# Update Sustainability or Add Sustainabilitiy 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).

er s	My Applications							
	Supplier Hub							
	Kroger's centralized vendor management system.							

#### **Facility Address Book Screen**

3. Click Facility Address Book (A).

KROGER <b>TECHNOLOGY</b>	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	A 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	

# **Supplier Hub**

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

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dministration									
General	Facility Address	Book							
Company Profile	Organization Vendor Onboarding	n Name Job, LLC J Status Vendor Registration P	ending	Dun & Bradstreet (DUN	S) Number 068100	193			
Organization	Hide Instructions								
Categorization	The Facility Address Boo	ok is where vendors of products,	ingredients or p	backaging manage the in	formation for each of	their production facility loc	ations.		
Legal Information	Each production facility	registration begins by clicking or	'Create Facility	e					
Diversity	Click here for guidance of Reminder: Visit the Review	on which of your production facil v and Submit page to check com	ities require reginpletion status.	istration. For further instr Submit your record upon	uctions on completing completion and after	g this section click here updating details.			
Organization Contacts							Back Item	Next	
Remit & Order Address	Active Facilities								
Facility Address Book	Create Facility	2 <b>6 8 -</b> M							
Banking Details Review and Submit	Address Name 🔺	Address DUNS Number	Ownership	Address	Country $ riangleq$	Food Safety Compliance Status	Social Compliance Status	Update	Remove
Assessment	Automation	171503613	Yes	6529 John Mosby Hwy	United States	Supplier Information Required	Not Applicable	1	Î
Leave Lis Feedback	👍 Gushing Grapes	876442711	Yes	101 S Dale Dr	United States	Not Applicable	Not Applicable	1	Î
Leave of recubler	Minhou Minying	970945425	Ves	Marcon Paz 2576	Argonting	Not Applicable	Review & Submit -		

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

KROGERTECHNOLOGY Vendor Profile & User Manager			0	*	ث 🗘	Lo	gged In As STEPHANIE		DS.COM	
Administration: Facility Address Book > Update Address Details	Close Save Profile	e Categorization	Item	Contacts	Food Safety C	ompliance	Social Compliance	Sustainability	Comp	lete
* Indicates required field										
Organization Name Job, LLC										
Hide Instructions Use this screen to complete or update your production facility a finished.	ddress details. Use the button	s at the top right to n	navigate to	o the require	d contacts or com	pliance sect	ion(s). Be sure to click th	ne "Complete" butt	on when yo	u are
The D-U-N-S Number and Address Details on this page should	correspond to the actual produ	uction site for the pro	oduct, rav	material or	ingredients suppli	ed to Kroge	r from this location.			
For instructions on completing this section click here										

- 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:

То:	Do this:
Attach any relevant sustainability	Click Add Attachment (E) and continue to step 8.
documentation	<b>Note:</b> 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 <b>Save</b> (F) and go to step 12.

## **Supplier Hub**

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Facility Contacts > Facility Food Safety Co Sustainability	ompliance > Update Addr	ess Details >								Hon	ne s	F
Organization Name Job, LLC	Facility Name Auto	omation 9 John Mosby Hwy, Middl	leburg, VA, US									
A Hide Instructions												
Complete this section to tell us about you All documents must be in English to be o	ur organization's sustainab onsidered for approval. Fo	ility efforts. r instructions on completin	ng this section click	here								
Complete this section to tell us about you All documents must be in English to be of * Do you track the environmental in	rr organization's sustainab onsidered for approval. Fo npacts of your facility? (e * Does your compar any facility-level sustain s any seafood that is cer	ility efforts. r instructions on completin g. water/energy usage, ny have a Seafood Susta ability certifications pert tified to a seafood sustal	ng this section click waste generation inability Program alning to seafood inability standard	here ):								
Complete this section to tell us about you All documents must be in English to be of * Do you track the environmental in * Does this facility have * Does this facility proces TIP Attach any relevant sustainability do	Ir organization's sustainab onsidered for approval. Fo appacts of your facility? (e * Does your compar any facility-level sustain s any seafood that is cer sumentation in the attachm	ility efforts. r instructions on completin g. water/energy usage, ny have a Seafood Susta ability certifications pert tified to a seafood susta interestion below.	ng this section click waste generation linability Program aining to seafood inability standard	):								
Complete this section to tell us about you All documents must be in English to be of * Do you track the environmental in	Ir organization's sustainab onsidered for approval. Fo " Does your facility? (e " Does your compar any facility-level sustain s any seafood that is cer sumentation in the attachm	ility efforts. r instructions on completin g. water/energy usage, ny have a Seafood Susta ability certifications pert tified to a seafood susta nent section below.	ng this section click waste generation inability Program alning to seafood inability standard	here ):								
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- 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).

Attachments	×
Category Type * Title Description	× G
H File	Choose File No file chosen Cancel Apply

11. Click Save (J).



### 12. Click Home (K).

ROGER <b>TECHNOLOGY Vendor F</b>	Profile & User Manager	â	0	* \$		Logged In As STEP	HANIE.HOUCK@JOBAIDS.COM	ć
Administration: Facility Address Book >	Update Address Details >							
🛃 Confirmation								
Changes have been saved success	sfully						K	
Sustainability							Home	Save
Organization Name Job, LLC	Facility Name         Automation           Facility Address         6529 John Mosby Hwy, Middleburg           t your organization's sustainability efforts.         6529 John Mosby Hwy, Middleburg	g, VA, US his section click he	re					
* Do you track the anvironment	al impacts of your facility? (e.g. water/energy usage, wat	ste generation):	Yes 🗸					
⊘ TIP Attach any relevant sustainability         Add Attachment         M 2         Image: Stress of the stress of t	v documentation in the attachment section below.							
⊘ TIP Attach any relevant sustainability         Add Attachment           ∑         Category	/ documentation in the attachment section below.	T	litle	De	scription	Issue Date	View Document	