS', 'COMPLETE', and 'COMPLETE'. The 'Items Processed' and 'Items Failed' columns show counts. The 'View Errors' column contains hyperlinks. A red circle 'E' is around the 'Refresh' button, and red circles 'A', 'B', 'C', and 'D' are around the 'Imported File Status', 'Items Processed', 'Items Failed', and 'View Errors' columns respectively.

| Imported File Post Date | Imported File Status | Items Processed | Items Failed | View Errors |
|-------------------------|----------------------|-----------------|--------------|----------------------|
| 03/14/2014 18:54:28 | IN_PROCESS | 0 | 0 | |
| 03/14/2014 18:46:46 | COMPLETE | 0 | 0 | view |
| 03/14/2014 18:20:57 | COMPLETE | 0 | 0 | view |
| 03/14/2014 17:58:31 | COMPLETE | 0 | 0 | view |
| 03/14/2014 17:48:30 | COMPLETE | 0 | 0 | view |
| 03/14/2014 17:46:13 | COMPLETE | 1 | 1 | view |
| 03/14/2014 17:40:54 | COMPLETE | 0 | 0 | view |
| 03/14/2014 14:26:09 | COMPLETE | 0 | 0 | view |
| 03/20/2014 15:19:33 | COMPLETE | 0 | 0 | view |

The processing status appears in the **Import File Status** column (A) on the **Import Data** screen. The statuses are as follows:

- **IN_PROCESS** – The import process has been started and is underway. Refresh browser (hit F5 key for IE browser users) for status update until the status is “**COMPLETE**”.
- **COMPLETE** – The import process is complete with results summarized and posted. The presence of the “**view**” hyperlink in the **Items Failed** column (D) denotes validation errors have occurred. Click the hyperlink to view details about the errors. See below for descriptions of the error types.
- **ERROR** – The file could not be processed. Be sure file was created using a properly formatted non-GDSN spreadsheet template.
- **NOT_PROCESSED** – There is currently a backlog or system issue. Check back later.

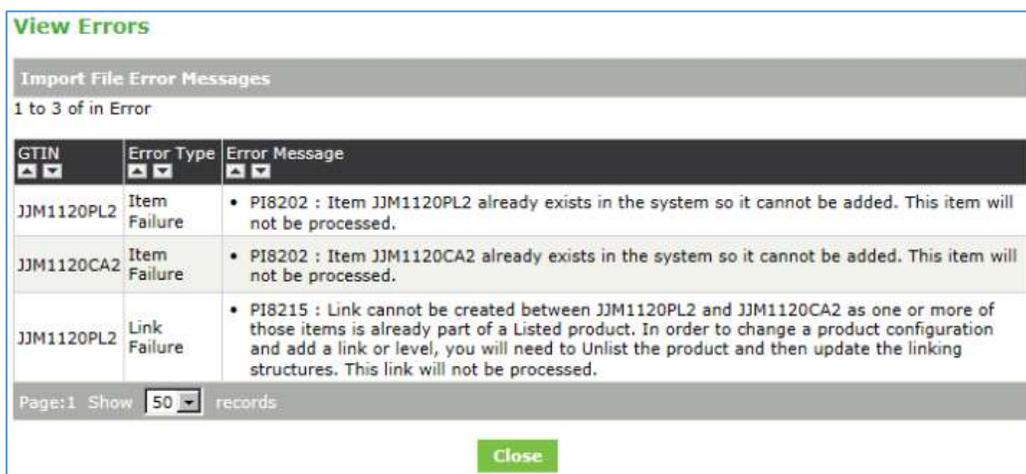
Click **Refresh** (E) (or press **F5** on your keyboard) for the up to the minute status until the **Imported File Status** shows **COMPLETE**. The remaining columns to the right provide the following:

- **Items Processed** (B): The number of items processed successfully loaded in the Kroger VIP.
- **Items Failed** (C): The number of items that failed. These did not load into the Kroger VIP and must be corrected
- **View Errors** (D): Click the hyperlink in the column to view details of the error. For details see the next section.

4.6. Part 5 – Validate Items

The **View Errors** pop-up window displays the SDL errors, if any. Click the **view errors** link on the **Import Data** screen for a particular imported file.

Validations are processed automatically during the import process. Both successful and failed items are uploaded unless they are duplicates of previous entries. Items uploaded to the Kroger VIP on the SDL appear on the Kroger VIP **Product** screen. Failed items need to be resolved either by making updates with the SDL spreadsheet and/or on the Kroger VIP **Product** screen before they can be submitted to Kroger.



The screenshot shows a 'View Errors' window with a title bar. Below the title bar is a header 'Import File Error Messages' and a sub-header '1 to 3 of in Error'. A table with three columns: 'GTIN', 'Error Type', and 'Error Message' is displayed. The table contains three rows of error data. At the bottom of the window, there is a pagination control 'Page: 1 Show 50 records' and a green 'Close' button.

| GTIN | Error Type | Error Message |
|------------|--------------|---|
| JJM1120PL2 | Item Failure | • PI8202 : Item JJM1120PL2 already exists in the system so it cannot be added. This item will not be processed. |
| JJM1120CA2 | Item Failure | • PI8202 : Item JJM1120CA2 already exists in the system so it cannot be added. This item will not be processed. |
| JJM1120PL2 | Link Failure | • PI8215 : Link cannot be created between JJM1120PL2 and JJM1120CA2 as one or more of those items is already part of a Listed product. In order to change a product configuration and add a link or level, you will need to Unlist the product and then update the linking structures. This link will not be processed. |

The **Error Types** are as follows:

File Failure – A problem with the spreadsheet, usually with spreadsheet format. No data in the file will be processed when this failure occurs.

Item Failure – An issue with an individual item or GTIN exists in the file that prevents it from being processed. The row or rows for that specific item will be discarded. Processing will continue with additional items present in the file.

Complete the following steps to resolve an item failure:

1. Review the error message to determine which attribute failed.
2. Find the attribute on the SDL then correct the error. The error can be corrected in the SDL or directly on the Kroger VIP screens. The best practice is to correct the attribute where the item was originally entered.
3. Repeat steps 1 and 2 until all errors are resolved.

Link Failure – A link on the link tab could not be added to the system. Processing will continue with any additional links if present in the file.

Validation Error – Data is missing or it does not match what is needed for that item. For example, there is a validation that Minimum Storage Temperature must be lower than the Maximum Storage Temperature. For all validation errors, the data from the spreadsheet is saved to the Kroger VIP. In such cases, be sure to change any **ADD** values for **Operation** to **APPEND**.

If the **Item Failed** column on the **Import Data** screen has a value of “0” but a “**VIEW**” message exists in the **View Errors** column, then the item has a data validation error.

Complete the following steps to resolve a data validation error:

1. Identify the missing attribute in the error message
2. Populate the attribute on the SDL
3. Upload the SDL into the Kroger VIP a second time
4. Repeat steps 1-3 until there are no more data validation errors

Optionally, some or all corrections can also be made on the Kroger VIP screens.



TIP: For detailed information about the error messages, click the link **for FAQ Error Messages and Training** on the **Home** page.



NOTE: You must top off item information with Kroger-required attributes on the **Hierarchy** screen in the Kroger VIP application before the item can be submitted to Kroger. After that information has been entered, you may select the **Submit** button. Additional validation messages may appear at that point, which must be resolved before the item hierarchy can be submitted to Kroger.

4.7. Part 6 – Submit Items to Kroger

Before submitting the item hierarchy, you must:

1. List the items in the hierarchy as instructed in section [3.3.1](#).
2. Populate the hierarchy attributes described in chapter 3 on the **Hierarchy** screen then click **Submit** at the bottom of the screen. The SDL cannot be used to update attributes on the Hierarchy screen.



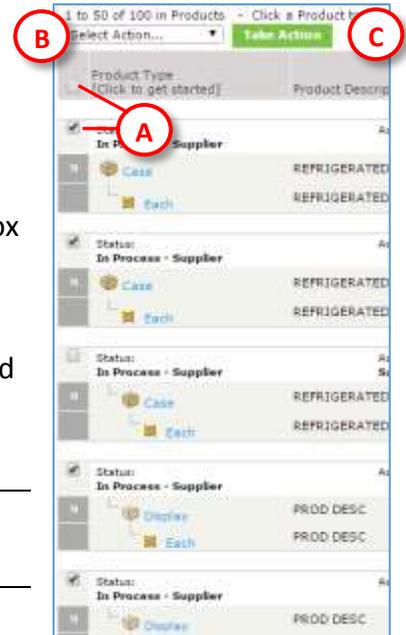
TIP: For a large number of item hierarchies, use the **Product Mass Update** feature to enter attributes on the **Hierarchy** screen for two or more hierarchies at one time. Refer to the next chapter, [5.1 Using Mass Actions](#) for more information

5. Using Mass Actions

5.1. Product Mass Update

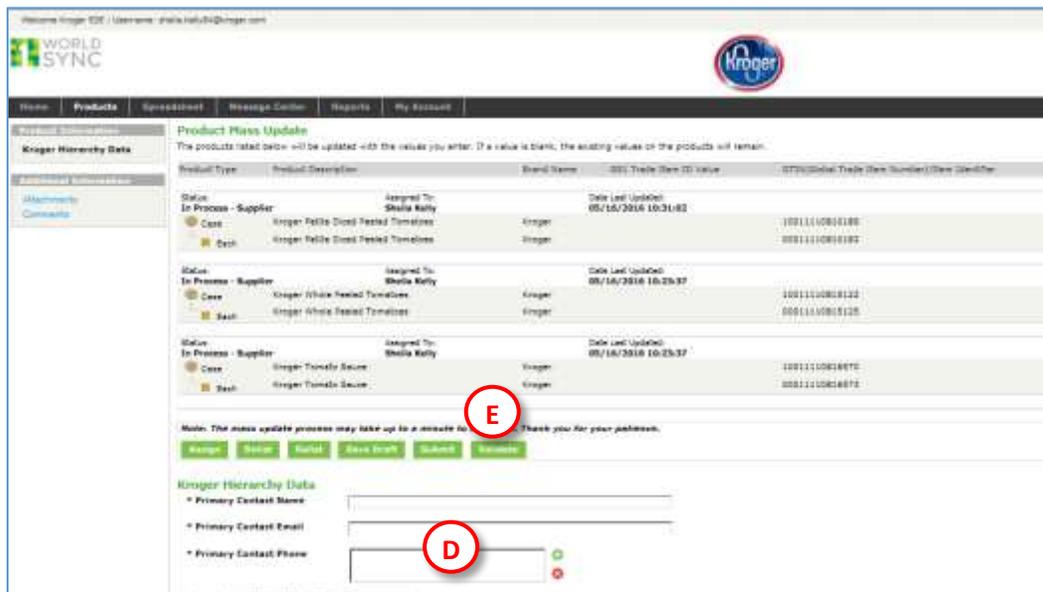
Kroger VIP users can perform attribute updates for multiple item hierarchies in bulk on the **Hierarchy** screen. Complete the following steps to accomplish this using the Kroger VIP **Product Mass Update** feature:

1. Open the appropriate queue or click **Products** on the navigation bar then select **All Products** on the drop-down menu (recommended). The **Products** page opens.
2. Refine your search results, if necessary. (See section 7.6 for instructions).
3. Select the item hierarchies to update (A). Click the heading box to select all items on the page.
4. Select “**Product Mass Update**” on the **Take Action** dropdown (B) then click **Take Action** (C). The system displays the affected hierarchies and the same fields as seen on the **Hierarchy** screen.



NOTE: No more than 50 item hierarchies can be updated at a time.

5. Update the hierarchy level attributes on the **Product Mass Update** screen such as contact information (D).

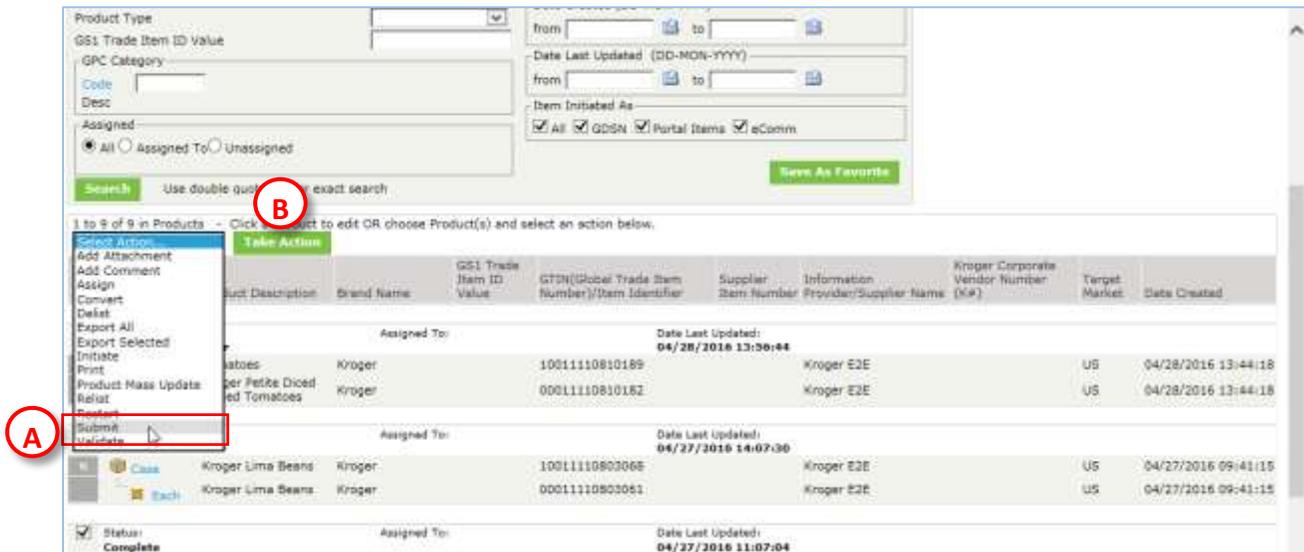


6. Click **Save Draft** then **Validate** (E). The results are displayed next to the item. The appearance of red “**View Errors**” links instead of the green “**Success**” message indicates the update failed.

