



SPS COMMERCE



**KeHE**<sup>®</sup>

## **BUSINESS REQUIREMENTS**

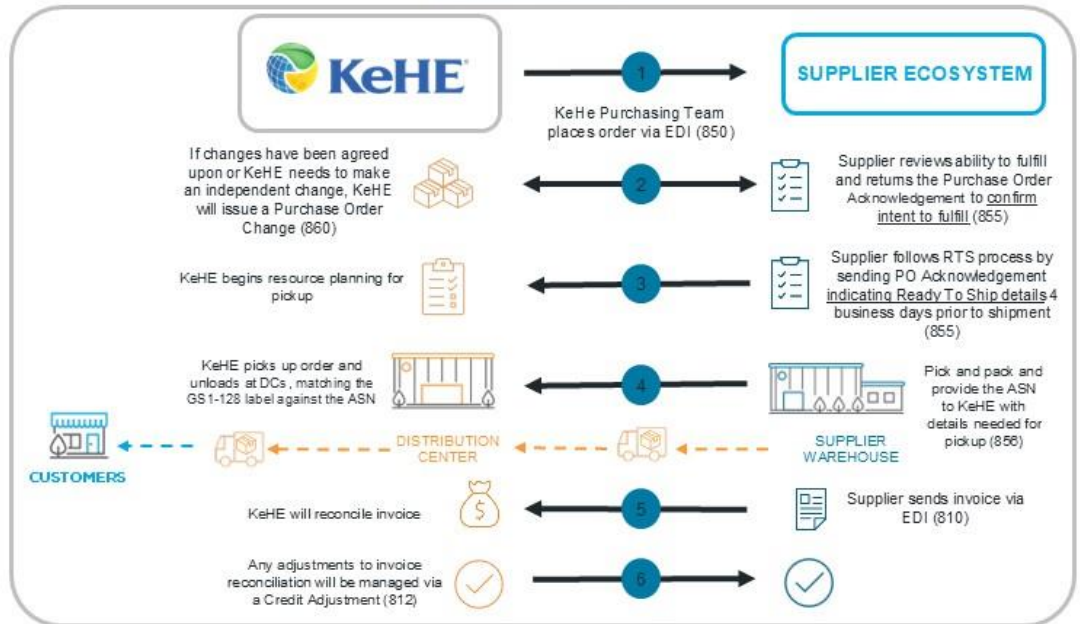
### ORDER MANAGEMENT MODELS

#### Procure to Pay Process (RTS – KeHE to Pick Up) – Future State

##### BUSINESS PROCESS

##### DATA EXCHANGE

- 1 ORDERING  
Identifiers, qty, ship-to, etc.
- 2 MANAGING OPEN ORDERS  
+ Available item qtls, delivery dates by item, price corrections
- 3 SHIPPING STATUSES & LABELS  
Tracking numbers, shipment quantities, labels, lot numbers
- 5 INVOICES  
Qty invoice by item, price
- 6 CREDITS  
Amount, reason, PO/invoice number

