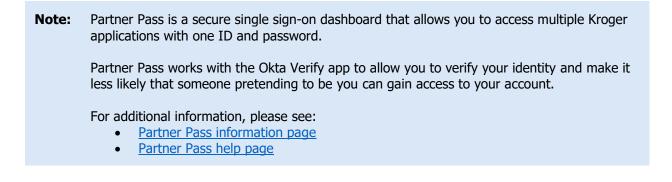
Complete a Facility



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 **Go to the portal** (A).

| Partner Pass | My Applications |
|-----------------|--|
| 88 | Supplier Hub |
| 2 | Kroger's centralized vendor management system. |
| | Go to the portal \rightarrow |

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 |
| 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 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 \ | /endor Profile & User | Manager | | î | * 🌣 炸 | Logged In As s | STEPHANIE.HOUCK | @JOBAIDS. | сом |
|--------------------------------------|-------------------------|--|------------------|------------------------|------------------------|-------------------------------------|--------------------------------|-----------|-------|
| dministration | | | | | | | | | |
| General | Facility Address | Book | | | | | | | |
| Company Profile | | on Name Job, LLC g Status Vendor Registration I | | Dun & Bradstreet (DUN | NS) Number 068100 | 193 | | | |
| Organization | Hide Instructions | | | | | | | | |
| Categorization | The Facility Address Bo | ook is where vendors of products | , ingredients or | packaging manage the i | nformation for each of | their production facility loc | ations. | | |
| Legal Information | | registration begins by clicking o | | | | | | | |
| Diversity | | on which of your production faci w and Submit page to check cor | | | | | | | |
| Organization Contacts | | | | ,, | | | Back Item | Next | |
| Remit & Order Address | Active Facilities | | | | | | | | |
| Facility Address Book | Create Facility | 2 🖪 🔅 🔻 🎟 | | | | | | C | |
| Banking Details Review and Submit | Address Name 🔺 | Address DUNS Number | Ownership | Address | Country $	riangleq$ | Food Safety Compliance Status | Social Compliance Status | Update | Remov |
| Assessment | Automation | 171503613 | Yes | 6529 John Mosby Hwy | United States | Supplier Information Required | Not Applicable | 1 | Î |
| Leave Us Feedback | 👔 Gushing Grapes | 876442711 | Yes | 101 S Dale Dr | United States | Not Applicable | Not Applicable | 1 | Î |
| LUAYE US FEEUDACK | Minhou Minxing | 970945425 | Yes | Marcos Paz 2576 | Argentina | Not Applicable | Review & Submit - Pending | 1 | Û |

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

| KROGERTECHNOLOGY Vendor Profile & User Manag | jer | Â | 0 | * | © 📍 | Lo | gged In As STEPHANIE. | HOUCK@JOBAIE | os.com |
|--|---------------------------------|------------------------|------------|-------------|---------------------|-------------|-----------------------------|--------------------|-----------------|
| Administration: Facility Address Book > Update Address Details | Close Save Profile | Categorization | Item | Contacts | Food Safety Co | mpliance | Social Compliance | Sustainability | Complete |
| * Indicates required field | | | | | | | | | |
| Organization Name Job, LLC | | | | | | | | | |
| Hide Instructions Use this screen to complete or update your production facility and finished. | ddress details. Use the buttons | at the top right to n | avigate to | the require | d contacts or comp | liance sect | ion(s). Be sure to click th | e "Complete" butto | on when you are |
| The D-U-N-S Number and Address Details on this page should | correspond to the actual produc | ction site for the pro | oduct, raw | material or | ingredients supplie | d to Kroge | from this location. | | |
| For instructions on completing this section click here | | | | | | | | | |
| | | | | | | | | | |

6. Click **Close** (E).

| plicable. Save | Profile | Catego | orization | Item | Contacts | Social Compliance | Sustainability | Complete |
|-------------------|---------------|-------------|-------------|-----------|--------------|---------------------------|--|---|
| | | Catego | orization | Item | Contacts | Social Compliance | Sustainability | Complete |
| Save | Profile | Catego | orization | Item | Contacts | Social Compliance | Sustainability | Complete |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| ight to n | avigate to th | he require | ed contacts | s or com | pliance sect | tion(s). Be sure to click | the "Complete" butto | n when you are |
| r the pro | duct, raw m | naterial or | ingredient | ts suppli | ed to Kroge | r from this location. | | |
| | | | | | | | | |
| | | | | | | | un to navigate to the required contacts of compliance section(s), be sure to dick the product, raw material or ingredients supplied to Kroger from this location. | the product, raw material or ingredients supplied to Kroger from this location. |

Supplier Hub



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 | |
| (2) □ ☆ ▼ Ⅲ | |
| Section Name | Error Message |
| Sustainability | Required questions not answered |
| | Contact information is missing. |
| Contacts | |