



This guide provides instruction on how to complete the **Address Details** within the **Create a Facility Address** portion of the Supplier Hub vendor on-boarding process.

## Create Address Details Screen

To complete the process of creating a new facility:

1. Enter the **DUNS Number** for the address then click **Verify DUNS Number (A)**. On the **Confirm DUNS** screen, click **Apply**.

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

For more information on finding your DUNS Number, [click here](#) to open the **Create/Update Address Details Help Page** then open the **DUNS Search** reference guide.

2. Confirm the **Address Name (C)**, as entered on the **Profile Questionnaire**. Once you click **Save** on this screen, the **Address Name** can no longer be modified.

3. Review the DUNS information **(D)**. 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.

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

The screenshot shows the 'Create Address Details' form. At the top right are 'Close' and 'Save' buttons. Below is a legend: '\* Indicates required field'. The 'Organization Name' is 'SG BAKERIES PTY LIMITED'. There is a 'Show Instructions' link. The form fields are: 'DUNS Number' (654162825) with a 'Verify DUNS Number' button (circled in red with 'A'); a link 'Click here to locate your DUNS Number' (circled in red with 'B'); '\* Address Name' (SG Bakeries Ch1) circled in red with 'C'; and a dropdown menu for 'DUNS Information' circled in red with 'D'. Below these are fields for Country (China), Address Line 1 (No.338, Yunhe West Road, Yangzhou), Address Line 2, City/Town/Locality (Yangzhou), County (-), State/Region (Jiangsu), Province (with a note 'Enter 2 letter state code for US'), and Postal Code (225003). A 'Facility Address' checkbox is checked. At the bottom, there is a 'Facility Compliance Status' section with 'Food Safety Compliance Status' and 'Social Compliance Status'.



Create Address Details Screen

- If this facility is located outside the United States, the **Import Questions** section displays **(E)**. Indicate who owns the product at the time of entry into the United States, the responsible party for import duty fees for shipments from the facility, and whether your company has a US presence.

Foreign suppliers can be the U.S. agent or U.S. representative for product they supply if they have any branches, divisions, regional headquarters, or other operations in the U.S.

- If you indicated in the **Profile Questionnaire** that you do not own or have a controlling interest in this facility, the **Supplier Information** section displays **(F)**. Enter the information for your contact at this facility.

- Once all information is entered and correct, click **Save (G)**. The information is saved and the **Update Address** screen displays.

For more information on the **Update Address** screen, [click here](#) to open the **Create/Update Address Details Help Page** then open the **Update Address** reference guide.

### Create Address Details

Close **Save (G)**

\* Indicates required field

Organization Name SG BAKERIES PTY LIMITED

[Show Instructions](#)

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DUNS Number 654162825  [Click here to locate your DUNS Number](#)

\* Address Name SG Bakeries Ch1  
Country China  
Address Line 1 No.338, Yunhe West Road, Yangzhou  
Address Line 2  
City/Town/Locality Yangzhou  
County -  
State/Region Jiangsu  
Enter 2 letter state code for US  
Province  
Postal Code 225003

Facility Address

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#### Facility Compliance Status

Food Safety Compliance Status

Social Compliance Status

#### Import Questions **(E)**

\* For food products produced at this facility, who owns the product at the time of entry into the United States?  Food products are all consumable items including, but not limited to, dietary supplements/vitamins, pet/animal food, grocery items, raw materials/ingredients. Food contact materials include food chemicals and food contact packaging that is supplied to Kroger Manufacturing Plants. You may be required to provide GFSI certification.

\* Who is the responsible party for import duty fees for shipments from this facility?

\* Does your company have a presence in the United States?

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#### Facility Compliance Status

Food Safety Compliance Status Not Applicable

Social Compliance Status Compliant

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#### Supplier Information **(F)**

Facility Owned Supplier Name SMITH INTERNATIONAL	* Supplier Contact First Name Jim
Facility Owned Supplier DUNS 123456789	* Supplier Contact Last Name Fairbanks
	* Supplier Contact Phone Number 00 61 2 5555 1234
	* Supplier Contact Email jimf@yellow.co.au