

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/>

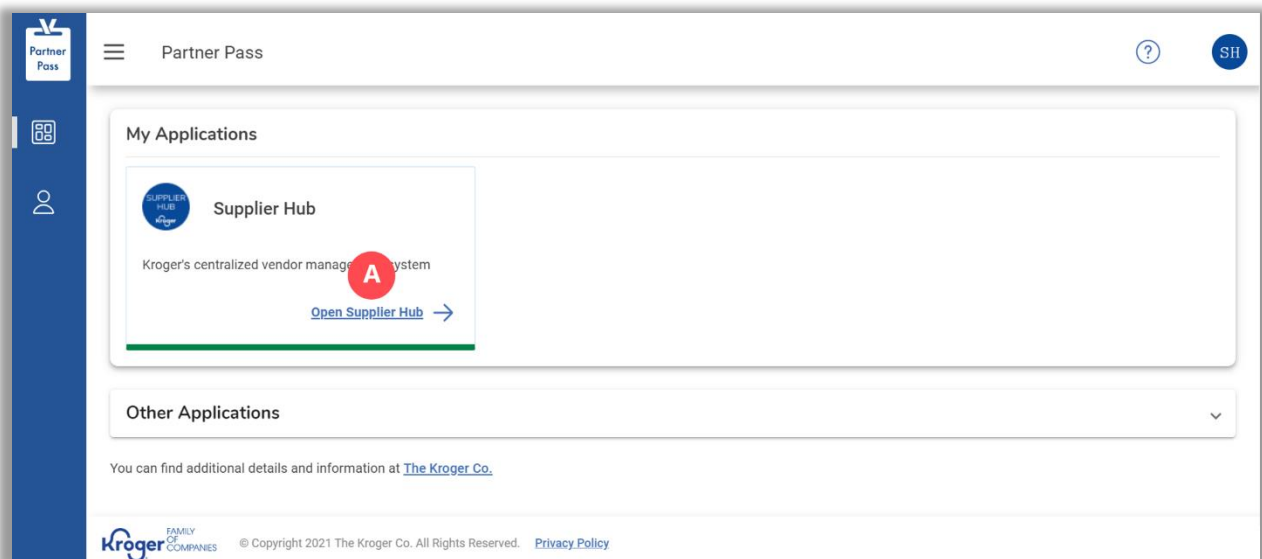
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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 Support page](#)

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



Facility Address Book Screen

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

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration

General

Company Profile

Organization

Categorization

Legal Information

Diversity

Organization Contacts

Remit & Order Address

Facility Address Book (A)

General

Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193 Update

Vendor Onboarding Status: Vendor Registration Pending

[Hide Instructions](#)

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.

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](#)

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](#).

To ensure proper routing of purchase orders, click on 'Create Order Address' in the 'Remit & Order Address Book'.

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

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration

General

Company Profile

Organization

Categorization

Legal Information

Diversity

Organization Contacts

Remit & Order Address

Facility Address Book

Banking Details

Review and Submit

Assessment

Leave Us Feedback

Facility Address Book

Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193

Vendor Onboarding Status: Vendor Registration Pending

[Hide Instructions](#)

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

Each production facility registration begins by clicking on 'Create Facility'.

[Click here](#) for guidance on which of your production facilities require registration. For further instructions on completing this section [click here](#)

Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.

Back Next

Create Facility (B)

Address Name	Address DUNS Number	Ownership	Address	Country	Food Safety Compliance Status	Social Compliance Status	Update	Remove
No results found.								

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

Confirmation

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.

