

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/>

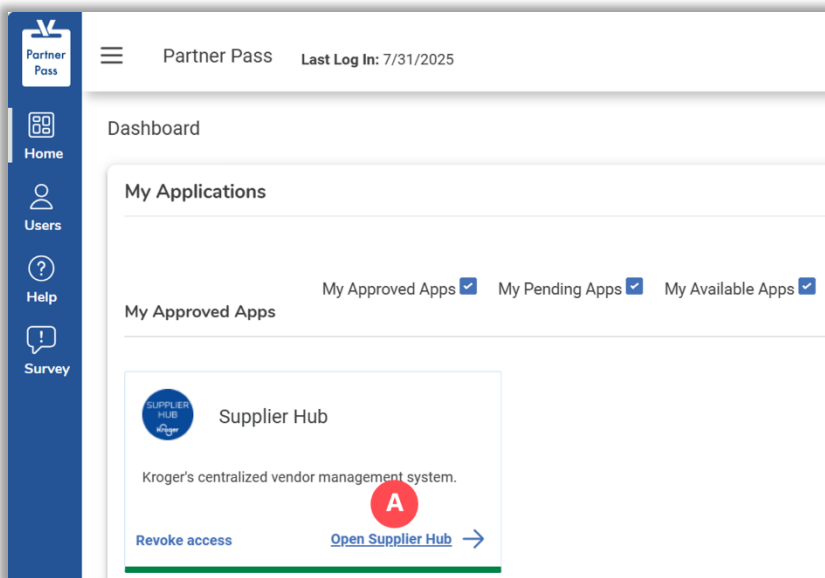
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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 support page](#)

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



3. The Quick Update screen displays instructions on how to navigate Supplier Hub. To see job aids, click **Supplier Hub Support page (B)**.
4. For help with your DUNS number, click **D&B Support (C)**.
5. Click **Organization (D)**.

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INTAKE Co.,Ltd. - Organization Number 3129837: Quick Update Update

* Indicates required field

Organization Name INTAKE Co.,Ltd. Dun & Bradstreet (DUNS) Number 689523428

Vendor Onboarding Status: Prospect 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 **B** sections.

If this is your first time accessing Supplier Hub or you would like to review information on completing and maintaining your profile, please visit our [Supplier Hub Support page](#).

If you need assistance with your DUNS number, submit your request to [D&B Support](#).

Organization

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

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INTAKE Co.,Ltd. - Organization Number 3129837: Organization Cancel Save Next

Vendor Onboarding Status: Prospect Registration Pending

[Hide Instructions](#)

The Organization screen displays your company's Kroger contact, DUNS number, and tax information. The DUNS number should be the organization's headquarters.

For instruction on completing this section, view our job aids: [Complete the Organization Screen](#) | [Search For Your DUNS Number](#) | [Prospect Vendor Registration Guide](#)

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

Overview

Organization Name INTAKE Co.,Ltd. EIN Related Supplier Name
Organization Number 3129837 EIN Related Supplier Number
Doing Business As (DBA) Inactive Date
Organization Type Prospect Vendor

Organization

DUNS Number **A** Locate your DUNS Number

Legal Structure

Supplier Hub Vendor Item Portal Key

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

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 instruction on completing this section, visit our [Supplier Hub help page](#).

