

Supplier Integrity: Supplier Hub Training

Prospect Vendor: Registration Guide



This job aid describes the exceptions for prospect vendors when completing their Supplier Hub pre-registration.

Prospects are vendors with whom Kroger does not currently do business. Prospects can pre-register some of their organization information in the Supplier Hub on the possibility that Kroger will do business with them in the future.

Overview of this Guide

The prospect vendor experience in the Kroger Supplier Hub is slightly different than the standard vendor experience. The purpose of this guide is to highlight the differences between the two experiences.

This guide serves as an accompaniment to the Supplier Hub help documentation.

Prospect vendors should refer to the help documentation provided through the links on each page in the Supplier Hub.

For a link to all Supplier Hub help documentation, [click here](#).

Note: Many of the help documents at the above link do not apply to prospect vendors until after they are awarded business with Kroger. Refer to the next column for a list of the content that does not apply to prospect vendors.

The following sections on the Supplier Hub Help page apply only to vendors who do business with Kroger. Prospects are not required or able to complete these sections of their Supplier Hub profile until after they are awarded business.

- Address Book
- Facility Profile Questionnaire
- Facility Categorization Questionnaire
- Create/Update Address Details
- Facility Contacts
- Facility Food Safety Compliance
- Facility Social Compliance
- Facility Sustainability

If Kroger elects to do business with a prospect, the prospect is expected to return to the Supplier Hub to complete this information.

Note: The **Kroger Supplier Engagement Group** is unable to provide assistance to prospect vendors. Prospects should refer to the help documentation to complete and submit their registration.

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Continue to the next page of this document.*



Organization Screen

On the **Organization** screen, in the **Tax Information** section, there is an additional question for prospects:

- **Have you been a Kroger vendor in the last 5 years? (A)**

The **Primary Contact at Kroger** section, and all the fields contained therein, are **not required** for prospects (B).

Tax Information

TIP The EIN number is issued in the following format 01-2345678. This unique nine digit number is used by the Internal Revenue Service (IRS) to identify a business operating in the United States.

Have you been a Kroger vendor in last 5 years? No **(A)**

Do you have an Employer Identification Number (EIN)? Yes

Employer Identification Number (EIN)

Enter without "-". Do not use a Social Security Number as the EIN. Kroger will not treat an EIN as confidential information.

Primary Contact at Kroger (B)

First Name Last Name

Please provide the name and email address of your main contact at Kroger.

Email Address

D&B Search Screen

On the **D&B Search** screen, after clicking the **Show more results** checkbox, there is no link for prospect vendors to receive further assistance from Kroger on obtaining their DUNS Number.

For help obtaining their DUNS Number, prospects can contact **Dun & Bradstreet** directly at Update.dnb.com.

Note: D&B offers many paid services, but the DUNS Number service is free of charge. It may take several business days for D&B to provide a DUNS Number.

Show more results

DUNS Number	Company Name	Address	City	State or Province	Country	T
041031845	GEORGE FARMS	338 RD 20	CODY	WY	US	3

Show more results

DUNS Number	Company Name	Address	City	State or Province	Country	Tele
No results found.						



Categorization Screen

On the **Categorization** screen, for prospect vendors, the questionnaire ends following the series of questions on equipment and services. **(C)**

Dairy - Other Frozen - Vegetables/Fruits Chews Sushi-M Store

Others(Please specify)

* Does your organization provide any products for resale that are non-food? No

TIP Non-food items are products such as jewelry, apparel, HBC, housewares, paper products, floral, etc. Secondary/Tertiary Packaging provided to Kroger Manufacturing Plants that does not come in contact with food (corrugated boxes, shrink wrap, labels, pallets, etc.) is also considered non-food.

* Do any ingredients or products that you sell to or produce for Kroger contain palm oil or palm oil derivatives? No

* Are you a Local Vendor? No

TIP U.S. vendors of locally made, shelf ready products to be sold only at Kroger stores within the vendor's area.

* Does your organization provide any products (not for resale), equipment or services in connection with construction, maintenance, or day-to-day operations of Kroger? No

Legal Terms and Conditions Screen

On the **Legal Terms and Conditions** page, prospect vendors are **not required** to provide a **certificate of insurance (COI)**. However, prospect vendors **are required** to accept the necessary legal terms, provide a W8 or W9, and abide by all Kroger policies. As a reminder, the **Legal Terms and Conditions** screen is to be completed by an authorized person who has the authority to bind your organization to Kroger's terms and conditions.

Organization Contacts Screen

On the **Organization Contacts** screen, the contact information provided on the **Prospect Vendor Pre-Registration** will be listed on this page as the organization's **Main contact (D)**. Prospects may add additional contacts as appropriate.

Active Contacts

Create | [Icons]

First Name	Last Name	Email Address	Phone Number	User Account	Update	Delete
Jacob	George	jacobg@georgefarms.com	307-555-1234	<input checked="" type="checkbox"/>		



Address Book Screen

On the **Address Book** screen, prospect vendors cannot create remit-to or production facility addresses, and those buttons will not display above the table (E).

Note: If the prospect vendor already supplies Kroger through an intermediary, there may be some automatically-created facilities listed in the **Address Book** (F).

Address Name ▲	Address DUNS Number	Ownership	Address	Country ▲	Food Safety
⚠ 3MB George	041031845	Yes	338 RD 20	United States	Supplier Info

Review and Submit Screen

On the **Review and Submit** screen, the **Facility Address** and **Remit to Address** statuses indicate that prospect vendors are **not required** to submit this information (G).

Once the prospect vendor clicks **Submit Profile** (H), their **Vendor Onboarding Status** is “Prospect Registration Complete.”

Section	Status	Link
Organization	Complete	Click here For redirecting to the page
Categorization	Complete	Click here For redirecting to the page
Legal Information	Complete	Click here For redirecting to the page
Diversity	Complete	Click here For redirecting to the page
Organization Contact	Complete	Click here For redirecting to the page
Facility Address	Not Required	Click here For redirecting to the page
Remit to address	Not Required	Click here For redirecting to the page

Submit Profile