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** 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.

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

Note: Your new password must:

- Be at least 12 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one number
- Contain at least one of the following special characters: ! @ # \$ % & * () = ; : ?
- Not contain spaces or consecutive repeating characters
- Be different than your username and not have been used in the last 60 days
- 6. Click Submit (F).

KROGER TECHNOLOGY			
Change Password			
* Current Password			
E * New Password			
* Re-enter New Password			
	PASSWORI	O GUIDELINE	S: Password must be at-least 12 character long Password must contain at least one uppercase and one lowercase letter
			Password must contain at least one of the following special characters: 1 @ # \$ % & * () = - ; ; ? Password must not contain spaces or consecutive repeating characters.
	F		Password must be different than your username and not have been used in the last 60 days
* Indicates required field	Submit	Cancel	

7. Click **Update** (G) to continue the onboarding process.

KROGER TECHNOLOGY	Vendor Profile & User Manager 🏫 🛇 ★ 🏟 🦯 🛛 Logged In As STAGETEST@TEST.COM 🔱				
Administration					
General	General				
Company Profile	Organization Name stage test Dun & Bradstreet (DUNS) Number Update Vendor Onboarding Status: Vendor Registration in Progress				
Organization	Hide Instructions				
Categorization	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.				
Legal Information	Legal Information 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				
Diversity	If you need assistance with your DUNS number, submit your request to https://support.dnb.com/?CUST=Kroger This will take you directly to the D&B support site. For detailed instruction click here.				
Organization Contacts	Reminder: To ensure proper routing of purchase orders, click on 'Create Order Address' In the "Remit & Order Address Book".				
Remit & Order Address					

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