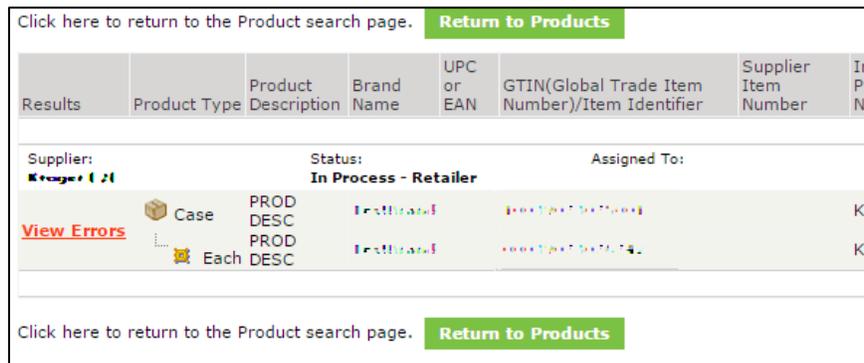
5.2. Mass Submit

Complete the following steps submit one or more item hierarchies using the **Submit** action:

1. Open the appropriate queue or click **Products** on the navigation bar then select **All Products** on the drop-down menu (recommended). The **Products** page opens.
2. Refine your search results, if necessary. (See section 7.6 for instructions).
3. Select the item hierarchies to update.
4. Select **“Submit” (A)** on the **Take Action** dropdown list (limit: 50 selections) then click **Take Action (B)**.



5. The results are displayed next to the item. The appearance of red **“View Errors”** links instead of the green **“Success”** message indicates the update failed.

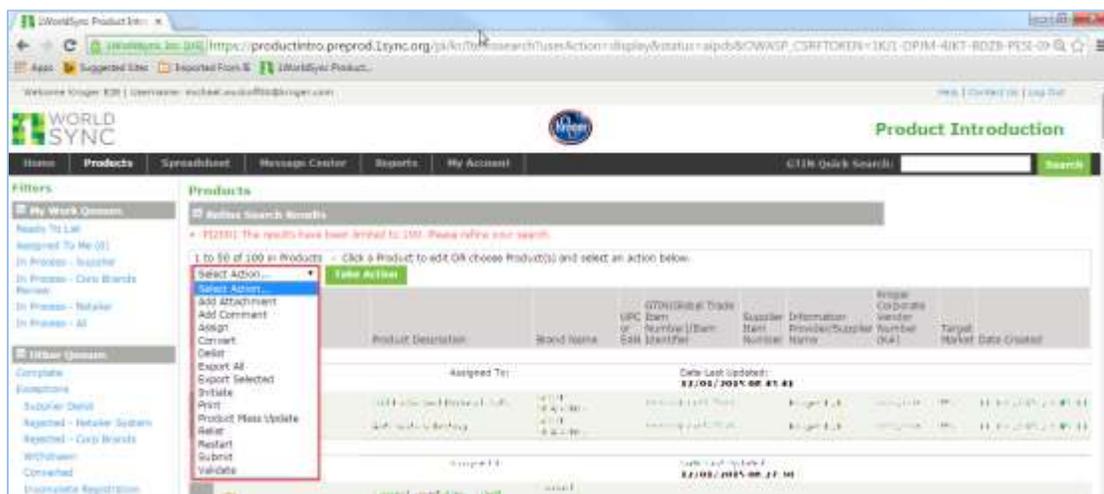


6. Click the **View Errors** links then correct the listed errors.

5.3. Using Other Mass Actions

Complete the following steps to perform a task on one or more item hierarchies (not individual items) at the same time:

1. Open the appropriate queue or click **Products** on the navigation bar then select **All Products** on the drop-down menu (recommended). The **Products** page opens.
2. Refine your search results, if necessary. (See section 7.6 for instructions).
3. Select the item hierarchies to update.
4. Select one of the tasks below that are included on the on the **Take Action** menu.



5. Click **Take Action**. The following table defines the mass actions available.

| Action | Description |
|----------------------------|--|
| Add Attachments | Add an attachment to the selected item hierarchy |
| Add Comment | Add a comment to be viewed by all users of the selected item hierarchy |
| Assign | Assign the item hierarchy to another user within your organization |
| Convert | NOT USED |
| Delist | Remove the item from the Ready to List or In Process – Supplier queue |
| Export All | Export all selected items |
| Export Selected | Export a single item or group of items on the Kroger VIP Spreadsheet Data Loader |
| Initiate | NOT USED |
| Print | Print the selected item hierarchies |
| Product Mass Update | Update a group of existing items at the same time (hierarchy data page only) |
| Relist | Restore a previously delisted item |
| Restart | Restart the item in the workflow process |
| Submit | Send one or more selected item hierarchies to Kroger that have passed all required validations |
| Validate | Check the attributes for any validation errors |

6. Performing Post Cutover Tasks

6.1. Introduction

This chapter explains important tasks that Kroger VIP users perform frequently after a class has been cut over to MDM. The topics include:

- Designating an Item as a Shipper
- Submitting a New Item as a Division Request
- Submitting a Size Change
- Submitting a Pack Change

6.2. Designating an Item as a Shipper

Any dispatch unit containing multiple consumer units is designated as a shipper. In some cases, dispatch units containing one consumer unit marked as a display type are designated as shippers rather than basic stock items. Shippers are allocated rather than ordered by the stores.

In the Kroger VIP, a shipper is a hierarchy comprising a dispatch unit **(A)** and one or more consumer units or contains **(B)**.

The screenshot shows a table with columns: Information Provider, Status, Assigned To, Kroger CIC State, Publication Type, Product Type, Product Description Brand Name, GTIN (Global Trade Item Number)/Item Identifier, Supplier Item Number, and Number Contained. Two rows are visible: 'Mod Pallet (Mixed)' with a circled 'A' next to its GTIN, and 'Each' with a circled 'B' next to its Product Type.

| Information Provider | Status | Assigned To | Kroger CIC State | Publication Type | Product Type | Product Description Brand Name | GTIN (Global Trade Item Number)/Item Identifier | Supplier Item Number | Number Contained |
|----------------------|--------|-------------|------------------|------------------|--------------------|--------------------------------|---|----------------------|------------------|
| | | | | | Mod Pallet (Mixed) | XXXXXX | XXXXXXXXXXXXXXXXXX | | 1 |
| | | | | | Each | XXXXXX | XXXXXXXXXXXXXXXXXX | | 6 |

To differentiate a shipper from a basic stock item with a single consumer GTIN, select “SHIPPER” or the best choice as the **Display Type (C)** for the dispatch unit on the **Display Information** section of the **Item** screen. A blank value denotes a basic stock item.

The 'Display Information' section shows fields: Trade Item is a Display Unit (Unspecified), * Has Display Ready Packaging? (True), and Display Type (SHIPPER). The value 'SHIPPER' is circled with 'C'.

| Display Information: | |
|---------------------------------|--------------------|
| Trade Item is a Display Unit: | Unspecified |
| * Has Display Ready Packaging?: | True |
| Display Type: | SHIPPER (C) |



NOTE: A hierarchy does not necessarily have to include a “Display” or “Pallet” product type to be considered a shipper in the Kroger item setup applications (Venus and NIF).

Select “REUSE SHIPPER” or “NEW ITEM” as the **Kroger Item Submission Reason Code** on the **Kroger Events** section of the **Hierarchy** page.

6.3. Submit a New Item as a Division Request

6.3.1. Overview

Suppliers can submit a new item and identify it as a product that a particular division wants to sell. Be sure to select “**DIVISION REQUEST**” on the **Kroger Item Submission Reason Code** drop-down list in the **Sales Event** section of the **Hierarchy** screen. This ensures that the item will be routed to the division merchandiser instead of the corporate category manager in the Kroger item setup application.

6.3.2. Initial Steps

Log into the Kroger VIP and recall the new item from the **Ready to List** queue:

1. At the **Hierarchy** screen, validate the **Publication Type** is “**New**” (A).
2. Validate the appropriate **Dispatch Unit** and **Consumer Unit** is accurate at each hierarchy level (B).

The screenshot displays the 'Product Configuration' interface. At the top, the 'Publication Type' is set to 'New' (A). Below, a table lists product types: Case, Package, and Each (B). The 'Kroger Hierarchy Data' section contains several input fields: 'Primary Contact Name', 'Primary Contact Email' (C), 'Primary Contact Phone', and 'Kroger Corporate Vendor Number (K#)'. An inset window shows the 'Requestor of Item' dropdown, 'Plant Line Number' field, 'Model GTIN Exists' dropdown set to 'Yes' (D), 'Model GTIN' field containing '0000010010457', 'Extended Payment Terms Flag' dropdown, 'Free Form Comment for Extended Terms' text area, 'Initial Terms' dropdown (E), 'Distributor Name' field, and 'Supplier Comments' text box containing 'Source this through 000'.

3. Enter the appropriate contact information (C).
4. Select “**Yes**” in the **Model GTIN Exists** drop-down.
5. Enter the 14-digit case model GTIN number in the **Model GTIN** text box (D).
6. Enter clarifying comments in the **Supplier Comments** text box (E).

6.3.3. Sourcing Information

1. Select the appropriate geographic region from the Geographic Region drop-down list (A).
2. Select the appropriate distribution type for each region from the **Distribution Type by Region** drop-down list (B).
3. Provide the first available date by selecting the **First Available Date by Region** (C).
4. Enter the dispatch unit list cost in the **Kroger Dispatch Unit Initial List Cost** text box (D).
5. Select the appropriate hierarchy level from the **Hierarchy Level Product Type** drop-down list (C).
6. (Optional) Select the appropriate transportation method by clicking the + button in the **Transportation Options** column (F).
7. (Optional) Enter the appropriate order lead-time value in the **Order Lead Time** text box based on the **Order Lead Time UOM** (G).
8. Click the  (H) to add the divisional information to the sourcing section.



NOTE: Only one division can be selected for the **Division Request** option. If any divisions need to be removed, click a  next to the division to change the selection to a  (I).

9. Repeat steps 8-15 to add additional regions, otherwise proceed to step 17.



6.3.4. Event Information and Reason Code

1. Click the green **Edit** (J) button to display the Event Type and Kroger Event Code drop-down arrows.
2. Select “**BASIC_STOCK**” from the **Event Type** drop-down list. Also, select “**Sales Plan**” for a promotional item.
3. Select the appropriate KOMPASS period from the **Kroger Event Code** drop-down.
4. Select “**Division Request**” on the Kroger Item **Submission Reason Code** drop-down (K).



5. Click **Save Draft** to save the entered information **(L)**.
6. Click **Validate** to verify information entered **(M)**. Resolve validation errors if any then repeat steps 5 and 6.
7. Click **Submit** to submit the item hierarchy **(N)**. The item hierarchy proceeds to the Kroger item setup application called Venus, specifically for review by division users that are sponsoring the product.



NOTE: Selection of the “**DIVISION REQUEST**” reason code routes perishable items to Venus for review instead the NIF item setup application would otherwise be the case.

6.4. Submit Size Changes

6.4.1. Overview

When submitting an item hierarchy in which the net content of an item has changed, select **Size Change** on the **Reason Code** field in the **Kroger VIP Kroger Sales Event** section on the **Hierarchy** page. This is necessary for linking the old and new GTIN in the setup application.