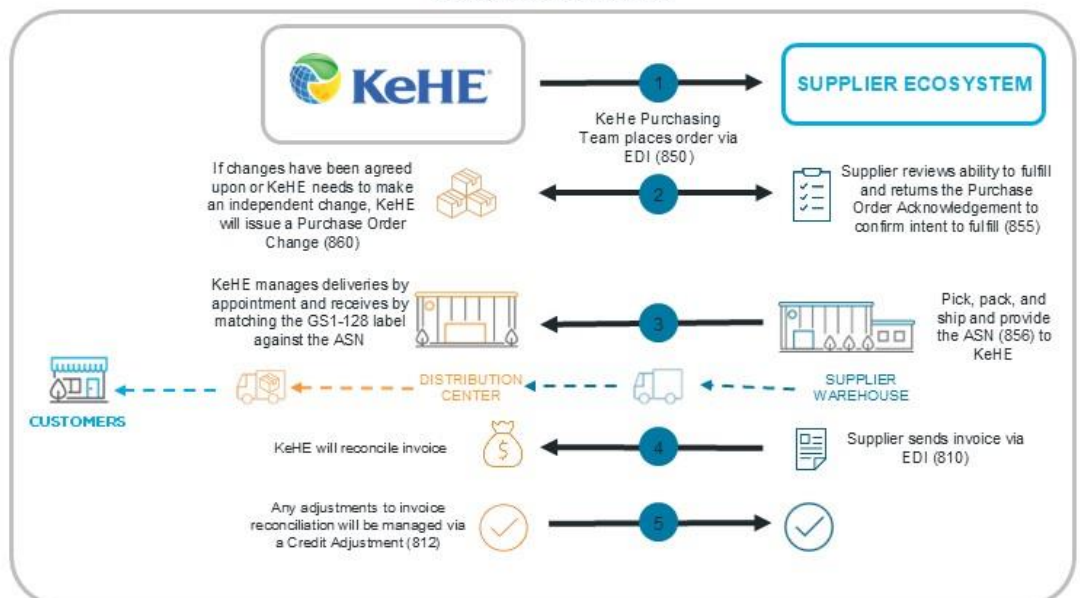


#### Procure to Pay Process (Ship To DC) – Future State

##### BUSINESS PROCESS

##### DATA EXCHANGE

- 1 ORDERING  
Identifiers, qty, ship-to, etc.
- 2 MANAGING OPEN ORDERS  
Available item qtls, delivery dates by item, price corrections
- 3 SHIPPING STATUSES & LABELS  
Tracking numbers, shipment quantities, labels, lot numbers
- 4 INVOICES  
Qty invoice by item, price
- 5 CREDITS  
Amount, reason, PO/invoice number



# BUSINESS REQUIREMENT SUMMARY

ORDER (850)



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## DOCUMENT FUNCTION

KeHE will send an Order to request goods or services. An electronically sent Order can reduce time spent manually submitting Orders (buyer) and manually receiving and entering Orders (supplier), allowing for resources to focus on value-added work.

## ORDER TYPES



**Ready to Ship/RTS** – to be picked up by KeHE and then unloaded at their DC. (**BEG02 = DS**)

- *This will display as Dropship in Fulfillment and may also be referred to as Bill To/Ship To, or BTS.*



**Stand Alone** – to be shipped to a KeHE Store or Distribution Center. (**BEG02 = SA**, Ship to DC)

## IMPORTANT TO NOTE

- The **KeHE Distributors assigned Supplier ID**, or KeHE ESN will be included on all Orders (REF02, when REF01 = IA). **One** ESN value will be associated to each supplier.
- The **KeHE Distributors DC Supplier ID** is optional and could be included on Orders (REF02, when REF01 = VR). Multiple DC Supplier IDs may be assigned, **one per DC**.
- The **Buying Party/Purchaser** information will only be sent for Dropship/BTST Orders (N101 = BY, when BEG02 = DS)
- The **Ship From** information will only be sent for Pickup Orders. The Ship From Address will be the Pickup address. (N101 = SF, when BEG02 = SA)
- **Unit Price** (PO104) is the gross price. KeHE will always communicate the case price of the item, even if it is a catch weight item. Price may contain up to three decimals.
- Per Pound Pricing Information may be sent for catch weight/random weight items.

*Continue to the next page for a detailed list of Allowance and Charge Codes.*



## ALLOWANCE CODES

The following Allowances (SAC02, when SAC01 = A) may be sent from KeHE:

- **Spoilage/Defective Allowances**
  - Defective Allowance (C000)
  - Spoilage/Shrink Allowance (G860)
  - Swell Allowance (H560)
  - Unsaleable Merchandise Allowance (I410)
  
- **Freight/Pick up Allowances**
  - Freight Allowance/ Discount – Service Option (Pick Up) (C290)
  - Freight (D240)
  
- **Connect BI Allowances**
  - Cooperative Advertising/Merchandising Allowance (B720)
  - Distributor Discount/Marketing Allowance (C350)
  - Price and Marketing Allowance (F670)
  
