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

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Login

1. Login to **https://partnerpass.krogerapps.com/**
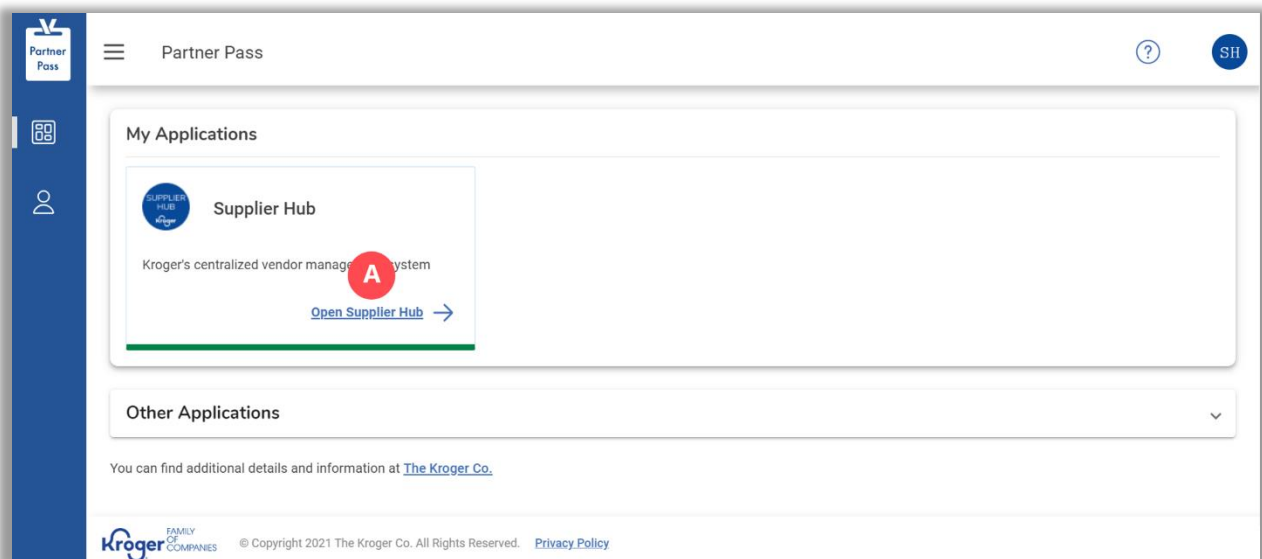
    Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

    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 Support 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).
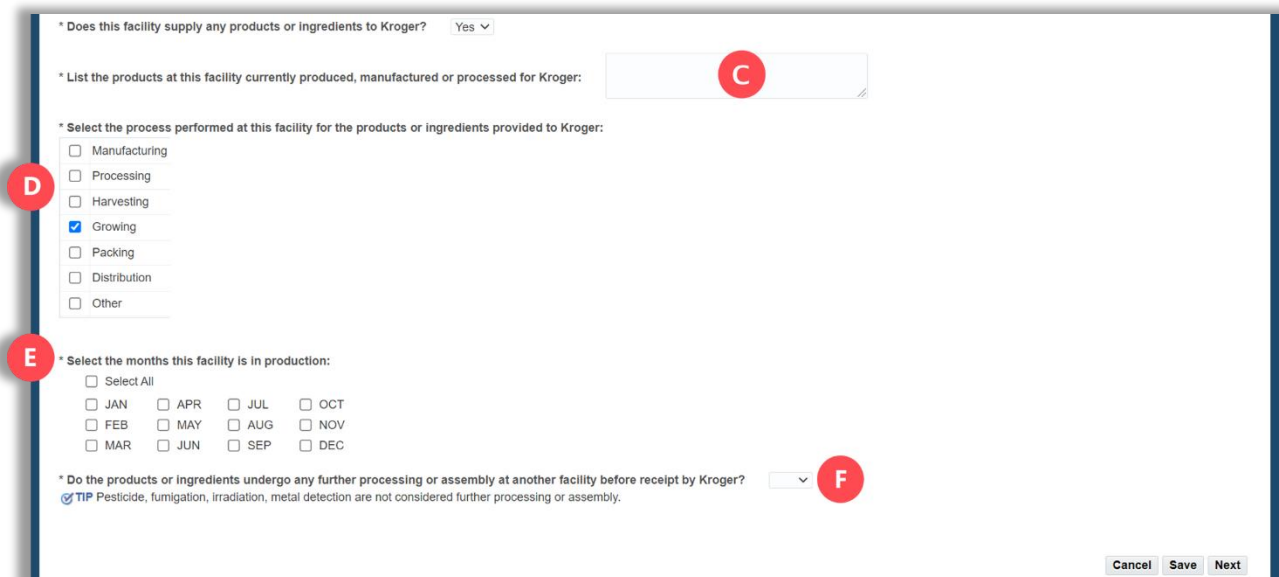

5. Click **OK** (C).

Facility Profile

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

8. 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.

