



Training Guide

for Kroger Suppliers

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Completing Packaging Request Form

The JPG Project Manager will email you a link to the following form to collect all required data for the project.

1 Complete the General Information section.

2 Complete the Sales Representative Contact Information section.

Vendor Packaging Request Form

General Information

Today's Date *

Kroger In DC Date *

Project Name *

Demo Artwork Project 01

Season & Year *

Brand Name *

Division *

Product Developer *

Sales Representative Contact Information

Company *

Sales Rep Primary Contact *

Sales Rep Phone *

Sales Rep Email *

Sales Rep Address *

Submitting a New Packaging Request - Continued...

3 Complete the Milestone Delivery Dates section.
JPG will provide the Photography/Structure Date.

Sales Rep Address *

Sales Rep City, State *

Sales Rep County *

Milestone Delivery Dates

Product Samples to Photo/Studio *

Photography/Structure Date *

12/16/2018

Finished Packaging to Factory Date *

Ship Date *

DC Date *

Kroger Merchandise Supplier Artwork Approval Contacts

Primary Approver Contact Email *

Optional Approver Contact Email *

Kroger Merchandise Supplier

Merchandise Supplier Name *

Address *

4 Complete the Kroger Merchandise Supplier Artwork Approval Contacts section.

5 Complete the Kroger Merchandise Supplier section.

Submitting a New Packaging Request - Continued...

6 Complete the Supplier Accounting Contact section.

The screenshot shows a web browser window with the URL <https://kroger.jpglobal.net/?taskid=5bf58e090111b1d49fba4f708afcd651>. The form contains several input fields for supplier information:

- Address *
- City, State *
- Merchandise Supplier Country *
- Merchandise Supplier Contact Name *
- Merchandise Supplier Phone *
- Merchandise Supplier Email *
- Kroger Supplier Vendor # *

The **Supplier Accounting Contact** section is highlighted with a red arrow, indicating the current step. This section includes the following input fields:

- Accounting Company Name *
- Accounting Company Address *
- Accounting Company City, State *
- Accounting Company Country *
- Accounting Contact Name *

Submitting a New Packaging Request - Continued.

6 Select then upload your Variable Packaging Data file.

7 Click Submit.

Form

https://kroger.jpglobal.net/?taskid=5bf58e090111b1d49fba4f708afcd651

Merchandise Supplier Email *

Kroger Supplier Vendor # *

Supplier Accounting Contact

Accounting Company Name *

Accounting Company Address *

Accounting Company City, State *

Accounting Company Country *

Accounting Contact Name *

Accounting Contact Email *

Accounting Contact Phone *

Variable Packaging Data File

If you have misplaced the empty version of this file, you can download it [here](#).

NOTE: Please ensure that the Excel file you upload contains correct and updated variable packaging data for this project. Failure to do so may result in costly delays.

