Search and Manage Item Numbers Across Multiple Facilities

The GTIN / KLN# Facility List can be used to quickly add or remove an item without needing to access each facility's item screen.

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



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

Partner Pass		Û	SH	Â
88 Home	My Applications			l
O Users ? Help	Supplier Hub			
	Kroger's centralized vendor manage Rystem Open Supplier Hub ->			
	Other Applications		~	
	You can find additional details and information at The Kroger Co.			•
	FILAMEY © Copyright 2021 The Kroger Co. All Rights Reserved. Prixacy. Policy			

Supplier Hub

3. Click Facility Address Book (B).

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	
B Facility Address Book	

4. Click Item (C).



The Item button will only be displayed once one of the facilities has been associated with a DUNS number.

ROGER TECHNOLOGY	/endor Profile & User ∣	Manager		î	¢ 🌔	Logged In A	S STEPHANIE.HOUC	K@JOBAIDS.	сом (
dministration									
General	Facility Address	Book							
Company Profile	Organizatio Vendor Onboardin	on Name Job, LLC g Status Vendor Registration P	ending	Dun & Bradstreet (DUNS)	Number 068100	193			
Organization	Hide Instructions								
Categorization	The Facility Address Bo	ook is where vendors of products,	ingredients or p	backaging manage the info	ormation for each of	their production facility	locations.		
Legal Information	Each production facility	registration begins by clicking or	'Create Facility	". istration For further instruc	tions on completing	this section click here			
Diversity	Reminder: Visit the Revie	w and Submit page to check com	pletion status.	Submit your record upon o	ompletion and after	updating details.	C		
Organization Contacts							Back Item	Next	
Remit & Order Address	Active Facilities								
Facility Address Book	Create Facility	2 🖻 🔅 🕶 🎟							
Banking Details	Address Name 📥	Address DUNS Number	Ownership	Address		Food Safety Compliance Status	Social Compliance Status	Update	Remov
Assessment	Awesome Apples	607470122	Yes	1049 N Romulus St 1ST	United States	Not Applicable	Not Applicable	1	î.

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

Note: GTINS are 14 digits and assigned to finished products for resale. KLN#s are 6 digits and assigned to raw ingredients for manufacturing.

6. Click Search (E).

KROGERTECHNOLOGY Vendor	Profile & User Manager	Â	⊗ ★	÷	Logged in As	STEPHANIE.HOUCK@J	
GTIN or KLN # - FACILIT	Y LIST						Close
Organization Name Job, LLC							
Hide Instructions If you are providing a n GTIN or KLN # GTIP Update the facilities that cur Associated Facilities	Kroger, enter the Bordering Unit for Finished Produces Search rently manufacture, produce or process the GTIN or KLN #	cts) or KLN (for F for Kroger.	Raw Materials) to ass	ociate that item	to previously created facilit	ies.	
Address Name	Address DUNS Number		Ownershi	n	Address	Country	Delete
No search conducted.	Address bond humber		Ownersin	P	Address	country	Delete
Potential Associated Facilit	ties						

Note: The **Associated Facilities table** (F) displays the facilities the item is currently associated with.

The **Potential Associated Facilities table** (G) displays the facilities the item is **not** currently associated with.

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

То:	Do this:
Delete an item from a facility	Click the delete icon (H) and continue to <u>step 8</u> .
Add an item to a facility	Click the add icon (I) and go to <u>step 11</u> . By adding an item, you agree that the item is currently produced, manufactured, or processed for Kroger at this facility.

Supplier Hub

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Address Name	Address DUNS Number	Ownership	Address	Country	Del
Awesome Apples	607470122	Y	1049 N Romulus St 1ST FL	US	li li
Minhou Minxing	970945425	Y	Marcos Paz 2576	AR	1
Potential Associate	d Facilities				
🗎 😂 🖻 🌞 💷					
M 2 ा 🌣 v 💷 Address Name	Address DUNS Number	Ownersh	hip Address	Country	۵

8. Click Yes (J).

1 wannig		
The association between this facility and the item is being deleted. Are you sure you wan proceed?	to	U
	No	Yes

Note: There must be at least one facility associated with an item. If a facility is the last remaining address associated with the item, you will not be able to remove it. If a facility no longer supplies the item to Kroger, it should be removed from the item system. If you are unsure how to do this, reach out to your primary Kroger contact.

9. The item will be deleted and now the facility is displayed in the **Potential Associated Facilities table** (K).

Address Norma	Address DUNO Number	Ourseship	A	Country	Delet
Minhou Minying	P70945425	Ownership	Address	Country	Delete
Withiou WithAing	010040420		marcus Paz 2570	An	
Address Name	Address DUNS Number	Ownership	Address	Country	A
Awesome Apples	607470122	Y	1049 N Romulus St 1ST FL	US	(

10. Go to <u>step 12</u>.

- 11. The item will be added and now the facility is displayed in the **Associated Facilities table (L)**.
- 12. Click Close (M).

Address Name	Address DUNS Number	Oumorchin	Address	Country	Dalat
Autress Name	876442711	Ownership	101 S Dale Dr	US	Delet
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Determined at the second states	Facilities				
Potential Associated	1 aciintes				
💢 2 🖪 🔅 🛪 🔳					
Potential Associated	Address DUNS Number	Ownership	Address	Country	