



Request Supplier Connect Access - No Prior Access

Dear Valued Supplier,

If your organization has never requested access to Supplier Connect, only one person from your organization needs to request access as the "Supplier Admin". Once the "Supplier Admin" access is granted, that person will [grant access to Supplier Connect](#) for all other users in your organization.

Please follow the instructions below to receive login credentials.

To gain access to Supplier Connect, send an email to krogercorrespondence@prgx.com from your corporate email with your company's domain and include the following information:

- Your corporate TIN (Tax Identification Number)
- ATTACH a current/recently paid Kroger invoice (If you are an SBT supplier or you have never been paid by Kroger you will provide a W-9 in lieu of invoice)

Note:

- Please allow 3-5 business days to receive a response to your request. Do not send additional follow-ups during this timeframe.
- After supplier admins have been granted access to Supplier Connect in Partner Pass, they can [invite third-party users](#) such as brokers, agents, or distributors. These third-party users cannot register independently; they must be added by the supplier admin.
- krogercorrespondence@prgx.com should only be contacted to gain your organization's initial access to Supplier Connect.
 - All other issues should be directed to the Supplier Connect Messaging, Personal Assistant, or [Help page resources](#) within Supplier Connect.

Best regards,

The Kroger Co.

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