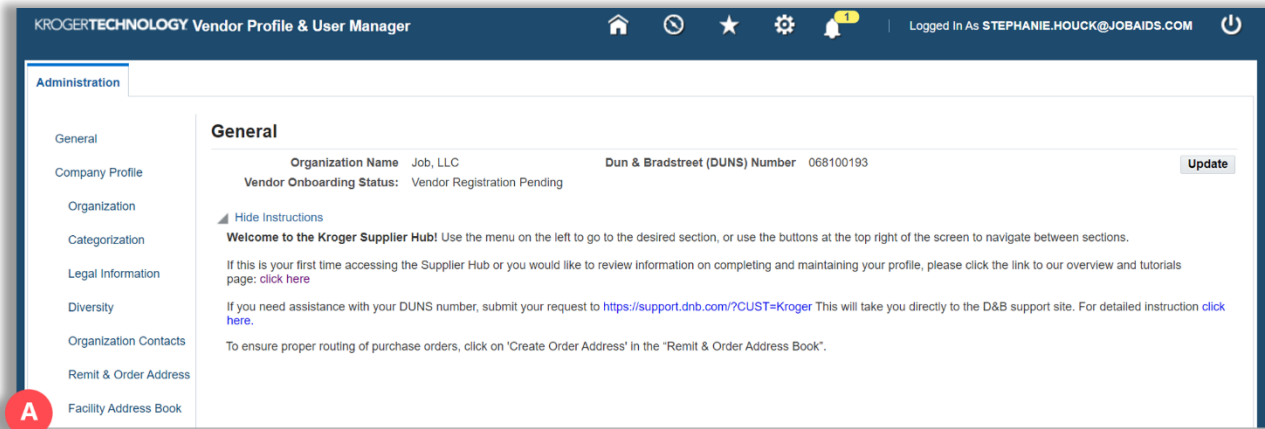
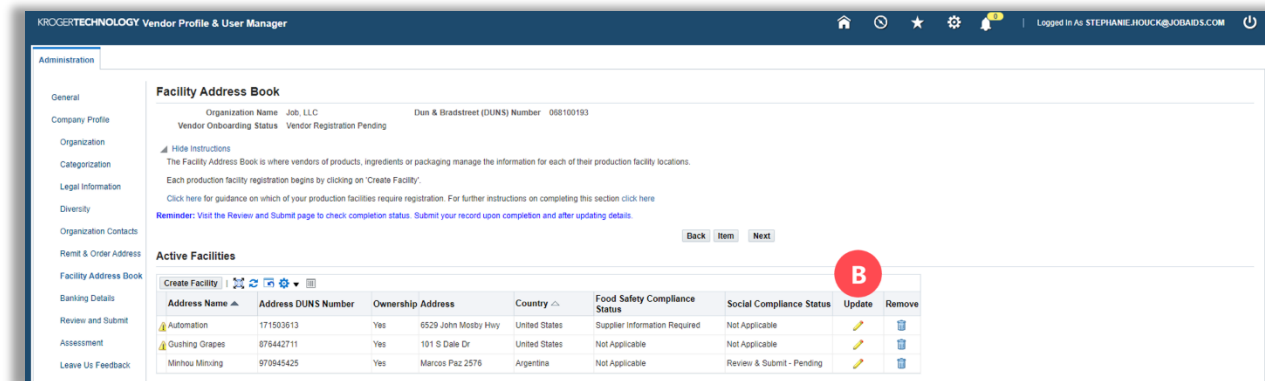


Update a Facility Profile

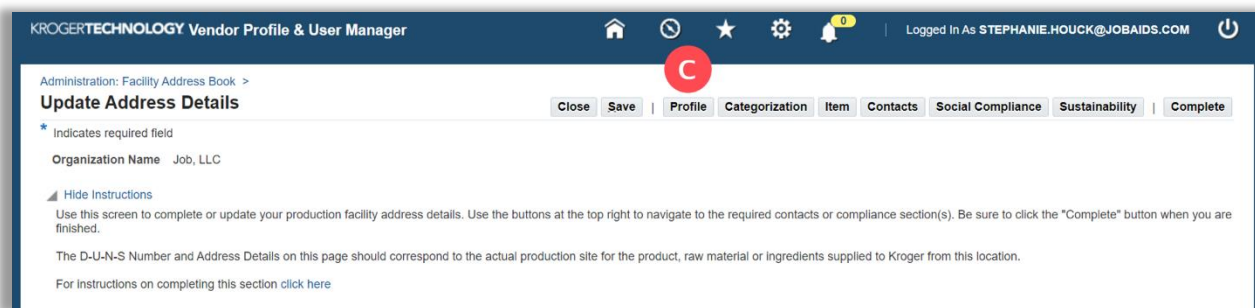
1. Login to **supplier.kroger.com**
2. Click **Facility Address Book (A)**.



