



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

To complete the process of creating a new facility:

1. 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, [click here](#) to open the **Create/Update Address Details Help Page** then open the **DUNS Search** reference guide.*
2. 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.
3. Review the DUNS information (D). If the information is incorrect, contact the **Kroger Supplier Engagement Group**:
 - e-mail: SupplierCompliance@Kroger.com
 - phone (US): 844-277-6165 (select option 2)
 - phone (outside US): +011 513-387-1140 (select option 2)
4. 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.
5. 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.
6. 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, [click here](#) to open the **Create/Update Address Details Help Page** then open the **Update Address** reference guide.*