Upload file *

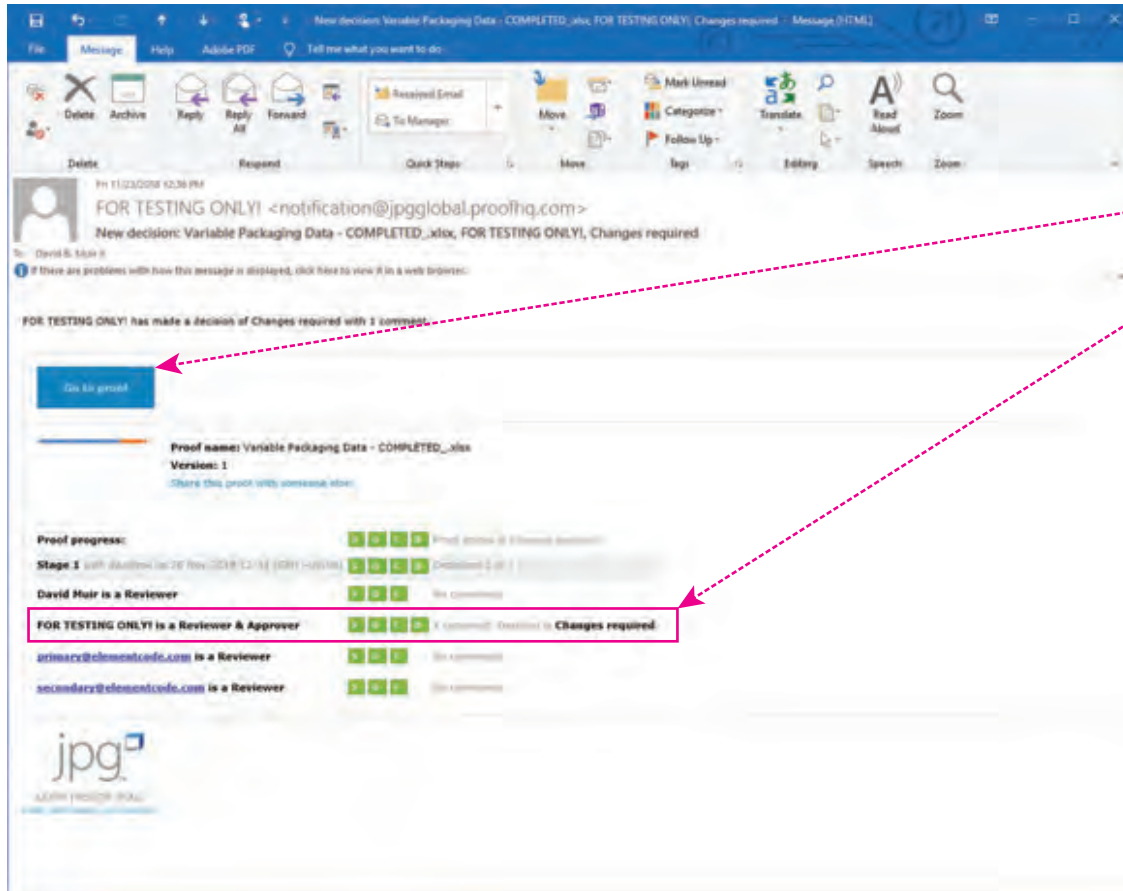
Choose File

SUBMIT

Proofing the Variable Packaging Data File with Kroger

When you upload the Variable Packaging Data file, a Proof is automatically generated. The Primary and Secondary Approver Contact Email Addresses you entered are added to the new Proof as Reviewers. This enables you view, and respond to, any comments made by the Kroger PD.

Each Approver Contact you supplied will receive an email that looks like this once a decision is made (Approve or Reject) for the variable packaging data you supplied.