D&B Search

* Company Name Address
* Country * City
Telephone Number State
Postal Code

C Search

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

Cancel Confirm

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

Search Rows 1 to 14

Select	DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/N
<input checked="" type="radio"/>	689523428	INTAKE Co.,Ltd.	83 Seocho-daero 40-gil, Seocho-gu	Seoul		KR	216441567	06657	Y
<input type="radio"/>	695034100	Intae Ltd.	2/F 87 Jongam-ro 21-gil, Seongbuk-gu	Seoul		KR		02803	Y
<input type="radio"/>	694213607	Intaekteu Co., Ltd.	Rm 1209 55 Digital-ro 33-gil, Guro-gu	Seoul		KR	25542290	08376	Y
<input type="radio"/>	695536434	Intaep Co., Ltd.	Rm 503 56 Magokjungangseo-ro, Gangseo-gu	Seoul		KR	226611597	07807	Y
<input type="radio"/>	687987677	Intal Co.,Ltd.	Rm 418 4/F Coex 1073 Cheonho-daero, Gangdong-gu	Seoul		KR	24180388	05340	Y
<input type="radio"/>	963192510	INTAB	298 Beotkkot-ro, Geumcheon-gu	Seoul		KR	28389888	08510	Y
<input type="radio"/>	963307557	INTAB Corporation	298 Beotkkot-ro, Geumcheon-gu	Seoul		KR		08510	Y
<input type="radio"/>	694063113	Intaein Co., Ltd.	Rm 1413 20 Teheran-ro 25-gil, Gangnam-gu	Seoul		KR		06132	Y
<input type="radio"/>	695259501	Intaverse Inc.	15 Teheran-ro 82-gil, Gangnam-gu	Seoul		KR		06178	Y
<input type="radio"/>	689038213	INTACT Co., Ltd.	Rm 402 4/F 8 Mabang-ro, Seocho-gu	Seoul		KR	27566937	06778	Y

☐ Show more results

Cancel Confirm

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

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Confirm DUNS
See below for information corresponding to selected DUNS Number: 689523428

DUNS Number	Company Name	Address	City	State or Province	Country
689523428	INTAKE Co.,Ltd.	83 Seocho-daero 40-gil, Seocho-gu	Seoul		KR

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 the 'Organization' section of the Supplier Hub form. Callouts are placed as follows:
G points to the 'Legal Structure' dropdown menu.
H points to the 'Does your company exchange business documents (i.e. invoices, purchase orders, etc.) with any other company via Electronic Data Interchange (EDI)?' dropdown.
I points to the 'An Employer Identification Number (EIN) is a 9-digit number that the U.S. Internal Revenue Service assigns in the following format: XX-XXXXXXX to identify a business operating in the United States. See www.irs.gov (keyword "EIN") for more information.' text.
J points to the 'Do you use an Employer Identification Number (EIN) for U.S. federal tax purposes?' dropdown, which is highlighted with a red box.
K points to the 'Primary Contact at Kroger' section, specifically the 'First Name' field.
L points to the 'Cancel', 'Save', and 'Next' buttons 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 the question: '* Does your organization provide any food, beverage, or food contact materials to Kroger?'. The form also displays the organization name 'INTAKE Co., Ltd.' and the DUNS number '689523428'.

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 24.
No	Go to step 26.

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

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Categorization Questionnaire Back Cancel Save Next

Organization Name INTAKE Co., Ltd. Dun & Bradstreet (DUNS) Number 689523428
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 instruction on completing this section, view our job aid: [Complete the Categorization Screen.](#)

* 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 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).**

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Categorization Questionnaire Back Cancel Save Next

Organization Name INTAKE Co., Ltd. Dun & Bradstreet (DUNS) Number 689523428
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 instruction on completing this section, view our job aid: [Complete the Categorization Screen.](#)

* 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? ▾

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.

Remit & Order Address
Facility Address Book
Banking Details
Review and Submit
Assessment
Leave Us Feedback

* 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/ Lighting	<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 G	<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

Back Cancel Save **H** Next **I**

Cybersecurity

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

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

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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.

A OK

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.

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)**.

The screenshot shows the 'Standard Vendor Agreement' page. On the left sidebar, there are links: Facility Address Book, Banking Details, Review and Submit, Assessment, and Leave Us Feedback. The main content area is titled 'Standard Vendor Agreement' with a version of April 2022. It contains the text of the agreement, including sections on Purchase Orders, W-9 forms, and policies. Annotations are placed as follows: 'A' is on the title 'Standard Vendor Agreement'; 'B' is on the 'I agree' radio button; 'C' is on the input fields for Name, Organization, and Title; and 'D' is on the 'Add Attachment' button. Below the agreement text, there is a table for 'Add Attachment' with columns: Category, Title, Description, Expiration Date, Signed By, Signed On, Status, and View Document. The table currently shows 'No results found'. Below the table is the 'Agreement Signed History' section, which also shows 'No results found'.

