Create a Facility

The Facility Address Book is where vendors of products, ingredients, or packaging manage the information for each of their production facility locations.

This job aid provides steps to create a facility from start to finish. If desired, save your progress at the end of a screen and continue at another time. Click a link below to jump to a specific task in the process.

Facility Profile	Categorization Questionnaire	Create Address Details	Item from Facility	
Facility Contacts	Facility Food Safety Compliance	Social Compliance	<u>Sustainability</u>	<u>Complete</u>

Login

- 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
89	My Applications		
Do	Supplier Hub Kroger's centralized vendor manage vystem Open Supplier Hub ->		
	Other Applications You can find additional details and information at <u>The Kroger Co.</u>		~
	FINITY Copyright 2021 The Kroger Co. All Rights Reserved. Privacy Policy		

Facility Address Book Screen

3. Click Facility Address Book (A).

KROGER TECHNOLOGY	Vendor Profile & User Manager 🎓 🔿 ★ 🏟 🎦 🗆 Logged In As STEPHANIE.HOUCK@JOBAIDS.COM 🔱
Administration	
General	General
Company Profile	Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193 Update Vendor Onboarding Status: Vendor Registration Pending
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.
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	
A Facility Address Book	

4. Click Create Facility (B).

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ministration										
General	Facility Address	Book								
Company Profile	Organizati Vendor Onboardir	on Name Job, LLC ng Status Vendor Registration P	Dun 8 ending	Bradstreet	DUNS) Number	068100193				
Organization	Hide Instructions									
Categorization	The Facility Address B	ook is where vendors of products,	ingredients or packa	ging manage	the information fo	r each of thei	r production facility	locations.		
Legal Information	Each production facility	y registration begins by clicking on	'Create Facility'.	on Forfurtho	rinstructions on a	omploting this	agetics aligh have			
Diversity	Reminder: Visit the Revie	ew and Submit page to check com	pletion status. Subm	it your record	upon completion	and after upd	ating details.			
Organization Contacts								Back	Next	
Remit & Order Address	Act B cilities									
Facility Address Book	Create Facility	2 5 4 - 11								
Banking Details	Address Name	Address DUNS Number	Ownership Add	Iress	Countr	У	Food Safety Compliance	Social Compliance	Update	Remove
Review and Submit							Status	Status		
Assessment	No results found.									

5. Click OK (C).



Facility Profile

- 6. Input a **Facility name** (A).
- 7. Answer the question, "Does this facility supply any products or ingredients to Kroger?" (B).

KROGERTECHNOLOGY Vendor Profile & User Manager	Â	0	*	•	1	I	Logged In As STEPHANIE.H	OUCK@JOBA	IDS.CON	^ل ا
Administration: Facility Address Book > Facility Profile								Cancel	Save	Next
Organization Name Job, LLC * Facility Name										
Hide Instructions										
Vendors of products, ingredients or packaging are required to register each of their relevant facilities. Ea product before receipt by Kroger. In most cases, this will NOT be an administrative office address.	ich facility	must repres	sent the la	test value-	add produ	ction sit	e in the supply chain that direct	tly changes or a	adds valu	ie to a
For instructions on completing this section click here										
Direct any questions to suppliercompliance@kroger.com										
* Does this facility supply any products or ingredients to Kroger?										

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

If you selected:	Do this:
Yes	Continue to <u>step 9</u> .
No	Click OK on the confirmation message and you are finished with this job aid.

- 9. Input the products that are currently produced, manufactured, or processed at this facility for Kroger (C).
- 10. Select the process(es) performed at this facility for the products or ingredients provided to Kroger (D).
- 11. Select the **months this facility is in production (E)**.
- 12. Answer the question, "Do the products or ingredients undergo any further processing or assembly at another facility before receipt by Kroger?" (F).

* Does this facility supply any products of	r Ingredients to Kroger? Yes ∨	
* List the products at this facility current	y produced, manufactured or processed for Kroger:	
* Select the process performed at this fac	illity for the products or ingredients provided to Kroger:	
Manufacturing		
Processing		
Harvesting		
Growing		
Packing		
Distribution		
Other		
* Select the months this facility is in prod	uction:	
🗆 JAN 🗌 APR 🗌 JUL	ОСТ	
FEB MAY AUG		
U MAR U JUN U SEP		
* Do the products or ingredients undergo TIP Pesticide, fumigation, irradiation, me	any further processing or assembly at another facility before receipt by Kroger?	
		Cancel Save Next

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

If you selected:	Do this:
Yes	Kroger does not require information on this facility. Click Yes on the confirmation message and you are finished with this job aid.
No	Continue to step 14.

14. Select an option to **describe your company's relationship with the operations located at this facility** (G).



If you do not own the facility, then the Contacts, Food Safety Compliance, Social Compliance, and Sustainability screens will only be visible to the SUPPLIER/FACILITY contact.

15. Click Save (H).



16. Click Next (I).

KROGERTECHNOLOGY Vendor Profile & User Manager	Â	\otimes	*	٢	•	Logged In As STEPHANIE.HOUC	K@JOBAI	DS.COM	
Administration: Facility Address Book >									
🔒 Confirmation									
Changes have been saved successfully									
Facility Profile							Cancel	Save	Next
Organization Name Job, LLC * Facility Name Awesome App Facility Address	es								
Hide Instructions									
Vendors of products, ingredients or packaging are required to register each product before receipt by Kroger. In most cases, this will NOT be an admin	of their relevant facilities. Each facil strative office address.	ility must repr	esent the la	atest value	-add produ	ction site in the supply chain that directly	changes of	or adds va	ilue to a
For instructions on completing this section click here									
Direct any questions to suppliercompliance@kroger.com									
* Does this facility supply any products or ingredients to Kroger? Y	s 🗸								

Categorization Questionnaire

17. Answer the question, "Does this facility provide any food, beverage, or food contact materials to Kroger?" (A).

	KROGERTECHNOLOGY Vendor Profile & User Manager	Â	\otimes	*	٥	1		Logged In /	As STEPHAI	NIE.HOUC	CK@JOBA	IDS.COM	^ل ا
	Categorization Questionnaire									Back	Cancel	Save	Next
l	Organization Name Job, LLC Facility Name Awesome Apples												
	Hide instructions Kroger is interested in knowing more about the products and services provided by this facility. Additional For instructions on completing this section click here	al questions	s may popul	ate based	on selecti	ions made.	. All req	uired fields m	ust be comp	leted.			
	* Does this facility provide any food, beverage or food contact materials to Kroger?	A Janim be required	al food, gro	cery items GFSI certi	s, adult ber ification.	verages, ra	aw mate	rials/ingredie	nts. Food co	intact mate	erials inclue	de food	

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

If you selected:	Do this:
Yes	Continue to step 19.
No	Go to <u>step 21</u> .

19. Select all types of food or food related products that are provided to Kroger by this facility (B).

Depending on which checkbox(es) you select, additional questions will be displayed. Continue answering all questions down the screen.

