Update a Facility Contact

Login

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



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

Partner Pass	Partner Pass	?	SH
88	My Applications		
Q	Supplier Hub Kroger's centralized vendor manage ystem Open Supplier Hub		
	Other Applications		*
	You can find additional details and information at <u>The Kroger Co.</u>		
	FINALY COMPANES © Copyright 2021 The Kroger Co. All Rights Reserved. Privacy Policy		

Facility Address Book Screen

3. Click Facility Address Book (A).

KRC	GERTECHNOLOGY Supp	lier Management			î	\otimes	*	\$	۰	I	Logged In As	SA66095	ሳ
Sup	pliers												
	Quick Update	The Job Center LLC - O	rganization Numbe	er 3027726: Quick l	Jpdate							Up	date
	Company Profile	* Indicates required field	The Job Center III C	Dup & Bradetreet (DUN	S) Number	960878	820						
	Organization	Vendor Onboarding Status:	Vendor Profile Approved	Vendor Complia	nce Status	Supplie	r Informati	on Require	ed				
	Categorization	Hide Instructions Welcome to the Kroger Supplier	Hub! Use the menu on the lef	ft to go to the desired section	or use the	buttons at	the top rig	ht of the s	creen to n	avigate	between sectio	ns	
	Cybersecurity	If this is your first time accessing Su	upplier Hub or you would like t	to review information on comp	leting and i	maintainin	g your pro	file, please	visit our \$	Supplier	Hub help page		
	Legal Information	If you need assistance with your DU	JNS number, submit your requ	uest to D&B Support. For deta	iled instruc	tion, visit o	our Supplie	er Hub help	page.				
	Organization Contacts												
	Remit & Order Address Book												
A	Facility Address Book												
	Review and Submit												

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

Organization Contacts	Search	n									Back	Item		
Remit & Order Address Book		Clear			Address Nar Addre	ne ss								
Party Relationships	Active	Eacilitie												
Approval History	Create	Facility	I 🛛 📿	🖻 🤹 🕶 🖛								в		
	Details	Name	•	Address	Address ID	Ownersh	nip Country 🛆	Food Safety Co Status	ompliance	Social Complian Status	ice Up	odate Re	move	Relationship
	►	Aweso Apples	ime S	7044 King James Ct Cincinnati, Hamilton, OH 45247-5088	062042948	Yes	United States	Supplier Informat Required	ion	Not Applicable		1	Î	e :
	∢ ⊿ Ten	nporaril	y Inact	tive Facilities										,
	Name	A	ddress	Address DUNS Number	Ownership	Country S	ood Safety Co status	mpliance	Social Co Status	ompliance	Update	Remove	Relati	onship
	No result found.	S												
	▶ Ina	ctive Fa	cilities	3										

5. Click Contacts (C).

KROGERTECHNOLOGY Supplier Management					ĥ	î (¢	↓ ⁰	Logged In As	SA66095	ሳ
Update Address Details	Close	Save	DUNS Info	Profile	Categorization	Item	Contacts	Food Safe	ty Compliance	Sustainability	Comp	lete
* Indicates required field												
Organization Name The Job Center LLC												
Hide Instructions												
Use this screen to complete or update your production facility address deta finished.	ails. Use t	he butto	ns at the top rig	ght to naviga	te to the required co	ontacts o	r compliance	e section(s). E	e sure to click the	ne "Complete" but	ton when you	u are
The DUNS number and Address Details on this page should correspond to	the actu	al produ	ction site for the	e product, ra	w material or ingred	lients su	oplied to Kro	ger from this	location.			
For instruction on completing this section, visit our Supplier Hub help page												

Supplier Hub

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

organization Name	The Job Center LLC	Facility Name	Awesome Apples				
		Facility Address	7044 King James Ct,	, Cincinnati, OH, U	3		
Hide Instructions							
Kroger requires contact inf contact. An alternate phone	ormation for this facility. e number is required for	Click the Create butto a 24 Hour/Recall con	on to create a new cont itact.	tact(s). You must pr	ovide a Main Contact, a 24 Hour/Re	call contact, a Quality Assurance contact, and	d a Social Compliance
For instruction on completi	ng this section, click her	re					
earch a Contact							
TIP Use the search b	utton to find existing con	tacts by 'Contact Typ	e' or 'Last Name'				
	utton to find existing con act Type	ntacts by 'Contact Typ	e' or 'Last Name' Last Name				
♂TIP Use the search b Cont	utton to find existing con act Type	v Contact Typ	e' or 'Last Name' Last Name Search	Clear			
♂ TIP Use the search b Cont ontacts with User A	act Type	ntacts by 'Contact Typ	e' or 'Last Name' Last Name Search	Clear			
♂ TIP Use the search b Cont ontacts with User A	act Type	ttacts by 'Contact Typ	e' or 'Last Name' Last Name Search	Clear			•
⊘ TIP Use the search b Cont ontacts with User A Create ∑ 2 ा ∞ ‡	utton to find existing con act Type	tacts by 'Contact Typ	e' or 'Last Name' Last Name Search	Clear			D
و TIP Use the search th Cont ontacts with User A Create ا کی ک ک ک etails First Name	utton to find existing con act Type .ccounts Last Name	ttacts by 'Contact Typ V Email	e' or 'Last Name' Last Name Search Address	Clear	PhoneNumber	Contact Type	D Update

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

То:	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)**.

