# **Update Facility Food Safety Compliance**

Click a link below to jump to a specific task.		
Reply to Food Safety Communication	Yes/No Questions	Add Food Safety Documentation

#### 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).



### Facility Address Book Screen

3. Click Facility Address Book (A).

KRC	Ger <b>technology (</b>	Vendor Profile & User Manager 🕋 🛇 ★ 🏟 🏴   Logged in As STEPHANIE.HOUCK@JOBAIDS.COM 🔱
Adn	ninistration	
	General	General
C	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
ι.	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	Reminder: To ensure proper routing of purchase orders, click on 'Create Order Address' in the "Remit & Order Address Book".
	Remit & Order Address	
Α	Facility Address Book	
Γ	Banking Details	
	Review and Submit	
	Assessment	
	Leave Us Feedback	

4. Click the **pencil icon** (B) to update.

KROGER <b>TECHNOLOGY</b>	/endor Profile & Use	Manager		Â	$\otimes$	*	۵ (	0   Logo	ged In As STEPH	ANIE.HOUCK@J	OBAIDS.CC	<u>ل</u> س
Administration												
General	Facility Addres	s Book										
Company Profile	Organizat Vendor Onboardi	ion Name Job, LLC ng Status Vendor F	Registration Per	Dun & B	adstree	t (DUNS) N	umber 0681	00193				
Organization	Hide Instructions											
Categorization	The Facility Address	Book is where vendors	s of products, in	gredients or packagir	ng manag	e the inform	nation for each	of their production	facility locations.			
Legal Information	Each production facili	ty registration begins	by clicking on 'C	Create Facility'.								
Diversity	Click here for guidant	e on which of your pro	oduction facilitie	es require registration	. For furth	er instructio	ons on complet	ing this section clic	k here			
Organization Contacts	Reminder: visit the Rev	lew and Submit page	to check comple	elion status. Submit y	our recon	a apon com	ipietion and art	er updating details.	в	ack Item	Next	
Remit & Order Address	Active Facilities											
Facility Address Book	Create Facility	200-	•								R	
Banking Details	Address Name	Address DUNS Number	Ownership	Address				Food Safety C Status	ompliance Soo Sta	cial Compliance tus	Update	Remove
Review and Submit	Automation	171503613	Yes	6529 John Mosby Hy	wy		United States	Kroger Approval	Pending Not	Applicable	1	Û
Assessment	Baby Food	094368034	No	8314 Waters Dr			United States	Not Applicable	Not	Applicable	1	Î
Leave Us Feedback	Gushing Grapes	876442711	Yes	101 S Dale Dr			United States	Not Applicable	Not	Applicable	1	Î

## **Supplier Hub**

5. Click Food Safety Compliance (C).

KROGERTECHNOLOGY Vendor Profile & User Manager		î	0	*	\$		Logged In As STEPHANIE	.HOUCK@JOBAIDS.COM	ሳ
Administration: Facility Address Book >									
Update Address Details	Close	Save	Profile	Categorizatio	n Item	Contacts	Food Safety Compliance	Sustainability   Cor	mplete
* Indicates required field									
Organization Name Job, LLC									
Hide Instructions									
Use this screen to complete or update your production facility address details. Use the finished.	buttons at	the top rigi	ht to naviga	ate to the require	d contacts	or compliant	ce section(s). Be sure to click the	he "Complete" button when	you are
The D-U-N-S Number and Address Details on this page should correspond to the actua	al productio	on site for t	he product	, raw material or	ingredient	s supplied to	Kroger from this location.		
For instructions on completing this section click here									
If you need assistance with your DUNS number, submit your request to https://support.dnt	b.com/?CU	ST=Kroge	r This will t	ake you directly t	o the D&E	support site	. For detailed instruction click h	nere.	
D-U-N-S Number 171503613									

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

То:	Do this:
Reply to a food safety communication	Continue to <b>step 7</b> .
Answer Yes/No questions	Go to <u>step 10</u> .
Add food safety documentation	Go to <u>step 12</u> .

