

# Kroger Vendor Collaboration Portal—Vendor Registration

## Registration Preparation

### Who Should Use This Guide?

This guide is intended for use by contract administrators or system administrators (VCP Admins) and provides step-by-step directions to successfully:

- Create an account in the new Kroger Vendor Collaboration Portal (VCP)
- Identify all users (by name and email address) who are approved to submit contracts and represent your company—including brokers and distributors—to The Kroger Co.

### How to Use This Guide

This guide is segmented into the following areas:

1. Prerequisites to VCP Registration (page 1)
2. Gather Necessary Information for VCP Registration (page 2)
3. Register your Company and Add Authorized Users (page 3)

### Prerequisites to VCP Registration

There are two prerequisites to registering in VCP:

- All VCP users are required to use **GOOGLE CHROME**.
- Your company must be registered in the **KROGER SUPPLIER HUB (KSH)**.



If the first screen on the Vendor Collaboration Portal looks like it's working but the next screen is blank or will not accept input, it's probably because you're using a browser other than **GOOGLE CHROME**, such as Internet Explorer.



Integration between KSH and VCP validates your DUNS# (Dun and Bradstreet number). More importantly, it ensures your company is paid and that payment is sent to the correct address. If your company is not registered in KSH, your company will not receive the company creation notification email for VCP.

To check if your company is registered in the Kroger Supplier Hub (KSH):

- Go to the KSH web address <https://www.thekrogerco.com/vendors-suppliers/supplier-hub/>
- Scroll down the page and select **Supplier Hub login page**.
- If unable to log in, please reference Login Assistance and the Resource Guides found on the page.

## Gather Necessary Information for VCP Registration

### Company Creation Notification Email

An email notification will be automatically generated as a result of the successful conversion of your commodity from TradePoint to VCP.

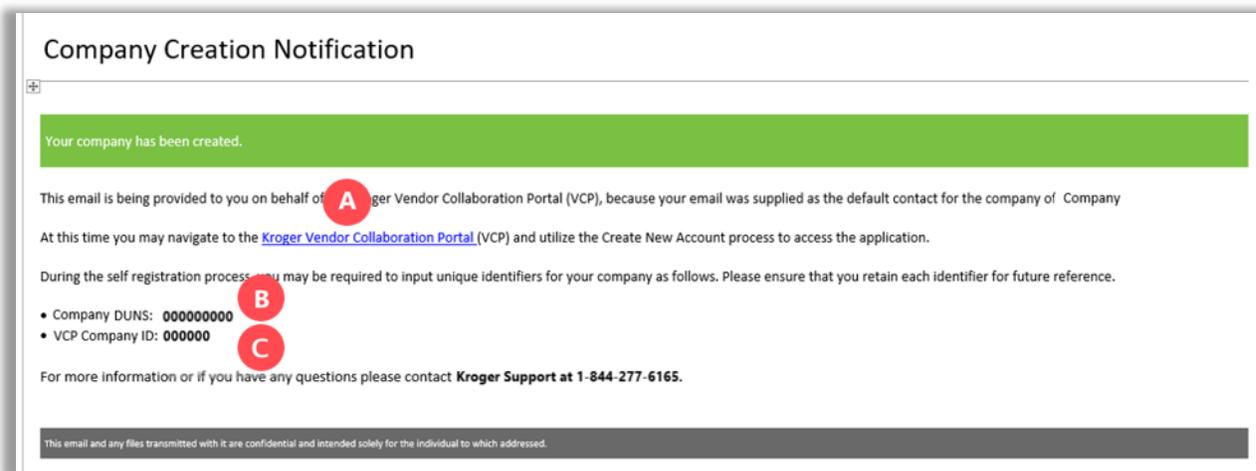
The email notification will be sent to your company's Key Contact identified in the Kroger Supplier Hub advising that the conversion is complete and to start the VCP registration process.

The email includes the following information necessary to complete the VCP registration process:

- A link to access the Kroger VCP (A)
- Your Company DUNS number (B)
- Your VCP Company ID (C).