Packaged Finished Products for resale	The products in this category are in a finished state	fready for sale once they leave your organization	n's facility.	
Ingredients/Packaging/Raw Materials for Kroger Plants/Stores	Commissaries Food or food contact materials that will be used in t	he preparation of finished products at Kroger Ma	anufacturing Plants, Store, and/or Commissaries.	
Bulk Products	Products manufactured or otherwise provided to Kr	oger that will require further processing, scaling,	packaging, staging, etc., prior to being sold to the customer. These may be grocery, meat, seafood, produce, deli	bakery items, etc.
Select all brands of product provided to Kroger by this facility:				
Vational/Regional Brand Products Defined as goods manu	factured or otherwise provided to Kroger for sale to our customers	pre-labeled under a National/Regional Brand na	me.	
Kroger Corporate Brand/Private Label Defined as goods manual	afactured or otherwise provided to Kroger for sale to the customer u	nder a Kroger-owned name or brand label. (e.g.	Private Selection, Simple Truth, Kroger Deluxe, etc.)	
Unbranded products (such as bulk) Defined as goods manu	factured or otherwise provided to Kroger that will require further pro	cessing, scaling, packaging, staging, etc., prior	to being sold to the customer. These may be grocery, meat, seafood, produce, deli/bakery items,etc	
Select all types of food or food contact materials that are provi	ded to Kroger by this facility:			
Baby Food/ Formula	Del	Grocery - Baking/ Spices	Produce - Fresh Fruth Bulk Fruit	
Bakery	Dietary Supplements/vitamins	Grocery - Canned/ Jar/ Bottled	Produce - Fresh Vegetables/ Bulk Vegetables	
Bakery - Commercial	Food Chemicals	Grocery - Other	Produce - Nuts	
Beer/ Wine/ Spirits	Food Contact Packaging to Kroger Manufacturing Plants	Grocery - Refrigerated	Produce - Other	
Beverages	 Food Contact Packaging to Kroger Stores/Commissaries 	International Foods	Produce - Packaged Fruits/ Vegetables	
Candy	Fresh Kitchen	Meat - Frozen	Raw Materials/Ingredients to Kroger Manufacturing Plants/Stores/Commissaries	
Cookies/ Crackers/ Snacks	Frozen - Other	Meat - Packaged (Beef, Poultry, Pork, Other)	Seafood - Fresh	
Dairy - Eggs	Frozen - Dessert/ Novelties	Meat - Bulk (Beef, Poultry, Pork, Other)	Seafood - Other	
Dairy - Milk Produced Products (Cheese, Butter, Ice Cream, etc.)	Frozen - Pizza/ Snacks/ Handhelds	Natural Foods	Seafood - Frozen	
Dairy - Other	Frozen - Vegetables/ Fruits	Pet/Animal Food, Treats, and Cheiws	Sushi-in Store	
			Others(Please specify)	
Does this facility provide any products for resale that are non.	food? No 🗸			
oes this facility provide any products for resale that are non-	food? No 🗸			

20. Go to <u>step 24</u>.

21. Answer the question, "Does this facility provide any products for resale that are non-food?" (C).

OGERTECHNOLOGY Vendor Pr	ofile & User Manager	â	\otimes	*	٩	1	Logged In As STEPHANIE.HOUCK@JOBAIDS.COM
dministration: Facility Address Book > Categorization Questionn	Update Address Details > aire						Home Save Next
Organization Name Job, LLC	Facility Name Minhou Minxing Facility Address Marcos Paz 2576, Ciudad de	e Buenos Aires, AR					
# Hide Instructions Kroger is interested in knowing more a For instructions on completing this sec	bout the products and services provided by this facili	ity. Additional questions	may popul	ate based	on selecti	ons made.	All required fields must be completed.
For instructions on completing this sec							
* Does this facility provide any food,	beverage or food contact materials to Kroger? le items including, but not limited to, dietary supplem aging that is supplied to Kroger Manufacturing Prince icts for resale that are non-food?	No v ents/vitamins, pet/anima You may be required	al food, gro to provide	cery items GFSI certi	, adult bev fication.	verages, ra	w materials/ingredients. Food contact materials include food

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

If you selected:	Do this:
Yes	Continue to <u>step 23</u> .
No	You previously indicated that you provide products to Kroger. Please review your responses.

23. Select all types of non-food products that are provided to Kroger by this facility (D).

Depending on which checkbox(es) you select, additional questions will be displayed. Continue answering all questions down the screen.

24. Click Save (E).

Kroger is interested in knowing more	re about the products and services provided	by this facility. Additional questions may populate based on selections made	All required fields must be completed.		
For instructions on completing this s	section click here				
* Does this facility provide any foo	od, beverage or food contact materials to	Kroger? No 🗸			
TIP Food products are all consum cartification	nable items including, but not limited to, diet	ary supplements/vitamins, pet/animal food, grocery items, adult beverages, r	aw materials/ingredients. Food contact materials include food chemicals and fo	ood contact packaging that is supplied to Kr	oger Manufacturing Plants. You may be required to pro
Does this facility provide any pro	oducts for resale that are non-food? Ye	is v			
TIP Non-food items are products a	such as jewelry, apparel, HBC, housewares	i, paper products, floral, etc. Secondary/Tertiary Packaging provided to Kroge	ar Manufacturing Plants that does not come in contact with food (corrugated box	ixes, shrink wrap, labels, pallets, etc.) is also	considered non-food.
Select all types of non-food prod	sucts that are provided to Kroger by this	facility:		an in all a site of a site.	
 Emisted Products for Resale Secondary/Tertiary Packaging 	or Supplies for Kroger	won-rood products that are offered for sale to Kröger customers. Ne	on-rood products are in a initished stater/eady for sale once they leave your orga	partization's raciity.	
Plants/Stores/Commissaries	or copplete for relegan	Packaging that does not come in contact with food such as corruga	ted boxes, shrink wrap, labels, pallets, etc. Other supplies not intended for resa	ale.	
Bulk Products		Defined as goods manufactured or otherwise provided to Kroger th customer.	at will require further processing, scaling, packaging, staging, etc., prior to being	ig sold to the	
Select all brands of product prov Vational/Regional Brand Produ Kroger Corporate Brand/Privat	vided to Kroger by this facility:	otherwise provided to Kroger for sale to our customers pre-labeled under a otherwise provided to Kroger for sale to the customer under a Kroger-oune	National Regional Brand name. d name or brand label (e.g. Physike Selection, Simple Truth, Kripper Deluxe, etc.		
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Select all brands of preduct prov National Regional Brand Prod, Noger Corporate Brand Prod, Uthranded products (such as i Select all non-floor products for r Automotive Batly (Non-Fool Brans) Computer Hardware Accessor Computer Hardware Accessor Electrical Primal Prote the non-floor products row	vided to Kroger by this facility: buts Defined as goods manufactured or to Labe Defined as goods manufactured or touh) Defined as goods manufactured or resale that are provided to Kroger by this Potomar Put Ganden - Outdoor Ganden - Outdoor Ganden - Outdoor Health & Beauty Carel/Cosmitco Health & Beauty Carel/Cosmitco	athemise provided to Kloper for sale to our customers pre-labeled under a citemise provided to Kloper for sale to the customer under a Kloper-onne athemise provided to Kloper that will require further processing, scaling, pe s facility; brane Dacor branchol (cleaners, tissue paper, laundy, air care, etc.) branethol (cleaners, tissue paper, laundy, air care, tissue tissue paper, laundy, air	NationaliRegional Brand name. d name or brand tabel (e.g. Photels Beaction, Simple Truth, Kooper Delune, etc. citalings tables, etc. prior to being sold to the customer. Pages(Plastic Goode - food relating (platter, cups, bags, foils, ym Photensy@rescription Security (Part-Nod Rems) Security (Part-Nod Rems) Television/ Videor Music Solacco Topia Others(Plastic Social Basked Goodeta, e. platter, rins, have fails and	apr., utansis, etc.)	

25. Click Next (F).

KROGERTECHNOLOGY Vendor Profile & User Manager		Â	0	*	٥	4	Logged in As STEI	PHANIE HOUCK	IOBAID S.CO	<u>ں</u> «
Administration: Facility Address Book > Update Address Details >										
Confirmation										F
Changes have been saved successfully										
Categorization Questionnaire								н	lome Save	Next
Organization Name Job, LLC Facility Marne Minhou Minxing Facility Address Marcos Paz 2578, Cu A Hele Instructions Knoper is Interested in Innoving more about the products and services provided by th For Instructions on completing this section click here	dad de Buenos Aires, AR Is facility. Additional questions may populate based on selections made. Al required fields must be completed									
* Does this facility provide any food, beverage or food contact materials to Kroge (CTIP Food products are all consumable ferms including, but not limited to, delawy usy certification. * Does this facility provide any products for resale that are non-lood? Vers v (CTIP Non-lood arms are product such all prevent, support, HRC. housewares, page	? No v Jernentb-Vitamins, petianimal food, grocery items, adult beverages, raw materials/ingredients. Food contact materials i products, fornil, etc. Secondary/Terliary Packaging provided to kitoger Manufachuring Plants that does not come in com	include food chemicals and stact with food (corrugated b	food contact oxes, shrink	t packaging : wrap, labe) that is su	pplied to Krog etc.) is also c	er Manufacturing Plants. onsidered non-food.	. You may be require	ed to provide G	3FSI
* Select all types of non-food products that are provided to Kroger by this facility:										
 Finished Products for Resale 	Non-food products that are offered for sale to Kroger customers. Non-food products are in a finished state/ready for s	sale once they leave your or	ganization's	facility.						
 Secondary/Tertiary Packaging or Supplies for Kroger Plants/Stores/Commissaries 	Packaging that does not come in contact with food such as corrugated boxes, shrink wrap, labels, pallets, etc. Other	supplies not intended for re	sale.							
Bulk Products	Defined as goods manufactured or otherwise provided to Kroger that will require further processing, scaling, packagin customer.	ing, staging, etc., prior to be	ing sold to th	10						

