



Registering for the Specification (Spec) Portal

- If you are already registered in the Kroger Supplier Hub, you should receive an email from Kroger with a username and temporary password for the Spec Portal. If you have not received this email, you should contact cftintegrity@kroger.com . Follow the instructions below for logging into the Spec Portal.

Logging in to the Spec Portal for the first time

- The registration welcome letter from Kroger (with the subject “Welcome [Your Name] to the Kroger Company Specification Portal”) will include a username (your email address), a (temporary) password, and a link.
 - **Ignore** the password—this password will not work due to a system bug.
- Click on the link, which will take you to the Spec Portal Welcome screen. Click on “English” just under the word “Welcome” on the left side of the window to open the login screen.
- On the login screen, click on ‘Forgot Your Password?’ at the bottom. The system will prompt you to enter the email address associated with your Spec Portal Contact (from the welcome email).
 - This will display a very blank screen with “Thank you” at the top. Save this screen, we'll come back to it.
- You will receive an email with your username (your email address) and a temporary password.
- Go back to your browser.
 - On the “Thank you” window, click the browser’s back button *twice* to go back to the Login page.
- Enter your username and temporary password from the new email on the login page and click on “I Agree to these Terms and Conditions”.
- You’ll then be prompted to set up your new “permanent” password.
- The application will open.

Logging into the Spec Portal subsequently

- Go to the following URL:
https://plmsupplier.kroger.com/Supplierportal/Login.aspx?lang_login=0&locale=1033. You should see the login screen, which requires you to enter your username and password.
- Enter your username and password and click on the ‘I Agree to these Terms and Conditions’ button.

Logging out of the Spec Portal

- On any screen within the Spec Portal, the words 'Log Out' will be in the top right-hand corner of the application. Click on these words to log out of the Spec Portal.

Remember to check junk/spam folder

- You will likely receive email notifications for several activities in the Spec Portal. If you don't see any email notifications, please check your junk/spam folders.
- As noted above you should receive email from Kroger on matters about accessing the Spec Portal.
- You will also receive email notifications when:
 - Kroger sends a Questionnaire to you in the Spec Portal
 - When you complete and submit the Questionnaire back to Kroger via the Spec Portal
 - If Kroger needs to retract a Questionnaire from the Spec Portal
 - If you generate an eQ from the Spec Portal for one of your products
 - When there is a request for concurrence on one of your products in the Spec Portal

Requesting a password reset

- On the login screen you will see the option 'Forgot Your Password?' below the Password field.
- Click on this link. You will be asked to add the email address you used to create your Spec Portal Contact Profile.
- Once you submit this email address, your username and a temporary password will be emailed to you. Go back to the login page via the link below:
https://plmsupplier.kroger.com/Supplierportal/Login.aspx?lang_login=0&locale=1033
and enter your username and temporary password to create your new password.

Browser recommendation

- Chrome and Edge are the recommended browsers when interacting with Spec Portal.

Who to contact for any issues you encounter

- If you encounter an issue, call application support at 1-800-952-8889 and say 'P4P'.
- Alternatively, you can send an email to PLMSupportTeam-IBM@kroger.com.

Using the Action Dashboard

- On the Home screen in the Spec Portal, you will see the Action Dashboard on the bottom half of the screen.
- This dashboard contains all the Questionnaires and Specifications that require your action.
 - The eQs on the dashboard will be Questionnaires that need to be completed.
 - The Specifications will be the specs that require you to review and approve or reject them.

Components in the Spec Portal

- On the Home Screen you will see the following tabs:
 - **'Specs & Docs** Specification and Document management' – This tab takes you to the page with the Specifications and Documents associated with your company.
 - **'eQ** eQuestionnaire' - This tab takes you to the page with Questionnaires you need to act on and historical eQs.
 - **'DRL** Document Repository Library' – This tab takes you to the page with guidance and instruction documents.
 - **'Help'** - This tab takes you to the page with beneficial information.
- In the tool bar above these tabs are links where you navigate to in the Spec Portal. Some of these links will take you to the same pages as the tabs:
 - **'Home'** – This link takes you to the Home screen.
 - **'Specification & Documents'** - This link takes you to the page with the Specifications and Documents associated with your company.
 - **'eQ'** - This link takes you to the page with Questionnaires you need to act on and historical eQs.
 - **'Reference Library'** - This link takes you to the page with guidance and instruction documents.
 - **'Help'** - This link takes you to the page with beneficial information.
 - **'Profiles and Preferences'** – This link takes you to a pop-up with preferences and basic information that you can update and save.
 - **'Log Out'** – Clicking on this link will log you out of the application.

Responding to an eQ request

- Enter the Questionnaire in the Spec Portal and fill in all the requested information.
- Information that is required is denoted by a star in the Questionnaire.
- There are general guidance documents guiding the populating of the Questionnaire in the Spec Portal under the tab labeled 'Reference Library'.
- Once you have filled in the necessary information in the Questionnaire click on the 'Completed – Send to Kroger Co.' button to submit the Questionnaire to Kroger.

Save frequently when filling out a Questionnaire

- Additionally, it is highly recommended that as you fill the information into the Questionnaire that you click on the 'Save' button at the bottom of the eQ frequently to avoid any loss of data.
- You do not need to populate the Questionnaire and send it all in one sitting; if you need to come back to the Questionnaire to fill in data later, you can click on the 'Save' or 'Save & Close' buttons at the bottom of the Questionnaire.

Printing out a specification

- To print a Specification, click anywhere in the specification row and a pop-up window will display. In this pop-up window you will see the specification and the corresponding data sections that are available for printing.

- Check the boxes next to the sections of data you want to print and click on the 'Print' button. A pdf file will be generated with the requested data.

Requesting a change to an Approved Specification or requesting an update during concurrence

- If you need to request a change to an approved Specification or need to update a Specification during the concurrence process, click on the pencil and paper icon at the end of the row where the spec appears in the Spec Portal.
- When you click on this icon a pop-up will appear. Click on 'Submit Changes'.
- Another pop-up will appear where you will select the facility this specification is associated with. Click on the appropriate facility.
- Once you do this a new window will open with the Questionnaire template for you to fill in with the new/updated information and then submit to Kroger.
 - Don't forget to add comments regarding what has changed on the Specification.

Reassigning a Questionnaire to someone else at your company

- If you have a Questionnaire in your Action Items list and you need to assign it to someone else in your company, click on the blue arrow at the far right of the row for that eQ.
- A pop-up window will appear. In this window select the new Contact/Owner of this Questionnaire and add a comment in the 'Your Comments' comments field.
- If the new contact does not appear, send an email to cftintegrity@Kroger.com with the contact's first name, last name, and email address (unique from yours,) and an invite will be sent to the new contact.