Notification emails are sent from Kroger's third-party provider of the VCP application, **no-reply-[uat@vendorcollaborationportal.com](mailto:uat@vendorcollaborationportal.com)**. If your company filters emails, check your spam and/or junk folder for this important communication.



**Note:** If your company has multiple commodities, you will only complete the registration process one time for your company. Therefore, you will only receive one Company Creation Notification. For ongoing awareness of when your additional commodities will convert to VCP, emails will be sent from the Kroger Merchandising Department 30 days prior to conversion.

### Authorized Users

Collect a list of all names and email addresses of people approved to represent your company and submit contracts to Kroger.

- Each authorized user will have a unique login (their email address) and password.
- This list includes associates, contractors, brokers, and distributors authorized by your company to transact business with Kroger.

## Register Your Company and Add Authorized Users – At a Glance

This page lists an overview of the tasks required to complete the registration of your company, users, and associated companies. A more detailed step-by-step guide follows, starting on page 4, and includes screen shots and supporting information related to the prompts.

The receipt of the Company Creation Notification email signals that your company's commodity was successfully converted from TradePoint to the Kroger Vendor Collaboration Portal (VCP).

1. Use the link in the email to access the Kroger VCP site and select **Create New Account**.
2. Complete the **Account Creation** screen.
3. Check your email for a Verification Required email (check your spam or junk folder).
4. From the Verification Required email, click the link and complete the **Account Security** prompts.
5. Log in to your account.
6. From the VCP home page select **Edit Company** and check all fields.
7. From the Company Details screen, click **Add User**.
8. Complete the required search to prevent duplicates. If there are no results from the search, click **Create User**.
9. Complete the **User Details** fields and select appropriate permissions.
10. Notify the user that they will receive a Verification Required email to complete their VCP registration.
11. To add a Broker/Distributor Company, select **Company** and enter the Company name to complete the search.
12. Select **Add Company** and complete the fields. An email will be sent to the Associated Company for confirmation.
13. Optionally, **Add Users** in the Associated Company, or the Broker Administrator can **Add Users**.

Upon the successful registration of your company, users and brokers in the Kroger Vendor Collaboration Portal will need to reference these materials:

- **VCP FREQUENTLY ASKED QUESTIONS**
- **PROPOSAL AND CONTRACT MANAGEMENT JOB AID**

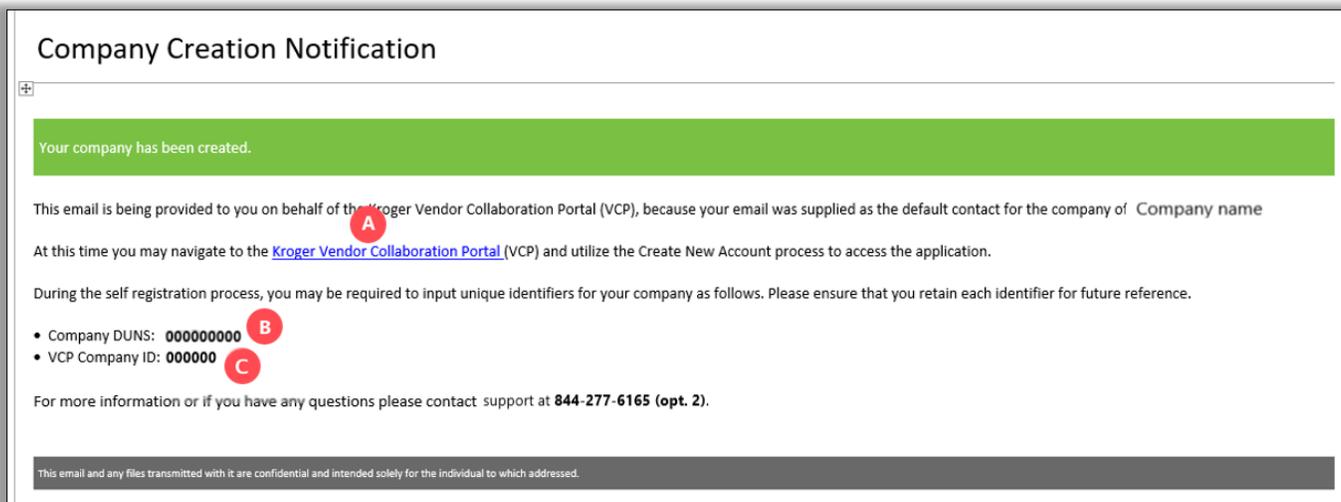
## Registering Your Company and Authorized Users – Detailed Steps

