

## Complete the Categorization Screen



The purpose of categorization is to ensure each vendor is setup within the proper internal Kroger systems. Inaccurate information may create purchasing, shipping, and/or payment blockers.

Disclose all product or service categories you currently provide to Kroger or will likely provide to Kroger in the next 12 months.

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

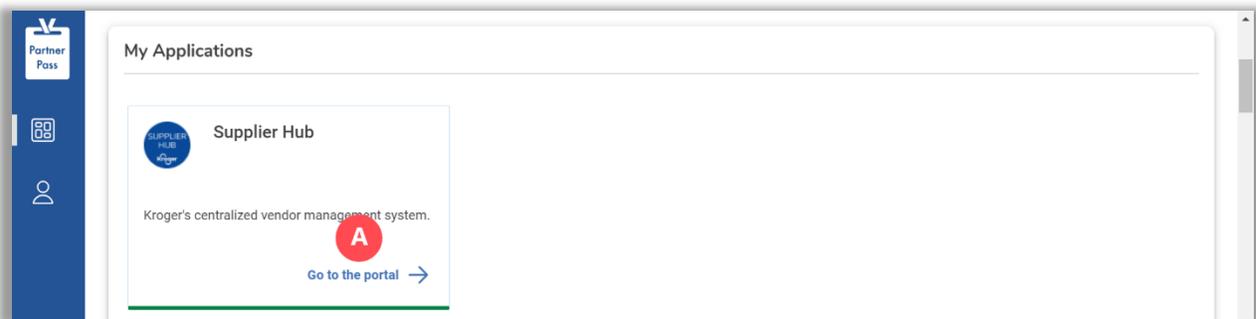
**Note:** Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

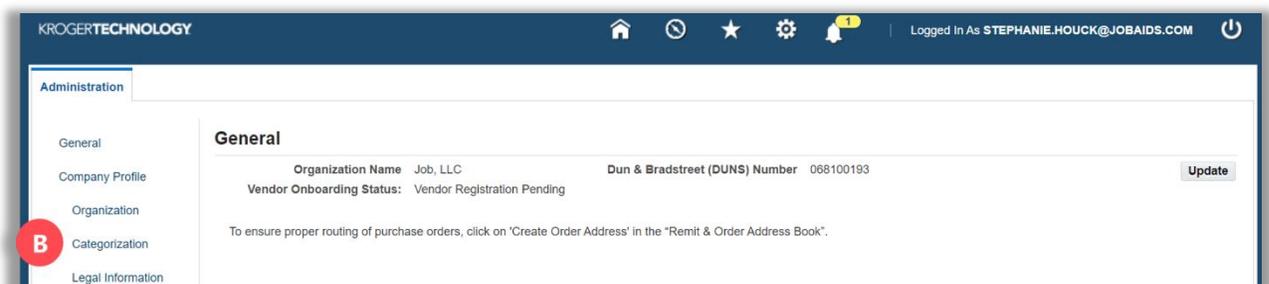
For additional information, please see:

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

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

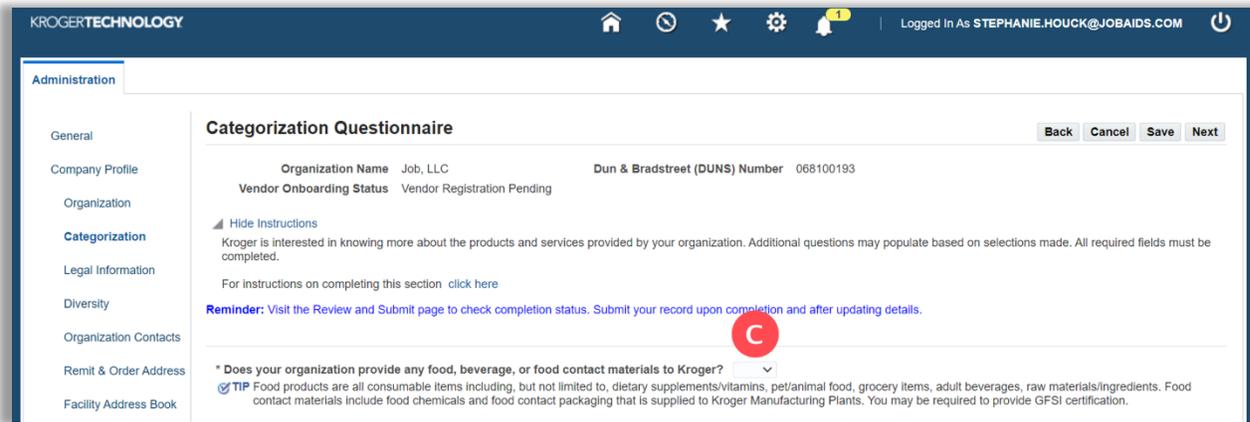


3. Click **Categorization (B)**.



4. Answer the **question for providing any food, beverage, or food contact material to Kroger (C)**.

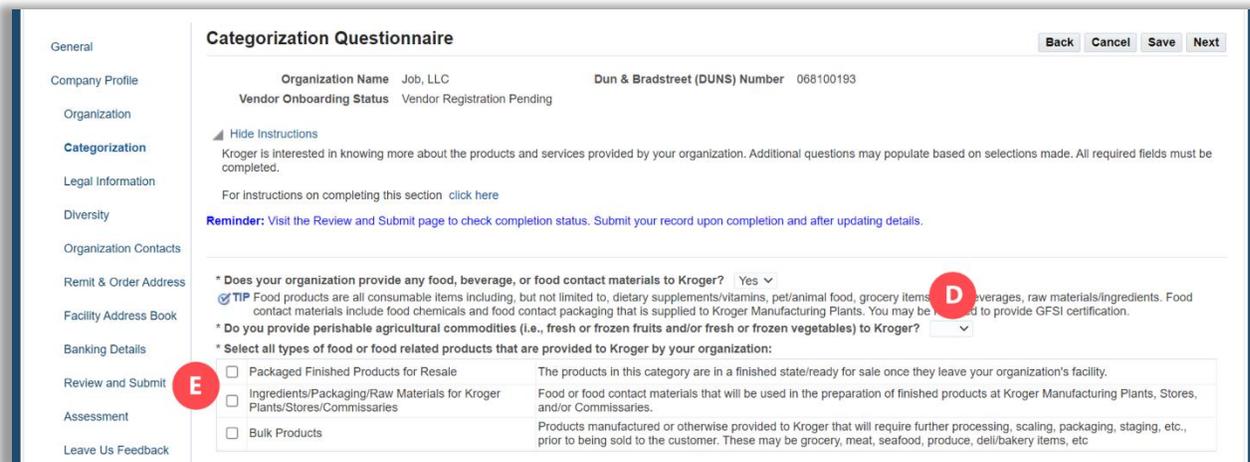
**Note:** It is important to answer this question accurately to ensure you are setup properly in the Kroger systems. Read the onscreen  for more details about the question.



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

If you selected:	Do this:
Yes	Continue to <a href="#">step 6</a> .
No	Go to <a href="#">step 9</a> .

6. Answer the **question for providing perishable agricultural commodities (i.e., fresh or frozen fruits and/or fresh or frozen vegetables) to Kroger (D)**.
7. Select the **checkboxes for all types of food or food related products that are provided to Kroger by your organization (E)**.

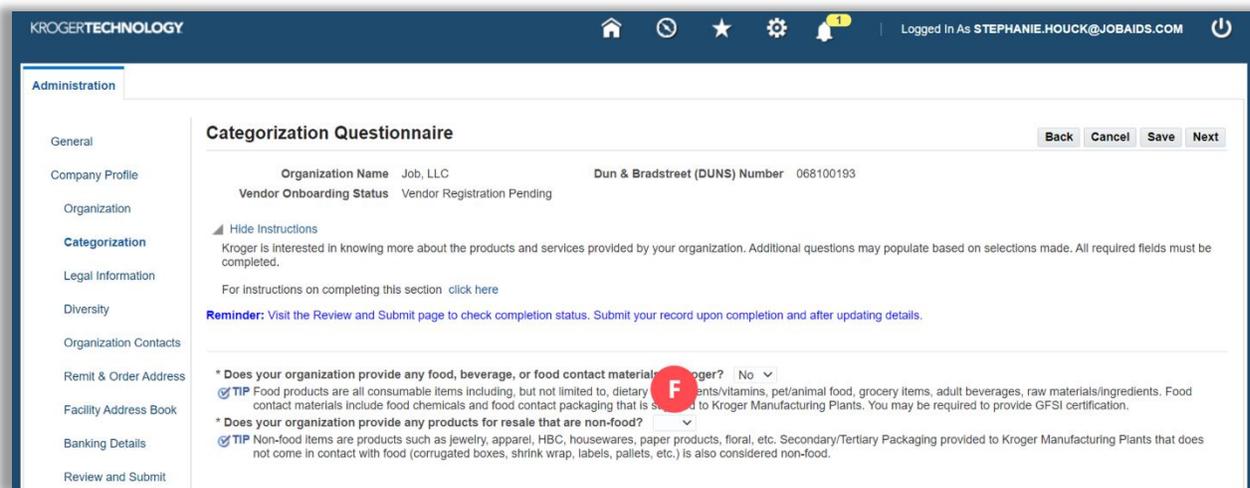


**!** Depending which checkbox(es) you select, additional questions will be displayed. Continue answering all questions down the screen.

8. Go to [step 20](#).

9. Answer the **question for providing any products for resale that are non-food (F)**.

**Note:** It is important to answer this question accurately to ensure you are setup properly in the Kroger systems. Read the onscreen **TIP** for more details about the question.



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

If you selected:	Do this:
Yes	Continue to <a href="#">step 11</a> .
No	Go to <a href="#">step 13</a> .

11. Select the **checkboxes for all types of non-food products that are provided to Kroger by your organization (G)**.

**!** Depending which checkbox(es) you select, additional questions will be displayed. Continue answering all questions down the screen.