### **Reply to Food Safety Communication**

7. Click **Create Reply** (D).

KROGERTECHNOLOGY Vendor Profile & User Manager	â	$\otimes$	*	٥	1	Logge	d In As STEPHANIE	HOUCK	@JOBAIDS.COM	」 し
Administration: Facility Address Book > Update Address Details > Facility Food Safety Compliance							Home	Save	Create Reply	Next
Organization Name Job, LLC Facility Name: Automation Facility Address 6529 John Mosby Hwy, Middleburg, VA,	, US									
Hide Instructions All suppliers are required to abide by Kroger's Food Safety policy. All required fields must be complete	ed.									
GFSI (Global Food Safety Initiative) Certification is required of all suppliers providing:										

- 8. Enter a **Subject and Message (E)**.
- 9. Click Save (F).

	×
Food Safety Communication Details	
* Subject	
* Message	
E suo	<i>h</i>
Save	

# Note: Your message and any replies from Kroger are displayed in the Food Safety Communication (G) table.

		Compliance Sta	tus: Supplier Information Required		
ood Safety Communica	ation				
TIP The Food Safety Commun	nication area will dis	splay conversation history be	tween your organization and Kroger's Food Safety tea	m.	
ऌ TIP The Food Safety Commun 🛒 ₴ 📧 🌣 ▾ 🎟	nication area will dis	splay conversation history be	tween your organization and Kroger's Food Safety tea	m.	
⊘ TIP The Food Safety Commun द्वि 중 ा रे के र ाा rom	nication area will dis <b>To</b>	splay conversation history be Subject	tween your organization and Kroger's Food Safety tea	m. Date △	Message By
g TIP The Food Safety Commun दे २ जि के ▼ ाा rom ompliance Approval Team	nication area will dis <b>To</b> Supplier	splay conversation history be Subject GFSI	tween your organization and Kroger's Food Safety tea  Message Please attach GFSI documentation	m. Date △ 26-Apr-2022	Message By Kroger
TIP The Food Safety Commun     Z     C     To     To     To     To     Unpliance Approval Team     Upplier	nication area will di: To Supplier Kroger	Subject GFSI animal welfare audit	tween your organization and Kroger's Food Safety teal  Message Please attach GFSI documentation I will send over later today.	m. Date △ 26-Apr-2022 25-Apr-2022	Message By Kroger STEPHANIE.HOUCK@JOBAIDS.COM

#### Yes/No Questions

- 10. Click the **drop-down boxes** (H) to answer the Yes/No questions.
- 11. Use the below table to determine the next step:

If:	Do this:
You answered <b>Yes</b> to either question	You must upload the appropriate documentation. Continue to <b>step 11</b> .
You answered <b>No</b> to both questions	No documentation is necessary. Go to step 15.

