

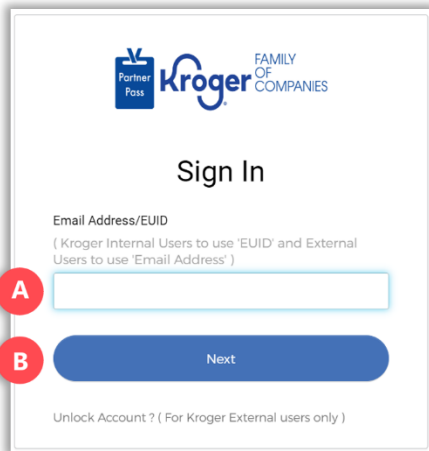
Add a Supplier/Broker User to an Additional Organization for Supplier Connect

This job aid is for the following **Supplier Connect** scenario:



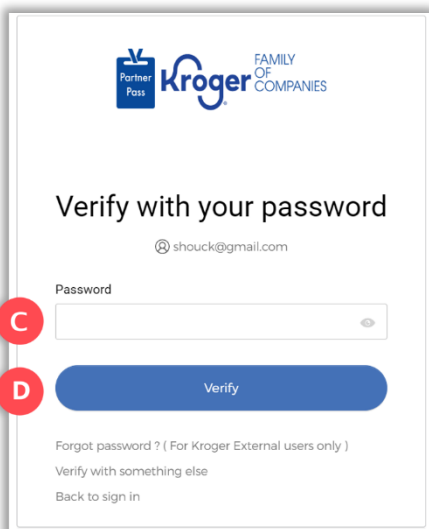
A supplier already has access to organization A. The supplier reaches out to the supplier admin for organization B and asks to be added to Supplier Connect for their organization B.

1. The supplier admin navigates to <https://partnerpass.krogerapps.com/>
2. Enter your **Email Address (A)**.
3. Click **Next (B)**.



The Sign In screen displays the Partner Pass and Kroger Family of Companies logos at the top. Below the logos is the heading "Sign In". Underneath, it says "Email Address/EUID" with a subtext "(Kroger Internal Users to use 'EUID' and External Users to use 'Email Address')". A text input field is provided for the email address, with a red circle labeled "A" next to it. Below the input field is a blue "Next" button, with a red circle labeled "B" next to it. At the bottom, there is a link that says "Unlock Account ? (For Kroger External users only)".

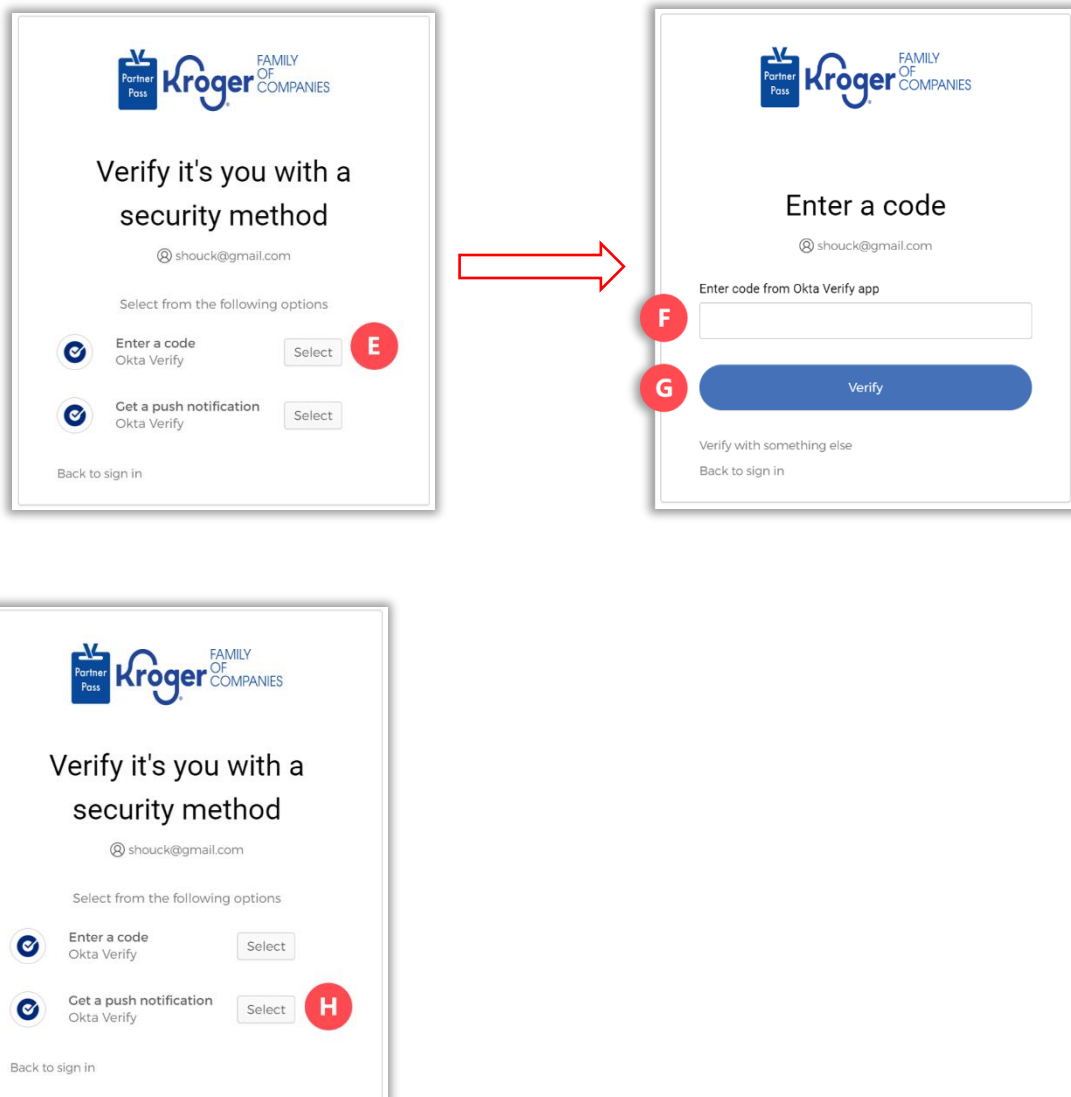
4. Enter your **Password (C)**.
5. Click **Verify (D)**.