- **Administrative Allowance (A172)**

## CHARGE CODES

The following Charges (SAC02, when SAC01 = C) may be sent from KeHE:

- **Container/Bottle Deposits (B570)**
  
- **Pallet Charges**
  - Pallet Charge(F170)
  - Pallet (F180)
  - Third Party Pallets (IO20)

## CODES/DESCRIPTIONS USED FOR CHARGE OR ALLOWANCES

The following may be sent from KeHE as a Charge or Allowance:

- **Miscellaneous (H920)**
  
- **Freight (D240)**

# BUSINESS REQUIREMENT SUMMARY

## ORDER ACKNOWLEDGEMENT (855)



### DOCUMENT FUNCTION

Sending an Order Acknowledgement lets KeHE know if you can fulfill an Order as received. Use the Order Acknowledgement to report any errors on the Order such as product information or price.

### BUSINESS REQUIREMENTS



Send the Order Acknowledgement within **48 hours** of receiving an Order.



If your ability to fulfill the Order changes, send additional Acknowledgements.



If changes are requested on an Order Acknowledgement, KeHE will send an Order Change.



Send the Order Acknowledgement before sending the Advance Ship Notice or Invoice.

### READY TO SHIP PROCESS ADDITIONAL REQUIREMENTS



2

KeHE requires **two Order Acknowledgements** for Ready to Ship suppliers (where KeHE manages the transportation).



Send the **first** Acknowledgement as usual, within **48 hours** of receiving the Order.

Send the **second** Acknowledgments **at least 4 business days prior to the Purchase Order Ready Date**, allowing for three full business days for processing appointments.

*Continue to the next page for important fields applicable to all Order types.*

### IMPORTANT TO NOTE

- At least one Date/Time Reference must be included:
  - Send the **Current Schedule Delivery Date** (DTM01 = 067) for Ship to DC/Stand Alone Orders.
  - Send either the **Current Schedule Ship date** (DTM01 = 068) or the **Requested Pickup Date** (DTM01 = 118) for all Pickup / Ready to Ship Orders.
- When BAK10 = SH, the quantity, weight, and volume details must be sent on the final Ready to Ship (RTS) Order Acknowledgement, confirming these details for transportation coordination.
- If more than 1 Packing Medium (TD101 = Case, CAS or Pallet, PLT) is included in the shipment, the Quantity and Weight (TD1) group should be sent for **each type**.
- The **Party Identification** information is only required for Dropship/BTST Orders (N101 = BY, when BEG02 = DS)
- The **Ship From** information is only required for Pickup Orders. The Ship From Address will be the Pickup address. (N101 = SF, when BEG02 = SA)
- **Unit Price** (PO104) should be the case price of the item, even if it is a catch weight item. Price may contain up to 3 decimals.
- Only one **Allowance** value (SAC) is allowed **per item**. Reference the list of acceptable Allowance and Charge codes on [page 4](#) of this guide.

## DOCUMENT FUNCTION

KeHE may send an Order Change to update or cancel an existing Order.

## BUSINESS REQUIREMENTS



The Order Change type (BCH01) will be **Cancellation (01)** or **Replace (05)**.



Possible changes to the items include:

- Adding or Deleting Items
- Dates
- Price
- Quantity



Respond to all Order Changes you receive with an Order Acknowledgment. You must send the Acknowledgement within **48 hours** of receiving the Order Change.

## IMPORTANT TO NOTE

- Additional information included when a Replacement PO Change is sent:
  - **Terms of Sale/Deferred Terms of Sale (ITD)**
  - **Date/Time Reference (DTM)**
  - **Carrier Details (Routing Sequence/Transit time) (TD5)**
  - **Party Identification Information (N1 loop)**
  - **Item Change Information (POC loop)**
- Reference the list of acceptable Allowance and Charge codes on [page 4](#) of this guide.

