

Prospect Vendor Registration Guide

This job aid provides steps to complete the entire Prospect Vendor registration process.

Click a link below to jump to a specific Supplier Hub page.

[Organization](#) [Categorization](#) [Cybersecurity](#) [Legal Information](#) [Diversity](#)
[Organization Contacts](#) [Remit & Order Address](#) [Facility Address Book](#) [Banking Details](#) [Review and Submit](#)

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

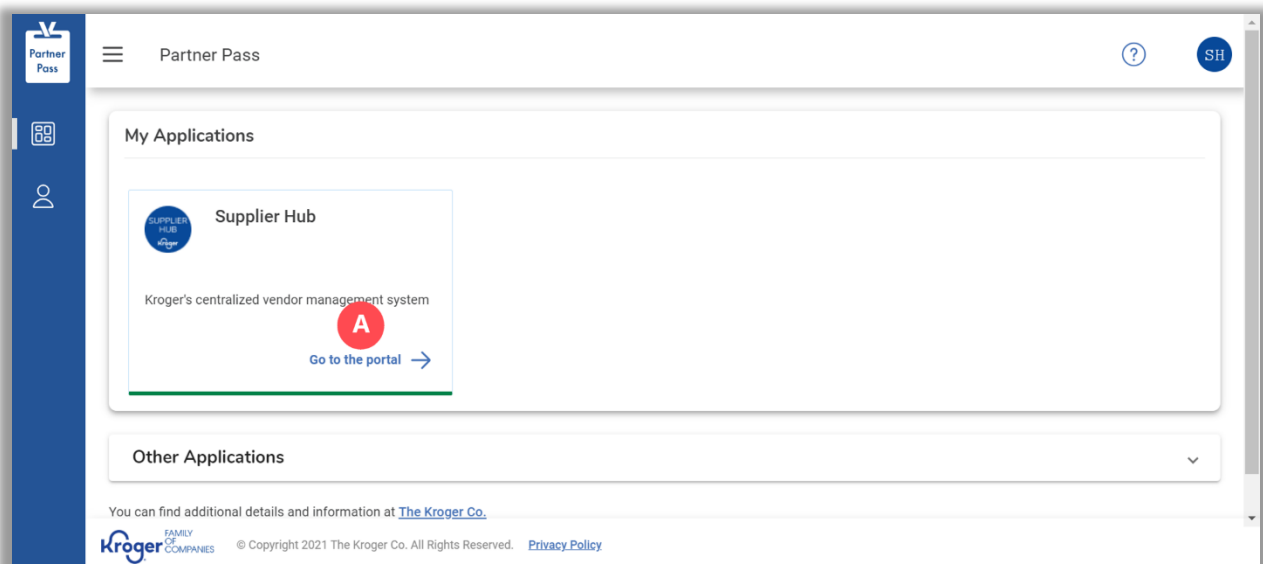
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

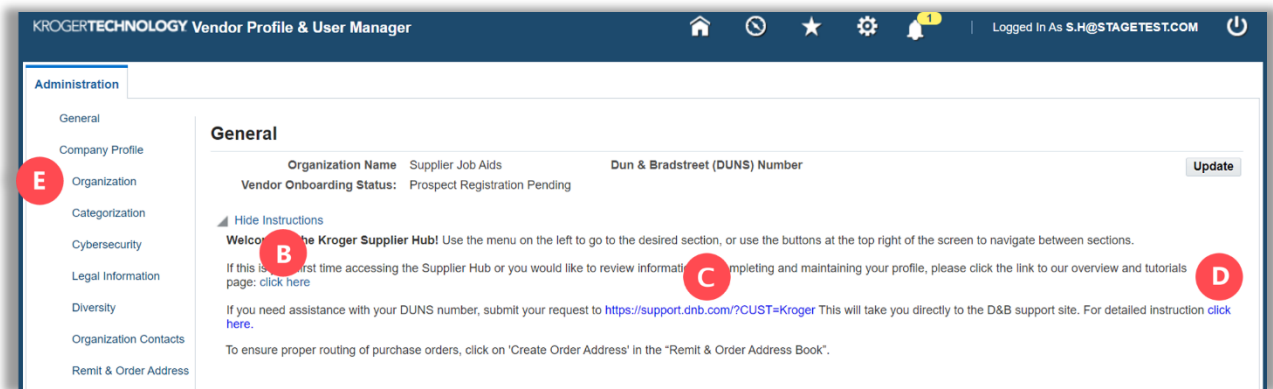
For additional information, please see:

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

2. On the Supplier Hub tile, click **Go to the portal (A)**.

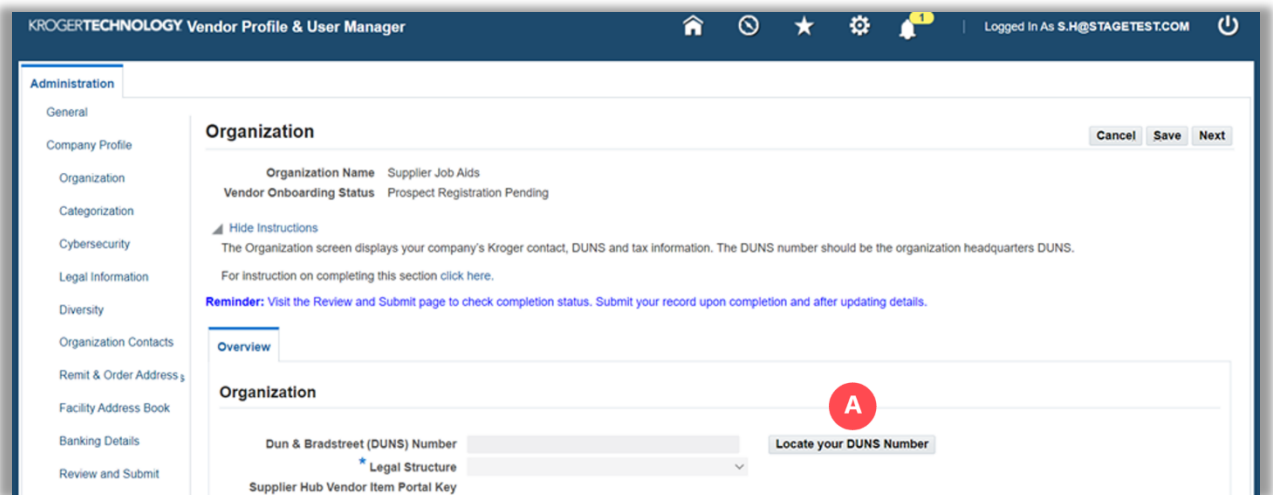


3. The General tab displays instructions on how to navigate Supplier Hub. To see additional job aids, click the words "**click here**" (B).
4. For help with your DUNS number, submit your request via the **support link (C)**, or click the words "**click here**" (D) for detailed instructions.
5. Click **Organization (E)**.

