Search For Your DUNS Number

- 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
EB Home	My Applications		
O Users ? Help	Supplier Hub		
	Kroger's centralized vendor manager system Open Supplier Hub ->		
	Other Applications	~	I
	You can find additional details and information at The Kroger Co.		•
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3. Click **Organization** (B).

KROGER TECHNOLOGY	Vendor Profile & User Manager 🕋 🛇 ★ 🏟 🕺 🛛 Logged In As S.H@STAGETEST.COM 🔱
Administration	
General	General
Company Profile	Organization Name Supplier Job Alds Dun & Bradstreet (DUNS) Number Update Vendor Onboarding Status Prospect Registration Pending
BOrganization	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).

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Administration							
General	Organization Cancel	Save Next					
Company Profile Organization Categorization Legal Information Diversity Organization Contacts	Organization Name Supplier Job Aids Vendor Onboarding Status Prospect Registration Pending Image: Hide Instructions The Organization screen displays your company's Kroger contact, DUNS and tax information. The DUNS number should be the organization headquarters DUNS. 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. Overview Overview						
Remit & Order Address	Organization						
Banking Details	Dun & Bradstreet (DUNS) Number Locate your DUNS Number						
Review and Submit	* Legal Structure V Supplier Hub Vendor Item Portal Key						
Assessment	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.						
Leave Us Feedback	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 click here.	instruction					

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

	δΥ Vendor Profile & Us	er Manager		â	⊗ ★	•		Logged In	As S.H@STAGETES	ST.COM
dministration >)&B Search										
ndicates Mandatory F	ields									
TIP If you are entering	an address located in the Un	ited States or Canada	a, enter the two-letter state or prov	vince code in the Sta	te/Province field.					
TIP The name of the c	organization or facility may be	different in the Dun &	Bradstreet (D&B) database. For	example, "ABC Co."	could be listed in the	D&B databa	ise as A.B.C. C	ompany."		
			arching variations of the organizat			2				
r instructions on compl	leting this section Click Here									
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Note: The name of the company may be slightly different in the Dun & Bradstreet database. For example, "ABC Co." may be listed as "A.B.C. Company." If the company is not listed in the search results, try searching variations of the company name to find a match.

Supplier Hub

- 7. Select the **radio button** (F) for your company.
 - If the company is not listed, **check the box** (G) to show more results.

8. Click Confirm (H).

	TP The name of the organization or facility may be different in the Dun & Bradstreet (D&B) database. For example, "ABC Co." could be listed in the D&B database as A.B.C. Company." If your organization or facility is not listed in the search results, try searching variations of the organization name to find a match.										
For	instructions on comp	leting this section Click Here									
D8	B Search										
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	* State/Prov	ince OH 🗸	Postal Co	de							
	Telephone Nur	nber									
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	DUNS Number	Company Name	Address 4180 HUMPHREY RD	City	State or Province		Telephone Number		Head Quarters Y		
0				RICHFIELD	OH	US		44286	Y		
0	068100193	JOB, LLC									
0	068100193 111359175	JOB, LLC JOBCOS INC	471 7TH AVE	EAST LIVERPOOL	OH	US	3303867680	43920	Y		
-			471 7TH AVE	EAST LIVERPOOL CINCINNATI	он он	US US	3303867680 5138845276	43920 45244	Y Y		

9. Click **Apply** (I).

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Administration								
General	Confirm DUNS							
Company Profile	See below for information	corresponding to selected DUNS #:0	92804921					
Company Frome	🕱 😂 🖻 🌞 🛛 🕅	•						
Organization	DUNS Number	Company Name	Address		City	State or Provin	nce Country	
Categorization	092804921	J. O. B., Inc.	152B Forshey Rd		Marietta	OH	United States	
Oategonzation	€							•
Legal Information			Canc	el Apply				

If you are unable to find your organization or facility address through the DUNS search, submit a DUNS Number Request to <u>https://support.dnb.com/?CUST=Kroger</u>

For detailed instructions, click here.

If D&B informs you that a DUNS number cannot be issued, reach out to your Kroger primary contact.