# Kroger Vendor Collaboration Portal: Broker Registration, New Users, and Vendor Links

## Register Your Company – Detailed Steps

1. From your Company Creation Notification email, select the **Kroger Vendor Collaboration Portal** link (A). Make note of the **Company DUNS** (B) and **VCP Company ID** (C) for use in Step 3.

> **!** Use **Google Chrome** to access the Kroger Vendor Collaboration Portal. If you are unable to change the default browser to **Google Chrome**, right click the link (A) and select **Copy Hyperlink** to paste it into the **Google Chrome** address bar. You will experience issues if you use **Internet Explorer/Edge**.
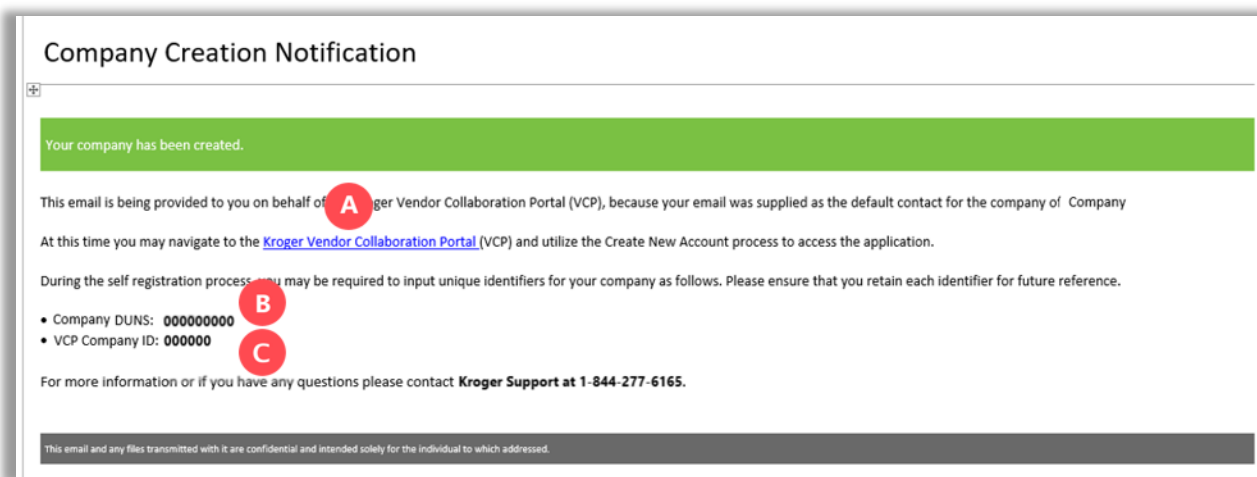
2. Click **Create New Account** (D) on the Login page. Do not enter email or password at this time.
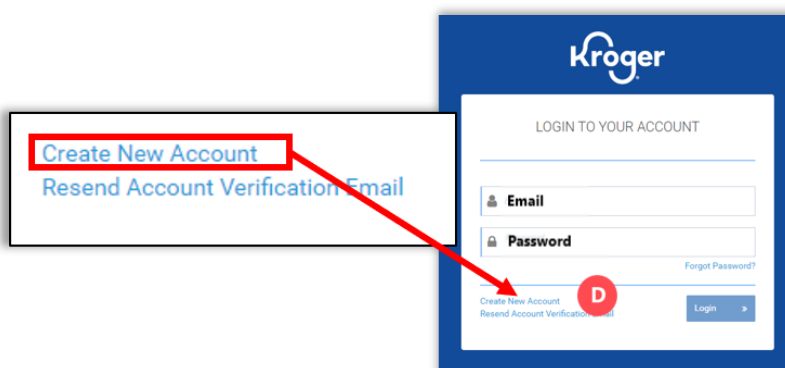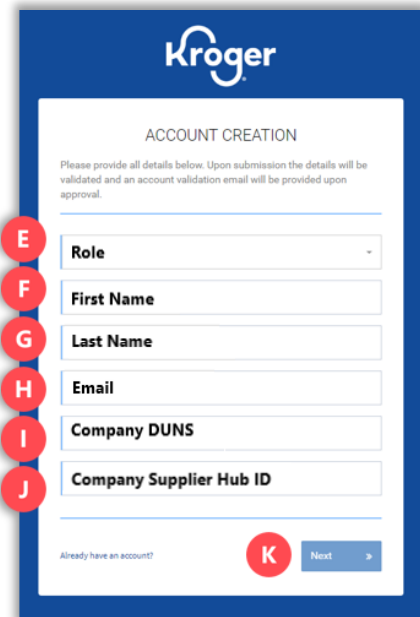
3. Complete all fields on the Account Creation page:

   o **Role** – Select Broker or Vendor (E)
   o Your **First Name** (F)
   o Your **Last Name** (G)
   o Your **Email** address (H)
   o **Company DUNS** (I)
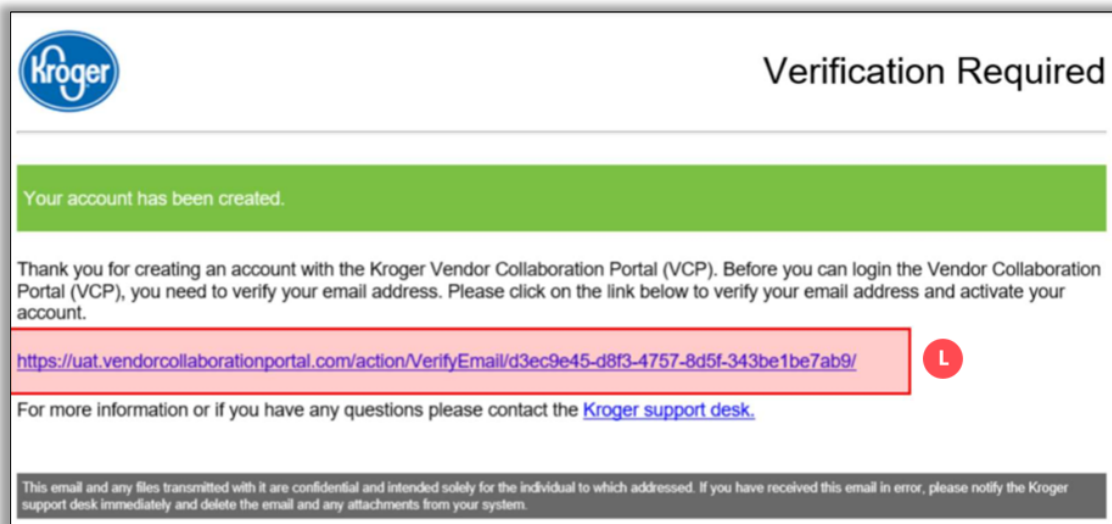   o VCP **Company Supplier Hub ID** (J)

Note: For Company DUNS and VCP Company Supplier Hub ID, refer to your Company Creation Notification email. (For reference see step 1, (B) (C).)

4. Click **Next** (K).

5. Check your email for an auto-generated "Verification Required" message. Click the **hyperlink** (L) to verify your email address and activate the account.


Note: This verification link will only be valid for 15 minutes. If the link is expired, click the **Resend Account Verification Email** option on the login screen.

6. Complete the fields on the Account Security page:
   - **Password** (M) – Password requirements:
     - Use 8 or more characters
     - Password is case sensitive
     - Minimum of 1 letter
     - Minimum of 1 number
     - Minimum of 1 symbol: !, @, #, $, %, ^, &, *, or ?
   - **Confirm Password:** (N) retype password.
   - **Security Question:** (O) Choose a security question from the drop-down menu.
   - **Security Question Answer:** (P) Type in the answer to your chosen security question.
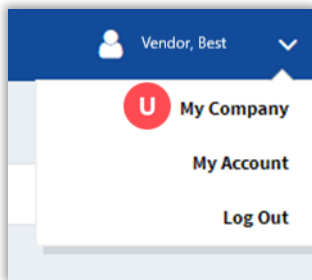
7. Click **Next** (Q).

8. Enter your **Email** (R) and **Password** (S) on the Login to Your Account page then click **Login** (T).
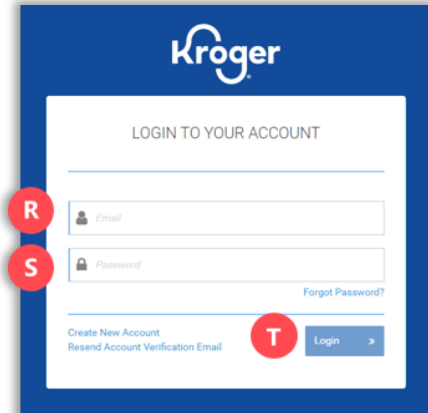
9. To verify company information, select **My Company** (U) from the User Profile drop-down menu.