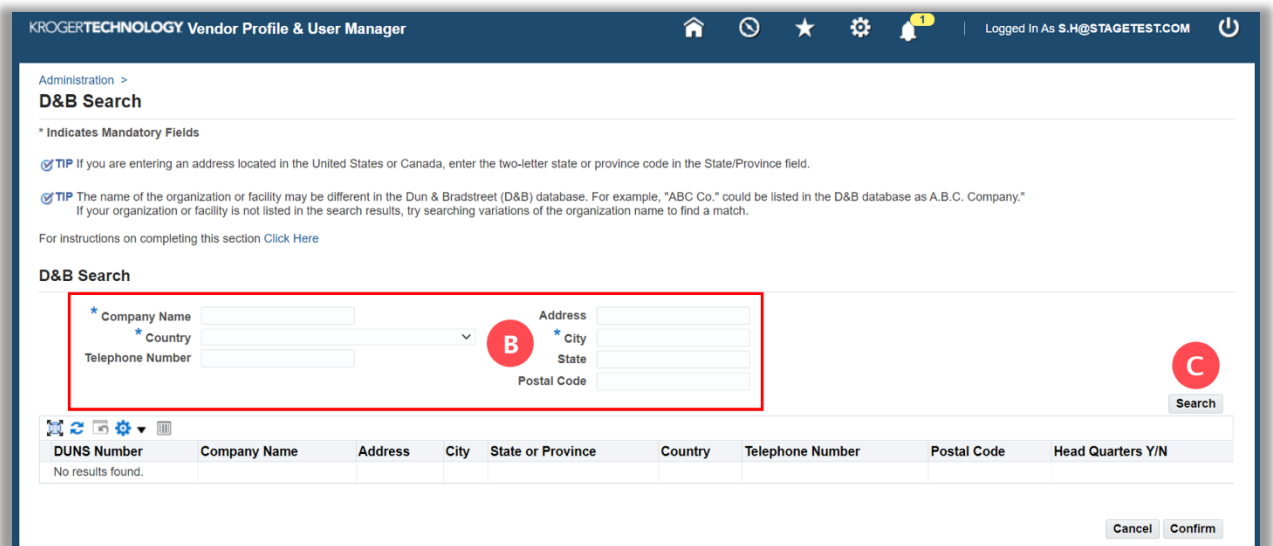


Organization

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



7. Enter your **company information** (B).
8. Click **Search** (C).



9. Select the **radio button (D)** for your company.
10. Click **Confirm (E)**.

* 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

* State/Province Postal Code

Telephone Number

Search

DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/N
<input type="radio"/> 068100193	JOB, LLC	4180 HUMPHREY RD	RICHFIELD	OH	US		44286	Y
<input type="radio"/> 111359175	JOB COS INC	471 7TH AVE	EAST LIVERPOOL	OH	US	3303867680	43920	Y
<input type="radio"/> 047502601	SPECTRUM BUSINESS CONSULTING, LLC	7017 LAWYER RD	CINCINNATI	OH	US	5138845276	45244	Y
<input checked="" type="radio"/> 092804921	J. O. B., INC.	152B FORSHEY RD	MARIETTA	OH	US	7403734266	45750	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](#).

Show more results

Cancel Confirm

11. Click **Apply (F)**.

KROGERTechnology Vendor Profile & User Manager

Administration

General

Company Profile

Organization

Categorization

Cybersecurity

Legal Information

Confirm DUNS

See below for information corresponding to selected DUNS #:092804921

DUNS Number	Company Name	Address	City	State or Province	Country
092804921	J. O. B., Inc.	152B Forshey Rd	Marietta	OH	United States

Cancel Apply

12. Select your **Legal Structure (G)**.
13. Answer the **Electronic Data Interchange (EDI) question (H)**.
14. Answer the **Kroger vendor question (I)**.

Note: The **Employer Identification Number (EIN) (J)** is populated with either the social security number or EIN that was entered during the prospect vendor pre-registration. Click either field to edit your response.

15. Click **Save (K)**.
16. Click **Next (L)**.

The screenshot shows a registration form with several sections: Legal Information, Organization, Tax Information, and D&B Information. Callouts G through L highlight specific fields: G points to the Dun & Bradstreet (DUNS) Number field; H points to a link for assistance with the DUNS number; I points to the Employer Identification Number (EIN) field; J points to a dropdown menu asking if the user has been a Kroger vendor in the last 5 years; K points to the Primary Contact at Kroger section; and L points to the 'Save' button at the bottom right.

Note: Prospect Vendors are not required to enter a primary contact at Kroger.

Categorization

Note: Answer the following questions regarding products you would like to provide to Kroger.

17. Answer the **question for providing any food, beverage, or food contact materials to Kroger (A)**.

The screenshot shows the 'Categorization Questionnaire' form. Callout A points to a dropdown menu with the question: '* Does your organization provide any food, beverage, or food contact materials to Kroger?'. Below the dropdown is a tip: '* TIP Food products are all consumable items including, but not limited to, dietary supplements/vitamins, personal care, 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 22 .

- 19. Answer the **question for providing perishable agricultural commodities (i.e., fresh or frozen fruits and/or fresh or frozen vegetables) to Kroger (B)**.
- 20. Select the **checkboxes for all types of food or food related products that are provided to Kroger by your organization (C)**.

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

- 21. Go to [step 28](#).
- 22. Answer the **question for providing any products for resale that are non-food (D)**.

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

If you selected:	Do this:
Yes	Continue to step 23 .
No	Go to step 25 .

24. Select the **checkboxes for all types of non-food products that are provided to Kroger by your organization (E).**

Categorization Questionnaire [Back] [Cancel] [Save] [Next]

Organization Name: J. O. B., Inc. Dun & Bradstreet (DUNS) Number: 092804921
 Vendor Onboarding Status: Prospect Registration Pending

Hide Instructions
 Kroger is interested in knowing more about the products and services provided by your organization. Additional questions may populate based on selections made. All required fields must be completed.
 For 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.