# BUSINESS REQUIREMENT SUMMARY

## ADVANCE SHIP NOTICE (856)



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## DOCUMENT FUNCTION

Send the Advance Ship Notice to provide KeHE visibility into a shipment's contents and shipping dates. This will further help KeHE teams with labor scheduling as well as with shipment/receipt processing times.

## BUSINESS REQUIREMENTS



Send one Advance Ship Notice **per Shipment**. A single Advance Ship Notice can contain multiple Orders.



Send the Advance Ship Notice as the shipment is leaving your warehouse or facility.



Send the Advance Ship Notice before sending the Invoice.

## PACK STRUCTURE

Use one of the following formats:

- **SOTI** (Shipment, Order, Tare/Pallet, Item) - Primarily used for single SKU pallets.
  - Place GS1 Shipping Labels on each **pallet**.
  - Include the barcode number in the ASN data at the **pallet level**.
- **SOPI** (Shipment, Order, Pack/Carton, Item) - Primarily used for loose Cartons and pallets containing more than one SKU.
  - Place GS1 Shipping Labels on each **carton**.
  - Include the barcode number in the ASN data at the **carton level**.

## SHIPPING LABEL REQUIREMENTS



KeHE will be automating the receiving process within their facilities through scanning of the GS1-128 barcode within the Shipping Label against the Advance Ship Notice.



For shipments that are palletized with multiple SKU's, all cartons must be labeled and the SSCC information be provided at the pack level.



You may send multiple Orders on a single pallet using the SOTI structure. Repeat the SSCC number represented on the Shipping Label barcode for each Order in the Advance Ship Notice.

### IMPORTANT TO NOTE

- Send the **Purpose Code** (BSN01) of:
  - Original (00) for Ship to DC Orders or Pick Up Orders
  - Confirmation (06) for BTST Orders
- One of either the **SCAC** (TD503 with TD502=2) or **Carrier Routing** (TD505) must be sent.
- At least one of the **Bill of Lading Number** (BM), **Carrier Pro Number** (CN) or **Small Package Tracking #** (2I) is required.
  - Bill of Lading number (BM) or Carrier Pro number (CN) is required for Truck Load and Less than Truck Load Shipments (Common Carrier moves).
  - For Parcel Carrier Shipments, the Carrier Assigned Package number (2I) is required.
  - **Do not send both.**
- The **Carrier Assigned Packing ID Number** (MAN01) is required for the Carton Tracking Number (CP). Use for all small package shipments.
  - More than one Carrier Assigned Tracking Number? Include all tracking numbers by repeating the MAN segment.
- When there is **both** the GS1-128 # and small package tracking number available:
  - Use **Marks and Numbers** (MAN01/02) for the GS1-128 # (GM)
  - Use **Carrier-Assigned Package ID #** (MAN04/05) for the small package tracking # (CP)
- Three iterations of the Party Identification loop (N1) are required:
  - Ship From
  - Ship To
  - Vendor Addresses
  - \*Buying Party address must also be sent for all **BTST Orders**
- If more than 1 Packing Medium (TD101) is included in the shipment, the Quantity and Weight (TD1) group should be sent for **each type**. Valid codes include:
  - Carton (CTN)
  - Corrugated Carton (CTN25)
  - Pallet (PLT)
  - Wood Pallet (PLT94)
- Item Physical Details (PO4 segment) such as **pack level weight and volume** should be provided if able.

*Continue to the next page for requirements specific to FSMA 204 Compliance.*

### CONSUMABLE ITEMS REQUIREMENTS



All consumable items require an **Expiration Date** (DTM02, when DTM01 = 036).  
*Regardless of if you fall under FSMA requirements.*

### FSMA 204 TRACKING REQUIREMENTS



If [FSMA 204](#) is applicable to your item(s), you must include the: Lot Code, Quantity and UOM, Product Description, Shipping Location Address, Date, Location Description for lot code source, and Advance Ship Notice number.



