

Update Sustainability or Add Sustainability Documentation

Login

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

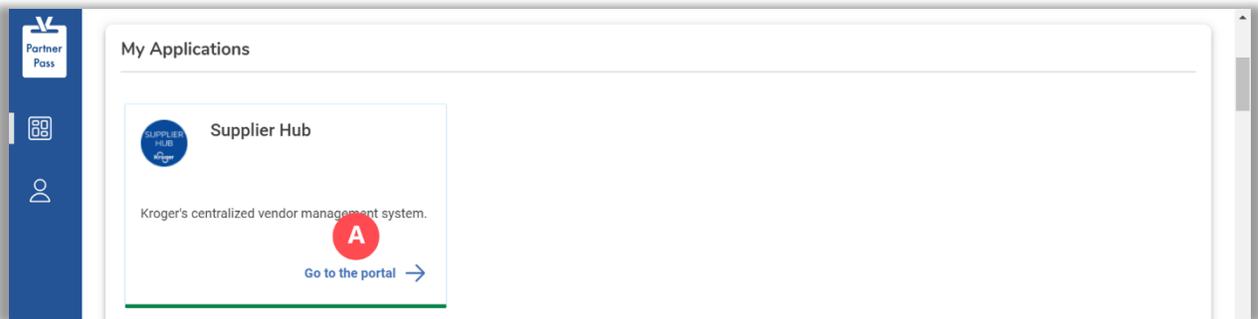
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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:

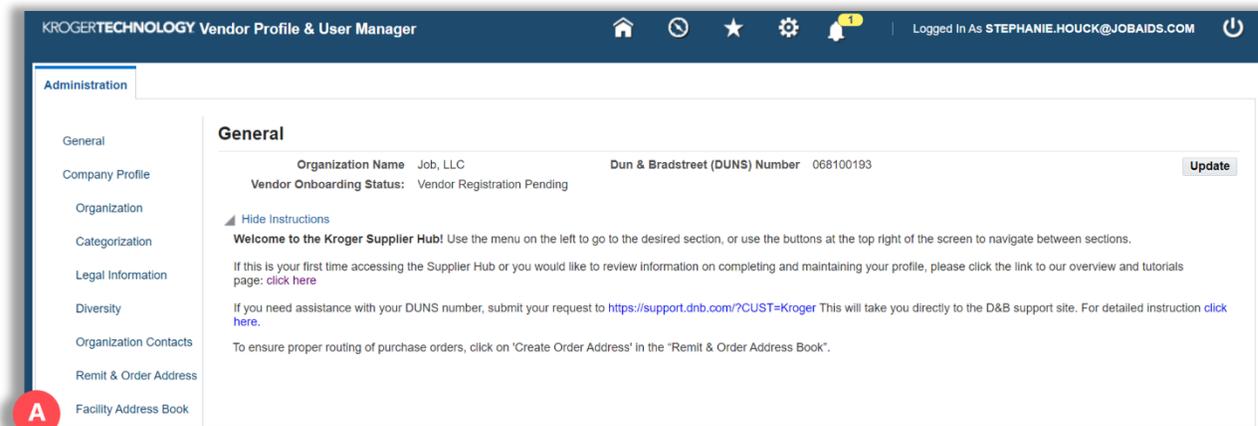
- [Partner Pass information page](#)
- [Partner Pass help page](#)