1 Click here to view comments from the Kroger PD.

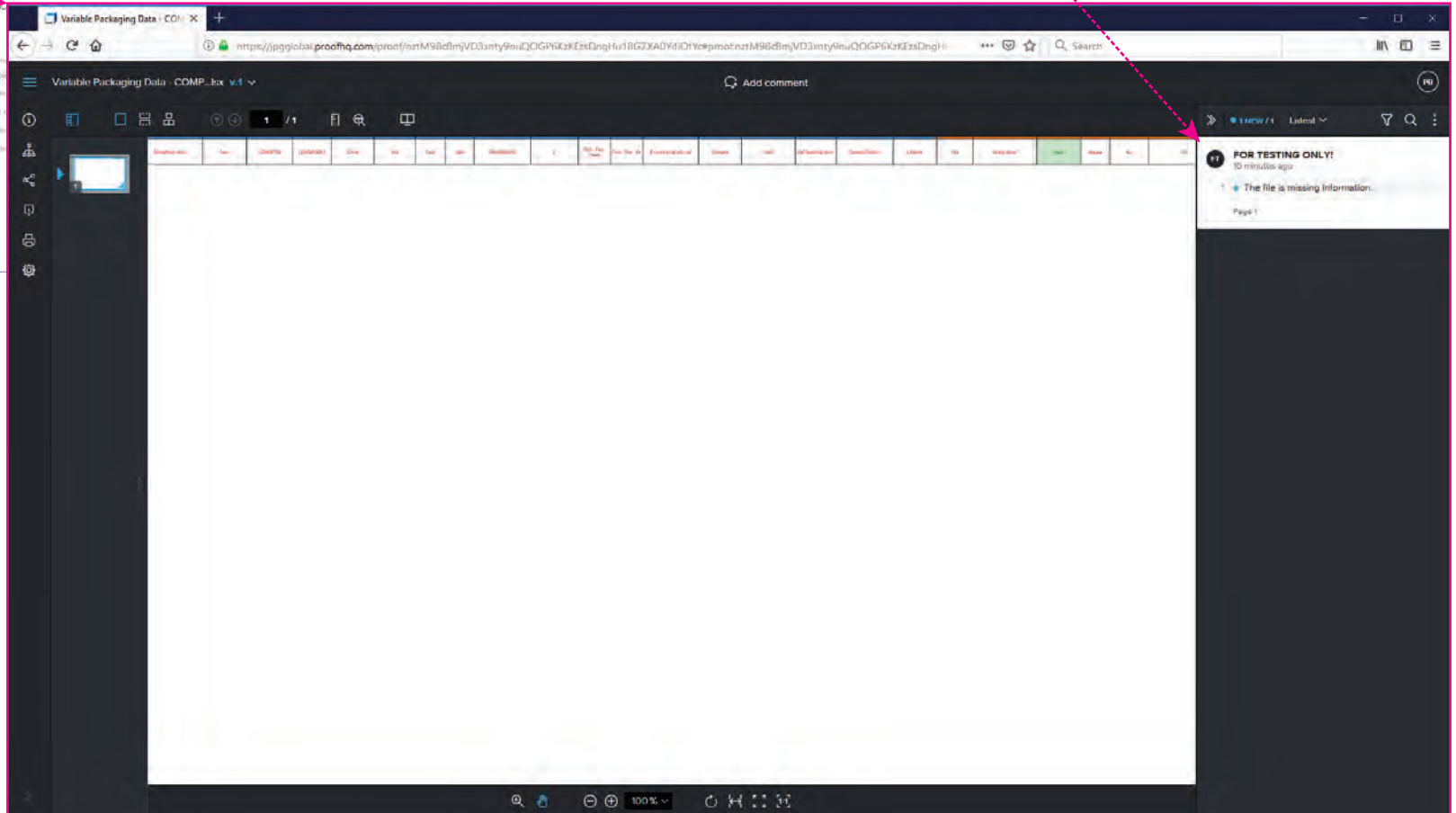
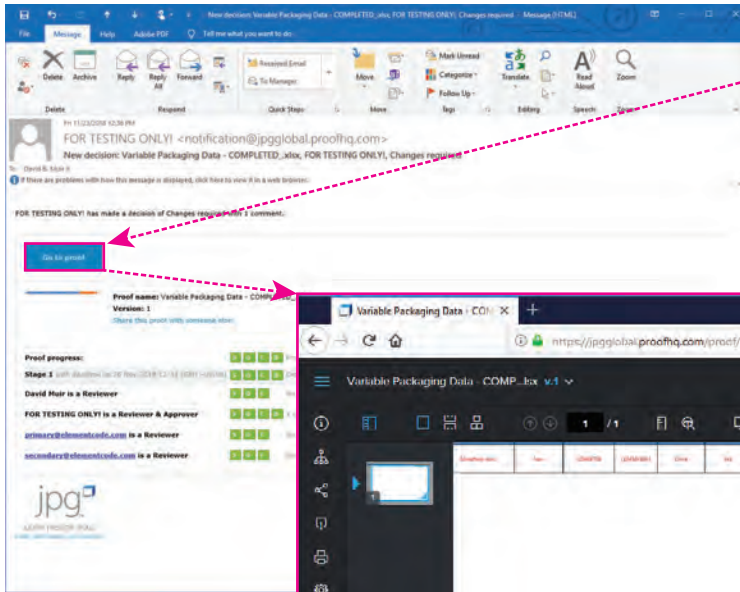
2 The Kroger PD's decision appears here.

Proofing the Variable Packaging Data File - Continued...

If your variable packaging data file was rejected, like the example on the previous page, you should open the Proof to determine the reason.

