Supplier Integrity: Supplier Hub Training Vendor: Create Addresses



For more, <u>click here</u> to visit the Supplier Hub Help, and open the **Supplier Hub Overview**



This guide provides instruction on how to complete the Address Details within the Create a Facility Address portion of the Supplier Hub vendor on-boarding process.

Create Address Details Screen



- Enter the DUNS Number for the address then click Verify DUNS Number (A). On the Confirm DUNS screen, click Apply.
 - Note: If you do not know your DUNS Number, click the link below Verify DUNS Number to search for it (B). For more information on finding your DUNS Number, <u>click here</u> to open the Create/Update Address Details Help Page then open the DUNS Search reference guide.
- Confirm the Address Name (C), as entered on the Profile Questionnaire. Once you click Save on this screen, the Address Name can no longer be modified.
- Review the DUNS information (D). If the information is incorrect, contact the Kroger Supplier Engagement Group:
 - e-mail: <u>SupplierCompliance@Kroger.com</u>
 - phone (US): 844-277-6165 (select option 2)
 - phone (outside US): +011 513-387-1140 (select option 2)
- If this facility is located outside the United States, the Import Questions section displays (E). Indicate who owns the product at the time of entry into the United States and the responsible party for import duty fees for shipments from the facility.
- If you indicated in the Profile Questionnaire that you do not own or have a controlling interest in this facility, the Supplier Information section displays (F). Enter the information for your contact at this facility.
- Once all information is entered and correct, click Save (G). The information is saved and the Update Address screen displays.

For more information on the **Update Address** screen, <u>click here</u> to open the **Create/Update Address Details Help Page** then open the **Update Address** reference guide.

Create Address Details	Close Save
* Indicates required field	(G)
Organization Name Bradley Foods Inc	
Show Instructions	
A DUNS Number 062591273	Verify DUNS Number
	Click here to locate your DUNS Number
* Address Name	Brad Foods 5
Country	United States
Address Line 1	1661 MALLORY LN
Address Line 2	
City/Town/Locality	BRENTWOOD
County	WILLIAMSON
State/Region	TN
Province	Enter 2 letter state code for US
Postal Code	370277931
Facility Address	
Facility Compliance Status	
Food Safety Compliance Status Social Compliance Status	
Import Questions	
* For food products produced at this facility, who owns the product at the time of entry into the United States? Kroger has agreed in writing to purchase it	
and ingredient action food, game mark food create provide a solution action of the solution of	
* Who is the responsible party for import duty fees for shipments from this facility? Kroger V	
Facility Compliance Status	
Food Safety Compliance Status Not Applicable Social Compliance Status Compliant	
Supplier Information (F)	Dier Contact First Name Jim
Eacility Owned Supplier Name CANTURNATIONAL * Supplier	plier Contact Last Name Fairbanks
Facility Owned Supplier Name SMITH INTERNATIONAL Supplier Facility Owned Supplier DUNS 123456789	Supplier Contact Email jim@yellow.co.au