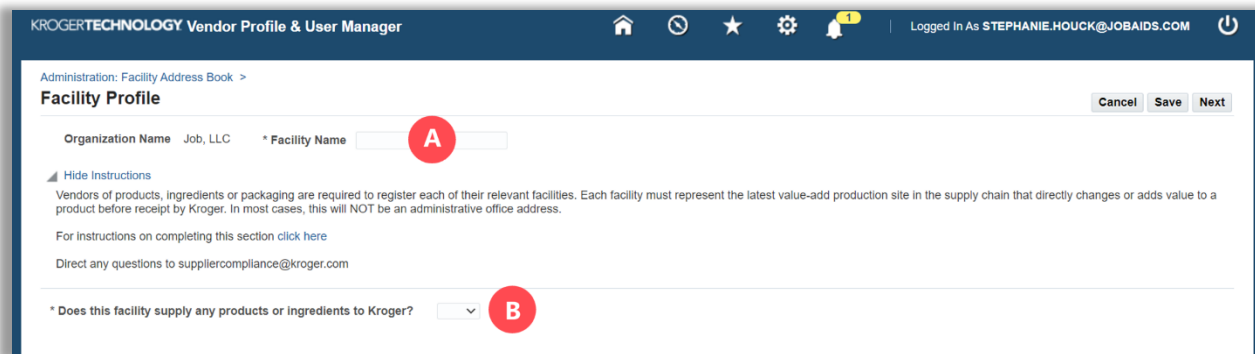
The facility you add may be in scope to receive an audit by a third-party firm and must include the address to the actual site for audit scheduling purposes. Once a facility is added, the address cannot be edited in the Supplier Hub.

Click 'Ok' to confirm that you understand this requirement. If not, click 'Cancel' to go back.

Cancel **Ok (C)**

Facility Profile

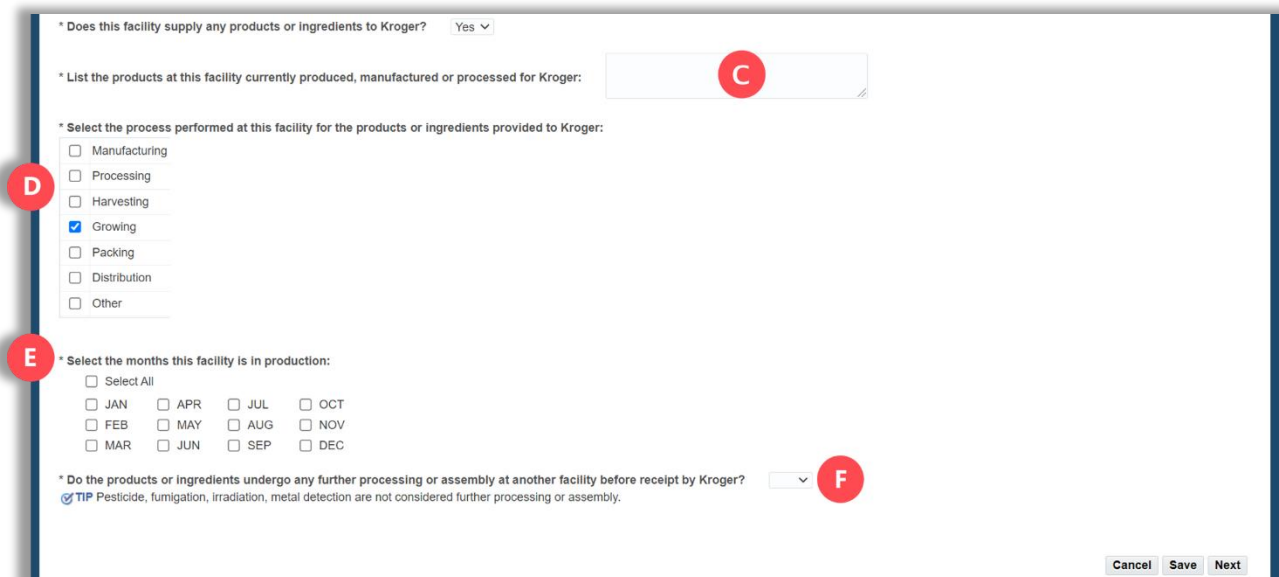
6. Input a **Facility name** (A).
7. Answer the question, **"Does this facility supply any products or ingredients to Kroger?"** (B).



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).