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

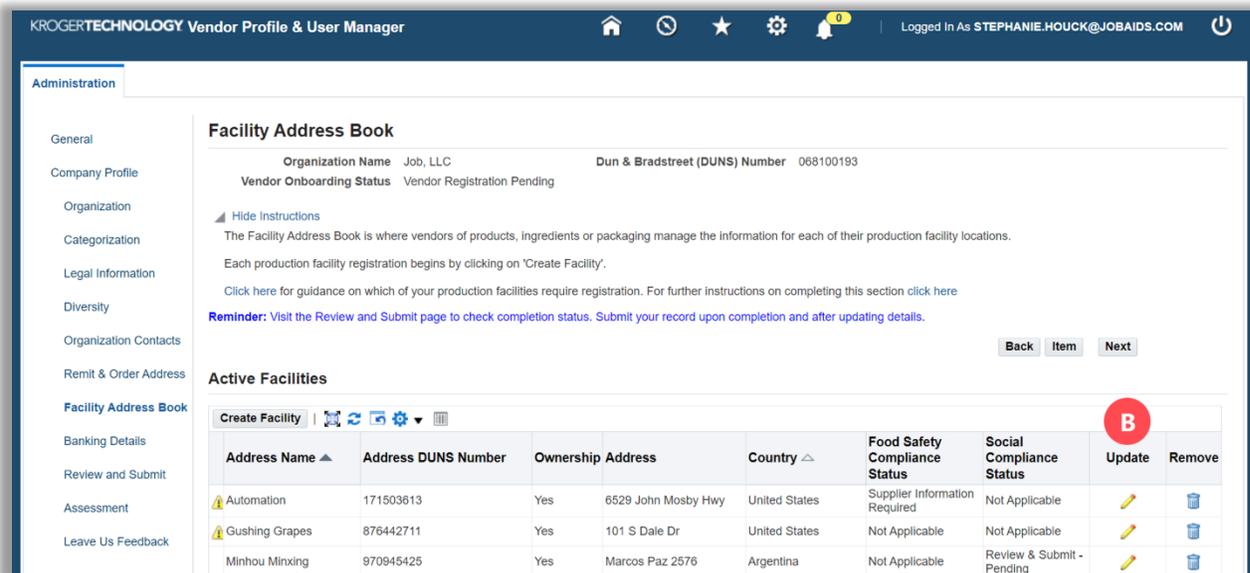


Facility Address Book Screen

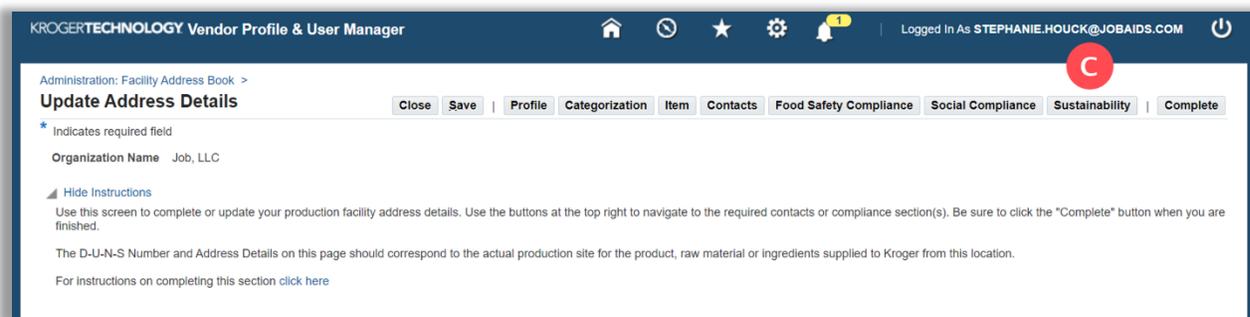
3. Click **Facility Address Book (A)**.