Supplier Hub

Updai	te Facility Col	ntact					Cancel
TIP Pi	ease use a company	email address, if possible	e. Personal email ad	dresses of terminated employe	ees may still have access to Kroge	er systems until removed. Company administra	tors are responsible for the mainte
Conta	ct Details						
	Changes to graved-o	ut fields and the inactivat	ion or reactivation of	f users can only be made within	Partner Pass		
0	Email Address	Pete.Rose@JobLLC.co	m				
	First Name	Pete		Last Name	Rose	Alternate Name	
	* CountryCode	United States 1	~	* Phone Number	1234563216	Ext	
User A	Country Code		~	Alt Phone Number		Ext	
User A	Country Code	ut fields and the inactivat	ion or reactivation of	Alt Phone Number	n Partner Pass. For assistance, co	Ext ontact your organization's Admin user or our Su	upplier Engagement Group.
User A	Country Code	ut fields and the inactivat ne PETE.ROSE@JOBI	ion or reactivation of	Alt Phone Number	n Partner Pass. For assistance, co	Ext	upplier Engagement Group.
User A	Country Code Account Details Changes to grayed-o User Nan	ut fields and the inactivat ne PETE.ROSE@JOBI	ion or reactivation of	Alt Phone Number	n Partner Pass. For assistance, co	Ext	upplier Engagement Group.
User A	Country Code Account Details Changes to grayed-o User Nan Software State Hours/Recall	ut fields and the inactivat ne PETE.ROSE@JOBI	ion or reactivation of LLC.COM	Alt Phone Number	n Partner Pass. For assistance, co	Ext	ipplier Engagement Group.
User A	Country Code Account Details Changes to grayed-o User Nan I Ver Na	ut fields and the inactivat ne PETE.ROSE@JOBI	ion or reactivation of LLC.COM Produc Main p	Alt Phone Number	n Partner Pass. For assistance, or with Kroger	Ext	ipplier Engagement Group.
User A	Country Code Account Details Changes to grayed-o- User Nam S ☆ ▼ Ⅲ Ontact Type Hours/Recall ain/Admin her	ut fields and the inactivat ne PETE.ROSE@JOBI	ion or reactivation of LLC.COM Descr Produ Main p Other	Alt Phone Number	n Partner Pass. For assistance, or with Kroger	Ext	upplier Engagement Group.

9. Click Home (H).

contry Contacts						Home Nex
Organization Name	The Job Center LLC	Facility Name	Awesome Apples 7044 King James Ct, Cinc	cinnati, OH, US		
Hide Instructions						
Kroger requires contact contact. An alternate pho	information for this facility. one number is required for	Click the Create button a 24 Hour/Recall contact	to create a new contact(s ct.). You must provide a Main Contac	t, a 24 Hour/Recall contact, a Quality Assurance contact	t, and a Social Compliance
For instruction on comple	eting this section, click he	re				
earch a Contact						
TIP Use the search	h button to find existing cor	ntacts by 'Contact Type'	or 'Last Name'			
STIP Use the search	n button to find existing cor ntact Type	ntacts by 'Contact Type'	or 'Last Name' Last Name			
♂ TIP Use the search Co	n button to find existing con Intact Type	ntacts by 'Contact Type'	or 'Last Name' Last Name Search	Clear		
♂ TIP Use the search Co Co ontacts with User	Accounts	ntacts by 'Contact Type'	or 'Last Name' Last Name Search	Clear		
© TIP Use the search Co contacts with User Create ☆ ♂ ₪ 4	Accounts	ttacts by 'Contact Type'	or 'Last Name' Last Name Search	Clear	Control Turo	linder
Ø TIP Use the search Co Co Ontacts with User Create Image: Search and	Accounts 2 Last Name Rose	Email Address Pete.Rose@Job	Search	Clear PhoneNumber 1-1234563216	Contact Type Main/Admin, Social Compliance	Update

10. Click Save (I).

1		ý.		î	1 (S ,		_	Lo	gged In As SA6609	፣ ብ
Close	Save	DUNS Info	Profile	Categorization	Item	Contacts	Food Saf	ety Compliand	se Sus	stainability Co	mplete
tails. Use	the butto	ons at the top righ	t to naviga	te to the required co	ontacts	or compliant	ce section(s).	Be sure to click	k the "Co	mplete" button when	n you are
to the actu	al produ	ction site for the	product, ra	w material or ingred	lients su	pplied to Kr	oger from this	location.			
e.											
t	Close ails. Use o the actu o.	Close Save	Close Save DUNS Info alls. Use the buttons at the top righ to the actual production site for the p	Close Save DUNS Info Profile alls. Use the buttons at the top right to naviga to the actual production site for the product, rate.	Close Save DUNS Info Profile Categorization	Close Save DUNS Info Profile Categorization Item	Close Save DUNS Info Profile Categorization Item Contacts	Close Save DUNS Info Profile Categorization Item Contacts Food Saf alis. Use the buttons at the top right to navigate to the required contacts or compliance section(s). to the actual production site for the product, raw material or ingredients supplied to Kroger from this b.	Close Save DUNS Info Profile Categorization Item Contacts Food Safety Compliance alls. Use the buttons at the top right to navigate to the required contacts or compliance section(s). Be sure to clic to the actual production site for the product, raw material or ingredients supplied to Kroger from this location. e.	Close Save DUNS Info Profile Categorization Item Contacts Food Safety Compliance Sus alis. Use the buttons at the top right to navigate to the required contacts or compliance section(s). Be sure to click the "Co to the actual production site for the product, raw material or ingredients supplied to Kroger from this location. e.	Close Save DUNS Info Profile Categorization Item Contacts Food Safety Compliance Sustainability Co