* 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

Administration: Facility Address Book >

Confirmation

Changes have been saved successfully

Facility Profile

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 ▾






I

Cancel Save Next


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



Logged In As STEPHANIE.HOUCK@JOBAIDS.COM



Categorization Questionnaire


Back

Cancel

Save

Next


Organization NameJob, LLCFacility NameAwesome 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, 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 ☒ 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.

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

<input checked="" type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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:

<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. 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"/> Sash-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 ☒ Yes ☐

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

Home | Save | Next

Administration: Facility Address Book > Update Address Details > Categorization Questionnaire

Organization NameJob, LLCFacility NameMinhou MinxingFacility AddressMarcos 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

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 NameJob, LLCFacility NameMinhou MinxingFacility AddressMarcos 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

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:

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.

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 resale.

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:

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.

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

Apparel/Accessories

Footwear

Home Decor

Paper/Plastic Goods - food related (plates, cups, bags, toils, wraps, utensils, etc.)

Automotive

Fuel

Household (cleaners, tissue paper, laundry, air care, etc.)

Pet (Non-Food Items)

Baby (Non-Food Items)

Furniture

Housewares

Pharmacy/Prescription

Cards/Books/Magazines

Garden - Outdoor

Jewelry

Seasonal (Non-food Items)

Computer Hardware/Accessories

General Merchandise - Other

Non-Contact Packaging to Kroger Manufacturing Plants/Stores/Commissaries

Television/ Video/ Music

Electrical/ Plumbing

Hardware/ Tools/ Paints

Office Supplies

Tobacco

Floral (Indoor/ Outdoor)

Health & Beauty Care/Cosmetics

Over-the-Counter Drugs (OTC)

Toys

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,toils,wraps,utensils,etc.)? No

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Updated 05/28/2025
Kroger Internal Information

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For technical help, contact the Supplier Engagement Group:
(844)-277-6165

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

KROGER TECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book > Update Address Details >

Confirmation
Changes have been saved successfully

Categorization Questionnaire Home Save **Next**

Organization Name Job, LLC Facility Name Minhou Mining 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
 * 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:
☒ 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.
☐ Secondary/Tertiary Packaging or Supplies for Kroger Packaging that does not come in contact with food such as corrugated boxes, shrink wrap, labels, pallets, etc. Other supplies not intended for resale.
☐ 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.

Create Address Details

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

KROGER TECHNOLOGY Vendor Profile & User Manager

Create Address Details Close Save |

* Indicates required field

Organization Name Job, LLC

Hide Instructions
Click the 'locate your DUNS number' link to search for the proper Dun & Bradstreet (DUNS) number for this production facility location
The DUNS Number and Address Details on this page should correspond to the actual production site for the product, raw material or ingredients supplied to Kroger.
For instructions on completing this section click here

If you need assistance with your DUNS number, submit your request to <https://support.kroger.com/?CUST=Kroger> This will take you directly to the D&B support site. For detailed instruction click here.

DUNS Number **Locate your DUNS Number**

* Address Name Awesome Apples
 Country United States ☐ Facility Address
 Address Line 1
 Address Line 2
 City/Town/Locality

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

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

KROGER TECHNOLOGY Vendor Profile & User Manager

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 Address
 * Country City
 Telephone Number State
 Postal Code

Search

DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/N
No results found.								

Cancel Confirm

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)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Logged In As STEPHANIE.HOUCK@JOBAIDS.COM

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 .

KROGER TECHNOLOGY Vendor Profile & User Manager

Logged In As STEPHANIE.HOUCK@JOBAIDS.COM

Create Address Details

* Indicates required field

Organization Name Job, LLC

[Hide Instructions](#)

Click the 'locate your DUNS number' link to search for the proper Dun & Bradstreet (DUNS) number for this production facility location

The DUNS Number and Address Details on this page should correspond to the actual production site for the product, raw material or ingredients supplied to Kroger.

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

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](#).