### Create a New Company Account

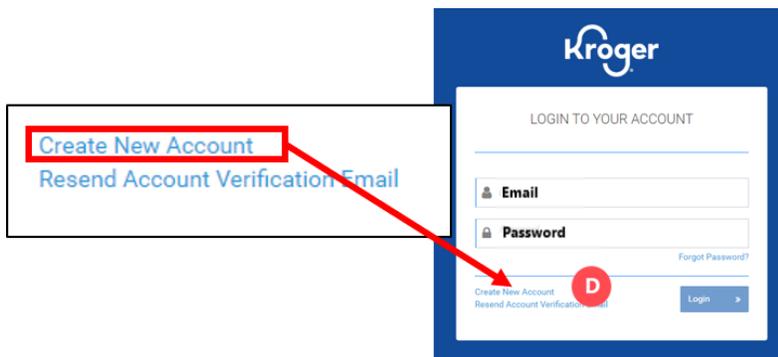
1. From your Company Creation Notification email, select the **Kroger Vendor Collaboration Portal** link (A). Make note of the **Company DUNS** (B) and **VCP Company ID** (C) for use in Step 3.



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 screen. Do not enter email or password at this time.

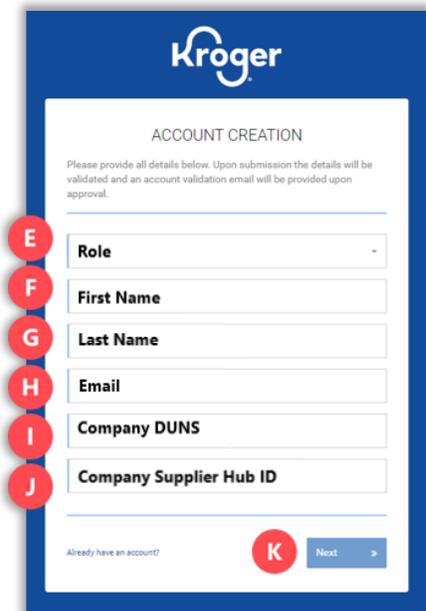


4. Complete all fields on the Account Creation page:

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

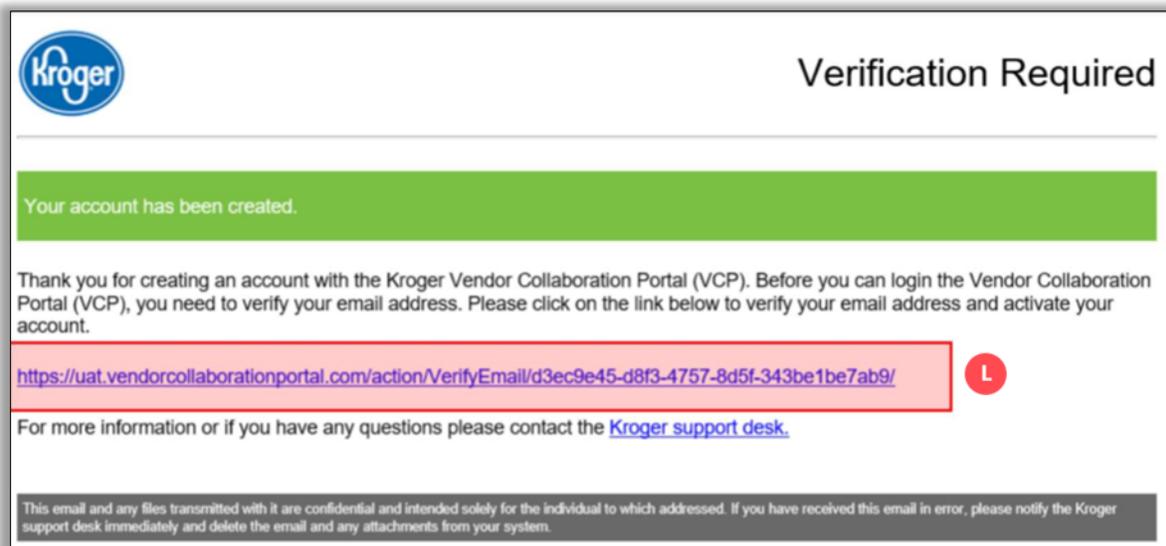
**Note:** For Company DUNS and VCP Company Supplier Hub ID, refer to your Company Creation Notification email. (For reference see step 1, (B) (C).)