Create Address Details

26. Click Locate your DUNS Number (A).

KROGERTECHNOLOGY Vendor Profile &	& User Manager	â	\otimes	*	٩	1		Logged In As STEPHANIE.HOUCK@JOBAID	S.COM	ባ
Create Address Details								Close	Save	
* Indicates required field										
Organization Name Job, LLC										
Hide Instructions Click the 'locate your DUNS number' link to se The DUNS Number and Address Details on th For instructions on completing this section clic If you need assistance with your DUNS number, r	arch for the proper Dun & Bradstreet (is page should correspond to the actu k here submit your request to https://suppo	(DUNS) number for this prov al production site for the pro- al production site for the pro- m/?CUST=Kroger Th	duction fac oduct, raw i	ility location material or you direct	n ingredient ly to the D	ts supplied	to Krog	er. or detailed instruction click here.		_
DUNS Number	Locate your	DUNS Number								
* Address Name Country	Awesome Apples United States	Facility Addres	S							
Address Line 1										
Address Line 2 City/Town/Locality										

- 27. Enter your **company information** (B).
- 28. Click Search (C).

Roger technolog i	Vendor Profile & Us	ser Manager	â	i O	* 🌣	1	Logged In As STEPHA	NIE.HOUCK@JOBAIDS.COM	¢
D&B Search									
Indicates Mandatory Fie	lds								
TIP If you are entering a	in address located in the Ur	nited States or Canada, enter	the two-letter state or provi	nce code in the S	tate/Province fiel	d.			
TIP The name of the or	anization or facility may be	different in the Dun & Brads	treet (D&B) database. For ex	kample, "ABC Co	" could be listed	in the D&B data	base as A.B.C. Company."		
If your organization	or facility is not listed in the	search results, try searching	variations of the organizatio	on name to find a	match.				
or instructions on comple	ing this section Click Here								
&B Search									
* Company Nan	10		Address						
* Count	ry	~	* City						
Telephone Numb	er	B	Postal Code		_				
								Sea	rch
🕱 😂 🖻 🍄 🔻 💷									
DUNS Number	Company Name	Address City	State or Province	Country	Telephon	e Number	Postal Code	Head Quarters Y/N	
NO TESUIIS IOUND.									
								Cancel Cont	firm

- 29. Select the **radio button** (D) for the facility.
- 30. Click **Confirm** (E).

	cates Mandatory F	Fields							
	If you are entering	g an address located in the United State	es or Canada, enter the two-letter state or	province code in	the State/Province field	L.			
⊘ TIP	The name of the	organization or facility may be different	in the Dun & Bradstreet (D&B) database. F	For example, "AB	C Co." could be listed in	n the D&B d	atabase as A.B.C. Compa	any."	
Factor	n your organizatio	lation tacinty is not listed in the search re	esuits, my searching variations of the organ		ind a maton.				
For ins	structions on comp	bleting this section Click Here							
D&B	Search								
	* Company N	ame Apple of your eve	Address						
	o o inpuny it	and opposition of the							
	* Cou	Intry United States	✓ City	Baltimore					
	* Cou * State/Prov	ince OH ~	✓ [*] City Postal Code	Baltimore					
	* Cou * State/Prov Telephone Nun	Intry United States Ince OH V	✓ [*] City Postal Code	Baltimore					
	* Cou * State/Prov Telephone Nun	Intry United States	✓ * City Postal Code	Baltimore					Sear
1	* Cou * State/Provi Telephone Nun C 💌 🌣 🕶 🗐	Intry United States	✓ * City Postal Code	Baltimore					Sear
	* Cou * State/Provi Telephone Nun 2	Intry United States	City Postal Code Address	Baltimore	State or Province	Country	Telephone Number	Postal Code	Sear Head Quarters Y
 D 60 	* Cou * State/Provi Telephone Nun Cours Number 507470122	Intry United States Ince OH H H H H H H H H H H H H H H H H H H	Address	Baltimore City BALTIMORE	State or Province OH	Country US	Telephone Number 7408626748	Postal Code 43105	Sear Head Quarters Y Y
Image: Constraint of the second sec	* Cou * State/Provi Telephone Nun C S * * * * * * * * * * * * *	Intry United States Ince OH	City Postal Code Address 1049 ROMULUS ST 1ST FL 1714 WASHINGTON BLVD STE A	Baltimore City BALTIMORE BELPRE	State or Province OH OH	Country US US	Telephone Number 7408626748 7404236007	Postal Code 43105 45714	Sear Head Quarters Y Y Y
Image: Constraint of the second sec	* Cou * State/Prov. Telephone Nun C C • • • • • DUNS Number 507470122 133806950 074158248	Intry United States Ince OH	Address Address 1049 ROMULUS ST 1ST FL 1714 WASHINGTON BLVD STE A 1911 NEWARK GRANVILLE ROAD	Baltimore City BALTIMORE BELPRE GRANVILLE	State or Province OH OH OH	Country US US US	Telephone Number 7408626748 7404236007 7403348754	Postal Code 43105 45714 43023	Sear Head Quarters Y Y Y Y

31. Click Apply (F).

KROGER TECHNOLOG	۲ Vendor Profile & User Manaç	jer	î	\otimes	*	\$	Logged In As STEPH	IANIE.HOUCK@JOBAIDS.COM	ሳ
Confirm DUNS									
See below for information	corresponding to selected DUNS #:6074	70122							
🐹 😂 🕞 🔅 🔻 💷									
DUNS Number	Company Name	Address			Cit	y	State or Province	Country	
607470122	Apple of Your Eye	1049 N Romulus St 1ST FL		E	Bal	ltimore	он	United States	
		c	ancel	Apply					

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

If:	Do this:
This is a US facility, and you own it	Click Save (G) and go to step 42.
This is a US facility, and you do NOT own it	Continue to step 33.
This is a foreign facility, and you own it	Go to <u>step 36</u> .
This is a foreign facility, and you do NOT own it	Go to <u>step 39</u> .

KROGERTECHNOLOGY Vendor Profile	& User Manager		â	0	*	٥	1	I	Logged In As STEPHANIE.HOUCK	@JOBAIDS	G	ወ
Create Address Details										Close	Save	11
* Indicates required field												
Organization Name Job, LLC												
Hide Instructions Click the 'locate your DUNS number' link to se The DUNS Number and Address Details on th For instructions on completing this section clic If you need assistance with your DUNS number,	earch for the proper Dun & Bri nis page should correspond to ck here submit your request to https:/	adstreet (DUNS) number for the actual production site fo //support.dnb.com/?CUST=K	this product or the product	tion facility ct, raw ma vill take yo	v location iterial or in	ngredients to the D&	supplied to	o Krog site. F	er. or detailed instruction click here.			
DUNS Number 60747	70122 Loc	ate your DUNS Number										
* Address Name	Awesome Apples		. A states as									
Country	United States	E Facility	Address									
Address Line 1	1049 N Romulus St 1ST FL											
Address Line 2												

- 33. Enter the Supplier Contact Email, First Name, Last Name, Country Code, and Phone Number (H).
- 34. Click Save (I).

DUNS Number 0883	72210	Locate your DUNS Number		
* Address Name Country	Peachy Keen United States	Facility Address		
Address Line 1	5074 Meadowbrook Ci	r		
Address Line 2				
City/Town/Locality	Suwanee			
County	Gwinnett			
State/Region	GA			
Province	Enter 2 letter state code for GA	US		
Postal Code	30024-1961			
Supplier Contact Information				
* Enter Contact Supplier Email	MarkJones@peachyke	een.c		
* Enter Supplier Contact First Name				
* Enter Supplier Contact Last Name				
Enter Supplier Contact Country Code	United States 1	~	* Phone Number	Extn
Facility Compliance Status				
Food Safety Complia	nce Status		Social Compliance Status	0
				Close Save

35. Go to <u>step 42</u>.

- 36. Answer the **import questions** (J).
- 37. Click Save (K).

