Upload a Legal Document



If you have already signed a legal document, request your main Kroger contact to upload it to Supplier Hub.

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



2. On the Supplier Hub tile, click **Open Supplier Hub** (A).

Partner Pass	Partner Pass	Û,	SH	Î
88 Home	My Applications			
O Users ? Help	Supplier Hub			
	Copen Supplier Hub →			
	Other Applications		~	
	You can find additional details and information at The Kroger Co.			Ŧ
	Copyright 2021 The Kroger Co. All Rights Reserved. Prixacy Policy			

3. Click Legal Information (B).

KROGER TECHNOLOGY	Vendor Profile & User Manager การ STEPHANIE.HOUCK@JOBAIDS.COM 🔱					
Administration						
General	General					
Company Profile	Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193 Update					
Organization	▲ 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.					
B 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 detail here.						
Organization Contacts To ensure proper routing of purchase orders, click on 'Create Order Address' in the "Remit & Order Address Book".						
Remit & Order Address						

4. Click Add Attachment (C).

IT Service Provide	ers						
Dedicated 3rd Pa	rty Trucking						
Dedicated Manufa	acturing 3rd Part	ty .					
Non-Dedicated C	ommon Carriers						
Product & Other \	/endors						
* Policies All Vendors that have	agreed to the St	andard Vendor Agreem	ent must abide by the followin	g Kroger policies which are	subject to change	without notice	to the Vendor:
Troger Folioics							
Add/View Attachn	nent						
Attac C ed docu	ments below other addendur	m, amendment or contra	act use the 'Other - Legal Doc	ument' category type			
Add Attachment 💢 😂 🕞 🌞 🔻 🏢 🗸							
Category	Title	Description	Expiration Date	Signed By	Signed On	Status	View Docu
outegory							
No results found.							
No results found.							
Agreement Signer	d History						
Agreement Signer	d History						
Agreement Signer	d History	Version	Signed By	Signed Date		Title	Organization
Agreement Signer	d History	Version	Signed By	Signed Date		Title	Organization

5. Select the document type in the **Category** (D) drop-down box.

6. Enter the **Title**, **Description**, **Signed By**, and **Signed On** (E).

Note: The category of Certificate of Insurance only requires a policy expiration date.

- 7. Click **Choose File (F)** and select your document.
- 8. Click **Apply** (G).

Attachments		×
Category	~ D	
Title		
Description		
Signed By		
Signed On	tio -	
F File	Choose File No file chosen	
	Cancel Apply	
	G	