



This guide provides details on the **Update Address Details** screen in the Kroger Supplier Hub.

Update Address Details Screen

To access the **Update Address Details** screen:

1. Click **Address Book** in the left navigation (A). The **Address Book** displays.
2. Click **Update** (B) for the desired address. The **Update Address Details** screen displays.

The **Update Address** screen displays general information about the facility. Links to facility details, such as contacts and compliance information, are displayed along the top of the screen.

See the [Detailed Facility Information](#) section of this guide for details.

The top section below the navigation displays the facility **DUNS Number** and address information (C).

Note: If the DUNS 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)

The **Facility Compliance Status** section (D) displays the compliance statuses for **Food Safety** and **Social Compliance**. If a status indicates “Supplier Information Required,” that section must be completed.

The **Additional Information** section (E) displays the facility **Trade Style Name**, **Phone Number**, and **Phone No ISD Code**.

Other information displayed on this page varies based on whether the facility is owned by the vendor or located outside the United States. For details on these, [click here](#) to open the **Create/Update Address Details Help Page** then open the **Create Address** job aid.

Continue to the next page of this guide.

Address Book

Organization Name 3 Meat Burger Dun & Bradstreet (DUNS) Number 014888848
 Vendor Onboarding Status Vendor Registration in Progress

Organization > Show Instructions

Address Name	Address DUNS Number	Ownership	Address	Country	Food Safety Compliance Status	Social Compliance Status	Purpose	Update	Remove
3MB 01	014888848	Yes	7863 BEECHMO... AVE	United States	Review & Submit - Pending	Not Applicable	Facility		
3MB 02	835509589	Yes	3745 CLEVELAND AVE	United States	Supplier Information Required	Not Applicable	Facility		

Administration: Address Book >

Update Address Details Close Save Profile Categorization Item Contacts Food Safety Compliance Social Compliance Sustainability Complete

* Indicates required field

Organization Name 3 Meat Burger > Show Instructions

D-U-N-S Number 014888848

Address Name 3MB 01
 Country United States
 Address Line 1 7863 BEECHMONT AVE
 Address Line 2
 City/Town/Locality CINCINNATI
 County HAMILTON
 State/Region OH
 Province OH
 Postal Code 452554240

Facility Address

Facility Compliance Status

Food Safety Compliance Status Review & Submit - Pending Social Compliance Status Review & Submit - Pending

Additional Information

Trade Style Name Phone Number 5135096563
 Phone No ISD Code 1



Detailed Facility Information

From the **Update Address Details** screen, you can navigate to various pages regarding facility information and compliance:

- **Profile Questionnaire** and **Categorization Questionnaire (F)**, which are first completed when an address is created
- Facility **Items (G)**
- Facility **Contacts (H)**
- Facility compliance, including **Food Safety, Social Compliance, and Sustainability (I)**

Note: The buttons display only if a section applies to this facility.

Once all the contacts and compliance screens are complete, click **Complete (J)** to go to the facility completion screen.

Click the links below for more on how to complete each section:

- [Profile](#)
- [Categorization](#)
- [Contacts](#)
- [Food Safety Compliance](#)
- [Social Compliance](#)
- [Sustainability](#)

Note: Information on the **Item** and **Complete** sections are stored on the **Update Address Details Help** screen. [Click here](#) to access it.

Click **Save (K)** to save any changes to this screen.

Click **Close (L)** to return to the **Address Book**.

Administration: Address Book >

Update Address Details

* Indicates required field

Organization Name 3 Meat Burger

► Show Instructions

D-U-N-S Number 014888848

Address Name 3MB 01
Country United States
Address Line 1 7863 BEECHMONT AVE
Address Line 2
City/Town/Locality CINCINNATI
County HAMILTON
State/Region OH
Province OH
Postal Code 452554240

Facility Address

Facility Compliance Status

Food Safety Compliance Status Review & Submit - Pending Social Compliance Status Review & Submit - Pending

Additional Information

Trade Style Name Phone Number 5135096563
Phone No ISD Code 1