



This guide provides instruction on how to complete the **Facility Social Compliance** screen in the Kroger Supplier Hub vendor on-boarding process.

Facility Social Compliance Screen Overview

Access the Social Compliance Screen

To access the **Social Compliance** screen:

1. Click **Address Book** in the left navigation (A). The **Address Book** displays.
2. Click **Update** (B) for the desired facility. The **Update Address Details** screen displays.
3. Click **Social Compliance** (C). The **Facility Social Compliance** screen displays (D).

Social Compliance Overview

The top of the **Social Compliance** screen displays your organization name, this facility's name (E), and this facility's social compliance status (F).

If the **Compliance Status** is "Supplier Information Required," you must complete this screen for this facility.

Audit Status

In the **Audit Status** section (G), specify the **Facility Type**: "Factory," "Farm," "Packing House," or "Processing Mill."

The **Audit Status** section also displays your **MID** (Manufacturing ID), **Audit Status**, **CAP** (corrective action plan) **Status**, and **CAP Expiration Date**. These fields will update once Kroger has reviewed this facility.

Continue to the next page of this guide.

Address Book

Vendors of products, ingredients or packaging are required to register each of their relevant facilities by clicking on 'Create Facility'. To ensure payments are sent to the proper address, click on 'Create Remit to'.

Organization Name: Granthartley Foods Dun & Bradstreet (DUNS) Number: 987654321

Vendor Onboarding Status: Vendor Registration Pending

Buttons: Create Facility, Create Remit To, Review and Submit

Address Name	Address DUNS Number	Ownership	Address	Country	Food Safety Compliance Status	Social Compliance Status	Update	Remove
Grhy PB 1	079612145	Yes	7 TIMES SQ	United States	Supplier Information Required	Not Applicable		

Buttons: Address Book (A), Draft Addresses

Administration: Address Book >

Update Address Details Close Save Profile Categorization Contacts Food Safety Compliance **Social Compliance** (C) Sustainability Validate and

* Indicates required field

Organization Name: Granthartley Foods

Administration: Address Book > Update Address Details >

Social Compliance (D) Home Save Next

Organization Name: Granthartley Foods Facility Name: Grhy PB 1 (E)

Show Instructions

Social Compliance Status

Compliance Status: Supplier Information Required (F) Future Review Date

Audit Status (G)

MID Facility Type: [dropdown]

Audit Status CAP Status CAP Expiration Date

Add/View Attachments

Select	Audit	Description
Yes	Does this facility have a C-TPAT audit report? If yes, attach	Customs-Trade Partnership Against Terrorism



Upload and Manage Social Compliance Attachments

Answer the questions in the **Attachments** section (H):

- Does this facility have a C-TPAT audit report?
- Does this facility have a Social Compliance audit report?

If the answer is “Yes,” to either question, you must upload the appropriate documentation.

To upload a social compliance or C-TPAT document:

1. Click **Add Attachment (I)**.
The **Attachments** dialog displays (J).
2. Select the **Category (K)**.
3. Select the **Type (L)**.
The options vary depending on the **Category**.
4. Enter the **Issue Date (M)**.
5. Enter any desired **Comments (N)**.
6. Click **Browse** then locate and select the **File (O)**.
7. Click **Apply (P)**. The file is uploaded and displays in the table.

To modify an attachment, click the **Update** icon (Q).
The Attachments dialog displays and the **Category**, **Expiration Date**, **Comments**, and **File** may be modified.

To delete an attachment, click the **Delete** icon (R).
A confirmation will display. Click **Yes** to confirm the deletion.

Note: Once Kroger has approved a document, it cannot be modified or deleted. Instead, you will need you upload a new document.

Administration: Address Book > Update Address Details >

Social Compliance Home Save Next

Organization Name: Granthartley Foods Facility Name: Grhy PB 1

Show Instructions

Social Compliance Status

Compliance Status Supplier Information Required Future Rev

Audit Status

MID Facility Type

Audit Status CAP Status CAP EX

Add/View Attachments

Select Audit (H) Description

Yes	Does this facility have a C-TPAT audit report? If yes, attach.	Customs-Trade Part
Yes	Does this facility have a Social Compliance audit report? If yes, attach.	Social compliance audit report performed in the past 12 months such as SMETA, SA8000, ICTI, BSCI, LI & Fung, Kroger SGS or Kroger UL

Add Attachment (I)

Attachments (J)

Category Social Compliance (K)

Type BSCI (L)

Issue Date 31-Aug-2017 (M)

Comments (N)

File tley_SocialAudit2017.pdf Browse... (O)

Cancel Apply (P)

Category	Type	Issue Date	Expiration Date	Comments	Last Update By	Last Update Date	Status	Update (Q)	View Document	Delete (R)
C-TPAT	SGS	09-Oct-2017	09-Oct-2018		JOHN@GRANTH...	23-Jan-2018	Pending		Granthartley_CTPAT20...	
Social Compliance	Kroger SGS	07-Jul-2017	07-Jul-2019		JOHN@GRANTH...	23-Jan-2018	Pending		Granthartley_SocialAu...	

Once all questions have been answered and documents have been uploaded, click **Save (S)** to save the page then click **Next (T)** to advance to the **Contacts** section.

Note: The facility will not be deemed “Compliant” until Kroger has reviewed and approved your compliance documentation.