3 Open the Proof.

Review the comments and amend the file. **4**



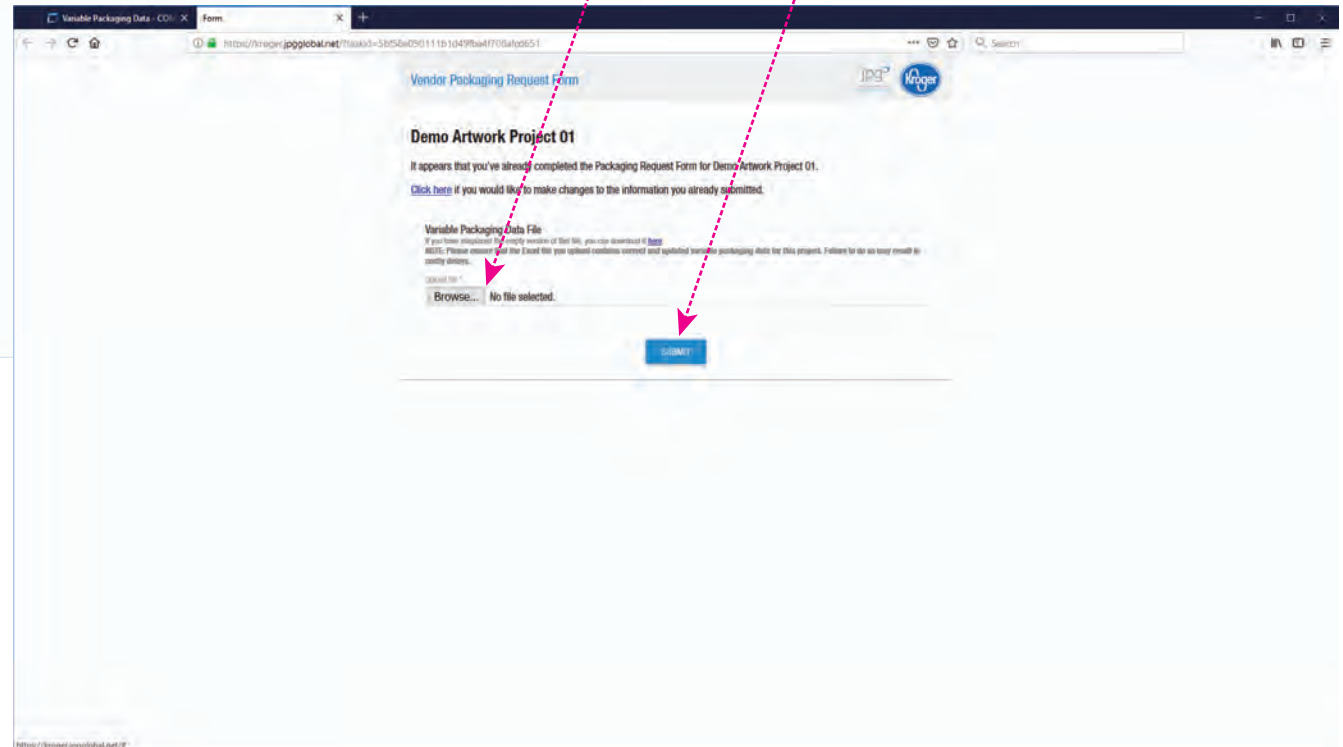
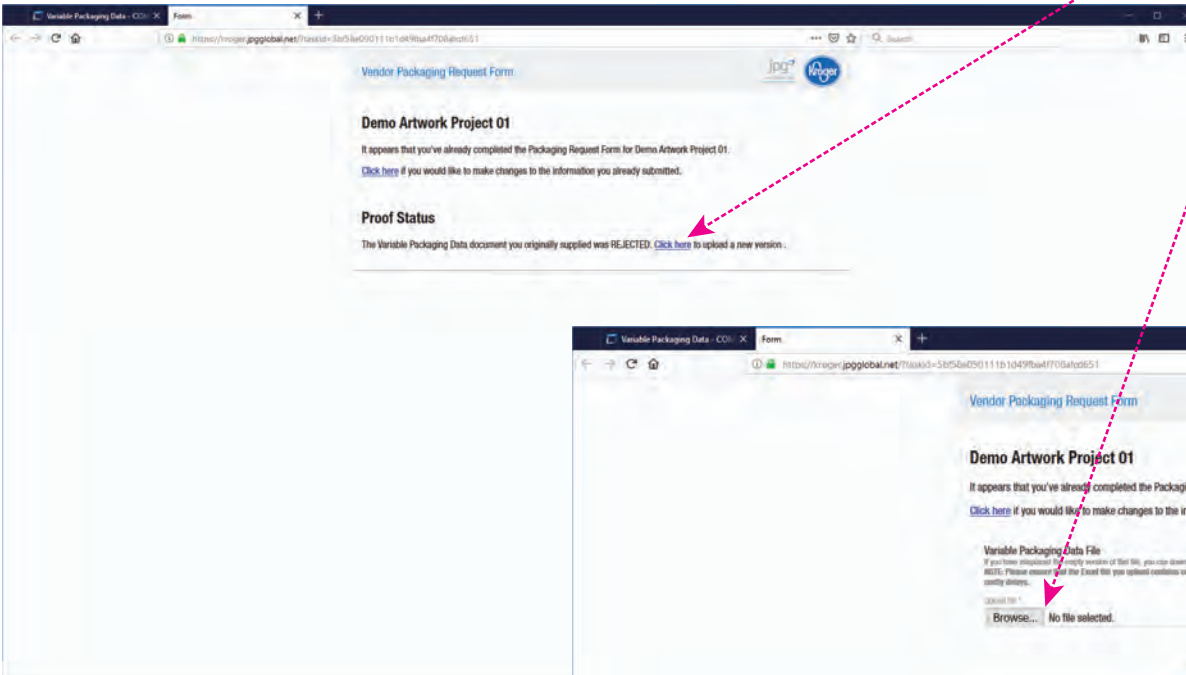
Proofing the Variable Packaging Data File - Continued.

