

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](#)
[Sustainability](#)
[Complete](#)

Login

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

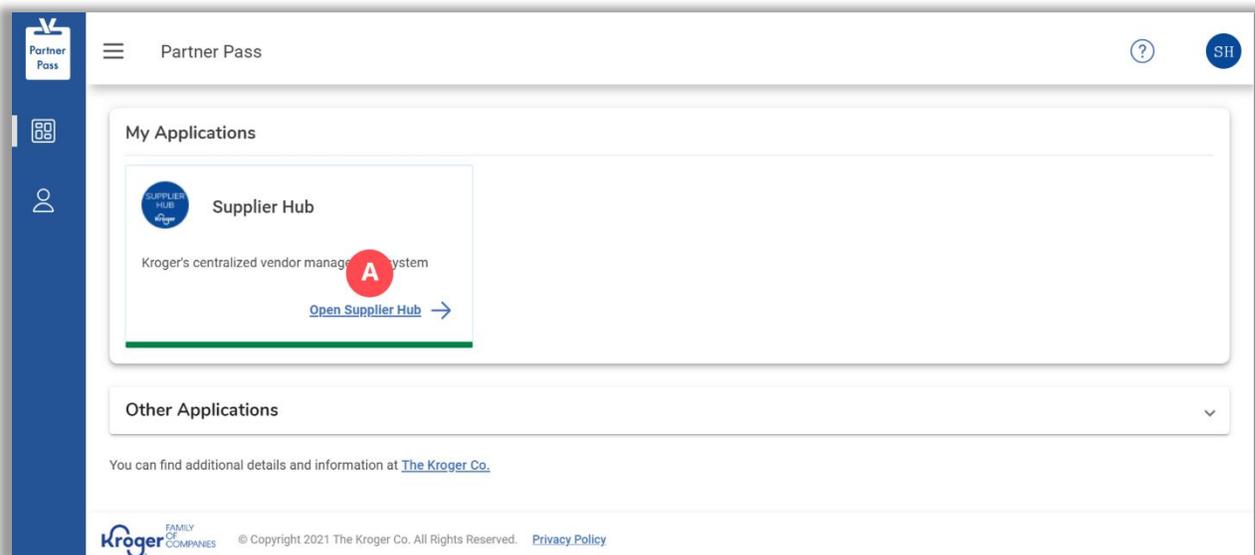
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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:

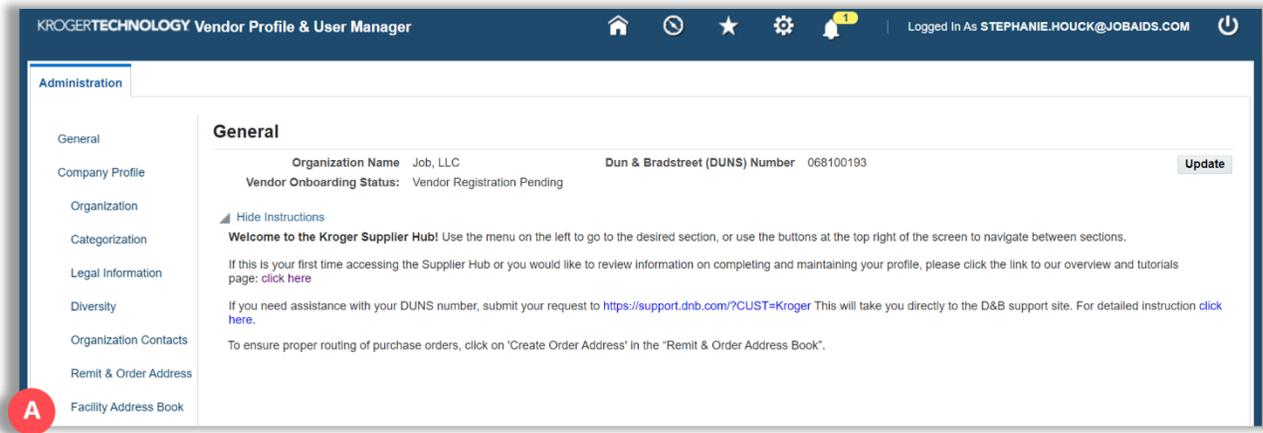
- [Partner Pass information page](#)
- [Partner Pass help page](#)

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

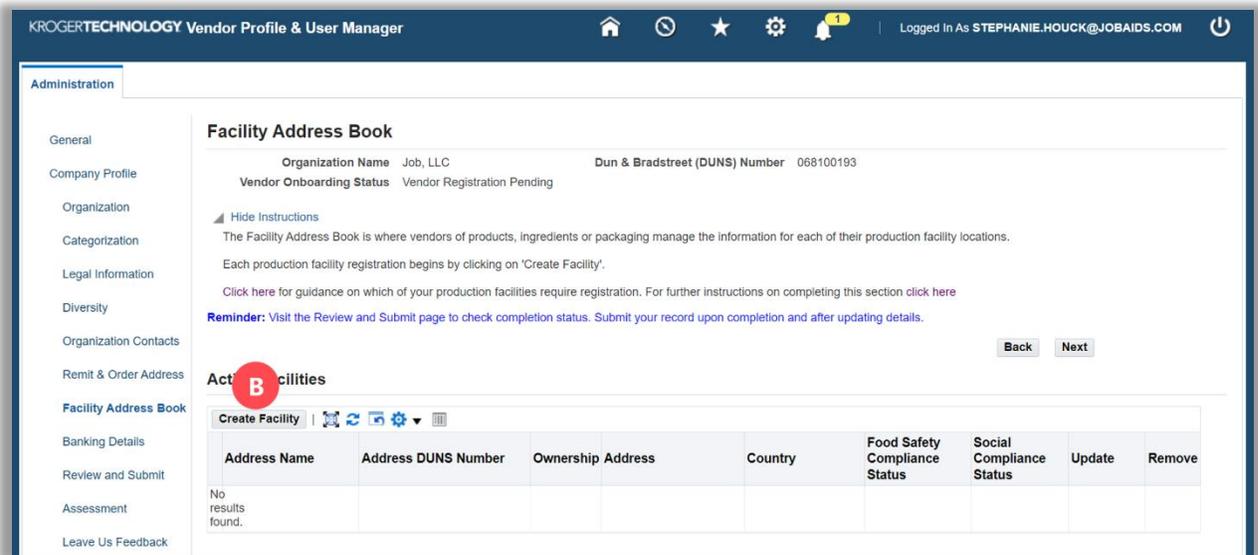


Facility Address Book Screen

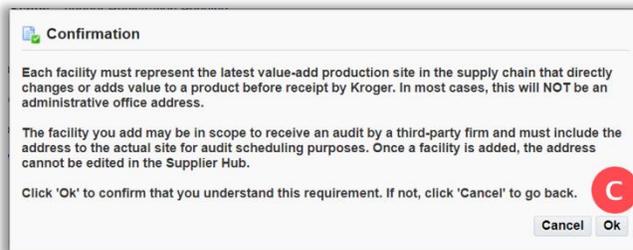
3. Click **Facility Address Book (A)**.