3. Click the **pencil (B)** to update the desired facility.



4. Click **Profile (C)**.



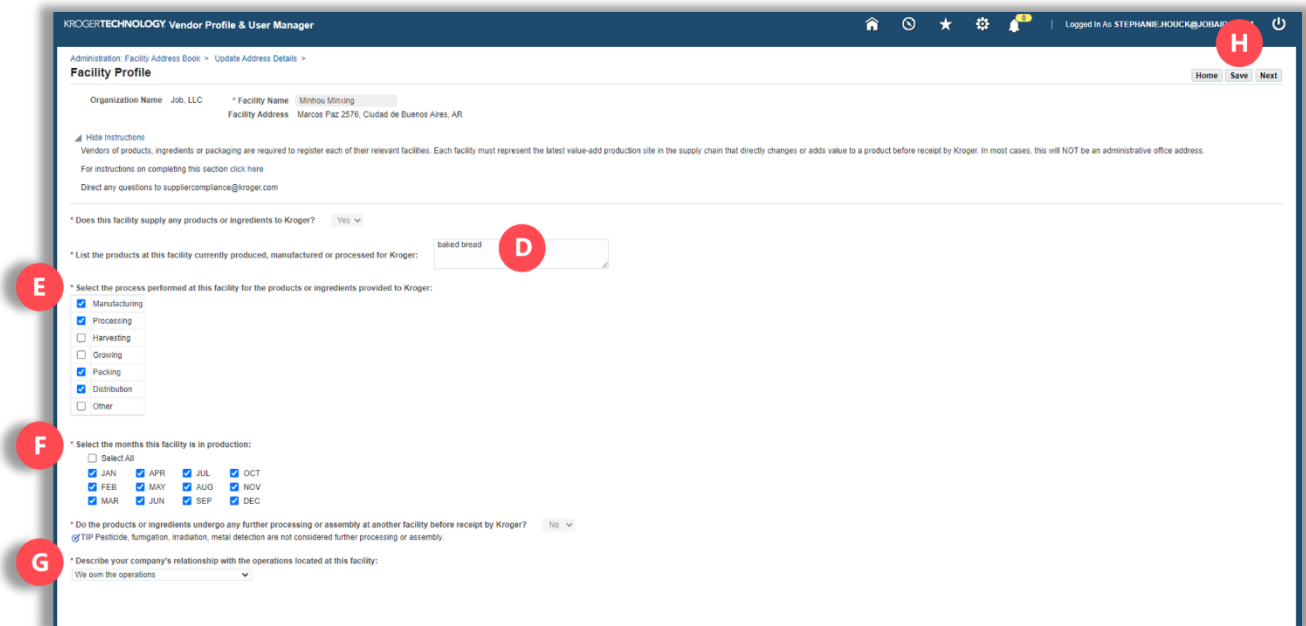
You can only update certain fields on the facility profile.

- If you want to remove the facility, click the **trash can** on the Facility Address Book screen.
- If you need to create a **new** facility, see this job aid: https://www.thekrogerco.com/wp-content/uploads/2022/03/Create-a-Facility_Supplier-Hub_Job-Aid.pdf

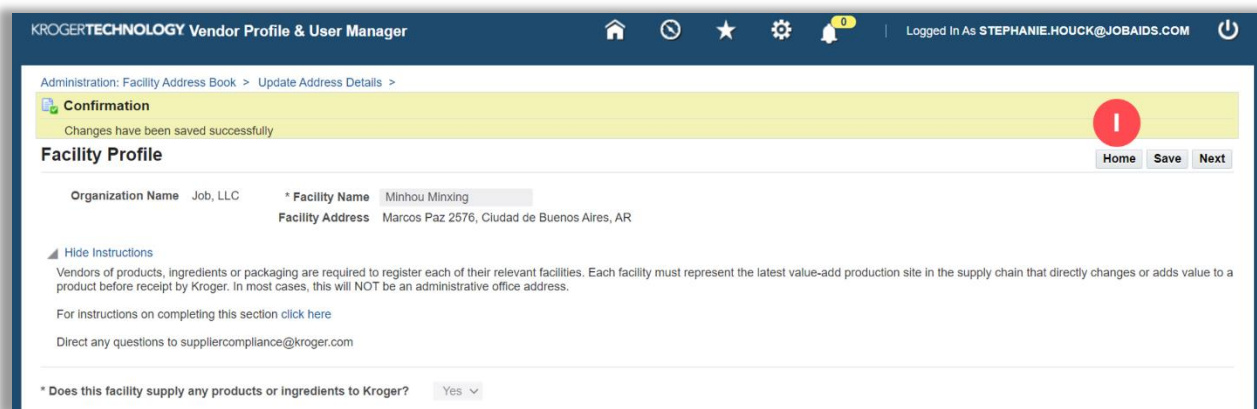
5. Update the **products at this facility currently produced, manufactured, or processed for Kroger (D)**.
6. Update the **process(es) performed at this facility for the products or ingredients provided to Kroger (E)**.
7. Update the **months this facility is in production (F)**.
8. Update your **company's relationship with the operations located at this facility (G)**.

! If you do not own the facility, then the Contacts, Food Safety Compliance, Social Compliance, and Sustainability screens will only be visible to the SUPPLIER/FACILITY contact.

9. Click **Save (H)**.



10. Click **Home (I)**.



11. Click **Close (J)**.