6.4.2. Requirements

The following requirements apply for submitting a size change:

- Size change submissions require a replacement (Replaces) GTIN for all levels in the new hierarchy, including the Consumer GTIN
- The Replaces GTIN must already have been published in the Kroger VIP with a “Complete” status
- The new and original hierarchies must be the same in the following areas:
 - Product type
 - Information Provider and Target Market
 - Family Tree class within new hierarchy
 - All Replaces GTINs in the hierarchy that are above the changed item must also be changed
 - No Replaces GTIN is required for an added level in the new hierarchy



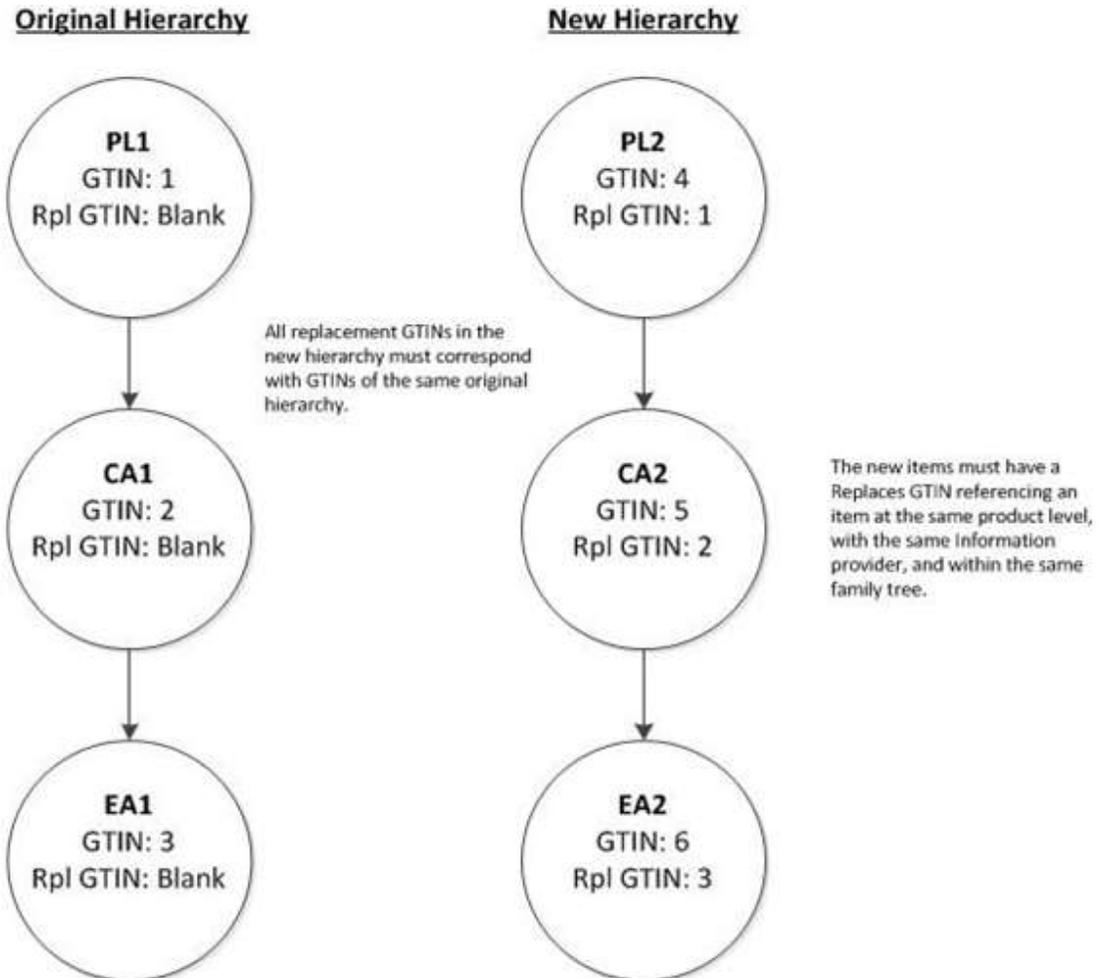
NOTE: Additional levels are permitted in the new hierarchy. No Replaces GTIN is required for an added level in the new hierarchy.

Refer to the following illustrations for a visual representation of the rules:

- Basic Size Change
- Size Change with Multiple Parents

6.4.3. Illustrations

6.4.3.1. Basic Size Change



6.4.3.2. Size Change with Multiple Parents

Original Hierarchy 1



Original Hierarchy 2



If a Replaces GTIN exists in multiple hierarchies the new hierarchy must be complete up to the highest hierarchy level of only one of the original hierarchies. Multiple parents do not require multiple hierarchies to be published.

New Hierarchy 1



6.5. Submit Pack Changes

6.5.1. Overview

When submitting an item hierarchy in which the quantity of an item has changed, select **Pack Change** on the **Reason Code** field in the **Kroger VIP Kroger Sales Event** section on the **Hierarchy** page. This is necessary for one or more hierarchy levels above the consumer item.

6.5.2. Requirements

- Pack change submissions require a replacement (Replaces) GTIN for each level in the new hierarchy except the Consumer GTIN.
- The Replaces GTIN must already have been published in the Kroger VIP with a “**Complete**” status
- The new and original hierarchies must be the same at each level in the following areas:
 - Product type
 - Information Provider and Target Market
 - Family Tree class within new hierarchy
- The Consumer GTIN for the new hierarchy must remain the same as the original hierarchy
- All Replaces GTINs in the hierarchy that are above the changed item must also be changed



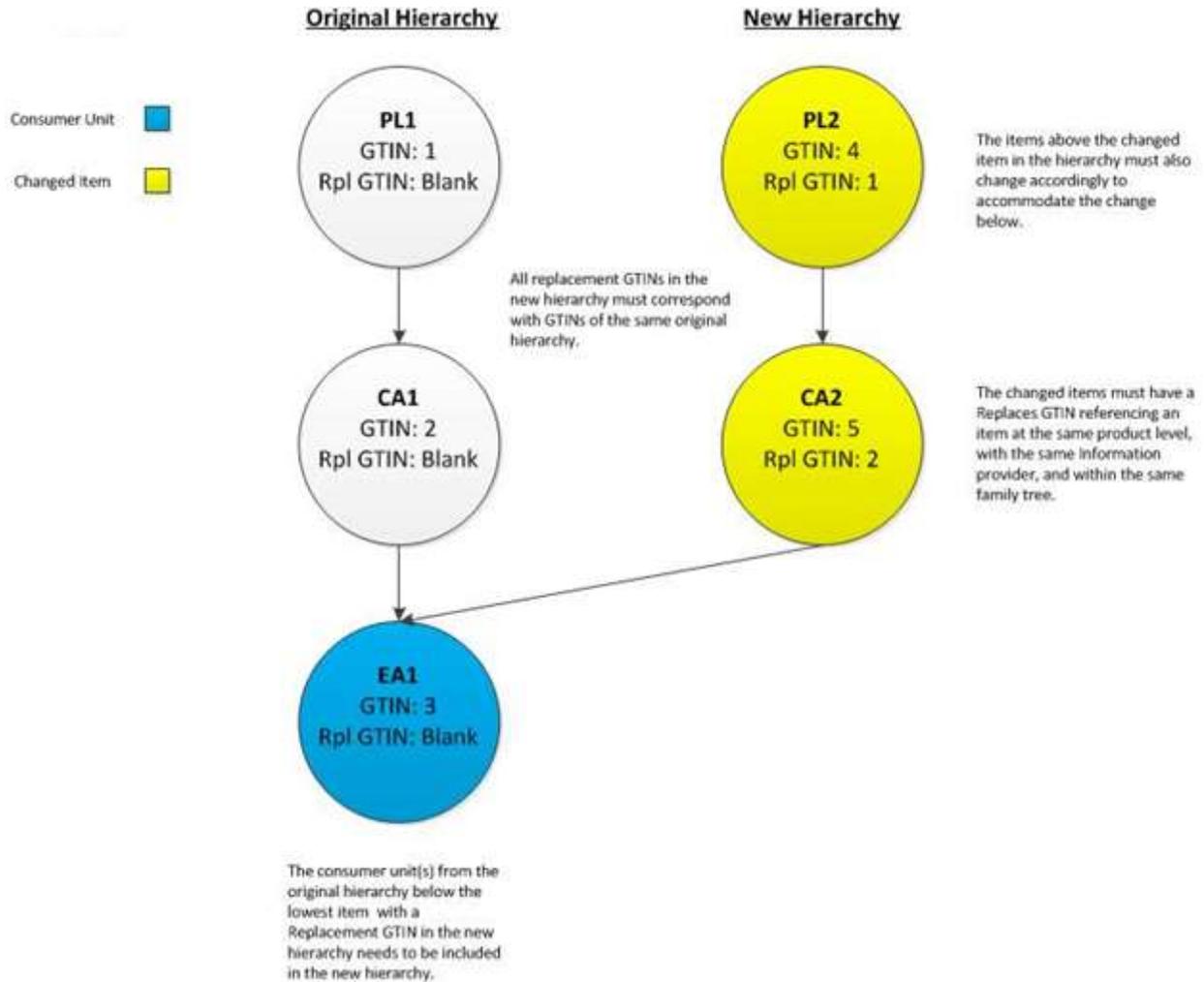
NOTE: Additional levels are permitted in the new hierarchy. No Replaces GTIN is required for an added level in the new hierarchy.

Refer to the following illustrations for a visual representation of the rules:

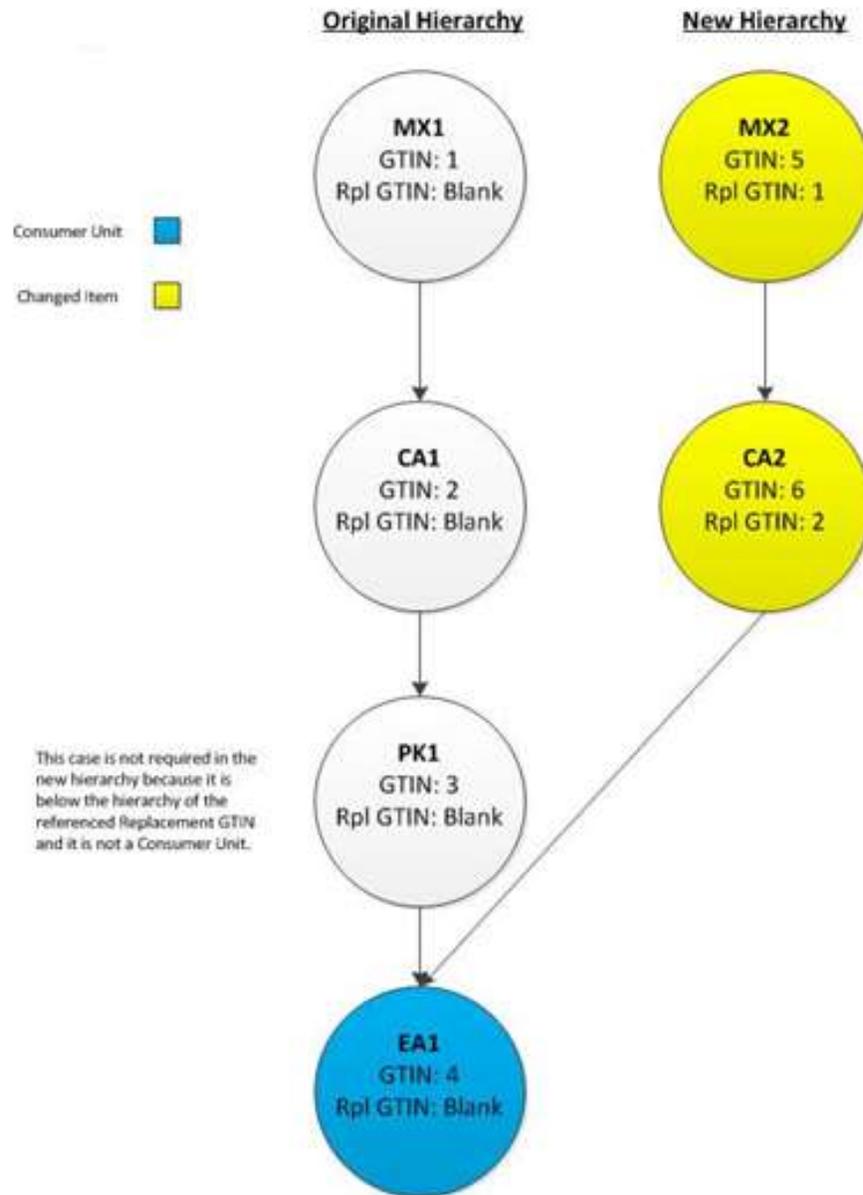
- Basic Pack Change
- Pack Change with Additional Hierarchy Levels on the Old Item
- Pack Change with Additional Hierarchy Levels on the New Item