4. Click **Create Facility (B)**.



5. Click **OK (C)**.



Facility Profile

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

- Use the below table to determine the next step:

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

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

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)**.

* Select the months this facility is in production:

Select All

JAN APR JUL OCT
 FEB MAY AUG NOV
 MAR JUN SEP DEC

* Do the products or ingredients undergo any further processing or assembly at another facility before receipt by Kroger? No ▾

TIP Pesticide, fumigation, irradiation, metal detection are not considered further processing or assembly.

* Describe your company's relationship with the operations located at this facility: **G**

H
Cancel Save Next

16. Click **Next (I)**.

KROGERTECHNOLOGY Vendor Profile & User Manager Home Clock Star Gear 1 | Logged In As STEPHANIE.HOUCK@JOBAIDS.COM

Administration: Facility Address Book >

 **Confirmation**

Changes have been saved successfully **I**

Facility Profile Cancel Save Next

Organization Name Job, LLC * Facility Name Awesome Apples

Facility Address

Hide Instructions

Vendors of products, ingredients or packaging are required to register each of their relevant facilities. Each facility must represent the latest value-add production site in the supply chain that directly changes or adds value to a product before receipt by Kroger. In most cases, this will NOT be an administrative office address.

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? Yes ▾

Categorization Questionnaire

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

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Categorization Questionnaire

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 questions may populate based on selections made. All required fields must be completed.

For instructions on completing this section [click here](#)

* Does this facility provide any food, beverage or food contact materials to Kroger? A

TIP Food products are all consumable items including, but not limited to, dietary supplements/vitamins, pet/animal food, grocery items, adult beverages, raw materials/ingredients. Food contact materials include food chemicals and food contact packaging that is supplied to Kroger Manufacturing Plants. You may be required to provide GFSI certification.

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

If you selected:	Do this:
Yes	Continue to step 19 .
No	Go to step 21 .

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.

* Does this facility provide any food, beverage or food contact materials to Kroger? Yes

TIP Food products are all consumable items including, but not limited to, dietary supplements/vitamins, pet/animal food, grocery items, adult beverages, raw materials/ingredients. Food contact materials include food chemicals and food contact packaging that is supplied to Kroger Manufacturing Plants. You may be required to provide GFSI certification.

* Select all types of food or food related products that are provided to Kroger by this facility:

Packaged/Finished Products for resale The products in this category are in a finished state/ready for sale once they leave your organization's facility.

Ingredients/Packaging/Raw Materials for Kroger Plants/Stores/Commissaries Food or food contact materials that will be used in the preparation of finished products at Kroger Manufacturing Plants, Store, and/or Commissaries.

Bulk Products Products manufactured or otherwise provided to Kroger 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:

National/Regional Brand Products Defined as goods manufactured or otherwise provided to Kroger for sale to our customers pre-labeled under a National/Regional Brand name.

Kroger Corporate Brand/Private Label Defined as goods manufactured or otherwise provided to Kroger for sale to the customer under a Kroger-owned name or brand label. (e.g. Private Selection, Simple Truth, Kroger Deluxe, etc.)

Unbranded products (such as bulk) Defined as goods manufactured or otherwise provided to Kroger 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 types of food or food contact materials that are provided to Kroger by this facility:

<input type="checkbox"/> Baby Food/Formula	<input type="checkbox"/> Deli	<input type="checkbox"/> Grocery - Baking/Spices	<input checked="" type="checkbox"/> Produce - Fresh Fruit/ Bulk Fruit
<input type="checkbox"/> Bakery	<input type="checkbox"/> Dietary Supplements/Vitamins	<input type="checkbox"/> Grocery - Canned/ Jar/ Bottled	<input type="checkbox"/> Produce - Fresh Vegetables/ Bulk Vegetables
<input type="checkbox"/> Bakery - Commercial	<input type="checkbox"/> Food Chemicals	<input type="checkbox"/> Grocery - Other	<input type="checkbox"/> Produce - Nuts
<input type="checkbox"/> Beer/ Wine/ Spirits	<input type="checkbox"/> Food Contact Packaging to Kroger Manufacturing Plants	<input type="checkbox"/> Grocery - Refrigerated	<input type="checkbox"/> Produce - Other
<input type="checkbox"/> Beverages	<input type="checkbox"/> Food Contact Packaging to Kroger Stores/Commissaries	<input type="checkbox"/> International Foods	<input type="checkbox"/> Produce - Packaged Fruits/ Vegetables
<input type="checkbox"/> Candy	<input type="checkbox"/> Fresh Kitchen	<input type="checkbox"/> Meat - Frozen	<input type="checkbox"/> Raw Materials/Ingredients to Kroger Manufacturing Plants/Stores/Commissaries
<input type="checkbox"/> Cookies/ Crackers/ Snacks	<input type="checkbox"/> Frozen - Other	<input type="checkbox"/> Meat - Packaged (Beef, Poultry, Pork, Other)	<input type="checkbox"/> Seafood - Fresh
<input type="checkbox"/> Dairy - Eggs	<input type="checkbox"/> Frozen - Dessert/ Novelties	<input type="checkbox"/> Meat - Bulk (Beef, Poultry, Pork, Other)	<input type="checkbox"/> Seafood - Other
<input type="checkbox"/> Dairy - Milk Produced Products (Cheese, Butter, Ice Cream, etc.)	<input type="checkbox"/> Frozen - Pizza/ Snacks/ Handhelds	<input type="checkbox"/> Natural Foods	<input type="checkbox"/> Seafood - Frozen
<input type="checkbox"/> Dairy - Other	<input type="checkbox"/> Frozen - Vegetables/ Fruits	<input type="checkbox"/> Pet/Animal Food, Treats, and Chews	<input type="checkbox"/> Sush-in Store
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Others(Please specify)

* Does this facility provide any products for resale that are non-food? No

TIP Non-food items are products such as jewelry, apparel, HBC, housewares, paper products, floral, etc. Secondary/Tertiary Packaging provided to Kroger Manufacturing Plants that does not come in contact with food (corrugated boxes, shrink wrap, labels, pallets, etc.) is also considered non-food.

20. Go to [step 24](#).

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

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book > Update Address Details >

Categorization Questionnaire Home Save Next

Organization Name Job, LLC Facility Name Minhou Minxing
Facility Address Marcos Paz 2576, Ciudad de Buenos Aires, AR

Hide Instructions
Kroger is interested in knowing more 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 section click here

* Does this facility provide any food, beverage or food contact materials to Kroger? No
TIP Food products are all consumable items including, but not limited to, dietary supplements/vitamins, pet/animal food, grocery items, adult beverages, raw materials/ingredients. Food contact materials include food chemicals and food contact packaging that is supplied to Kroger Manufacturing Plants. You may be required to provide GFSI certification.

