

Create a Facility Contact

Login

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

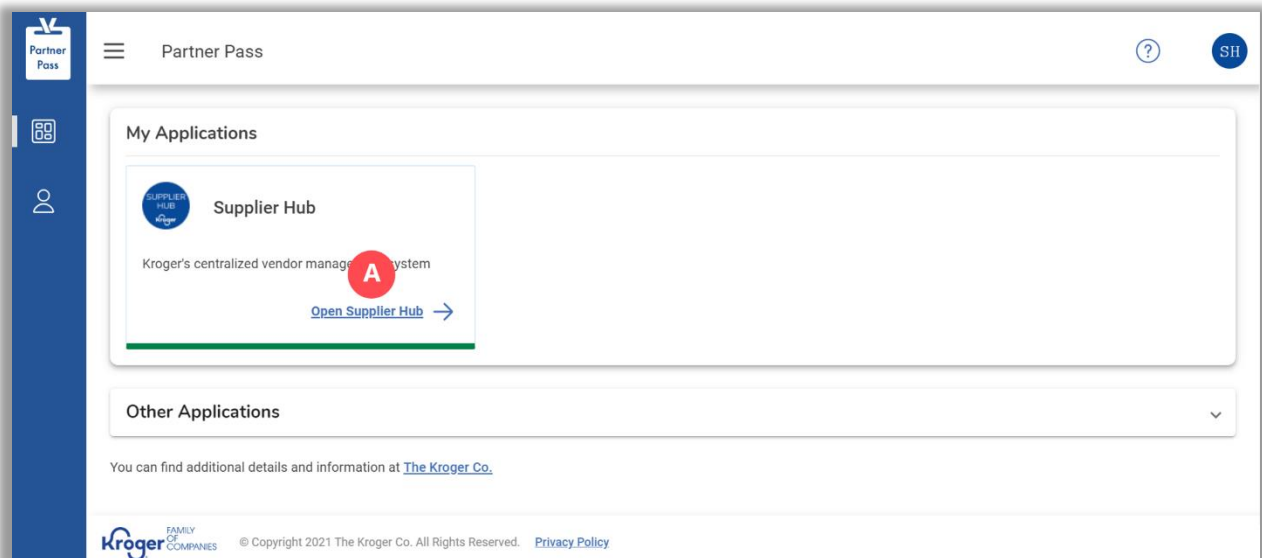
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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:

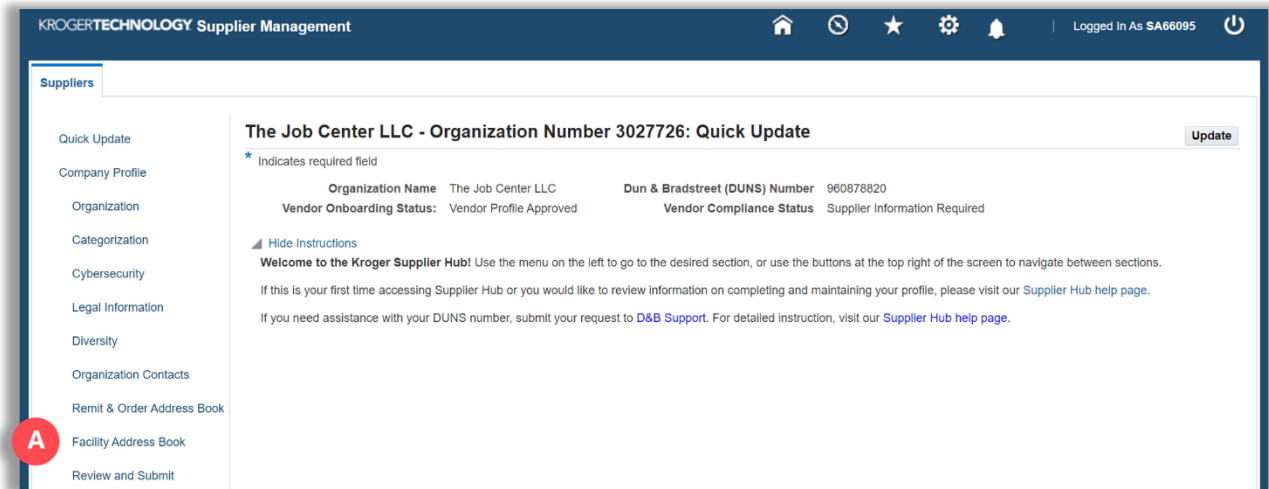
- [Partner Pass information page](#)
- [Partner Pass help page](#)