6.5.3. Illustrations

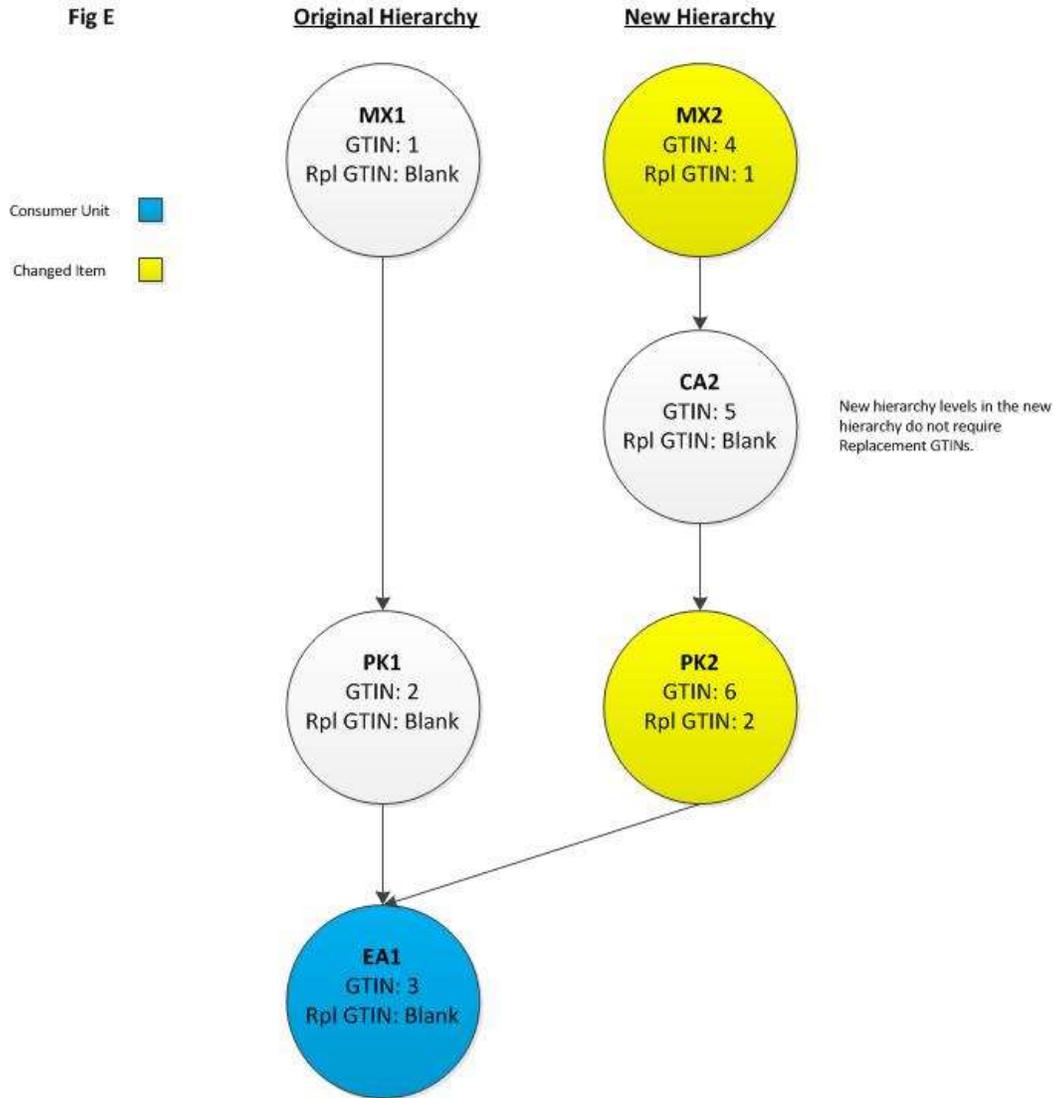
6.5.3.1. Basic Pack Change



6.5.3.2. Pack Change with Additional Hierarchy Levels on the Old Item



6.5.3.3. Pack Change with Additional Hierarchy Levels on the New Item



7. Appendixes

7.1. Glossary

| Term | Definition |
|---------------------------------|--|
| Base Unit | The product type at the lowest level of a hierarchy. If multiple consumer units exist in an item hierarchy, only one can be the Base Unit. Example: A pack of Nutritional bars can be a consumer units as well as single bars. Single bars would be considered the Base Unit in the hierarchy. |
| CIC Message | Catalogue Item Confirmation message indicates the progress of the item hierarchy in the synchronization process. The messages reflect Kroger's wishes on how the synchronization should continue: Accept, Reject, Review, or Synchronized. |
| Consumer Unit | The product type in the item hierarchy that is scanned at the point of sale |
| Data Pool | The organization that enables suppliers to use the GDSN |
| Dispatch Unit | The product type in the item hierarchy that is purchased and shipped to the store. Same as "Procurement Variant". |
| GDSN | The acronym for "Global Data Synchronization Network", which is the automated, standards-based global environment that enables secure and continuous synchronization of data between trading partners. The result is consistent item data residing in all trading partners' systems at the same time. |
| GTIN | Global Trade Item Number – A globally unique 8, 12, 13, or 14-digit number that identifies products and services |
| Initial Load | The process of synchronizing items into MDM already loaded in Kroger's older product databases. |
| Item Hierarchy | Defines how an item is sold in the store, packaged, handled, and shipped. Also defines the parent/child relationships between the different product types such as Each, Pack, Case, and Pallet. |
| MDM | In business, master data management (MDM) comprises the processes, governance, policies, standards and tools that consistently define and manage the critical data of an organization to provide a single point of reference. Kroger uses an MDM item database that contains all information about the products Kroger sells. It provides more information about the items in the stores than do the older item databases, facilitates the automation of many paper-based activities, and includes attributes of the items that enable the company to look at items like customers do. |
| Ordering Unit | Level at which the product is ordered. This field is currently not used by Kroger systems. |
| Procurement Variant (PV) | The product type in the item hierarchy that is purchased and shipped. Same as "Dispatch Unit." |
| Product Type | Used to define level of a GTIN in the product hierarchy. Examples include: Pallet, Case, Pack, Each, and others. |
| Sales Variant (SV) | The product type in the item hierarchy that is sold at the store. Same as "Consumer Unit." |
| Shipper | A "shipper" is a pre-pack of merchandise that can be set up as a display. Shippers are allocated rather than ordered by the stores. Example: A shipper may consist of red paper cups and plates appropriate for Valentine's Day, then again on the Fourth of July. |

| Term | Definition |
|------------------------|--|
| Synchronization | GSD1's solution for transferring standardized product and location information between trading partners and the continuous synchronization of that data over time. Specifically, synchronization refers to Kroger supplier-provided item information with Kroger's MDM database. |
| Top Off | In the case of Kroger VIP, the process of using the Kroger VIP screens to enter and submit Kroger-required attributes in addition to the attributes already provided via the GDSN. |

7.2. Item Hierarchies

7.2.1. Overview

Suppliers provide product information as **item hierarchies** on the Kroger VIP. Item hierarchies describe how items are sold, packaged, handled, and shipped. Packaging levels that contain smaller packaging levels, such as a Pallet that contains a number of Cases, are referred to as **Parent** items. The smaller packaging levels are called **Child** items. A single item can be both a parent and a child, such as a Case that is the parent of an Each and the child of a Pallet.

Figure 2 illustrates a simple item hierarchy:

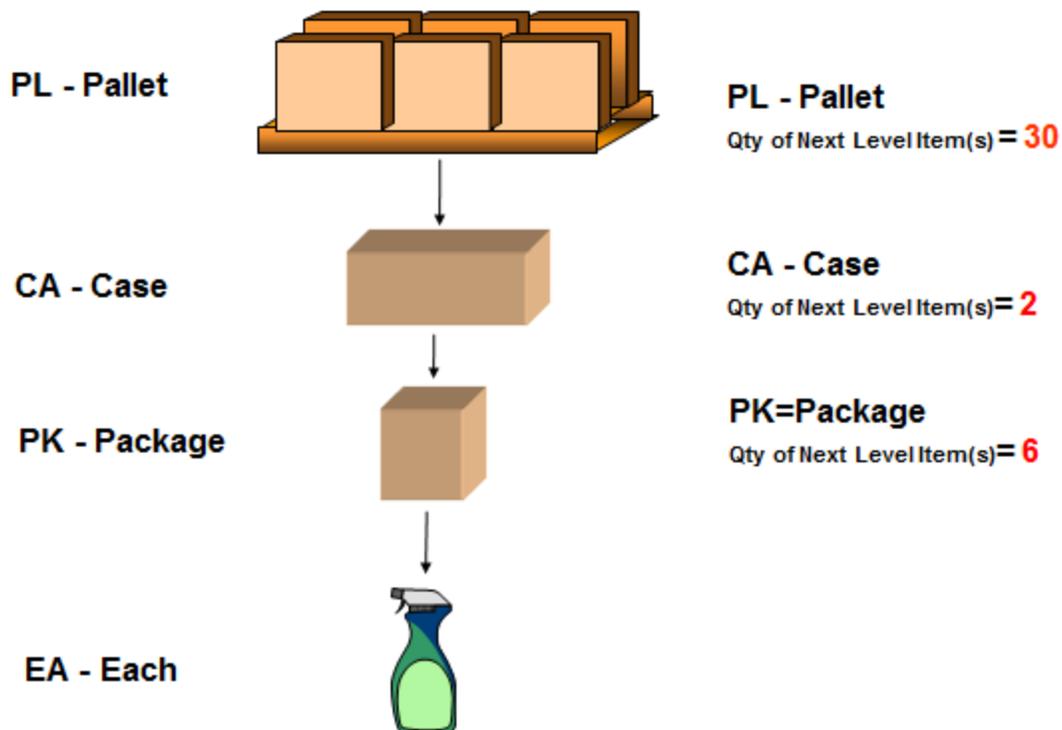


Figure 2 - Simple Item Hierarchy

Item hierarchies detail the parent/child relationships between different **product types** in the item hierarchy, such as Each, Pack, Case, and Pallet, and the number of units in each level. A **GTIN** is assigned to each product type.

Figure 3 illustrates a more complex item hierarchy.

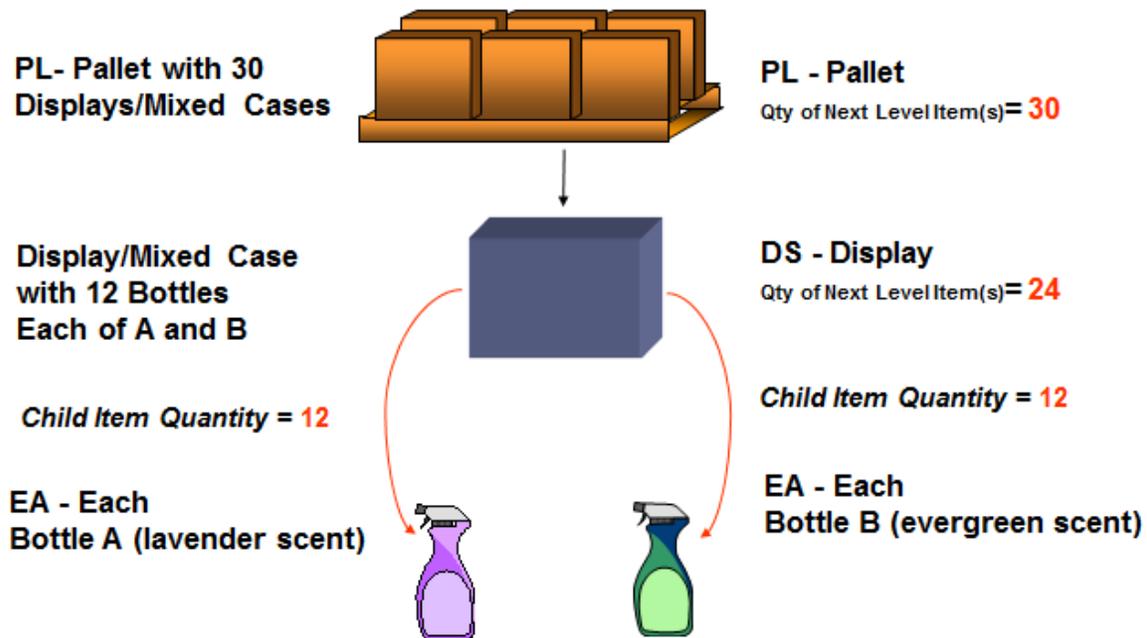


Figure 3 - Complex Item Hierarchy

7.2.2. Product Types

A **Product Type** is a description of a packaging level that is ordered, shipped and/or sold. Not all types will be included in every hierarchy.

Most hierarchies will require at least two product types, such as an **Each** and a **Case**. Include all items designated as an **Each** product type, even if they are not currently scannable at the register or sold to consumers.

Table 2 contains the complete list of product types available in the Kroger VIP. Detailed definitions of product types can be found in the GDSN Trade Item Implementation Guide found at http://www.gs1.org/gdsn/trade_implementation_guide. The product type definitions apply for GDSN and non-GDSN suppliers.



NOTE: Kroger requests that you include all items designated as “**Each**” product types, even if they are not currently scanned as sellable items.

| Product Type (VIP Code) | Description | Parent Types Allowed | # of Parents Permitted | Child Types Allowed | # of Children Permitted |
|-------------------------|---|------------------------------|------------------------|----------------------------|-------------------------|
| Each (EA) | The lowest level of the item hierarchy intended or labelled for individual resale. | TL, PL, MX, CS, DS, PK, None | Single | None | None |
| Package (PK) | A logistical unit or a consumer unit between a case and each. This level can contain a single GTIN or multiple GTINs. | TL, PL, MX, CS, DS, PK, None | Single | PK, EA | Single/ Multiple |
| Display (DS) | A shipping unit that is a display which can contain a single instance of a GTIN or more than one unique instance of a GTIN. | TL, PL, MX, CS, DS, None | Single | DS, CS, PK, EA | Single/ Multiple |
| Case (CA) | A standard trade item shipping unit. Includes a ½ or ¼ pallet and a ½ or ¼ b box pallet. | TL, PL, MX, CS, DS, None | Single | CS, DS, PK, EA | Single/ Multiple |
| Pallet (PL) | A unit load that contains a single or multiple GTINs that is not display ready. Includes box pallet. | TL, PL, None | Single | PL, MX, CS, DS, PK, EA | Single/ Multiple |
| Mod/Mixed Pallet (MX) | A unit load that is a “display ready pallet” that may contain a single GTIN or several unique GTINs that is intended to go directly to the selling floor. | TL, PL, MX, None | Single | PL, MX, CS, DS, PK, EA | Single/ Multiple |
| Transport Load (TL) | Trade item above the pallet level used for transporting trade items. This can be used to define truckloads, shipping containers, rail cars, ships, etc. This level can contain a single GTIN or multiple GTINs. | TL, None | Single | TL, PL, MX, CS, DS, PK, EA | Single/ Multiple |

Table 1

7.2.3. Unit Types

A **Unit Type** describes how a **Product Type** is used within the hierarchy. It is possible for a hierarchy to have multiples of each unit type, and a single item may be multiple types of unit. Complete hierarchies must have at least one of every type. Only dynamic assortments and shippers may have more than one Base Unit.

- **Consumer Unit** – This product can be scanned at the register and sold to the consumer.
- **Base Unit** – This is the lowest/smallest packaging level in the hierarchy, regardless of whether it may be scanned and sold to the consumer.
- **Dispatch Unit** – This is the packaging level that is shipped to Kroger.
- **Ordering Unit** – This is the packaging level that is ordered by Kroger. Always choose the same selection as **Dispatch Unit**.