* Address Name	Red Hot Chilies				
Country	Peru		Facility Address		
Address Line 1	JR. MANUEL MENDEZ	672 URB. STA. CATALINA LA	VICTORIA		
Address Line 2					
City/Town/Locality	LIMA				
County	-				
State/Region	LIMA				
	Enter 2 letter state code for U	IS			
Province	LM				
Postal Code	18				
* For food product	s produced at this facilit	y, who owns the product at	the time of entry into the United States?		v
* For food product	s produced at this facilit * Who is the res	y, who owns the product at	the time of entry into the United States? uty fees for shipments from this facility?	Food products are all consumable items including, but not lin grocery items, raw materialsingredients. Food contact mater that is supplied to Kroger Manufacturing Plants. You may be	nited to, dietary supplements/vitamins, pet/animal for iais include food chemicals and food contact packa required to provide GFSI certification.
For food product	s produced at this facilit * Who is the res ce Status Food Safety Compliance	y, who owns the product at ponsible party for import d	the time of entry into the United States?	Food products are all consumable items including, but not lin grocery items, raw materialsingredients. Food contact mater that is supplied to Kroger Manufacturing Plants. You may be	nited to, dietary supplements/vitamins, pet/animal fo ials include food chemicals and food contact packa required to provide GFSI certification.

- 38. Go to step 42.
- 39. Answer the **import questions** (L).
- 40. Enter the **Supplier Contact Email, First Name, Last Name, Country Code, and Phone Number** (M). 41. Click **Save** (N).

City/Town/Locality	SANTIAGO				
County	Providencia				
State/Region	Santiago				
	Enter 2 letter state code for US				
Province					
Postal Code	-				
ort Questions					
* For food products produced at this fa	ility, who owns the product at the time of entry i	nto the United State	\$?		\sim
			Food products are all consumable items including, but grocery items, raw materials/ingredients. Food contact	t not limited to, dietary supplement t materials include food chemical	nts/vitamins, pet/animal food, Is and food contact packaging
			that is supplied to Kroger Manufacturing Plants. You m	nay be required to provide GFSI	certification.
^ Who is the	responsible party for import duty fees for shipme	ents from this facilit	/? ~		
[°] Who is the oplier Contact Information	responsible party for import duty fees for shipm	ents from this facilit	/?		
[°] Who is the	responsible party for import duty fees for shipm	ents from this facilit	/?		
* Enter Contact Supplier Email	responsible party for import duty fees for shipm	ents from this facilit	· · · · · · · · · · · · · · · · · · ·		
* Who is the oplier Contact Information * Enter Contact Supplier Email * Enter Supplier Contact First Name	responsible party for import duty fees for shipm	ents from this facilit			
* Who is the popular Contact Information * Enter Contact Supplier Email * Enter Supplier Contact First Name * Enter Supplier Contact Last Name	responsible party for import duty fees for shipm	ents from this facilit	77 ~		
* Who is the oplier Contact Information * Enter Contact Supplier Email * Enter Supplier Contact First Name * Enter Supplier Contact Last Name Enter Supplier Contact Country Code	vesponsible party for import duty fees for shipmed to the states of the	ents from this facilit	* Phone Number	Extn	
* Enter Contact Information * Enter Contact Supplier Email * Enter Supplier Contact First Name * Enter Supplier Contact Last Name Enter Supplier Contact Country Code	United States 1	ents from this facilit	* Phone Number	Extn	
* Enter Contact Information * Enter Contact Supplier Email * Enter Supplier Contact First Name * Enter Supplier Contact Last Name Enter Supplier Contact Country Code sility Compliance Status	United States 1	ents from this facilit	* Phone Number	Extn	
* Who is the oplier Contact Information * Enter Contact Supplier Email * Enter Supplier Contact First Name * Enter Supplier Contact Last Name Enter Supplier Contact Country Code Enter Supplier Contact Country Code Enter Supplier Contact Country Code Enter Supplier Contact Country Code Enter Supplier Contact Country Code	United States	ents from this facilit	* Phone Number	Extn	
* Who is the oplier Contact Information * Enter Contact Supplier Email * Enter Supplier Contact First Name * Enter Supplier Contact Last Name Enter Supplier Contact Country Code clinity Compliance Status Food Safety Complia	responsible party for import duty fees for shipm United States 1	ents from this facilit	* Phone Number Social Compliance Status	Extn	
* Who is the oplier Contact Information * Enter Contact Supplier Email * Enter Supplier Contact First Name * Enter Supplier Contact Last Name Enter Supplier Contact Country Code :ility Compliance Status Food Safety Complia	responsible party for import duty fees for shipm United States 1	ents from this facilit	* Phone Number Social Compliance Status	Extn	N

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

То:	Do this:
Close the Update Address Details screen.	Click Close (O) to be returned to the Facility Address Book main screen.
Save the address details.	Click Save (P) to be returned to the Facility Address Book main screen.
Edit the facility profile.	Click Profile (Q) .
Edit the categorization questionnaire.	Click Categorization (R).
Enter GTINs or KLNs provided to Kroger by your organization from this facility.	Click Item (S) and go to <u>step 43</u> .
Enter facility contacts.	Click Contacts (T) and go to <u>step 64</u> .
Add food safety compliance documentation.	Click Food Safety Compliance (U) and go to step 72. Note: The Food Safety Compliance button will not be visible on all facilities.
Input social compliance information.	Click Social Compliance (V) and go to <u>step 79</u> . Note: The Social Compliance button will not be visible on all facilities.
Tell us about your organization's sustainability efforts.	Click Sustainability (W) and go to step 83.
Complete the facility.	Click Complete (X) and go to step 90.

You may not see all the buttons displayed below.

If you do not own the facility, your supplier will need to log in and complete the Contacts, Food Safety Compliance, Social Compliance, and Sustainability screens.

KROGERTECHNOLOGY Vendor Profile & User Manager				â	\odot	*	🌣 📌 🗆 🛛	gged In As STEPHANIE	HOUCK@JOBAI	DS.COM 🔱
Administration: Facility Address Book. > Update Address Details	0 Close	P Save	Profile	Categorization	S	Contacts	Food Safety Compliance	Social Compliance	Sustainability	Complete
* Indicates required field										
Organization Name Job, LLC										
Hide Instructions Use this screen to complete or update your production facility and finished.	ddress de	tails. Use	the buttons	at the top right to n	avigate t	o the require	d contacts or compliance sec	tion(s). Be sure to click th	ne "Complete" butt	on when you are
The D-U-N-S Number and Address Details on this page should	correspor	nd to the a	ictual produc	ction site for the pro	oduct, rav	v material or	ingredients supplied to Kroge	r from this location.		
For instructions on completing this section click here										

Item from Facility



By adding an item to a facility, you agree that the item is currently produced, manufactured, or processed for Kroger at that facility.

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

То:	Do this:
Enter a single GTIN/KLN#.	Continue to step 44 .
Add multiple GTINs/KLN#s.	Go to <u>step 49</u> .

44. Input the **GTIN/KLN#** (A).

Note: GTIN should be 14 digits or KLN# should be 6 digits.

45. Click **Add (B)**.

em from Facility	Home
Organization Name Job, LLC	Facility Name Gushing Grapes
	Facility Address 101 S Dale Dr, Lima, OH, OH, US
Hide Instructions	
In order to minimize disruptions due to so organization from this facility. For ease of	ystem validations, list each GTIN (Ordering Unit for Finished Products) or KLN (for Manufacturing use the 6 digit item number assigned by Kroger) provided to Kroger by your of entering multiple items, download the template to do a batch upload.
Click here for guidance on how to add an	n item(s) to a facility.
dd Itoms	
uu itemis	
TIP List the products at this facility curr	rently produced, manufactured or processed for Kroger. Batch Upload Template Upload Item Upload Item
TIP List the products at this facility curr Enter Item	rently produced, manufactured or processed for Kroger. B Batch Upload Template Upload Item Upload Item Upload Item Upload Item

- 46. Repeat **steps 44-45** to continue adding single GTINs/KLN#s.
- 47. The GTINs/KLN#s will be displayed in the **GTIN or KLN# table** (C) of the Review Items section.