5. Click **Next** (K).



The screenshot shows the Kroger Account Creation page. The page title is "ACCOUNT CREATION" and it includes a disclaimer: "Please provide all details below. Upon submission the details will be validated and an account validation email will be provided upon approval." The form contains the following fields, each with a red callout letter to its left: "Role" (E), "First Name" (F), "Last Name" (G), "Email" (H), "Company DUNS" (I), and "Company Supplier Hub ID" (J). At the bottom left, there is a link "Already have an account?". At the bottom right, there is a "Next" button with a right-pointing arrow, labeled with a red callout letter (K).

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



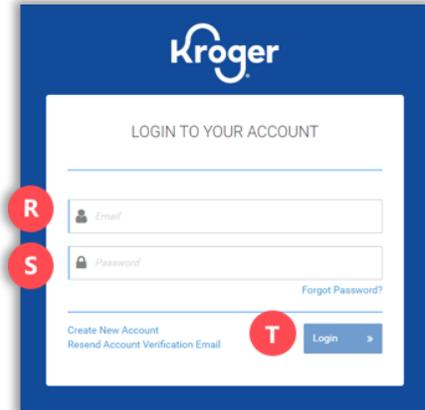
**Note:** This verification link will only be valid for 15 minutes. If the link is expired, click the **Resend Account Verification Email** option on the login screen.

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

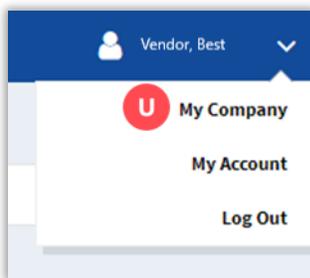


8. Click **Next (Q)**.

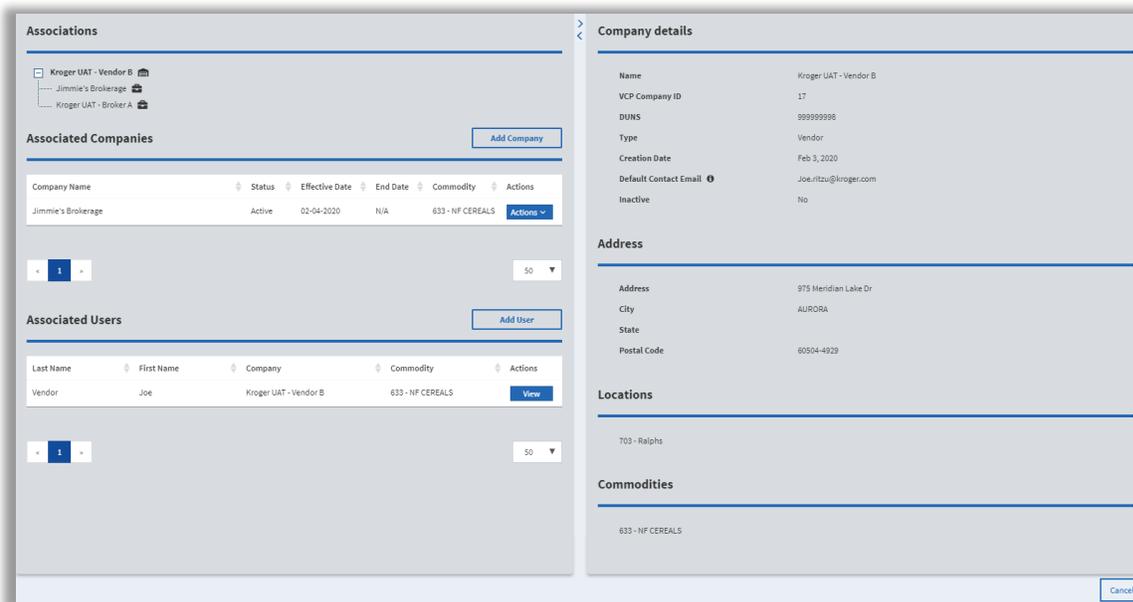
9. Enter your **Email (R)** and **Password (S)** on the Login to Your Account page then click **Login (T)**.



