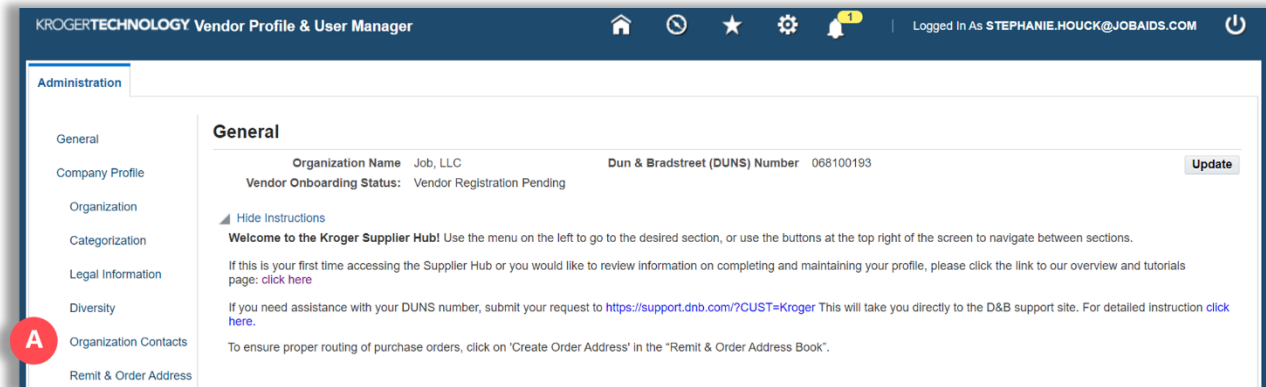
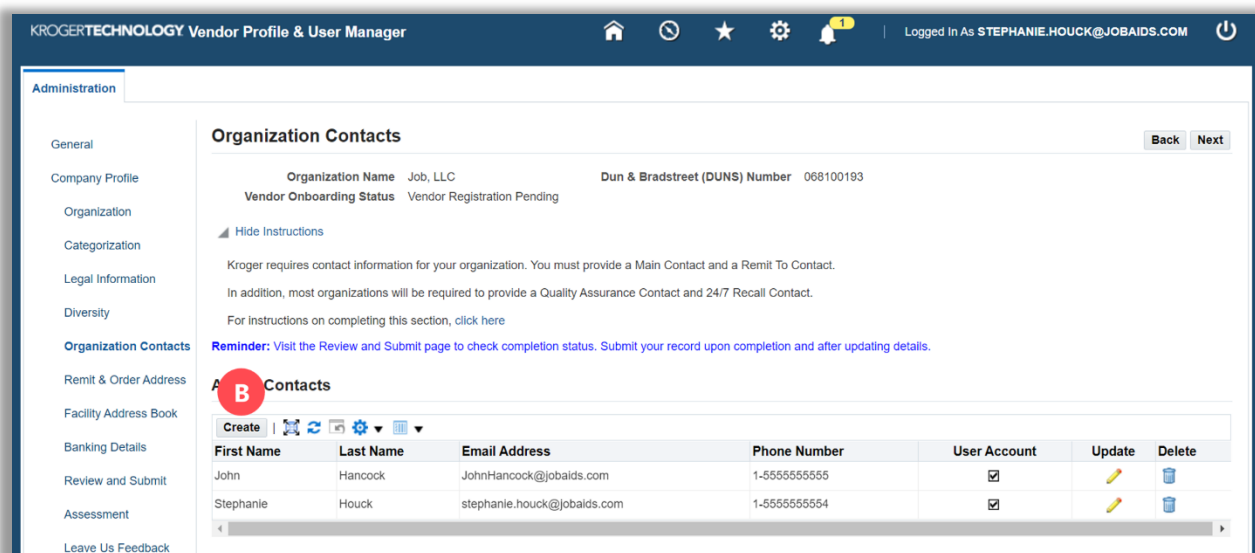


Create Organization Contacts

1. Login to **supplier.kroger.com**
2. Click **Organization Contacts (A)**.



3. Click **Create (B)**.



4. Enter the **Email Address (C)**.



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.

5. Enter the **First Name, Last Name, Country code, and Phone Number (D)**.
6. Select the **checkbox (E)** if you want the contact to have a user account to access Supplier Hub.



By granting user access, this user will have the ability to see and modify your entire record, including the EIN/SSN and banking information.

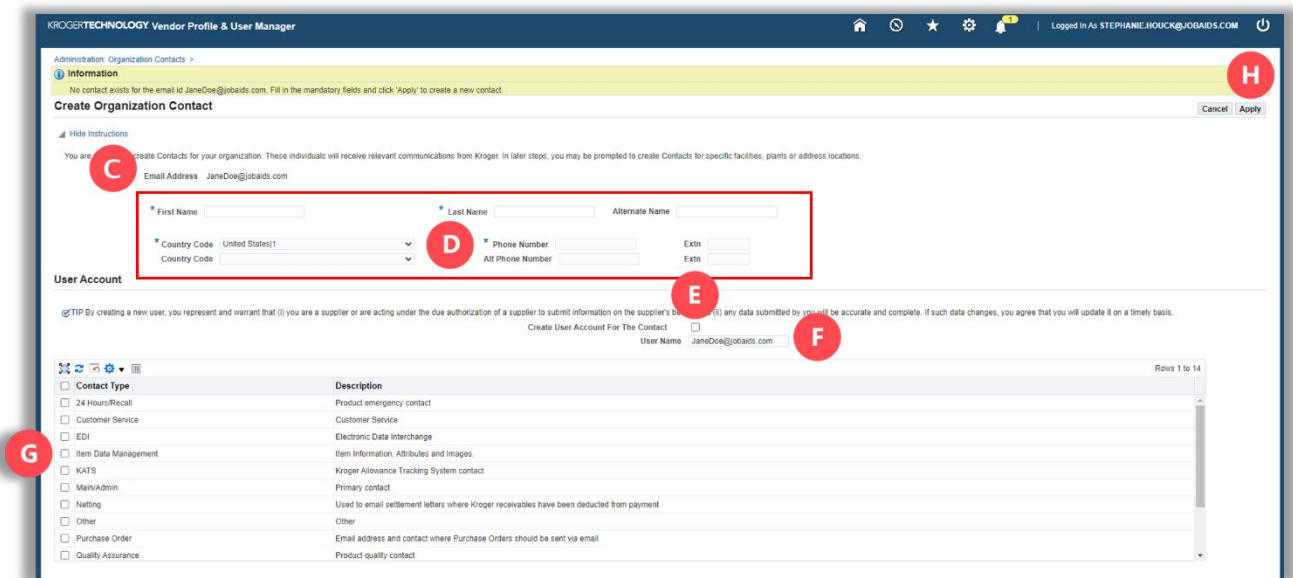
The user will receive a Supplier Hub invitation email that contains a username and password.

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. Select the **Contact Type(s)** (G).

9. Click **Apply** (H).



10. Repeat [steps 3-9](#) until all mandatory contact types (Remit To/Accounts Payable, 24 Hours/Recall, EDI, Purchase Order, Quality Assurance, and Sales) are assigned.