Add an Item(s) to a Facility

Note: If you need to create a **new** facility, see this job aid: <u>Create a Facility</u>

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

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

Facility Address Book Screen

3. Click Facility Address Book (A).

KROGER TECHNOLOGY	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 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	
A Facility Address Book	

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

OGERTECHNOLOGY	/endor Profile & User I	Manager						î (∍ ★	٢	↓ ⁰	Logged In As STEPHANIE.HOUCK@JOBAIDS.COM
Iministration												
General	Facility Address	Book										
Company Profile	Organizatio Vendor Onboarding	n Name Job, LLC g Status Vendor Registration F	C Pending	un & Bradstreet (DUNS) Number 0681001	93						
Organization	Hide Instructions											
Categorization	The Facility Address Bo	ok is where vendors of products	, ingredients or p	ackaging manage the inf	ormation for each of th	neir production facility locations.						
Legal Information	Each production facility	registration begins by clicking o	n 'Create Facility									
Diversity	Click here for guidance Reminder: Visit the Review	on which of your production faci w and Submit page to check con	lities require regi npletion status. S	stration. For further instru ubmit your record upon o	ctions on completing to completion and after u	this section click here pdating details.						
Organization Contacts						Back	Item Next					
Remit & Order Address	Active Facilities											
Facility Address Book	Create Facility 💢	2 🗟 🕸 🕶 🖩						B				
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Review and Submit	Automation	171503613	Yes	6529 John Mosby Hwy	United States	Supplier Information Required	Not Applicable	1	1			
	Gushing Grapes	876442711	Yes	101 S Dale Dr	United States	Not Applicable	Not Applicable	1	1			
Assessment	-											

5. Click Item (C).

By adding an item to a facility, you agree that the item is currently produced, manufactured, or processed for Kroger at that facility.

KROGERTECHNOLOGY Vendor Profile & User Manager		î	0	*	٩	1	Log	ged in As STEPHANIE	.HOUCK@JOBAII	DS.COM	
Administration: Facility Address Book >						C					
Update Address Details	Close	Save	Profile	Categ	orization	Item	Contacts	Social Compliance	Sustainability	Compl	ete
* Indicates required field											
Organization Name Job, LLC											
Hide Instructions											
Use this screen to complete or update your production facility address details. Use the buttons finished.	s at the top	o right to r	navigate to	the requir	ed contact	s or com	oliance section	on(s). Be sure to click th	ne "Complete" butt	on when you	J are
The D-U-N-S Number and Address Details on this page should correspond to the actual produ	uction site	for the pr	oduct, raw	material o	r ingredien	its supplie	ed to Kroger	from this location.			
For instructions on completing this section click here											

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

То:	Do this:
Enter a single GTIN/KLN#.	Continue to step 7 .
Add multiple GTINs/KLN#s.	Go to <u>step 12</u> .

7. Input the **GTIN/KLN#** (D).

Note: GTIN should be 14 digits or KLN# should be 6 digits.

8. Click Add (E).

Administration: Facility Address Book > Update Address Details >			
tem from Facility			Home M
Organization Name Job, LLC Facility Name Minhou Minxing			
Facility Address Marcos Paz 2576, Ciudad de Buenos Aires, AR			
A Hide Instructions			
In order to minimize disruptions due to system validations, list each GTIN (Ordering Unit for Finished Products) or KLN (for Raw Materials) provided to Kro	oger by your organization from this facility. For ease of entering multiple item	s, download the template to do a batch upload	
Add Items			
Enter the GTINK(N # or download the temptate and enter item information for upload.	Batch Upload Template Download Upload Item Choose File No file chosen Upload	1	
Review Items			
GTIN or KLN # Search (STIP Type or scroll down to search the required GTIN or KLN #			
其 2 · · · ●			
GTIN or KLN #	Remove	Vendor	
	19	Job LLC	

- 9. Repeat steps 7-8 to continue adding single GTINs/KLN#s.
- 10. The GTINs/KLN#s will be displayed in the **GTIN or KLN# table** (F) of the Review Items section.

Note: GTINs or KLN#s may be duplicated in the table if the facility provides the same item to Kroger through multiple vendors.

♂ TIP List the products at this facility currently produce	ced, manufactured or processed for Kr	oger.			
		Batch Upload Temp	late Download		
Enter Item		Upload Item			
GTIN or KLN #	0000000004130 Add	0	Choose File No file chosen	Upload	
*Enter the GTIN/KLN # or download the template a	and enter item information for uploa	d.			
Review Items					
GTIN or KI N #	Search				
GTIN or KLN #	Search				
GTIN or KLN #	✓ Search equired GTIN or KLN #.				
GTIN or KLN # GTIP Type or scroll down to search the re GTIP or KI N #	V Search equired GTIN or KLN #.		Remove	Vendor	
GTIN or KLN # GTIP Type or scroll down to search the re GTIN or KLN # GTIN or KLN #	✓ Search equired GTIN or KLN #.		Remove	Vendor	
GTIN or KLN # GTIP Type or scroll down to search the re GTIP Type or scroll down to search the re GTIN or KLN # 00000000004130	✓ Search equired GTIN or KLN #.		Remove	Vendor Job, LLC	

- 11. Go to <u>step 26</u>.
- 12. Click **Download** (G).
- 13. Click the **Excel file (H)**.