* Does this facility provide any products for resale that are non-food? Yes (C)
TIP Non-food items are products such as jewelry, apparel, HBC, housewares, paper products, floral, etc. Secondary/Tertiary Packaging provided to Kroger Manufacturing Plants that does not come in contact with food (corrugated boxes, shrink wrap, labels, pallets, etc.) is also considered non-food.

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

If you selected:	Do this:
Yes	Continue to step 23 .
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).

Organization Name Job, LLC Facility Name Minhou Minxing
Facility Address Marcos Paz 2576, Ciudad de Buenos Aires, AR

Hide Instructions
Kroger is interested in knowing more 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 section click here

* Does this facility provide any food, beverage or food contact materials to Kroger? No
TIP Food products are all consumable items including, but not limited to, dietary supplements/vitamins, pet/animal food, grocery items, adult beverages, raw materials/ingredients. Food contact materials include food chemicals and food contact packaging that is supplied to Kroger Manufacturing Plants. You may be required to provide GFSI certification.

* Does this facility provide any products for resale that are non-food? Yes (D)
TIP Non-food items are products such as jewelry, apparel, HBC, housewares, paper products, floral, etc. Secondary/Tertiary Packaging provided to Kroger Manufacturing Plants that does not come in contact with food (corrugated boxes, shrink wrap, labels, pallets, etc.) is also considered non-food.

Select all types of non-food products that are provided to Kroger by this facility:

<input checked="" type="checkbox"/> 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 sale once they leave your organization's facility.
<input type="checkbox"/> Secondary/Tertiary Packaging or Supplies for Kroger Plants/Stores/Commissionaires	Packaging that does not come in contact with food such as corrugated boxes, shrink wrap, labels, pallets, etc. Other supplies not intended for resale.
<input type="checkbox"/> Bulk Products	Defined as goods manufactured or otherwise provided to Kroger that will require further processing, scaling, packaging, staging, etc., prior to being sold to the customer.

Select all brands of product provided to Kroger by this facility:

<input checked="" type="checkbox"/> National/Regional Brand Products	Defined as goods manufactured or otherwise provided to Kroger for sale to our customers pre-labeled under a National/Regional Brand name.
<input type="checkbox"/> Kroger Corporate Brand/Private Label	Defined as goods manufactured or otherwise provided to Kroger for sale to the customer under a Kroger-owned name or brand label (e.g. Private Selection, Simple Truth, Kroger Deluxe, etc.)
<input type="checkbox"/> Unbranded products (such as bulk)	Defined as goods manufactured or otherwise provided to Kroger that will require further processing, scaling, packaging, staging, etc. prior to being sold to the customer.

Select all non-food products for resale that are provided to Kroger by this facility:

<input type="checkbox"/> Apparel/Accessories	<input type="checkbox"/> Footwear	<input type="checkbox"/> Home Decor	<input type="checkbox"/> Paper/Plastic Goods - food related (plates, cups, bowls, wraps, utensils, etc.)
<input type="checkbox"/> Automotive	<input type="checkbox"/> Fuel	<input type="checkbox"/> Household (cleaners, tissue paper, laundry, air care, etc.)	<input type="checkbox"/> Pet (Non-Food Items)
<input type="checkbox"/> Baby (Non-Food Items)	<input type="checkbox"/> Furniture	<input type="checkbox"/> Housewares	<input type="checkbox"/> Pharmacy/Prescription
<input checked="" type="checkbox"/> Cards/ Books/ Magazines	<input type="checkbox"/> Garden - Outdoor	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Seasonal (Non-food Items)
<input type="checkbox"/> Computer Hardware/Accessories	<input type="checkbox"/> General Merchandise - Other	<input type="checkbox"/> Non-Contact Packaging to Kroger Manufacturing Plants/Stores/Commissionaires	<input type="checkbox"/> Television/ Video/ Music
<input type="checkbox"/> Electrical/ Plumbing	<input type="checkbox"/> Hardware/ Tools/ Paints	<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Tobacco
<input type="checkbox"/> Floral (Indoor/ Outdoor)	<input type="checkbox"/> Health & Beauty Care/Cosmetics	<input type="checkbox"/> Over-the-Counter Drugs (OTC)	<input type="checkbox"/> Toys
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Others(Please specify)

* Do the non-food products provided by this facility fall into any of the following categories:Over-the-Counter Drugs, Health & Beauty Care, Cosmetics, or Paper/Plastic Food Related Goods(e.g. plates,cups,bags,folia,wraps,utensils,etc.)? No (E)

Home Save Next

25. Click **Next (F)**.

Create Address Details

26. Click **Locate your DUNS Number (A)**.

27. Enter your **company information (B)**.

28. Click **Search (C)**.

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

D&B Search

* Indicates Mandatory Fields

TIP If you are entering an address located in the United States or Canada, enter the two-letter state or province code in the State/Province field.

TIP The name of the organization or facility may be different in the Dun & Bradstreet (D&B) database. For example, "ABC Co." could be listed in the D&B database as A.B.C. Company." If your organization or facility is not listed in the search results, try searching variations of the organization name to find a match.

For instructions on completing this section [Click Here](#)

D&B Search

* Company Name: Apple of your eye Address: _____
 * Country: United States * City: Baltimore
 * State/Province: OH Postal Code: _____
 Telephone Number: _____

Search

DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/N
<input checked="" type="radio"/> 607470122	APPLE OF YOUR EYE	1049 ROMULUS ST 1ST FL	BALTIMORE	OH	US	7408626748	43105	Y
<input type="radio"/> 133806950	RIVER CITY EYE CARE	1714 WASHINGTON BLVD STE A	BELPRE	OH	US	7404236007	45714	Y
<input type="radio"/> 074158248	LIFT YOUR EYES PHOTOGRAPHY	1911 NEWARK GRANVILLE ROAD	GRANVILLE	OH	US	7403348754	43023	Y
<input type="radio"/> 133259403	APPLE OF MY EYE LTD	4182 BURBANK RD STE B	WOOSTER	OH	US	4193683400	44691	Y

If you do not see your Organization listed, submit your DUNS Number Request to <https://support.dnb.com/?CUST=Kroger> This will take you directly to the D&B support site. For detailed instruction [click here](#).

Cancel **Confirm**

- 31. Click **Apply (F)**.

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Confirm DUNS

See below for information corresponding to selected DUNS #:607470122

DUNS Number	Company Name	Address	City	State or Province	Country
607470122	Apple of Your Eye	1049 N Romulus St 1ST FL	Baltimore	OH	United States

Cancel **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 step 36 .
This is a foreign facility, and you do NOT own it	Go to step 39 .