Note: GTINs or KLN#s may be duplicated in the table if the facility provides the same item to Kroger through multiple vendors.

Add Items		
IP List the products at this facility currently produced, manufactured or processed for H	śroger.	
	Batch Upload Template Download	
Enter Item	Upload Item	
GTIN or KLN # 00084747300111 Add	Choose File No file chosen U	pload
*Enter the GTIN/KLN # or download the template and enter item information for uplo	ad.	
GTIN or KLN # Search		
其 2 □ ☆ - Ⅲ -		
GTIN or KLN #	Remove	Vendor
000000004130	ŵ	Job, LLC
00084747300111	Î	Job, LLC
4		

48. Go to <u>step 63</u>.

49. Click **Download** (D).

50. Click the **Excel file** (E).

Item from Facility								Home	Next
Organization Name Job, Ll	.C Facility	Name Gushing Grape	s						
	Facility Ad	ddress 101 S Dale Dr, I	Lima, OH, OH, US	S					
Hide Instructions									
In order to minimize disruptions organization from this facility. For	due to system valid r ease of entering r	dations, list each GTIN (O multiple items, download	rdering Unit for Fi the template to do	inished Products) or a batch upload.	KLN (for Manufacturing use the 6 d	igit item number ass	igned by Kroger) provided to	Kroger by your	
Click here for guidance on how	to add an item(s) to	a facility.							
Add Items									
*Enter the GTIN/KLN # or down	GTIN or KLN #	00084747300111 and enter item informat	Add tion for upload.	0	Choose File No file chosen	Upload			
GTIN or KLN #	fown to search the	✓ Search required GTIN or KLN #.							
X 2 5 4 - 1									
GTIN or KLN #					Remove		Vendor		
GTIN_KLN_Templatxls								S	Show all

51. Click **Enable Content (F)**.

AutoSave 💽 🗄 🏷 < 🖓 🗟 🖶	GTIN_KLN_Template (2).xls - Compatibility Mode + 🖉 Search	Houck, Stephanie L HS D	e – o 🗴
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$\begin{array}{c c} & & \\ & & \\ & & \\ Paste \\ & & \\ & & \\ \hline \\ & & \\ & \\ & \\ & \\ & \\$	= = = ≫ · · ₽	Cell Cell Cell Cell Cell Cell Cell Cell	Sensitivity
SECURITY WARNING Some active content has b	een disabled. Click for more details. Enable Content	ries i cens i county i Analysis	×
A494 → : × ✓ f _x			v 1
A B 1 GTIN/KLN Numbers 2 3 4 5 6 7 8 9 10	C D E F G H Create itemcsv file Instructions for use: 1. Enable Macros in this file upon opening. 2. Fill in all trans Numbers. (GTIN/KLN) 3. Click the "Create itemcsv file" ButtonORSave the file in csv format. (File 3. Browse and Upload the .Itemcsv file to the application.	I J K L M N	0 P *

- 52. Enter or paste **GTINs/KLN#s** (G).
- 53. Click **Create itemcsv file (H)**.
- 54. Click **OK** (I).

AutoSave 💽 🖪 🍤 - 🖓 - 🔓 🖧 📼	GTIN_KLN_Template (2).xls - Compatibility Mode 🔻	₽ Search	Houck, Stephanie L 📙 🖬 — 🗇 🗙
File Home Insert Page Layout Fo	rmulas Data Review View Help		🖻 Share 🛛 🖓 Comments
Calibri 11 - A A B I U V III - A V Clipboard 5 Font 5	= = = ≫ · · = = = = = = = = = = = · · · · · · · · ·	Conditional Format as Cell Formating ⊂ Table ⊂ Styles ⊂ Styles ⊂ Cells	∑ · A T P P P P P P P P P P P P P P P P P P
A17 - : × ✓ fx 000000	00004018		v .
AB		н і ј к	L M N O P 🔺
1 GTIN/KLN Numbers			
3 00001111022218	Create itemcsv file Microsoft Excel	×	
4 0000000094135 5 0000000094134 6 00000005494134 7 0008474730064	Instructions for use: 1. Enable Macros in this file upon open 2. Fill in all term Numbers: (CTITV/KLN) 3. Click the "Create itemcsy file" Button	enerate item csv file. As => Save As Type = CS	v (Comma Delimited)
8 00001111091829 9 G 00084747300050	3. Browse and upload the liternosy file	ОК	
11 0000000004017			
12 00084747300051			
13 0000000004139			
14 0000005404017 15 00088330104017			
16 00089165800117			
17 0000000004018			
18 Provide GTIN/KLN Numbers 19 GTIN/KLN should be numbers 6 or 20 14 digits long. 21 14	c		
FACILITY_TTEMS.XISX (+)		: (• •

- 55. Select a **location** (J) to generate the file.
- 56. Click Save (K).



57. Click OK (L).



58. Select the **Upload Item radio button** and click **Choose File** (M).

KROGERTECHNOLOGY Vendor Profile & User Manager	î	\otimes	★	٢	1 0	Logged In	As STEPHANIE.HO	UCK@JOBAIDS.COM	<u>،</u> ر
Item from Facility								Home	Next
Organization Name Job, LLC Facility Name Gushing Grapes									
Facility Address 101 S Dale Dr, Lima, OH, OH, US									
Hide Instructions									
In order to minimize disruptions due to system validations, list each GTIN (Ordering Unit for Finist organization from this facility. For ease of entering multiple items, download the template to do a b	hed Products) batch upload.	or KLN (for	Manufactu	uring use	the 6 digit i	em number assigr	ed by Kroger) provid	led to Kroger by your	
Click here for guidance on how to add an item(s) to a facility.									
Add Items									
TIP List the products at this facility currently produced, manufactured or processed for Kroger.									
Bat	tch Upload Te	emplate	Downlo	ad					
Enter Item Upl	load Item								
O GTIN or KLN # Add		Choos	e File No	o file chos	en	Upload			
*Enter the GTIN/KLN # or download the template and enter item information for upload.									
Review Items									

59. Select the **.csv file** (N).

60. Click **Open** (0).

👂 Open			2
\leftarrow \rightarrow \checkmark \frown	> This PC > Desktop >	・ じ Search Desktop	
Organize • New	folder		
, This PC	^ Name	Date modified Type	Siz
🧊 3D Objects	N.png	2/15/2022 1:17 PM PNG File	
📃 Desktop	M.png	2/15/2022 1:13 PM PNG File	
Documents	B GTIN_KLN.csv	2/15/2022 1:12 PM Microsoft Excel Com	
Downloads	KL.png	2/15/2022 1:11 PM PNG File	
N Music	✓ < [−]		>
F	ile <u>n</u> ame: GTIN_KLN.csv	~ All F ()	~
		<u></u> pen Can	cel

61. Click Upload (P).

KROGERTECHNOLOGY Vendor Profile & User Manager	Â	0	*	\$	1	Logged In As	STEPHANIE.HOUCK@JOBAIDS.CO	• ሳ
Item from Facility							Home	Next
Organization Name Job, LLC Facility Name Gushing Gr Facility Address 101 S Dale Image: Straight of the system validations, list each GTII organization from this facility. For ease of entering multiple items, downline Click here for guidance on how to add an item(s) to a facility. Add Items	rapes I Dr, Lima, OH, OH, US N (Ordering Unit for Finished Products) or oad the template to do a batch upload.	KLN (fo	or Manufact	uring use	the 6 digit i	item number assigned	by Kroger) provided to Kroger by your	
TIP List the products at this facility currently produced, manufactured of	or processed for Kroger.					_		
	Batch Upload Tem	plate	Downlo	ad		P		
Enter Item	Upload Item							
O GTIN or KLN #	Add	Choo	ose File G	TIN_KLN.	CSV	Upload		
*Enter the GTIN/KLN # or download the template and enter item info	rmation for upload.							
Review Items								

