




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.

General

Company Profile

Organization

Categorization

Legal Information

Diversity

Organization Contact

Review and Submit

Address Book

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

Vendor Onboarding Status Vendor Registration in Progress

Show Instructions

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 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

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 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.

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

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

Home Next
N O

Show Instructions

Add Items

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

Enter Item: GTIN or KLN # Batch Upload Template
 Upload Item
 No file chosen

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

Review Items

GTIN or KLN # Search

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

GTIN or KLN #	Remove	Vendor
123456789016	<input type="button" value="Remove"/>	3 Meat Burger
123456789015	<input type="button" value="Remove"/>	3 Meat Burger