Return to same page where you submitted your original Packaging Request details and Variable Packaging Data file.

Once you submit the amended version, this process will repeat until the Kroger PD approves the file.

5 Click here to upload the amended Variable Packaging Data file.

6 Click Browse to select the amended file then Submit to upload it.

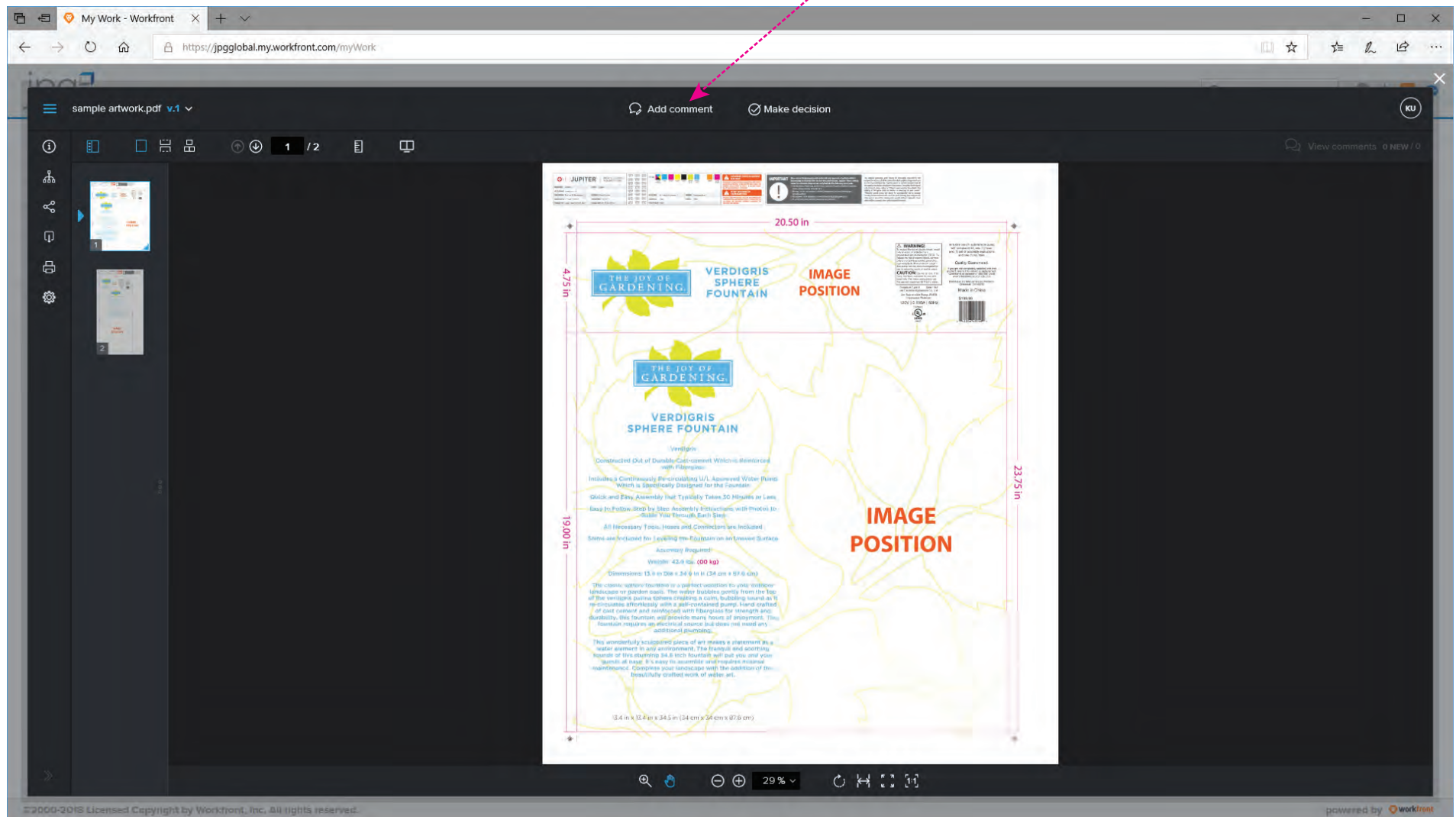


Proofing Artwork with Kroger - Adding Comments

When it's time to proof artwork, you will receive an email similar to the one you received to proof the Variable Packaging Data file.

Like before, simply click the 'Go to Proof' link to get to this page.

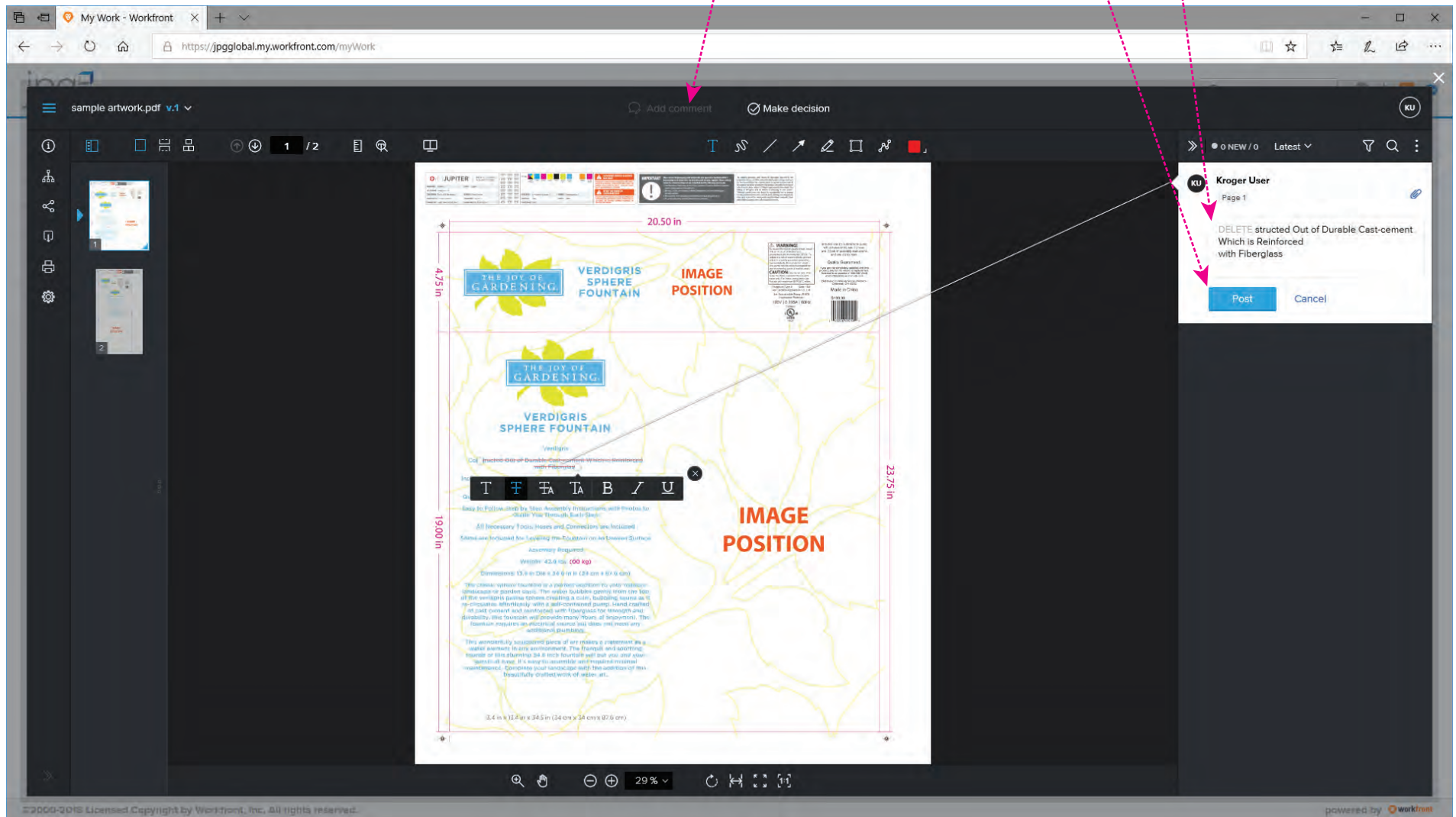
1 Add Coment.