If the **DUNS+4** or the **Assigned by Buyer or Buyer's Agent** is sent on the Order, you must return the same number on the Advance Ship Notice. (N104 when N103 = 9 or 92)



**Party Identification** and **Geographic Location** information is required for items with **country of origin** associated to them and/or items needing to meet FSMA 204 track and trace requirements. This may be sent at either the pack or item level.

## DOCUMENT FUNCTION

Send an Invoice to KeHE to request payment for goods and services.

## BUSINESS REQUIREMENTS



Send one Invoice per Shipment. Each Invoice can only include one Purchase Order.

- Example 1. If a single order is sent in one shipment, one invoice is needed.
- Example 2. If an order is split into two shipments, two invoices are needed.
- Example 3. If a shipment contains two orders, two invoices are needed.



Only standard Invoices are accepted. Credits must be handled outside of EDI.

## IMPORTANT TO NOTE

- Three iterations of the Party Identification loop (N1) are required:
  - Ship From
  - Ship To
  - Vendor Addresses
  - \*Buying Party address must also be sent for all **BTST Orders**
- Your DUNS+4/DUNS Number with Four Character Suffix or your Assigned by Buyer or Buyer's Agent code must be sent:
  - When sending a Bill-to-Party (N101=BT)
  - For Bulk/Stand Alone POs when sending Ship To information (N101=ST). This will be the KeHE Ship To DC ID.
  - For Dropship (BTST) POs when Buying Party (Purchaser) is sent (N101=BY). This will be the KeHE Buying DC.
- See [KeHE Distributors - DC addresses](#) (under Supplier Resources) with EDI Location Identification Codes for the complete list of KeHE ID codes and addresses used for the Bill To, Ship To, and Buying DC.
- If discounts are applied to an item, you must send one Allowance per item (SAC loop).
- KeHE only accepts one allowance/charge code (SAC02) for each of the following categories:
  - Spoilage/Defective Allowance
  - Freight/Pickup Allowance
  - The Connect BI Allowance
  - Miscellaneous (One Charge and/or one Allowance)
  - *For a full list of codes/descriptions that fall into these categories, see [page 4](#) in this document.*

## DOCUMENT FUNCTION

The Credit/Debit Adjustment document will be used as a credit request. This will act as the electronic version of the KeHE Invoice Adjustment process and will provide clear resolution of any discrepancies identified in the UDR or Invoice Reconciliation process.

## BUSINESS REQUIREMENTS



An **Off Invoice (Deduction from Original Invoice)** (BCD03) will be received when KeHE is sending a credit request. The original Invoice will be short-paid accordingly.

## IMPORTANT TO NOTE

- If the **Amount** (BCD04) is a negative value, this reflects the total deduction amount from the original Invoice.
- Either header-level **Allowances/Charges** (SAC segment) or **Credit/Debit Adjustment Detail** (CDD loop) will be sent.
  - Allowance/Charge Information:
    - The **Amount** (SAC05) may be sent as a positive or negative value. A positive value reflects an increase to the amount paid and a negative value reflects a decrease to the amount paid.
  - Credit/Debit Adjustment Detail information:
    - When Credit/Debit Adjustment Detail information is sent, it will include **one of the following Adjustment Reasoning Codes** (CDD01):
      - Pricing Error (O1), Item Not Accepted – Damaged (O4), Quantity Contested/Quantity Short (O6), Adjustment/Off Invoice (CS), Unsalable Merchandise/Short Dated (GG).
    - The **Amount** (CDD04) is the total amount requested for the item. It may be sent as a positive or negative value reflecting a decrease to the amount paid.
      - When an **Adjustment** (CDD01 = CS) is sent, the amount may be \$0. Additional details will be included in Charges/Allowances (SAC loop).
    - One of **Amount** (CDD04) or **Quantity** (CDD07/O8) and **Price** (CDD10/11) must be sent.
- *For a full list of codes/descriptions that fall into these categories, see [page 4](#) in this document.*
- KeHE may send **Notes** (N903) associated with this request.
- The **Date** (DTM02) could include the Date Delivered/Receipt Date (DTM01 = 035) or the Date of Expiration/Shelf Life (DTM01 = 036)