

## Supplier Integrity: Supplier Hub Training

### Vendor: Legal Terms and Conditions

## Vendor Step **2** Sign Legal Documents

For more, [click here](#) to visit the Supplier Hub Help, and open the **Supplier Hub Overview**



This guide provides instruction on how to complete the **Legal Terms and Conditions** section of the Supplier Hub vendor on-boarding process.

The **Legal Terms and Conditions** screen displays several legal documents that must be agreed to before submitting your company profile. Some must be “signed” digitally on the page. Some must be uploaded in the **Attachments** section.

**Before signing the agreements**, print or download the documents to review with your legal department. ([Click here](#) to go to the **Print Legal Documents** section of this guide.) Once the legal department has reviewed them, confirm with them that you are authorized to sign them on behalf of the organization.

**If you are NOT authorized to sign an agreement**, you can add the appropriate person to your organization's Supplier Hub profile on the **Organization Contacts** screen. That individual should then access the Supplier Hub and digitally sign the necessary documents. (For details on adding **Organization Contacts**, [click here](#) to access the **Supplier Hub Help Page** then access the **Organization Contacts** help document.)

### Access the Legal Terms and Conditions Screen

To access the **Legal Terms and Conditions** screen, click **Legal Information** in the left navigation **(A)**.

The **Legal Terms and Conditions** screen displays.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes: General, Company Profile, Organization, Categorization Header, and Legal Information. The 'Legal Information' item is highlighted with a red box and a circled 'A'. The main content area is titled 'General' and displays organization details for 'Granthartley Foods', including Organization Name, DUNS Number, Organization Number (3000406), and Doing Business As (DBA). There is an 'Update' button on the right side of the main content area.

### What Documents Does Kroger Require?

**Note:** Any section displayed on the **Legal Terms and Conditions** screen is a required section. The sections displayed are determined by the answers provided in the **Categorization Questionnaire**.

**Standard Vendor Agreement (SVA):** Required for all food and non-food vendors who supply products to Kroger.

**Fred Meyer Direct Addendum:** Required for food and non-food product vendors who allow their products to be sold online and indicate the **vendor** will be responsible for shipping some or all orders directly to customers.

**Ship-to-Home Online Addendum:** Required for food and non-food product vendors who allow their products to be sold online and indicate **Kroger** will be responsible for shipping some or all orders directly to customers.

**Manufacturing Addendum:** Required for food and non-food product vendors who provide ingredients, packaging, or raw materials for Kroger manufacturing plants.

**Perishable Agricultural Commodities Act (PACA) Addendum:** Required for food vendors who provide perishable agricultural commodities to Kroger (i.e., fresh or frozen fruits and/or fresh or frozen vegetables).

**Corporate Brands Addendum (CBA):** Required for food or non-food product vendors who provide finished products for resale with a Kroger brand label.

**W-8/W-9:** Required for all vendors.

**Contract/Award Letters:** Required for vendors who provide only services.

**Code of Conduct:** All vendors are required to abide by Kroger's Vendor Code of Conduct.

**Certificate of Insurance (COI):** Required for vendors of food or non-food products once business is awarded.

**Kroger Policies:** All Vendors that have agreed to the Standard Vendor Agreement must abide by these Kroger policies.

**Palm Oil Policy:** Required for vendors whose products or ingredients contain palm oil or palm oil derivatives.



## Sign Legal Documents

If you are required to sign the Standard Vendor Agreement (SVA), Fred Meyer Direct Addendum, Ship-to-Home Online Addendum, Manufacturing Food Addendum, or PACA Addendum, you should sign these digitally on the **Legal Terms and Conditions** screen.

**Note:** If you have already signed an SVA dated January 2017 or later, see the section regarding [Standard Vendor Agreements Dated January 2017 or Later](#).

To digitally sign an agreement:

1. Click the radio button next to **I agree (B)**. The system captures the current date in the **Signed Date field (C)**. The **Name, Organization, and Title fields (D)**.
2. Complete the **Name, Organization, and Title** fields.
3. Click **Save (E)** at the top of the screen.