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

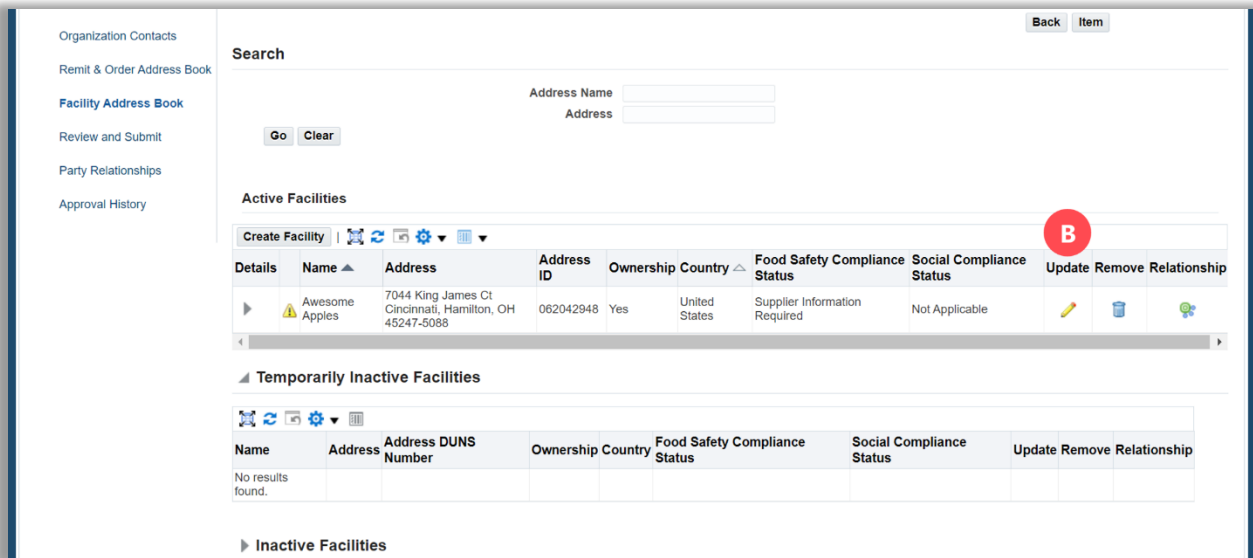


Facility Address Book Screen

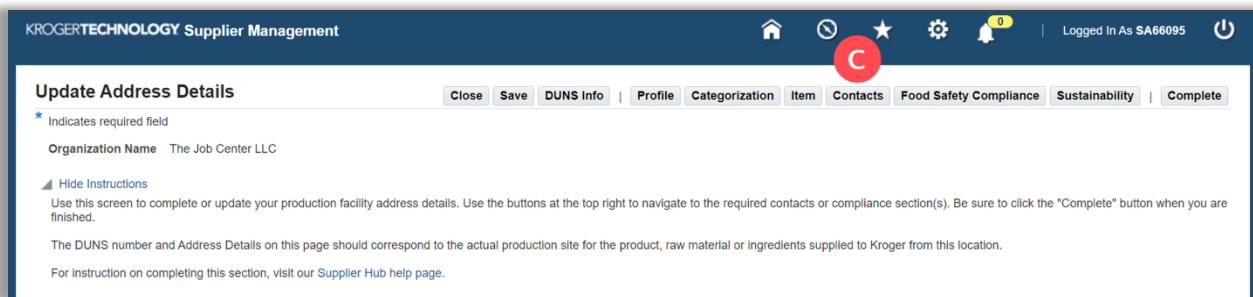
3. Click **Facility Address Book (A)**.



