



This guide provides instruction on how to complete the **Profile Questionnaire** within the Facility Profile portion of the Supplier Hub vendor on-boarding process.

Create a Facility Address: Profile Questionnaire

To complete the facility **Profile Questionnaire**:

1. Enter a **Facility Name (A)**. Choose a name, up to 15 characters. E.g. "Spokane Mill 2", "TX Mfg Plant".

2. Answer the question, **Does this facility supply any products or ingredients to Kroger? (B)**

If you select "No" — if this facility does **not** supply products to Kroger — this facility does not need to be entered in the Supplier Hub. You will be returned to the **Address Book** screen.

If you select "Yes," additional questions display.

Continue to Step 3.

3. List the products this facility currently produces, manufactures, or processes for Kroger. Type the products into the text field **(C)**.

4. Select the processes performed at this facility for the products or ingredients provided to Kroger **(D)**. *Select all that apply.*

If this facility's processes do not include **Manufacturing, Processing, Harvesting, Growing, or Packing**, a message displays that this facility is not required in the Supplier Hub. Click **OK** to close the message.

Change your selected processes, if applicable, or click **Cancel (E)** to return to the **Address Book**.

Note: For details on which facilities Kroger requires you to enter in the Supplier Hub, [click here](#) to view the **Address Book Help Page** and open the **Address Book** reference guide.

If your selections include **Other**, a text field displays. Please specify the processes performed at the facility.

If your selections include **Manufacturing, Processing, Harvesting, Growing, or Packing**, additional questions display. **Continue to Step 5.**

5. Select the months the facility produces product for Kroger **(F)**. *Select all that apply.* You may check individual months to indicate seasonality or check **Select All** to check all months.

This section is continued on the next page.

The screenshot shows the 'Facility Profile' form. At the top right are 'Cancel', 'Save', and 'Next' buttons. A red box labeled 'E' highlights the 'Cancel' button. A red box labeled 'A' highlights the '* Facility Name' field, which contains 'Brad Foods 5'. A red box labeled 'B' highlights the question 'Does this facility supply any products or ingredients to Kroger?' with a 'Yes' dropdown. A red box labeled 'C' highlights the text input field for listing products, containing 'peanut butter'. A red box labeled 'D' highlights a list of process options: Manufacturing (checked), Processing (checked), Harvesting, Growing, Packing, Distribution, and Other. A red box labeled 'F' highlights the month selection section, where JUL, AUG, SEP, and OCT are checked. At the bottom, there are two additional questions: 'Do the products or ingredients undergo any further processing or assembly at another facility before receipt by Kroger?' (with a 'No' dropdown) and 'Describe your company's relationship with the operations located at this facility:' (with a dropdown menu showing 'We own the operations').



Create a Facility Address: Profile Questionnaire (continued)

This section is continued from the previous page.

6. Answer the question, **Do the products or ingredients undergo any further processing or assembly at another facility before receipt by Kroger? (G)**

If the answer is “Yes,” a warning displays: Kroger does not require information on this facility. Click **Yes** to confirm. The system returns you to the **Address Book**.

Note: For details on which facilities Kroger requires you to enter in the Supplier Hub, [click here](#) to view the **Address Book Help Page** and open the **Address Book** reference guide.

If the answer is “No,” another question displays. **Continue to Step 7.**

7. Describe your company’s relationship with the operations located at this facility **(H)**.

If your answer is “We are an agent, broker, or other intermediary and have no ownership interest in the operations,” you will need to provide contact information for this facility in a later step.

If the answer is “Other,” a text box displays. Provide details on your company’s relationship with the operations located at this facility.

8. Click **Save (I)**. A message displays confirming your answers have been saved.
9. Click **Next (J)** to advance to the facility **Categorization Questionnaire** screen.

Administration: Address Book >

Facility Profile

Organization Name Bradley Foods Inc * Facility Name Brad Foods 5

Hide Instructions
 Vendors of products, ingredients or packaging are required to register each of their relevant facilities.
 For instructions on completing this section [click here](#)

* Does this facility supply any products or ingredients to Kroger? Yes

* List the products at this facility currently produced, manufactured or processed for Kroger: peanut butter

* Select the process performed at this facility for the products or ingredients provided to Kroger:

- Manufacturing
- Processing
- Harvesting
- Growing
- Packing
- Distribution
- Other

* Select the months this facility produces product for Kroger:

Select All

<input type="checkbox"/> JAN	<input type="checkbox"/> APR	<input checked="" type="checkbox"/> JUL	<input checked="" type="checkbox"/> OCT
<input type="checkbox"/> FEB	<input checked="" type="checkbox"/> MAY	<input checked="" type="checkbox"/> AUG	<input type="checkbox"/> NOV
<input type="checkbox"/> MAR	<input checked="" type="checkbox"/> JUN	<input checked="" type="checkbox"/> SEP	<input type="checkbox"/> DEC

G Do the products or ingredients undergo any further processing or assembly at another facility before receipt by Kroger? No

H Describe your company’s relationship with the operations located at this facility: We own the operations

Cancel Save Next

I J