



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 **Facility 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 **Facility Address Book** section of the Supplier Hub.

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

Buttons: Back, Item, **Review Profile** (B)

| Address Name   | Address DUNS Number | Ownership | Address             | Country       | Food Safety Compliance Status | Social Compliance Status | Update   | Remove  |
|----------------|---------------------|-----------|---------------------|---------------|-------------------------------|--------------------------|----------|---------|
| 3MB Chevot     | 151343030           | Yes       | 4035 Harrison Ave   | United States | Supplier Information Required | Not Applicable           | [Pencil] | [Trash] |
| 3MB Cincinnati | 014888848           | Yes       | 7863 BEECHMO... AVE | United States | Review & Submit - Pending     | Not Applicable           | [Pencil] | [Trash] |

Buttons: **Review and Submit** (A), Draft Facilities

**Review and Submit**

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

Vendor Onboarding Status: Vendor Registration in Progress

Buttons: [Refresh], [Refresh], [Refresh], [Refresh], [List Icon]

| Section              | Status   | Link                                   |
|----------------------|----------|----------------------------------------|
| 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 |
| Remit to address     | Complete | Click here For redirecting to the page |
| Facility Address     | Complete | Click here For redirecting to the page |
| Order From           | Complete | Click here For redirecting to the page |

Buttons: **Submit Profile** (F)