

Create Organization Contacts

1. Login to <https://partnerpass.krogerapps.com/>

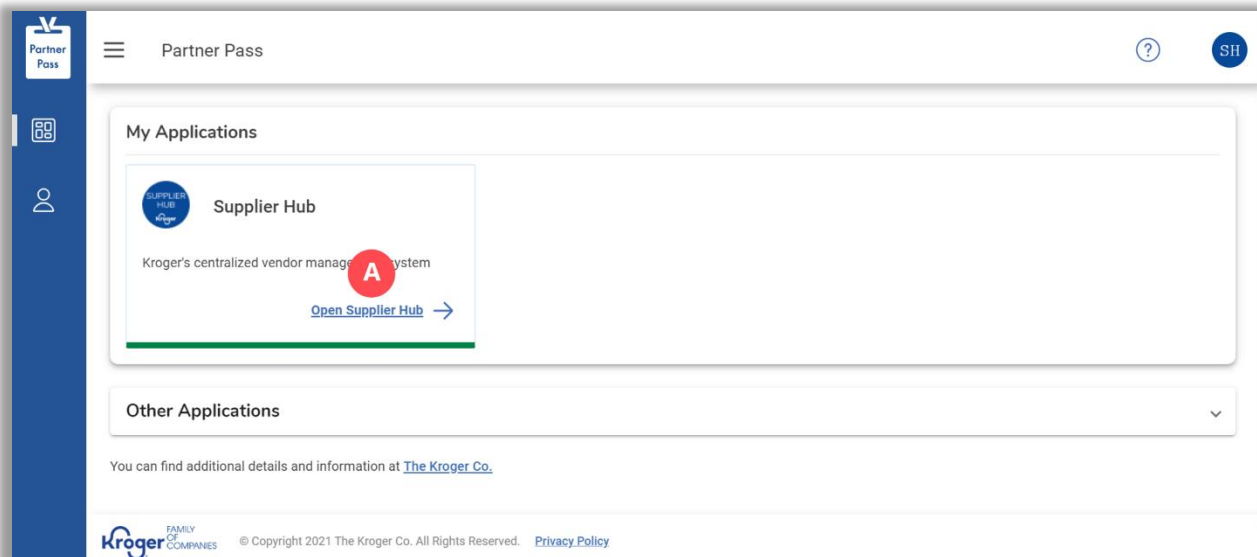
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

Partner Pass works with the Okta Verify app to allow you to verify your identity and make it less likely that someone pretending to be you can gain access to your account.

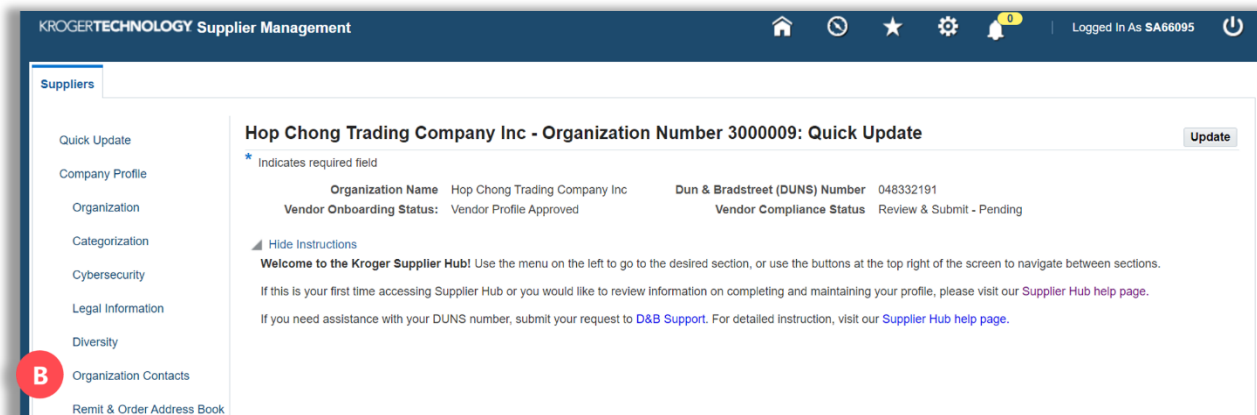
For additional information, please see:

- [Partner Pass information page](#)
- [Partner Pass help page](#)

2. On the Supplier Hub tile, click **Open Supplier Hub (A)**.



3. Click **Organization Contacts (B)**.



4. Click **Create (C)**.

Organization Contacts Back Next

Organization Name Hop Chong Trading Company Inc Dun & Bradstreet (DUNS) Number 048332191
Vendor Onboarding Status Vendor Profile Approved Vendor Compliance Status Review & Submit - Pending

Hide Instructions

Kroger requires contact information for your organization. You must provide a Main Contact, a Remit To/Accounts Payable contact, a Sales contact and a Purchase Order contact. In addition, most organizations will be required to provide a Quality Assurance Contact and 24/7 Recall Contact. For instruction on completing this section, [click here](#).

Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.

Search a Contact

☒ **TIP** Use the search button to find existing contacts by 'Contact Type' or 'Last Name'

Contact Type Last Name Search Clear

Contacts with User Accounts

Details	First Name	Last Name	Email Address	PhoneNumber	Contact Type	Update
<input type="checkbox"/>	Hop	Chongwayne	hopchongwayne@gmail.com	1-2126959338	Purchase Order, Customer Service, ...	
<input type="checkbox"/>	Chandler	Bing	bing@gmail.com	1-5132188273	Other	

5. Enter the **Email Address (D)**.

If the email address has already been added, the first and last name will be defaulted from the existing profile. Any changes to the first and last name will be synchronized among all supplier profiles.

6. Enter the **First Name, Last Name, and Phone Number (E)**.7. If desired, update the **User Name (F)**.

The User Name defaults to the email address, but you may enter a different, unique User Name in the field. **The User Name cannot be changed after you click Apply.**

8. Use the below table to determine the next step:

To:	Do this:
Create a contact that can't login to Supplier Hub, but can be contacted by Kroger	<ul style="list-style-type: none"> Select any applicable Contact Types (G) (See screenshot below for a description of each contact type). Click Apply (H).
Create a user account so the contact can login to Supplier Hub to perform profile maintenance	<ul style="list-style-type: none"> Select the user account checkbox (I). <i>By creating a user account, the contact will be able to see and modify their organization's entire Supplier Hub record, including EIN/SSN and banking information.</i> Select any applicable Contact Types (G) (See screenshot below for a description of each contact type).

Note: During this initial creation, if the contact is assigned a contact type of Main/Admin, they will flow to Partner Pass as a Partner Pass admin for Supplier Hub in their organization. Partner Pass admins can:

- [Update first and last name of users](#)
- [Assign admin access](#)
- [Deactivate a user](#)
- [Reactivate a user](#)
- [Grant application access](#)
- [Revoke application access](#)
- Click **Apply (H)**.

Note: If the contact needs to be a Partner Pass admin for Supplier Hub in their organization **after this initial creation**, admin access must be given in Partner Pass on the Manage User & Access screen.

- [Assign admin access](#)

The screenshot shows the 'Create User Account' form in the Supplier Hub interface. Callouts are placed as follows:

- D**: Points to the 'Contact Details' section header.
- E**: Points to the 'First Name' and 'Last Name' input fields.
- F**: Points to the 'User Name' input field.
- G**: Points to the 'Contact Type' dropdown menu.
- H**: Points to the 'Apply' button at the bottom right.

The form includes the following sections:

- Contact Details**: Fields for Email Address, First Name, Last Name, Alternate Name, Country Code, Phone Number, Ext, and Alt Phone Number.
- Create User Account**: A checkbox for 'Create User Account For The Contact' and a 'User Name' field.
- Contact Type Selection**: A table with columns 'Contact Type' and 'Description'. The 'Main/Admin' option is selected.

Contact Type	Description
<input type="checkbox"/> 24 Hours/Recall	Product emergency contact
<input type="checkbox"/> Purchase Order	Email address and contact where Purchase Orders should be sent via email
<input type="checkbox"/> Customer Service	Customer Service
<input type="checkbox"/> EDI	Electronic Data Interchange
<input type="checkbox"/> Item Data Management	Item Information, Attributes and Images.
<input type="checkbox"/> KATS	Kroger Allowance Tracking System contact
<input checked="" type="checkbox"/> Main/Admin	Main point of contact about business with Kroger
<input type="checkbox"/> Netting	Used to email settlement letters where Kroger receivables have been deducted from payment
<input type="checkbox"/> Other	Other
<input type="checkbox"/> Quality Assurance	Product quality contact
<input type="checkbox"/> Remit To/Accounts Payable	Payment issues/questions
<input type="checkbox"/> Sales	Primary sales contact expected to participate in RFx sourcing events from Kroger.
<input type="checkbox"/> Service Hub	Sales/parts contact
<input type="checkbox"/> Vendor Collaboration Portal	Administrator for the Promotional Deal and Cost Change system



After the user account has been created, the contact will receive a "Welcome to Partner Pass" enrollment email from <noreply@okta.com> with instructions for accessing Supplier Hub via Partner Pass.

For additional information, please see:

- [Quick Reference Guide: Supplier Hub Login Information](#)
- [Supplier Hub Help Page](#)
- [Partner Pass information page](#)
- [Partner Pass help page](#)