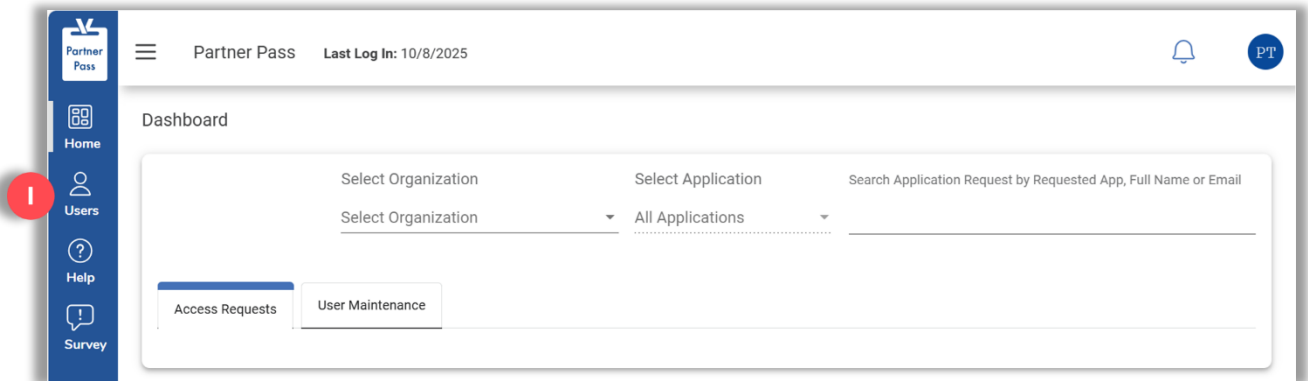
The Verify with your password screen displays the Partner Pass and Kroger Family of Companies logos at the top. Below the logos is the heading "Verify with your password". Underneath, it shows the email address "@ shouck@gmail.com". Below the email address is a "Password" label and a text input field, with a red circle labeled "C" next to it. Below the input field is a blue "Verify" button, with a red circle labeled "D" next to it. At the bottom, there are three links: "Forgot password ? (For Kroger External users only)", "Verify with something else", and "Back to sign in".