* Does your organization 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 your organization 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 your organization:

<input 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 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.
<input checked="" 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.

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

25. Go to [step 28](#).

26. Answer the **question for providing any products (not for resale), equipment or services in connection with construction, maintenance, or day-to-day operations of Kroger (F).**

Categorization Questionnaire [Back] [Cancel] [Save] [Next]

Organization Name: J. O. B., Inc. Dun & Bradstreet (DUNS) Number: 092804921
 Vendor Onboarding Status: Prospect Registration Pending

Hide Instructions
 Kroger is interested in knowing more about the products and services provided by your organization. Additional questions may populate based on selections made. All required fields must be completed.
 For 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.

* Does your organization 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 your organization 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.

* Does your organization provide any products (not for resale), equipment or services in connection with construction, maintenance, or day-to-day operations of Kroger? [Dropdown] **F**

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

If you selected:	Do this:
Yes	Continue to step 28 .
No	Go to step 29 .

28. Select the **checkboxes** for any **classifications of products, equipment or services that are provided to Kroger by your organization (G)**.
29. Click **Save (H)**.
30. Click **Next (I)**.

Note: You can use the **Save** and **Next** buttons at the top or bottom of the screen.

The screenshot shows a form with a left-hand navigation menu and a main content area. The navigation menu includes: Remit & Order Address, Facility Address Book, Banking Details, Review and Submit, Assessment, and Leave Us Feedback. The main content area contains several questions and a grid of checkboxes. A red circle with the letter 'G' is placed over the 'HR Services' checkbox. At the bottom right, there are buttons for 'Back', 'Cancel', 'Save', and 'Next', with a red circle containing 'H' over 'Save' and a red circle containing 'I' over 'Next'.

Questions and options in the form:

- * Does your organization 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 your organization 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.
- * Does your organization provide any products (not for resale), equipment or services in connection with construction, maintenance, or day-to-day operations of Kroger? Yes
- * Select all classifications of products, equipment or services that are provided to Kroger by your organization:

<input type="checkbox"/> Accounting	<input type="checkbox"/> Fixtures - Stores/ Lightining	<input type="checkbox"/> Marketing	<input type="checkbox"/> Security
<input type="checkbox"/> Advertising Agencies	<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Media - All Types	<input type="checkbox"/> Shopping Carts
<input type="checkbox"/> Architecture/ Engineering	<input type="checkbox"/> Freight Services	<input type="checkbox"/> MRO - Other	<input type="checkbox"/> Store Construction
<input type="checkbox"/> Armoured Car Services	<input type="checkbox"/> Gases	<input type="checkbox"/> Non-Refrigeration Equipment Repair	<input type="checkbox"/> Supplies - Store and Office
<input type="checkbox"/> Catering	<input type="checkbox"/> HR Services	<input type="checkbox"/> Payment Solutions	<input type="checkbox"/> Telecommunication Equipment/ Services
<input type="checkbox"/> Cleaning	<input type="checkbox"/> HVAC Equipment/ Services	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Training
<input type="checkbox"/> Consulting	<input type="checkbox"/> Insurance Services	<input type="checkbox"/> Property	<input type="checkbox"/> Travel
<input type="checkbox"/> Courier Services	<input type="checkbox"/> IT Services	<input type="checkbox"/> Real Estate	<input type="checkbox"/> Uniforms
<input type="checkbox"/> Electrical	<input type="checkbox"/> Landscaping/ Snow Removal	<input type="checkbox"/> Recruitment	<input type="checkbox"/> Waste Removal
<input type="checkbox"/> Equipment Warehouse/ Store/ Plant	<input type="checkbox"/> Legal	<input type="checkbox"/> Refrigeration Equipment/ Services	<input type="checkbox"/> Other (Please Specify)
<input type="checkbox"/> Financial Services	<input type="checkbox"/> Logistics	<input type="checkbox"/> Roofing	<input type="checkbox"/> Health Service

Cybersecurity

! Prospect Vendors are not required to complete the Cybersecurity page.

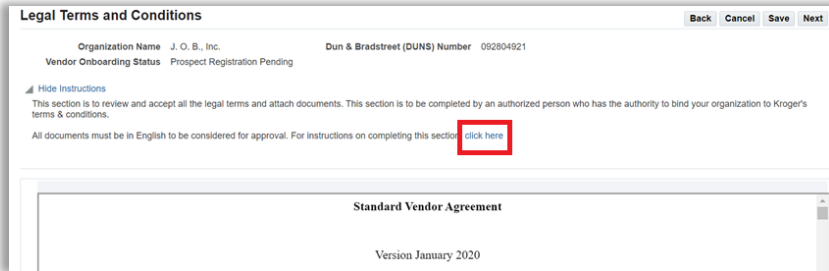
31. Click **OK (A)**.

The screenshot shows the 'Administration' page in the Supplier Hub. A warning message is displayed in a yellow box: 'Warning: Based on your organization's classification as a supplier or prospect vendor in Supplier Hub, you are not required to complete the Cybersecurity questionnaire.' The left-hand navigation menu includes: General, Company Profile, Organization, Categorization, Cybersecurity, Legal Information, Diversity, Organization Contacts, Remit & Order Address, Facility Address Book, Banking Details, Review and Submit, Assessment, and Leave Us Feedback. A red circle with the letter 'A' is placed over the 'OK' button in the top right corner of the warning box.

Legal Information

! The Legal Information page is to be completed by an authorized person who has the authority to bind your organization to Kroger's terms and conditions.