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

* Address Name Awesome Apples ☒ Facility Address

Country United States

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 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

* 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](#)

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
 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 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? **J**
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**

[Close](#) [Save](#) | |

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? **L**
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**

[Close](#) [Save](#) | |

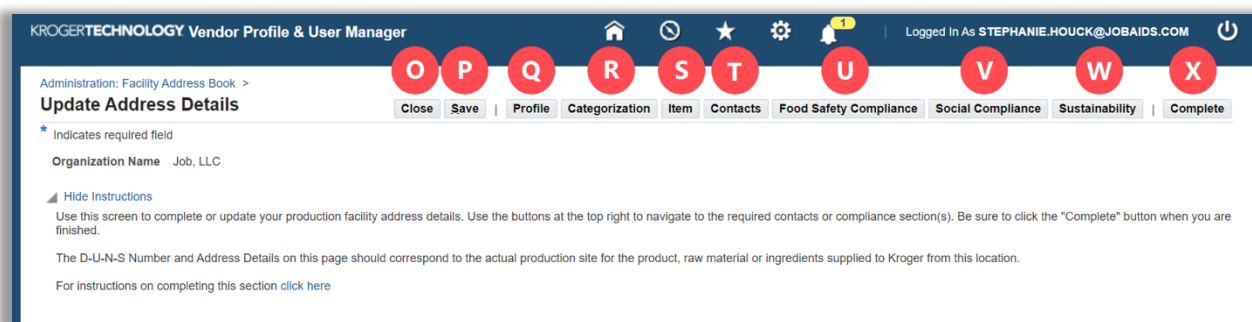
42. Use the below table to determine the next step:

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).

Administration: Facility Address Book > Update Address Details >

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 A B Add

☒ GTIN or KLN # ☐ Batch Upload Template Download

☐ Upload Item Choose File No file chosen Upload

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

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 Batch Upload Template Upload Item ☐ No file chosen

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

Review Items

GTIN or KLN #

☒ **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.

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

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

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

Item from Facility

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 Batch Upload Template Upload Item ☐ No file chosen

