Supplier Integrity: Supplier Hub Training
Vendor: Address Book

This guide provides instruction on how to manage addresses in the **Address Book** section of the Supplier Hub vendor on-boarding process.

To ensure Kroger sends payment to the correct address, provide your organization's remittance address by clicking **Create Remit To**.
Vendors that provide Kroger with products, ingredients, or packaging must register each facility by clicking **Create Facility**.

What Addresses Am I Required to Enter in the Supplier Hub?

Registration in the Kroger Supplier Hub is only required for production facilities that provide the **latest value-add** process.

- Processes at a supplier facility, such as manufacturing, processing, assembly, harvesting, and growing directly change or **add value** to the product or ingredient.
  - Processes such as distribution, fumigation, irradiation, and metal detection **do not** directly change or add value to a product and, therefore, **do not** require registration in the Kroger Supplier Hub.
- The facility in Kroger's supply chain that directly changes or adds value to a product before receipt by Kroger may require registration of the supplier facility address.
- If there is more than one value-add facility in the Kroger supply chain, **only the latest value-add facility requires registration.**

This table shows a typical supply chain involving five different production facilities in the order in which they handle a product. In the example scenario below, only **Address D** requires registration in the Kroger Supplier Hub.

Facility	Process(es)	Value Add?	Latest Value Add?
Address A	Growing, Harvesting	✓	
Address B	Distribution		
Address C	Testing, Inspection		
Address D	Processing, Packaging	✓	✓
Address E	Metal detection, Shipping		

Although **Address A** also adds value to the product, **Address D** provides the **latest value-add** processes in the supply chain. Therefore, Address D is the only address in this example required to be entered in the Supplier Hub.

Continue to the next page of this guide for directions on how to add addresses in the Supplier Hub.

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Continue to the next page of this document.

Manage Addresses in the Address Book

Access the Address Book

To access the **Address Book** screen,
click **Address Book** in the left navigation **(A)**.

Create a New Address

Note: Vendors who provide food or non-food products to Kroger __must__ add the production facilities from which they supply products to Kroger.

> *Vendors of food and non-food products will be unable to submit their profile for review until they have added production facilities.*

To create a new facility address, click **Create Facility (B)**. The **Profile Questionnaire** screen displays.

Note: Click the link in the instructions at the top of the screen for help on completing the questionnaire.

To create a remittance address, click **Create Remit To (C)**. The **Create Address** screen displays.

Note: Click the link in the instructions at the top of the screen for help on creating the remit-to address.

Note: Each vendor may only enter one remit-to address in the Supplier Hub.

Manage Facility Addresses

A yellow warning icon **(D)** displayed next to the **Address Name** indicates there is information or documentation missing for this address.

To update an address, click the **Update** icon **(E)**. The **Update Address** screen displays.

*Note: For details on updating a facility address, [click here](#) to open the **Create/Update Address Help Page**.*

To manage items by facility, click the **Item** button **(F)**. The **GTIN/KLN Facility List** screen displays.

Remove an Address

To remove an address, click the **Remove** 🗑 icon **(G)**. A warning displays. Click **Yes** to confirm the removal.

*Note: If the address is already associated with a DUNS Number, removing the address requires Kroger approval. During this time, your Address Book will show "Incomplete" on the **Review and Submit** screen.*

Draft Addresses

If you have saved a facility address during the creation process, but have not completed all the necessary screens, the partially-completed address will be listed in the **Draft Addresses** table **(H)**.

To update a draft address, click the **Update** 🖉 icon **(I)**. The **Profile Questionnaire** screen displays.

To remove a draft address, click the **Remove** 🗑 icon **(J)**. A confirmation displays. Click **Yes** to confirm the deletion.

Next Steps

Kroger requires information for **every facility** from which your organization provides products and/or services to Kroger. For facilities that provide products, only the facility that provides the **latest value-add** process for that product is required. Refer to the definitions on the previous page regarding **value-add facilities**.

Repeat the steps in this guide until all required production facilities have been added to the **Address Book**.

Once all production facilities have been entered, if all other sections of your company profile are complete, click **Review and Submit (K)** to go to the **Review and Submit** screen.