

## Search and Manage Item Numbers Across Multiple Facilities

The GTIN / KLN# Facility List can be used to quickly add or remove an item without needing to access each facility's item screen.

1. Login to <https://partnerpass.krogerapps.com/>

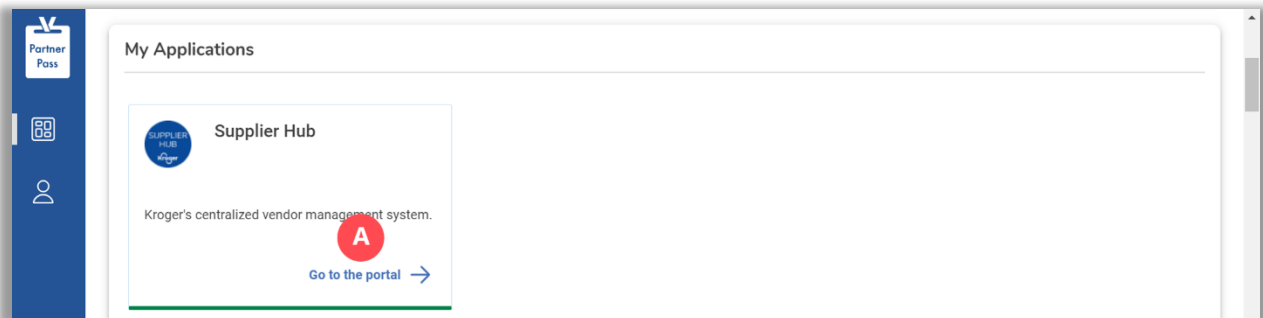
**Note:** Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

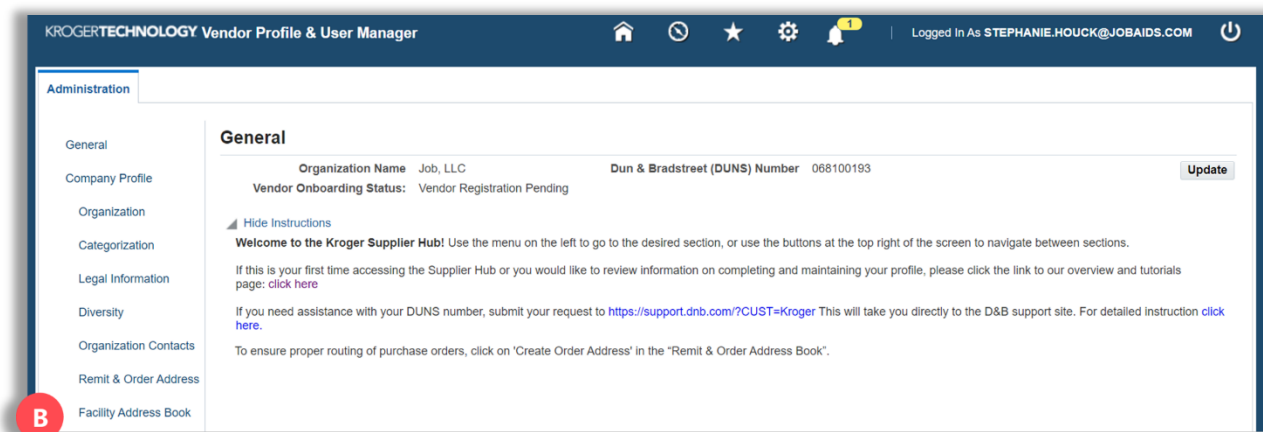
For additional information, please see:

- [Partner Pass information page](#)
- [Partner Pass help page](#)