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

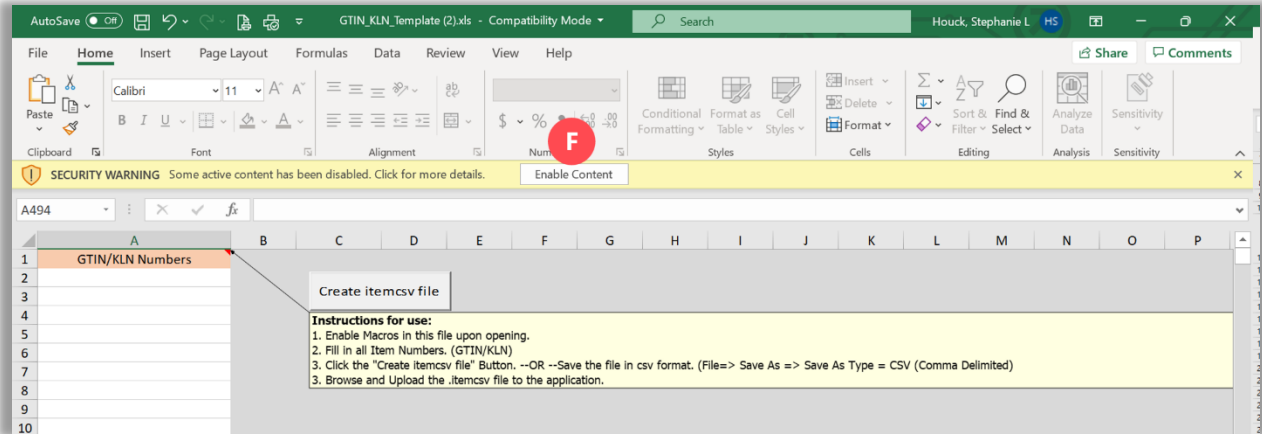
Review Items

GTIN or KLN #

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

GTIN or KLN #	Remove	Vendor
GTIN_KLN_Templat...xls		

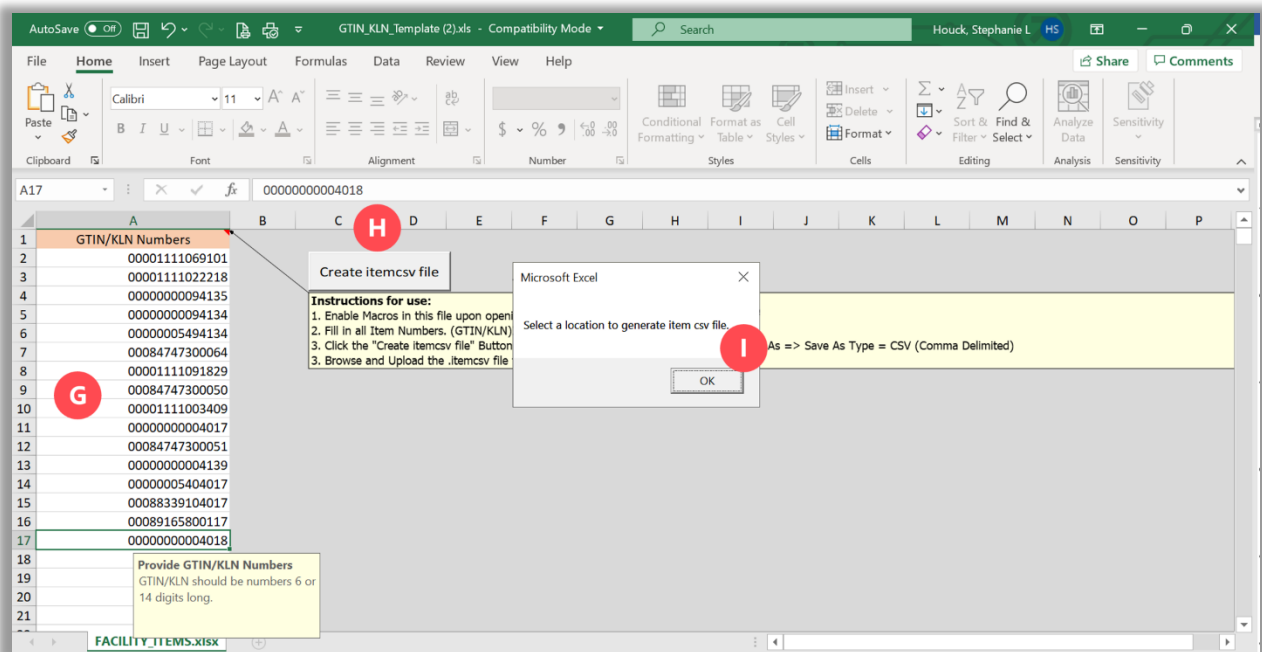
51. Click **Enable Content** (F).



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

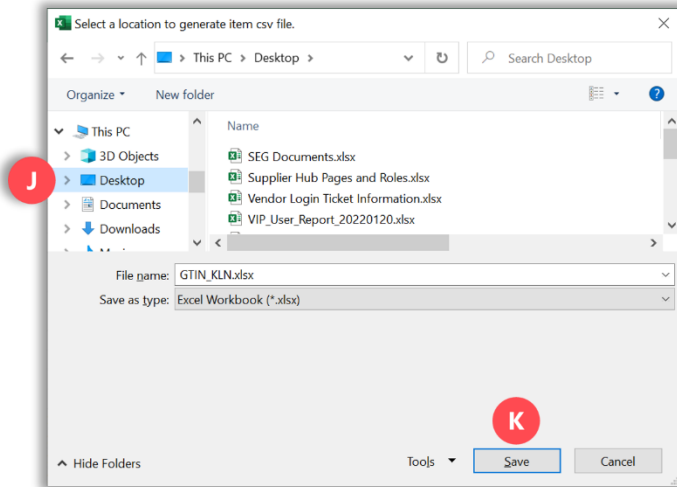
53. Click **Create itemcsv file** (H).