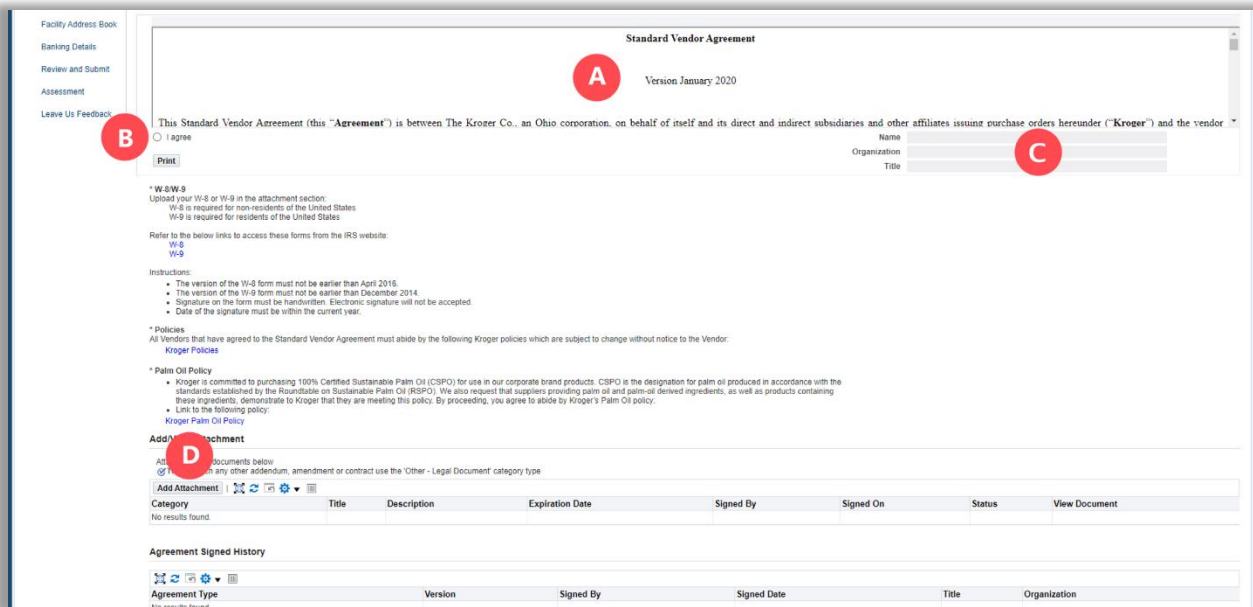
Note: For help with legal terms and conditions, click the words "click here"



- 32. Read the **Standard Vendor Agreement (A)**.
- 33. Select the **radio button for "I agree" (B)**.
- 34. Input your **Name, Organization, and Title (C)**.

Note: Depending on how you answered the Categorization questions, there may be additional contracts to sign.

- 35. Click **Add Attachment (D)**.



36. Select **W8 or W9** from the Category drop-down box, input the **Title, Description, Signed By, Signed On, and choose your file (E).**

Note: Prospect Vendors are not required to provide a certificate of insurance (COI).

37. Click **Apply (F).**

38. Click **Save (G).**

*** Policies**
All Vendors that have agreed to the Standard Vendor Agreement must abide by the following Kroger policies which are subject to change without notice to the Vendor:
[Kroger Policies](#)

*** Palm Oil Policy**

- Kroger is committed to purchasing 100% Certified Sustainable Palm Oil (CSPO) for use in our corporate brand products. CSPO is the designation for palm oil produced in accordance with the standards established by the Roundtable on Sustainable Palm Oil (RSPO). We also request that suppliers providing palm oil and palm-oil derived ingredients, as well as products containing these ingredients, demonstrate to Kroger that they are meeting this policy. By proceeding, you agree to abide by Kroger's Palm Oil policy:
- Link to the following policy:
[Kroger Palm Oil Policy](#)

Add/View Attachment

Attach required documents below
 TIP To attach any other addendum, amendment or contract use the 'Other - Legal Document' category type

Category	Title	Description	Expiration Date	Signed By	Signed On	Status	View Document
W9	W9	W9		S H	26-Jan-2022	Approved	W9.docx

Agreement Signed History

Agreement Type	Version	Signed By	Signed Date	Title	Organization
No results found.					

G
Back Cancel Save Next

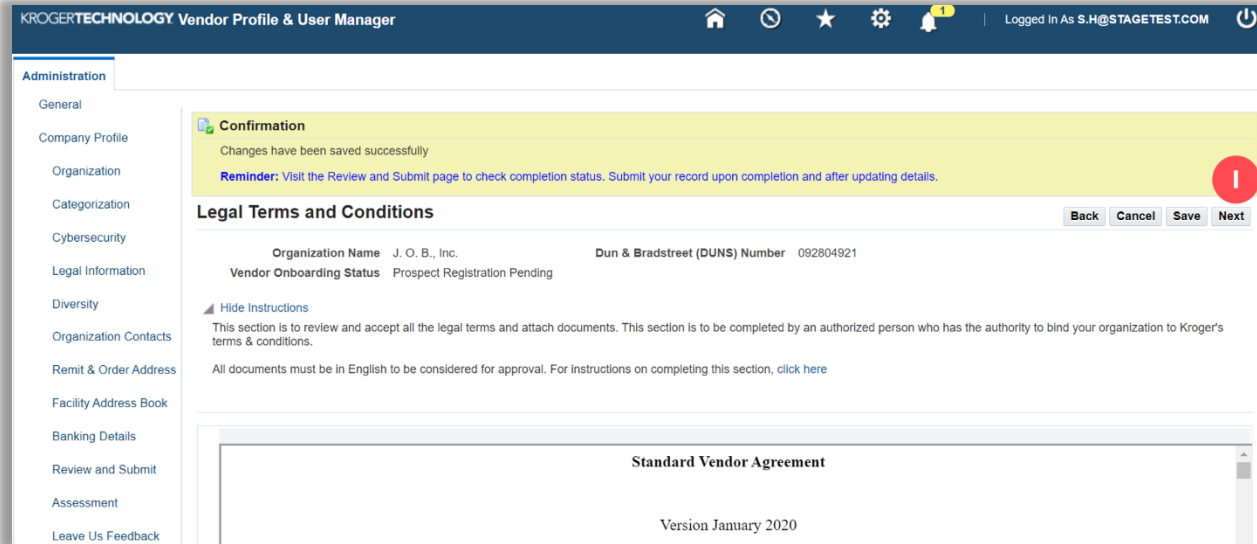
39. Click **Yes (H).**

Confirmation

By clicking YES, you represent that you are an authorized person who has the authority to bind your organization to Kroger's terms and conditions. Once you click YES, your digital signature will be saved in the system. This step cannot be undone. If you click NO, you will be returned to the L Terms and Conditions page.

