# **Search For Your DUNS Number**

- 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 **Go to the portal** (A).



3. Click **Organization** (B).

KROGER <b>TECHNOLOGY Vendor Profile &amp; User Manager</b> 🕋 🛇 ★ 🌞 📫 🛛 Logged In As S.H@STAGET										
Administration										
General	General									
Company Profile	Organization Name Supplier Job Alds Dun & Bradstreet (DUNS) Number U Vendor Onboarding Status: Prospect Registration Pending									
Organization	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 click here.									
Organization Contacts	To ensure proper routing of purchase orders, click on 'Create Order Address' In the "Remit & Order Address Book".									
Remit & Order Address										

# **Supplier Hub**

4. Click Locate your DUNS Number (C).

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Administration		
General	Organization Cancel	Save Next
Company Profile Organization Categorization Legal Information Diversity Organization Contacts	Organization Name       Supplier Job Aids         Vendor Onboarding Status       Prospect Registration Pending         Image: Hide Instructions       The Organization screen displays your company's Kroger contact, DUNS and tax information. The DUNS number should be the organization headquarters DUNS.         For Instruction on completing this section click here.       Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.         Overview       Overview	
Remit & Order Address	Organization	
Banking Details	Dun & Bradstreet (DUNS) Number Locate your DUNS Number	
Review and Submit	* Legal Structure V Supplier Hub Vendor Item Portal Key	
Assessment	If Kroger requires you to register in the Vendor Item Portal, you will be required to provide your Supplier Hub Vendor Item Portal Key before submitting your item attributes.	
Leave Us Feedback	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 click here.	instruction

- 5. Enter your company information (D).
- 6. Click **Search** (E).

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dministration > &B Search														
ndicates Mandatory Fiel	ls													
TIP The name of the orga	nization or facility may be	different in the Dur	n & Bradstre	the two-letter state or provin eet (D&B) database. For ex- variations of the organization	ample, "ABC Co." (	could be listed		abase as A	A.B.C. Co	mpany."				
or instructions on completin &B Search	g this section Click Here													
&B Search * Company Name				Address										
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&B Search * Company Name * Country	- - -	Address		* City State	Country	Telephon	e Number		Postal C	ode	Head	Quarters	Sea	7

**Note:** The name of the company may be slightly different in the Dun & Bradstreet database. For example, "ABC Co." may be listed as "A.B.C. Company." If the company is not listed in the search results, try searching variations of the company name to find a match.

# **Supplier Hub**

- 7. Select the **radio button** (F) for your company.
  - If the company is not listed, **check the box** (G) to show more results.

### 8. Click Confirm (H).

				& Bradstreet (D&B) databas searching variations of the or			ule D&D dai	abase as A.B.C. Compa	ny.	
For	instructions on comp	leting this section Click He	ere							
D&	B Search									
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		Company Name		Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters
				4180 HUMPHREY RD	RICHFIELD	он	US		44286	Y
0	068100193	JOB, LLC		4100 HOMITIKET KD						
0	068100193 111359175	JOB, LLC JOBCOS INC		471 7TH AVE	EAST LIVERPOOL	он	US	3303867680	43920	Y
-			CONSULTING, LLC		EAST LIVERPOOL CINCINNATI	он	US US	3303867680 5138845276	43920 45244	Y Y

### 9. Click **Apply** (I).

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Administration								
General	Confirm DUNS							
Company Profile	See below for information	corresponding to selected DUNS #:0	92804921					
Company Frome	🕱 😂 🖻 🌞 🛛 🕅	•						
Organization	DUNS Number	Company Name	Address		City	State or Provin	nce Country	
Categorization	092804921	J. O. B., Inc.	152B Forshey Rd		Marietta	OH	United States	
Oategonzation	€							•
Legal Information			Canc	el Apply				

If you are unable to find your organization or facility address through the DUNS search, submit a DUNS Number Request to <u>https://support.dnb.com/?CUST=Kroger</u>

### For detailed instructions, click here.

If D&B informs you that a DUNS number cannot be issued, reach out to your Kroger primary contact.