Proofing Artwork with Kroger - Adding Comments, Continued.

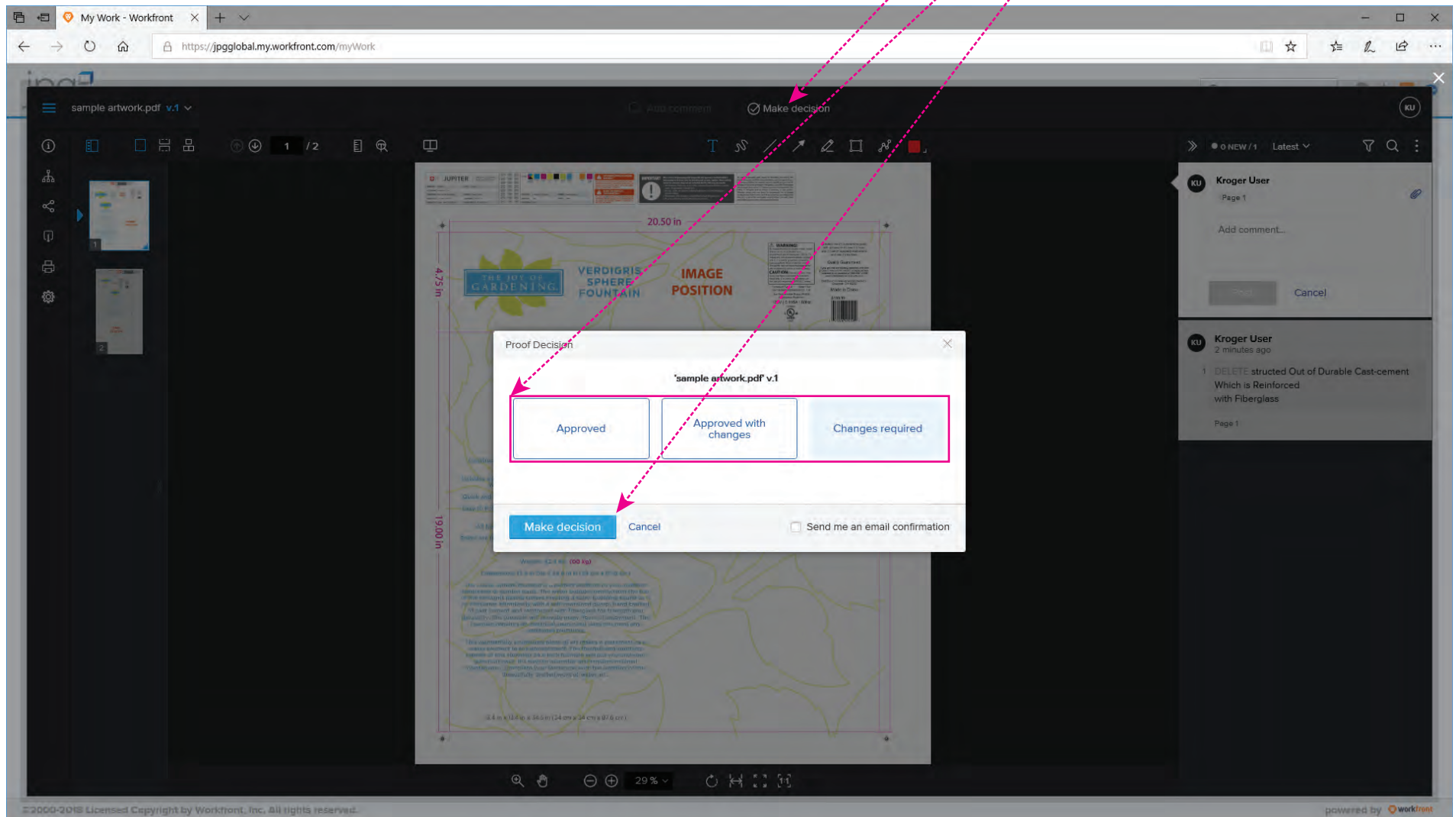
2 Select the tool you wish to use.