TIP: All unit indicators should be “Yes” for Direct Store Delivery (DSD) items.

7.2.4. Assigning Procurement and Sales Variants

A consumer item sold at the store is entered as a **Sales Variant (SV)**, which can be an “Each” or a “Package” as a product type. For example, health bars can be sold as individual bars or in packages. The lowest level in the hierarchy is the **Base Unit**, which is the “Each” item in this illustration. Pallets and cases can be a **Procurement Variant (PV)**. Note that a product type could serve as a sales and procurement variant.

Table 2 illustrates how procurement and sales variants can be assigned in the item hierarchy.

| | | |
|--|--|----------------------------------|
| <p>PL - Pallet</p>  | <p>Procurement Variant</p> <p>Dispatch Unit - PV</p> | <p>Sales Variant</p> |
| <p>CA - Case</p>  | <p>Dispatch Unit - PV</p> | |
| <p>PK - Package</p>  | | <p>Consumer Unit - SV</p> |
| <p>EA - Each</p>  | <p>Dispatch Unit - PV</p> | <p>Consumer Unit - SV</p> |

Table 2

Sometimes a hierarchy contains multiple sales or procurement variants. For example, sales variants may consist of nutrition bars in packs as well as the individual bars.



NOTE: The Kroger item setup applications select the highest consumer unit in the hierarchy as the **Sales Variant**. The lowest dispatch unit becomes the **Procurement Variant**. Chapter 3 provides instructions on how to enter hierarchies in the Kroger VIP.

7.3. Data Flow

7.3.1. GDSN and the Kroger VIP

This section provides an overview of the data flow of item hierarchy information from the supplier to Kroger's PID and MAGIC product databases.

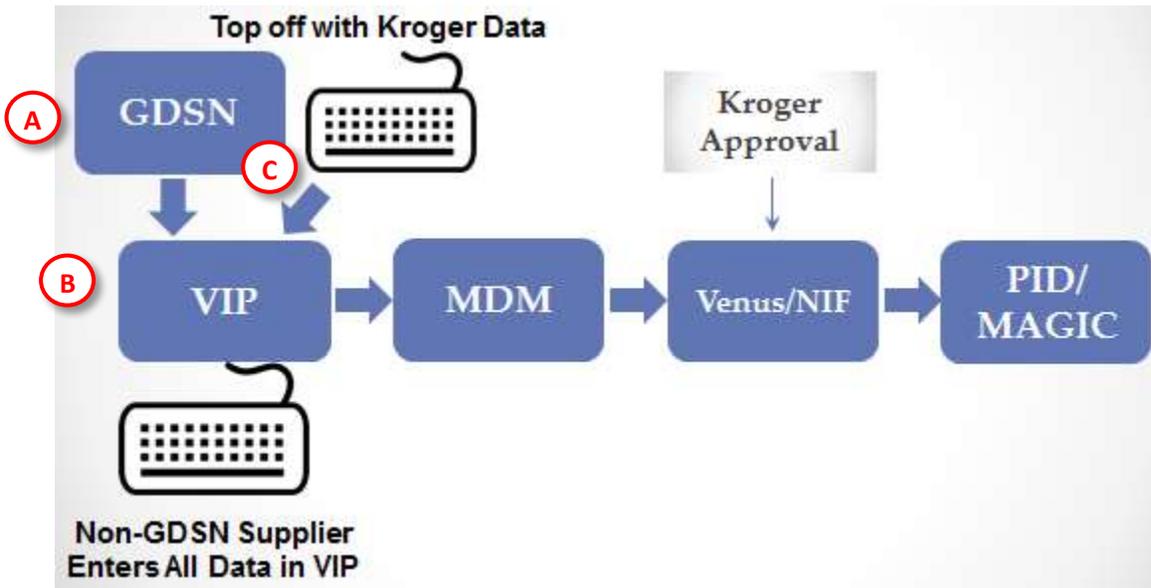


Figure 4 – Flow of Item Submissions from Suppliers

7.3.1.1. GDSN vs Non-GDSN

Kroger suppliers publish their item data to Kroger and other retailers on the Global Data Synchronization Network (GDSN) (A). The GDSN automatically feeds the Kroger VIP (B). Suppliers must “top off” their item data by entering additional Kroger-required attributes on the Kroger VIP before their items can be submitted to Kroger for approval.



NOTE: Suppliers who do not use the GDSN must enter all their information (the data that would otherwise come via the GDSN plus the top-off data) directly on the Kroger VIP (B).

7.3.1.2. MDM for Data Purposes Only

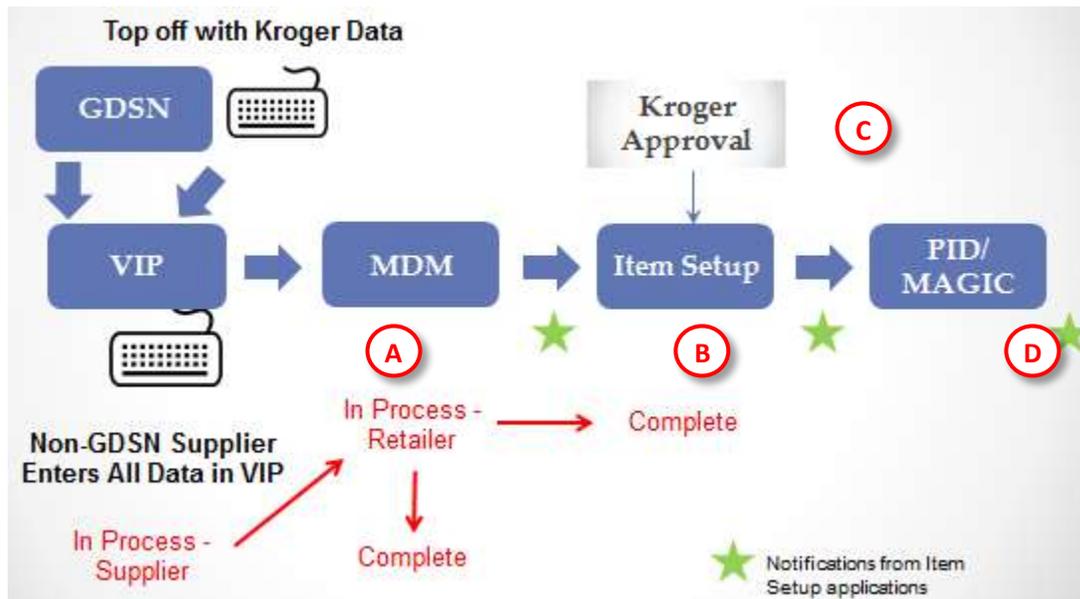


Figure 5 - Statuses and Contact Points

The presence of a **Kroger Item Submission Reason Code** sends the hierarchy to the Kroger category manager. Submissions without that code are not sent to the category manager. (In all cases, the system attempts to synchronize the data in MDM.)



NOTE: The Kroger item setup applications automatically send emails to inform supplier contacts of the CIC states for each item submission. The green stars in Figure 5 indicate the points during the process at which these messages are sent.

Some submissions may only have minor attribute changes that do not require approval. In such cases, a **Kroger Item Submission Reason Code** selection on the Hierarchy page is not required.

When the successfully submitted item data has been validated and synchronized in MDM (A), the Kroger VIP status changes from “**In Process - Supplier**” to “**In Process - Retailer**”. However, item submissions quickly change from **In Process - Retailer** to a final status of “**Complete**” when a **Kroger Item Submission Reason Code** was not selected. In this case, the item data may synchronize successfully in MDM but is not sent to the item setup applications for category manager review.



IMPORTANT: Watch for hierarchy submissions that quickly change from a Kroger VIP status code of “**In Process – Retailer**” to “**Complete**” shortly after the submit step. If a review is

needed, select a reason code on the **Hierarchy** screen and resubmit the hierarchy. Otherwise, the item data is not reviewed for approval and remains locked out of a sales event. See the instructions in section 0 explaining how a reason code must be selected on the **Hierarchy** screen to ensure the item hierarchy proceeds to the approval step.

7.3.2. Item Submission Review

From MDM, the data proceeds to the Kroger item setup applications (Venus or NIF if perishable product) **(B)**. The category managers review and approve the item submissions **(C)**. If the item hierarchy is approved, it receives a Kroger VIP status of “**Complete**”.

The final stop of the item hierarchy data is the PID or MAGIC product databases **(D)**.



NOTE: MDM is Kroger’s growing repository of item attribute data to be used for Kroger’s Customer 1st and other leading edge initiatives. PID and MAGIC continue to serve as the authoritative product databases for Kroger’s downstream business systems.

7.3.2.1. CIC State

In addition to Kroger VIP statuses, a **Catalogue Item Confirmation (CIC)** state is assigned to track the item hierarchy’s status in the Kroger approval process. The following table describes both tracking mechanisms and their correlation with each other.

| VIP Status | CIC State | Comments |
|------------------------------|--|---|
| In Process – Retailer | Received Item hierarchy submitted; no business decision yet | Indicates that the item hierarchy has passed over the Kroger firewall to MDM. Supplier cannot modify item attributes until the item changes to a Complete status. Sales event is locked and item cannot be resubmitted to item setup application. |
| In Process – Supplier | Review Kroger asked supplier to “review” their data because of a discrepancy | An email is automatically sent to VIP user with category manager comments. Item may not have passed system audits. <ul style="list-style-type: none"> • If supplier selects a reason code in VIP, the status does not change until category manager action • If supplier does NOT select a reason code in VIP, the status quickly changes to Complete if synchronized in MDM |
| Complete | Synchronized | <ul style="list-style-type: none"> • If supplier selects a reason code in VIP, the VIP status remains In |

| VIP Status | CIC State | Comments |
|-----------------------------------|---|--|
| | Data is synchronized between VIP and MDM. Kroger approval has occurred in item setup application in certain cases (see comments). | <p>Process –Retailer until review by the category manager in the item setup application</p> <ul style="list-style-type: none"> If supplier does NOT select a reason code in VIP, the VIP status changes to Complete and the item hierarchy does not proceed to the Kroger item setup application for category manager approval. |
| Rejected – Retailer System | <p>Reject</p> <p>Kroger does not want to carry the item and has discontinued the synchronization. May need to republish, if Kroger requests.</p> | Item must be republished if the issue has been resolved with the category manager. |

Approved items proceed to the Kroger PID and MAGIC item databases. They receive a “**Synchronized**” CIC status. Items returned for review or rejections revert to the Kroger VIP status of “**In Process – Supplier**”.

7.4. How to Use the Kroger Attribute Spreadsheet

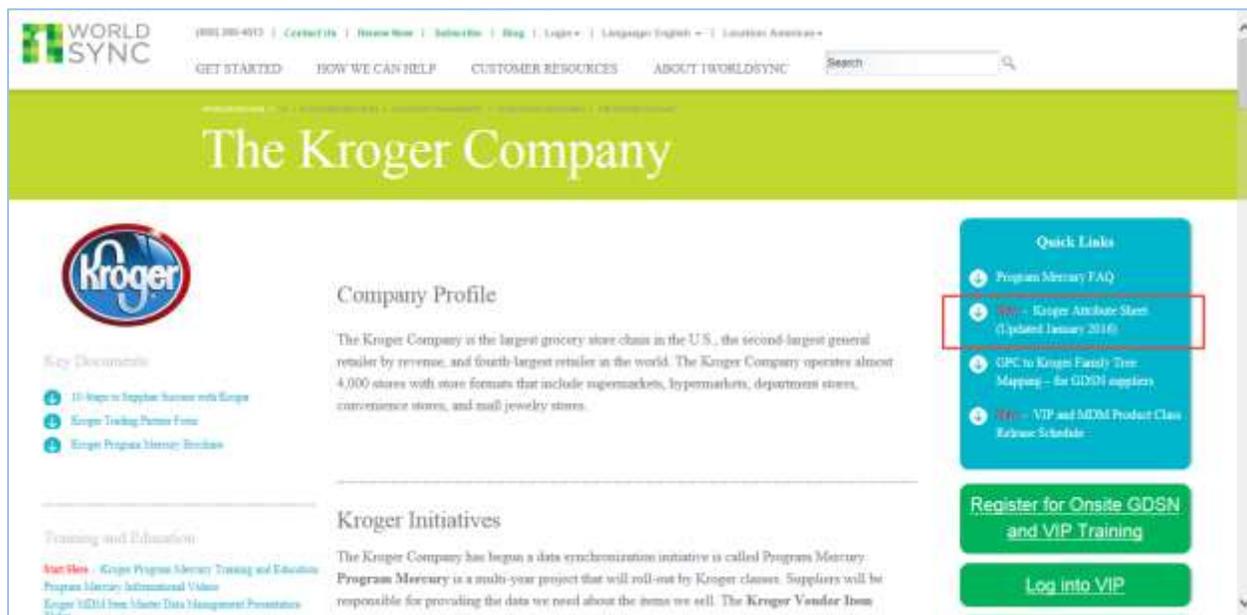
The **Kroger Attribute Spreadsheet** contains the required attributes suppliers must include with their item submissions on the Kroger VIP. Specifically, the attribute spreadsheet lists the required attributes by class and the valid values for each attributes where applicable.

The following instructions assume a basic proficiency in using the MS-Excel filtering feature. You can access and download the latest Kroger Attribute Spreadsheet from the [Kroger Landing Page](#) or the [Kroger Vendor Item Portal Home Page](#). Be sure to use the latest version as continual revisions occur.

