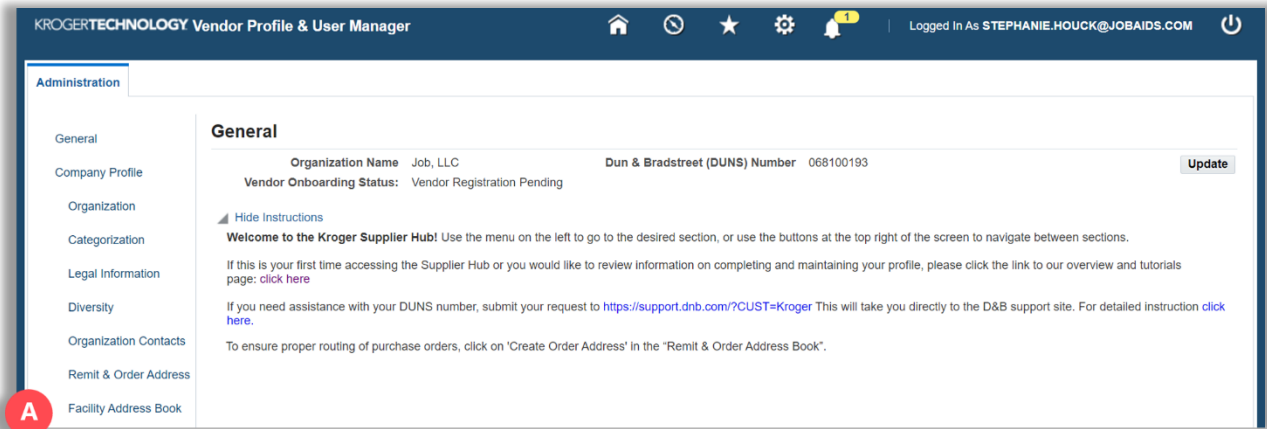
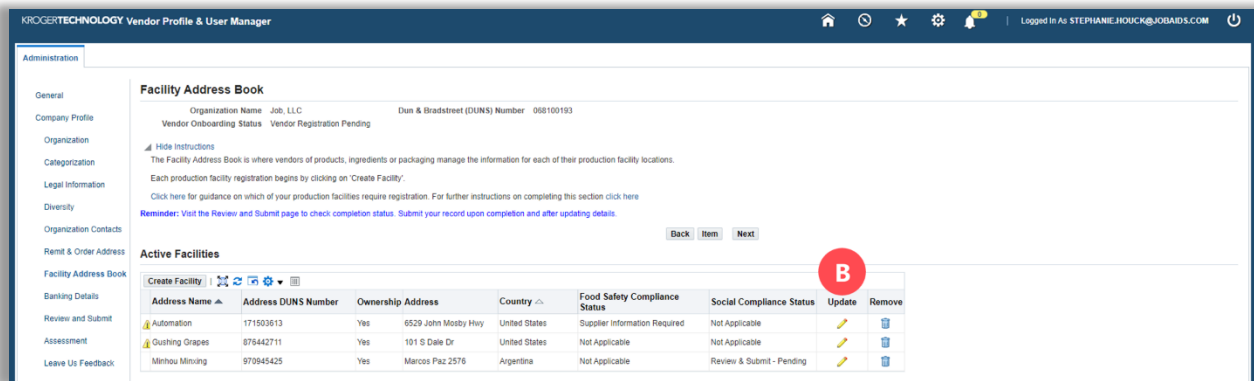


Update a Facility Contact

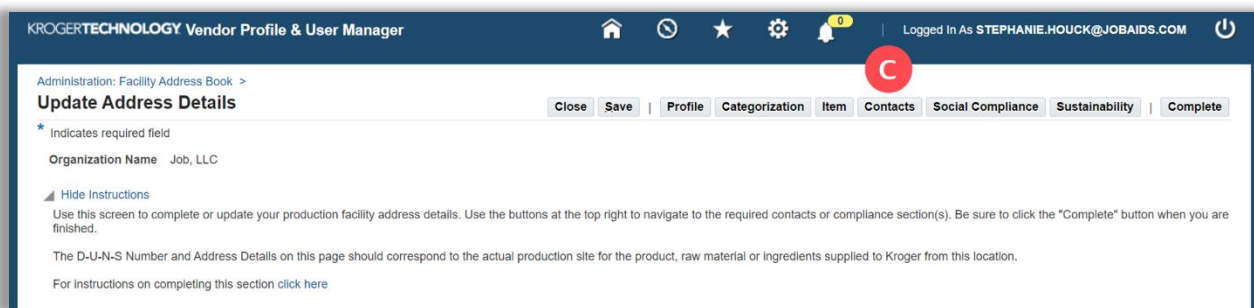
1. Login to **supplier.kroger.com**
2. Click **Facility Address Book (A)**.