12. Go to [step 20](#).

13. Answer the **question for providing any products (not for resale), equipment or services in connection with construction, maintenance, or day-to-day operations of Kroger (H)**.

**Note:** It is important to answer this question accurately to ensure you are setup properly in the Kroger systems. Read the onscreen **TIP** for more details about the question.

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

If you selected:	Do this:
Yes	Continue to <a href="#">step 15</a> .
No	Go to <a href="#">step 17</a> .

15. Select the **checkboxes for all classifications of products, equipment or services that are provided to Kroger by your organization (I)**.

The screenshot shows a 'Categorization Questionnaire' form. On the left is a navigation menu with items like 'Remit & Order Address', 'Facility Address Book', 'Banking Details', 'Review and Submit', 'Assessment', and 'Leave Us Feedback'. The main content area contains several questions and a grid of checkboxes. A red circle with the letter 'I' is placed over the 'Gases' checkbox. The questions include:
 

- \* Does your organization provide any food, beverage, or food contact materials to Kroger? No
- \* Does your organization provide any products for resale that are non-food? No
- \* Does your organization provide any products (not for resale), equipment or services in connection with construction, maintenance, or day-to-day operations of Kroger? Yes
- \* Select all classifications of products, equipment or services that are provided to Kroger by your organization:

 The grid of checkboxes includes: Accounting, Advertising Agencies, Architecture/Engineering, Armoured Car Services, Catering, Cleaning, Consulting, Courier Services, Electrical, Equipment Warehouse/Store/Plant, Financial Services, Fixtures - Stores/ Lightining, Fleet Services, Freight Services, Gases, HR Services, HVAC Equipment/ Services, Insurance Services, IT Services, Landscaping/ Snow Removal, Legal, Logistics, Marketing, Media - All Types, MRO - Other, Non-Refrigeration Equipment Repair, Payment Solutions, Pest Control, Property, Real Estate, Recruitment, Refrigeration Equipment/ Services, Roofing, Security, Shopping Carts, Store Construction, Supplies - Store and Office, Telecommunication Equipment/ Services, Training, Travel, Uniforms, Waste Removal, and Health Service. There is also an 'Other (Please Specify)' field.

16. Go to [step 20](#).

17. Answer the **question for receiving payments from Kroger but not providing any products or services (J)**.

The screenshot shows the 'Categorization Questionnaire' form with a navigation menu on the left. The main content area shows the 'Organization Name' as 'Job, LLC' and 'Dun & Bradstreet (DUNS) Number' as '068100193'. Below this, there are instructions and a reminder. A red circle with the letter 'J' is placed over the question: 'Do you receive payments from Kroger but do not provide any products or services?'. The question has a dropdown menu with 'No' selected.

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

If you selected:	Do this:
Yes	Continue to <a href="#">step 18</a> .
No	You will not be able to save. Select at least one of the answers as Yes.

19. Select the **checkboxes for all applicable classifications for which payments are made by Kroger to your organization (K)**.

20. Click **Save (L)**.

21. Click **Next (M)** to continue to the Legal Information page.

**Note:** You can use the **Save** and **Next** buttons at the top or bottom of the screen.

Organization Name Job, LLC
Dun & Bradstreet (DUNS) Number 068100193

Vendor Onboarding Status Vendor Registration Pending

**Hide Instructions**  
 Kroger is interested in knowing more about the products and services provided by your organization. Additional questions may populate based on selections made. All required fields must be completed.  
 For instructions 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.

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**\* Does your organization provide any food, beverage, or food contact materials to Kroger?** No ▾  
 **TIP** Food products are all consumable items including, but not limited to, dietary supplements/vitamins, pet/animal food, grocery items, adult beverages, raw materials/ingredients. Food contact materials include food chemicals and food contact packaging that is supplied to Kroger Manufacturing Plants. You may be required to provide GFSI certification.

**\* Does your organization provide any products for resale that are non-food?** No ▾  
 **TIP** Non-food items are products such as jewelry, apparel, HBC, housewares, paper products, floral, etc. Secondary/Tertiary Packaging provided to Kroger Manufacturing Plants that does not come in contact with food (corrugated boxes, shrink wrap, labels, pallets, etc.) is also considered non-food.

**\* Does your organization provide any products (not for resale), equipment or services in connection with construction, maintenance, or day-to-day operations of Kroger?** No ▾

**\* Do you receive payments from Kroger but do not provide any products or services?** Yes ▾

**\* Select all applicable classifications for which payments are made by Kroger to your organization:**

<input type="checkbox"/> Charitable organization	<input type="checkbox"/> Government Fines/ Fees/ Taxes	<input type="checkbox"/> Schools	<input type="checkbox"/> Utility company
<input type="checkbox"/> Dues	<input type="checkbox"/> Pharmacy Benefits	<input type="checkbox"/> Sponsorship	<input type="checkbox"/> Other (Please Specify) <input style="width: 50px;" type="text"/>
<input type="checkbox"/> Government entity	<input type="checkbox"/> Professional Sports Teams	<input type="checkbox"/> Subscription	<input type="checkbox"/>

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