

Supplier How To: Requesting Lavante Access- No Prior Access



Dear Valued Supplier,

If your organization has not previously requested access to Lavante, you will need to follow the below instructions to be able to receive log in credentials.

Only one contact from your organization needs to request access as the "Supplier Admin" for your teams. Once that "Supplier Admin" access is granted, that contact must invite all other users for your organization.

Please follow the below steps to gain access to the Lavante Platform

Email krogercorrespondence@prgx.com with the following:

1. From your corporate email with your company's domain
2. Your corporate TIN (Tax Identification Number)
3. ATTACH a current/recent Paid Kroger invoice (If you are an SBT supplier or you have never been paid by Kroger you will provide a W-9 in lieu of invoice)

Note:

If you are a broker, agent or distributors the supplier must first create an account and then the supplier can invite the broker, agent or distributors to the platform.

Please allow up to 5-7 business days to receive your invitation to the platform. Please do not send additional follow up during this timeframe.

Please note that krogercorrespondence@prgx.com is the contact only to gain access to Lavante. This email address is not a contact for any other matter and should not be listed as a contact for any future concerns.

For contacts related to a specific concern, once you have gained access you may review the "Vendor Deduction Contact List" on what contact you should direct your request.

Best regards,

The Kroger Co.
