Update a Facility Profile

- 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).

| Partner Pass | ⊒ Partner Pass | SH | ^ |
|-----------------|--|----|---|
| 88 Home | My Applications | | |
| Users | Supplier Hub | | |
| | Kroger's centralized vendor manage system Open Supplier Hub -> | | |
| | Other Applications | ~ | I |
| | You can find additional details and information at The Kroger Co. | | • |
| | Figure Compyright 2021 The Kroger Co. All Rights Reserved. Privacy Policy. | | |

3. Click Facility Address Book (B).

| KROGER TECHNOLOGY | Vendor Profile & User Manager 🎓 🛇 ★ 🏟 🥂 Logged In As STEPHANIE.HOUCK@JOBAIDS.COM 🔱 |
|--------------------------|--|
| Administration | |
| General | General |
| Company Profile | Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193 Update |
| 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 | 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 | To ensure proper routing of purchase orders, click on 'Create Order Address' in the "Remit & Order Address Book". |
| Remit & Order Address | |
| B Facility Address Book | |

Supplier Hub

4. Click the **pencil** (C) to update the desired facility.

| ROGERTECHINOLOGY Vendor Profile & User Manager | | | | | | | | | | ٥ | _ | Logged In As STEPHANIE.HOUCK@JOBAIDS.COM | | |
|--|--|--|-------------------------|---|--|---|--|--------|--------|---|----------|--|--|--|
| ministration | | | | | | | | | | | | | | |
| General | Facility Address Book | | | | | | | | | | | | | |
| Company Profile | Organization Name Job, LLC Dun & Bradistreet (DUNS) Number 068100193 Vendor Ontoarding Status Vendor Registration Pending | | | | | | | | | | | | | |
| Organization | A Hole Instructions | | | | | | | | | | | | | |
| Categorization | The Facility Address Boo | ok is where vendors of products, | ingredients or p | backaging manage the info | ormation for each of th | neir production facility locations. | | | | | | | | |
| Legal Information | Each production facility r | registration begins by clicking on | 'Create Facility | . | | | | | | | | | | |
| Diversity | Click here for guidance o Reminder: Visit the Review | on which of your production facili | ties require reg | stration. For further instrue | ctions on completing to ompletion and after u | this section click here | | | | | | | | |
| Organization Contacts | | | | | | Back | Item Next | | | | | | | |
| | dess Active Facilities | | | | | | | | | | | | | |
| Remit & Order Address | / | | | | | | | | | | | | | |
| Remit & Order Address Facility Address Book | Create Facility 💢 | 2 🖪 🕸 + 🖩 | | | | | | | | | | | | |
| Remit & Order Address Facility Address Book Banking Details | Create Facility 💥 🕯 Address Name 🔺 | C 🕞 🔅 🗕 🏢 Address DUNS Number | Ownership | Address | | Food Safety Compliance Status | Social Compliance Status | Update | Remove | | | | | |
| Remit & Order Address Facility Address Book Banking Details Review and Submit | Create Facility 💥 🕯 Address Name 🔺 | C → ☆ → Ⅲ Address DUNS Number 171503613 | Ownership | Address 6529 John Mosby Hwy | Country 스 United States | Food Safety Compliance Status Supplier Information Required | Social Compliance Status | Update | Remove | | | | | |
| Remit & Order Address Facility Address Book Banking Details Review and Submit Assessment | Create Facility 1 2 4 Address Name A Automation A Gushing Grapes | C C | Ownership Yes Yes | Address 6529 John Mosby Hwy 101 S Dale Dr | Country A United States United States | Food Safety Compliance Status Supplier Information Required Not Applicable | Social Compliance Status Not Applicable Not Applicable | Update | Remove | | | | | |

5. Click **Profile (D)**.

| KROGERTECHNOLOGY Vendor Profile & User Manager | | î | 0 | * 4 | ê 🌈 | Lo <u>ş</u> | gged In As STEPHANIE | .HOUCK@JOBAID | оз.сом 🕛 | | |
|---|---|--------------|-------------|----------------|---------------|---------------|-----------------------------|---------------------|-----------------|--|--|
| Administration: Facility Address Book > Update Address Details | Close | Save | Profile | Categoriza | ation Item | Contacts | Social Compliance | Sustainability | Complete | | |
| * Indicates required field | | | | | | | | | | | |
| Organization Name Job, LLC | | | | | | | | | | | |
| Hide Instructions | | | | | | | | | | | |
| Use this screen to complete or update your production facility address details. Use the button finished. | s at the to | p right to r | navigate to | the required c | ontacts or co | mpliance sect | ion(s). Be sure to click th | ne "Complete" butto | on when you are | | |
| The D-U-N-S Number and Address Details on this page should correspond to the actual produ | The D-U-N-S Number and Address Details on this page should correspond to the actual production site for the product, raw material or ingredients supplied to Kroger from this location. | | | | | | | | | | |
| For instructions on completing this section click here | | | | | | | | | | | |
| | | | | | | | | | | | |



- 6. Update the products at this facility currently produced, manufactured, or processed for Kroger (E).
- Update the process(es) performed at this facility for the products or ingredients provided to Kroger (F).
- 8. Update the **months this facility is in production (G)**.
- 9. Update your company's relationship with the operations located at this facility (H).