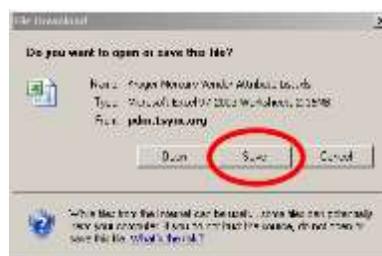
7.4.1. Access the Kroger Attribute Spreadsheet

Complete the following steps to access the Kroger Attribute Spreadsheet:

1. Open the [Kroger Landing Page](http://1worldsync.com/web/us/kroger) at <http://1worldsync.com/web/us/kroger>



2. Click the **Kroger Attribute Spreadsheet** link. The **File Download** dialog box appears.



3. Click **Save**. The **Save As** dialog box appears.
4. Select a folder in your computer to store the file.

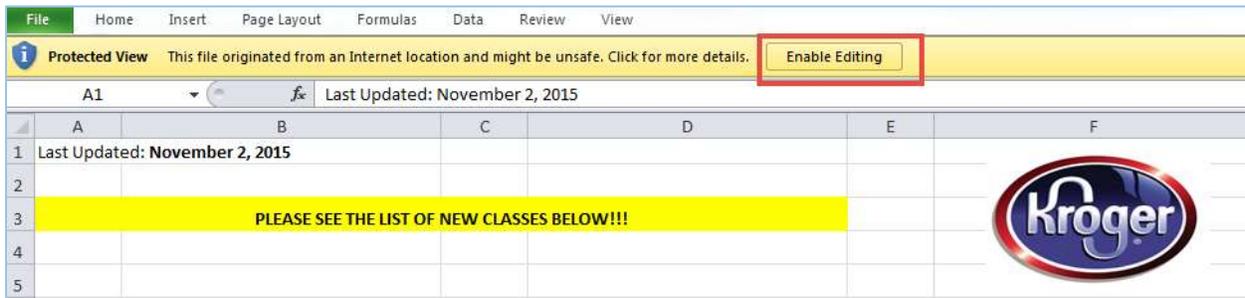


TIP: Because of frequent revisions, be sure to download the file before every use.

- Open the file. The Kroger Attribute Spreadsheet opens to the **Read Me** tab, which lists the classes that currently can be entered on the Kroger VIP.

| 37 Currently Open in VIP | | | |
|--------------------------|-----|-------------------------------|------------------------------|
| 38 | 001 | CAN FRUIT/JAR APPLESAUCE | 120 LITTLE CIGARS |
| 39 | 002 | CAN VEGETABLES - SHELF STABLE | 121 CIGARETTES |
| 40 | 003 | CAN BEANS | 122 CIGARS |
| 41 | 004 | MEAT - SHELF STABLE | 123 LEAF TOBACCO |
| 42 | 005 | CAN SEAFOOD - SHELF STABLE | 124 Other Tobacco Products |
| 43 | 006 | SOUP/BROTH | 125 SINGLE SERVE SWEET GOODS |
| 44 | 007 | SHELF STABLE JUICE | 126 TOBACCO SET EXEMPT |
| 45 | 008 | CANNED & DRY MILK | 127 Electronic Cigarettes |
| 46 | 009 | WET DOG FOOD | 131 ENERGY DRINKS |
| 47 | 010 | ISOTONIC DRINKS | 132 CAKE DECOR |
| 48 | 011 | RTD TEA / FLOWERS | 133 VINEGAR & COOKING WINES |

- Click **Enable Editing** at the top of the spreadsheet.



There are three tabs at the bottom of the spreadsheet:

| Tab | Description |
|--------------------------------------|--|
| Read Me | Displays helpful tips for using the Attribute Spreadsheet and information on the latest Kroger classes that went live on the Kroger VIP. |
| Kroger Attribute Requirements | List of the attributes specific to all Kroger classes |
| Valid Values | Lists of valid values for attributes displaying a “V” number listed in the Valid Values column (L) on the Kroger Attribute Requirements tab. |

7.4.2. Key Information

| Oct-15 | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Ref. No. | Business Attribute Name | Business Definition | UNWORLDWIDE VIP Attribute Name | Applicable Classes | Valid Values | UNWORLDWIDE VIP Business Rules (Violations) | Applicable by Operation Type on Items, Initial Load and Both | VIP Context Level |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|---|---|---|--------------------|----------------|--|--|-------------------|
| X | | | | | | | | | | | 947 | Maximum Days of Shelf Life at Warehouse/Distribution Center | Maximum days of shelf life for items at Warehouse/Distribution Centers as designated by Vendor | Maximum Days of Shelf Life at Warehouse/Distribut | All | Not Applicable | Conditional - Required when AS Ref 1016 | Both | BaseUnit |
| X | X | X | X | X | X | X | | | | | 953 | Organic Claim Agency | Agency certifying the Organic Claim Property | Organic Claim Agency | 375 - Hot Dogs | V10243 | Conditional - Required when AS Ref 1095 | Both | Class |
| X | X | X | X | X | X | X | | | | | 954 | Diet type sub code | Indicate a set of agreements or a certificate name that guarantees the product is permitted in a particular | Diet Type Subcode | 375 - Hot Dogs | V10244 | Optional | Both | Class |
| X | X | X | X | X | X | X | | | | | 963 | Ordering Unit Indicator | Indicates whether vendor accepts orders as per the unit (e.g. each, case) in the hierarchy level | Ordering Unit Indicator | All | V11192 | Required on all levels of the item hierarchy | Both | Default |
| X | X | X | X | X | X | X | | | | | 966 | Consumer Unit Indicator | Consumer Unit Indicator | Consumer Unit Indicator | All | V11192 | Required on all levels of the item hierarchy | Both | Default |
| | | | | | | | | | | | | Free Quantity of Next Lower Level | Free Quantity of Next Lower Level UOM -related to ref #123 - Bonus Pack | Free Quantity of Next | | | Conditional - Required when | | |

The key columns on the Kroger Attribute Spreadsheet are:

- **Business Definition** – Provides the definition of the attributes (A)
- **Applicable Class** – Identifies specific class categories, which must be entered if a value appears (B)



NOTE: “All” in the shaded rows (C) means that the attribute applies regardless of class.

- **Business Rules** (where applicable) – Includes rules such as dependencies to be entered (D)
- **VIP Context Level** – Indicates the hierarchy level, such as each, case, or pallet, to which the attribute applies (E)

See section 7.4.4 for more detailed column descriptions.

7.4.3. Determine Item Attributes from Valid Values List

Locate the needed attributes for an item by using the MS-Excel filtering feature. Complete the following steps:

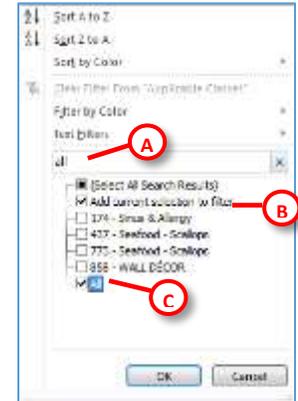
1. Select the **Kroger Attribute Requirements** tab to display the attribute data.

| | | | | | | | | |
|------|---|---|---|---|---|------|-----------------------------|--|
| 2955 | X | X | X | X | X | 954 | Cost/Distribution Details | Division by source (warehouse or |
| 4206 | X | X | X | X | X | 1097 | Event Type | Describes the Kroger Event Type. Example: Sales Plan |
| 4207 | X | X | X | X | X | 1098 | Distribution Type by Region | Describes how the item will be distributed to Kroger. Warehouse, DSD, or Warehouse and DSD |
| | | | | | | | | Banner/ Divisions within Regions t |

2. Click **Filter** on the **Data** tab to activate the Excel filtering capability.



3. Filter the **Applicable Classes** column until all rows display one or more of the desired product classes.
4. Filter the column again by typing "All" in the search box (A), selecting the **Add current selection to filter** box (B), and ensuring the "All" box is checked (C), then click **OK**. The spreadsheet displays rows that contain class-specific attributes for your items as well as attributes that apply to all classes.



IMPORTANT: Include the "All" selection to include attributes required for all classes in addition to class-specific attributes to ensure all required attributes are captured.

5. Use other filters to find needed attributes. For example, filter the **Requirement Type** column (i.e., R.) or use the **Text Filters** for text searches ("contains", "equals", etc.).
6. Filter rows that contain a "V" prefix in the **Valid Values** column. One or more rows of V numbers are displayed.
7. Copy [Ctrl C] the V number (Ctrl C) on the **Valid Values** column.
8. Click the **Valid Values** tab to open the **Valid Values** worksheet.

| | | | | | | | | |
|------|--|--|---|--|------|--------------------------|--|----------|
| 1857 | | | X | | 1538 | Juice Content Percentage | What is percent of juice content. | 01 - Gro |
| 2125 | | | X | | 1688 | Refrigeration Claim | The descriptive term that is used by the product manufacturer to identify whether or not the product | 01 - Gro |

↓

| J | K | L | M | N |
|---------------|--------------|------------------------|------------------|--------------------------|
| V List Number | KRO ATT REF# | Attribute | Code | Valid Values |
| V10008 | 1716 | Variety of Popcorn | NOT_APPLICABLE | NOT APPLICABLE |
| V10008 | 1716 | Variety of Popcorn | 30001877 | PLAIN |
| V10008 | 1716 | Variety of Popcorn | 30002139 | SAVOU |
| V10008 | 1716 | Variety of Popcorn | 30002373 | SWEET |
| V10010 | 1348 | Target Use/Application | 30011713 | BAKING PAPER/WRAP |
| V10010 | 1348 | Target Use/Application | BRINE_BAG | BRINE BAG |
| V10010 | 1348 | Target Use/Application | COOKING_BAG | COOKING BAG |
| V10010 | 1348 | Target Use/Application | 30014451 | FREEZER BAG |
| V10010 | 1348 | Target Use/Application | 30014453 | GENERAL FOOD STORAGE BAG |
| V10010 | 1348 | Target Use/Application | LUNCH_BAG | LUNCH BAG |
| V10010 | | | OTHER | OTHER |
| V10010 | | | 30014452 | SANDWICH BAG |
| V10010 | | | SNACK_BAG | SNACK BAG |
| V10010 | | | STEAM_BAG | STEAM BAG |
| V10010 | | | 30002515 | UNCLASSIFIED |
| V10010 | | | VACCUM_FOOD_BAG | VACCUM FOOD BAG |
| V10010 | | | VACCUM_FOOD_WRAP | VACCUM FOOD WRAP |
| V10011 | | | BODY | BODY |
| V10011 | | | COMBINATION | COMBINATION |
| V10011 | | | EYE_AREA | EYE AREA |
| V10011 | | | FACE | FACE |
| V10011 | | | FOOT | FOOT |

- Press **Ctrl+ F** on the **Valid Values** worksheet. The **Find and Replace** dialog box appears (A).
- Paste the copied V List Number in the **Find What** field of the dialog box (B).
- Select the **Find Next** button on the dialog box (C). The V list numbers are found (D) opposite the **Valid Values** column (E) that displays the acceptable attribute values.
- Repeat steps 2 through 4 for each V number for your items.



TIP: Alternatively, after step 6 write down the V list number(s) then go to the **Valid Values** worksheet. The V list numbers appear in sequence.

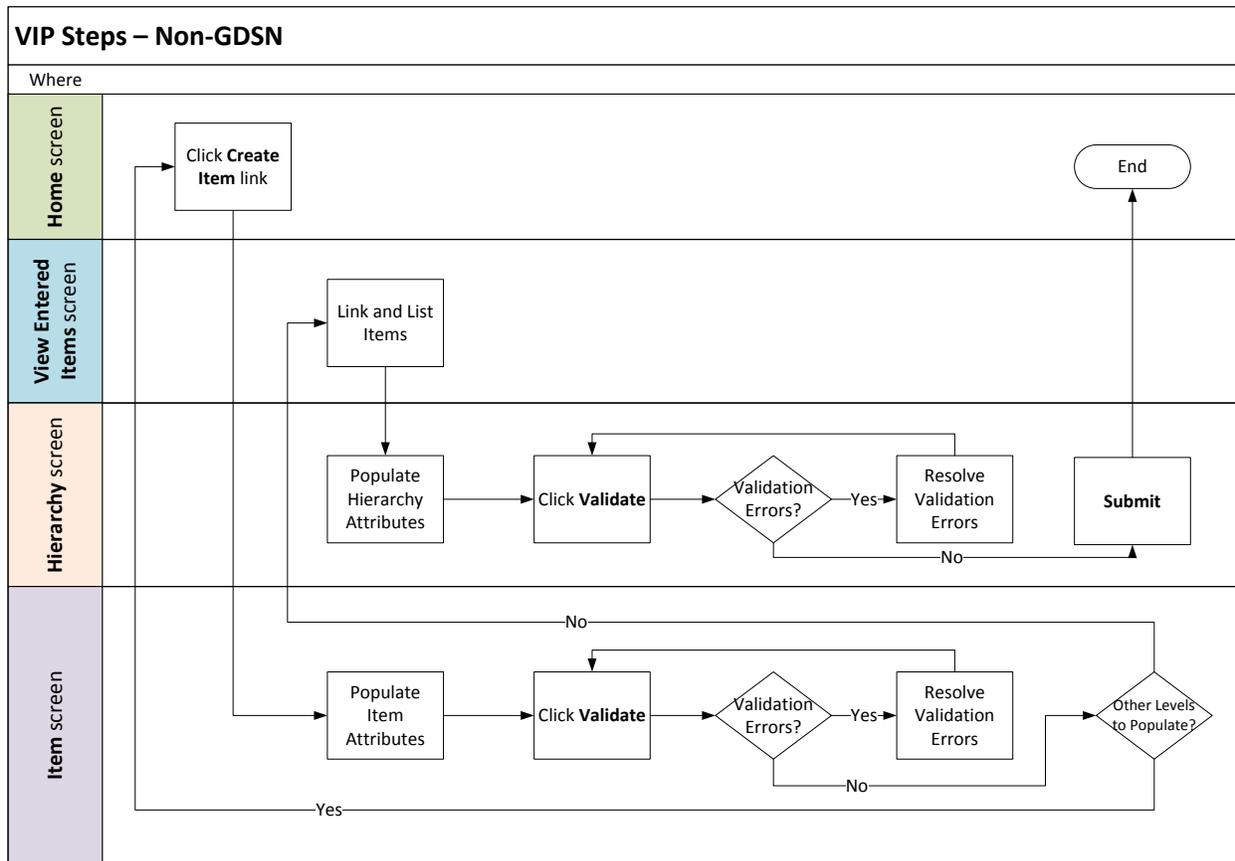
7.4.4. Attribute Spreadsheet Column Definitions