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Create Address Details

Organization Name Job, LLC

Address Name Awesome Apples

Country United States Facility Address

Address Line 1 1049 N Romulus St 1ST FL

DUNS Number 607470122 [Locate your DUNS Number](#)

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 088372210 [Locate your DUNS Number](#)

Address Name Peachy Keen Facility Address

Country United States

Address Line 1 5074 Meadowbrook Cir

Address Line 2

City/Town/Locality Suwanee

County Gwinnett

State/Region GA

Province GA

Postal Code 30024-1961

Supplier Contact Information

Enter Contact Supplier Email MarkJones@peachykeen.o **H**

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 Compliance Status **Social Compliance Status**

Close Save **I**

- 35. Go to [step 42](#).

36. Answer the **import questions (J)**.

37. Click **Save (K)**.

DUNS Number 934734474 [Locate your DUNS Number](#)

* Address Name Red Hot Chillies Facility Address
 Country Peru
 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 US
 Province LM
 Postal Code 18

Import Questions

* For food products produced at this facility, who owns the product at the time of entry into the United States? Food products are all consumable items including, but not limited to, dietary supplements/vitamins, pet/animal food, grocery items, raw materials/ingredients. Food contact materials include food chemicals and food contact packaging that is supplied to Kroger Manufacturing Plants. You may be required to provide GFSI certification.

* Who is the responsible party for import duty fees for shipments from this facility?

Facility Compliance Status

Food Safety Compliance Status Social Compliance Status

K | |

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 -

Import Questions

* For food products produced at this facility, who owns the product at the time of entry into the United States? Food products are all consumable items including, but not limited to, dietary supplements/vitamins, pet/animal food, grocery items, raw materials/ingredients. Food contact materials include food chemicals and food contact packaging that is supplied to Kroger Manufacturing Plants. You may be required to provide GFSI certification.

* Who is the responsible party for import duty fees for shipments from this facility?

Supplier Contact Information

* Enter Contact Supplier Email **M**
 * Enter Supplier Contact First Name
 * Enter Supplier Contact Last Name
 Enter Supplier Contact Country Code United States|1 * Phone Number Extn

Facility Compliance Status

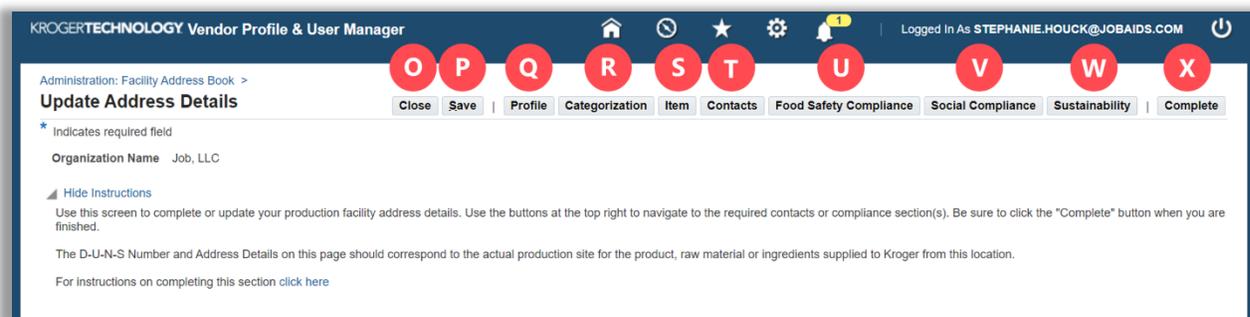
Food Safety Compliance Status Social Compliance Status

N | |

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

To:	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 step 43 .
Enter facility contacts.	Click Contacts (T) and go to step 64 .
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 step 79 . 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.



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:

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

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

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

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

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.

Hide Instructions
 In order to minimize disruptions due to system 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 organization from this facility. For ease of entering multiple items, download the template to do a batch upload.
 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.

Enter Item: **Add**

Batch Upload Template: **Download**

Upload Item: Choose File No file chosen

*Enter the GTIN/KLN # or download the template and enter item information for upload.

Review Items

GTIN or KLN # **Search**

TIP Type or scroll down to search the required GTIN or KLN #.

GTIN or KLN #	Remove	Vendor
00000000004130		Job, LLC
00084747300111		Job, LLC

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

Home **Next**

48. Go to [step 63](#).

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

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

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 Finished Products) or KLN (for Manufacturing use the 6 digit item number assigned by Kroger) provided to Kroger by your organization from this facility. For ease of entering multiple items, download the template to do a batch upload.
 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.

Enter Item: **Add**

Batch Upload Template: **Download** (D)

Upload Item: Choose File No file chosen

*Enter the GTIN/KLN # or download the template and enter item information for upload.

Review Items

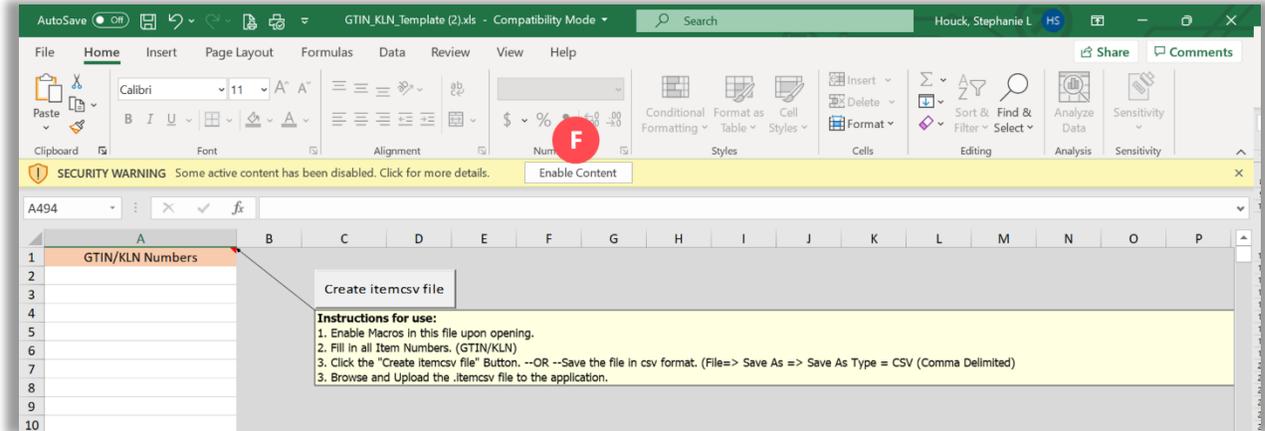
GTIN or KLN # **Search**

TIP Type or scroll down to search the required GTIN or KLN #.