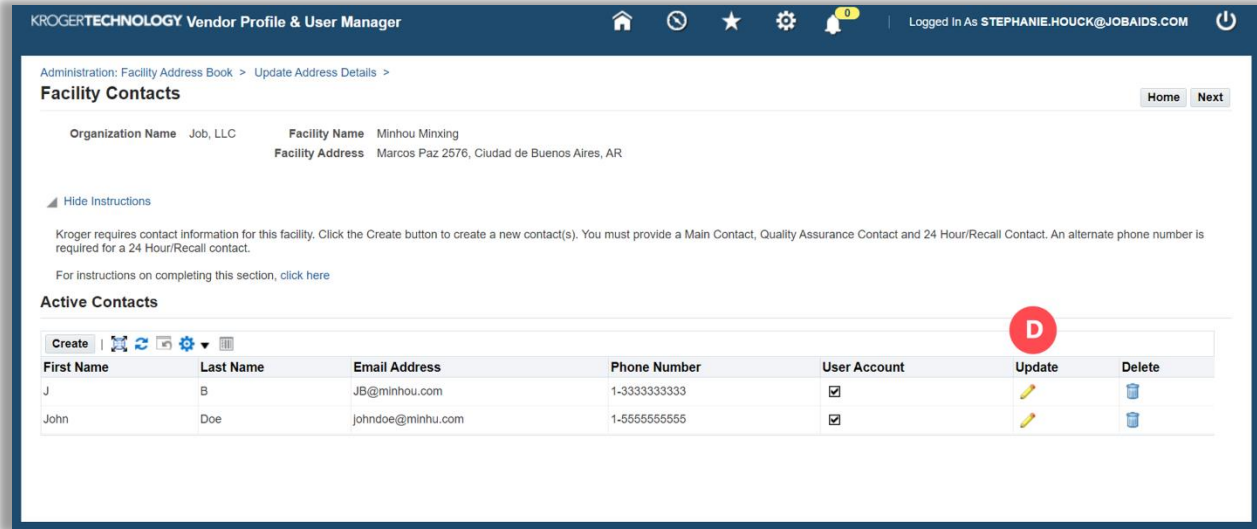
3. Click the **pencil (B)** to update the desired facility.



4. Click **Contacts (C)**.



5. Click the **pencil (D)** to update the desired contact.



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

To:	Do this:
Update primary information	Enter the email address, name, country code, or phone number (E) .
Select an inactive date	Click the calendar icon (F) . Note: Setting an inactive date will cause the user's login credentials to be turned off and they will not be able to log into Supplier Hub. The user will continue to be listed as a contact unless they are deleted from the Facility Contacts screen.
Reset the password	Check the box (G) for Reset Password. Note: A password reset email will be sent to the contact after clicking Apply.
Update contact type	Select or de-select contact type checkboxes (H) .

7. Click **Apply (I)**.

Update Facility Contact Cancel Apply

E * Email Address johndoe@minhu.com

* First Name John * Last Name Doe Alternate Name

* CountryCode United States|1 * Phone Number 5555555555 Extn

Country Code Alt Phone Number Extn

User Account

User Name JOHNDOE@MINHU.COM Inactive Date **F** **G** Reset Password

H

Contact Type	Description
<input type="checkbox"/> 24 Hours/Recall	Product emergency contact
<input type="checkbox"/> Main/Admin	Primary contact
<input type="checkbox"/> Other	Other
<input checked="" type="checkbox"/> Quality Assurance	Product quality contact
<input type="checkbox"/> Social Compliance	Social Compliance Contact

8. Click **Home (J)**.

Facility Contacts Home Next **J**

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

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, Quality Assurance Contact and 24 Hour/Recall Contact. An alternate phone number is required for a 24 Hour/Recall contact.

For instructions on completing this section, click here

Active Contacts

First Name	Last Name	Email Address	Phone Number	User Account	Update	Delete
John	Doe	johndoe@minhu.com	1-5555555559	<input checked="" type="checkbox"/>		
J	B	JB@minhou.com	1-3333333333	<input checked="" type="checkbox"/>		

9. Click **Save (K)**.

Update Address Details Close Save Profile Categorization Item Contacts Social Compliance Sustainability Complete **K**

* Indicates required field

Organization Name Job, LLC

Hide Instructions

Use this screen to complete or update your production facility address details. Use the buttons at the top right to navigate to the required contacts or compliance section(s). Be sure to click the "Complete" button when you are finished.

The D-U-N-S Number and Address Details on this page should correspond to the actual production site for the product, raw material or ingredients supplied to Kroger from this location.

For instructions on completing this section click here