| Column | Description |
|--------------------------------|--|
| Releases | X in each cell indicates the VIP version implementation date on the column heading |
| Ref Number | Kroger reference number. Definitive identifier of attribute. Useful as a reference during on a support call. |
| Business Attribute Name | Kroger business name of an attribute |
| Business Definition | Business definition of an attribute |
| 1WS VIP Attribute Name | Name in VIP; not always same as Business name |
| Applicable Classes | The class of the attribute listed as a class number or "All". Filter this column to identify: The attributes for your specific class of items and The attributes applicable to ALL Kroger classes |
| Valid Values | The presence of a "V" number Indicates that one value on a limited list of specific values must be entered for the attribute. To find the valid values, filter that particular V number on the Valid Values tab |

| Column | Description |
|---|---|
| Reason Needed/Business Grouping | The attribute requestor or beneficiary business unit |
| GDSN Attribute Name | Provides the name of an attribute if the attribute is available in GDSN |
| GDSN Definition | Provides the GDSN definition of an attribute if the attribute is available in GDSN |
| GDSN GPC Brick(s) Number | Brick Level attributes are attributes that further define the GPC (Global Product Classification Code). If the GPC code listed matches the GPC code for your item, then this attribute is available in GDSN. If the GPC code is not listed, then the attribute is not available. |
| GDSN GPC Brick Attribute(s) Number | Code associated with the GPC Brick Attribute |
| VIP Attribute Type and Size | Defines the type of attribute (Boolean, Text, etc.) and the allowed size. Example: If the attribute is text 60, then the attribute is a text field that cannot be longer than 60 characters. |
| VIP Vendor Selection Type (Single Value or Multivalue) | Indicates whether single or multiple values allowed? |
| Max No. of Repeating Occurrences | Number of multiple values allowed |
| Requirement Type (R, C, O) | Required, conditional , optional |
| 1WORLDSYNC VIP Business Rules (validations) | Notes if there are rules or additional information for a specific attribute |
| Applicable by Operation Type as (New, Initial Load and Both) | Defines if the attribute is needed for new item loads only, initial load only, or both |
| VIP Context Level | Identifies the level of the item hierarchy or packaging configuration on which to populate an attribute. It also identifies <ul style="list-style-type: none"> • Hierarchy – attribute specified at the hierarchy level • Class – attribute specified at the item class level • Default – attribute based on the GLN of your company and automatically populated based on the user’s logon ID; users can manually override these entries • BaseUnitT – Base Unit = True • BaseUnitT/ConsumerUnitT – Base Unit = True or Consumer Unit = True • ProductTypeCA/EA – Attribute is to be populated when the Product Type = Case or Each • ProductTypeCA/EA/PK/AP – Attribute is to be populated when the Product Type = Case, Each, Pack or Assorted Pack (going away with MjR3) • ProductTypePL – Attribute is to be populated when the Product Type = Pallet • ProductTypePL/CA/MX/DS/PK – Attribute is to be populated when the Product Type = Pallet, Case, Mixed Pallet, Display or Pack |

| Column | Description |
|--------------------------------|--|
| | <ul style="list-style-type: none"><li data-bbox="597 235 1414 302">• ProductTypePL/MX/D – Attribute is to be populated when the Product Type = Pallet, Mixed Pallet, or Display |
| VIP Release information | Indicates time that the attribute is available in the Kroger VIP |

7.5. Flow Chart – Summary of Steps in Kroger VIP



7.6. Finding an Item

Complete the following steps to find a particular hierarchy or item:

1. Click the **Product** link on the **Navigation** bar. A menu displays links to every queue.



2. Select the appropriate queue. The system displays the **Products** screen that includes all the hierarchies in a particular queue.



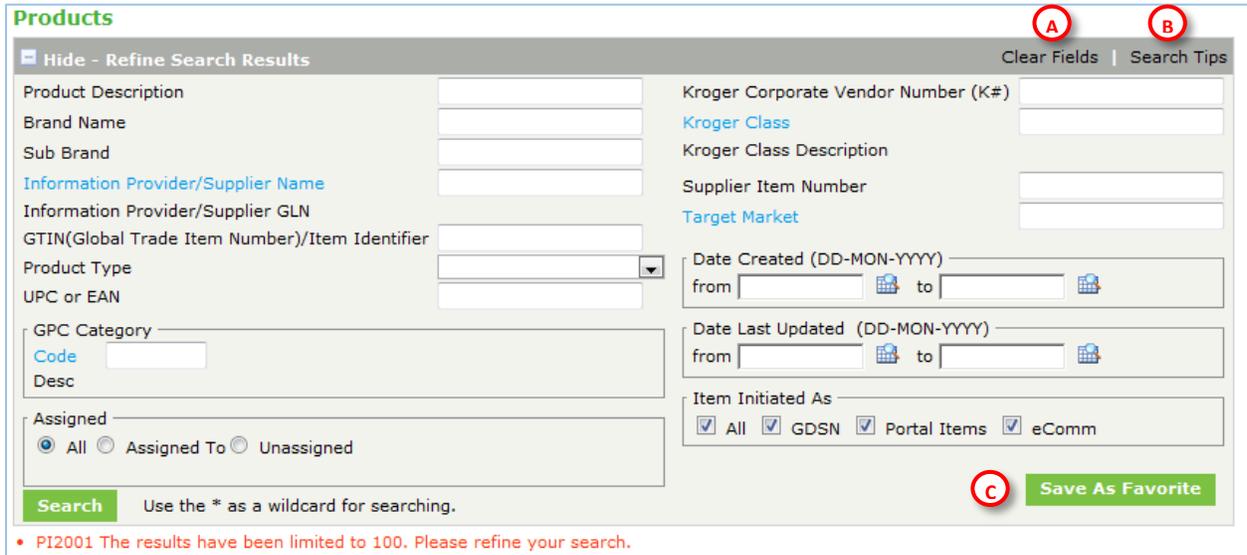
TIP: Using the “**All Products**” selection on the **Products** menu takes the guesswork out of selecting the right queue for finding a particular item. Another time-saver is entering the GTIN on the **GTIN Quick Search** field at the far right of the navigation bar.



3. Click **Refine Search Results** at the top of the screen.



The search screen expands with search filters to perform your search.



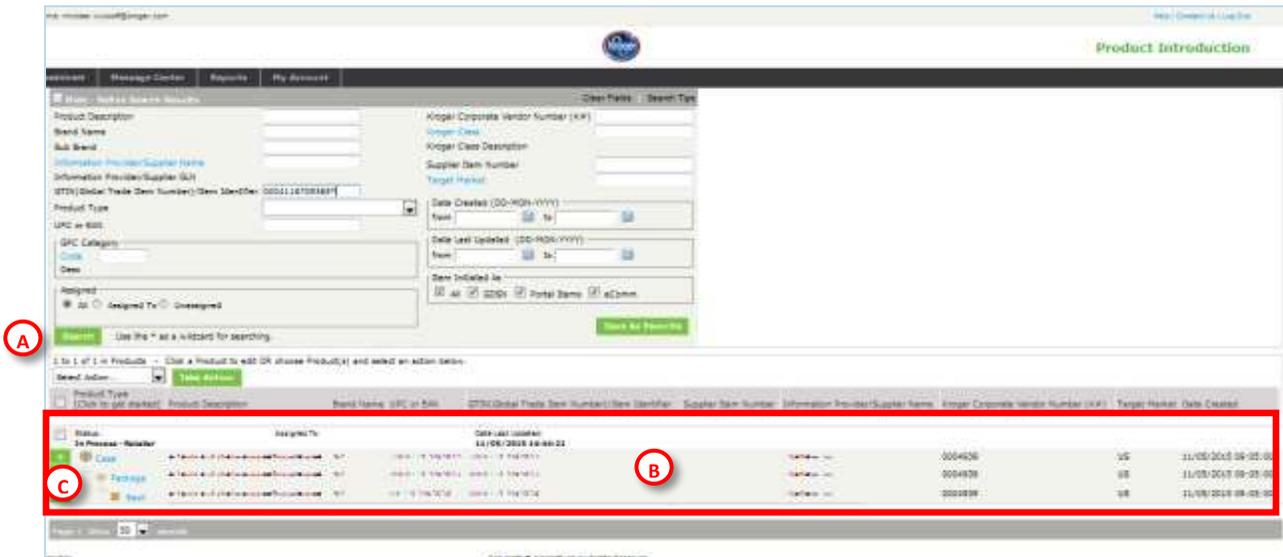
This screen enables users to:

- Search for an item using any of the available search fields
- **Clear fields** to clear all search criteria (A)
- **Search Tips** for helpful tips (B)
- Save **Favorites** to save your favorite searches (C)
- Use the * as a wildcard in any search value

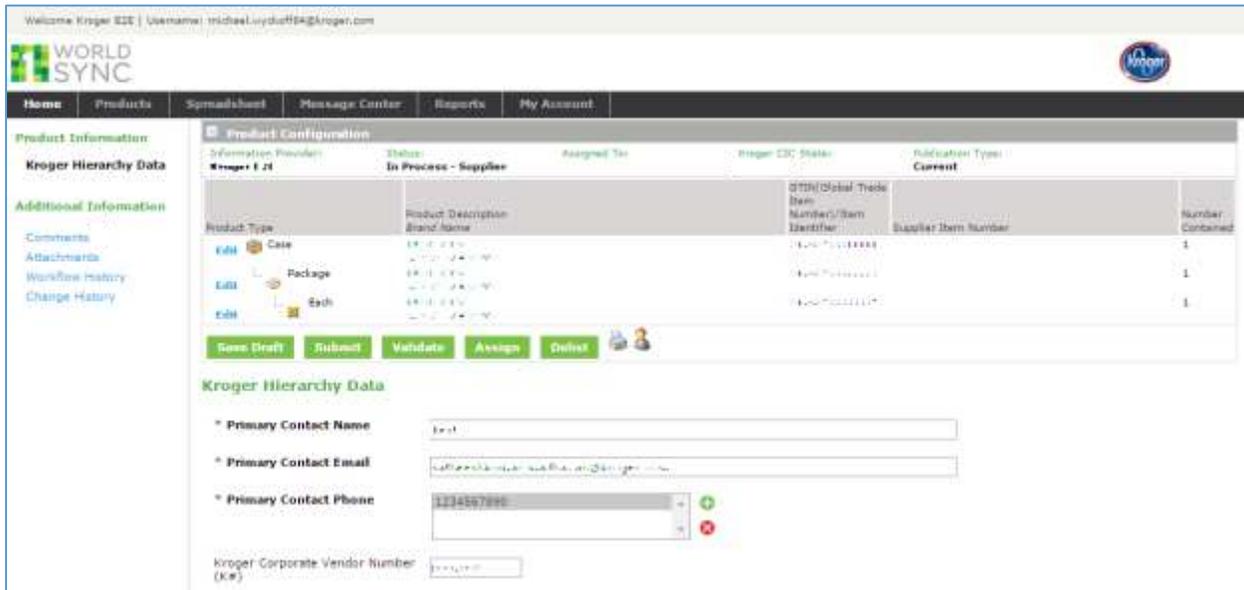


TIP: When searching by 13-digit GTIN, always insert an asterisk after the 13th digit.

4. Enter the search criteria then click **Search (A)**. The search results display one or more hierarchies in the lower section of the screen **(B)** that contain matches to the search criteria.



5. Click any level of an item hierarchy **(C)**. The system displays the **Hierarchy** screen. Click any one of the blue Edit links to open the **Item** screen for any level in the hierarchy.