**Note:** If you make a mistake before saving, click **Cancel** to discard the changes **(F)**. **Once you click Save, digital signatures on the page cannot be undone.**

You **can** change the SVA selection from "I have already signed an SVA" to "I agree" to instead digitally sign the SVA. **The digital signature cannot be undone.**

**Legal Terms and Conditions** Back Cancel Save Next

Organization Name Granthartley Foods DUNS Number 987654321  
Vendor Onboarding Status Vendor Registration in Progress

Show Instructions

**FRED MEYER DIRECT ADDENDUM  
DECEMBER 2017**

This Fred Meyer Direct Addendum to Standard Vendor Agreement is by and between Kroger and Vendor and amends and supplements the terms and conditions of the Agreement for Products.

Set forth below are additional terms applicable to any Products that are being sold by Kroger online. Kroger will notify the Vendor of its intent to include the products in an online format.

I agree (B)  
Signed Date 10-Jan-2018 (C)  
Print

(D) Name John Smith  
Organization Granthartley Foods  
Title Corp VP of Manufacturing x

(F) Cancel (E) Save



## Upload Legal Documents

Any required documents or contracts not signed digitally must be uploaded in the **Attachments** section of the **Legal Terms and Conditions** screen.

**Agreements uploaded in this section must be fully and properly executed by all parties.**

**Note:** Some contracts are non-standard and require review and consent by Kroger. If you are unable to upload a particular document, reach out to your main contact at Kroger to finalize the terms of the agreement and to request them to upload the document to your vendor profile.

1. In the **Add/View Attachment** section, click **Add Attachment (G)**. The **Attachments** dialog displays **(H)**.
2. Select the document type in the **Category** drop-down **(I)**.
3. Enter a **Title** and **Description** for the document **(J)**.
4. Enter the signee's name in the **Signed By** field **(K)**.
5. Enter the signed date in the **Signed On** field **(L)**.
6. Click **Browse (M)**. Locate and select the file.
7. Click **Apply (N)**. The document is uploaded and is listed in the attachments table **(O)**.

**Add/View Attachment**

**(G)** Required documents below  
Attach any other addendum, amendment or contract use the 'Others' category type

**Add Attachment**

Category	Title	Description	Expiry Date	Signed By	Signed On	Status	View Document
Standard Vendor Agreement	Granthartley SVA 2017	Granthartley SVA 2017	01-Feb-2018	John Smith	01-Feb-2017	Approved	GranthartleySVA_Feb2017.pdf

**(O)** Back Cancel Save Next

**Attachments (H)** ×

**(I)** Category: Standard Vendor Agreement

**(J)** Title: Granthartley SVA 2017

**(K)** Description: Granthartley SVA 2017

**(L)** Signed By: John Smith

**(M)** Signed On: 01-Feb-2017

File: C:\Users\ikon7868\Desktop **(M)** Browse...

Cancel **(N)** Apply



### Standard Vendor Agreements Dated January 2017 or Later

If you have already signed a Standard Vendor Agreement (SVA) dated January 2017 or later, you may request your main Kroger contact to upload that properly signed and executed SVA document in lieu of signing the document on this screen.

- In the **Standard Vendor Agreement** section, select **I have already signed a Standard Vendor Agreement (approved January 2017 or later)** (P). The system hides the **Signed Date**, **Name**, **Organization**, and **Title** fields.
- Upload the signed SVA document in the **Attachments** section at the bottom of the screen (Q).

For details on how to upload documents, see the [Upload Legal Documents](#) section of this guide.

**Add/View Attachment** (Q)

Attach required documents below  
To attach any other addendum, amendment or contract use the 'Others' category type

Add Attachment

Category	Title	Description	Expiry Date	Signed By	Signed On	Status	View Document
Standard Vendor Agreement	Granthartley SVA 2017	Granthartley SVA 2017	01-Feb-2018	John Smith	01-Feb-2017	Approved	GranthartleySVA_Feb2017.pdf

### Print Legal Documents

To print one of the legal documents on the screen:

- In the desired section, click **Print** (R). The full text of the agreement displays in a new window (S).  
**Note:** If you have already agreed to the document, the fields at the bottom of the agreement (T) are populated with your responses. If you have not yet agreed to the document, the fields will be blank.
- Scroll down to the bottom of the window then click **Print** (U).
- The **Print** dialog displays. Confirm your computer's print settings then click **Print**.

If you have any questions, contact the **Kroger Supplier Engagement Group**:

- e-mail: [SupplierCompliance@Kroger.com](mailto:SupplierCompliance@Kroger.com)
- phone (US): 844-277-6165 (select option 2)
- phone (outside US): +011 513-387-1140 (select option 2)