This guide provides instruction on how to use the **GTIN/KLN# Facility List** screen in the Kroger Supplier Hub vendor onboarding process.

Access the GTIN/KLN# Facility List

The **GTIN/KLN# Facility List** is used to search for and manage item numbers across multiple facilities. It can be used to quickly add or remove an item without having to access each facility's item screen.

To access the **GTIN/KLN# Facility List** screen:

1. Click **Address Book** in the left navigation **(A)**. The **Address Book** displays.
2. Click the **Item** button above the address list **(B)**. The **GTIN/KLN# Facility List** screen displays **(C)**.

   Note: The Item button only displays once one of your facilities has been associated with a DUNS Number.

Search for a GTIN or KLN#

To locate a previously entered item, enter the **GTIN** or **KLN#** in the field **(D)** then click **Search (E)**.

The **Associated Facilities** table will list the facilities the item is currently associated with **(F)**.

The **Potential Associated Facilities** table will list the facilities the item is not currently associated with **(G)**.

Note: If the item is not associated with any facilities, you may add the item to one or more facilities on this screen.

Manage Item-Facility Associations

Click the **Add** 📇 icon next to a potentially associated facility to add the item to that facility **(H)**.

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

Click the **Delete** 🗑 icon next to an associated facility to remove the item from that facility **(I)**.

Address Book

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

▸ Show Instructions

Item **Review Profile**

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	✏	🗑

GTIN or KLN # - FACILITY LIST   **Close**

Organization Name   3 Meat Burger

▸ Show Instructions

GTIN or KLN # [123456]   **Search**

✔ **TIP** Update the facilities that currently manufacture, produce or process the GTIN or KLN # for Kroger.

Associated Facilities

Address Name	Address DUNS Number	Ownership	Address	Country	Delete
3MB 01	014888848	Y	7863 BEECHMONT AVE	US	🗑

Potential Associated Facilities

Address Name	Address DUNS Number	Ownership	Address	Country	Add
3MB 02	835509589	Y	3745 CLEVELAND AVE	US	📇

Note: There must be at least one facility associated with an item. If a facility is the last remaining address associated with the item, you will not be able to remove it. If a facility no longer supplies the item to Kroger, it should be removed from the item system. If you are unsure how to do this, reach out to your primary Kroger contact.

Click **Close (J)** to return to the **Address Book** screen.