GTIN or KLN #	Remove	Vendor
GTIN_KLN_Templat...xls (E)		

Show all x

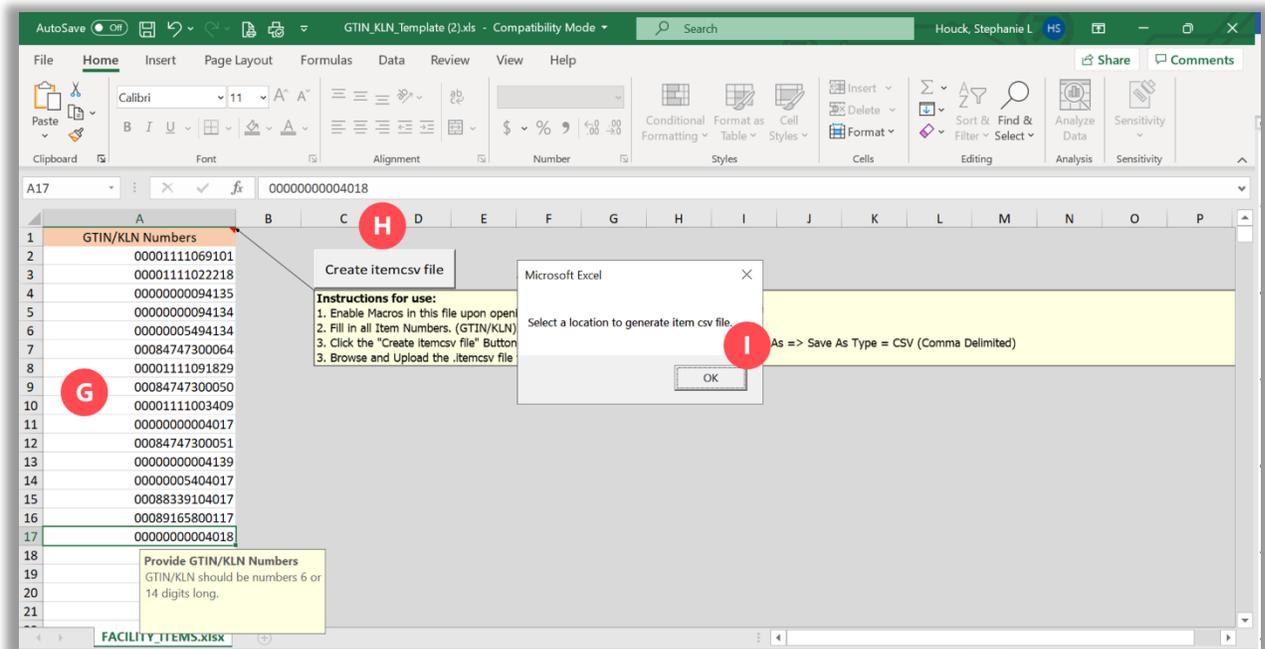
51. Click **Enable Content (F)**.



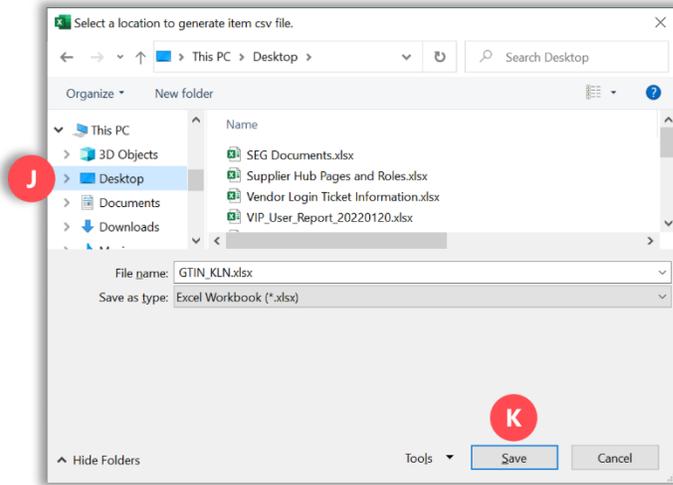
52. Enter or paste **GTINs/KLN#s (G)**.

53. Click **Create itemcsv file (H)**.

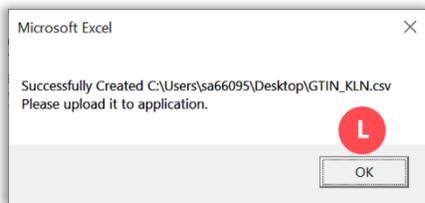
54. Click **OK (I)**.



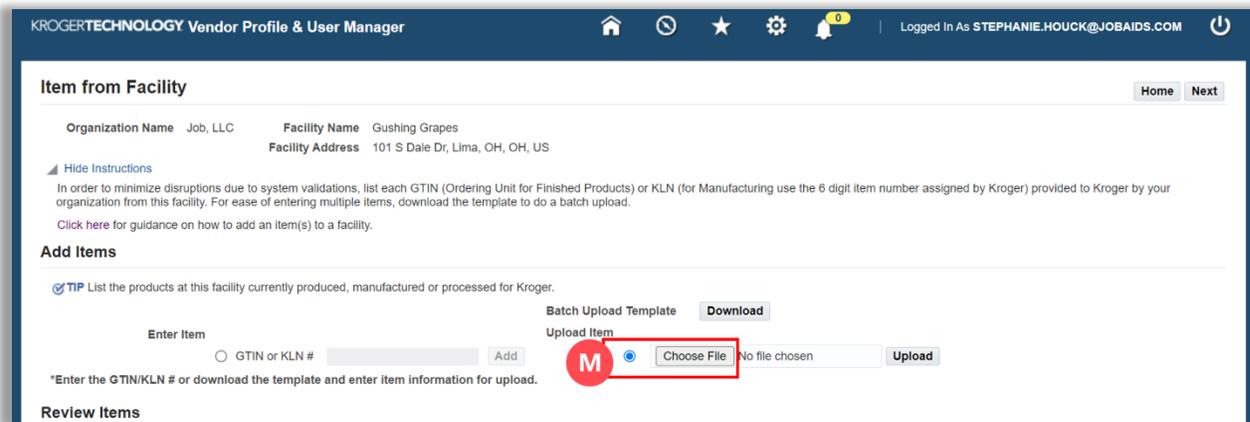
- 55. Select a **location (J)** to generate the file.
- 56. Click **Save (K)**.



