

Add an Item(s) to a Facility

Note: If you need to create a **new** facility, see this job aid: [Create a Facility](#)

Login

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

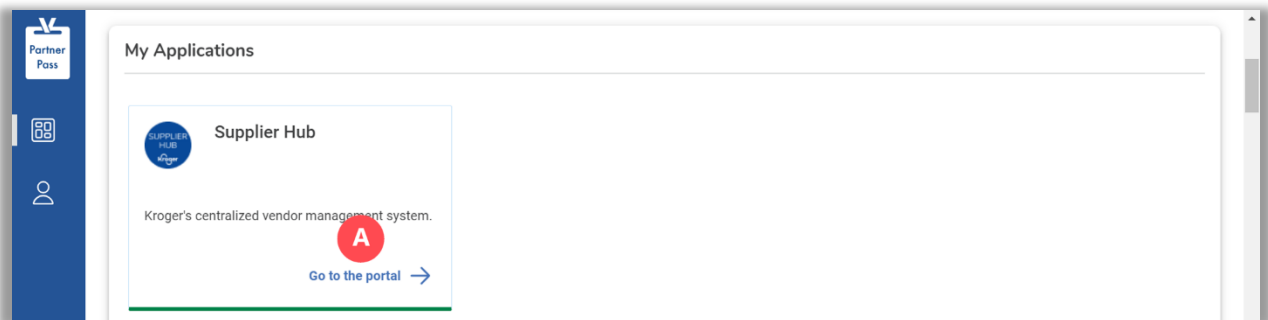
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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:

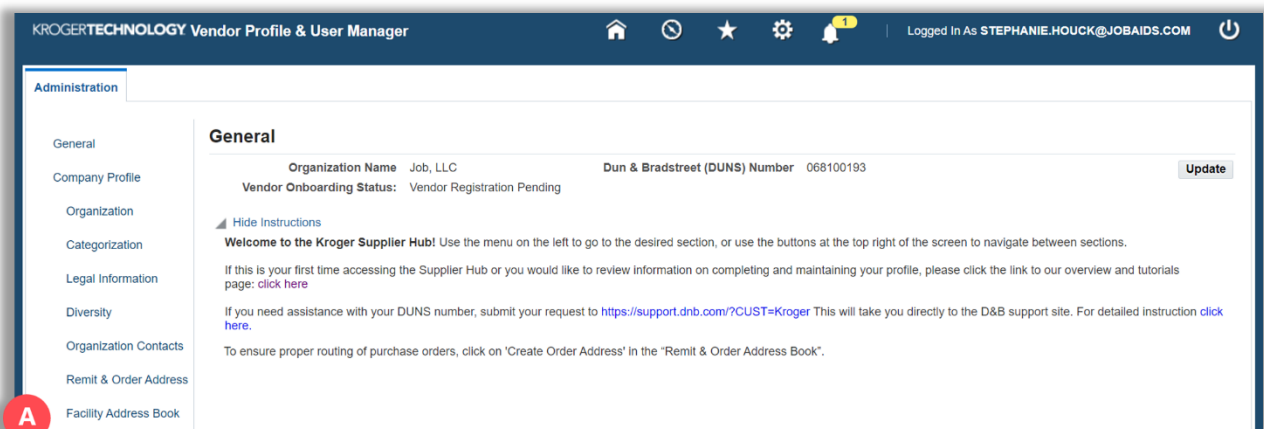
- [Partner Pass information page](#)
- [Partner Pass help page](#)