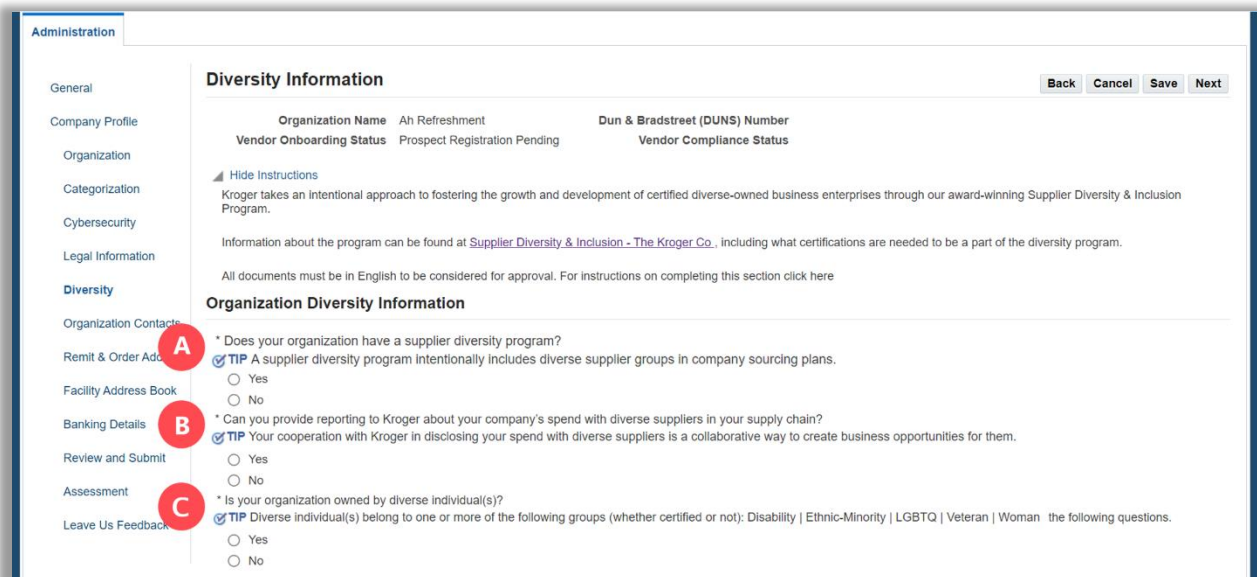
H
No Yes

40. Click **Next (I)**.



Diversity

41. Answer the question, **"Does your organization have a supplier diversity program?" (A)**.
42. Answer the question, **"Can you provide reporting to Kroger about your company's spend with diverse suppliers in your supply chain?" (B)**.
43. Answer the question, **"Is your organization owned by diverse individual(s)?" (C)**.



Note: Kroger considers an organization to be diverse if the company is owned, managed, and controlled by a diverse individual(s).

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

If you answered:	Do this:
Yes to "Is your organization owned by diverse individual(s)?"	Continue to step 45 .
No to "Is your organization owned by diverse individual(s)?"	You are finished with the Diversity screen. <ul style="list-style-type: none"> • Click Save (D). • Click Next (E). • Go to step 79 to enter organization contacts.

All documents must be in English to be considered for approval. For instructions on completing this section click [here](#)

Organization Diversity Information

* Does your organization have a supplier diversity program?
 TIP A supplier diversity program intentionally includes diverse supplier groups in company sourcing plans.
 Yes
 No

* Can you provide reporting to Kroger about your company's spend with diverse suppliers in your supply chain?
 TIP Your cooperation with Kroger in disclosing your spend with diverse suppliers is a collaborative way to create business opportunities for them.
 Yes
 No

* Is your organization owned by diverse individual(s)?
 TIP Diverse individual(s) belong to one or more of the following groups (whether certified or not): Disability | Ethnic-Minority | LGBTQ | Veteran | Woman
 Yes
 No

Upload Certifications

Add Certificate |

Certification	Last Update By	Last Update Date
No results found.		

D

KROGERTECHNOLOGY Vendor Profile & User Manager | Home | Clock | Star | Gear | Bell | Logged In As SH@AR.COM

Administration

General
 Company Profile
 Organization
 Categorization
 Cybersecurity
 Legal Information
Diversity

Confirmation
 Changes have been saved successfully
Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.

Diversity Information

Organization Name	Ah Refreshment	Dun & Bradstreet (DUNS) Number
Vendor Onboarding Status	Prospect Registration Pending	Vendor Compliance Status

F Hide Instructions
 Kroger takes an intentional approach to fostering the growth and development of certified diverse-owned business enterprises through our award-winning Supplier Diversity & Inclusion Program.

45. Select if your company is diverse by **disability (F)**.

Diversity Classification

You have indicated that you are a diverse owned business. Please select how your company is diverse. Kroger considers an organization to be diverse if the company is owned, managed and controlled by a diverse individual(s).

Reminder: If your company is certified, you must enter your certification information and upload your certification.

F * Disability

Disability:IN
 Yes and we are certified
 Yes and we are not certified
 No

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

If you answered:	Do this:
Yes and we are certified	Continue to step 47 .
Yes and we are not certified	Go to step 48 .
No	Go to step 48 .

47. Enter the **certification number, original certification start date,** and the **certification expiration date (G)**.

Diversity Classification

You have indicated that you are a diverse owned business. Please select how your company is diverse. Kroger considers an organization to be diverse if the company is owned, managed and controlled by a diverse individual(s).

Reminder: If your company is certified, you must enter your certification information and upload your certification.

*** Disability**

Disability:IN

Yes and we are certified

Yes and we are not certified

No

*** Certification Information**

Certification Number

Disability: DISABIN#### or US####

Original Certification Start

Certification Expiration

48. Select if your company is diverse by **ethnic-minority (H)**.

H * Ethnic-Minority

National Minority Supplier Development Council
Canadian Aboriginal Minority Supplier Council

Yes and we are certified

Yes and we are not certified

No

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

If you answered:	Do this:
Yes and we are certified	Continue to step 50 .
Yes and we are not certified	Go to step 55 .
No	Go to step 56 .

50. Select an **ethnicity (I)** that your company’s owners, management, and operations most aligns with.

51. Select a **certifying body (J)**.

52. Select a **regional council/state (K)**.

53. Enter the **certification number, original certification start date,** and the **certification expiration date (L)**.