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

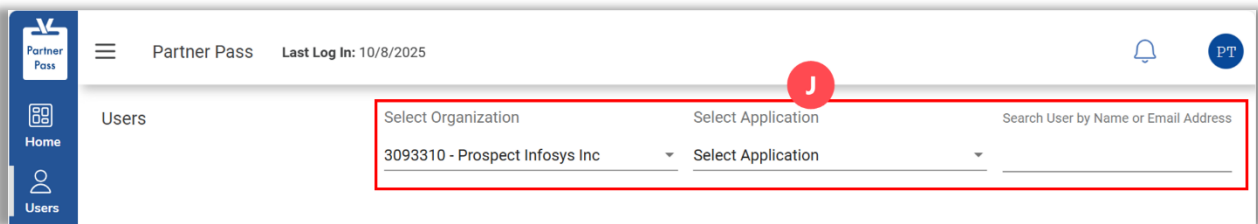
To:	Do this:
Enter a code	- Click Select (E) for Enter a Code. - On your device, open the Okta Verify App. - Enter the 6-digit code displayed on your device into the Enter code field (F) on the Partner Pass screen. Note: A new code is generated every 30 seconds. - Click Verify (G). - You are now logged into Partner Pass.
Get a push notification	- Click Select (H) for Get a push notification. - On your device, click Yes, it's me. - You are now logged into Partner Pass.



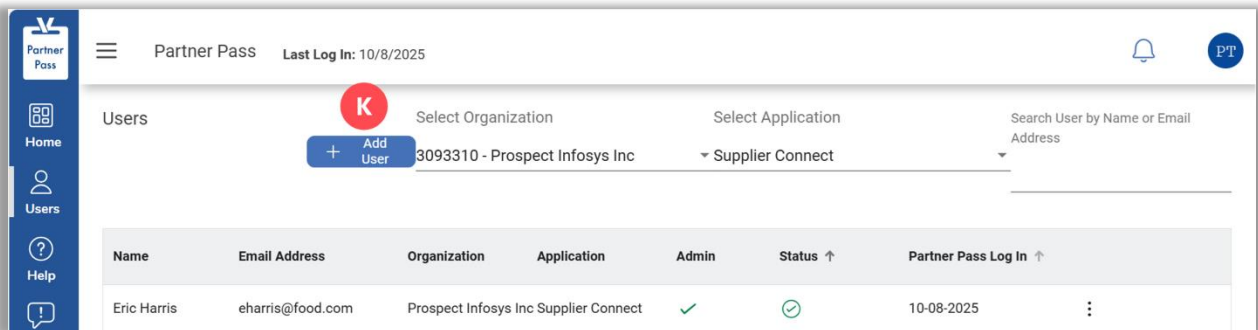
7. Click the **Users icon (I)**.



8. Select the **Organization and Application (J)**.

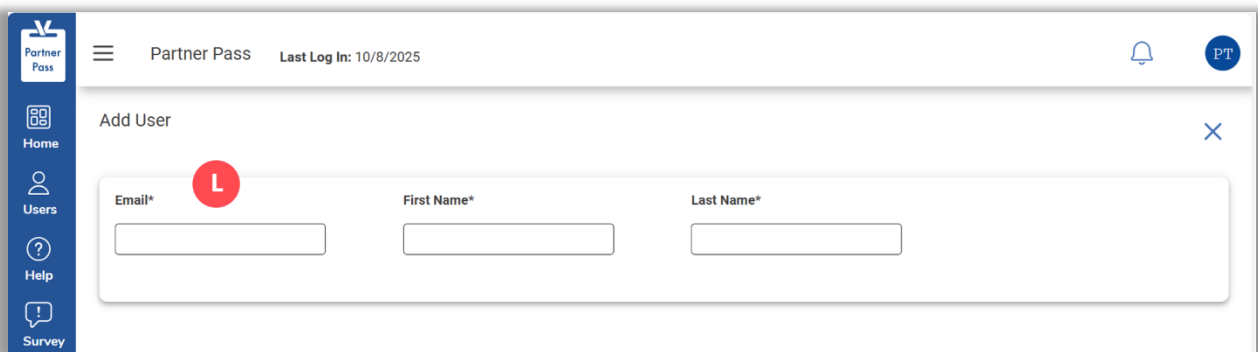


9. Click **+ Add User (K)**.



10. Enter the supplier/broker's **company email address (L)**.

Note: When you tab or click in the First Name field, the user's first and last name will automatically be populated based on their organization A record.

