Temporarily Inactivate a Facility

- **Note:** Temporarily inactivating a facility indicates they won't be providing products to Kroger for a limited amount of time (between 6-18 months). Information must be kept current while the facility is temporarily inactive to ensure the record remains compliant in Supplier Hub.
 - Facilities left in temporarily inactive status will be automatically removed after 24 months.
 - There is a limit to the number of times a facility can be temporarily inactivated. If this number is exceeded, approval from Kroger Compliance team will be needed.

Email socialcompliance@kroger.com if you require assistance after multiple inactivations.

- 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).

ager Aystem In Supplier Hub →	

Supplier Hub

3. Click Facility Address Book (B).

KROGER TECHNOLOGY	Vendor Profile & User Manager 🎓 🛇 ★ 🌞 🤷 Logged in As STEPHANIE.HOUCK@JOBAIDS.COM 🔱
Administration	
General	General
Company Profile	Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193 Update
Organization	A Hide Instructions
Categorization	Welcome to the Kroger Supplier Hub! Use the menu on the left to go to the desired section, or use the buttons at the top right of the screen to navigate between sections.
Legal Information	If this is your first time accessing the Supplier Hub or you would like to review information on completing and maintaining your profile, please click the link to our overview and tutorials page: click here
Diversity	If you need assistance with your DUNS number, submit your request to https://support.dnb.com/?CUST=Kroger This will take you directly to the D&B support site. For detailed instruction dick here.
Organization Contacts	Reminder: To ensure proper routing of purchase orders, click on 'Create Order Address' in the "Remit & Order Address Book".
Remit & Order Address	
B Facility Address Book	
Banking Details	
Review and Submit	
Assessment	
Leave Us Feedback	

4. Click the **pencil icon** (C) to update.

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Administration												
General	Fa	cility Addres	s Book									
Company Profile		Organiza Vendor Onboard	tion Name Job, LLC ing Status Vendor I	C Registration Per	Dun & I	Bradstree	t (DUNS) N	umber 068	100193			
Organization		Hide Instructions										
Categorization	1	The Facility Address	Book is where vendor	s of products, in	gredients or packagi	ng manag	e the inform	nation for eac	h of their production facility lo	cations.		
Legal Information	E	Each production facil	ity registration begins	by clicking on '0	Create Facility'.							
Diversity	Rer	Click here for guidant	ce on which of your pr	oduction facilitie	es require registration etion status. Submit	. For furth	ner instruction The diagon con	ons on comple	eting this section click here fter updating details.			
Organization Contacts										Back Item N	lext	
Remit & Order Address	Ac	tive Facilities										
Facility Address Book	С	reate Facility j	(254+	•							С	
Banking Details		Address Name	Address DUNS Number	Ownership	Address			Country	Food Safety Complian	ce Social Compliance Status	Update	Remove
Review and Submit	Â	Automation	171503613	Yes	6529 John Mosby H	wy		United States	Supplier Information Required	Not Applicable	1	Î
Assessment		Baby Food	094368034	No	8314 Waters Dr			United	Not Applicable	Not Applicable	1	Î
Leave Us Feedback		Gushing Grapes	876442711	Yes	101 S Dale Dr			United States	Not Applicable	Not Applicable	1	Î

Supplier Hub

5. Click **Temporarily Inactivate** (D).

OGERTECHNOLOGY Vendor Profile	& User Manager			î	\otimes	*	•	1	Logg	ed In As SH	(
dministration: Facility Address Book > Ipdate Address Details		Close Save Profil	le Categorization	Item	Contacts	Food Saf	fety Comp	liance	Sustainabili	ty Con	plete
Indicates required field											
Organization Name Endorf Farms											
Hide Instructions											
Use this screen to complete or update your finished.	production facility address details. Use the	e buttons at the top right to navi	rigate to the required or	ontacts o	r compliance	e section(s).	Be sure to	o click the	e "Complete" i	outton when	/ou a
The D-U-N-S Number and Address Details of	n this page should correspond to the actu	al production site for the produ	uct, raw material or ing	redients	supplied to K	croger from	this locatio	on.			
	let have										
For instructions on completing this section c	lck here										
For instructions on completing this section c D-U-N-S Number 0334 Address Name	ick here 11625 The Farm										
For instructions on completing this section c D-U-N-S Number 0334 Address Name Country	ick here 11625 The Farm United States	Facility Address									
For instructions on completing this section of D-U-N-S Number 0334 Address Name Country Address Line 1	Intersection of the section of the s	Facility Address Click here if you need to up	pdate addre D s	for this D	UNS number	r					
For instructions on completing this section of D-U-N-S Number 0334 Address Name Country Address Line 1 Address Line 1	Intersection of the section of the s	Facility Address Click here if you need to up	pdate addre Ds s	for this D	UNS number	r					
For instructions on completing this section of D-U-N-S Number 0334 Address Name Country Address Line 1 Address Line 2 City/Town/Locality	ick here 11625 The Farm United States 441 County Rd S Tobias	Facility Address	pdate addre Ds t Temporarily Inact	for this D	UNS number	r					
For instructions on completing this section of D-U-N-S Number 0334 Address Name Country Address Line 1 Address Line 2 Citly/Town/Locality Country	ick here 11625 The Farm United States 441 County Rd S Toblas Sailne	Facility Address Click here if you need to up	pdate addre Ds f Temporarily Inactiv Temporarily Inactiv	for this D tivate re No	UNS number	r					
For instructions on completing this section of D-U-N-S Number 0334 Address Name Country Address Line 1 Address Line 2 City/Town/Locality County State/Region	ick here 11625 The Farm United States 441 County Rd S Toblas Saline NE	Facility Address Click here if you need to up	pdate addre Ds f Temporarily Inactiv Temporarily Inactiv	for this D ivate re No	UNS number	r					
For instructions on completing this section of D-U-N-S Number 0334 Address Name Country Address Line 1 Address Line 2 City/Town/Locality County State/Region Province	Ick here I1625 The Farm United States 441 County Rd S Toblas Saline NE Enter 2 letter state code for US NE	Facility Address Click here if you need to up	pdate addre Ds t Temporarily Inactiv Temporarily Inactiv	for this D c ivate re No	UNS number	Ţ					