Type your comment, then click Post. 3



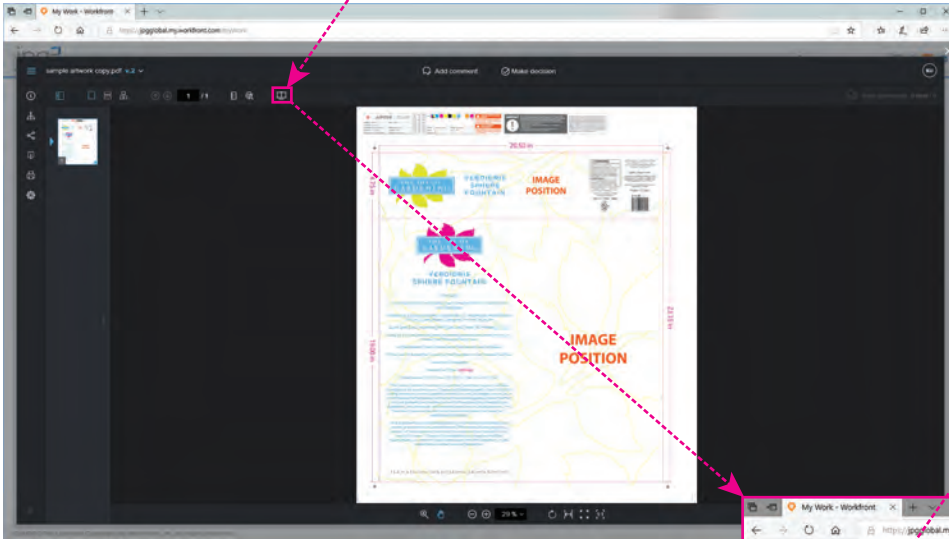
Proofing Artwork with Kroger- Making Decisions

- 1 Click 'Make Decision!'
- 2 Select the appropriate decision.
- 3 Click 'Make Decision!'



Proofing Artwork with Kroger - Comparing Versions

Click this button to reveal side by side comparison.



Select which previous version you want displayed here.

Click to Page Down/Up.

Click to Measure an Area.

Click to Search for Text.

Click to close previous version.

Click to Auto-Compare.

Click for an Overlay Comparison.

Click to Zoom.

Click to Rotate.