10. The information displayed on the right side of the Company page (grayed out) integrates to VCP from the Kroger Supplier Hub (KSH). This information can **ONLY** be changed from the KSH.
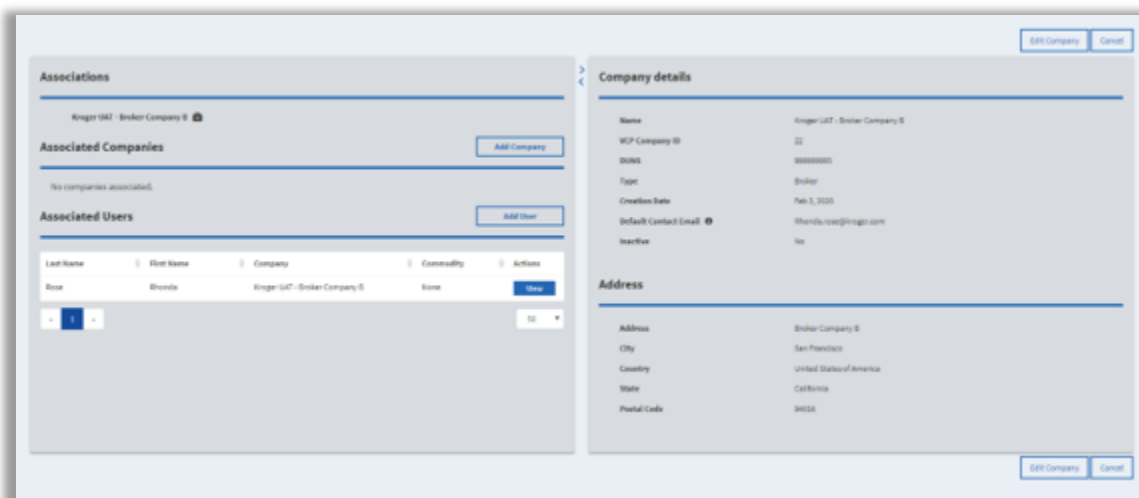
Add Users

1. From the Company Details screen click **Add User** (A).

Associations

Kroger UAT - Broker Company B
    Kroger UAT - Vendor B
    Kroger UAT - Vendor C
    Kroger UAT - Vendor D

Associated Companies   [Add Company]

Company Name	Status	Effective Date	End Date	Commodity	Actions
Kroger UAT - Vendor B	Active	02-17-2020	N/A	216 - NF HAIR CARE PRODUCTS	Actions ⌄
Kroger UAT - Vendor C	Active	02-03-2020	N/A	636 - DRIED FRUIT	Actions ⌄
Kroger UAT - Vendor D	Active	02-03-2020	N/A	085 - COLD CEREAL	Actions ⌄

« **1** »   50 ▼

Associated Users   (A) [Add User]

Last Name	First Name	Company	Commodity	Actions
Broker	Sam	Kroger UAT - Broker Company B	Multiple(3)	View
Broker	Brenda	Kroger UAT - Broker Company B	216 - NF HAIR CARE PRODUCTS	View