*** Ethnic-Minority**
 National Minority Supplier Development Council
 Canadian Aboriginal Minority Supplier Council
 Yes and we are certified
 Yes and we are not certified
 No

I *** Ethnicity Classification**
 Select the ethnicity that your company's owners, management, and operations most aligns with. For more information, please visit NMSDC's site
 African American/Black
 Asian Indian American
 Asian Pacific American
 Hispanic American
 Native American/Aboriginal

J *** Certifying Body**

K *** Regional Council/State**

L *** Certification Information**
 Certification Number
 NMSDC: aa##### or aa#####, CAMSC: #####, State: Free text 20 chars
 Original Certification Start
 Certification Expiration

54. Go to [step 56](#).

55. Select an **ethnicity (M)** that your company's owners, management, and operations most aligns with.

*** Ethnic-Minority**
 National Minority Supplier Development Council
 Canadian Aboriginal Minority Supplier Council
 Yes and we are certified
 Yes and we are not certified
 No

M *** Ethnicity Classification**
 Select the ethnicity that your company's owners, management, and operations most aligns with. For more information, please visit NMSDC's site
 African American/Black
 Asian Indian American
 Asian Pacific American
 Hispanic American
 Native American/Aboriginal

56. Select if your company is diverse by **LGBTQ (N)**.

*** LGBTQ**
 National LGBT Chamber of Commerce
 Yes and we are certified
 Yes and we are not certified
 No

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

If you answered:	Do this:
Yes and we are certified	Continue to step 58 .
Yes and we are not certified	Go to step 59 .
No	Go to step 59 .

58. Enter the **certification number, original certification start date**, and the **certification expiration date** (O).

* LGBTQ

National LGBT Chamber of Commerce

Yes and we are certified

Yes and we are not certified

No

O * Certification Information

Certification Number

LGBTQ (numbers up to 6 digits)

Original Certification Start

Certification Expiration

59. Select if your company is diverse by **veteran** (P).

P * Veteran

National Veteran Business Development Council

National Veteran-Owned Business Association

US Department of Veterans Affairs

Yes and we are certified

Yes and we are not certified

No

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

If you answered:	Do this:
Yes and we are certified	Continue to step 61 .
Yes and we are not certified	Go to step 66 .
No	Go to step 67 .

61. Select a **veteran classification** (Q).

62. Select a **certifying body** (R).

63. Select a **regional council/state** (S).

64. Enter the **certification number, original certification start date**, and the **certification expiration date** (T).

* Veteran

National Veteran Business Development Council

National Veteran-Owned Business Association

US Department of Veterans Affairs

Yes and we are certified

Yes and we are not certified

No

Q * Veteran Classification

Disabled veteran owned business(served and disabled after service)

Service disabled veteran owned business(served and disabled during service)

Veteran Owned Business(served and not disabled)

R * Certifying Body

S * Regional Council/State

T * Certification Information

Certification Number

NVBDC: (12 digits alphanumeric), NaVOBA: (text - upto 20 Chars), US Dept of Veteran Affair: (text - upto 20 Chars), State: Free text 20 chars

Original Certification Start

Certification Expiration

65. Go to [step 67](#).

66. Select a **veteran classification (U)**.

67. Select if your company is diverse by **woman (V)**.

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

If you answered:	Do this:
Yes and we are certified	Continue to step 69 .
Yes and we are not certified	Go to step 72 .
No	Go to step 72 .

69. Select a **certifying body (W)**.

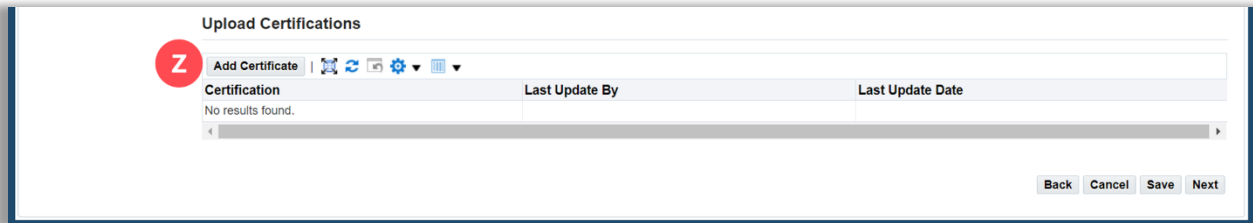
70. Select a **regional council/state (X)**.

71. Enter the **certification number, original certification start date, and the certification expiration date (Y)**.

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

If:	Do this:
You are certified in any of the 5 classifications	Continue to step 73 to attach diversity certificates.
You are not certified at all	Go to step 77 .

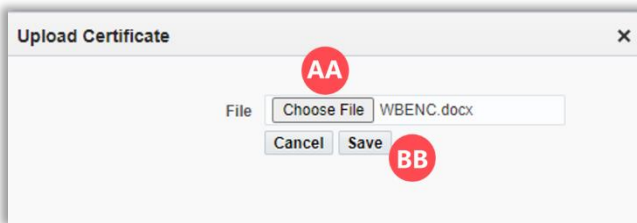
73. Click **Add Certificate (Z)**.



74. Click **Choose File (AA)**.

75. Select the **saved document**.

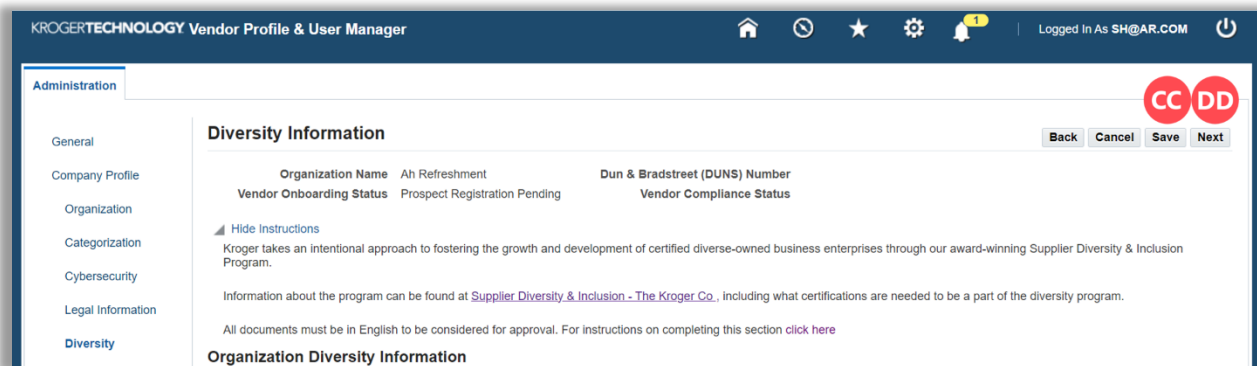
76. Click **Save (BB)**.