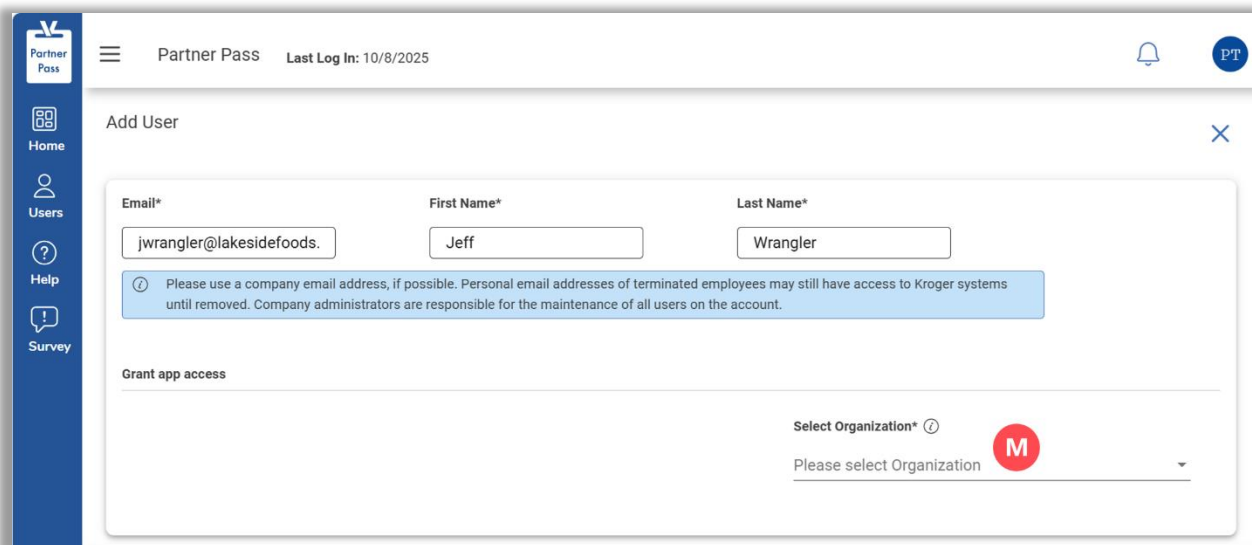


11. Select the **Organization(s)** (M).



To grant the user access to Supplier Connect in multiple organizations at once, you must be a Supplier Connect admin for each organization selected.

To grant the user access to other applications, select 1 organization at a time, even though multi-organization select is available.



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

To:	Do this:
Assign admin access to Partner Pass and grant access to Supplier Connect	- Check the Admin box (N) on the Supplier Connect tile. - Click the Supplier Connect tile (O). - Click Save (P). - Continue to step 13.
<u>Note:</u> In Partner Pass, a Supplier Connect admin can: Update first and last name for other users Assign admin access Deactivate a user Reactivate a user Grant application access Revoke application access	
Grant access to Supplier Connect without Partner Pass admin access	- Click the Supplier Connect tile (O). - Click Save (P). - Continue to step 13.

Note: The Save button will become active after you click the Supplier Connect tile.

Grant app access

Select Organization* ①
3093310 - Prospect Infosys Inc


Supplier Hub
☐ Admin

Kroger's centralized vendor management system.

Request access 


Supplier Connect
☐ Admin

Kroger Supplier Remittance Detail Platform.

O Grant access 


Inventory Replenishment Collaboration
☐ Admin

Kroger Replenishment & Vendor Collaboration Tool

Request access 

Cancel **P** Save

13. Supplier Connect access is granted:

Partner Pass Last Log In: 10/8/2025

Users Select Organization 3093310 - Prospect Infosys Inc Select Application All Applications Address

✓ User has been added successfully. Application access has been granted successfully.

Name	Email Address	Organization	Application	Admin	Status ↑	Partner Pass Log In
Eric Harris	eharris@food.com	Prospect Infosys Inc	Supplier Connect	✓	✓	10-08-2025
William Smith	BillSmith@food.com	Prospect Infosys Inc	Supplier Connect	✓	✓	10-02-2025
Eric Harris	eharris@food.com	Prospect Infosys Inc	Inventory Replenishment Collaboration		✓	10-08-2025
Jake Zellerman	jzellerman@lakesidefoods.com	Prospect Infosys Inc	Supplier Connect		✓	07-30-2025
Jeff Wrangler	jwrangler@lakesidefoods.com	Prospect Infosys Inc	Supplier Connect		✓	07-23-2025

Note: The supplier will receive an email from Partner Pass alerting them that access to the additional supplier organization has been approved.



If the user should be an admin within Supplier Connect, update that role for them in Supplier Connect.