•							Home Ne
Organization Name Job, LLC Facility	Name Minhou Minxing						
Facility A	ddress Marcos Paz 2576, C	Ciudad de Buenos Aires,	AR				
Hide Instructions							
In order to minimize disruptions due to system valida multiple items, download the template to do a batch	ations, list each GTIN (Orderin upload.	g Unit for Finished Prod	ucts) or KLN (for	Raw Materials) provided to Krog	ger by your organ	ization from this facility. Fo	or ease of entering
dd Items							
TIP List the products at this facility currently produ	ced, manufactured or process	ed for Kroger.		G			
		Batch Uplo	ad Template	Download			
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GTIN or KLN #		Add	Choos	File No file chosen	Upload		
*Enter the GTIN/KLN # or download the template	nd enter item information for	or upload.					
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TIN or KLN #				Remove		Vendor	
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14. Click Enable Content (I).

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7 8 9 10	3. Click the "Create itemo 3. Browse and Upload the	v file" ButtonORSave the file in .itemcsv file to the application.	n csv format. (File=> Save As => S	ave As Type = CSV (Comma Delimited)		a ta ia ia ia ia ia

- 15. Enter or paste **GTINs/KLN#s** (J).
- 16. Click **Create itemcsv file (K)**.
- 17. Click **OK** (L).

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15 00088339104017			
17 00000000004018			
18 Provide GTIN/KLN Numbers 19 GTIN/KLN should be numbers 6 or 20 14 digits long. 21 14			
FACILITY_TTEMS.XISX (+)	J	: 4	

- 18. Select a **location** (M) to generate the file.
- 19. Click **Save** (N).



20. Click OK (O).



21. Select the **Upload Item radio button** and click **Choose File (P)**.

Administration: Facility Address Book > Update Address Details > Item from Facility	Home Next
Organization Name Job, LLC Facility Name Mini	nhou Minxing
Facility Address Man	arcos Paz 2576, Cludad de Buenos Aires, AR
Hide Instructions	
In order to minimize disruptions due to system validations, list each multiple items, download the template to do a batch upload.	ich GTIN (Ordering Unit for Finished Products) or KLN (for Raw Materiais) provided to Kroger by your organization from this facility. For ease of entering
ldd Items	
♂TIP List the products at this facility currently produced, manufact	ctured or processed for Kroger.
	Batch Upload Template Download
Enter Item	Upload Item
GTIN or KLN #	Add D Choose File No file chosen Upload
*Enter the GTIN/KLN # or download the template and enter item	m information for upload.

- 22. Select the **.csv file** (Q).
- 23. Click **Open** (R).

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24. Click Upload (S).

				Home Next
Organization Name Job, LLC Facility Name M Facility Address M	linhou Minxing Iarcos Paz 2576. Ciudad de Buenos Aires, AR			
A Hide Instructions				
In order to minimize disruptions due to system validations, list e multiple items, download the template to do a batch upload.	ach GTIN (Ordering Unit for Finished Products) or KLN	or Raw Materials) provided to Kroger I	by your organization from this facility. For eas	e of entering
Add Items				
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Review Items				
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		Remove	Vendor	
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- 25. The GTINs/KLN#s will be displayed in the **GTIN or KLN# table** (T) of the Review Items section.
- 26. Click Home (U).

O GTN or KLN # Add @ Choose File No Sie chosen Upblaad							
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GTIN or KLN #	Search d GTIN or KLN #.						
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000000004139	9	Job, LLC					
000000094134	1	Job, LLC					
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00001111069101	8	Job, LLC					
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27. Click **Save** (V).

KROGERTECHNOLOGY Vendor Profile & User Manager		î	\odot	* 🌣	<u> </u>	Logged In As STEPHANIE.HOUCK@JOBAIDS.COM				ሆ
Administration: Facility Address Book > Update Address Details	Close	V Save	Profile	Categorizati	on Item	Contacts	Social Compliance	Sustainability	Comple	ete
* Indicates required field										
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Use this screen to complete or update your production facility address details. Use the button finished.	s at the to	op right to	navigate to	the required con	tacts or con	pliance sect	on(s). Be sure to click t	he "Complete" butto	n when you	are
The D-U-N-S Number and Address Details on this page should correspond to the actual produced	uction site	e for the p	roduct, raw	material or ingre	dients supp	ied to Kroger	from this location.			