



This guide provides details on how to complete a facility in the Kroger Supplier Hub.

Once all contact and compliance information has been entered for a facility, you must indicate that facility is complete.

Complete a Facility

To indicate a facility is complete:

1. Click **Address Book** in the left navigation (A). The **Address Book** displays.
2. Click **Update** (B) next to the desired facility. The **Update Address Details** screen displays.
3. Click **Complete** (C).

If all facility information is complete, a confirmation displays (D). The facility is now marked complete. Click **Close** (E) to return to the **Address Book**. Once a facility is complete, the yellow warning icon no longer displays next to the **Address Name** (F).

If any information is incomplete, the **Incomplete Sections** screen displays (G).

- The **Section Name** column (H) displays the name of the incomplete page.
- The **Error Message** column (I) describes why the page is incomplete.

Click **Home** (J) to return to the **Update Address Details** screen, then navigate to and complete the incomplete pages.

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 AVF	United States	Supplier Information Required	Not Applicable	Facility		

Confirmation
 This facility is complete. Click Close to return to the Address Book and complete additional facilities, if applicable.

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

Incomplete Sections

Section Name	Error Message
Sustainability	Required questions not answered
Contacts	Contact information is missing.