2. On the Supplier Hub tile, click **Go to the portal (A)**.

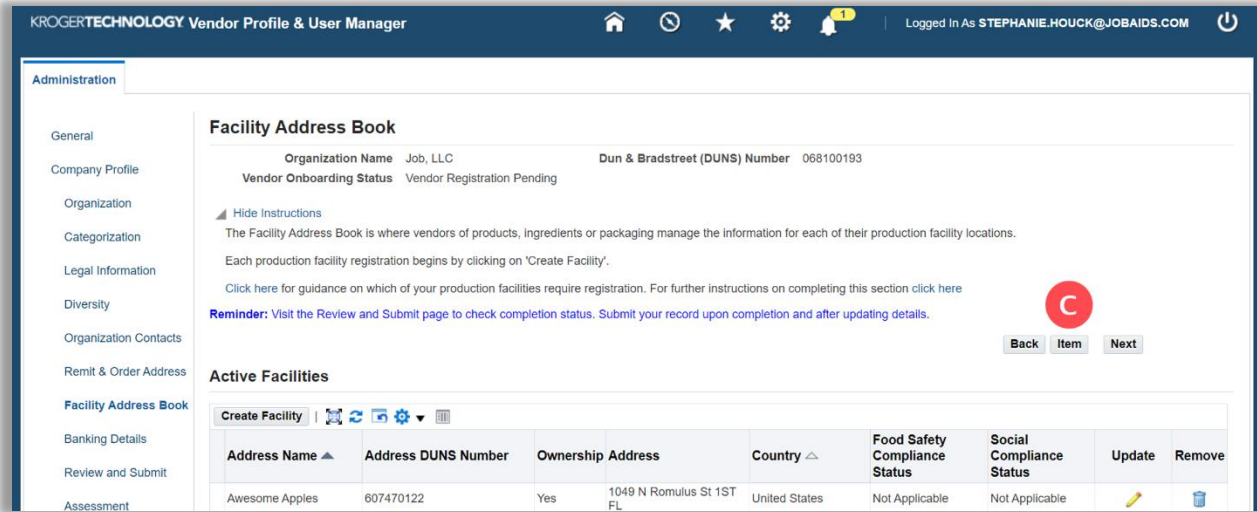


3. Click **Facility Address Book (B)**.



4. Click **Item** (C).

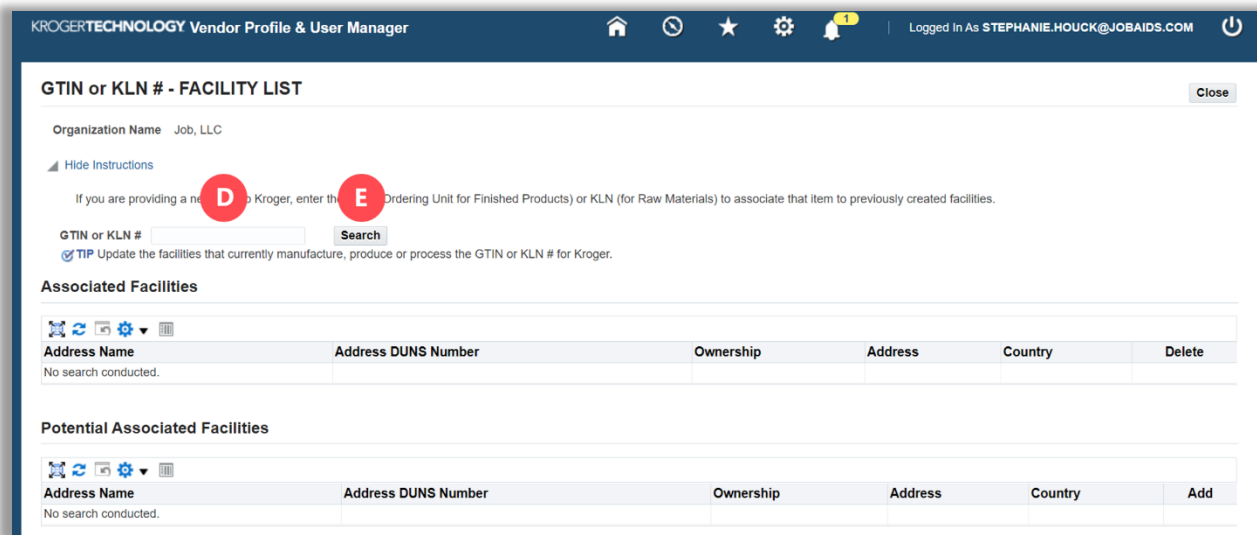
 The Item button will only be displayed once one of the facilities has been associated with a DUNS number.



5. Input the **GTIN/KLN#** (D).


**Note:** GTINS are 14 digits and assigned to finished products for resale.  
KLN#s are 6 digits and assigned to raw ingredients for manufacturing.

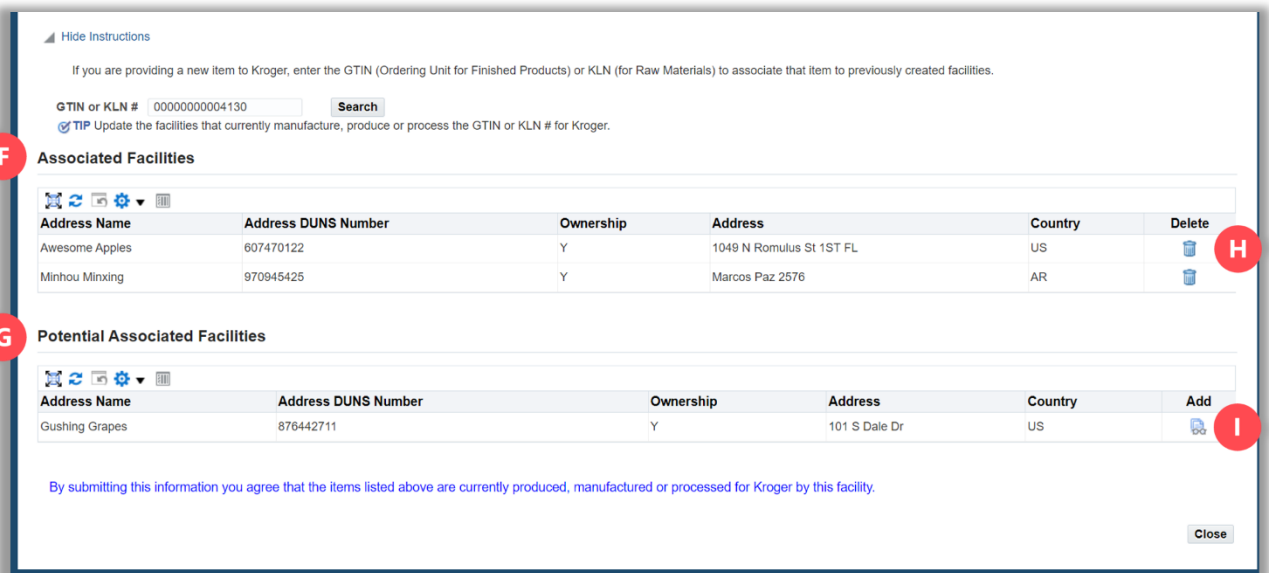
6. Click **Search** (E).



