Complete a Facility



Once all contact and compliance information has been entered for a facility, you must indicate the facility is complete.

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



2. On the Supplier Hub tile, click **Open Supplier Hub** (A).

Partner Pass		SH	Î
88 Home	My Applications		
O Users (?) Help	Supplier Hub Kroger's centralized vendor managor system Open Supplier Hub		
	Other Applications	~	
	You can find additional details and information at The Kroger Co.		Ŧ
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Supplier Hub

3. Click Facility Address Book (B).

KROGER TECHNOLOGY	/endor 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	
Facility Address Book	

4. Click the **pencil** (C) for the facility you need to complete.

Note: Once a facility is complete, the yellow warning icon will no longer be displayed next to the Address Name.

Roger technology v	endor Profile & User I	Manager			÷ 🗘	Logged In As \$		@JOBAIDS.(сом (
Iministration									
General	Facility Address	Book							
Company Profile	Organizatio Vendor Onboardin	on Name Job, LLC g Status Vendor Registration P	Pending	Dun & Bradstreet (DUN	S) Number 068100	193			
Organization	Hide Instructions								
Categorization	The Facility Address Bo	ook is where vendors of products,	ingredients or	packaging manage the ir	formation for each of	their production facility loc	ations.		
Legal Information	Each production facility	registration begins by clicking or	'Create Facility	ŕ.					
Diversity	Click here for guidance	on which of your production facil	ities require reg	istration. For further instr	uctions on completing	g this section click here			
Organization Contacts	Kenninger, visit die Revie	wand Submit page to thete con	pietion status.	Submit your record upon	completion and alter	updating details.	Back Item	Next	
Remit & Order Address	Active Facilities								
Facility Address Book									
Banking Details	Create Facility	ic lo t⊋ ▼ III				Food Safety	Social	9	
Review and Submit	Address Name 📥	Address DUNS Number	Ownership	Address	Country $ riangle$	Compliance Status	Compliance Status	Update	Remov
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
Louis of Coupark	Minhou Minxing	970945425	Yes	Marcos Paz 2576	Argentina	Not Applicable	Review & Submit -	1	Î

5. Click **Complete** (D).

KROGERTECHNOLOGY Vendor Profile & User Manag	jer		Â	0	*	۰ ت	1 Log	ged In As STEPHANIE.	.HOUCK@JOBAID	5.сом ()
Administration: Facility Address Book > Update Address Details	Close Save	Profile	Categorization	Item	Contacts	Food Sa	fety Compliance	Social Compliance	Sustainability	Complete
* Indicates required field										
Organization Name Job, LLC										
Hide Instructions										
Use this screen to complete or update your production facility ac finished.	ddress details. Use the	e buttons at	t the top right to na	avigate t	o the require	d contacts c	or compliance secti	on(s). Be sure to click th	ne "Complete" buttor	n when you are
The D-U-N-S Number and Address Details on this page should	correspond to the actu	ual producti	ion site for the pro	duct, rav	w material or	ingredients	supplied to Kroger	from this location.		
For instructions on completing this section click here										

6. Click Close (E).

KROGERTECHNOLOGY Vendor Profile & User Manager	Â	0	*	\$	1 0	Lo	gged In As STEPHANII	E.HOUCK@JOBAI	DS.COM	ባ
Administration: Facility Address Book >										
Confirmation										
This facility is complete. Click Close to return to the Address Book and complete additional fa	applicat	le.								
Update Address Details	Close Save	Profile	Catego	rization	Item	Contacts	Social Compliance	Sustainability	Comp	olete
* Indicates required field										
Organization Name Job, LLC										
A Hide Instructions										
Use this screen to complete or update your production facility address details. Use the buttons finished.	at the top right to	navigate to	the require	d contact	s or com	pliance sec	ion(s). Be sure to click	the "Complete" butt	on when ye	ou are
The D-U-N-S Number and Address Details on this page should correspond to the actual produ	ction site for the p	roduct, raw	material or	ingredier	nts suppli	ed to Kroge	r from this location.			
For instructions on completing this section click here										



If any information is incomplete, you will see the below screen. Click **Home** (F) to return to the Update Address Details screen. Navigate to the incomplete section(s) to complete the information.

Administration: Facility Address Book > Update Address Details > Incomplete Sections	
Organization Name Job, LLC Facility Name Gushing Grapes	
夏 2 5 幸 - 10	
Section Name	Error Message
Sustainability	Required questions not answered
Contacts	Contact information is missing.
Facility Item Relationship	The "Item from Facility" section is incomplete.