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



5. Click **Sustainability (C)**.

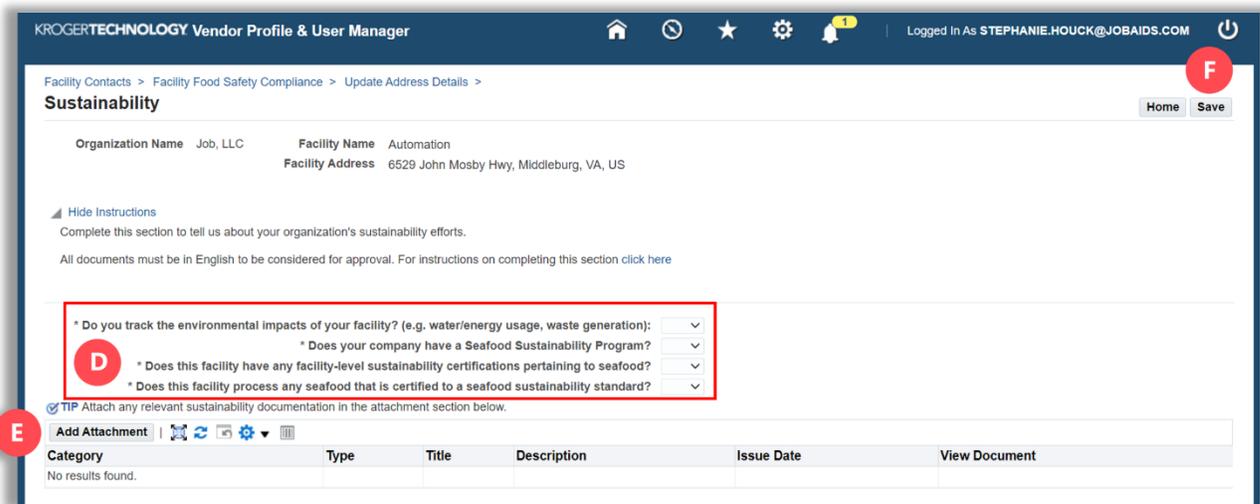


6. Update the necessary **questions (D)** displayed on the screen.

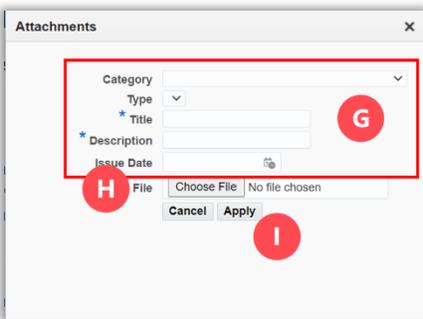
! If your Facility **does not** provide seafood to Kroger, only one question will be displayed.

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

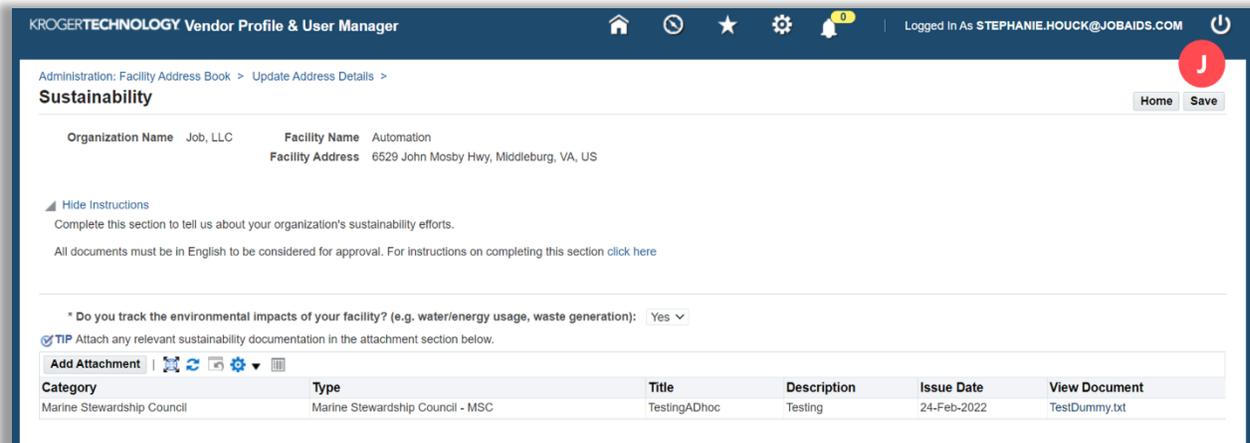
To:	Do this:
Attach any relevant sustainability documentation	Click Add Attachment (E) and continue to step 8 . Note: Once a document has been attached to the sustainability page, it cannot be modified or deleted. Instead, you will need to upload a new document.
Save	Click Save (F) and go to step 12 .



8. Select a **Category** and **Type**. Input a **Title**, **Description**, and select an **Issue Date** (G).
9. Click **Choose File** (H) and select your document.
10. Click **Apply** (I).



11. Click **Save** (J).



12. Click **Home** (K).

The screenshot shows the 'KROGER TECHNOLOGY Vendor Profile & User Manager' interface. At the top, it indicates the user is logged in as 'STEPHANIE.HOUCK@JOBAIDS.COM'. A navigation bar includes icons for home, search, favorites, settings, and notifications. The main content area shows a 'Confirmation' message: 'Changes have been saved successfully'. Below this is the 'Sustainability' section, which includes fields for 'Organization Name' (Job, LLC), 'Facility Name' (Automation), and 'Facility Address' (6529 John Mosby Hwy, Middleburg, VA, US). There are 'Home' and 'Save' buttons. A 'Hide Instructions' section follows, with a tip to attach relevant sustainability documentation. A table lists an attachment: 'Marine Stewardship Council' with title 'TestingADhoc', description 'Testing', issue date '24-Feb-2022', and document 'TestDummy.txt'. A question at the bottom asks if the user tracks environmental impacts, with a 'Yes' dropdown.