Manage Organization Contacts



bte: 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 **Open Supplier Hub** (A).

Partner Pass	Partner Pass	?	SH
88	My Applications		
8	Supplier Hub		
	Kroger's centralized vendor manage vstem		
	Other Applications		~
	You can find additional details and information at <u>The Kroger Co.</u>		
	FAMUY © Copyright 2021 The Kroger Co. All Rights Reserved. Privacy Policy		

3. Click Organization Contacts (B).

KROGERTECHNOLOGY Sup	plier Management 🕋 🕥 ★ 🏟 👔 🖓 🛛 Logged In As \$A66095 🔱
Suppliers	
Quick Update	Hop Chong Trading Company Inc - Organization Number 3000009: Quick Update
Company Profile	* Indicates required field
Organization	Organization Name Hop Chong Trading Company Inc Dun & Bradstreet (DUNS) Number 048332191 Vendor Onboarding Status: Vendor Profile Approved Vendor Compliance Status Review & Submit - Pending
Categorization	Hide Instructions
Cybersecurity	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 Supplier Hub or you would like to review information on completing and maintaining your profile, please visit our Supplier Hub help page. If you need assistance with your DUNS number, submit your request to D&B Support. For detailed instruction, visit our Supplier Hub help page.
Diversity	
B Organization Contacts	
Remit & Order Address Book	

Delete a Contact Without a User Account

Note: Hover over the gray trash cans to learn why the user can't be deleted.

4. Click the **trash can** (A) for the contact you want to delete.

Detai	ls First Name	Last Name	Email Address	Phone Number	Contact Type	Updat
Þ	Wayne	Chang	wayne.chang@hopchong.com	1-2126959338	Netting, EDI,	1
•	Peter	Chang	peter251@aol.com	1-2126959338	24 Hours/Recall, Purchase Order,	1
Þ	Evan	Chong	EvanChong@hopchong.com	1-7894567778	Quality Assurance	1

5. Click Yes (B).



Create a User Account or Update a Phone Number or Contact Types

6. Click the **pencil** (A) for the contact you want to update.

Facility Address Book Review and Submit Party Relationships	Contact Type Last Name Search Clear							
Approval History	Create 💥 😂 🗗 🔅 🛨 🔳							
, , , , , , , , , , , , , , , , , , , ,	Detail	s First Name	Last Name	Email Address	PhoneNumber	Contact Type		Update
	►	Нор	Chongwayne	hopchongwayne@gmail.com	1-2126959338	Purchase Order, Customer Service,		1
	►	Chandler	Bing	bing@gmail.com	1-5132188273	Other	A –	1
	►	Rheda	Hines	margarheda@yahoo.com	1-5134606576	Main/Admin, Purchase Order	T	1
	Conta X 2 Detail	acts without C 🖸 🌣 🕶 🏢 s First Name	User Accour	nts ற Email Address	Phone Number	Contact Type	Update	Delete
	Þ	Wayne	Chang	wayne.chang@hopchong.com	1-2126959338	Netting, EDI,	1	Ĥ
	•	Peter	Chang	peter251@aol.com	1-2126959338	24 Hours/Recall, Purchase Order,	1	1

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

То:	Do this:
Update alternate name, country codes, phone numbers, or extensions	Enter information into the Contact Details section (B) .
Create a user account so the contact can login to Supplier Hub to perform profile maintenance	<i>By creating a user account, the contact will be able to see and modify their organization's entire Supplier Hub record, including EIN/SSN and banking information.</i>
	• Select the user account checkbox (C) .
	• If desired, update the User Name (D).
	 The User Name defaults to the email address, but you may enter a different, unique User Name in the field. The User Name cannot be changed after you click Apply.
	Note: If the contact needs to be a Partner Pass admin for Supplier Hub in their organization, <u>assign admin access</u> in Partner Pass. Partner Pass admins can:
	 <u>Update first and last name of users</u> <u>Assign admin access</u> <u>Deactivate a user</u> <u>Reactivate a user</u> <u>Grant application access</u> <u>Revoke application access</u>

Supplier Hub

Update the contact type(s)

Select or de-select contact type checkboxes (E).

8. Click Apply (F).

	date Organizatio	on Contact					Ca	cel	Ар
ØП	P Please use a company	email address, if po	ossible. Personal e	email addresses of terminated employe	ees may still have access to Ki	roger systems until removed. Compan	ny administrators are responsible for the	maint	ena
Cor	ntact Details	unt.							
ω II	Email Address	wavne.chang@hg	tivation or reactiva	tion of users can only be made within i	Partner Pass.				
	First Name	Mauna		Leaf Name	Chang	A 16-11-11	4. Nouse	_	
	First Name	wayne		Last Name	Chang	Alterna	te Name		
	* Country Code	United States 1	~	* Phone Number	2126959338		Ext		
	Country Code		~	Alt Phone Number			Ext		
Use	er Account Details								_
Use ଙ	TIP By creating a new use be accurate and com TIP Changes to grayed-ou Create User Accour	er, you represent ar plete. If such data ut fields and the ina ht For The Contact	you agre	you are a supplier or are under that you will update it bas adon of users can only e within Jser Name	the due authorization of a supplies. After creation, user adminit Partner Pass. For assistance	piler to submit information on the supp stration rights can only be assigned or o, contact your organization's Admin us	oller's behalf; and (ii) any data submitter adjusted within Partner Pass. ser.	by yo	u w
Use Ø	TIP By creating a new uss be accurate and comp TIP Changes to grayed-or Create User Accour 2	er, you represent an plete. If such data ut fields and the ina at For The Contact	you agreen or reactive to the termination of termi	you are a supplier or are that you will update it adion of users can only User Name	the due authorization of a supplies. After creation, user adminit Partner Pass. For assistance	piler to submit information on the supp stration rights can only be assigned or e, contact your organization's Admin us	oller's behalf; and (ii) any data submitter adjusted within Partner Pass. ser. F	by yo ows 1	u w
Use © [] []	TIP By creating a new use be accurate and com TIP Changes to grayed-ou Create User Accour Create User Accour Create User Accour Contact Type	er, you represent ar plete. If such data ut fields and the ina tt For The Contact	t Description	you are a supplier or are under that you will update it the bas ation of users can only ewithin User Name	the due authorization of a supplies. After creation, user adminit I Partner Pass. For assistance	plier to submit information on the supp stration rights can only be assigned or e, contact your organization's Admin us	oller's behalf; and (ii) any data submitter adjusted within Partner Pass. ser. F	by yo ows 1	u w to
Use Ø Ø	P Account Details TIP By creating a new use be accurate and comp TP Changes to grayed-o- Create User Accour Create User Accour Contact Type Netting	er, you represent ar plete. If such data ut fields and the ina nt For The Contact	Constant that (i) you agree or reactive Descripti Used to en	you are a supplier or are that you will update it that you will update it the station of users can only be within User Name on the settlement letters where Kroger received and the settlement letters where Kroger	the due authorization of a sup is. After creation, user adminit Partner Pass. For assistance behavious and the second second second second relation of the second second second second second second relation of the second	piler to submit information on the supp stration rights can only be assigned or e, contact your organization's Admin us from payment	olier's behalf; and (ii) any data submitter adjusted within Partner Pass. ser. F	by yo	u w to
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If a user account has been created, the contact will receive a "Welcome to Partner Pass" enrollment email from <noreply@okta.com> with instructions for accessing Supplier Hub via Partner Pass.

For additional information, please see:

- Ouick Reference Guide: Supplier Hub Login Information
- <u>Supplier Hub Help Page</u>
- Partner Pass information page
- Partner Pass help page