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).

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).

Categorization Questionnaire

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

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.

20. Go to **step 24**.

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

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).

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).

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

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**.

33. Enter the **Supplier Contact Email, First Name, Last Name, Country Code, and Phone Number** (H).

34. Click **Save** (I).

35. Go to **step 42**.

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

37. Click **Save** (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).

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.
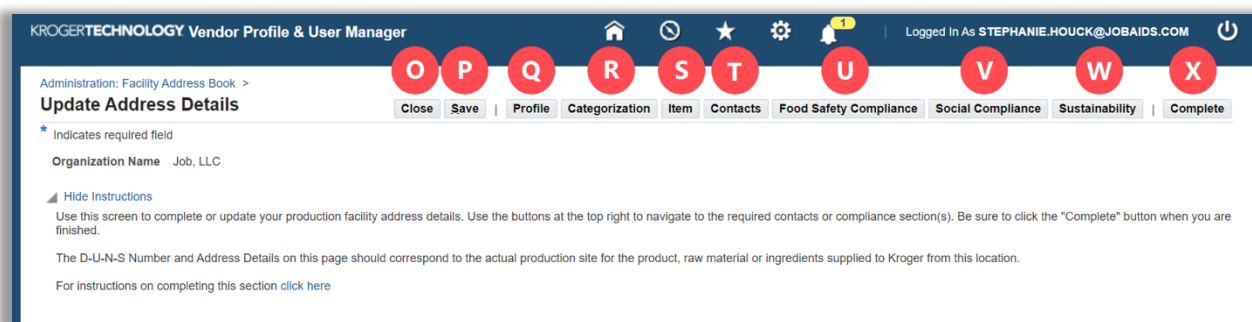
Item from Facility

> (!) 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.

