

# Supplier Integrity: Supplier Hub Training

## DUNS Number Search



This guide provides instruction on how to locate your DUNS Number through a D&B Search.

### Search for Your DUNS Number

If you do not know your DUNS Number, click the link below the **Verify DUNS Info** button (A). The **D&B Search** screen displays.

- Enter your company information in the search fields (B). Enter as much information as you can.
  - If you are entering an address in the United States or Canada, enter the two-letter state or province code in the **State/Province** field.
  - Keep in mind the name of the organization or facility may be slightly different in the Dun & Bradstreet database. For example, "ABC Co." may be listed in the D&B database as "A.B.C. Company." If your organization is not listed in the search results, try searching variations of your organization name and address to find a match.
- Click **Search** (C). The results display in the table below.
- Select the radio button next to your address (D).

**Note:** If your address is not displayed, be sure you have entered the information correctly. If your organization goes by another name, try entering it in the **Company Name** field.

Also try checking the box next to **Show more results**. Additional addresses may display in a second table.

If there is still no match, even after attempting variations of your company name and address, click the link above the checkbox (E). The **DUNS Number Request** form displays. [Click here](#) to go to the **DUNS Number Request** section of this guide.

- Click **Confirm** (F). The **Confirm DUNS** screen displays.
- Confirm the address displayed is correct then click **Apply** (G). The system displays the screen from which you started the DUNS Search. The DUNS Number for the facility you selected displays in the **DUNS Number** field (H).
- Click **Save** to apply the DUNS Number to your address.

DUNS Number Verify DUNS Number
Click here to locate your DUNS Number

Administration > **D&B Search**

\* Indicates Mandatory Fields  
The purpose of this page is to identify the exact DUNS Number corresponding to the address information

**D&B Search**

* Company Name	Bradley Foods	Address	544 E Main St
* Country	United States	* City	Bozeman
* State/Province	MT	Telephone Number	
Postal Code	59715		

Search

DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/N
<input checked="" type="radio"/> 014375100	BRADLEY FOODS INC	544 E MAIN ST	BOZEMAN	MT	US	4065550130	59715	Y
<input type="radio"/> 047206757	BRADY ERNST	205 N 8TH AVE	BOZEMAN	MT	US	4065551010	59715	Y
<input type="radio"/> 052036501	BRADLEY PROPERTIES LLC	1711 W COLLEGE ST	BOZEMAN	MT	US	4065551234	59715	Y
<input type="radio"/> 007738261	KASER BRADLEY CMT	612 E MAIN ST STE B	BOZEMAN	MT	US	4065559876	59715	Y

If you do not see your Organization listed above, click here for assistance

Show more results

DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/N
<input type="radio"/> 078835688	A PO Z PERSONELL	1824 N LAST CHANCE GULCH FL 2	HELENA	MT	US	4065550123	59601	N

Cancel Confirm

**Confirm DUNS**

See below for information corresponding to selected DUNS #: 014375100

DUNS Number	Company Name	Address	City	State or Province	Country
014375100	Bradley Foods Inc	544 E MAIN ST	BOZEMAN	MT	United States

Cancel Apply



Submit a DUNS Number Request

If you are unable to find your organization or facility address through the DUNS Search, you may submit a **DUNS Number Request** to Kroger.

Complete the form on the screen to submit the request to Kroger **(A)**. Provide as much information as possible. Kroger will use this information to locate your DUNS Number, so it is important that all information entered is accurate and complete. Note that all fields marked with an asterisk are required.

Once all information has been entered, click **Submit Request (B)**.

The Kroger Supplier Engagement Group will work with Dun & Bradstreet (D&B) to have a DUNS Number issued. **Please note this process can take up to 30 days.** During this time, D&B may reach out to you for more information or clarification.

If a DUNS Number is issued, D&B will provide it to you directly. Return to the Supplier Hub and enter the DUNS Number on the **Organization** or **Facility** page.

If D&B informs you that a DUNS Number **cannot** be issued, reach out to your **Kroger Primary Contact**.

DUNS Number Request

\* Indicates Mandatory Fields

Once you submit this form, Kroger will work to try to locate an existing DUNS Number for your organization or facility. If not found, Kroger will work with Dun & Bradstreet (D&B) to get a DUNS Number. This process can take up to 30 days. Once your DUNS Number has been issued, you will be notified and provided the number so you can complete your Supplier Hub profile. Once created, it may take up to 5 days for the DUNS Number to be fully activated.

To avoid delays in this process, ensure the information provided is complete and accurate. If there are additional names your company may be listed as, please include them in the Additional Information field.

Note: D&B does not charge businesses for a DUNS Number.

The screenshot shows a web form titled "DUNS Number Request". A red rectangular box highlights the input fields for: Contact First Name, Contact's Phone Number, Company Phone Number, DBA, Address Line2, State Province, Country, Contact Last Name, Email Address, Company Name, Address, City, Postal Code, Officer Name, and SIC Code(s). A red circle with the letter "A" is positioned to the right of the form fields. In the top right corner of the form area, there are "Cancel" and "Submit Request" buttons, with the "Submit Request" button also circled in red and labeled with a "B".

If you have any additional questions, contact the **Kroger Supplier Engagement Group**:

- e-mail: [SupplierCompliance@Kroger.com](mailto:SupplierCompliance@Kroger.com)
- phone (US): 844-277-6165 (select option 2)
- phone (outside US): +011 513-387-1140 (select option 2)

Dun & Bradstreet Updates

In order to stay up-to-date, Kroger will routinely receive updated organization and production facility information from Dun & Bradstreet. Some fields in the Supplier Hub will automatically update to reflect new information, specifically the **D&B Information** section on the **Organization** page and the address information on the production facilities' **Update Address Details** page.

If you find outdated information in the Supplier Hub, reach out to D&B to ensure their information is up to date. Allow up to 10 business days for the Supplier Hub to reflect the updated information.