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

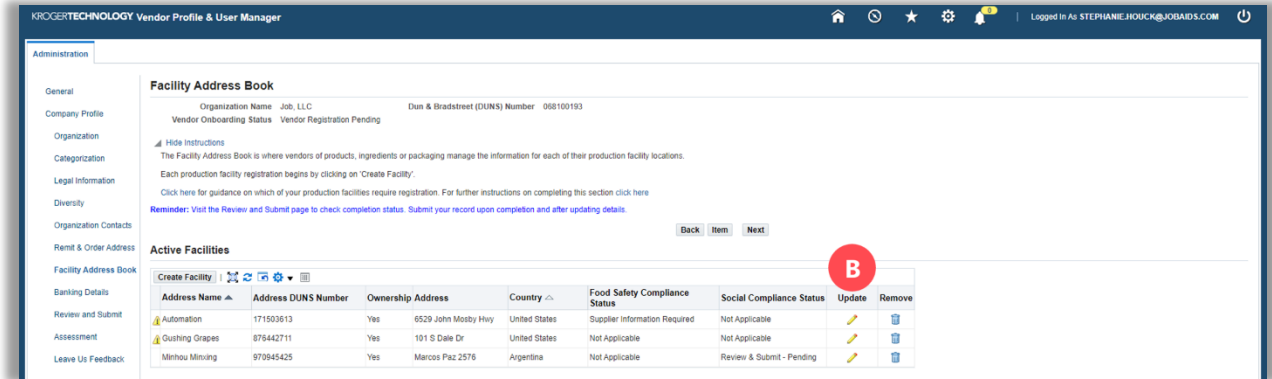


Facility Address Book Screen

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

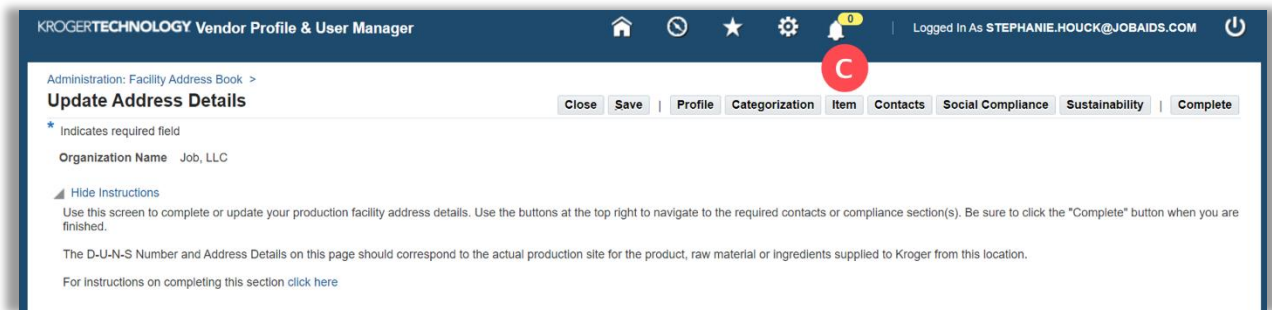


4. Click the **pencil (B)** to update the desired facility.



5. Click **Item (C)**.

By adding an item to a facility, you agree that the item is currently produced, manufactured, or processed for Kroger at that facility.



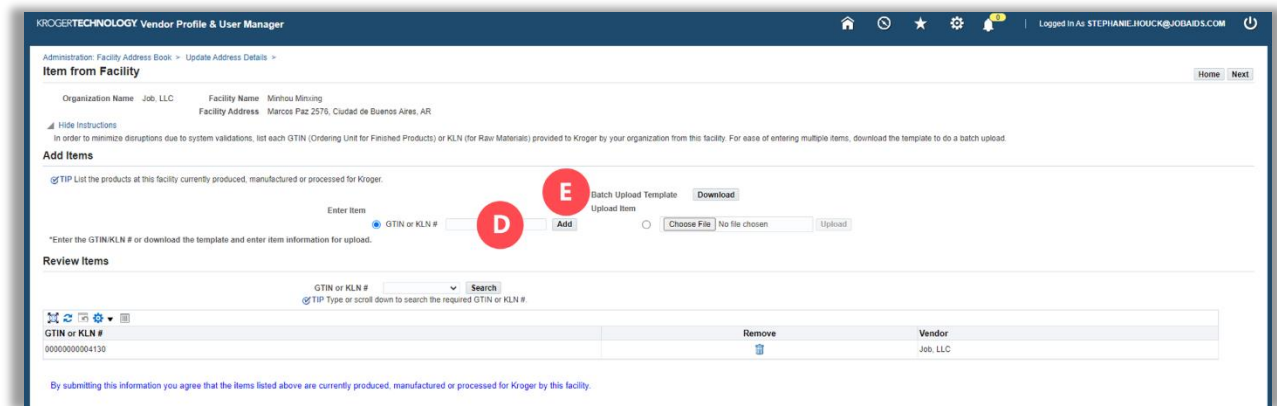
6. Use the below table to determine the next step:

To:	Do this:
Enter a single GTIN/KLN#.	Continue to step 7 .
Add multiple GTINs/KLN#s.	Go to step 12 .

7. Input the **GTIN/KLN# (D)**.

Note: GTIN should be 14 digits or KLN# should be 6 digits.

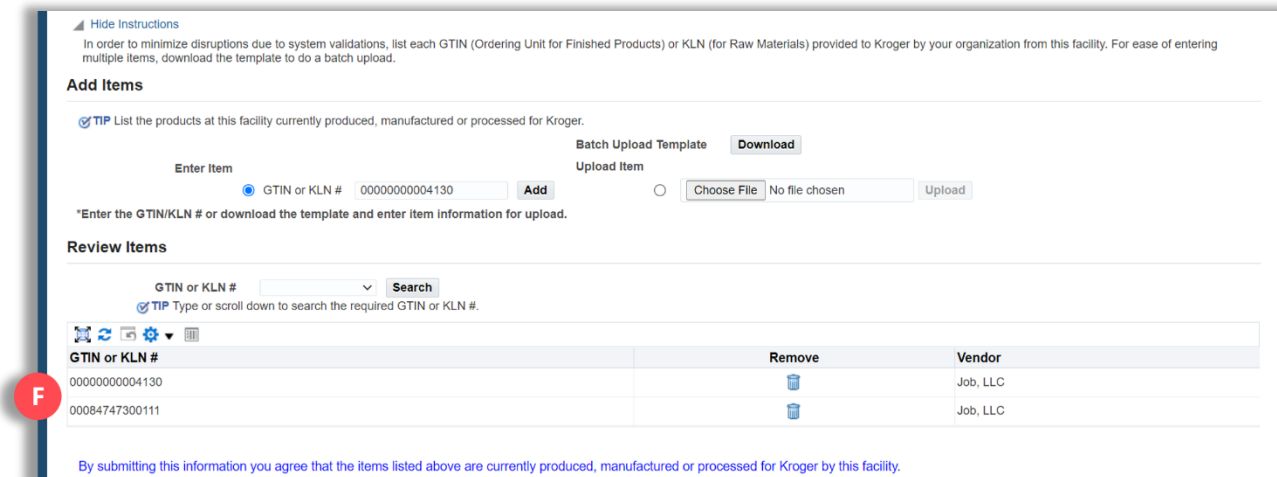
8. Click **Add (E)**.



