

KeHE Supplier Technology Guide

Effective December 20, 2024

This **KeHE Supplier Technology Guide** provides information, resources, and requirements related to the use of KeHE's Supplier-facing systems, platforms, and technology. KeHE may update this document at any time with a minimum of thirty (30) days' notice to Suppliers.

I. KeHE's Supplier Portal

KeHE will provide Supplier access to KeHE's internet website for Suppliers ("**Supplier Portal**"), currently the **KEHECONNECT**[®] portal, and Supplier expressly agrees to the Terms of Use and Privacy Policy found therein.

The Supplier Portal is accessible at: <https://connectsupplier.kehe.com/>

KeHE's recommended browser for accessing the Supplier Portal is Google Chrome for best experience.

The Supplier Portal has been designed for human interaction. Usage of automatic scraping tools or 'bots' to extract data or automate data entry is expressly forbidden without written consent by KeHE.

II. Electronic Data Interchange (EDI)

KeHE has partnered with our third-party service provider, SPS Commerce, Inc. ("**SPS**"), to launch the KeHE's Electronic Data Interchange (EDI) Program. All Suppliers are expected to comply with this important initiative.



For EDI implementation, and/or VAN changes, or other EDI questions, please contact SPS directly:
community@spscommerce.com

SPS can help all Suppliers begin exchanging the required order-related documents via EDI. Through this program, all Suppliers will have access to electronic purchase orders, invoices, and other important EDI transactions, reducing the errors in critical information like purchase order pricing and quantity, shipment timing, and other invoice details.

Methods

There are three (3) methods available for Suppliers to transmit EDI documents. KeHE supports all three:

- 1) Direct
- 2) VAN
- 3) SPS Fulfillment Solution

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Pricing Structure

KeHE and SPS have negotiated a unique pricing structure to best serve the needs of Suppliers. Costs include an initial set up fee plus a predictable, flat monthly service charge based on annual order volume. Please reach out to SPS directly for pricing.

Required Documents

KeHE is set up to exchange seven (7) core EDI documents with Suppliers:

1. EDI 850 - Purchase Order Request (Outbound to Suppliers)

KeHE initiates a purchase order ("PO") using an "EDI 850" PO Request document. This includes key information such as distribution center, buyer, the ship-to location, pick up location, product being ordered, quantities, payment terms, and allowances.

2. EDI 860 - Purchase Order Change/Replace (Outbound to Suppliers)

KeHE will initiate a purchase order change/replace ("PO Change or Replace") using an "EDI 860" document. This document will include details about any change to a PO. KeHE does not support price changes via EDI; any price changes need to be managed outside of EDI, and any retailers require 90 day notice for price change. A PO Change can only occur before the invoice is received.

3. EDI 855 - Purchase Order Acknowledgements (Inbound from Suppliers)

A Supplier must respond to KeHE's PO request with an "EDI 855" acknowledgement document within 48 hours. This confirms the supplier's intent to fulfill the PO. Additional EDI 855 documents may be sent if the ability to fill the PO as written changes again. A final EDI 855 RTS acknowledgement document must be sent by any supplier where KeHE will be picking up the product.

- If the PO cannot be filled as written, the following allowable exception codes can be returned to indicate the difference. Changes to pricing are not allowed.
- The final EDI 855 contains the "Ready To Ship" (RTS) indication acknowledging the order is filled and is ready for pick up on the date returned in the acknowledgement.
- Once a "Ready To Ship" (RTS) indication is given, KeHE will use the pickup date provided to schedule transportation to collect the order from the supplier.
- Only one "Ready to Ship" indication is allowed. Any other EDI 855 acknowledgements with a "Ready to Ship" (RTS) indication will be ignored by KeHE.

NOTE: If your Products are shipped via KeHE Pick Up (as defined in **KeHE's Supplier Policies and Procedures**, but often known as "Collect" Suppliers), you are required to send a final EDI 855 "Ready to Ship" (RTS)

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acknowledgment to indicate a shipment is ready at a certain date for pickup and a report of quantity being shipped.

4. EDI 856 – Advanced Shipping Notification (Inbound from Suppliers)

For each Shipment, a Supplier will be required to provide an “**EDI 856**” document. This will provide details of the physical shipment ahead of receipt and collect the data to fulfill the FDA FSMA 204 Traceability requirements.

5. GSI/UCC128 Label (Inbound from Suppliers)

KeHE is asking all Suppliers to adopt a “**GSI-128**” label for all shipments. The GSI-128 label contains information about a product, including Global Trade Item Number (GTIN), serial numbers, batch or lot numbers, expiration dates, quantities, origin/destination of the package, carrier and shipping method.

6. EDI 810 - Purchase Order Invoicing (Inbound from Suppliers)

To receive payment for a PO, an “**EDI 810**” invoice document must be issued. The EDI 810 must be sent only after EDI 855 PO acknowledgement. The EDI 810 must contain the PO number billed, line items shipped on the EDI 855, the distribution center, the payment terms and any other related allowances.

Note: Once an EDI 810 invoice is sent to KeHE, the Supplier cannot send another EDI 855 PO acknowledgement.

7. EDI 812 – Credit Memo (Outbound to Suppliers)

KeHE will provide an “**EDI 812**” document to notify Suppliers when there is a short pay due to a shortage in shipment. The document will provide details and the reason for a short pay (i.e. quantity or price issue).