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

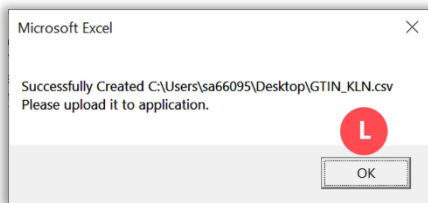


55. Select a **location** (J) to generate the file.

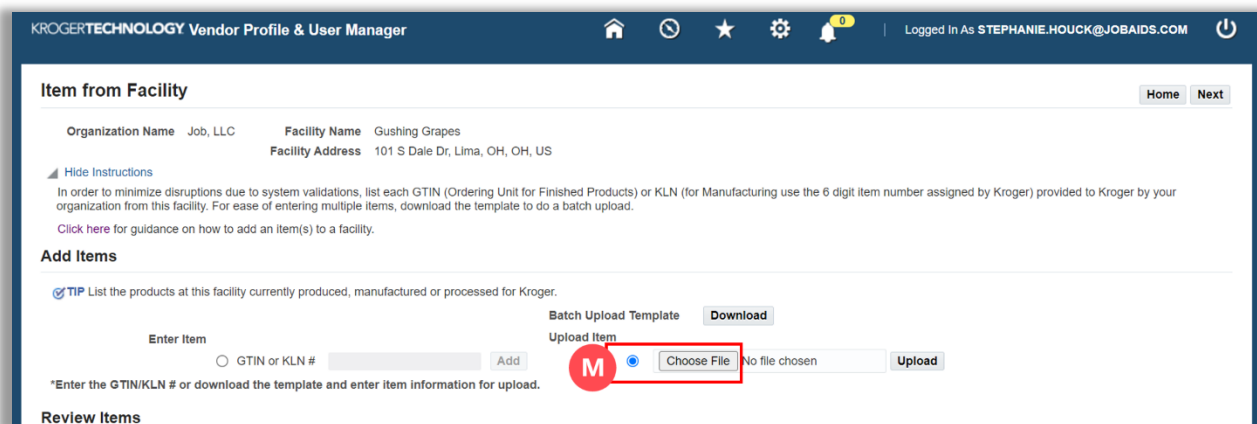
56. Click **Save** (K).