Note: Supplier Hub will send you an email 30 days before the expiration date of your diversity certification. At that time, you should log into Supplier Hub and upload your current diversity documentation.

77. Click **Save (CC)**.

78. Click **Next (DD)**.



Organization Contacts

Note: The contact information provided on the Prospect Vendor pre-registration will be listed as the organization's main contact.

79. If desired, you can **Update (A)** or **Delete (B)** the current contact.

80. Click **Create (C)**.

KROGERTechnology Vendor Profile & User Manager

Administration

General

Company Profile

Organization

Categorization

Cybersecurity

Legal Information

Diversity

Organization Contacts

Remit & Order Address

Facility Address Book

Banking Details

Review and Submit

Assessment

Leave Us Feedback

Warning

Following mandatory contact types are missing: 24 Hours/Recall, EDI, Purchase Order, Quality Assurance, Remit To/Accounts Payable, Sales.

Organization Contacts

Organization Name J. O. B., Inc. Dun & Bradstreet (DUNS) Number 092804921

Vendor Onboarding Status Prospect Registration Pending

Hide Instructions

Kroger requires contact information for your organization. You must provide a Main Contact and a Remit To Contact. In addition, most organizations will be required to provide a Quality Assurance Contact and 24/7 Recall Contact. For instructions on completing this section, click here

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

Contacts

First Name	Last Name	Email Address	Phone Number	User Account	Update	Delete
Sally	Harper	s.h@stagetest.com	1-5555555555	<input checked="" type="checkbox"/>		

81. Enter the **Email Address, First Name, Last Name, Country Code, and Phone Number (D)**.

82. Select the **checkbox (E)** if you want the contact to have a user account to access Supplier Hub.



By granting User Access, this User will have the ability to see and modify your entire record, including the EIN/SSN and banking information.

The user will receive a Supplier Hub invitation email that contains a username and password.

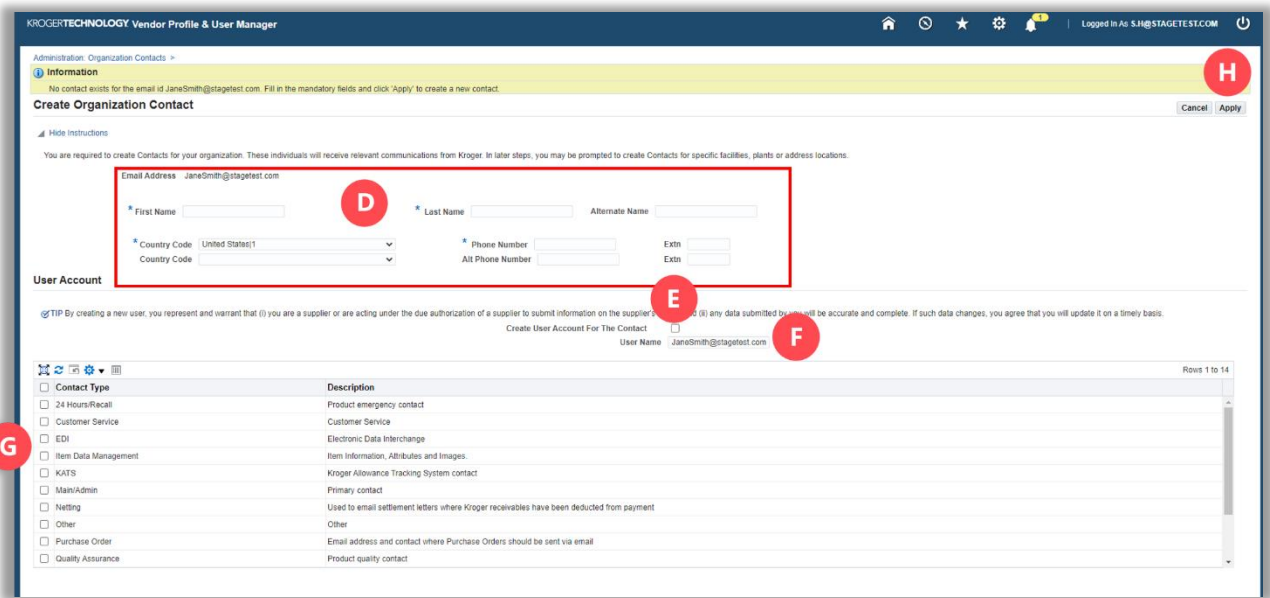
83. If desired, update the **User Name (F)**.



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.**

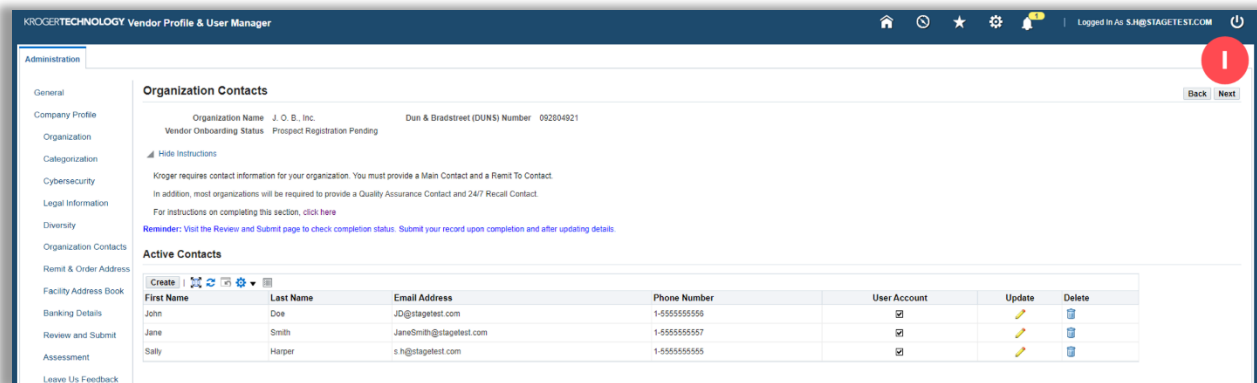
84. Select the **Contact Type(s) (G)**.

85. Click **Apply (H)**.



86. Repeat [steps 80-85](#) until all mandatory contact types (Remit To/Accounts Payable, Purchase Order, Sales) are assigned.

