

# Supplier Hub Overview

This diagram provides a simplified overview of the steps vendors must take to complete their profile in the Kroger Supplier Hub.



For more information regarding the Kroger Supplier Hub, including step-by-step reference guides for completing your vendor profile, visit [TheKrogerCo.com](http://TheKrogerCo.com) and navigate to **Vendors & Suppliers > Supplier Hub**.

## 1 Tell Us About Your Company

- Company Profile
- Dun & Bradstreet Info
- Categorization

Provide some general information regarding your organization

## 2 Sign Legal Documents

- Legal Terms & Conditions

Electronically sign and upload required legal documentation

## 3 Provide Diversity Information

- Diversity Information

Indicate whether your organization is diverse-owned

## 4 Provide Contact Information

- Organization Contacts

Provide the contacts for the people in your organization who work with Kroger

## 5 Tell Us Where to Send Payment

- Create a Remit-to Address

Provide the remittance address where Kroger should send payment

## 6 Tell Us About Your Facilities

- Facility Profile
- Facility Categorization
- Facility Contacts
- Facility Compliance
- Facility Products
- Complete Facility

Provide information for each facility from which you supply Kroger, including categorization and compliance information

## 7 Review & Submit Your Profile

- Review and Submit

Once everything has been answered and uploaded, submit your company profile for Kroger review

## Maintain Your Data

If anything changes regarding your company or its products and services, log back into the Supplier Hub to update your information