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

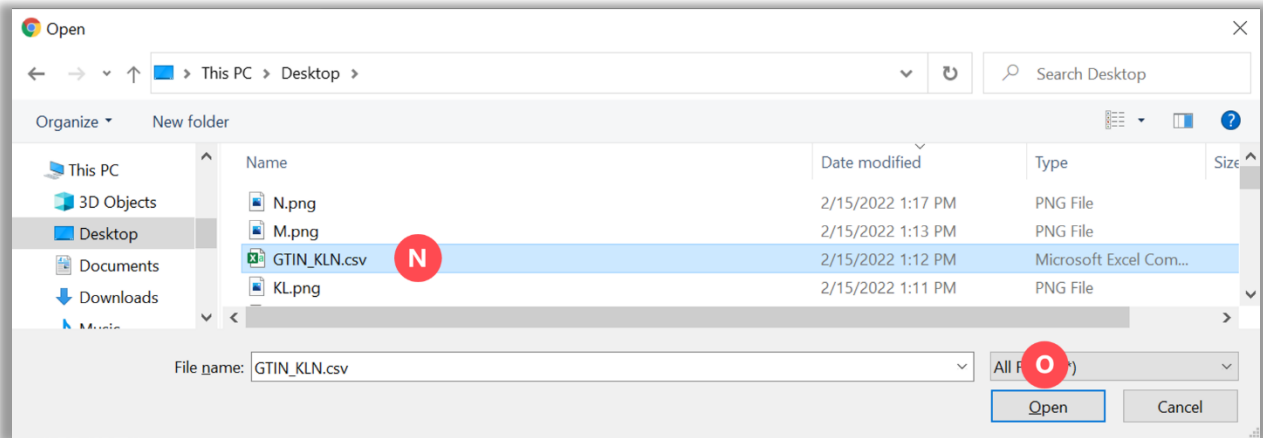


58. Select the **Upload Item** radio button and click **Choose File** (M).

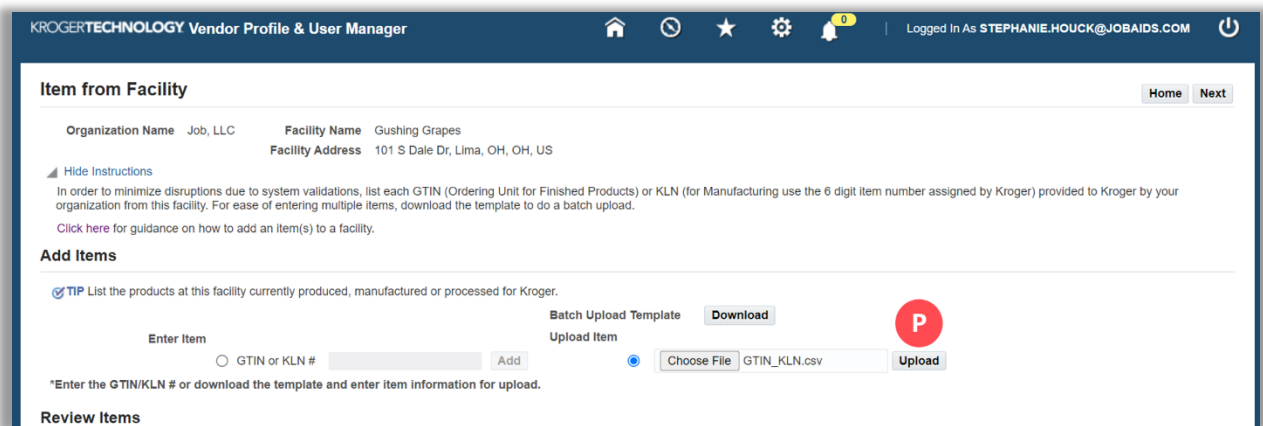


59. Select the **.csv file (N)**.

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.

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). <p>! <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></p> <ul style="list-style-type: none"> 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 for other 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 supplier that (i) you are a supplier of goods or services, and (ii) you are submitting information on the supplier's behalf; and (iii) any data submitted by you will be accurate and complete. If such data changes, you agree that you will update it 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

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)**.

Confirmation

A user account for the email address Pete.Rose@JobLLC.com has been created in Supplier Hub. You will receive a confirmation email from Partner Pass, Kroger's Single Sign-On portal that is used to access Supplier Hub with instructions on completing your account set up. If you do not receive the email, please contact our Supplier Engagement Group. (SEG).

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

Details	First Name	Last Name	Email Address	PhoneNumber	Contact Type	Update
	Pete	Rose	Pete.Rose@JobLLC.com	1-1234563216	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 step 74 .
You answered No to both questions	No documentation is necessary. Go to step 77 .

Compliance Status: Supplier Information Required

Food Safety Communication

TIP The Food Safety Communication area will display conversation history between your organization and Kroger's Food Safety team.

From	To	Subject	Message	Date	Message By
No results found.					

Add/View Attachments

Select	Certificate/Audit	Description
<input type="checkbox"/>	Does this facility slaughter animals or harvest eggs?	Kroger requires all facilities slaughtering animals or harvesting eggs to have an animal welfare audit conducted by a reputable organization.
<input type="checkbox"/>	Is this facility certified by one of the GFSI audit schemes?	Global Food Safety Initiative audit schemes are benchmarked food safety audit schemes that are recognized industry wide.

Add Attachment

Category	Type	Issue Date	Expiration Date	Comments	Last Update By	Last Update Date	Status	Update	View Document	Delete
No results found.										

Home Save Next

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).

Attachments

Category C

Type

* Issue Date

Comments

File: D Choose File No file chosen

E Cancel Apply

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

Food Safety Communication

TIP The Food Safety Communication area will display conversation history between your organization and Kroger's Food Safety team.

From	To	Subject	Message	Date	Message By
No results found.					

