



This guide provides instruction on how to complete the **Facility Sustainability** screen in the Kroger Supplier Hub vendor on-boarding process.

## Facility Sustainability Screen Overview

### Access the Sustainability Screen

To access the **Sustainability** screen:

1. Click **Address Book** in the left navigation (A). The **Address Book** displays.
2. Click **Update** (B) for the desired facility. The **Update Address Details** screen displays.
3. Click **Sustainability** (C). The **Facility Sustainability** screen displays (D).

### Sustainability Questionnaire

If the facility **does not** provide seafood to Kroger, only one question displays on the screen. If the facility **does** provide seafood, four questions display.

1. Answer the question, **Do you track the environmental impacts of your facility (e.g. water/energy usage, waste generation)?** (E)  
If this facility does not process seafood, this is the only question that displays. Click **Save** (F).  
If this facility does process seafood, **continue to Step 2.**
2. Answer the question, **Does your company have a Seafood Sustainability Program?** (G)
3. Answer the question, **Does this facility have any facility-level sustainability certifications pertaining to seafood?** (H)
4. Answer the question, **Does this facility process any seafood that is certified to a seafood sustainability standard?** (I)
5. Once all questions are answered, click **Save** (F).

General

Address Book

Organization Name 3 Meat Burger Dun & Bradstreet (DUNS) Number 014888848

Company Profile Vendor Onboarding Status Vendor Registration Pending

Organization Show Instructions

Categorization Header Item Review Profile

Legal Information Create Facility Create Remit To

Address Name	Address DUNS Number	Ownership	Address	Country	Food Safety Compliance Status	Social Compliance Status	Purpose	Update	Remove
3MB 01	014888848	Yes	7863 BEECHMONT AVE	United States	Supplier Information Required	Not Applicable	Facility	[Update]	[Remove]

Contacts Header Address Book (A) Draft Facilities

Administration: Address Book >

Update Address Details Close Save Profile Categorization Item Contacts Food Safety Compliance Sustainability (C)

\* Indicates required field

Organization Name 3 Meat Burger

Administration: Address Book > Update Address Details >

Sustainability (D) Home Save (F)

Organization Name 3 Meat Burger Facility Name 3MB 01

Show Instructions

\* Do you track the environmental impacts of your facility? (e.g. water/energy usage, waste generation): Yes (E)

\* Does your company have a Seafood Sustainability Program? Yes (G)

\* Does this facility have any facility-level sustainability certifications pertaining to seafood? Yes (H)

\* Does this facility process any seafood that is certified to a seafood sustainability standard? Yes (I)

TIP Attach any relevant sustainability documentation in the attachment section below.

Category	Type	Title	Description	Issue Date	View Document
Alaska Responsible Fisheries Management	Alaska Responsible Fisheries Management - RFM	3MB RFM	3MB RFM	06-Aug-2018	3MB_RFMAug2018.pdf



## Upload Sustainability Documents

To upload your sustainability documents:

1. Click **Add Attachment (J)**.  
The **Attachments** dialog displays **(K)**.
2. Select the **Category (L)**.
3. Select the **Type (M)**.
4. Enter the **Title (N)**.  
The options vary depending on the **Category**.
5. Enter the **Description (O)**.
6. Enter the **Issue Date (P)**.
7. Click **Browse** then locate and select the **File (Q)**.
8. Click **Apply (R)**. The file is uploaded and displays in the table.

**Note:** Once a document has been updated to the sustainability page, it cannot be modified or deleted. Instead, you will need you upload a new document.

Once all questions have been answered and documents have been uploaded, click **Save (S)** to save the page then click **Home (T)** to return to the **Update Address** screen.

Administration: Address Book > Update Address Details >

### Sustainability

Organization Name 3 Meat Burger Facility Name 3MB 01

[Home \(T\)](#) [Save \(S\)](#)

[Show Instructions](#)

\* Do you track the environmental impacts of your facility? (e.g. water/energy usage, waste generation): Yes ▾

\* Does your company have a Seafood Sustainability Program? Yes ▾

\* Does this facility have any facility-level sustainability certifications pertaining to seafood? Yes ▾

\* Does this facility process any seafood that is certified to a seafood sustainability standard? Yes ▾

TIP Attach any relevant sustainability documentation in the attachment section below.

**Add Attachment (J)**

Category	Type	Title	Description	Issue Date	View Document
Alaska Responsible Fisheries Management	Alaska Responsible Fisheries Management - RFM	3MB RFM	3MB RFM	06-Aug-2018	3MB_RFM_Aug2018.pdf

### Attachments (K)

**(L)** Category Alaska Responsible Fisheries Management ▾

**(M)** Type Alaska Responsible Fisheries Management - RFM ▾

**(N)** \* Title 3MB RFM

**(O)** \* Description 3MB RFM

**(P)** Issue Date 06-Aug-2018

**(Q)** File  3MB\_RFM\_Aug2018.pdf