

Update a Facility Contact

Login

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

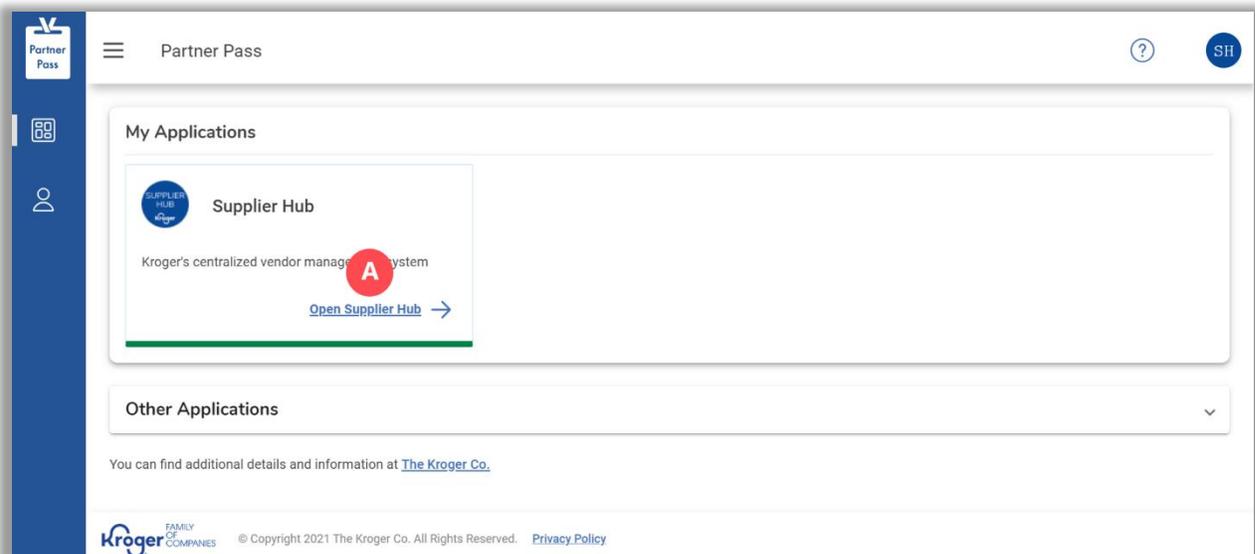
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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:

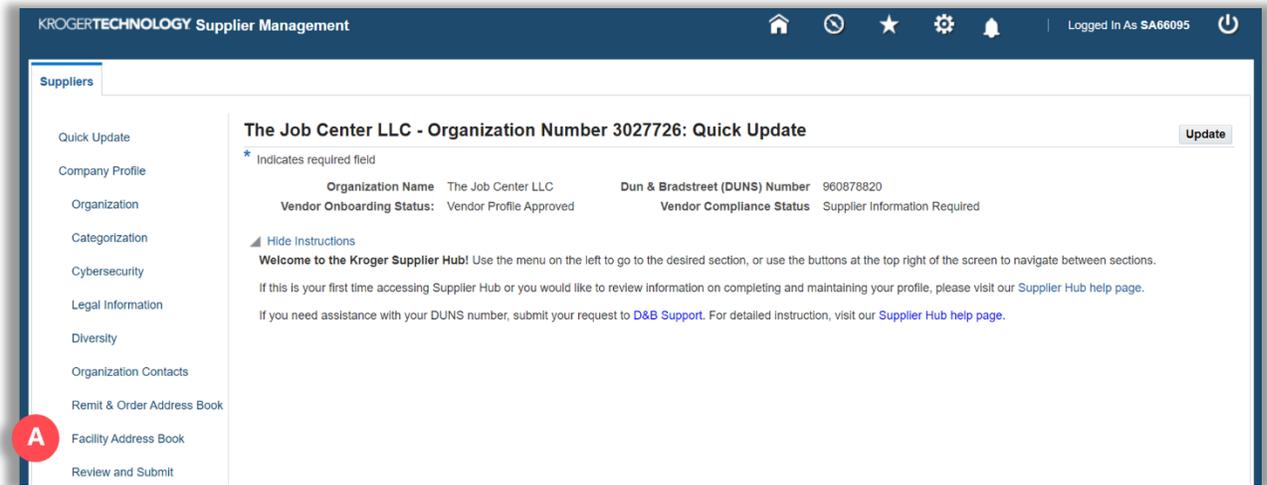
- [Partner Pass information page](#)
- [Partner Pass help page](#)