9. Repeat **steps 7-8** to continue adding single GTINs/KLN#s.

10. The GTINs/KLN#s will be displayed in the **GTIN or KLN# table (F)** of the Review Items section.

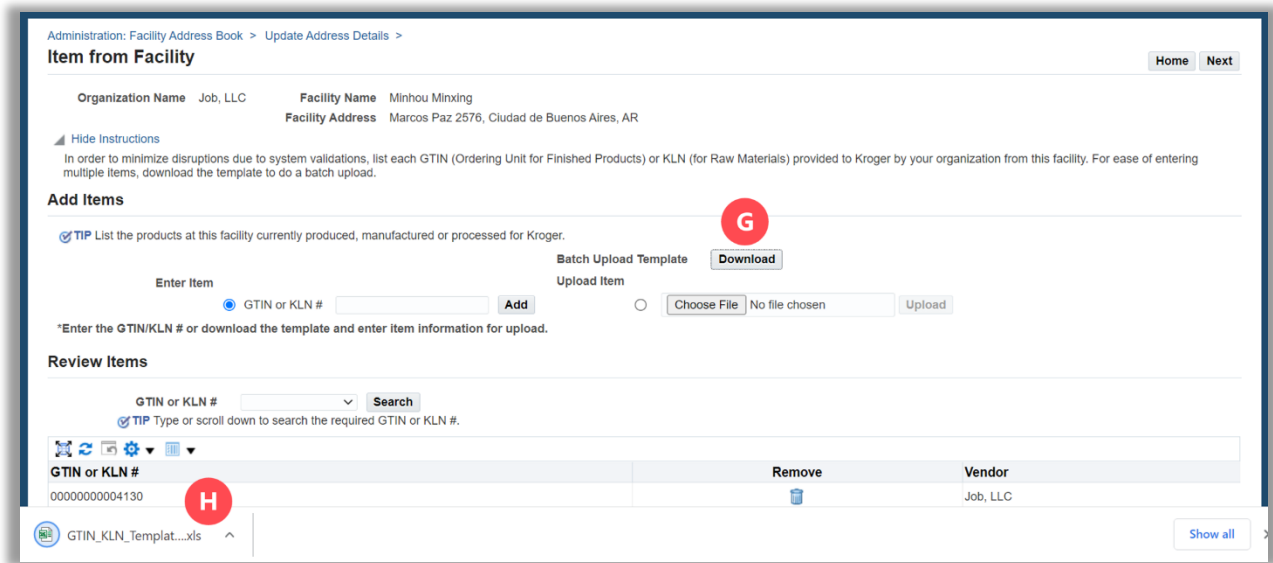
Note: GTINs or KLN#s may be duplicated in the table if the facility provides the same item to Kroger through multiple vendors.



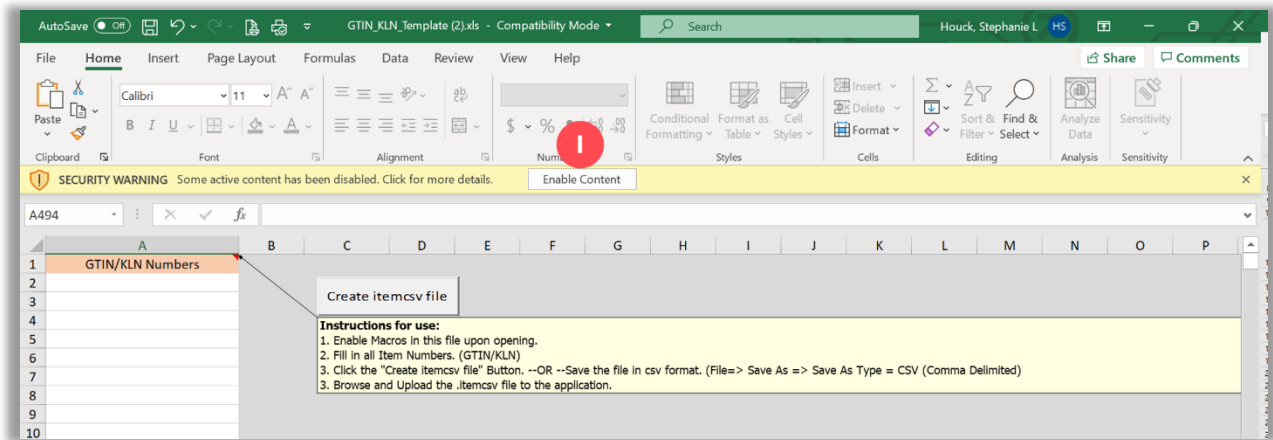
11. Go to [step 26](#).