36. Select a **Category**, 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)**.

The screenshot shows the 'Attachments' modal form. It has a red border around the input fields. The fields are: Category (a dropdown menu), Title, Description, Signed By, Signed On, and File (with a 'Choose File' button and 'No file chosen' text). At the bottom of the modal are 'Cancel' and 'Apply' buttons. Annotations are placed as follows: 'E' is on the 'Description' field; and 'F' is on the 'Apply' button.

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			S H	26-Jan-2022	Approved	W9.docx

Agreement Signed History

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

G

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 Legal Terms and Conditions page.

H

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

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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.

Legal Terms and Conditions

Organization Name INTAKE Co.,Ltd. Dun & Bradstreet (DUNS) Number 689523428
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[Hide Instructions](#)
This section is to review and accept all the legal terms and attach documents. This section is to be completed by an authorized person who has the authority to bind your organization to Kroger's terms & conditions.

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 considered to be small or owned by diverse individual(s)?"** (C).

Suppliers

Diversity & Inclusion Information Back Cancel Save Next

Organization Name INTAKE Co., Ltd. Dun & Bradstreet (DUNS) Number 689523428
 Vendor Onboarding Status Prospect Registration Pending Vendor Compliance Status

[Hide Instructions](#)
 Kroger takes an intentional approach to fostering the growth and development of certified small and diverse-owned businesses enterprises through our award-winning Supplier Diversity & Inclusion Program.

Information about Kroger's supplier diversity and inclusion program can be found at: [Supplier Diversity & Inclusion - The Kroger Co](#) including what certifications are needed to be a part of the diversity & inclusion program. If you have any questions, please email supplierdiversity@kroger.com for assistance.

All documents must be in English to be considered for approval. For instruction on completing this section, view our job aids: [Complete or Update Diversity Information](#) | [Add a Diversity Certificate](#)

Organization Diversity & Inclusion Information

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

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

C * Is your organization considered to be small or owned by diverse individual(s)?
 Kroger considers organizations to be small according to the [SBA guidelines](#). Diverse individual(s) belong to one or more of the following groups (whether certified or not): Person with Disability | Ethnic-Minority | LGBTQ | Veteran | Woman
☐ Yes
☐ No

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 considered to be small or owned by diverse individual(s)?"	Continue to step 45 .
No to "Is your organization considered to be small or 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 50 to enter organization contacts.

Organization Contacts

Remit & Order Address Book

Facility Address Book

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Organization Diversity & Inclusion Information

* Does your organization have a supplier diversity & inclusion program?
A supplier diversity & inclusion 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?
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 considered to be small or owned by diverse individual(s)?
Kroger considers organizations to be small according to the [SBA guidelines](#). Diverse individual(s) belong to one or more of the following groups (whether certified or not): Person with Disability | Ethnic-Minority | LGBTQ | Veteran | Woman

☐ Yes
☒ No

Upload Certifications

Add Certificate | ...

Certification	Last Update By	Last Update Date
No results found.		

Back Cancel Save Next

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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 & Inclusion Information

Organization Name INTAKE Co.,Ltd. Dun & Bradstreet (DUNS) Number 689523428
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Hide Instructions
Kroger takes an intentional approach to fostering the growth and development of certified small and diverse-owned businesses enterprises through our award-winning Supplier Diversity & Inclusion Program.

Back Cancel Save Next

45. Answer the question, "Do you wish to be recognized as a diverse vendor in the Kroger Family of Companies marketing platforms?" (F).

Organization Diversity & Inclusion Information

* Does your organization have a supplier diversity & inclusion program?
A supplier diversity & inclusion 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?
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 considered to be small or owned by diverse individual(s)?
Kroger considers organizations to be small according to the [SBA guidelines](#). Diverse individual(s) belong to one or more of the following groups (whether certified or not): Person with Disability | Ethnic-Minority | LGBTQ | Veteran | Woman

☒ Yes
☐ No

* Do you wish to be recognized as a diverse vendor in the Kroger Family of Companies marketing platforms?
By selecting yes, you are giving the Kroger Co. permission to consider your product(s) and/or service(s) to be spotlighted based on your diversity & inclusion certification. NOTE: If you are a distributor, please select NO and we will identify the diverse items you provide directly.

