

## New Vendor Checklist

Kroger 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.

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.

For help completing your profile, view job aids:

[Supplier Hub Support](#)

[Partner Pass Support](#)



For further assistance, contact our Supplier Engagement Group:

Phone: (US) 844-277-6165

(Outside US) +011 513-387-1140

Email: [SupplierCompliance@Kroger.com](mailto:SupplierCompliance@Kroger.com)

## Need to Know

### Know your DUNS#

As a Kroger vendor, you will be required to provide your corporate Dun and Bradstreet number (DUNS#). You will also be responsible for providing the DUNS# for all supplier facilities that provide products, ingredients, or packaging to Kroger. If you do not know your DUNS#, you can search for it in Supplier Hub.

### Prepare the required documentation and certifications

At a minimum, Supplier Hub requires:

- [W8/W9](#)
- Certificate of insurance:
  - [Professional Vendor](#)
  - [IT Service Providers](#)
  - [Dedicated 3<sup>rd</sup> Party Trucking](#)
  - [Trucking – All Other Carriers](#)
  - [Freight Broker](#)
  - [Product and Other Vendors](#)
  - [Service Vendor](#)
  - [Environmental Contractors](#)
- [Supplier Inclusion](#)

Based on the type of product and/or service you provide to The Kroger Co., you may be required to provide additional information, such as:

- [HACCP, GFSI, etc.](#)
- [PACA](#)
- [Responsible Sourcing Approach & Resources](#)

## Organization

Tell us about your company.

Status	Required Fields	New Vendors	Prospect Vendors
<input type="checkbox"/>	Tax information	Vendor history with Kroger and EIN/taxpayer ID	
<input type="checkbox"/>	Primary contact at Kroger	Who is the primary contact you work with at Kroger? This is typically the person who invited you to Supplier Hub.	Who is the primary contact you work with at Kroger, if applicable?
<input type="checkbox"/>	Dun & Bradstreet information	<p>Some of the information in the D&amp;B (Dun &amp; Bradstreet) section is automatically populated from the D&amp;B database. This information is routinely updated from D&amp;B. If the information displayed is incorrect, please reach out to Dun &amp; Bradstreet to update it.</p> <p><b>Note:</b> It could take approximately 1 month or longer for updated information from D&amp;B to display in Supplier Hub.</p>	

## Categorization

Kroger is interested in knowing more about the products and services provided by your organization.

Status	Required Fields	New Vendors	Prospect Vendors
<input type="checkbox"/>	Categorization	This section consists of 3, high-level questions to determine whether you are a vendor of food, non-food, or services.	

## Cybersecurity

The Cybersecurity questionnaire helps Kroger to ensure the protection of our customers and suppliers.

Status	Required Fields	New Vendors	Prospect Vendors
<input type="checkbox"/>	Cybersecurity statements	Select the statement that applies to your organization. If none apply, choose none of the above.	N/A

## Legal Information

This section is to review and accept all the legal terms and attach documents. It should be completed by an authorized person who has the authority to bind your organization to Kroger's terms and conditions.

Status	Required Fields	New Vendors	Prospect Vendors
<input type="checkbox"/>	Legal terms and conditions	Required documents are populated based on your answers to the categorization questions. All vendors are required to accept the necessary legal terms, provide a <a href="#">W8 or W9</a> , and abide by all Kroger policies.	Prospect vendors are not required to provide a certificate of insurance (COI); however, you are required to accept the necessary legal terms, provide a <a href="#">W8 or W9</a> , and

			abide by all Kroger policies.
<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. These will automatically populate for completion when applicable.	N/A

## Diverse and/or Small Business

Kroger considers an organization to be diverse if it is certified as being owned, managed, and controlled by a diverse individual(s).

A company is considered small when meeting requirements of the Small Business Administration (SBA) size standards.

Status	Required Fields	New Vendors	Prospect Vendors
<input type="checkbox"/>	Diversity information	Select your diversity status and upload your certifications.  Kroger’s Supplier Inclusion program recognizes the following diverse classifications: <ul style="list-style-type: none"> <li>• Ethnic minority</li> <li>• Lesbian, gay, bisexual, and transgender (LGBTQ)</li> <li>• Person with a disability</li> <li>• Veteran (Disabled and service disabled)</li> <li>• Woman</li> </ul>	
<input type="checkbox"/>	Small Business Administration (SBA)	Select your SBA status and upload your certifications.  Kroger’s Supplier Inclusion program recognizes the following small business classifications by <a href="#">SBA size standards</a> . <ul style="list-style-type: none"> <li>• Department of VA (run by SBA)</li> <li>• SBA 8a</li> <li>• SBA HUBZone</li> <li>• SBA WOSB</li> </ul>	

## Organization Contacts

Kroger requires contact information for your organization.

Status	Required Fields	New Vendors	Prospect Vendors
<input type="checkbox"/>	Contacts  For help, see: <a href="#">Create Organization Contacts</a>  <a href="#">Manage Organization Contacts</a> (Add a user account, update a phone number/contact types, and delete a contact)	All supplier profiles require a main, purchase order, remit to/accounts payable, and sales contact with a valid email and phone number. Other contacts may be required based on your vendor type.	The contact information provided on the Prospect Vendor Pre-Registration will be listed as the organization’s Main contact. You may add additional contacts as appropriate.

## Remit & Order Address

To ensure Kroger sends payment to the correct address, you must provide your organization's remit to address. To ensure the proper routing of purchase orders, you must also add an order address.

Status	Required Fields	New Vendors	Prospect Vendors
<input type="checkbox"/>	Remit to (This is the address where your payment is sent)	Only one remit to address is allowed per vendor. If you require more than one remit to address, contact <a href="mailto:rascdaintegrity@kroger.com">rascdaintegrity@kroger.com</a> to request an exception.	N/A
<input type="checkbox"/>	Order address	Create an order address to ensure proper routing of your purchase orders.	N/A

## Facility Address Book

This section is where vendors of products, ingredients, or packaging manage the information for each of their production facility locations.

Status	Required Fields	New Vendors	Prospect Vendors
<input type="checkbox"/>	Facility profile	Information is required for production facilities that provide the <b>latest value-add</b> to the products sold to Kroger. This profile includes categorization, contacts, compliance documentation (If you're certified and are required to have an audit), and items produced within the facility that are sold to Kroger.	N/A
<input type="checkbox"/>	Facility items	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

This section displays whether all required sections of your vendor profile are complete.

Status	Required Fields	New Vendors Only
<input type="checkbox"/>	Submit profile	Once all sections are in complete status – Congratulations! You may now SUBMIT your profile!



Maintain your data in Supplier Hub!

Periodically review your data to make sure it is correct.