12. Click **Download (G)**.

13. Click the **Excel file (H)**.



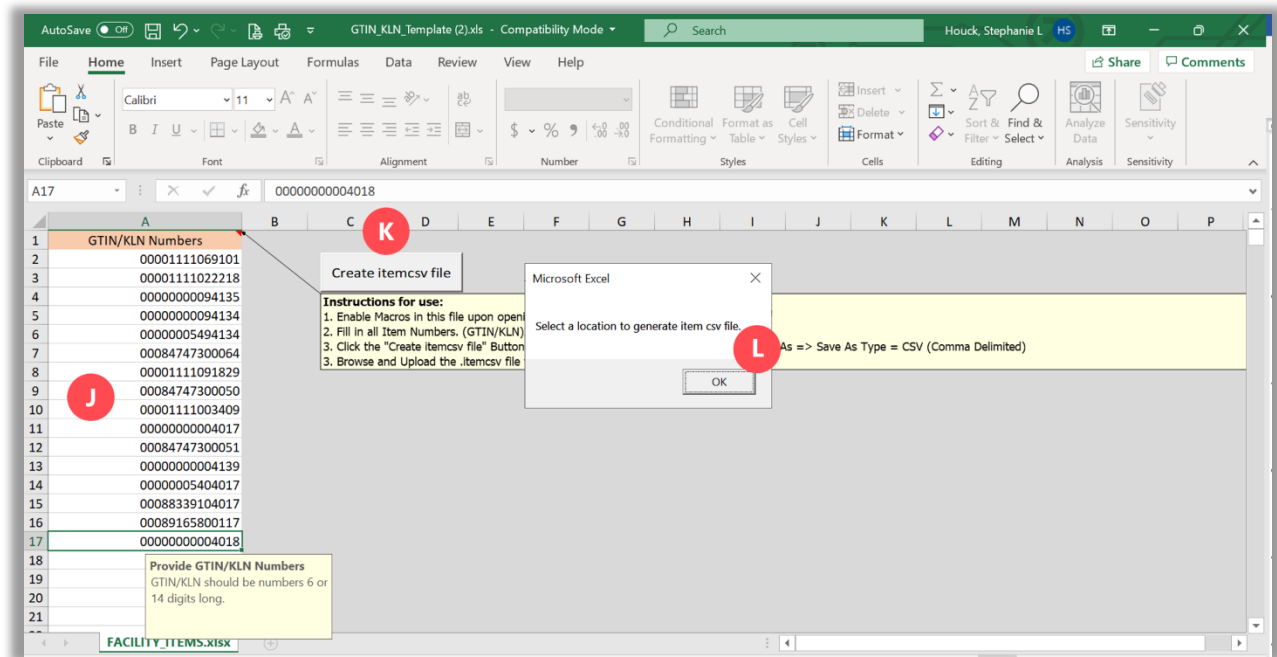
14. Click **Enable Content (I)**.



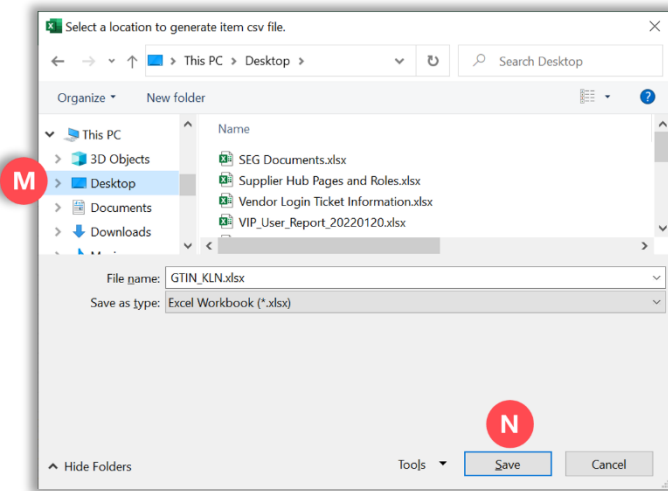
15. Enter or paste **GTINs/KLN#s (J)**.

