Upload a Legal Document



If you have already signed a legal document, request your main Kroger contact to upload it to Supplier Hub.

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



2. On the Supplier Hub tile, click **Go to the portal** (A).

artner Pass	My Applications					
]	Supplier Hub					
	Kroger's centralized vendor management system.					
	Go to the portal \rightarrow					

3. Click Legal Information (B).

KROGER TECHNC	LOGY 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 Vendor Onboarding Status: Vendor Registration Pending									
Organization	Hide Instructions									
Categorization	Welcome to the Kroger Supplier HubI 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.									
B 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 overvi										
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 click here.									
Organization C	To ensure proper routing of purchase orders, click on 'Create Order Address' in the "Remit & Order Address Book".									
Remit & Order	Address									

4. Click Add Attachment (C).

IT Service Provider	rs							
Dedicated 3rd Part	ty Trucking							
Dedicated Manufac	cturing 3rd Party	6						
Non-Dedicated Con	mmon Carriers							
Product & Other Ve	endors							
* Policies All Vendors that have a Kroger Policies	greed to the Sta	ndard Vendor Agreem	ent must abide by the followin	g Kroger policies which are	subject to change	without notice t	to the Vendor:	
Add/View Attachmo	ent							
	ments below							
The ach any o	other addendum	, amendment or contra	act use the 'Other - Legal Doc	ument' category type				
Add Attachment	other addendum	amendment or contra	act use the 'Other - Legal Doc	ument' category type				
Add Attachment	other addendum () 2 5 4 Title	amendment or contra ↓ ■ ■ ↓ Description	Expiration Date	Signed By	Signed On	Status	View	Docu
Attact and docur in the docur	other addendum () () () () () () () () () ()	a mendment or contra	Expiration Date	Signed By	Signed On	Status	View	Docu
Attact and docur Category No results found.	other addendum () 2 5 4 Title	b, amendment or contra ► ▼ Ⅲ ▼ Description	act use the 'Other - Legal Doc	Signed By	Signed On	Status	View	Docu
Add Attachment Category No results found.	History	, amendment or contra	Expiration Date	Signed By	Signed On	Status	View I	Docu
Add Attachment Category No results found.	other addendum	, amendment or contra	Expiration Date	Signed By	Signed On	Status	View I	Docu
Adda Attachment Add Attachment Category No results found. Agreement Signed Agreement Type	other addendum	, amendment or contra	Expiration Date	Signed By Signed Date	Signed On	Status	View I Organizati	Docui
Add Attachment Category No results found. Agreement Signed Magreement Type No results found.	other addendum III 2	version	Expiration Date	Signed By	Signed On	Status	View I Organizati	Docui

- 5. Select the document type in the **Category** (D) drop-down box.
- 6. Enter the Title, Description, Signed By, and Signed On (E).
- 7. Click **Choose File (F)** and select your document.
- 8. Click Apply (G).

Attachments		×
Category	~ D	
Title Description Signed By	E	
Signed On	to	
File	Choose File No file chosen	
	Cancel Apply	