10. Click Save (I).

Supplier Hub

| Administration: Facility Ad Facility Profile | ddress Book > Update Address Details > | | | Home Save |
|--|--|---|--|---|
| Organization Name | e Job, LLC * Facility Name Minhou Minxing Facility Address Marcos Paz 2576, Cludad de Buer | os Aires, AR | | |
| Hide Instructions Vendors of products, in | ngredients or packaging are required to register each of their relevant facilit | ies. Each facility must represent the latest value-add production site in the supply ch | in that directly changes or adds value to a product before receipt by Kroger. In mos | cases, this will NOT be an administrative office address. |
| For instructions on con Direct any questions to | npleting this section click here o suppliercompliance@kroger.com | | | |
| * Does this facility supp | Ily any products or ingredients to Kroger? Yes 🗸 | A | | |
| * List the products at thi | is facility currently produced, manufactured or processed for Kroger: | baked bread | | |
| * Select the process per | formed at this facility for the products or ingredients provided to Kro | ger: | | |
| Manufacturing | | | | |
| Processing | | | | |
| Growing | | | | |
| Packing | | | | |
| Distribution | | | | |
| Other | | | | |
| * Select the months this | a facility is in production: | | | |
| JAN Z AP | IR 🗹 JUL 🔽 OCT | | | |
| 🗹 FEB 🗹 MA | AY Z AUG Z NOV | | | |
| 🗹 MAR 🗹 JU | N 🗹 SEP 🗹 DEC | | | |
| * Do the products or ing | predients undergo any further processing or assembly at another facilion, irradiation, metal detection are not considered further processing or as | ity before receipt by Kroger? No 🗸 | | |
| * Describe your company | ny's relationship with the operations located at this facility: | | | |
| We own the operations | ~ | | | |

11. Click Home (J).

| OGERTECHNOLOGY Vendor Profile & User Manager | â | \otimes | * | • | _ | Logged In As STEPHANIE.HOUCK@JOBAIDS.COM |
|---|-----------------|-------------|-------------|--------------|------------|--|
| vdministration: Facility Address Book > Update Address Details > | | | | | | |
| Confirmation | | | | | | |
| Changes have been saved successfully | | | | | | |
| Facility Profile | | | | | | Home Save Net |
| Organization Name Job, LLC * Facility Name Minhou Minxing | | | | | | |
| Facility Address Marcos Paz 2576, Ciudad de Buend | os Aires, AR | | | | | |
| Hide Instructions | | | | | | |
| Vendors of products, ingredients or packaging are required to register each of their relevant faciliti product before receipt by Kroger. In most cases, this will NOT be an administrative office address. | es. Each facili | ty must rep | present the | e latest val | ue-add pro | duction site in the supply chain that directly changes or adds value t |
| For instructions on completing this section click here | | | | | | |
| Direct any questions to suppliercompliance@kroger.com | | | | | | |

12. Click Close (K).

| KROGERTECHNOLOGY Vendor Profile & User Manager | К | Â | 0 | * | ¢ | - | Lo <u>ç</u> | ged In As STEPHANIE | HOUCK@JOBAI | DS.COM | ወ |
|---|-------------|------------|-------------|----------|----------------|-----------|---------------|---------------------------|-------------------|-------------|-------|
| Update Address Details | Close | Save | Profil | e Cate | egorization | Item | Contacts | Social Compliance | Sustainability | Comp | lete |
| * Indicates required field | | | | | | | | | | | |
| Organization Name Job, LLC | | | | | | | | | | | |
| Hide Instructions | | | | | | | | | | | |
| Use this screen to complete or update your production facility address details. Use the button finished. | s at the to | p right to | navigate t | the requ | uired contact | s or com | pliance secti | on(s). Be sure to click t | he "Complete" but | ton when yo | u are |
| The D-U-N-S Number and Address Details on this page should correspond to the actual produced | uction site | for the p | roduct, rav | materia | l or ingredier | its suppl | ed to Kroger | from this location. | | | |
| For instructions on completing this section click here | | | | | | | | | | | |
| | | | | | | | | | | | |