10. To verify company information, select **My Company (U)** from the User Profile drop-down menu.

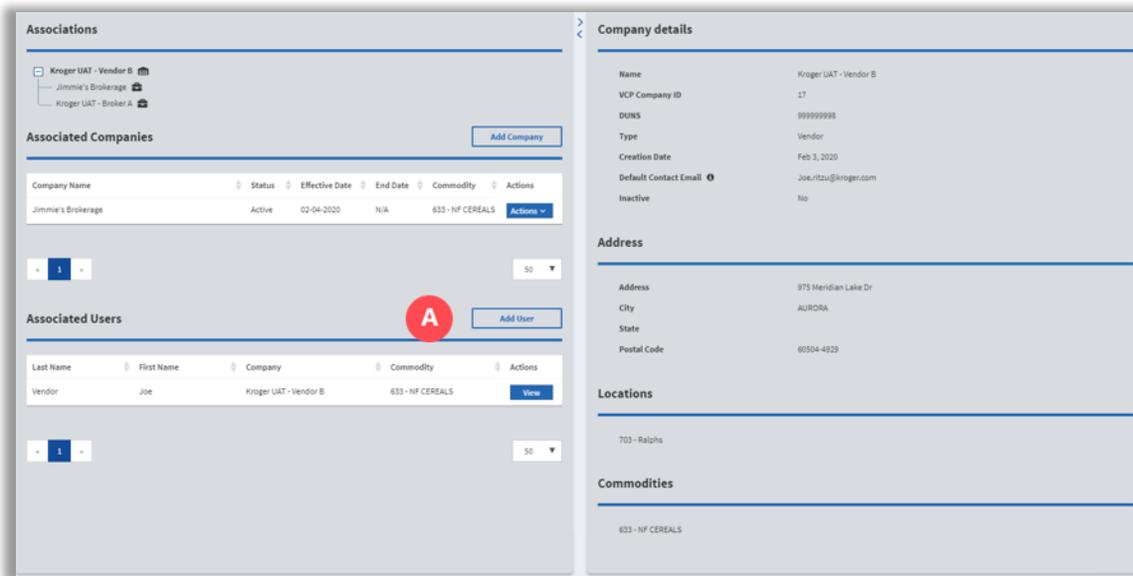


**Note:** The information displayed on the right side of the Company page (grayed out) integrates to VCP from the Kroger Supplier Hub (KSH). This information can **ONLY** be changed from the KSH.



## Add Users

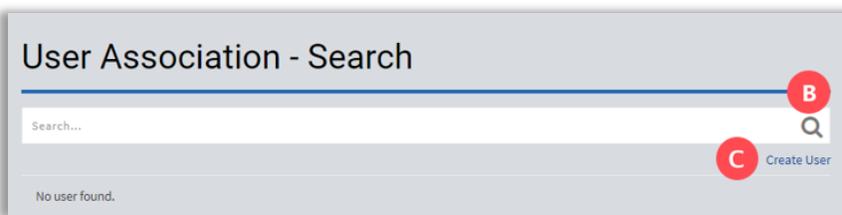
1. From the Company Details screen, click **Add User (A)**.



2. In the User Association - Search window, enter at least three characters for the last name and click the **Search (B)** icon.

**Note:** The system requires you to search for a username prior to adding a new one to prevent creating duplicates. Only users matching your search criteria are displayed.