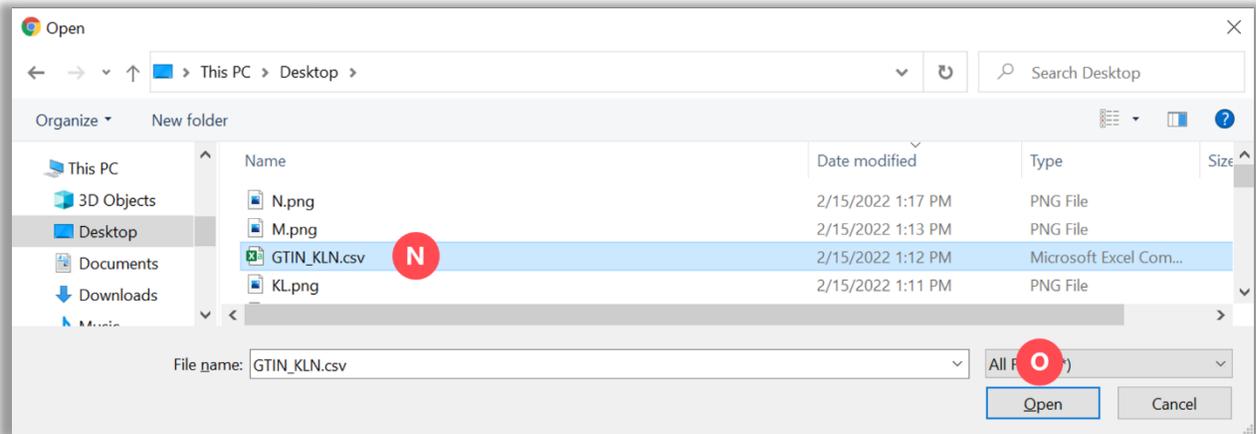
- 57. Click **OK (L)**.



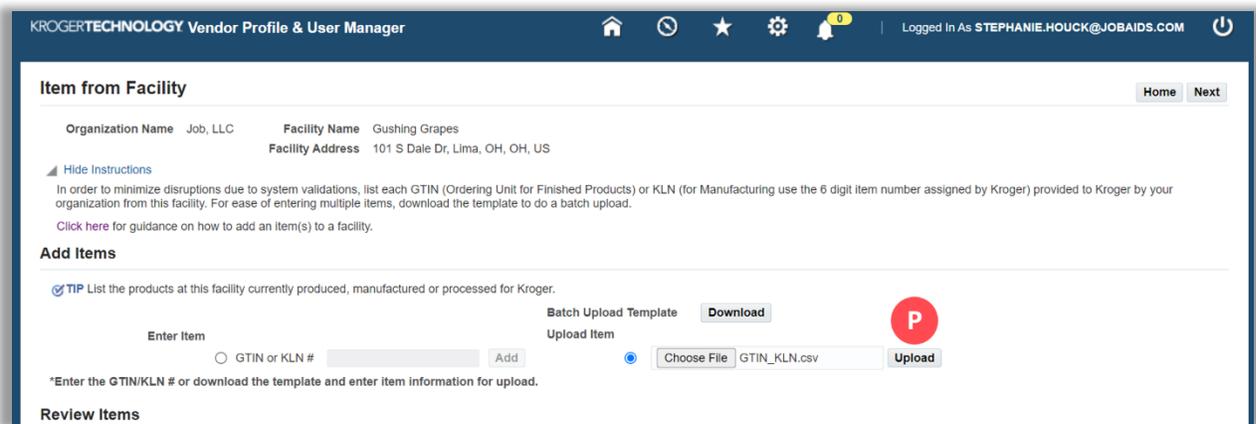
- 58. Select the **Upload Item radio button** and click **Choose File (M)**.



- 59. Select the **.csv file (N)**.
- 60. Click **Open (O)**.



- 61. Click **Upload (P)**.



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

63. Click **Next (R)**.

Review Items

GTIN or KLN #	Remove	Vendor
0000000004017		Job, LLC
0000000004018		Job, LLC
0000000004130		Job, LLC
0000000004139		Job, LLC
0000000004134		Job, LLC
0000000004135		Job, LLC
00000005404017		Job, LLC
00000005404134		Job, LLC
00001111003409		Job, LLC
00001111022218		Job, LLC
00001111069101		Job, LLC
00001111091829		Job, LLC
00084747300050		Job, LLC
00084747300051		Job, LLC
00084747300064		Job, LLC
00084747300111		Job, LLC
0008339104017		Job, LLC
00089165800117		Job, LLC

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

Home | **Next**

Facility Contacts

64. Click **Create (A)**.

Facility Contacts Home | Next

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 this facility. Click the Create button to create a new contact(s). You must provide a Main Contact, a 24 Hour/Recall contact, a Quality Assurance contact, and a Social Compliance contact. An alternate phone number is required for a 24 Hour/Recall contact.

For instruction on completing this section, [click here](#)

Search a Contact

TIP Use the search button to find existing contacts by 'Contact Type' or 'Last Name'

Contact Type Last Name
 Search Clear

Contacts with User Accounts

Create

Details	First Name	Last Name	Email Address	PhoneNumber	Contact Type	Update
No results found.						

Contacts without User Accounts

65. Enter an **Email Address (B)**.

66. Click **Apply (C)**.

KROGER TECHNOLOGY Supplier Management | Logged In As SA66095

Create Facility Contact

[Hide Instructions](#)

You are required to create Contacts for this facility or address location. These individuals will receive relevant communications from Kroger.

TIP Please use a company email address, if possible. Personal email addresses of terminated employees may still have access to Kroger systems until removed. Company administrators are responsible for the maintenance of all users on the account.

Contact Details

*

First Name Last Name Alternate Name

Country Code 1 Phone Number Ext

Country Code Alt Phone Number Ext

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:

To:	Do this:
Create a contact that can't login to Supplier Hub, but can be contacted by Kroger	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Select the user account checkbox (H).  <i>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.</i> Select the Contact Type(s) (F). <p>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:</p> <ul style="list-style-type: none"> Update first and last name of users Assign admin access Deactivate a user Reactivate a user Grant application access Revoke application access <ul style="list-style-type: none"> 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.

- [Assign admin access](#)

Contact Details

Email Address Pete.Rose@JobLLC.com

* First Name * Last Name Alternate Name

* Country Code United States|1 * 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 **E** acting under the due authorization of a supplier to submit information on the supplier's behalf; and (II) any data submitted by you will be accurate and complete. If such data changes, you agree that you will update on 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
<input type="checkbox"/> 24 Hours/Recall	Product emergency contact
<input type="checkbox"/> Main/Admin	Main point of contact about business with Kroger
<input type="checkbox"/> Other	Other
<input type="checkbox"/> Quality Assurance	Product quality contact
<input type="checkbox"/> Social Compliance	Social Compliance Contact

Cancel Apply **G**

70. Repeat [steps 64-69](#) 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:

- [Quick Reference Guide: Supplier Hub Login Information](#)
- [Supplier Hub Help Page](#)
- [Partner Pass information page](#)
- [Partner Pass help page](#)

71. Click **Next (I)**.

Facility Food Safety Compliance

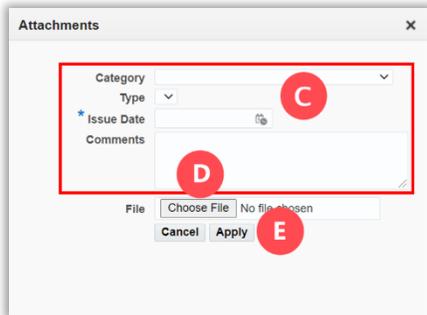
 The Facility Food Safety Compliance screen will be displayed if the products provided to Kroger require food safety documents.

