

Complete the Organization Screen

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

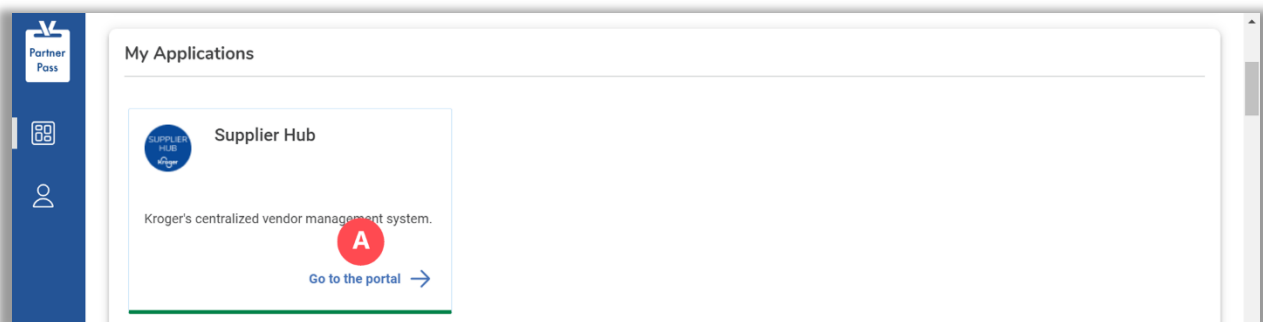
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

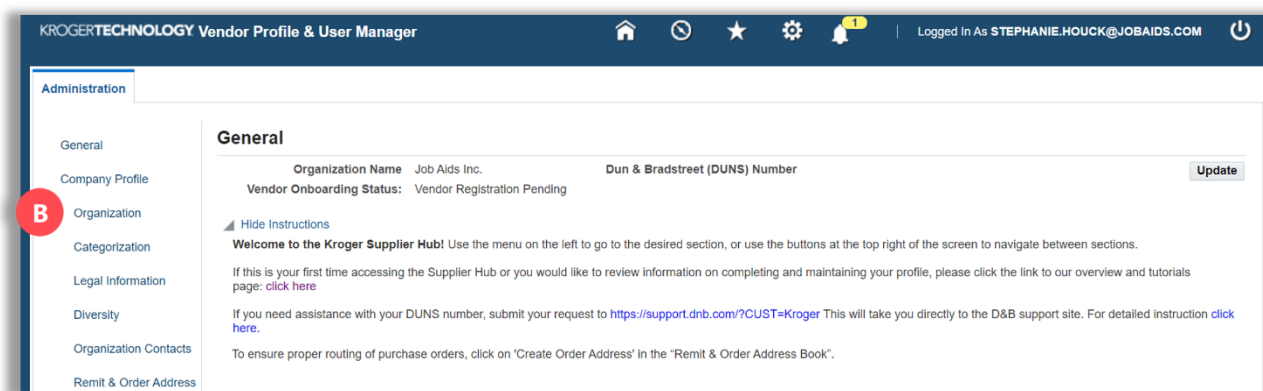
For additional information, please see:

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

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



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



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

The screenshot shows the 'Organization' setup page. On the left is a sidebar with navigation links: Categorization, Legal Information, Diversity, Organization Contacts, Remit & Order Address, Facility Address Book, Banking Details, Review and Submit, Assessment, and Leave Us Feedback. The main content area is titled 'Organization' and includes a 'Cancel', 'Save', and 'Next' button at the top right. Below the title, there's a section for 'Organization Name' (Job Aids Inc.) and 'Vendor Onboarding Status' (Vendor Registration Pending). A 'Hide Instructions' link is present. A reminder states: 'Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.' Below this is an 'Overview' tab. The 'Organization' section contains fields for 'Dun & Bradstreet (DUNS) Number', 'Legal Structure' (a dropdown menu), and 'Supplier Hub Vendor Item Portal Key'. A red circle labeled 'C' highlights the 'Locate your DUNS Number' button. Below these fields is an 'Organization Identifier' dropdown. At the bottom, there's a 'Tax Information' section and a checkbox for 'Does your company exchange business documents (i.e. invoices, purchase orders, etc.) with any other company via Electronic Data Interchange (EDI)?'.

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's a 'D&B Search' section with a 'Administration >' link. A note indicates that asterisks (*) denote mandatory fields. Two tips are provided: one about entering state/province codes and another about searching for variations of organization names. Below the tips is a 'D&B Search' form with fields for 'Company Name', 'Country', 'Address', 'City', 'State', and 'Postal Code'. A red box labeled 'D' highlights the search fields. A red circle labeled '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 are 'Cancel' and 'Confirm' buttons.

7. Select the **radio button (F)** for your company.
8. 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 Job Address
* Country United States * City Cincinnati
* 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"/> 068100193	JOB, LLC	4180 HUMPHREY RD	RICHFIELD	OH	US		44286	Y
<input type="radio"/> 111359175	JOBCOS 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

Cancel Confirm

9. 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

Cancel Apply

10. Select your **Legal Structure (I)**.
11. Answer the **Electronic Data Interchange (EDI) question (J)**.
12. Answer the **question for using an Employer Identification Number (EIN) for U.S. federal tax purposes (K)**.
13. 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 the 'Organization' and 'Tax Information' sections of the Supplier Hub registration form. Callouts are placed as follows:

- L**: Points to the 'Employer Identification Number (EIN)' field.
- M**: Points to the 'Primary Contact at Kroger' section, specifically the 'First Name', 'Last Name', and 'Email Address' fields.
- N**: Points to the 'Save' button at the bottom right.
- O**: Points to the 'Next' button at the bottom right.
- J**: Points to the 'Organization Identifier' dropdown menu.

The form includes sections for Organization (Dun & Bradstreet (DUNS) Number, Legal Structure, Supplier Hub Vendor Item Portal Key, Organization Identifier), Tax Information (Employer Identification Number (EIN)), and D&B Information (DUNS Number, Street Address, Town Name, Country Name, Head Quarter Business Name, Primary SIC Code Description, Phone NO, ISD Code, Fax No Int, Dialing Code, Head Quarters DUNS Number, Trade Style Name). The 'Primary Contact at Kroger' section is highlighted with a red box.