



This guide provides instruction on how to complete the **Diversity Information** section of the Supplier Hub vendor on-boarding process.

Kroger considers an organization to be diverse if it is **at least 51% owned and controlled/operated** by a U.S. Citizen and one of the following categories or ethnicities: Women, Minority (Asian-Indian, Asian-Pacific, Black, Hispanic, Native American), Lesbian, Gay, Bisexual, Transgender (LGBT), Service-Disabled Veteran (DVBE), or Veteran-Owned (VBE).

Complete the Diversity Information Section

Access the Diversity Information Screen

To access the **Diversity** screen, click **Diversity** in the left navigation **(A)**. The **Diversity** screen displays.

Enter your Diversity Information

Complete the **Diversity Information** questions:

1. Answer the question, **Are you a diverse business?** **(B)**
 If you select “No,” you are finished with this section. Click **Save (C)** to save your answer then click **Next (D)** to advance to the **Contacts** section.
 If you select “Yes,” additional questions display. **Continue to Step 2.**
2. Select your organization’s diversity status **(E)**.
 Check as many boxes as apply.
3. Select the ethnicity of the majority owner **(F)**.
4. Select the gender of the majority owner **(G)**.
5. Answer the question, **Does your organization have a diversity program?** **(H)**
6. Answer the question, **Is your company able to provide second tier information?** **(I)**
7. Answer the question, **Does your organization have a diversity certification?** **(J)**
 If you select “Yes,” you must upload your certification document. [Click here](#) to go to the section on how to **Upload and Manage Your Diversity Certifications**.

Once all questions have been answered and documents have been uploaded, click **Save (C)** to save the page then click **Next (D)** to advance to the **Contacts** section.

The screenshot shows the 'Diversity Information' form for Granthartley Foods. The form includes a left navigation menu with 'Diversity' highlighted (A). The main form area contains several sections: 'Status' with a dropdown for 'Are you a diverse business?' (B), a table for selecting diversity status (E), a radio button section for 'Select the ethnicity of the majority owner' (F), a radio button section for 'Select the gender of the majority owner' (G), and three dropdown menus for 'Does your organization have a Diversity Program?' (H), 'Is your company able to provide second tier information?' (I), and 'Does your organization have a Diversity Certification?' (J). At the bottom, there is an 'Add Attachment' section with a table of attachments and 'Save (C)' and 'Next (D)' buttons.


Category	Expiry Date	Comments	Last Update By	Last Update Date	Status	Update	View Document	Delete
NGLCC, National Gay and Lesbian Chamber of Commerce	27-Jul-2018		JOHN@GRANTHARTL...	11-Jan-2018	Pending		Granthartley_Diversity	




Upload and Manage Your Diversity Certifications

To upload your diversity certification:

1. Click **Add Attachment (K)**.
The **Attachments** dialog displays **(L)**.
2. Select the **Category** that pertains to the diversity certification you are uploading **(M)**.
3. Enter the **Expiration Date (N)**.
4. Enter any desired **Comments (O)**.
5. Click **Browse (P)**. Locate and select the file.
6. Click **Apply (Q)**. The file displays in the **Attachments** table.

To modify an attachment, click the **Update**  icon **(R)**.
The Attachments dialog displays and the **Category**, **Expiration Date**, **Comments**, and **File** may be modified.

To delete an attachment, click the **Delete**  icon **(S)**.
A confirmation will display. Click **Yes** to confirm the deletion.

Note: Once Kroger has approved a document, it cannot be modified or deleted. Instead, you will need you upload a new document.

Once all questions have been answered and documents have been uploaded, click **Save (T)** to save the page then click **Next (U)** to advance to the **Contacts** section.

The screenshot shows the 'Attachments' dialog box overlaid on a form. The dialog has fields for Category (set to 'NGLCC, National Gay and Lesbian Chamber of Commerce'), Expiration Date (28-Dec-2018), and Comments. A file path is shown in the File field, and a 'Browse...' button is next to it. 'Apply' and 'Cancel' buttons are at the bottom of the dialog. In the background, the 'Attachments' table is visible with columns for Category, Expiry Date, Comments, Last Update By, Last Update Date, Status, Update, View Document, and Delete. The 'Update' column contains a pencil icon, and the 'Delete' column contains a trash icon. At the bottom of the page, 'Save' and 'Next' buttons are visible.

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