62. The GTINs/KLN#s will be displayed in the **GTIN or KLN# table** (Q) of the Review Items section.

63. Click Next (R).

G TIN or KLN #	Add Choose File No file chosen Upload	
Review Items		
GTIN or KLN # Sec GTIP Type or scroll down to search the required G	rch IN or KLN #	
11 2 · • • • · ·		
GTIN or KLN #	Remove	Vendor
000000004017	<u> </u>	Job, LLC
000000004018	<u> </u>	Job, LLC
000000004130	a	Job, LLC
000000004139	8	Job, LLC
000000094134	8	Job, LLC
000000094135	8	Job, LLC
0000005404017	8	Job, LLC
0000005494134	8	Job, LLC
00001111003409	8	Job, LLC
00001111022218	8	Job, LLC
00001111069101	8	Job, LLC
00001111091829	8	Job, LLC
00084747300050	<u> </u>	Job, LLC
00084747300051	<u> </u>	Job, LLC
00084747300064	8	Job, LLC
00084747300111	8	Job, LLC
00088339104017	<u></u>	Job, LLC
00089165800117	8	Job, LLC

Facility Contacts

64. Click Create (A).

Facility Contacts					Home Nex
Organization Name The Job Center	LLC Facility Name	Awesome Apples			
	Facility Address	7044 King James Ct, Cincinnati, OH, US			
Hide Instructions					
Kroger requires contact information for th	is facility. Click the Create butto	on to create a new contact(s). You must pretact	ovide a Main Contact, a 24 Hour/Recall conta	act, a Quality Assurance contact, and a Socia	al Compliance
For instruction on completing this section	click here				
Por insudeation on completing this section.	CICK HELE				
Search a Contact					
TIP Use the search button to find ex	tisting contacts by 'Contact Typ	e' or 'Last Name'			
Contact Type	~	Last Name			
		Search Clear			
te with User Accounts	v				
A is with oser Accounts					
Create					
Create (ﷺ 중 ाज 🔅 ▼ 💷 ▼ Details First Name	Last Name	Email Address	PhoneNumber	Contact Type	Up
Create ☆ ☆ ▲ ● ★ County ★ Details First Name No results found.	Last Name	Email Address	PhoneNumber	Contact Type	Up

- 65. Enter an **Email Address (B)**.
- 66. Click **Apply** (C).

KROGERTECHNOLOGY Supplier Mana	gement		Â	\otimes	*	٥	1 0	L	.ogged In As SA66095 (ሳ
Create Facility Contact									Cancel Apply	y
Hide Instructions										
You are required to create Contacts for this fa	acility or address location. These ir	ndividuals will receive relevant communications	from Kroger.							
♂ TIP Please use a company email address, if of all users on the account.	possible. Personal email addresse	es of terminated employees may still have acces	s to Kroger sys	ems until r	emoved. C	ompany a	dministrato	rs are res	sponsible for the maintenance	æ
Contact Details	В									_
* Email Address										
First Name			Last Name				Alterr	ate Nam	ne	
Country Code	United States 1	F	hone Number					E	ĸt	
Country Code		Alt F	hone Number					E	ĸt	
Create User Account										_

- 67. Enter the First Name, Last Name, Country Code, and Phone Number (D).
- 68. If desired, update the **User Name** (E).



The User Name defaults to the e-mail address, but you may enter a different, unique User Name in the field. **The User Name cannot be changed after you click Apply.**

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

То:	Do this:
Create a contact that can't login to Supplier Hub, but can be contacted by Kroger	 Select the Contact Type(s) (F). Click Apply (G).
Create a user account so the contact can login to Supplier Hub to perform profile maintenance	 Select the user account checkbox (H). By creating a user account, the contact will be able to see and modify their organization's entire Supplier Hub record, including EIN/SSN and banking information. Select the Contact Type(s) (F). Note: During this initial creation, if the contact is assigned a contact type of Main/Admin, they will flow to Partner Pass as a Partner Pass admin for Supplier Hub in their organization. Partner Pass admins can:
	 Update first and last name of users Assign admin access Deactivate a user Reactivate a user Grant application access Revoke application access Click Apply (G).

Note: If the contact needs to be a Partner Pass admin for Supplier Hub in their organization **after this initial creation**, admin access must be given in Partner Pass on the Manage User & Access screen.

- **Contact Details** Email Address Pete.Rose@JobLLC.com * First Name * Last Name Alternate Name Country Code United States|1 D * Phone Number Ext Country Code Alt Phone Number Ext Create User Account ♂ TIP By creating a new user, you represent a H, that (i) you are a supplier be accurate and complete. If such data c, you agree that you will undar E ing under the due authorization of a supplier to submit information on the supplier's behalf; and (ii) any data submitted by you will a timely basis. After creation, user administration rights can only be assigned or adjusted within Partner Pass. Create User Account For The Contact User Name Pete.Rose@JobLLC.com 📜 🔁 🕞 🥸 🗸 💷 Contact Type Description 24 Hours/Recall Product emergency contact Main/Admin Main point of contact about business with Kroge □ Other Other Quality Assurance Product quality contact Social Compliance Social Compliance Contact G Cancel Apply
- 70. Repeat <u>steps 64-69</u> until all mandatory contact types (Main/Admin, 24 Hours/Recall, Quality Assurance, and Social Compliance) are assigned.

After the user account has been created, the contact will receive a "Welcome to Partner Pass" enrollment email from <noreply@okta.com> with instructions for accessing Supplier Hub via Partner Pass.

For additional information, please see:

Assign admin access

•

- Quick Reference Guide: Supplier Hub Login Information
- Supplier Hub Help Page
- Partner Pass information page
- Partner Pass help page

71. Click Next (I).

A user account for the em	nail address Pete.Rose@Job	bLLC.com has been	created in Supplier H	lub. You will receiv	e a confirmation email from Partner	Pass, Kroger's Single Sign-On portal that is	used to access Suppli
with instructions on compl	leting your account set up. If	f you do not receive	the email, please con	ntact our Supplier E	Engagement Group. (SEG).		
acility Contacts							Home Nex
Organization Name T	The Job Center LLC	Facility Name A	Awesome Apples				
	F	Facility Address 7	7044 King James Ct, C	Cincinnati, OH, US			
Hide Instructions							
Kroger requires contact info	ormation for this facility. Clicl	k the Create button t	to create a new conta	ict(s). You must pro	ovide a Main Contact, a 24 Hour/Re	call contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact info contact. An alternate phone	ormation for this facility. Clicl e number is required for a 24	k the Create button t 4 Hour/Recall contact	to create a new contact.	ct(s). You must pro	ovide a Main Contact, a 24 Hour/Re	call contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact info contact. An alternate phone For instruction on completin	ormation for this facility. Clicl e number is required for a 24 ng this section, click here	k the Create button t 4 Hour/Recall contac	to create a new conta ct.	ict(s). You must pro	ovide a Main Contact, a 24 Hour/Re	call contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact info contact. An alternate phone For instruction on completin earch a Contact	ormation for this facility. Click e number is required for a 24 ng this section, click here	k the Create button t 4 Hour/Recall contac	to create a new contact,	ict(s). You must pro	ovide a Main Contact, a 24 Hour/Re	all contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact info contact. An alternate phone For instruction on completin earch a Contact	ormation for this facility. Clicl e number is required for a 24 ng this section, click here utton to find existing contact	k the Create button t 4 Hour/Recall contact ts by 'Contact Type' of	to create a new contact.	ict(s). You must pro	ovide a Main Contact, a 24 Hour/Re	cali contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact info contact. An alternate phone For instruction on completin earch a Contact If Use the search b Control	ormation for this facility. Clici e number is required for a 24 ng this section, click here utton to find existing contact act Type	k the Create button t 4 Hour/Recall contact ts by 'Contact Type' o	to create a new contact. or 'Last Name' Last Name	ct(s). You must pro	ovide a Main Contact, a 24 Hour/Re	all contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact info contact. An alternate phone For instruction on completine earch a Contact	ormation for this facility. Click e number is required for a 24 ng this section, click here utton to find existing contact act Type	k the Create button 1 4 Hour/Recall contact ts by 'Contact Type' o	to create a new conta- t. or 'Last Name' Last Name Search	ct(s). You must pro	ovide a Main Contact, a 24 Hour/Re	call contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact infr contact. An alternate phone For instruction on completin earch a Contact I Use the search b Contr	ormation for this facility. Click e number is required for a 24 ng this section, click here utton to find existing contact act Type	k the Create button 1 4 Hour/Recall contact ts by 'Contact Type' o	to create a new conta- t. or 'Last Name' Last Name Search	ct(s). You must pro	ovide a Main Contact, a 24 Hour/Re	call contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact info contact. An alternate phone For instruction on completin earch a Contact @TIP Use the search b Contacts with User A	ormation for this facility. Click e number is required for a 24 ng this section, click here utton to find existing contact act Type	k the Create button t 4 Hour/Recall contact ts by 'Contact Type' o	to create a new contact. or 'Last Name' Last Name Search	ct(s). You must pro	ovide a Main Contact, a 24 Hour/Re	all contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact inf contact. An alternate phone For instruction on completin earch a Contact @TIP Use the search b Contacts with User A Create 💥 🌫 🖛 🔅	ermation for this facility. Click e number is required for a 24 ng this section, click here utton to find existing contact act Type	k the Create button the Create button the Create button the A Hour/Recall contact the button to be the button to be the button to be the button to be button to b	to create a new contai ct. or 'Last Name' Last Name Search	ct(s). You must pro	ovide a Main Contact, a 24 Hour/Re	call contact, a Quality Assurance contact, ar	nd a Social Compliance
Kroger requires contact info contact. An alternate phone For instruction on completin earch a Contact TIP Use the search b Contacts with User A Create	armation for this facility. Click e number is required for a 24 ng this section, click here utton to find existing contact act Type cccounts 2 Last Name	k the Create button 1 4 Hour/Recall contact ts by 'Contact Type' 1 V Email Ad	to create a new contait. or 'Last Name' Last Name Search	ct(s). You must pro	ovide a Main Contact, a 24 Hour/Re	call contact, a Quality Assurance contact, ar	nd a Social Compliance

