

Complete the Organization Screen

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

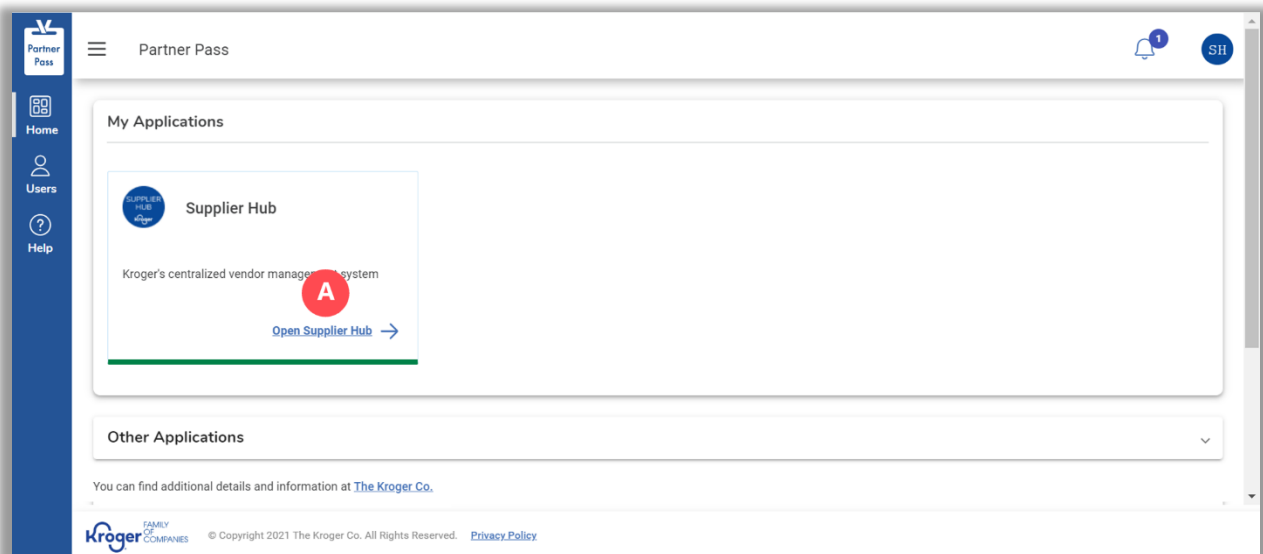
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

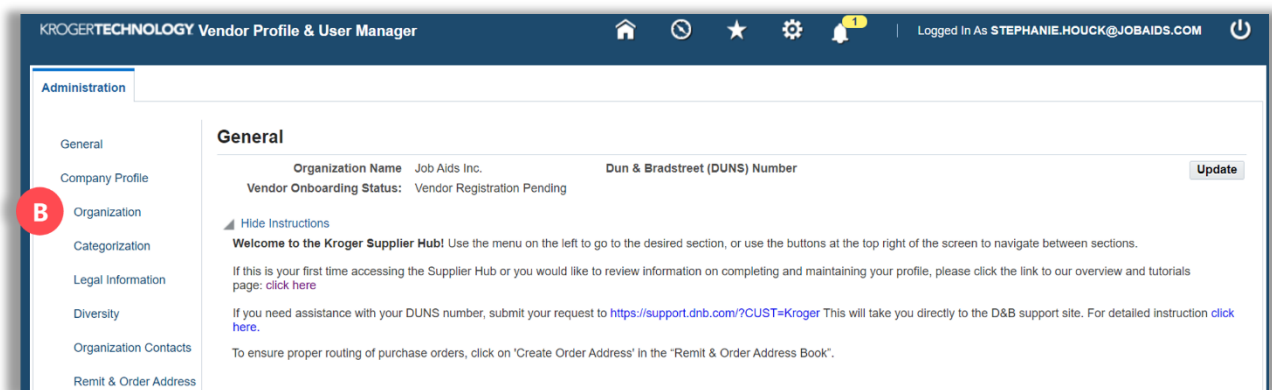
For additional information, please see:

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

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



3. Click **Organization (B)**.



4. Click **Locate your DUNS Number (C)**.

The screenshot shows the 'Organization' setup page. On the left is a navigation menu with items like 'Categorization', 'Legal Information', 'Diversity', etc. The main content area is titled 'Organization' and includes a 'Cancel Save Next' header. Below the header, there's a 'Hide Instructions' section and a 'Reminder' to visit the Review and Submit page. The 'Overview' tab is active, showing a form with fields for 'Dun & Bradstreet (DUNS) Number', 'Legal Structure', 'Supplier Hub Vendor Item Portal Key', and 'Organization Identifier'. A red circle 'C' highlights the 'Locate your DUNS Number' button. At the bottom, there's a 'Tax Information' section.

5. Enter your **company information (D)**.

6. Click **Search (E)**.

The screenshot shows the 'D&B Search' page. At the top, it says 'KROGERTECHNOLOGY Vendor Profile & User Manager' and 'Logged In As STEPHANIE.HOUCK@JOBAIDS.COM'. Below the header, there are instructions and tips for searching. The 'D&B Search' section contains a form with fields for 'Company Name', 'Country', 'Telephone Number', 'Address', 'City', 'State', and 'Postal Code'. A red box 'D' highlights the 'Company Name', 'Country', and 'Telephone Number' fields. A red circle 'E' highlights the 'Search' button. Below the form is a table with columns: 'DUNS Number', 'Company Name', 'Address', 'City', 'State or Province', 'Country', 'Telephone Number', 'Postal Code', and 'Head Quarters Y/N'. The table currently shows 'No results found.' At the bottom right, there are 'Cancel' and 'Confirm' buttons.

- Select the **radio button (F)** for your company.
- Click **Confirm (G)**.

* 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 United States * City Cincinnati

* State/Province OH Postal Code

Telephone Number

DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/N
<input checked="" 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 type="radio"/> 092804921	J. O. B., INC.	152B FORSHEY RD	MARIETTA	OH	US	7403734266	45750	Y

Show more results

- Click **Apply (H)**.

KROGER TECHNOLOGY Vendor Profile & User Manager

Administration

General

Company Profile

Organization

Categorization

Legal Information

Confirm DUNS

See below for information corresponding to selected DUNS #068100193

DUNS Number	Company Name	Address	City	State or Province	Country
068100193	Job, LLC	4180 Humphrey Rd	Richfield	OH	United States

- Select your **Legal Structure (I)**.
- Answer the **Electronic Data Interchange (EDI) question (J)**.
- Answer the **question for using an Employer Identification Number (EIN) for U.S. federal tax purposes (K)**.
- Enter your **Employer Identification Number (EIN) (L)**.

Note: US Vendors:

If you do not have an EIN number, reach out to the IRS to obtain one. You can use a social security number if you do NOT use an EIN for U.S. federal tax purposes.

Note: Foreign Vendors:

The EIN field will be labeled as Tax Identification Number. Enter your 9-digit Tax ID Number issued by the United States Internal Revenue Service. If you do not have a U.S.-issued tax ID number, enter the tax ID number issued by your organization's local government authority.

Some of the information in the D&B Information section is automatically populated from the Dun & Bradstreet database. This information is routinely updated from D&B.



If the information displayed is incorrect, please reach out to [Dun & Bradstreet Support Page - Submit Case \(dnb.com\)](#) to have it updated.

It could take approximately 1 month or longer for updated information from D&B to display in Supplier Hub.

14. Enter the **First Name**, **Last Name**, and **Email Address** of your primary Kroger contact (M).

Note: This is the Kroger Associate you most frequently work with; your main contact at Kroger.

15. Click **Save** (N).

16. Click **Next** (O) to continue to the Categorization page.

The screenshot shows a registration form with several sections: Overview, Organization, Tax Information, D&B Information, and Primary Contact at Kroger. Callouts are placed as follows: L points to the EIN field; K points to the EIN tip text; J points to the Organization Identifier dropdown; I points to the DUNS Number field; M points to the Primary Contact at Kroger section (which is highlighted with a red box); N points to the Save button; and O points to the Next button.