2. In the User Association - Search window, enter a username and click the **Search** (B) icon.

> **Note:** You must search for a username prior to adding a new one to prevent creating duplicates. Only users matching the search criteria are displayed.
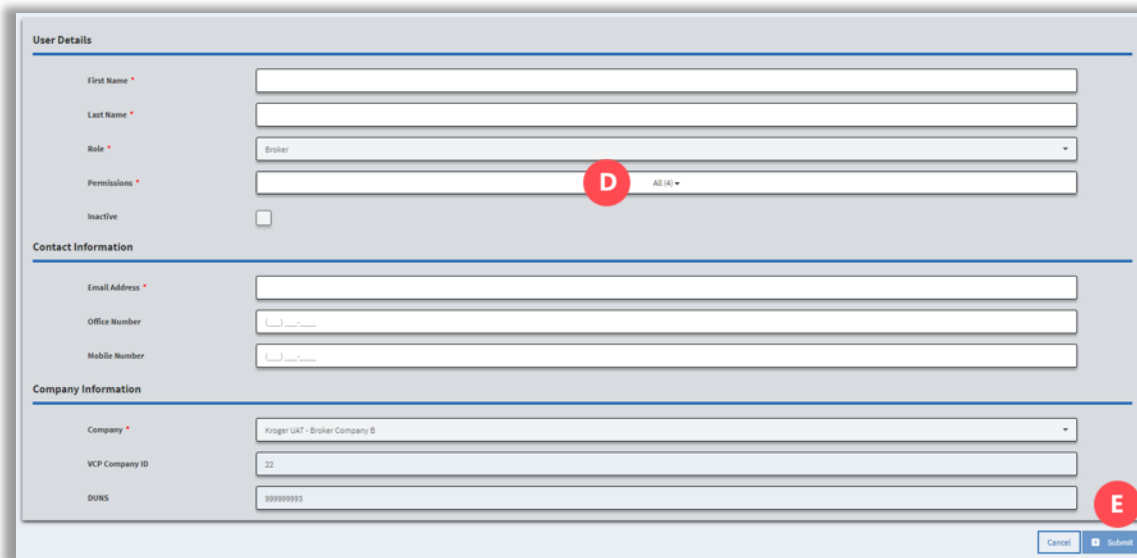
3. If the user does not appear, click the **Create User** (C) link.

User Association - Search

Jane   🔍 (B)

(C) Create User

No user found.

4. Complete all fields on the Add User screen and click **Submit** (E).

Note: Selecting **Permissions** type (D) is required. The permission types are as follows:

Proposal Creation
- User can initiate the proposal. If a user does not have this permission the proposal creation button and menu items will be hidden from the user.
- The user will initiate the proposal creation process from the left menu, by selecting the Event Details, and as an action for other areas of the application.

Proposal Submission
- Required to submit proposals for review. If no proposal permission, then the submission button from the proposal creation process will be hidden. Users can save the proposal draft.

Broker User Management
- Users can create or update broker users, including resetting passwords.

Broker Company Management
- Provides ability to create and/or update broker companies and to manage associations.

5. New users will appear in the **Associated Users** table. Click **View** (F) to link the new user to vendors.

6. Click **Add Association** (G) in the Associations section.

7. Select a **Vendor** (H) from the drop-down menu.
8. Select **Commodities** (I) from the drop-down menu.

9. Click Submit (J).

10. If needed, repeat steps 6 through 9 to add additional vendors.

Send Request Link to Vendor Companies

1. From the Company Details screen click **Add Company** (A).

2. Search for an existing company then click **Request Association** (B).
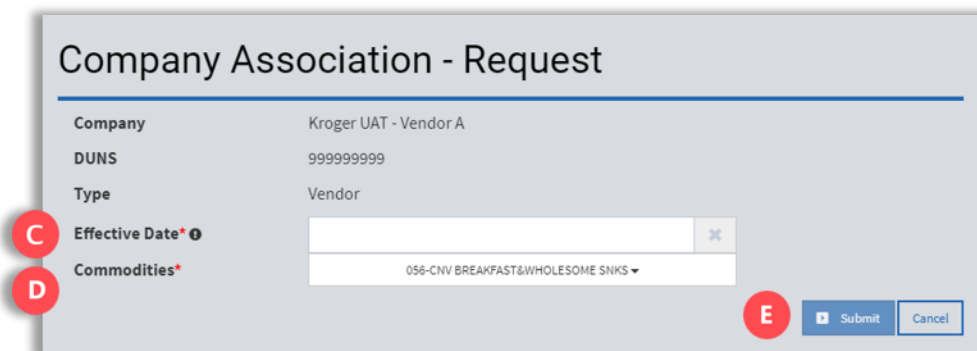
3. Enter an Effective Date (C).
4. Select **Commodities** (D) from the drop-down menu.
   Click **Submit** (E).

| **Note:** | The Admin for the company's account will be notified of the request and you will be notified via email when accepted or rejected. |

Upon the successful addition of associated companies in the new Kroger Vendor Collaboration Portal, brokers and distributors should reference the materials:

- **VCP FREQUENTLY ASKED QUESTIONS**

- **PROPOSAL AND CONTRACT MANAGEMENT JOB AID**