Facility Food Safety Compliance

The Facility Food Safety Compliance screen will be displayed if the products provided to Kroger require food safety documents.

72. Answer **both questions** (A) in the Add/View Attachments section.

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

If:	Do this:
You answered Yes to either question	You must upload the appropriate documentation. Click Add Attachment (B) and continue to <u>step 74</u> .
You answered No to both questions	No documentation is necessary. Go to step 77.

S TIP T	The Food Safety Co	mmunication area wi	II display conversation	history between your orga	nization and Kroger's Food	Safety team.				
2 🖾	📼 🔅 🔻 🏢									
From			То	Subject	Message	Da	te	Message	Ву	
No results	s found.									
💢 😂 Select	Certificate/Aud	it		Description						
💢 2 Select	Certificate/Aud	it		Description						
⊠ 2 Select ∽	Certificate/Aud Does this facility	it slaughter animals or h	narvest eggs?	Description Kroger requires all facilit	ties slaughtering animals or	harvesting eggs to have an a	nimal welfare au	udit conducted	l by a reputable organiza	ïon.
¥ 2 Select ✓	Certificate/Aud Does this facility Is this facility cert	it slaughter animals or h fied by one of the GF	narvest eggs? SI audit schemes?	Description Kroger requires all facilit Global Food Safety Initia	ties slaughtering animals or ative audit schemes are ber	harvesting eggs to have an a	nimal welfare as	udit conducted e recognized ir	d by a reputable organiza ndustry wide.	tion.
Select	Certificate/Aud Does this facility Is this facility cert	it slaughter animals or h fied by one of the GF	narvest eggs? SI audit schemes?	Description Kroger requires all facilit Global Food Safety Initia	ties slaughtering animals or ative audit schemes are ber	harvesting eggs to have an a	nimal welfare au	udit conducted	l by a reputable organiza ndustry wide.	tion.
Select	Certificate/Aud Does this facility Is this facility cert	it slaughter animals or h fied by one of the GF	narvest eggs? SI audit schemes?	Description Kroger requires all facilit Global Food Safety Initia	ties slaughtering animals or ative audit schemes are ber	harvesting eggs to have an a	nimal welfare au	udit conducted	d by a reputable organiza ndustry wide.	tion.
Select	Certificate/Aud Does this facility Is this facility cert tachment 🐹	it slaughter animals or h fied by one of the GF ℃ I ♀ ♀ Ⅲ /pe Issue Date	narvest eggs? SI audit schemes? Expiration Dat	Description Kroger requires all facilit Global Food Safety Initia	ties slaughtering animals or ative audit schemes are ber Last Update By	harvesting eggs to have an a nohmarked food safety audit s Last Update Date	nimal welfare au chemes that are Status	udit conducted e recognized ir Update	i by a reputable organiza ndustry wide. View Document	tion. Delete

- 74. Select a Category, Type, Issue and/or Expiration Date, and input any comments (C).
- 75. Click **Choose File** (D) and select your document.
- 76. Click Apply (E).

Attach	ments		×
	Category Type * Issue Date Comments	~ <u>6</u>	~
	File	Choose File No file bosen Cancel Apply	

77. Click **Save** (F).

rom			Т	Subject	Mess	age Date	Messag	je By			
lo results fo	ound.										
ielect C No ✓ D Yes ✓ Is	Certificate/Audit Does this facility slaughter is this facility certified by or	animals or h	narvest eggs? SI audit scheme	Description Kroger requires all factors? Global Food Safety In	cilities slaughtering an itiative audit schemes	limals or harvesting eggs to have an anin s are benchmarked food safety audit sch	nal welfare audit conduc	ted by a re d industry	eputable o wide.	organization.	
Add Attac	:hment 💢 🎜 📧 🕻	Ž ▼ 💷									
ategory	Туре	Issue Date	Expiration Date	Comments		Last Update By 🛆	Last Update Date 🛆	Status	Update	View Document	Delet
FSI	BRC Global Standard for Food Safety	16-Feb- 2022	16-Feb-2024	GFSI BRC		STEPHANIE.HOUCK@JOBAIDS.CON	16-Feb-2022	Pending	1	GFSI.docx	Ì

78. Click Next (G).

KROGERTECHNOLOGY Vendor Profile & User Manager	î	\otimes	*	\$	1	Logged In As STEPHANIE.HOUCK@JOBAIDS.COM
Administration: Facility Address Book > Update Address Details >						
Confirmation						
Changes have been saved successfully						
Facility Food Safety Compliance						Home Save No
Organization Name Job, LLC Facility Name: Awesome Apples Facility Address 1049 N Romulus St 1ST FL, Baltimore Hide Instructions All supplies are required to ablide by Kroner's Econd Safety policy. All required fields must be completed	e, OH, OH	, US				
GFSI (Global Food Safety Initiative) Certification is required of all suppliers are been GFSI (Global Food Safety Initiative) Certification is required of all suppliers providing: Kroger Private Label food products (including pet/animal food such as treats and chews) Any ingredients and food contact packaging/materials provided directly to Kroger Manufacturing p Bulk food terms requiring scaling, packaging, staging or other further processing prior to being soi 3rd Party Food Safety/Good Manufacturing Practices (GMP) Audits are expected of all suppliers	plants/store ld, such as	es/commiss produce, n	aries neat, seafo	od, groce	y, deli/bak	tery items

Social Compliance

!

This screen will be displayed if the facility is in scope for the Social Compliance program.

Click 2 for more information.

79. Answer the Previous Audit History question (A) and the C-TPAT Status question (B).

Note: If you select "yes," additional questions need to be answered.

80. Complete the Facility Assessment Contact section (C) and the Facility Information section (D).

Note: Provide an estimate of the number of workers at the facility site.

- 81. Click Save (E).
- 82. Click **Next** (F).

