



This guide provides instructions on completing the **Organization** screen in the Kroger Supplier Hub.

## Update Organization Information

To update your company's organization information:

1. Click **Organization (A)** in the left navigation. The **Organization** screen displays.

2. Enter your **DUNS Number** then click **Verify DUNS Number (B)**. On the **Confirm DUNS** screen, click **Apply**.

**Note:** If you do not know your DUNS Number, click the link below the **Verify DUNS Number** button to search for it **(C)**.

For more information on finding your DUNS Number, [click here](#) to open the **Organization Screen Help Page** then open the **DUNS Search** reference guide.

3. Specify your organization's **Legal Structure (D)**. Select one of the following from the drop-down:

- Individual/Sole Proprietor
- Limited Liability Company
- Other Organization
- Partnership
- Private Corporation
- Public Corporation
- Single Member LLC
- State Owned Enterprise
- Trust/Estate

4. The **Supplier Hub Vendor Item Portal Key (E)** is automatically generated from the organization DUNS Number.

**Note:** You will need to enter this number in the Kroger Vendor Item Portal (VIP) for any new items you setup.

[Click here](#) for more information.

**This section continued on the next page.**

The screenshot shows the 'Administration' section of the Supplier Hub. The 'Organization' tab is selected in the left navigation (callout A). The main content area shows the 'Organization' form. The 'Dun & Bradstreet (DUNS) Number' field contains '014888848' and has a 'Verify DUNS Number' button (callout B). Below it is a 'Legal Structure' dropdown menu set to 'Individual/Sole Proprietor' (callout D). The 'Supplier Hub Vendor Item Portal Key' field contains '014888848' (callout E). A link 'Click here to locate your DUNS Number' is visible (callout C). Below the Organization section is the 'Tax Information' section, which includes a checkbox for 'TIP' and a field for 'Employer Identification Number (EIN)' with the value '123456789'. The 'D&B Information' section displays details for the DUNS number, including 'Street Address' (7863 BEECHMONT AVE), 'Town Name' (CINCINNATI), 'Country Name' (United States), 'Postal Code' (452554240), 'Primary SIC Code' (5812), 'Phone Number' (5135556563), 'Fax Number', 'Trade Style Name', 'Head Quarter Business Name' (Eating place), 'Primary SIC Code Description', 'Phone NO. ISD Code' (1), 'Fax No Int. Dialing Code', and 'Head Quarters DUNS Number'. The 'Primary Contact at Kroger' section has fields for 'First Name' (Barney), 'Last Name' (Kroger), and 'Email Address' (barney.kroger@kroger.com).



Update Organization Information (continued)

- Indicate whether you have an **EIN (Employer Identification Number) (F)**. If you do, enter it in the **EIN field (G)**.

**Note:** If you do not have an EIN number, you must reach out to the IRS to obtain one. **Do NOT enter a Social Security Number in this field.**

- Enter the **First Name, Last Name, and Email Address** of your primary Kroger contact **(H)**.

**Note:** This is the Kroger Associate you most frequently work with; your main contact at Kroger.

- Click **Save (I)** to save your changes.
- Click **Next (J)** to continue to the **Organization Categorization** or click **Categorization** in the left navigation **(K)**.

**D&B Information**

Some of the information in the **D&B Information** section is automatically populated from the Dun & Bradstreet database **(L)**. This information is routinely updated from D&B.

If the information displayed is incorrect, please reach out to Dun & Bradstreet to update it.

**Note:** It may take several business days for updated information from D&B to display in the Kroger Supplier Hub.

The screenshot shows the 'Organization' form in the Supplier Hub. The left navigation menu includes: Administration, General, Company Profile, Organization, Categorization (K), Legal Information, Diversity, Contacts Header, Address Book, Review and Submit, and Assessment. The main form area is titled 'Organization' and includes sections for Organization, Overview, Tax Information, and D&B Information. The 'Organization' section contains fields for Organization Name (3 Meat Burger), Vendor Onboarding Status (Vendor Registration Pending), Dun & Bradstreet (DUNS) Number (01488848), Legal Structure (Individual/Sole Proprietor), and Supplier Hub Vendor Item Portal Key (01488848). The 'Tax Information' section includes a checkbox for 'TIP' and a note about the EIN format. The 'D&B Information' section displays a table of data: DUNS Number (01488848), Street Address (7863 BEECHMONT AVE), Town Name (CINCINNATI), State/Province (Ohio), Postal Code (452554240), Country Name (United States), Primary SIC Code (5812), Primary SIC Code Description (Eating place), Phone Number (5135556563), Phone NO. ISD Code (1), Fax Number, Fax No Int. Dialing Code, Trade Style Name, and Head Quarters DUNS Number. The 'Primary Contact at Kroger' section includes fields for First Name (Barney), Last Name (Kroger), and Email Address (barney.kroger@kroger.com). Annotations include: (F) for the EIN field, (G) for the EIN value, (L) for the D&B information table, (H) for the primary contact fields, (I) for the Save button, (J) for the Next button, and (K) for the Categorization link in the navigation menu.