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

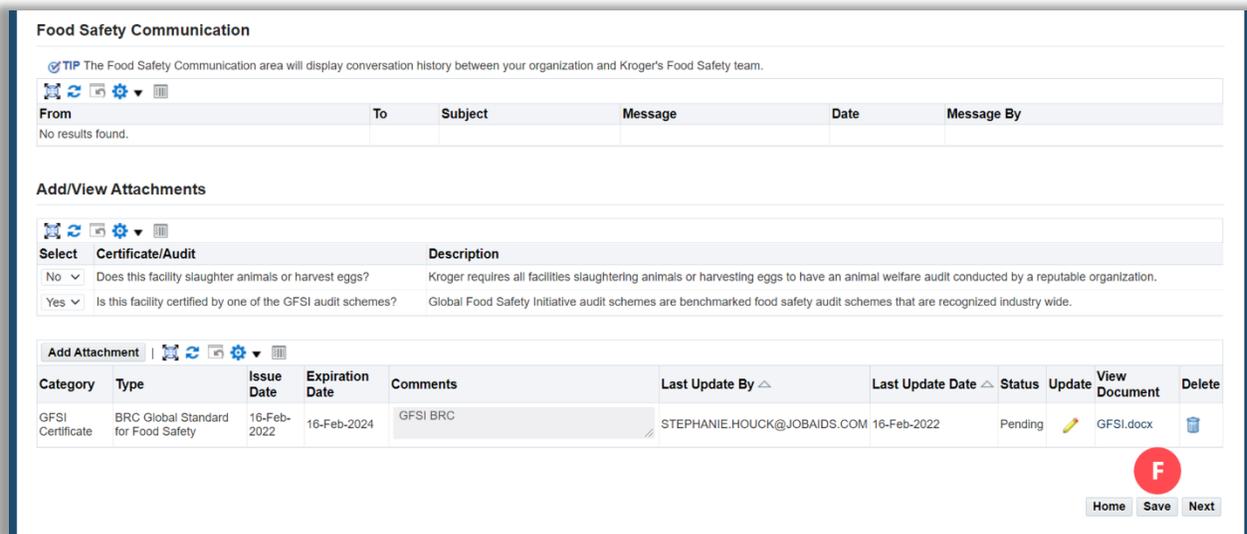
73. Use the below table to determine the next step:

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

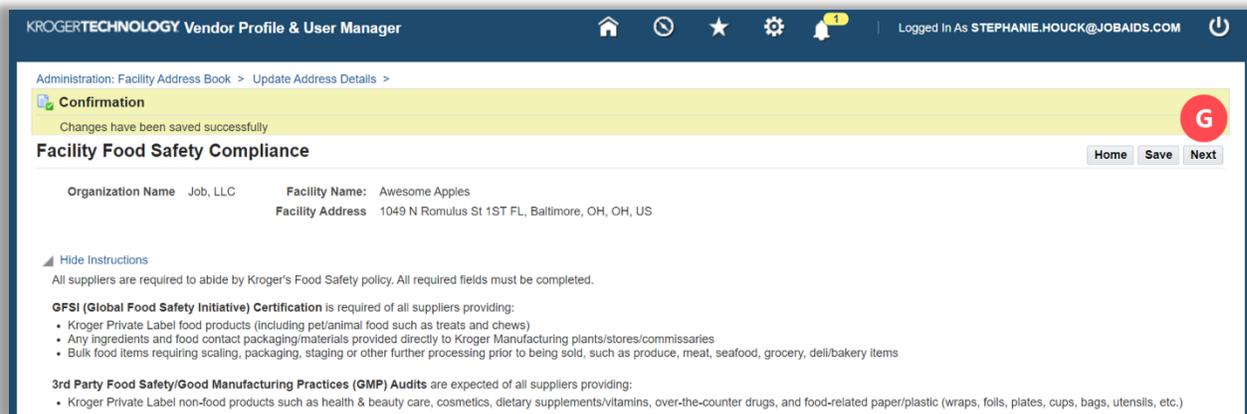
- 74. Select a **Category, Type, Issue and/or Expiration Date**, and input any comments (C).
- 75. Click **Choose File** (D) and select your document.
- 76. Click **Apply** (E).



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



- 78. Click **Next** (G).



Social Compliance

 This screen will be displayed if the facility is in scope for the Social Compliance program.
 Click  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 	Assessment Type
Assessment Result		Future Assessment Window
Assessment Completed Date		

Previous Audit History

The following questions are only used to inform the type of assessment your facility may receive. Responses to these questions do not fulfill any Kroger requirements.

A * Can you provide an audit report that meets the following criteria?

1. You can provide PDF documentation of the complete audit report, along with any supporting files that show evidence of corrective action, if applicable.
2. The audit was conducted within the past 9 months at the facility address displayed at the top of this webpage.

Yes
 No

C-TPAT Status

B * Does this facility have a Customs-Trade Partnership Against Terrorism (C-TPAT) Audit Report?

Yes
 No

Facility Assessment Contact

The assessment process requires a contact that will facilitate the completion of the assessment and coordinate payment. Please review your facility contacts and select one below. **Please note:** Facilities that deny access to an auditor or miss their audit window will NOT be reimbursed.

C * Select the facility assessment contact. 

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)

Product Type

E **F**

[Home](#) [Save](#) [Next](#)

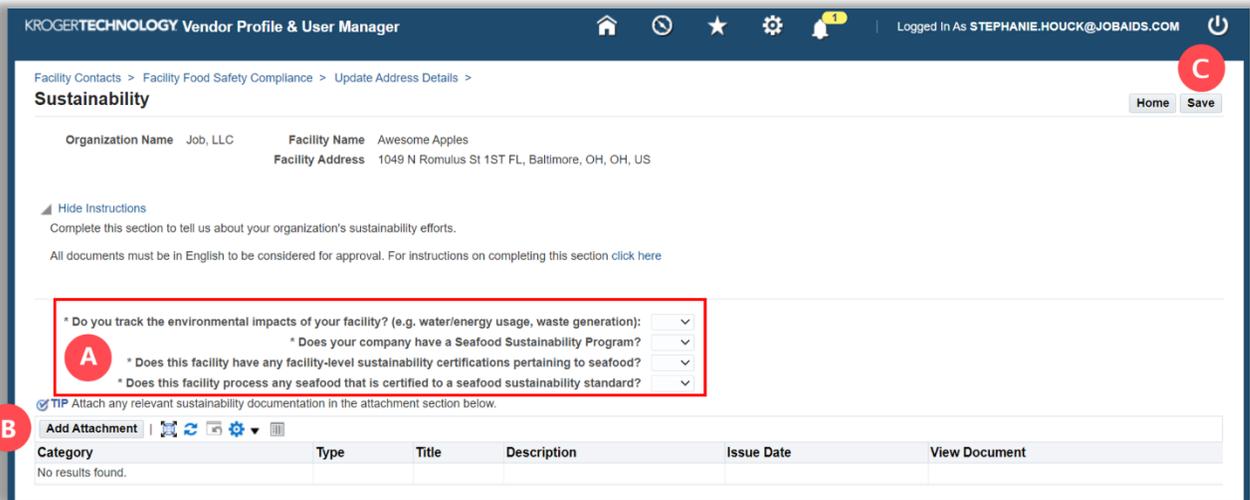
Sustainability

! 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:

