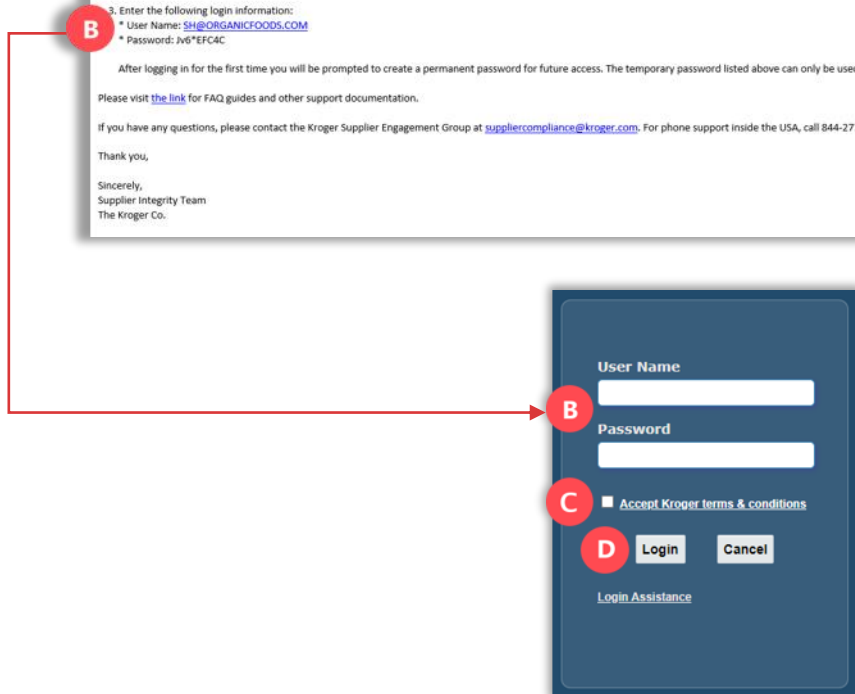
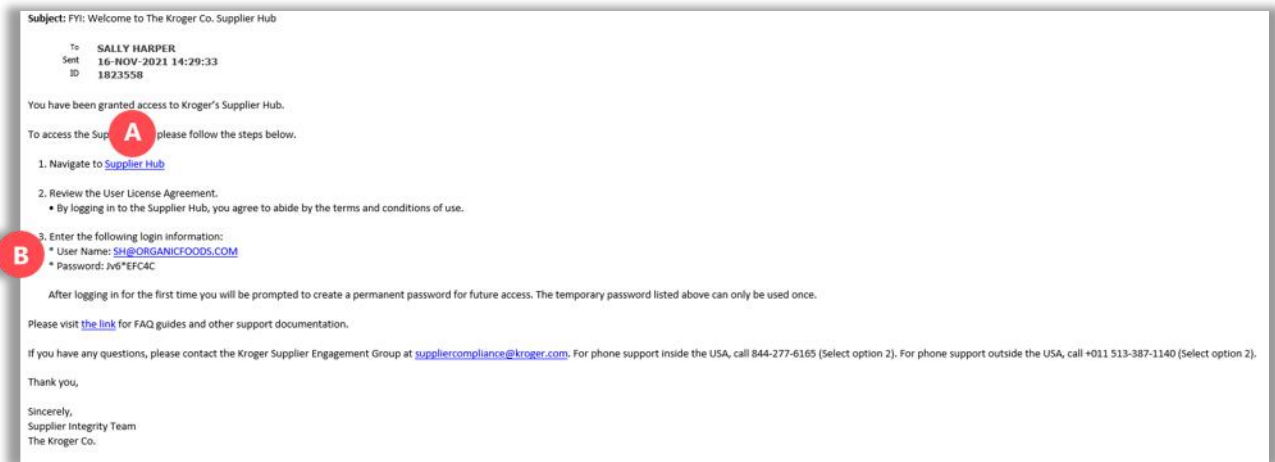


## Access Supplier Hub For The First Time

1. In the *Welcome to The Kroger Co. Supplier Hub* email, click the **link to Supplier Hub (A)**.
2. Enter the **User Name (B)** and **Password (B)** from the email.
3. Check the **box (C)** to accept Kroger terms and conditions.
4. Click **Login (D)**.



! If you copy the password from the email, do not include a space at the end of the password.

**Note:** Because this is your first time logging in, you must change your password.

- Enter your **current password, new password**, and then **re-enter your new password (E)**.

**Note:** Your new password must:

- Be at least 8 characters long
- Contain at least one letter and one number
- Not contain your user name or repeating characters (swimming1, password123)

- Click **Submit (F)**.

KROGERTECHNOLOGY

Change Password

\* Current Password

\* New Password

\* Re-enter New Password

**E**

**F** Submit Cancel

PASSWORD GUIDELINES: contains 8 characters, contains at least 1 letter and at least 1 number, not used within the last 60 days, contains no repeating characters, must be different from username.

\* Indicates required field

- To continue the onboarding process, click **Update (G)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration

General

Company Profile

Organization

Legal Information

Diversity

Organization Contacts

Remit & Order Address

Facility Address Book

Banking Details

Review and Submit

Assessment

General

Organization Name: Organic Foods

Dun & Bradstreet (DUNS) Number

Vendor Onboarding Status: Vendor Registration in Progress

**G** Update

Welcome to the Kroger Supplier Hub! Use the menu on the left to go to the desired section, or use the buttons at the top right of the screen to navigate between sections.

If this is your first time accessing the Supplier Hub or you would like to review information on completing and maintaining your profile, please click the link to our overview and tutorials page: [click here](#)

To ensure proper routing of purchase orders, click on 'Create Order Address' in the 'Remit & Order Address Book'.



Use the menu on the left or buttons displayed in the upper right corner of each page to navigate Supplier Hub.