

New Supplier Checklist

Kroger Co. works with thousands of vendors and suppliers to help deliver the highest quality and freshest products for the eight and a half million customers who shop in our stores every day.

Tell Us About Yourself

Provide some general information regarding your organization

| Status | Required Fields | New Vendors | Prospect Vendors |
|--------------------------|------------------------------|---|---|
| <input type="checkbox"/> | Company Profile | Vendor history with Kroger and EIN/Taxpayer ID | |
| <input type="checkbox"/> | Primary Contact at Kroger | Who is the primary contact you work with at The Kroger Company. This is typically the person who invited you to Supplier Hub. | Who is the primary contact you work with at The Kroger Company, if applicable. |
| <input type="checkbox"/> | Dun & Bradstreet Information | Some of the information in the D&B Information section is automatically populated from the Dun & Bradstreet database (L). This information is routinely updated from D&B. If the information displayed is incorrect, please reach out to Dun & Bradstreet to update it. Note: It may take several business days for updated information from D&B to display in the Kroger Supplier Hub. | |
| <input type="checkbox"/> | Categorization | This section consists of four high-level questions to determine whether you are a vendor of food, non-food, services, or other. | On the Categorization screen, for prospect vendors, the questionnaire ends following the series of questions on equipment and services. |

Sign Legal Documents

Electronically sign and upload required legal documentation

| Status | Required Fields | New Vendors | Prospect Vendors |
|--------------------------|---------------------------------|--|--|
| <input type="checkbox"/> | Legal Terms & Conditions | Required documents are populated in this section based on your Categorization. All Vendors are required to accept the necessary legal terms, provide a W8 or W9, and abide by all Kroger policies. As a reminder, the Legal Terms and Conditions screen is to be completed by an authorized person who has the authority to bind your organization to Kroger's terms and conditions. | On the Legal Terms and Conditions page, prospect vendors are not required to provide a certificate of insurance (COI). However, prospect vendors are required to accept the necessary legal terms, provide a W8 or W9, and abide by all Kroger policies. As a reminder, the Legal Terms and Conditions screen is to be completed by an authorized person who has the authority to bind your organization to Kroger's terms and conditions. |
| <input type="checkbox"/> | SVA (Standard Vendor Agreement) | This agreement requires an electronic signature for applicable vendor profiles. Please download a copy of the SVA to review before electronically signing. | N/A |
| <input type="checkbox"/> | OBA (Our Brands Addendum) | Kroger's exclusive Our Brands product lines offer its customers greater value, variety and quality. Please download a copy of the OBA to review before electronically signing. | N/A |
| <input type="checkbox"/> | Other Addendums that may apply | There are other addendums that may be required in your profile for Food or Food-related vendors (ie. MFG, PACA, ship to home, Fred Meyer, etc.). These will automatically populate for completion when applicable. | N/A |

Diversity Information

Indicate whether your organization is diverse-owned

| Status | Required Fields | New Vendors | Prospect Vendors |
|--------------------------|-----------------------|--|------------------|
| <input type="checkbox"/> | Diversity Information | Select your organization's diversity status. Kroger considers an organization to be diverse if it is at least 51% owned and controlled/ operated by a U.S. Citizen and one of the following categories or ethnicities: Women, Minority (Asian-Indian, Asian-Pacific, Black, Hispanic, Native American), Lesbian, Gay, Bisexual, Transgender (LGBT), Service-Disabled Veteran (DVBE), or Veteran-Owned (VBE). | |

New Supplier Checklist

A complete Supplier Hub Profile ensures that we know who our suppliers are, that they are assessed for compliance, and that every supplier we work with is worthy of our customers' trust.

Contact Information

Provide the contacts for the people in your organization who work with Kroger

| Status | Required Fields | New Vendors | Prospect Vendors |
|--------------------------|-----------------------|--|---|
| <input type="checkbox"/> | Organization Contacts | All supplier profiles require a Main contact and a 24 Hour/Recall contact with a valid email and phone number. Other contacts may be required based on your vendor type. | On the Organization Contacts screen, the contact information provided on the Prospect Vendor Pre-Registration will be listed on this page as the organization's Main contact (D). Prospects may add additional contacts as appropriate. |

Remit and Order Address

Provide the order and remit-to address so Kroger sends your POs and Payments to the right place

| Status | Required Fields | New Vendors | Prospect Vendors |
|--------------------------|-----------------|--|------------------|
| <input type="checkbox"/> | Create Remit To | A valid Remit To address ensures your receivables from Kroger are getting to the right place. You may have more than one Remit To. | N/A |
| <input type="checkbox"/> | Order Address | This ensures proper routing of your purchase orders. | N/A |

Tell Us About Your Facilities and Items

Provide information for each facility from which you supply Kroger, along with categorization and compliance information

| Status | Required Fields | New Vendors | Prospect Vendors |
|--------------------------|------------------|--|------------------|
| <input type="checkbox"/> | Facility Profile | Kroger requires information for production facilities that provide the latest value-add to the products sold to Kroger. This profile includes: categorization, contacts, compliance documentation, and items produced within the facility that are sold to Kroger. | N/A |
| <input type="checkbox"/> | Facility Items | Please provide the list of orderable items from each relevant production facility. Items may be entered individually or batch uploaded per facility. | N/A |

Review and Submit

Review this section to be sure all of your information is complete prior to submitting your profile

| New Vendors Only | | | |
|--------------------------|----------------|---|--|
| <input type="checkbox"/> | Submit Profile | The Review and Submit page shows the status of all of your sections. Once all sections are in a Complete status - Congratulations! You may now SUBMIT your profile! | |

If your status in any field is **"incomplete"**, job aids to assist in completing the Vendor profile may be found at:

TheKrogerCo.com>Suppliers>Supplier Hub>Supplier Hub Help

For further assistance, our **Supplier Engagement Group** is dedicated and ready to assist you:
Phone: (US) 844-277-6165 (select option 2)
 (outside US) +011 513-387-1140 (select option 2)
OR Email: SupplierCompliance@Kroger.com

Maintain Your Data