4. Click the **pencil (B)** for the desired facility.



5. Click **Contacts (C)**.



6. Click **Create (D)**.

Facility Contacts Home Next

Organization Name The Job Center LLC Facility Name Awesome Apples
 Facility Address 7044 King James Ct, Cincinnati, OH, US

[Hide Instructions](#)

Kroger requires contact information for this facility. Click the Create button to create a new contact(s). You must provide a Main Contact, a 24 Hour/Recall contact, a Quality Assurance contact, and a Social Compliance contact. An alternate phone number is required for a 24 Hour/Recall contact.

For instruction on completing this section, [click here](#)

Search a Contact

TIP Use the search button to find existing contacts by 'Contact Type' or 'Last Name'

Contact Type Last Name
 Search Clear

D **Contacts with User Accounts** [?](#)

Create

Details	First Name	Last Name	Email Address	PhoneNumber	Contact Type	Update
No results found.						

Contacts without User Accounts [?](#)

7. Enter an **Email Address (E)**.

8. Click **Apply (F)**.

KROGERTECHNOLOGY Supplier Management Home Clock Star Gear Bell 0 Logged In As SA66095 Power

Create Facility Contact Cancel Apply **F**

[Hide Instructions](#)

You are required to create Contacts for this facility or address location. These individuals will receive relevant communications from Kroger.

TIP Please use a company email address, if possible. Personal email addresses of terminated employees may still have access to Kroger systems until removed. Company administrators are responsible for the maintenance of all users on the account.

Contact Details **E**

* Email Address

First Name Last Name Alternate Name

Country Code United States|1 Phone Number Ext

Country Code Alt Phone Number Ext

Create User Account

9. Enter the **First Name, Last Name, Country Code, and Phone Number (G)**.

10. If desired, update the **User Name (H)**.

! 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.**

11. 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 the Contact Type(s) (I). Click Apply (J).
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 (K). <p>! <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></p> <ul style="list-style-type: none"> Select the Contact Type(s) (I). <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 of users Assign admin access Deactivate a user Reactivate a user Grant application access Revoke application access <ul style="list-style-type: none"> Click Apply (J).

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](#)

Contact Details

Email Address: Pete.Rose@JobLLC.com

* 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 of Kroger and (ii) you are submitting information on the supplier's behalf, and (iii) 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: Pete.Rose@JobLLC.com

Contact Type	Description
<input type="checkbox"/> 24 Hours/Recall	Product emergency contact
<input type="checkbox"/> Main/Admin	Main point of contact about business with Kroger
<input type="checkbox"/> Other	Other
<input type="checkbox"/> Quality Assurance	Product quality contact
<input type="checkbox"/> Social Compliance	Social Compliance Contact

Cancel Apply

12. Repeat [steps 6-11](#) to create additional facility contacts.

After the user account has been created, the contact will receive a "Welcome to Partner Pass" enrollment email from <noreply@okta.com> with instructions for accessing Supplier Hub via Partner Pass.

! For additional information, please see:

- [Quick Reference Guide: Supplier Hub Login Information](#)
- [Supplier Hub Help Page](#)
- [Partner Pass information page](#)
- [Partner Pass help page](#)

13. Click **Home (L)**.

Facility Contacts Home Next

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Search a Contact

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Contact Type Last Name

Search Clear

Contacts with User Accounts

Details	First Name	Last Name	Email Address	PhoneNumber	Contact Type	Update
	Pete	Rose	Pete.Rose@JobLLC.com	1-1234563216	Social Compliance	

14. Click **Save (M)**.

KROGERTECHNOLOGY Supplier Management

Update Address Details Close Save DUNS Info Profile Categorization Item Contacts Food Safety Compliance Sustainability Complete

* Indicates required field

Organization Name The Job Center 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 DUNS 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 instruction on completing this section, visit our Supplier Hub help page.