Select     Certificate/Audit     Description       Yes     Does this facility saughter animals or harvest eggs?     Kroger requires all facilities slaughtering animals or harvesting eggs to have an animal welfare audit conducted by a reputable organization.       Yes     Is this facility certified by one of the GFSI audit schemes?     Global Food Safety initiative audit schemes are benchmarked food safety audit schemes that are recognized industry wide.       Add Attachment     State Date     Expiration Date     Comments     Last Update By     Last Update Date     Status     Update     View Document     Deleter	204 10	¥. ▲ ∰										
Yes       Does this facility slaughter animals or harvest eggs?       Kroger requires all facilities slaughtering animals or harvesting eggs to have an animal welfare audit conducted by a reputable organization.         Yes       Is this facility certified by one of the GFSI audit schemes?       Global Food Safety Initiative audit schemes are benchmarked food safety audit schemes that are recognized industry wide.         Add Attachment       Yes       Issue Date       Expiration Date       Comments       Last Update By       Last Update Date       Status       Update       View Document       Deleter         No results found.       Image: Source Status       Image: So	Select	Certificate/A	Audit			Description						
Yes       Is this facility certified by one of the GFSI audit schemes?       Global Food Safety Initiative audit schemes are benchmarked food safety audit schemes that are recognized industry wide.         Add Attachment       Image: Comparison of the GFSI audit schemes?       Global Food Safety Initiative audit schemes are benchmarked food safety audit schemes that are recognized industry wide.         Add Attachment       Image: Comparison of the GFSI audit schemes?       Global Food Safety Initiative audit schemes are benchmarked food safety audit schemes that are recognized industry wide.         Add Attachment       Image: Comparison of the GFSI audit schemes?       Comments       Last Update By       Last Update Date       Status       Update       View Document       Deleter         No results found.       Image: Comparison of the GFSI audit schemes?       Comments       Last Update By       Last Update Date       Status       Update       View Document       Deleter	Yes 🗸	Does this faci	lity slaugh	nter animals or ha	irvest eggs?	Kroger requires all facil	lities slaughtering animals o	r harvesting eggs to have an a	inimal welfare au	idit conducted	by a reputable of	organization.
Add Attachment       Image: Construction Date       Comments       Last Update By       Last Update Date       Status       Update       View Document       Deleter         No results found.       Deleter       Deleter </td <th>Yes 🗸</th> <td colspan="4">Is this facility certified by one of the GFSI audit schemes?</td> <td>Global Food Safety Init</td> <td>tiative audit schemes are be</td> <td>nchmarked food safety audit s</td> <td>chemes that are</td> <td>recognized in</td> <td>ndustry wide.</td> <td></td>	Yes 🗸	Is this facility certified by one of the GFSI audit schemes?				Global Food Safety Init	tiative audit schemes are be	nchmarked food safety audit s	chemes that are	recognized in	ndustry wide.	
No results found.	Categor	y	type	Issue Date	Expiration Date	comments	Last opuate by	Last opuale Date	Status	opuate	View Docum	ent Delete
	NOTESUIL	s iouria.										

#### **Add Food Safety Documentation**

12. Click Add Attachment (I).

		<u>11</u>									
Select	Certificate	Audit			Description						
Yes 🗸	Does this far	cility slaugh	nter animals or ha	irvest eggs?	Kroger requires all facilit	ies slaughtering animals o	r harvesting eggs to have an a	nimal welfare au	dit conducted	d by a reputable organization	on.
Yes V	Is this facility	certified b	y one of the GFS	audit schemes?	Global Food Safety Initia	tive audit schemes are be	nchmarked food safety audit s	chemes that are	recognized in	ndustry wide.	
Categor	v	Type	Issue Date								
Categor	у	Туре	Issue Date	Expiration Date							
Categor No results	<b>y</b> s found.	Туре	Issue Date	Expiration Date							
Categor No result:	<b>y</b> s found.	Туре	Issue Date								
Categor No result	<b>y</b> s found.	Туре	Issue Date								

- 13. Select a Category, Type, Issue and/or Expiration Date, and input any comments (J).
- 14. Click **Choose File (K)** and select your document.
- 15. Click Apply (L).



Note: Your food safety documentation is displayed in the attachments table (M).

16. Click Save (N).

🔟 😂	🖻 🔅 🔹												
Select	Certific	ate/Audit				Description							
Yes 🗸	Does thi	is facility sla	ughter animal	ls or harvest eggs?		Kroger requires all facilitie	es slaughtering	animals or harvesting eggs to have an a	nimal welfare audit cond	ucted by a	a reputable	e organization.	
Yes ∨	Is this fa	cility certifie	d by one of th	ne GFSI audit sche	mes?	Global Food Safety Initiat	tive audit schen	nes are benchmarked food safety audit se	chemes that are recogniz	zed indust	ry wide.		
Add Att Category	tachment y Ty	💢 🞜	Issue Date	Expiration Date	Comme	nts		Last Update By 🛆	Last Update Date 🛆	Status	Update	View Document	De
Add Att Category GFSI Certificate	tachment y Ty e <sup>Ca</sup>	I 💢 🞜 /pe anada GAP	Issue Date 26-Apr-2022	Expiration Date 26-Apr-2025	Commer	nts	h	Last Update By STEPHANIE.HOUCK@JOBAIDS.COM	Last Update Date Apr-2022	Status Pending	Update	View Document	Del

- The facility will not be deemed "Compliant" until Kroger has reviewed and approved the attached compliance documentation.
- Once Kroger has approved a document, it cannot be modified or deleted. Instead, a new document must be uploaded.