7.7. Reason Code Definitions

The following are the Kroger Item Submission Reason Codes that categorize each item hierarchy submission and their definitions.

| Reason Code | Use When... |
|--|--|
| ADD DIVISION | Modifying the warehouse and division selections in the Geographic Regions section |
| BRAND NAME CHANGE | Modifying the brand name of the item |
| CASE GTIN CHANGE ONLY | Select when this situation applies |
| CATALOG CHANGE | Modifying the store ordering catalog of the item |
| CORPORATE BRANDS SUPPLIER CHANGE | Modifying the company manufacturing the corporate brand item |
| CUSTOMER REQUEST | Category Manager makes a request to a supplier |
| DESCRIPTION CHANGE ONLY | Select when this situation applies |
| DISTRIBUTOR CHANGE | Select when this situation applies |
| DIVISION REQUEST | Adding an item hierarchy being sponsored by a particular division. All submissions, including perishables, appear in the division tab in Venus |
| FORMULATION CHANGE W/GTIN CHANGE | Select when this situation applies |
| KROGER NET CONTENT CHANGE NO NEW GTIN | A net content change occurs without a corresponding GTIN change – NOT RECOMMENDED, subject to category manager approval |
| MANUFACTURER BUYOUT | A manufacturer prefix to the GTIN is changing |
| NEW ITEM | Adding an item that is not already in MDM |
| PACK CHANGE | The number of consumers in a case changes |
| PACK CHANGE CORRECTION (W/O GTIN CHANGE) | |
| REUSABLE SHIPPER | Submitting a shipper that has been used before |
| SIZE CHANGE | The net content of the item changes |
| SOURCE TRANSFER | The source of the item for the store is changing |
| 3RD PARTY PALLET ITEM CONTAIN SETUP ONLY | Select when this situation applies |

7.8. Hierarchy Screen – Attribute Descriptions

| Attribute | Mandatory or Optional | Description |
|--------------------------------------|-----------------------|---|
| Primary Contact Name | M | Name of the supplier contact to receive notifications from Kroger about the approval status of an item hierarchy |
| Primary Contact Email | M | Email of supplier contact to receive the Kroger notifications |
| Primary Contact Phone | M | Phone number of the supplier contact |
| Kroger Corporate Vendor Number (K#) | M | Enter Kroger vendor number. To obtain a K Number send an email to: vendorportal@kroger.com |
| Additional Contact Name | O | For additional supplier contacts to receive Kroger notifications about item submissions |
| Additional Contact Email | O | For additional supplier contacts to receive Kroger notifications about item submissions |
| Additional Contact Job Role | O | For additional supplier contacts to receive Kroger notifications about item submissions |
| Additional Contact Company Name | O | For additional supplier contacts to receive Kroger notifications about item submissions |
| Requestor of Item | O | Type the name of the contact at Kroger who may have requested the item |
| Plant Line Number | O | |
| Model GTIN Exists | M | Indicate whether or not a model GTIN exists for the GTIN being submitted |
| Model GTIN | M | Type a GTIN that falls under the same warehouse and temperature control requirements. See section 3-23 for further important guidelines on selecting a model GTIN |
| Extended Payment Terms Flag | O | Check this box if extended payments apply for this product |
| Free Form Comment for Extended Terms | O | Provide additional details about the extended terms if needed |
| Initial Terms | O | The beginning of the supplier agreement |
| Distributor Name | O | Enter the name of a distributor for this product |
| Supplier Comments | O | Provide additional requests and comments in this field for the category manager to see |
| Geographic Regions | M | Select or deselect the geographic regions requested for distributing this product |
| Distribution Type by Region | M | Enables users to select the appropriate distribution for each region. The Green Plus icon can also be used to apply multiple distribution selections for the same region. |

| Attribute | Mandatory or Optional | Description |
|--|-----------------------|---|
| Division | M | When a region is selected, the system automatically expands the screen and displays the appropriate Kroger divisions on the Division field. Deselect individual divisions by clicking the appropriate green checkmark. The division is now excluded as indicated by a red "x" instead of the green checkmark. Restore the division selection by clicking the red "x", which is then replaced by the green checkmark. |
| First Available Date by Region | M | Use the First Available Date by Region and Kroger End Availability Date fields for Kroger-specific dates, for example, KOMPASS events. Otherwise, the default date will be used, which is the ship date from the GDSN input. |
| Kroger End Availability Date | O | Can be left blank or populated with 99/99/9999. |
| Kroger Dispatch Unit Initial List Cost | | The Initial List cost of the Dispatch unit provided to Kroger by Region by Source (Warehouse or DSD). This field coupled with and Hierarchy Level Product Type are prepopulated according to the hierarchy level specified previously as the Dispatch Unit (refer to Section 3.3.2). Be sure they correspond to each other. For example, avoid entering a cost for "Case" with a "Pallet" selection for the product type. Change either the product type or cost to make them align. Should match cost on invoice or PO. NOTE: This field does not affect Kroger pricing systems or drive price. This is information for the approver only. |
| Hierarchy Level Product Type | M | Describes the hierarchical level of the items |
| Kroger Dispatch Unit Promotional Cost | O | System uses Kroger Dispatch Unit Initial List Cost if blank NOTE: This field does not affect Kroger pricing systems or drive price. This is information for the approver only. |
| Cost/Distribution Details | O | Free form information when appropriate |
| Transportation Details | M | Select the appropriate mode of transportation |
| Order Lead Time | O | Timeframe from the date of the order until it arrives at Kroger dock. Provide for special lead time situations. |
| Order Lead Time (UOM) | O | Select the unit of measure applicable to the order lead time |
| Event Type | M | Select one of the following under the guidance of the category manager: <ul style="list-style-type: none"> • "BASIC_STOCK" • "SEASONAL" • "SALES_PLAN" |
| Kroger Event Code | M | Select the event code directed by the category manager. If you do not have one, select one of the "miscellaneous" choices on the list |

| Attribute | Mandatory or Optional | Description |
|------------------------------------|-----------------------------|--|
| Kroger Item Submission Reason Code | O | Select the appropriate reason code to indicate to the category manager the reason for submitting this product. Until a reason code is selected, the item hierarchy will not be seen by a category manager. |

7.9. Keys to Supplier Success

This section provides a guide for successfully using the Kroger VIP and participating in the Kroger item attribution initiative.

Suppliers must complete the “initial load” of their existing item data for each class. All items being used in the current Kroger product database must be loaded in MDM. During the “post cutover” stage, suppliers use the Kroger VIP to submit all item data to the category managers for review. This totally replaces the paper-based communication of item information from our suppliers. Suppliers are responsible for maintaining the item data from this point on.

NOTE: Under the new system, suppliers become the “owners” of the item data in MDM.



To successfully participate in this program, your company must perform the steps listed below both initially and continually as your people change roles. A web page especially prepared for suppliers called the [Kroger Landing Page](#) provides important details about carrying out these steps. Follow the links under “Important Web Links” to the [Kroger Landing Page](#) and other web pages that provide information about the GDSN, GTINs, and training. You can also call the appropriate contacts listed below with questions.

1. Confirm Important Information with your Kroger Contact

Be sure you know the Kroger class for your items. The Kroger VIP requires the Kroger class with all item submissions. The conversion is gradual so you may still be required to use the traditional submission process.

2. Review Training Resources and Register for Training

Receiving training for the Kroger VIP is a vital success factor. The volume of information we now require is significant. Training for your hands-on Kroger VIP users could more than offset the expenses you incur without it.

3. Ensure all items are GTIN Compliant

An understanding of GS1 standards and the expanded [Global Trade Item Number](#) (GTIN) is critical to your success in submitting item data to Kroger.

4. Determine how your Company will Communicate Item information to Kroger

Leverage the [GDSN](#) for your item submissions then use the Kroger VIP to top off your item input with Kroger-specific data, OR use the Kroger VIP to enter all item information.

Kroger strongly encourages most suppliers to use the GDSN, but it is not required.

5. Identify your Data Management Contacts

The data management contact in your company should be responsible for:

- Entering the item data and knowing where the data can be obtained (e.g., package dimensions, carton weight, and nutritional information)
- Submitting item data on the system

Contacts can be brokers or distributors.

6. Review Attribute Requirements

Download the **Kroger Attribute Spreadsheet** from the [Kroger Landing Page](#) to understand what item information is required for each class.

7. Register for the Kroger VIP

[Registration](#) is required to access the Kroger VIP. You need your company's GLN information to register. Obtain assistance for this at 1WorldSync Business Support Services (see step 9 below).



NOTE: The registration process may take several days.

If you have an existing subscription to the 1WorldSync data pool, you may register for the Kroger VIP at any time without additional cost. All other suppliers are required to register for a nominal annual access fee.

8. Submit Items

At this point, your company is ready to submit items using one of the two options mentioned in Step 4. Again, access the Kroger VIP link through the [Kroger Landing Page](#).

9. Contact Us for Help

For Kroger business questions, contact the Kroger Supplier Engagement Group:

- phone: 1-844-277-6165

- email: KrogerProjectMercury@Kroger.com
- hours: 7:30AM to 6:30PM ET Mon-Fri

For Kroger VIP or 1Worldsync technical questions, contact the 1WorldSync Technical Contact Center:

- phone: 1-866-280-4013 Opt2,Opt2
- email: TechnicalSupport@1WorldSync.com
- hours: 8:00AM to 8:00PM ET Mon-Fri

For Kroger VIP or 1Worldsync registration questions, contact the 1WorldSync Business Support Services:

- phone: 1-866-280-4013 Opt2, Opt1
- email: BusinessDevelopment@1WorldSync.com
- hours: 8:00AM to 8:00PM ET Mon-Fri

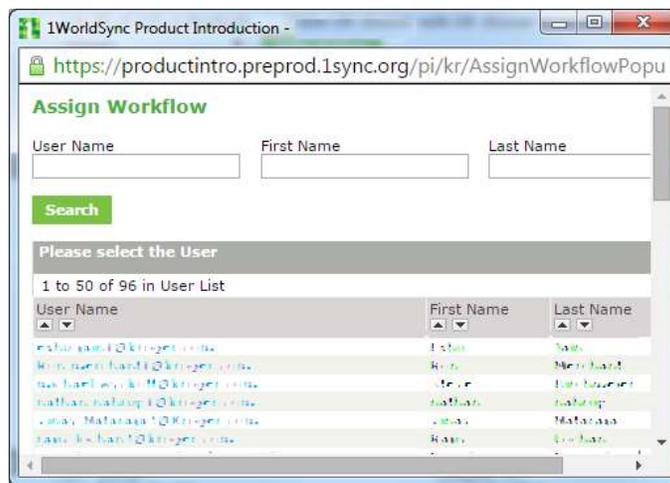
Be sure to review the following websites:

- The **Kroger Landing Page** provides Information about GDSN, MDM, attribute requirements on the Kroger Attribute Spreadsheet, Kroger VIP registration and access, and the Class Release Schedule (MDM Cutover):
<http://www.1worldsync.com/web/us/kroger>
- Read the Mercury Program FAQ document. Click the link on the **Quick Links** section on the **Kroger Landing Page**.
- Learn more about GDSN: www.gs1.org/gdsn
- Details about the Global Trade Identification Number: www.gtin.info
- Training: <http://www.1worldsync.com/web/us/kroger-education>
- Obtaining a K Number – send email to: vendorportal@kroger.com
- More new supplier info: www.thekrogerco.com, **Vendors & Suppliers** link at the bottom of the page

7.10. Assigning Items to Other Users

Complete the following steps to assign one or more item hierarchies to other uses within your GLN:

1. Select the item hierarchies from the **Product** page.
2. Select “**Assign**” on the **Take Action** dropdown list. (Limit: 50 item hierarchies.) A list of users is displayed in the **Assign Workflow** pop-up window.



3. Select an associate in your organization. The user is notified of the item hierarchy assignment via an email. That user can assign the item hierarchy to another user.

8. Index

-
- A**
- Action Buttons, 3-8
 - Assigning Tasks to Other Users, 7-31
 - Attribute Spreadsheet, 1-7
 - Attributes
 - Attribution Benefits, 1-4
 - Geographic regions, 3-24
 - Hierarchy level, 3-20
 - Types, 1-7
- B**
- Benefits of Item Data Initiative, 1-5
- C**
- Check Digit Calculator, 2-6
 - CIC Messages, 3-32, 7-11
 - CIC States, 7-11
- G**
- GDSN
 - Introduction, 7-9
 - Glossary, 7-3
- H**
- Help
 - Contacts, 7-29
 - Web links, 7-30
 - Hierarchies
 - Introduction, 7-5
 - Hierarchy Screen
 - Attribute Descriptions, 7-25
 - Home Page, 2-6
- I**
- Introduction
 - Kroger Item Data Initiative, 1-4
 - Summary of Steps - Flow Chart, 7-20
 - Introduction to XYZ Modules, 1-7
 - Item Data Initiative
 - Goals and Benefits, 1-4, 1-7
- K**
- Kroger authorized regions, 2-6
- L**
- Log In
- M**
- Mass Actions
 - Other, 5-6
 - Mass Submit, 5-5
 - Mass Updates, 5-3
 - MDM
 - Introduction, 1-5
 - Messages, 2-6
 - Model GTIN, 3-23
- N**
- New Item
 - Submitting as a Division Request, 6-5
 - Notifications
 - Email Alerts On, 2-12
 - Nutrient Code Names, 2-6
- P**
- Pack Changes, 6-11
 - Post Cutover Tasks
 - List, 6-3
- R**
- Reason Codes, 7-24
- S**
- Sales Event Information, 3-27
 - Search, 2-9
 - Search for Hierarchy, 7-21
 - Size Changes, 6-8
 - Spreadsheet Data Loader
 - Creating Links, 4-12
 - Exporting Item Hierarchies, 4-4
 - Introduction, 4-2

Uploading and validating files, 4-13
Valid Value Reference Guide, 4-10
Status of Hierarchy, 3-22
Submit Item Hierarchy, 3-31

T

Tabs, 1-7
Tabs and Subtabs explanation, 2-9
Top Off Process
 Summary of Steps, 3-3

Training, 2-6

V

VIP release notes, 2-6
VIP Statuses, 7-11

W

Workflow History, 3-32