**Note:** The **Associated Facilities table (F)** displays the facilities the item is currently associated with.  
 The **Potential Associated Facilities table (G)** displays the facilities the item is **not** currently associated with.

7. Use the below table to determine the next step:

| To:                            | Do this:   |
|--------------------------------|--|
| Delete an item from a facility | Click the <b>delete icon (H)</b> and continue to <a href="#">step 8</a> .  |
| Add an item to a facility      | Click the <b>add icon (I)</b> and go to <a href="#">step 11</a> .<br> By adding an item, you agree that the item is currently produced, manufactured, or processed for Kroger at this facility. |

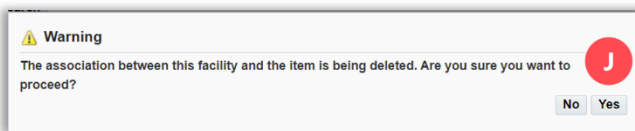


The screenshot shows a web interface with a search bar for GTIN or KLN #. Below it are two tables:

- Associated Facilities (F):** A table with columns: Address Name, Address DUNS Number, Ownership, Address, Country, and Delete. It lists 'Awesome Apples' and 'Minhou Minxing'.
- Potential Associated Facilities (G):** A table with columns: Address Name, Address DUNS Number, Ownership, Address, Country, and Add. It lists 'Gushing Grapes'.

Red callout letters F, G, H, and I are placed over the tables and their respective delete/add icons. A warning message at the bottom states: "By submitting this information you agree that the items listed above are currently produced, manufactured or processed for Kroger by this facility."

8. Click **Yes (J)**.



A warning dialog box with a yellow triangle icon. The text reads: "Warning: The association between this facility and the item is being deleted. Are you sure you want to proceed?" There are "No" and "Yes" buttons, with a red callout letter J over the "Yes" button.

**Note:** There must be at least one facility associated with an item. If a facility is the last remaining address associated with the item, you will not be able to remove it. If a facility no longer supplies the item to Kroger, it should be removed from the item system. If you are unsure how to do this, reach out to your primary Kroger contact.

9. The item will be deleted and now the facility is displayed in the **Potential Associated Facilities table (K)**.

If you are providing a new item to Kroger, enter the GTIN (Ordering Unit for Finished Products) or KLN (for Raw Materials) to associate that item to previously created facilities.

GTIN or KLN # 0000000004130

TIP Update the facilities that currently manufacture, produce or process the GTIN or KLN # for Kroger.

**Associated Facilities**

| Address Name   | Address DUNS Number | Ownership | Address         | Country | Delete |
|----------------|---------------------|-----------|-----------------|---------|--------|
| Minhou Minxing | 970945425           | Y         | Marcos Paz 2576 | AR      |        |

**Potential Associated Facilities**

| Address Name   | Address DUNS Number | Ownership | Address                  | Country | Add |
|----------------|---------------------|-----------|--------------------------|---------|-----|
| Awesome Apples | 607470122           | Y         | 1049 N Romulus St 1ST FL | US      |     |
| Gushing Grapes | 876442711           | Y         | 101 S Dale Dr            | US      |     |

By submitting this information you agree that the items listed above are currently produced, manufactured or processed for Kroger by this facility.

10. Go to [step 12](#).

11. The item will be added and now the facility is displayed in the **Associated Facilities table (L)**.

12. Click **Close (M)**.

If you are providing a new item to Kroger, enter the GTIN (Ordering Unit for Finished Products) or KLN (for Raw Materials) to associate that item to previously created facilities.

GTIN or KLN # 0000000004130

TIP Update the facilities that currently manufacture, produce or process the GTIN or KLN # for Kroger.

**Associated Facilities**

| Address Name   | Address DUNS Number | Ownership | Address         | Country | Delete |
|----------------|---------------------|-----------|-----------------|---------|--------|
| Gushing Grapes | 876442711           | Y         | 101 S Dale Dr   | US      |        |
| Minhou Minxing | 970945425           | Y         | Marcos Paz 2576 | AR      |        |

**Potential Associated Facilities**

| Address Name   | Address DUNS Number | Ownership | Address                  | Country | Add |
|----------------|---------------------|-----------|--------------------------|---------|-----|
| Awesome Apples | 607470122           | Y         | 1049 N Romulus St 1ST FL | US      |     |

By submitting this information you agree that the items listed above are currently produced, manufactured or processed for Kroger by this facility.