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

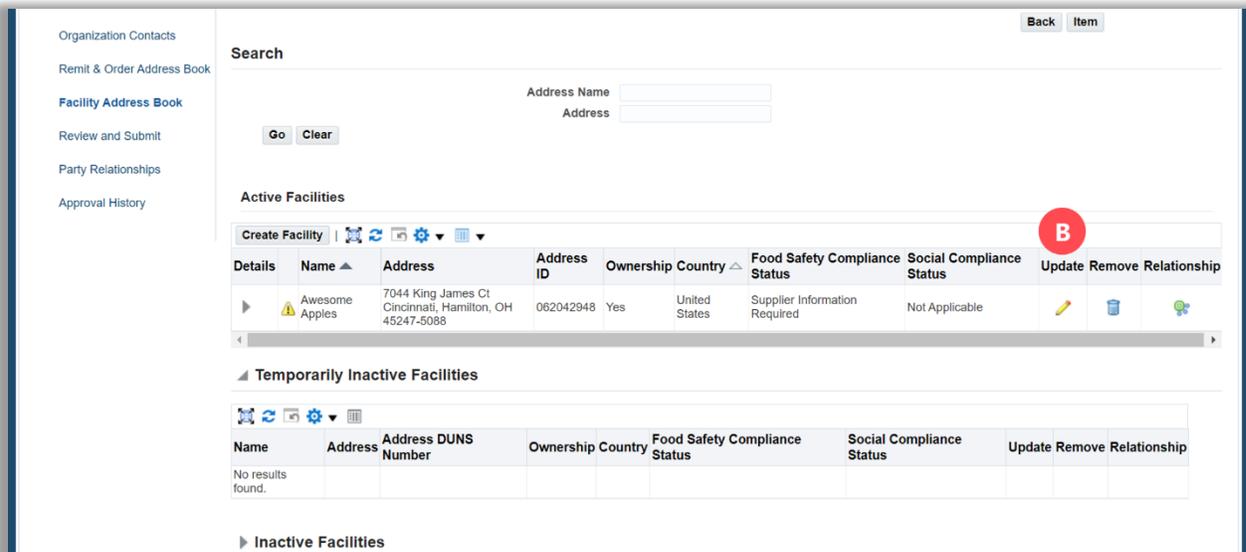


Facility Address Book Screen

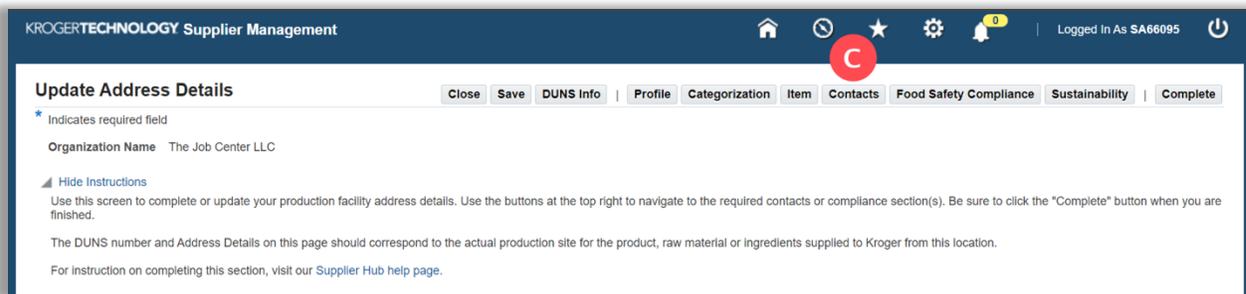
3. Click **Facility Address Book (A)**.



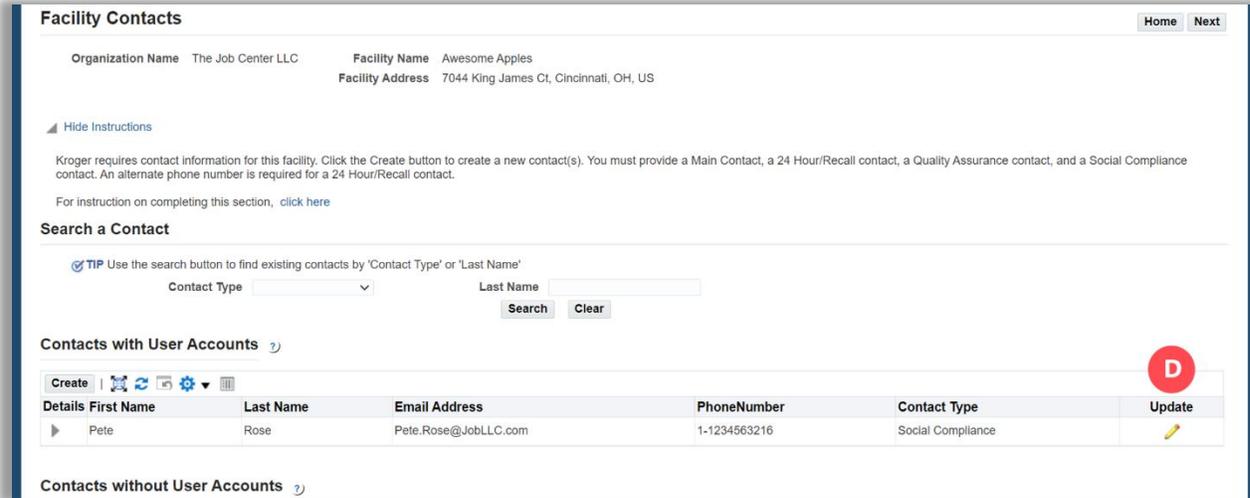
4. Click the **pencil (B)** to update the desired facility.



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



6. Click the **pencil (D)** to update the desired contact.



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

To:	Do this:
Update first or last name	Login to Partner Pass and make updates on the Users screen. See this job aid for instructions.
Update alternate name, country codes, phone numbers, or extensions	Enter information into the Contact Details section (E) .
Assign admin access	Login to Partner Pass and make updates on the Users screen. See this job aid for instructions.
Deactivate a user	Login to Partner Pass and make updates on the Users screen. See this job aid for instructions.
Reactivate a user	Login to Partner Pass and make updates on the Users screen. See this job aid for instructions.
Update contact type	Select or de-select contact type checkboxes (F) .

8. Click **Apply (G)**.

Update Facility Contact Cancel Apply **G**

Contact Details

User Account Details

F

E

9. Click **Home (H)**.

Facility Contacts Home Next **H**

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

Search a Contact

Contacts with User Accounts

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

Contacts without User Accounts

10. Click **Save (I)**.

KROGERTECHNOLOGY Supplier Management Home | Settings | Notifications | Logged In As SA66095

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

Organization Name The Job Center LLC

Update