3. If the user does not appear, click the **Create User (C)** link.



4. Complete all fields on the Add User screen:
  - a. Open the **Permissions** drop-down menu and select one or more permissions (D).
  - b. Open the **Commodities** drop-down menu and select one or more commodities (E).

5. Click **Submit** (F)

**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.

Vendor User Management

- User can create or update vendor users, including resetting passwords.

Vendor Company Management

- User can manage associations from the vendor company to broker companies and approve any association requests sent from a broker.

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.

6. New users will appear in the **Associated Users** table.

The screenshot displays the 'Associated Users' table with the following data:

Last Name	First Name	Company	Commodity	Actions
Vendor	Joe	Kroger UAT - Vendor B	633 - NF CEREALS	<a href="#">View</a>
Vendor	Vicky	Kroger UAT - Vendor B	633 - NF CEREALS	<a href="#">View</a>

The 'Company details' section for 'Kroger UAT - Vendor B' includes:

- Name: Kroger UAT - Vendor B
- VCP Company ID: 17
- DUNS: 999999998
- Type: Vendor
- Creation Date: Feb 3, 2020
- Default Contact Email: Joe.Htz@kroger.com
- Inactive: No

The 'Address' section shows:

- Address: 975 Meridian Lake Dr
- City: AURORA
- State: IL
- Postal Code: 60504-4929

The 'Locations' section shows:

- 703 - Raleigh

7. Additional steps are required for the new user to access their account.

- By adding a new user, the system automatically generates a Verification Required email to the new user's email address.
- Advise the new user to check email and possibly the spam folder for the verification email and complete the account and password setup.

The email content is as follows:

**Kroger** Verification Required

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Your account has been created.

Thank you for creating an account with the Kroger Vendor Collaboration Portal (VCP). Before you can login the Vendor Collaboration Portal (VCP), you need to verify your email address. Please click on the link below to verify your email address and activate your account.

<https://uat.vendorcollaborationportal.com/action/VerifyEmail/d3ec9e45-d8f3-4757-8d5f-343be1be7ab9/>

For more information or if you have any questions please contact the [Kroger support desk](#).

This email and any files transmitted with it are confidential and intended solely for the individual to which addressed. If you have received this email in error, please notify the Kroger support desk immediately and delete the email and any attachments from your system.

## Adding Associated Companies—Existing Company

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

**Associations**

- Kroger UAT - Vendor B
  - Jimmie's Brokerage
  - Kroger UAT - Broker A

**Associated Companies** A [Add Company](#)

Company Name	Status	Effective Date	End Date	Commodity	Actions
Jimmie's Brokerage	Active	02-04-2020	N/A	633 - NF CEREALS	<a href="#">Actions</a>

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**Associated Users** [Add User](#)

Last Name	First Name	Company	Commodity	Actions
Vendor	Joe	Kroger UAT - Vendor B	633 - NF CEREALS	<a href="#">View</a>
Vendor	Vicky	Kroger UAT - Vendor B	633 - NF CEREALS	<a href="#">View</a>

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2. Search for an existing company then click **Select (B)**.

**Company Association - Search**

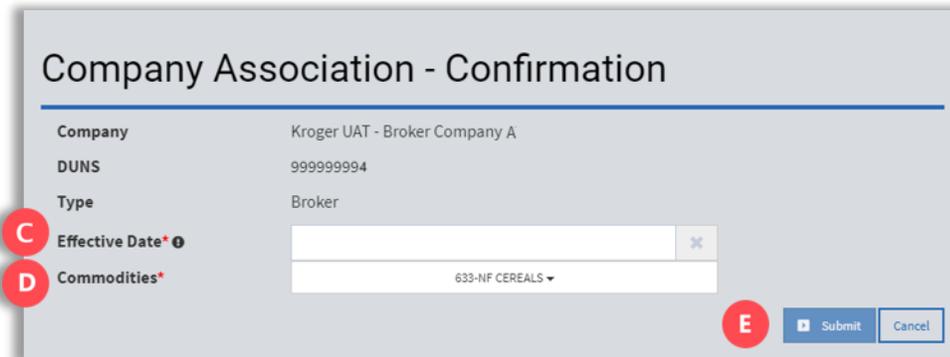
uat

Company	Type	DUNS	City	State	Status	Action
Kroger UAT - Broker A	Broker	999999994	Clear Lake	Iowa	Active	<span style="color: red; font-weight: bold;">B</span> <a href="#">Select</a>
Kroger UAT - Broker...	Broker	999999993	San Francisco	California	Active	<a href="#">Select</a>