48. Go to **step 63**.

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

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

51. Click **Enable Content** (F).
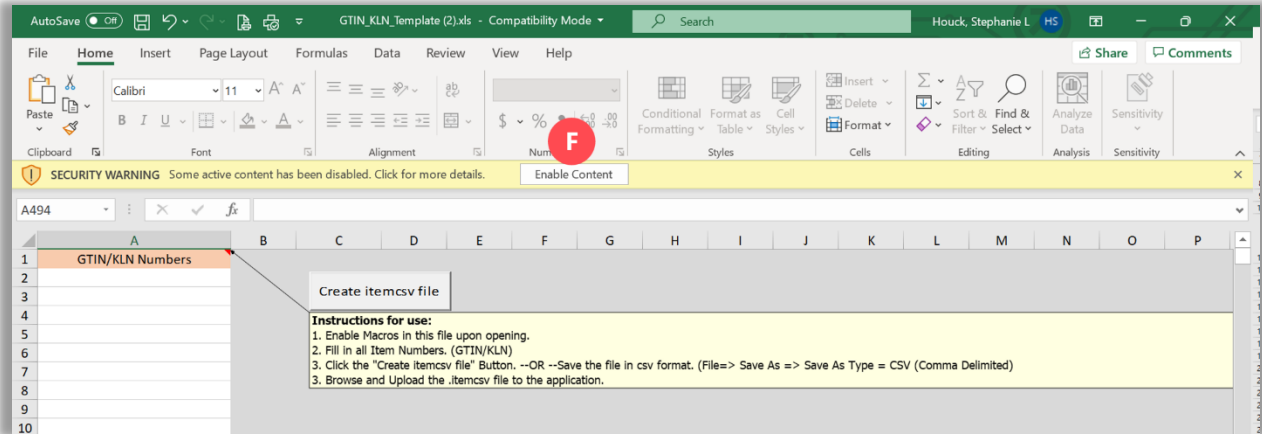
52. Enter or paste **GTINs/KLN#s** (G).
53. Click **Create itemcsv file** (H).
54. Click **OK** (I).
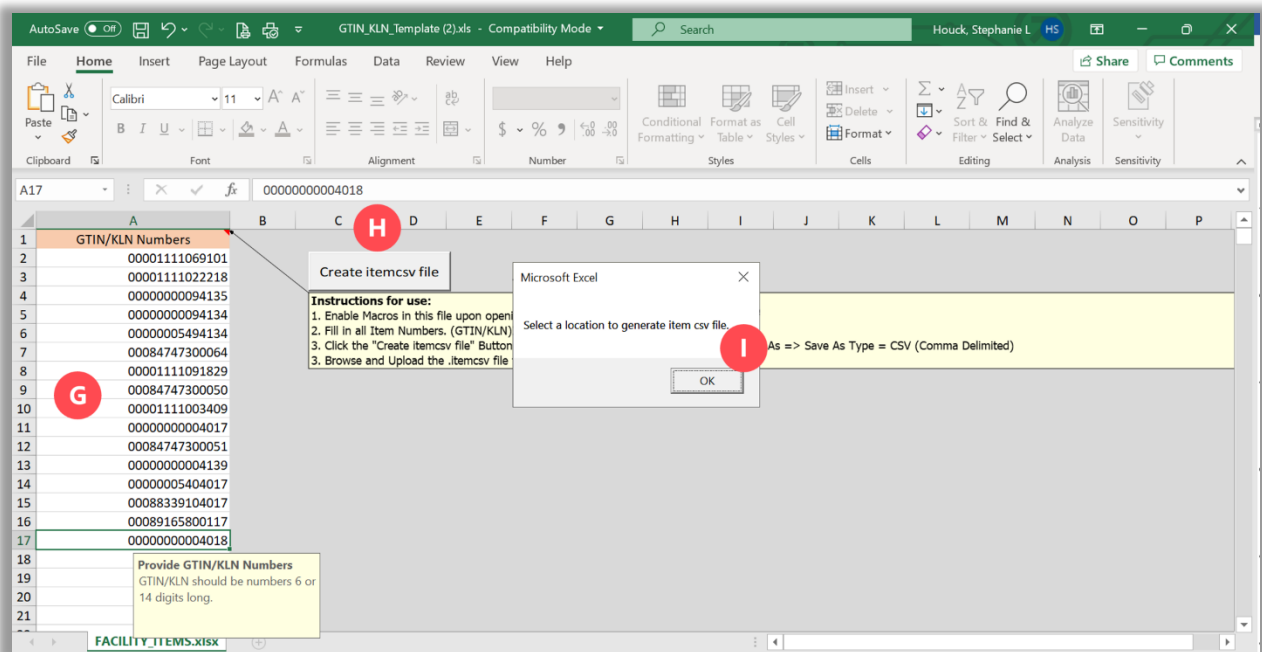
55. Select a **location** (J) to generate the file.
56. Click **Save** (K).
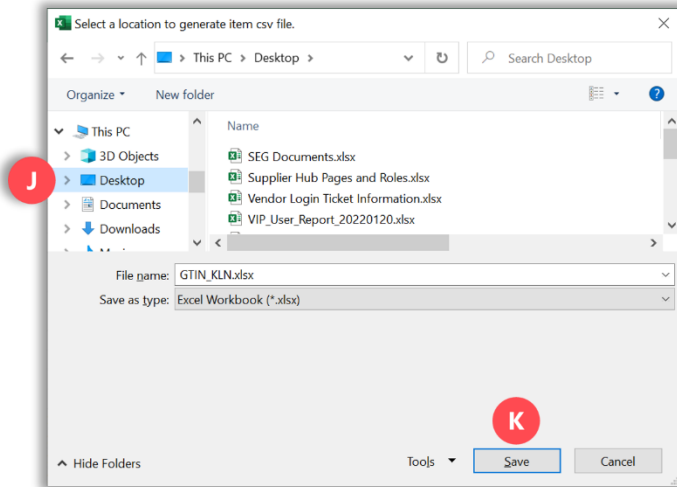
57. Click **OK** (L).
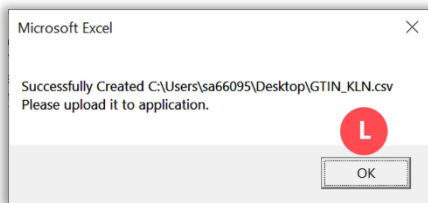
58. Select the **Upload Item radio button** and click **Choose File** (M).
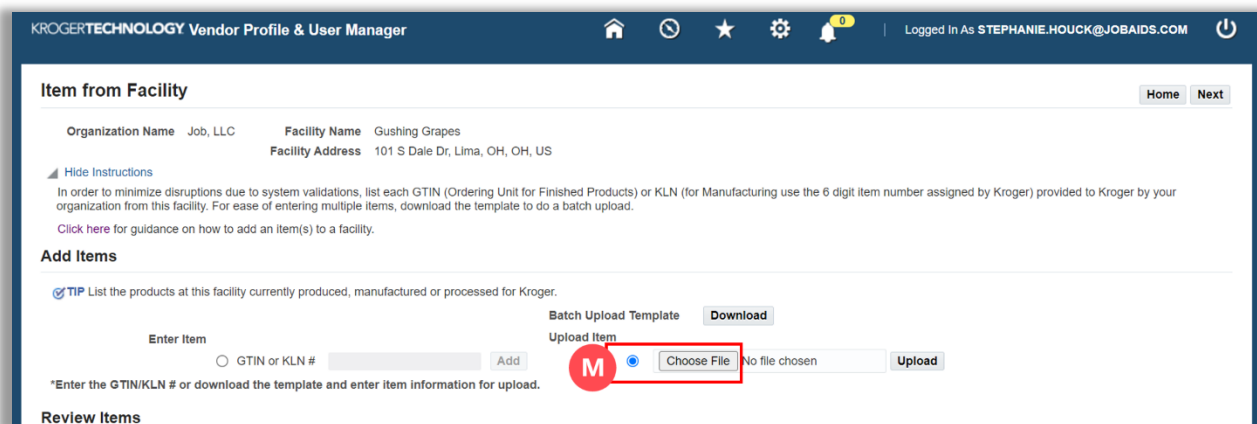
59. Select the **.csv file** (N).
60. Click **Open** (O).
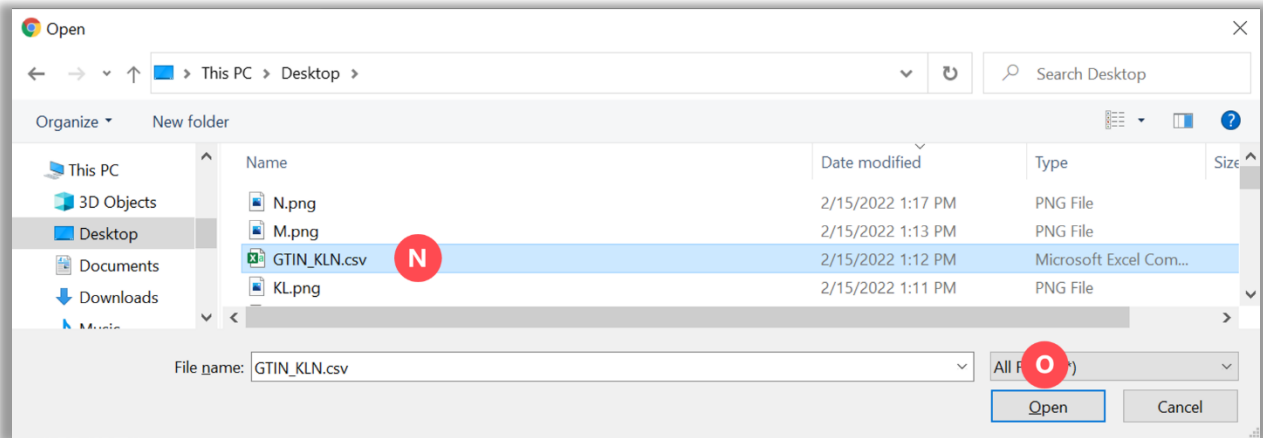
61. Click **Upload** (P).
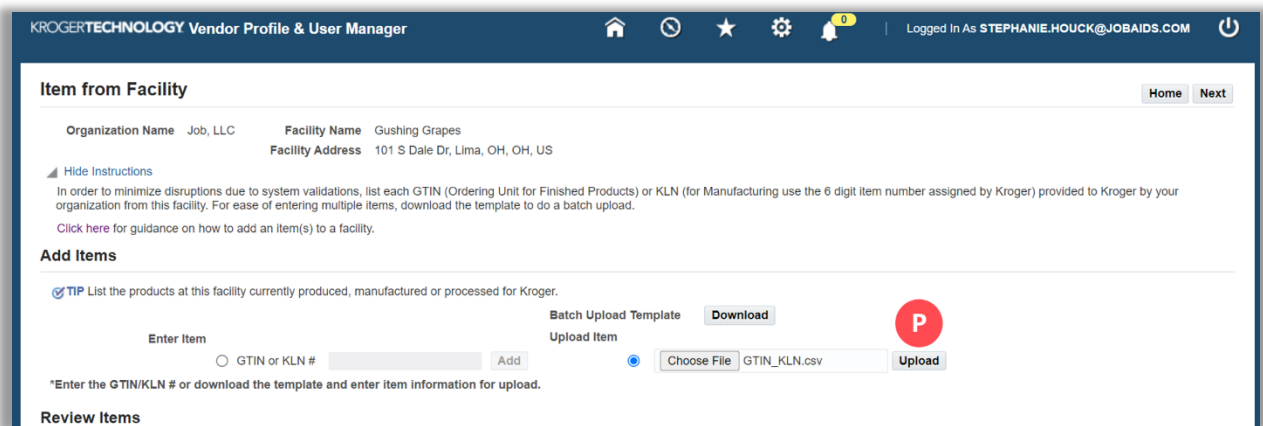
62. The GTINs/KLN#s will be displayed in the **GTIN or KLN# table** (Q) of the Review Items section.

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

Facility Contacts

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

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

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	• 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 for other 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.

- [Assign admin access](#)

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 Support Page](#)
> - [Partner Pass information page](#)
> - [Partner Pass Support 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).

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.

KROGER**TECHNOLOGY** Vendor Profile & User Manager

Logged In As **STEPHANIE.HOUCK@JOBAIDS.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