16. Click **Create itemcsv file (K)**.

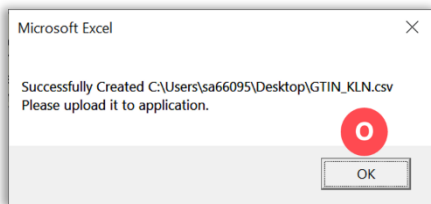
17. Click **OK (L)**.



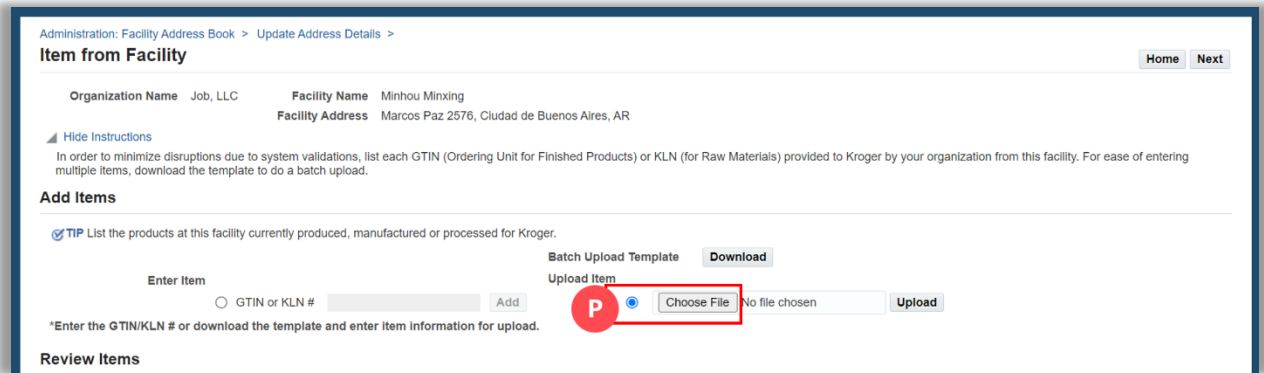
- 18. Select a **location** (M) to generate the file.
- 19. Click **Save** (N).



- 20. Click **OK** (O).