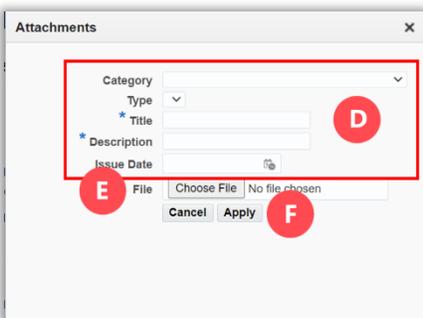
To:	Do this:
Attach any relevant sustainability documentation	Click Add Attachment (B) and continue to step 93 . Note: Once a document has been attached to the sustainability page, it cannot be modified or deleted. Instead, you will need to upload a new document.
Save	Click Save (C) and go to step 97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



85. Select a **Category and Type**. Input a **Title, Description, and select an Issue Date (D)**.

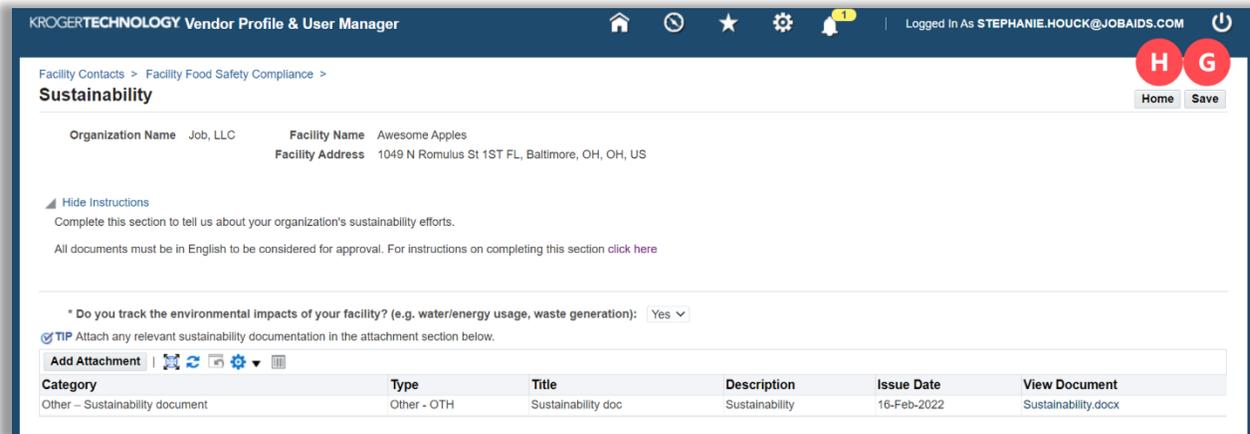
86. Click **Choose File (E)** and select your document.

87. Click **Apply (F)**.



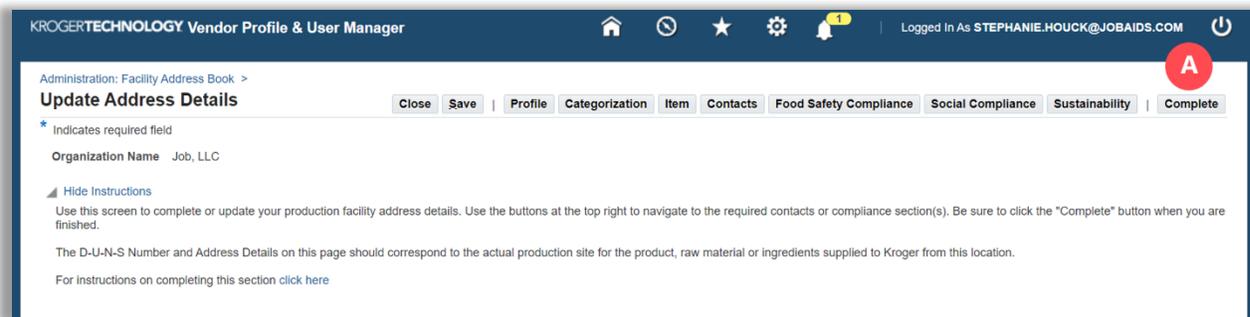
88. Click **Save (G)**.

89. Click **Home (H)**.

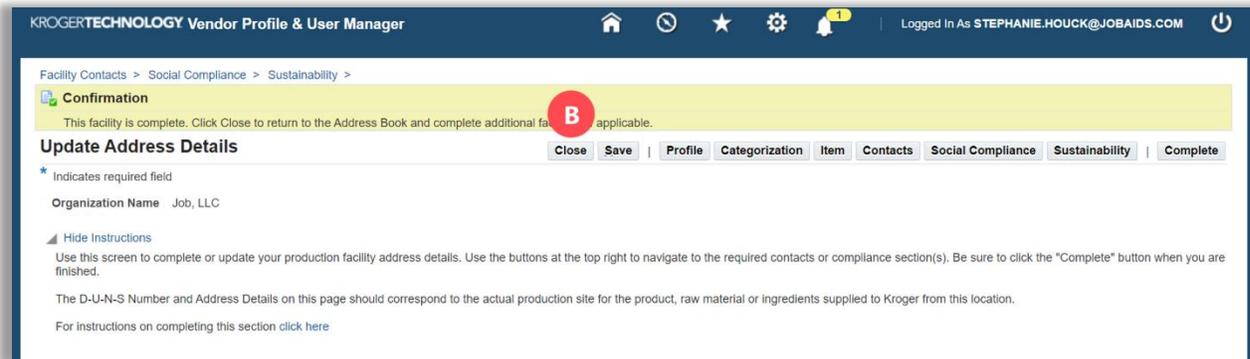


Complete

90. Click **Complete (A)**.



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.

KROGERTECHNOLOGY Vendor Profile & User Manager Home 🕒 ★ ⚙️ 🔔 1 | Logged In As STEPHANIE.HOUCK@JOB AIDS.COM 🔌

Administration: Facility Address Book > Update Address Details >

Incomplete Sections

Organization Name Job, LLC Facility Name Gushing Grapes

Section Name	Error Message
Sustainability	Required questions not answered
Contacts	Contact information is missing.
Facility Item Relationship	The "Item from Facility" section is incomplete.

C Home