Complete the Organization Screen

- 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	Â
88 Home	My Applications		I
O Users () Help	Supplier Hub Kroger's centralized vendor manage Rystem Open Supplier Hub		
	Other Applications	~	I
	You can find additional details and information at The Kroger Co.		•
	Figure Comparison © Copyright 2021 The Kroger Co. All Rights Reserved. Privacy Policy		

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

KR	OGER TECHNOLOGY \	Vendor Profile & User Manager 🕋 🛇 ★ 🏟 👖 🛛 Logged in As STEPHANIE.HOUCK@JOBAIDS.COM 🔱
Ad	ministration	
	General	General
	Company Profile	Organization Name Job Alds Inc. Dun & Bradstreet (DUNS) Number Update
В	Organization	A 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	

Supplier Hub

4. Click Locate your DUNS Number (C).

Categorization	Organization Cancel Save Next
Legal Information	Organization Name Job Alds Inc. Vendor Onboarding Status Vendor Registration Pending
Organization Contacts	Hide Instructions The Organization screen displays your company's Kroger contact, DUNS and tax information. The DUNS number should be the organization headquarters DUNS.
Remit & Order Address	For instruction on completing this section click here.
Facility Address Book	Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.
Banking Details	Overview
Review and Submit	
Assessment	Organization
Leave Us Feedback	Dun & Bradstreet (DUNS) Number Locate your DUNS Number
	* Legal Structure
	Supplier Hub Vendor item Portal Key If Kroger requires you to register in the Vendor Item Portal, you will be required to provide your Supplier Hub Vendor Item Portal Key before submitting your item attributes.
	Organization Identifier
	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.
	Does your company exchange business documents (i.e. invoices, purchase orders, etc.) with any other company via Electronic Data Interchange (EDI)?
	Tax Information

- 5. Enter your **company information** (D).
- 6. Click **Search** (E).

	Vendor Profile & Us	er Manager		â	\otimes	* 🌣	1	Logged In As STEPHAN	IE.HOUCK@JOBAIDS.COM	(
Administration >										
Indicates Mandatory Field	ls									
TIP If you are entering an	address located in the Uni	ited States or Cana	da, enter the	e two-letter state or provin	ce code in the Sta	ate/Province fiel	d.			
r instructions on completin	g this section Click Here	, ., .,								
* Company Name * Country Telephone Number			~	Address City State						
* Company Name * Country Telephone Number			~	Address City State Postal Code						
* Company Name * Country Telephone Number			~	Address * City State Postal Code					Sea	rch
* Company Name * Country Telephone Number	Company Name	Address	City	Address * City State Postal Code	Country	Telephon	e Number	Postal Code	Sea Head Quarters Y/N	rch

- 7. Select the **radio button** (F) for your company.
- 8. Click **Confirm** (G).

	TIP The name of the	organization or facility may be different in	the Dun & Bradstreet (D&B) databa	ase. For example, "ABC	Co." could be listed in	the D&B da	tabase as A.B.C. Compa	ny."	
Fer	in your organizati	on or racinty is not listed in the search resu	its, try searching variations of the t	organization name to in	id a match.				
For	Instructions on com	bleting this section Click Here							
D٥	B Search								
	* Company N	ame job	Addr	ess					
	* Coi	Intry United States	× * (Cincinnati					
	* State/Prov	ince OH 🗸	Postal Co	ode					
	Telephone Nur	nber							
									Search
2	1 😂 🖻 🌣 🔻 🗉	0							
	DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/
0	068100193	JOB, LLC	4180 HUMPHREY RD	RICHFIELD	ОН	US		44286	Y
0	111359175	JOBCOS INC	471 7TH AVE	EAST LIVERPOOL	ОН	US	3303867680	43920	Y
0	047502601	SPECTRUM BUSINESS CONSULTING,	LLC 7017 LAWYER RD	CINCINNATI	ОН	US	5138845276	45244	Y
\cup	002804021	J. O. B., INC.	152B FORSHEY RD	MARIETTA	он	US	7403734266	45750	Y
0	002004021								

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

KROGER TECHNOLOGY	Vendor Profile & User	Manager	Â	0	*	° (1	Logged In As STEPHAN	IE.HOUCK@JOBAIDS.COM	ሪ
Administration										
General	Confirm DUNS									
Company Profile	See below for information	corresponding to selected DUNS #	068100193							
Company Provide	🗵 😂 🕞 🔅 🔻 💷									
Organization	DUNS Number	Company Name	Address			City	S	State or Province	Country	
Categorization	068100193	Job, LLC	4180 Humph	rey Rd		Richfield	C	н	United States	
outogonzuton										
Legal Information				Cance	Apply					

- 10. Select your **Legal Structure** (I).
- 11. Answer the Electronic Data Interchange (EDI) question (J).
- 12. Answer the **question for using an Employer Identification Number (EIN) for U.S. federal tax purposes** (K).
- 13. Enter your Employer Identification Number (EIN) (L).

Note:	US Vendors:
	If you do not have an EIN number, reach out to the IRS to obtain one. You can use a social security number if you do NOT use an EIN for U.S. federal tax purposes.
Note:	Foreign Vendors:
	The EIN field will be labeled as Tax Identification Number. Enter your 9-digit Tax ID Number issued by the United States Internal Revenue Service. If you do not have a U.Sissued tax ID number, enter the tax ID number issued by your organization's local government authority.

Some of the information in the D&B Information section is automatically populated from the Dun & Bradstreet database. This information is routinely updated from D&B.

If the information displayed is incorrect, please reach out to <u>Dun & Bradstreet Support Page -</u> <u>Submit Case (dnb.com)</u> to have it updated.

It could take approximately 1 month or longer for updated information from D&B to display in Supplier Hub.

- 14. Enter the **First Name, Last Name,** and **Email Address** of your primary Kroger contact (M).
 - **Note:** This is the Kroger Associate you most frequently work with; your main contact at Kroger.
- 15. Click Save (N).
- 16. Click **Next** (O) to continue to the Categorization page.

Banking Details	Overview	
Review and Submit	Oranization	
Assessment		
Lange Har Frankrik	Dun & Bradstreet (DUNS) Number 068100193 Vour DUNS Number	
Leave Us Feedback	*Legal Structure	
	Supplier Hub Vendor Item Portal Key 068100193	
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	Organization identifier	
	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 any distruction click here.	
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