☐ Yes
☐ No

46. Complete the **Diversity & Inclusion Classification** section.

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

47. Click **Add Certificate (G)**.

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.

48. Click **Save (H)**.

49. Click **Next (I)**.

Organization Contacts

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

There are 2 types of organization contacts:



- Contacts **with** user accounts can update organization information in Supplier Hub.
- Contacts **without** user accounts can't access Supplier Hub but can be contacted by Kroger.

50. Click **Create (A)**.

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

Organization Contacts Back Next

Organization Name INTAKE Co.,Ltd. Dun & Bradstreet (DUNS) Number 689523428
Vendor Onboarding Status Prospect Registration Pending

Hide Instructions
Kroger requires contact information for your organization. You must provide a Main Contact, a Remit To/Accounts Payable contact, a Sales contact and a Purchase Order contact. In addition, most organizations will be required to provide a Quality Assurance Contact and 24/7 Recall Contact. For instruction on completing this section, view our Job aids: [Create Organization Contacts](#) | [Manage Organization Contacts](#)
Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.

Search a Contact
☒ **TIP** Use the search button to find existing contacts by 'Contact Type' or 'Last Name'
Contact Type Last Name
Search Clear

Contacts with User Accounts [?](#)

Create ...

Details	First Name	Last Name	Email Address	PhoneNumber	Contact Type	Validated Contact	Update
	Baek Gyu	Choi	bgchoi@intakefoods.kr	82-10-9534-0456	Main/Admin		

51. Enter the **Email Address (B)**.
52. Enter the **First Name, Last Name, and Phone Number (C)**.
53. If desired, update the **User Name (D)**.

! The User Name defaults to the email address, but you may enter a different, unique User Name in the field. **The User Name cannot be changed after you click Apply.**

54. 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 any applicable Contact Types (E) (See screenshot below for a description of each contact type). Click Apply (F).
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 (G). ! <i>By creating a user account, the contact will be able to see and modify their organization's entire Supplier Hub record, including EIN/SSN and banking information.</i> Select any applicable Contact Types (E) (See screenshot below for a description of each contact type). <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](#)
- Click **Apply (F)**.

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](#)

55. Repeat [steps 50-55](#) until all mandatory contact types (Remit To/Accounts Payable, Purchase Order, Sales) are assigned.

Contact Details

Email Address leeknow@intakefoods.kr

* 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 and warrant that (i) you are a supplier or agent acting under the due authorization of a supplier to submit information on the supplier's behalf; and (ii) any data submitted by you will be accurate and complete. If such data changes, you agree that you will update 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 leeknow@intakefoods.kr

Rows 1 to 14

Contact Type	Description
<input type="checkbox"/> 24 Hours/Recall	Product emergency contact
<input type="checkbox"/> Customer Service	Customer Service
<input type="checkbox"/> EDI	Electronic Data Interchange
<input type="checkbox"/> Item Data Management	Item Information, Attributes and Images.
<input type="checkbox"/> KATS	Kroger Allowance Tracking System contact
<input type="checkbox"/> Main/Admin	Main point of contact about business with Kroger
<input type="checkbox"/> Netting	Used to email settlement letters where Kroger receivables have been deducted from payment
<input type="checkbox"/> Other	Other
<input type="checkbox"/> Purchase Order	Email address and contact where Purchase Orders should be sent via email
<input type="checkbox"/> Quality Assurance	Product quality contact
<input type="checkbox"/> Remit To/Accounts Payable	Payment issues/questions
<input type="checkbox"/> Sales	Primary sales contact expected to participate in RFx sourcing events from Kroger.
<input type="checkbox"/> Service Hub	Sales/parts contact
<input type="checkbox"/> Vendor Collaboration Portal	Administrator for the Promotional Deal and Cost Change system

Cancel

Apply

56. Click **Next** (H).

Suppliers

Quick Update
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Diversity & Inclusion
Organization Contacts
Remit & Order Address Book

Confirmation
A user account for the email address leeknow@intakefoods.kr has been created in Supplier Hub. This user will receive a "Welcome to Partner Pass" email from Okta@noreply with instructions for completing the account set up. If the user does not receive the email, please contact the Supplier Engagement Group (SEG).

