




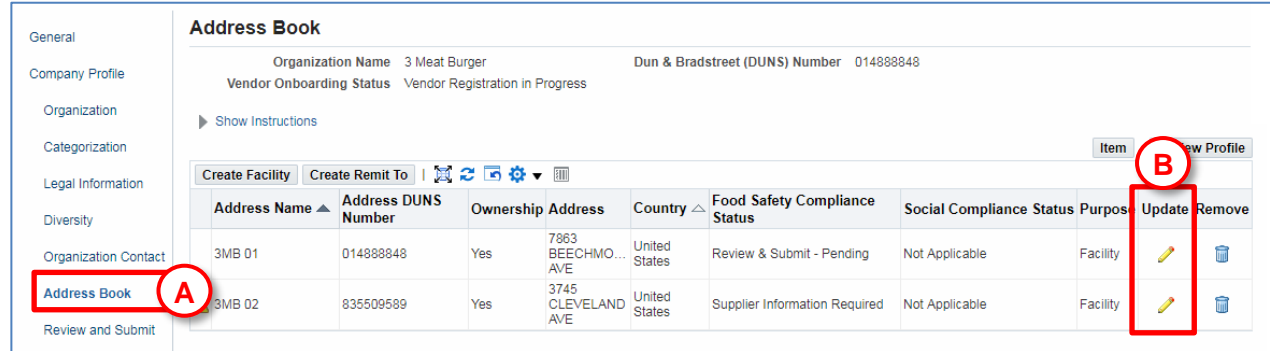
This guide provides instruction on how to complete the **Item from Facility** screen in the Kroger Supplier Hub vendor onboarding process.

### Access the Item from Facility Screen

To access the **Item from Facility** 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 **Item** **(C)**. The **Item from Facility** screen displays **(D)**.

*Continue to the next page of this guide.*



| 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 AVE  | United States | Supplier Information Required | Not Applicable           | Facility |        |        |

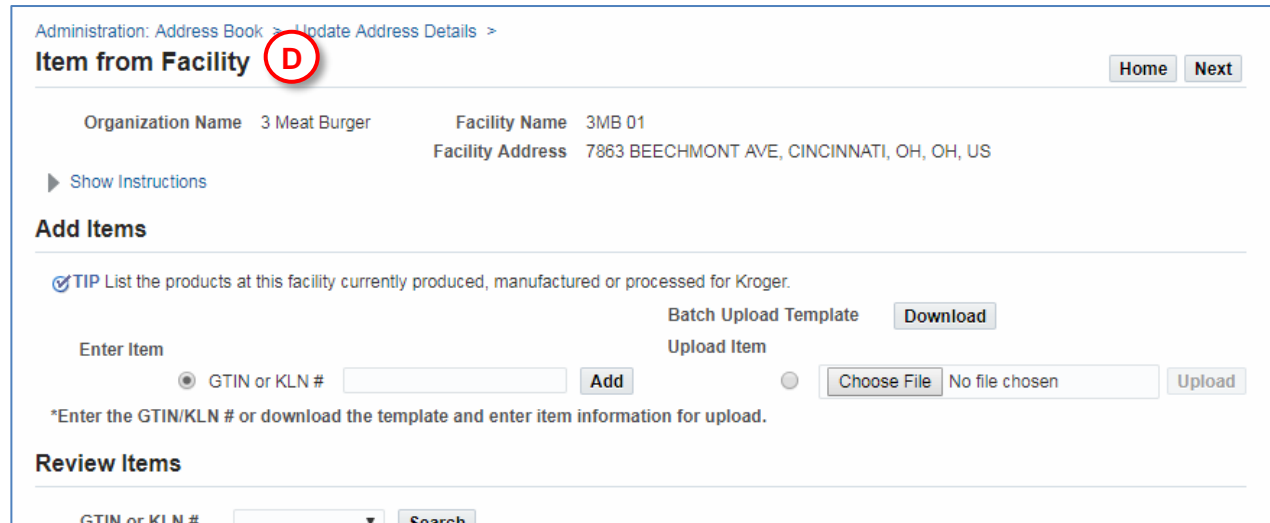


Administration: Address Book > Update Address Details

Update Address Details Close Save | Profile Categorization **Item** Contacts Food Safety Compliance Social Compliance Sustainability | Complete

\* Indicates required field

Organization Name 3 Meat Burger



Administration: Address Book > Update Address Details > Item from Facility Home Next

Organization Name 3 Meat Burger Facility Name 3MB 01  
Facility Address 7863 BEECHMONT AVE, CINCINNATI, OH, OH, US

Show Instructions

#### Add Items

**TIP** List the products at this facility currently produced, manufactured or processed for Kroger.

Batch Upload Template Download

Enter Item  Add  Choose File No file chosen Upload

\*Enter the GTIN/KLN # or download the template and enter item information for upload.

#### Review Items

GTIN or KLN #  Search



**Manage Items on a Facility**

**Note:** By adding an item to a facility, you affirm that the items are currently produced, manufactured, or processed for Kroger at that facility.

To add an individual item to a facility:

1. Click the **Enter Item** radio button (E).
2. Enter the item's **GTIN** or **KLN#** (F). This is sometimes referred to as the **Item Number**.

**Note:** **GTINs** are 14 digits long and assigned to finished products for resale. **KLN #s** are 6 digits long and assigned to raw ingredients for manufacturing.

3. Click **Add** (G). The item displays in the table (H).

The **Vendor** column (I) lists the vendor that receives the item from this facility.

**Note:** **GTINs** or **KLN#s** may be duplicated in this table if the facility provides the same item to Kroger through multiple vendors.

To add multiple items to a facility at once, use the **Batch Upload** Excel template:

1. Click the **Download** button to download the Excel template (J).
2. Follow the instructions in the Excel template to create and export the .csv file.
3. Once the .csv file has been exported, click the **Upload Item** radio button (K).
4. Locate the .csv file then click **Upload** (L). The items are added to the table. The system discards any duplicate or invalid item numbers.

To remove an item from a facility, click the **Remove** icon (M). A confirmation displays. Click **Yes** to confirm the removal.

Once all items have been added, click **Home** (N) to return to the **Update Address** screen, or click **Next** (O) to proceed to the next applicable section.

Administration: Address Book > Update Address Details >

### Item from Facility

Home Next  
N O

Organization Name 3 Meat Burger Facility Name 3MB 01  
 Facility Address 7863 BEECHMONT AVE, CINCINNATI, OH, OH, US

Show Instructions

#### Add Items

TIP List the products at this facility currently produced, manufactured or processed for Kroger. J

Enter Item E F G Batch Upload Template Download  
 Upload Item  
 GTIN or KLN # Add  Choose File No file chosen Upload  
 \*Enter the GTIN/KLN # or download the template and enter item information for upload K L

#### Review Items

GTIN or KLN # Search

TIP Type or scroll down to search the required GTIN or KLN #.

| GTIN or KLN # H | Remove M | Vendor I      |
|-----------------|----------|---------------|
| 123456789016    |          | 3 Meat Burger |
| 123456789015    |          | 3 Meat Burger |