87. Click **Next (I)**.

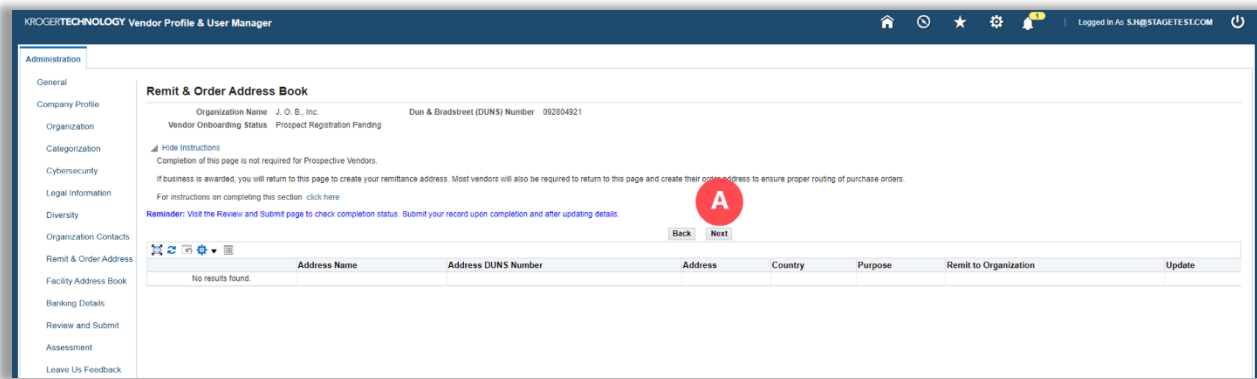


Remit & Order Address




Prospect Vendors are not required to complete the Remit & Order Address page.

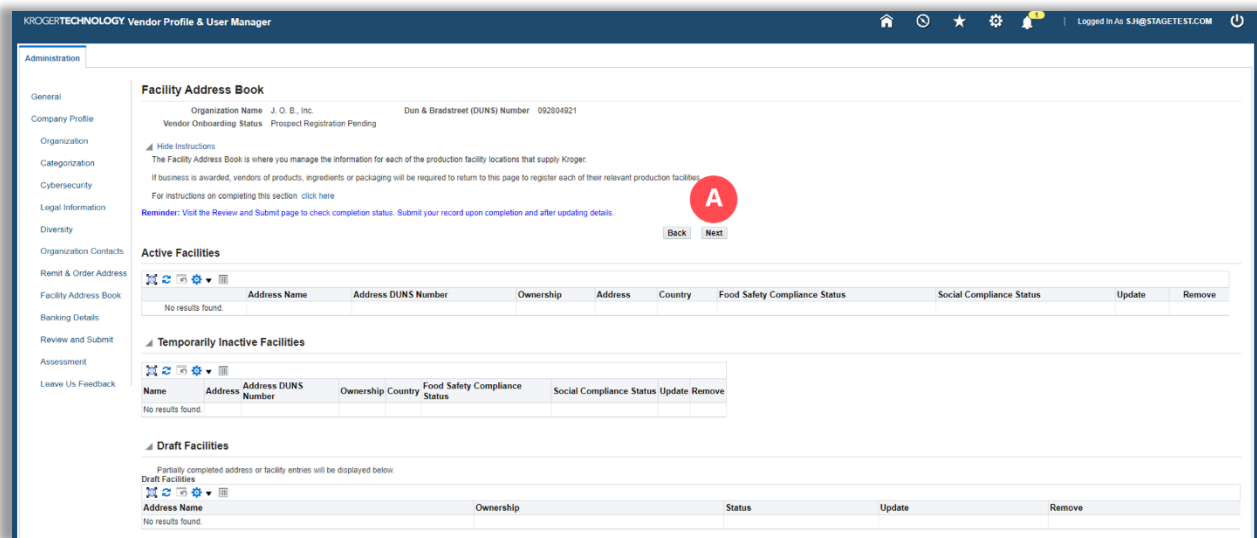
88. Click **Next (A)**.



Facility Address Book

 Prospect Vendors are not required to complete the Facility Address Book page.

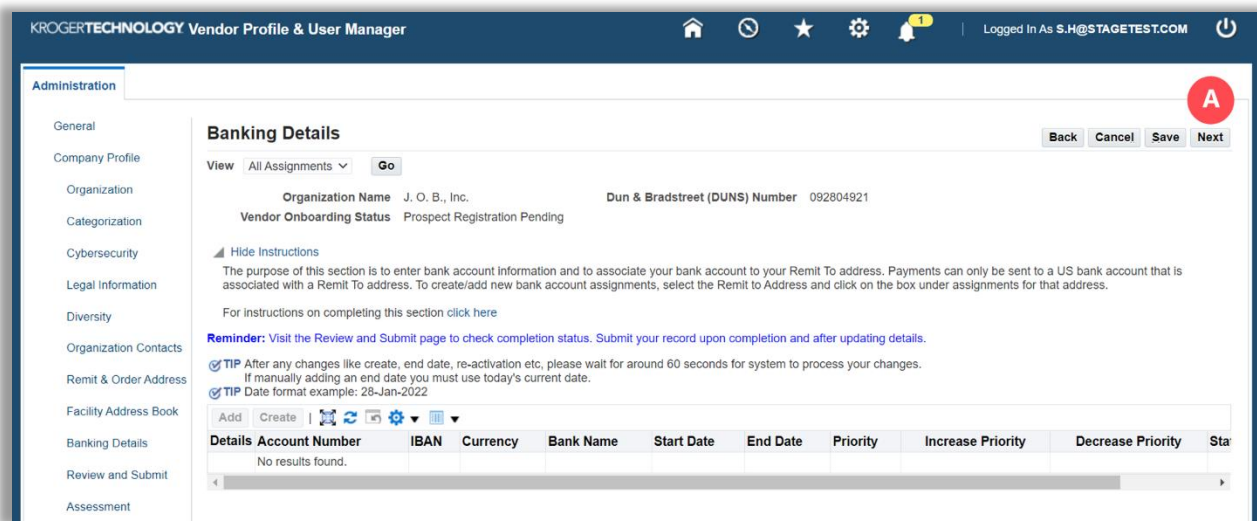
89. Click **Next** (A).



Banking Details

 Prospect Vendors are not required to complete the Banking Details page.

90. Click **Next** (A).



Review and Submit

- 91. Verify all required sections are complete. If not, click the words "Click here" (A) to go directly to the page.
- 92. Click **Submit Profile** (B).