Organization Contacts Back Next

Organization Name INTAKE Co.,Ltd. Dun & Bradstreet (DUNS) Number 689523428
Vendor Onboarding Status Prospect Registration Pending

[Hide Instructions](#)

Kroger requires contact information for your organization. You must provide a Main Contact, a Remit To/Accounts Payable contact, a Sales contact and a Purchase Order contact. In addition, most organizations will be required to provide a Quality Assurance Contact and 24/7 Recall Contact.

For instruction on completing this section, view our job aids: [Create Organization Contacts](#) | [Manage Organization Contacts](#)

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

Remit & Order Address



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

57. Click **Next** (A).

Suppliers

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Organization Contacts
Remit & Order Address Book

INTAKE Co.,Ltd. - Organization Number 3129837: Remit and Order Address Book

Organization Name INTAKE Co.,Ltd. Dun & Bradstreet (DUNS) Number 689523428
Vendor Onboarding Status Prospect Registration Pending

[Hide Instructions](#)

Completion of this page is not required for Prospective Vendors.

If business is awarded, you will return to this page to create your remittance address. Most vendors will also be required to return to this page and create their order address to ensure proper routing of purchase orders.

For instruction on completing your registration, view our job aid: [Prospect Vendor Registration Guide](#).

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

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Search

Facility Address Book



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

58. Click **Next** (A).

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Facility Address Book

Organization Name INTAKE Co.,Ltd. Dun & Bradstreet (DUNS) Number 689523428
Vendor Onboarding Status Prospect Registration Pending

[Hide Instructions](#)

The Facility Address Book is where you manage the information for each of the production facility locations that supply Kroger.

If business is awarded, vendors of products, ingredients or packaging will be required to return to this page to register each of their relevant production facilities.

For instruction on completing your registration, view our job aid: [Prospect Vendor Registration Guide](#).

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

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Banking Details



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

59. Click **Next** (A).

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Remit & Order Address
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Banking Details

Banking Details

View All Assignments **Go**

Organization Name INTAKE Co.,Ltd. Dun & Bradstreet (DUNS) Number 689523428
Vendor Onboarding Status Prospect Registration Pending

Hide Instructions
The purpose of this section is to enter bank account information and to associate your bank account to your Remit To address. Payments can only be sent to a US bank account that is associated with a Remit To address. To create/add new bank account assignments, select the Remit to Address and click on the box under assignments for that address.
For instruction on completing this section, view our job aid: Prospect Vendor Registration Guide.
Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.

TIP After any changes like create, end date, re-activation etc, please wait for around 60 seconds for system to process your changes. If manually adding an end date you must use today's current date.
TIP Date format example: 27-Jul-2025

Add Create ***

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
No results found.											

Review and Submit

60. Verify the status is complete for all required sections. If not, click the **Section** (A) to go directly to the page.
61. Click **Submit Profile** (B).

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Leave Us Feedback

Warning
If all sections are complete, click Submit Profile

Review and Submit

Organization Name INTAKE Co.,Ltd. Dun & Bradstreet (DUNS) Number 689523428
Vendor Onboarding Status Prospect Registration Pending

Hide Instructions
Review the table below to see whether all required sections of your vendor profile are complete. If any section is incomplete, please navigate to the page and complete all required fields.
If all sections are complete, click Submit Profile.
For instruction on completing this section, view our job aid: Review and Submit Your Profile.

Section	Status
Organization	Complete
Categorization	Complete
Cybersecurity	Not Required
Legal Information	Complete
Diversity	Complete
Organization Contact	Complete
Remit to address	Not Required
Facility Address	Not Required
Banking Details	Not Required
Order From	Not Required