



This guide provides details on how to review and submit your organization profile in the Kroger Supplier Hub.

Submit Your Organization Profile

Once all organization and production facility information has been entered, you must submit your organization profile for Kroger review and approval.

Click **Review and Submit** in the left navigation (A). The **Review and Submit** screen displays.

Note: You can also access the screen by clicking the **Review Profile** button on the **Address Book** screen (B).

A confirmation displays. Click **Yes** to continue to the **Review and Submit** screen.

The **Review and Submit** page lists each section of your company profile (C) and its completion status (D).

If any section has a **Status** of "Incomplete," click the **Link** in the column (E) to go directly to that section.

Note: If the **Facility Address** section has a **Status** of "Incomplete," make sure you have added your production facilities to the **Address Book** section of the Supplier Hub.

For more information, [click here](#) to access the **Address Book** help page, then open the **Address Book** help document.

Vendors who provide food or non-food products to Kroger must add the production facilities from which they supply products to Kroger to the **Address Book**.

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

Once all sections have a status of "Complete," your company profile is ready to submit.

Click the **Review and Submit** button (F) to submit your organization profile to Kroger.

Address Book

Organization Name 3 Meat Burger Dun & Bradstreet (DUNS) Number 014888848
 Vendor Onboarding Status Vendor Registration in Progress

▶ Show Instructions

Item **Review Profile**

Address Name ▲	Address DUNS Number	Ownership	Address	Country ▲	Food Safety Compliance Status	Social Compliance Status	Purpose	Update	Remove
3MB 01	014888848	Yes	7863 BEECHMO... AVE	United States	Review & Submit - Pending	Not Applicable	Facility		
3MB 02	835509589	Yes	3745 CLEVELAND AV/F	United States	Review & Submit - Pending	Not Applicable	Facility		

Review and Submit (A)

Review and Submit

Organization Name 3 Meat Burger Duns Number 014888848
 Vendor Onboarding Status Vendor Registration in Progress

▶ Show Instructions

Section (C)	Status (D)	Link (E)	
Organization	Complete	Click here	For redirecting to the page
Categorization	Complete	Click here	For redirecting to the page
Legal Information	Complete	Click here	For redirecting to the page
Diversity	Complete	Click here	For redirecting to the page
Organization Contact	Complete	Click here	For redirecting to the page
Facility Address	Complete	Click here	For redirecting to the page
Remit to address	Complete	Click here	For redirecting to the page

Submit Profile (F)