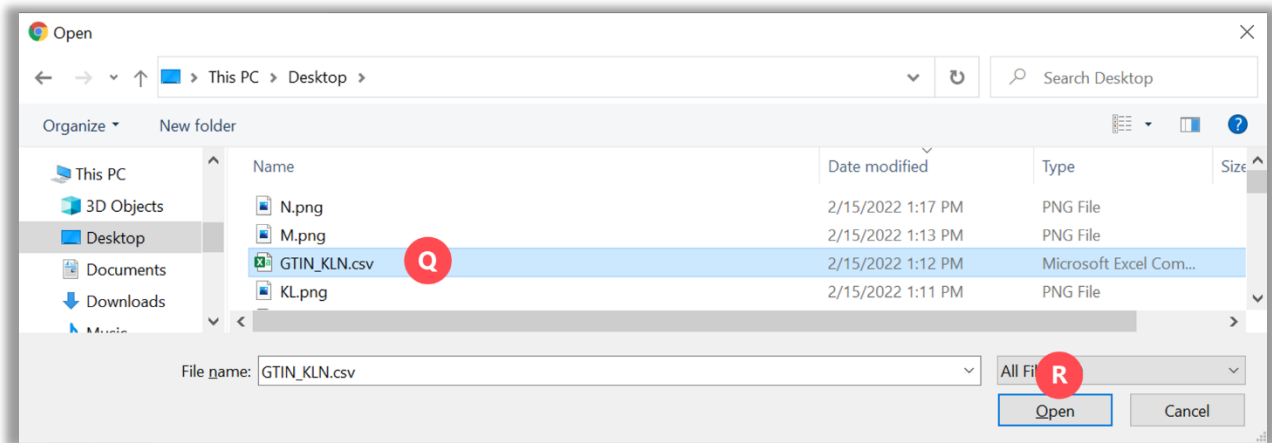


21. Select the **Upload Item radio button** and click **Choose File (P)**.

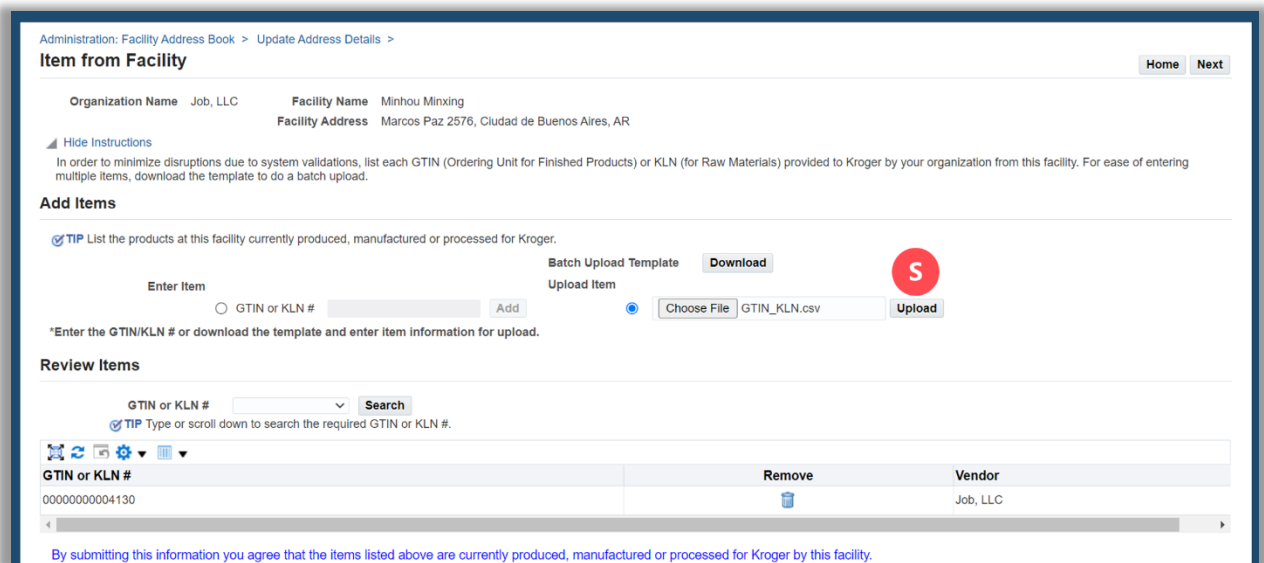


22. Select the **.csv file (Q)**.

23. Click **Open (R)**.



24. Click **Upload (S)**.



- 25. The GTINs/KLN#s will be displayed in the **GTIN or KLN# table (T)** of the Review Items section.
- 26. Click **Home (U)**.

TIP List the products at this facility currently produced, manufactured or processed for Kroger.

Enter Item GTIN or KLN # 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 # Search:

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

GTIN or KLN #	Remove	Vendor
0000000004017		Job, LLC
0000000004018		Job, LLC
0000000004130		Job, LLC
0000000004139		Job, LLC
0000000004134		Job, LLC
0000000004135		Job, LLC
0000000540417		Job, LLC
00000005404134		Job, LLC
0000111003409		Job, LLC
0000111022218		Job, LLC
0000111069101		Job, LLC
0000111091829		Job, LLC
00084747300050		Job, LLC
00084747300051		Job, LLC
00084747300054		Job, LLC
00084747300111		Job, LLC
0008339104017		Job, LLC
00089185800117		Job, LLC

By submitting this information you agree that the items listed above are currently produced, manufactured or processed for Kroger by this facility.

U Home Next

- 27. Click **Save (V)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book >

Update Address Details

* 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