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[Cancel](#)

3. Enter an **Effective Date** (C).
4. Select **Commodities** (D).
5. Click **Submit** (E).



Company Association - Confirmation	
Company	Kroger UAT - Broker Company A
DUNS	999999994
Type	Broker
Effective Date*	<input type="text"/>
Commodities*	633-NF CEREALS
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

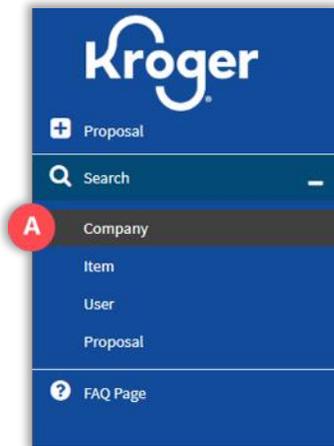
- Note:**
- The new company will appear in the **Company Associations** table and the default contact will receive an email confirming the new association.
  - The email address entered in the **Default Contact Email** field will be considered the Admin for the company's account and will be notified of any changes made to the company's account. The individual broker admin will have to click **Add Association** from **My Account** on the **Associations** tab to add vendors for creating proposals.

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

- **VCP FREQUENTLY ASKED QUESTIONS**
- **PROPOSAL AND CONTRACT MANAGEMENT JOB AID**

## Add Associated Companies—New Company

1. Expand the **Search** menu then select **Company (A)**.

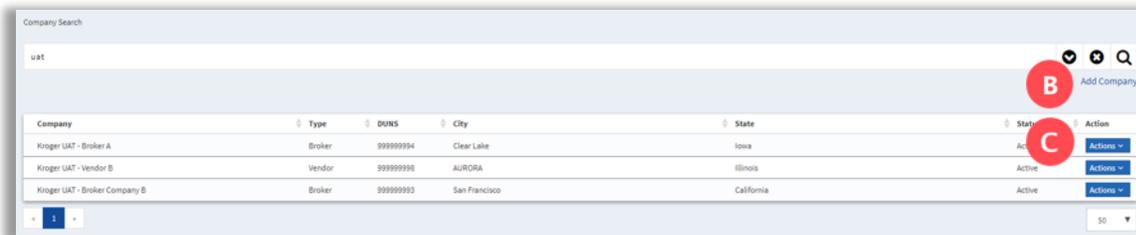


2. Search for the company's name using the search bar. If the company is not in the search results, then select the **Add Company (B)** link.

**!** Searching for the company's name first is required. This step prevents duplicates.

- a. If the company is listed in the search results, select **View** from the **Action** drop-down menu (C) and then **Add Association** on the Company's page.
- b. The new company will appear in the **Company Associations** table and the default contact will receive an email confirming the new association.

**Note:** The new company will appear in the **Company Associations** table and the default contact will receive an email confirming the new association.



- Fill in the company's information and select **Add Association (D)**.

- Type your own company's name in the search field and click **Select (E)**.

Company	Type	DUNS	City	State	Status	Action
Kroger UAT - Vendor B	Vendor	999999998	AURORA	Illinois	Active	Select <b>E</b>

- Select the **Effective Date (F)** and **Commodities (G)** then select **Submit (H)**.

6. When all fields are complete, select **Submit (I)**.

**Company Details**

Name \* TEST Broker

DUNS \* 123123123

Type \* Broker

Default Contact Email \* railroad\_45231@YAHOO.COM

**Address**

Address \* 123 Main St

City \* Anywhere

Country \* United States of America

State \* California

Postal Code \* 90211

**Associated Companies**

Company Kroger UAT - Vendor B

Commodities 633-11F CEREALS

[Remove Association](#)

Add Association