	Social Compliance Status			
	Compliance Status	Supplier Information Required 2	Assessment Type	
	Assessment Result		Future Assessment Window	
	Assessment Completed Date			
	Previous Audit History			
	The following questions are only used to inform the ty	pe of assessment your facility may receive.	Responses to these questions do not fulfill any Kroger requirements.	
Α	* Can you provide an audit report that meets the	ollowing criteria?		
T	 You can provide PDF documentation of the 2. The audit was conducted within the past 9 	complete audit report, along with any su months at the facility address displayed	upporting files that show evidence of corrective action, if applicable. at the top of this webpage.	
) Yes			
	O No			
	C-TPAT Status			
В	* Does this facility have a Customs-Trade Partner	ship Against Terrorism (C-TPAT) Audit Re	eport?	
	O No			
	Facility Assessment Contact			
Л	The assessment process requires a contact that will f an auditor or miss their audit window will NOT be rein	acilitate the completion of the assessment a nbursed.	nd coordinate payment. Please review your facility contacts and select one below. Please note	: Facilities that deny access to
C	* Select the facility assessment contact.			
Т	First Name			
	Last Name			
	Country Code	Phone Number	Ext.	
	Facility Information			
D	* Number of Workers at Facility Site			
	Number of Buildings at Facility Site			
	Li & Fung Factory Code (if applicable)			
	Broduct Tupe			
				EE
				Home Save Next

Sustainability

If your Facility **does not** provide seafood to Kroger, only one question will be displayed.

- 83. Answer **all questions** (A) displayed on the screen.
- 84. Use the below table to determine the next step:

То:	Do this:
Attach any relevant sustainability	Click Add Attachment (B) and continue to step 93.
documentation	Note: Once a document has been attached to the sustainability page, it cannot be modified or deleted. Instead, you will need to upload a new document.
Save	Click Save (C) and go to step 97.

					\sim				
Facility Contacts > Facility Food Sa	ety Compliance > Update Ad	Idress Details >							
Sustainability								Home	:
Organization Name Job, LLC	Facility Name Av	wesome Apples							
	Facility Address 10	049 N Romulus St 1	ST FL, Baltimore, OH, OH,	US					
Hide Instructions									
-									
Complete this section to tell us ab	out your organization's sustaina	ability efforts.							
Complete this section to tell us ab All documents must be in English	out your organization's sustaina o be considered for approval.	ability efforts. For instructions on (completing this section click	here					
Complete this section to tell us about the section to tell us about the section of the section o	out your organization's sustaina	ability efforts. For instructions on (completing this section clic	here					
Complete this section to tell us ab	out your organization's sustain: o be considered for approval.	ability efforts. For instructions on e	completing this section clici	chere	-				
Complete this section to tell us abo All documents must be in English * Do you track the environme	out your organization's sustain: o be considered for approval. ntal impacts of your facility?	ability efforts. For instructions on (' (e.g. water/energy	completing this section click y usage, waste generation	chere					
Complete this section to tell us abo All documents must be in English * Do you track the environme	ut your organization's sustain: o be considered for approval. ntal impacts of your facility? * Does your comp	ability efforts. For instructions on o ' (e.g. water/energy pany have a Seafoo	completing this section click y usage, waste generation od Sustainability Program	(here):)?					
Complete this section to tell us abo All documents must be in English * Do you track the environme A * Does this facility	o be considered for approval. tal impacts of your facility? * Does your comp have any facility-level susta	ability efforts. For instructions on o (e.g. water/energy boany have a Seafoo inability certificati	completing this section click y usage, waste generation od Sustainability Program ions pertaining to seafood	(here): / / / / / /					
Complete this section to tell us abo All documents must be in English * Do you track the environme * Does this facility * Does this facility	o be considered for approval. tal impacts of your facility? * Does your comp have any facility-level susta rocess any seafood that is c	ability efforts. For instructions on o (e.g. water/energy pany have a Seafoo inability certificati- certified to a seafoo	completing this section click y usage, waste generation od Sustainability Program ions pertaining to seafood od sustainability standard	chere c): v: i? v: i? v: i?					
Complete this section to tell us abo All documents must be in English * Do you track the environme * Does this facility * Does this facility Other that any relevant sustainable	ot your organization's sustain o be considered for approval. tal impacts of your facility? * Does your comp have any facility-level susta rocess any seafood that is c ity documentation in the attact	ability efforts. For instructions on ((e.g. water/energy pany have a Seafor inability certificati ertified to a seafor hment section below	completing this section click y usage, waste generation od Sustainability Program ions pertaining to seafood od sustainability standard w.	(here)):):)? (?)? (?)					
Complete this section to tell us ab All documents must be in English * Do you track the environme * Does this facility p * Does this facility p * TIP Attach any relevant sustainabl Add Attachment 1 (2) 2 5	atal impacts of your facility? * Does your comp have any facility-level susta rocess any seafood that is c ity documentation in the attack *	ability efforts. For instructions on (e.g., water/energy bany have a Seaford inability certificati certified to a seaford hment section below	completing this section click y usage, waste generation od Sustainability Program lons pertaining to seafood od sustainability standard w.	(here): ? ? ? ? ? ? ? ? ? ? ? ? ?					
Complete this section to tell us abo All documents must be in English * Do you track the environme * Does this facility p * Does this facility p * TIP Attach any relevant sustainab Add Attachment] (2) (2) (5)	tut your organization's sustaina o be considered for approval. I ntal impacts of your facility? * Does your comp have any facility-level susta rocess any seafood that is c ity documentation in the attact ☆ ▼ Ⅲ Type	Ability efforts. For instructions on ((e.g. water/energy bany have a Seator inability certificatii inability certificatii ertified to a seator hment section below	completing this section click y usage, waste generation od Sustainability Program ions pertaining to seafood od sustainability standard w. Description	(here): ? ? ? ? ?	Issue	Date	View Document		

- 85. Select a **Category and Type.** Input a **Title, Description, and select an Issue Date (D)**.
- 86. Click **Choose File** (E) and select your document.
- 87. Click Apply (F).

Attachn	nents		×
	Category		~
	* Title		
	Issue Date	tia -	
	File	Choose File No file chosen Cancel Apply	

88. Click Save (G).

89. Click Home (H).

KROGERTECHNOLOGY Vendor Profile & User Manager		â	\otimes	* 🌣	1 Log	gged In As STEPHANIE.HOUCK@JOBAIDS.COM	<u>ا</u> ا
Facility Contacts > Facility Food Safety Complian	nce >					Home	G Save
Organization Name Job, LLC F- Faci	acility Name Awesome Apples lity Address 1049 N Romulus St 15	ST FL, Baltimore, OH, OH, US					
Hide Instructions Complete this section to tell us about your orga All documents must be in English to be conside	nization's sustainability efforts. ered for approval. For instructions on c	completing this section click he	re				
* Do you track the environmental impacts	of your facility? (e.g. water/energy tation in the attachment section below	usage, waste generation):	Yes 🗸				
Add Attachment 💢 🎜 🗟 🔅 🔻 🏢							
	_	T:41 -		Description	Issue D	View Desument	
Category	Туре	nue		Description	10040	view Document	

Complete

90. Click Complete (A).

KROGERTECHNOLOGY Vendor Profile & User Manager) (O	• *	🌣 🥂 🗆	Logged In As STEPHANIE.HOUCK@JOBAIDS.CO		оз.сом ()
Administration: Facility Address Book > Update Address Details	Close Save	Profile Categori	zation Item	Contacts	Food Safety Compliance	e Social Compliance	Sustainability	Complete
* Indicates required field								
Organization Name Job, LLC								
 Hide Instructions Use this screen to complete or update your production facility ac finished. 	Idress details. Use the	e buttons at the top rig	ht to navigate	to the require	d contacts or compliance see	ction(s). Be sure to click th	he "Complete" butt	on when you are
The D-U-N-S Number and Address Details on this page should a	correspond to the actu	al production site for	the product, ra	w material or	ingredients supplied to Krog	er from this location.		
For instructions on completing this section click here								

91. Click Close (B).



If any information is incomplete, you will see the below screen. Click **Home** (C) to return to the Update Address Details screen. Navigate to the incomplete section(s) to complete the information.

Administration: Facility Address Book > Update Address Details >				
Organization Name Job, LLC Facility Name Gushing Grapes				
其 2				
Section Name	Error Message			
Sustainability	Required questions not answered			
Contacts	Contact information is missing.			
Facility Item Relationship	The "Item from Facility" section is inco	mplete.		