Add/View Attachments

Select	Certificate/Audit	Description
No	Does this facility slaughter animals or harvest eggs?	Kroger requires all facilities slaughtering animals or harvesting eggs to have an animal welfare audit conducted by a reputable organization.
Yes	Is this facility certified by one of the GFSI audit schemes?	Global Food Safety Initiative audit schemes are benchmarked food safety audit schemes that are recognized industry wide.

Add Attachment

Category	Type	Issue Date	Expiration Date	Comments	Last Update By	Last Update Date	Status	Update	View Document	Delete
GFSI Certificate	BRC Global Standard for Food Safety	16-Feb-2022	16-Feb-2024	GFSI BRC	STEPHANIE.HOUCK@JOBAIDS.COM	16-Feb-2022	Pending		GFSI.docx	

F Home Save Next

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

KROGER TECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book > Update Address Details >

Confirmation

Changes have been saved successfully

Facility Food Safety Compliance

Organization Name: Job, LLC Facility Name: Awesome Apples

Facility Address: 1049 N Romulus St 1ST FL, Baltimore, OH, OH, US

Hide Instructions

All suppliers are required to abide by Kroger's Food Safety policy. All required fields must be completed.

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 plants/stores/commissaries
- Bulk food items requiring scaling, packaging, staging or other further processing prior to being sold, such as produce, meat, seafood, grocery, deli/bakery items

3rd Party Food Safety/Good Manufacturing Practices (GMP) Audits are expected of all suppliers providing:


- Kroger Private Label non-food products such as health & beauty care, cosmetics, dietary supplements/vitamins, over-the-counter drugs, and food-related paper/plastic (wraps, foils, plates, cups, bags, utensils, etc.)

G Home Save Next

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. 

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 .

KROGER TECHNOLOGY Vendor Profile & User Manager

Facility Contacts > Facility Food Safety Compliance > Update Address Details > Sustainability

Organization Name Job, LLC Facility Name Awesome Apples
Facility Address 1049 N Romulus St 1ST FL, Baltimore, OH, OH, US

A

- * Do you track the environmental impacts of your facility? (e.g. water/energy usage, waste generation):
- * Does your company have a Seafood Sustainability Program?
- * Does this facility have any facility-level sustainability certifications pertaining to seafood?
- * Does this facility process any seafood that is certified to a seafood sustainability standard?

B Add Attachment

C Save

Category	Type	Title	Description	Issue Date	View Document
No results found.					

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)**.

Attachments

D

Category
Type
* Title
* Description
Issue Date

E Choose File No file chosen

F Cancel Apply

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

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

KROGERTECHNOLOGY Vendor Profile & User Manager

Facility Contacts > Facility Food Safety Compliance > Sustainability

Organization Name Job, LLC Facility Name Awesome Apples
Facility Address 1049 N Romulus St 1ST FL, Baltimore, OH, OH, US

Hide Instructions
Complete this section to tell us about your organization's sustainability efforts.
All documents must be in English to be considered for approval. For instructions on completing this section [click here](#)

* Do you track the environmental impacts of your facility? (e.g. water/energy usage, waste generation): Yes ▾

TIP Attach any relevant sustainability documentation in the attachment section below.

Add Attachment |

Category	Type	Title	Description	Issue Date	View Document
Other – Sustainability document	Other - OTH	Sustainability doc	Sustainability	16-Feb-2022	Sustainability.docx

Complete

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

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book >

Update Address Details Close Save Profile Categorization Item 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 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](#)

91. Click **Close** (B).

KROGERTECHNOLOGY Vendor Profile & User Manager

Facility Contacts > Social Compliance > Sustainability >

Confirmation
This facility is complete. Click Close to return to the Address Book and complete additional facilities, if applicable.

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

* 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](#)



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

1

Logged In As STEPHANIE.HOUCK@JOBAIDS.COM

Administration: Facility Address Book > Update Address Details >

Incomplete Sections

Organization NameJob, LLCFacility NameGushing 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