

Temporarily Inactivate a Facility

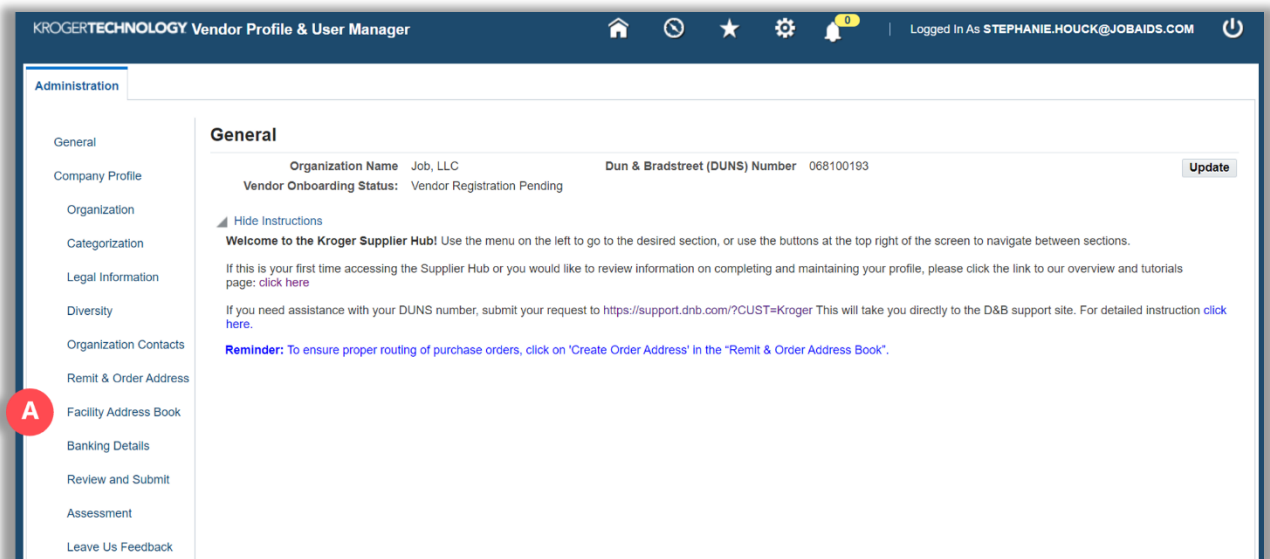
Note: Temporarily inactivating a facility indicates they won't be providing products to Kroger for a limited amount of time, between 6-18 months. Information must be kept current while the facility is temporarily inactive to ensure the record remains compliant in Supplier Hub.



- Facilities left in temporarily inactive status will be automatically removed after 24 months.
- There is a limit to the number of times a facility can be temporarily inactivated. If this number is exceeded, approval from Kroger Compliance team will be needed.

Email socialcompliance@kroger.com if you require assistance after multiple inactivations.

1. Login to **supplier.kroger.com**
2. Click **Facility Address Book (A)**.



3. Click the **pencil icon (B)** to update.

Facility Address Book

Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193
 Vendor Onboarding Status Vendor Registration Pending

Active Facilities

Address Name	Address DUNS Number	Ownership	Address	Country	Food Safety Compliance Status	Social Compliance Status	Update	Remove
Automation	171503613	Yes	6529 John Mosby Hwy	United States	Supplier Information Required	Not Applicable		
Baby Food	094368034	No	8314 Waters Dr	United States	Not Applicable	Not Applicable		
Gushing Grapes	876442711	Yes	101 S Dale Dr	United States	Not Applicable	Not Applicable		

4. Click **Temporarily Inactivate (C)**.

Update Address Details

Organization Name Endorf Farms

D-U-N-S Number 033411625

Address Name The Farm
 Country United States
 Address Line 1 441 County Rd S
 Address Line 2
 City/Town/Locality Tobias
 County Saline
 State/Region NE
 Province NE
 Postal Code 68453-2009

Facility Address

Temporarily Inactivate

5. Click **Yes (D)**.

Warning

Confirm Temporary Inactivation

Are you sure you want to temporarily inactivate this facility?

By clicking "Yes" below, you confirm that you are not using this facility at this time but may choose to resume use within the next 18 months. During temporary inactivation, all business activity is paused.

No Yes

Note: The facility will be displayed in the **Temporarily Inactive Addresses table (E)** on the Facility Address Book page.

Reactivate a facility

6. Locate the address in the Temporarily Inactive Addresses section on the Facility Address Book page.
7. Click the **pencil icon (F)** to update.

Facility Address Book

Organization Name: Endorf Farms | Dun & Bradstreet (DUNS) Number: 033411625
 Vendor Onboarding Status: Vendor Profile Approved | Vendor Compliance Status: Non Compliant

Temporarily Inactive Addresses

Name	Address	Address DUNS Number	Ownership	Country	Food Safety Compliance Status	Social Compliance Status	Update	Remove
The Farm	441 County Rd S Tobias, Saline, NE, 68453-2009	033411625	Yes	United States	Compliant	Not Applicable		

8. Verify all information is up to date, including facility contacts.
9. Click **Activate (G)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book >

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

Organization Name: Endorf Farms

D-U-N-S Number 033411625

Address Name The Farm

Country United States Facility Address

Address Line 1 441 County Rd S

Address Line 2

City/Town/Locality Tobias

County Saline

State/Region NE

Province NE

Postal Code 68453-2009

Activate (G)

Temporarily Inactive: Yes