

## Supplier Hub: Vendor Instruction - Contracts

If providing any cost of goods products, the following steps are required for prospects and vendors who have had business awarded:

1. Sign the appropriate contract(s)
  - Kroger will document your specific business award through an Addendum to this Contract
2. Secure Kroger agreement & signature
3. Upload the appropriate executed contract in the Attachments section on the Legal Terms & Conditions page of the Supplier Hub
4. Upload the requisite Insurance certificate and other required documents as directed on the Legal Terms & Conditions page of the Supplier Hub

The following table details the standard agreements available to select, along with a general description of each and sample transactions.

Contract Document	Description	Example(s)	Kroger Contact
Capital and Expense Supply Agreement	Physical products, and non-recurring expense items generally ordered via the Company's "Arriba" system.	Slicers, ovens, bascarters, refrigeration equipment, baskets, stantions	Enterprise Sourcing Category Contact
Standard Vendor Agreement (SVA)	Recurring expense items delivered to stores via Kroger warehousing system (Peyton).	Sanitation products, t-shirt bags, brooms & mops, gloves, etc.	Enterprise Sourcing Category Contact
Master Services Agreement	Professional services rendered.	Armored car, security guards, consultants, delivery services, etc. Does NOT include maintenance or technology.	Enterprise Sourcing Category Contact
Maintenance Services Agreement	Store and facility maintenance and related services rendered.	Plumbing, electrical repair, snow removal, landscaping, etc.	Corporate Maintenance Department
Construction Agreement	General contractor services rendered	New store construction & store remodel.	Corporate Facilities Engineering Department
[TBD - Document name]	Technology goods and services rendered	hardware agreement, application agreement, programming, etc.	Enterprise Sourcing Category Manager
Transportation & Logistics Agreement	Dedicated transportation carrying goods from warehouse to stores, inbound		Corporate Logistics Department

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<b>Contract Document</b>	<b>Description</b>	<b>Example(s)</b>	<b>Kroger Contact</b>
[TBD - Document name]	Real Estate purchases and leases.		Corporate Real Estate Department
[TBD - Document name]	Dedicated transportation carrying goods from warehouse to stores, inbound		Enterprise Sourcing Category Contact

If you are in doubt as to what document to select, please contact the Kroger Associate with whom you are working.