6. Click Yes (E).

🚯 Warning		
Confirm Temporary Inactivation		
Are you sure you want to temporarily inactivate this facility?		
By clicking 'Yes' below, you confirm that you are not using this facility at this time but may choo use within the next 18 months. During temporary inactivation, all business activity is paused.	ose to re	E
	No	Yes

Note: The facility will be displayed in the **Temporarily Inactive Addresses table** (F) on the Facility Address Book page.

Reactivate a facility

- 7. Locate the address in the Temporarily Inactive Addresses section on the Facility Address Book page.
- 8. Click the **pencil icon** (G) to update.

Supplier Hub

General	Facility Addre	ss Book										
Company Profile	Organia Vendor Onboa	ation Name Endor	f Farms or Profile Approved	Dun & Bradstr Vendor	eet (DUNS) Complianc	Number 033 e Status Nor	3411625 n Compliant					
Organization	Hide Instructions											
Categorization	The Facility Addres	s Book is where vend	dors of products, ingre	dients or packaging	manage the	information for	r each of their production	facility lo	ocations.			
Legal Information	Each production fa	cility registration begin	ns by clicking on 'Crea	ate Facility'.								
Diversity	Click here for guida Reminder: Visit the R	nce on which of your eview and Submit pa	production facilities r ge to check completion	equire registration. F	For further in	structions on co	ompleting this section clie	ck here				
Organization Contact									Back Item	Next		
Remit & Order Address	Create Facility	🕱 🔁 🗔 🕸 🗸 🛛	-									
Facility Address Book	Address Name	Address DUNS Number	Ownership	Address			Food Safety Compli Status	ance	Social Compliance Status	U	pdate	Remov
Banking Details	A 567	554417533	Yes	Tangdongyu S. Roa District	id, Tianhe	China	Compliant - Expired		Supplier Information Required		1	
Review and Submit	🔺 xxxx	022168559	No	134 S Central Ave		United States	Non Compliant		Compliant		1	Î
Neview and Oddinie												
Assessment	4											
Assessment	 Temporarily 	Inactive Addres	sses									
Assessment	 ✓ ✓ Temporarily X 2 5 0 0 √ 	Inactive Addre	SSES							G		
Assessment	 ▲ Temporarily ▲ 2 5 4 + Name Address 	Inactive Addre	SSES Address DUNS Number	Ownership	Country	Food Safe Status	ety Compliance	Social	I Compliance Status	G Update	Remo	ve

9. Verify all information is up to date, including facility contacts.

10. Click **Activate (H)**.

KROGERTECHNOLOGY Vendor Profile	e & User Manager		î	0	*	٩	1	Logged In As Si	ሆ
Administration: Facility Address Book > Update Address Details		Close Save Profile Categorization	Item	Contacts	Food Sa	afety Com	pliance	Sustainability Co	mplete
* Indicates required field									
Organization Name Endorf Farms									
Hide Instructions									
Use this screen to complete or update your finished.	production facility address details. Use th	ne buttons at the top right to navigate to the required c	ontacts	or compliance	e section(s	s). Be sure	to click th	ne "Complete" button whe	n you are
The D-U-N-S Number and Address Details of	on this page should correspond to the act	tual production site for the product, raw material or ing	redients	supplied to I	Kroger fror	n this locat	tion.		
For instructions on completing this section c	lick here								
D-U-N-S Number 0334	11625								
Address Name	The Farm								
Country	United States	Facility Address							
Address Line 1	441 County Rd S	Click here if you need to upda	for this I	OUNS numbe	r				
Address Line 2		Activate							
City/Town/Locality	Tobias	Temporarily Inactiv	e Yes						
County	Saline								
State/Region	NE								
Province	Enter 2 letter state code for US NE								
Postal Code	68453-2009								