## **Review and Submit Your Profile**

After you finish entering all organization and production facility information, you must submit your organization profile for Kroger review and approval.

- 1. Login to https://partnerpass.krogerapps.com/
  - **Note:** 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 **Go to the portal** (A).

Partner Pass	My Applications			
88	Supplier Hub			
2	Kroger's centralized vendor management system.			

3. Click **Review and Submit** (B).

KRC	GER <b>TECHNOLOGY \</b>	Vendor Profile & User Manager 🕋 🛇 ★ 🏟 🦯 🛛 Logged in As STEPHANIE.HOUCK@JOBAIDS.COM 🔱						
Adm	ninistration							
	General	General						
c	Company Profile	Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193 Update Vendor Onboarding Status: Vendor Registration Pending						
	Organization	A 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	Reminder: To ensure proper routing of purchase orders, click on 'Create Order Address' in the "Remit & Order Address Book".						
	Remit & Order Address							
	Facility Address Book							
	Banking Details							
В	Review and Submit							
	Assessment							
	Leave Us Feedback							

## **Supplier Hub**

- 4. The Review and Submit page displays each **section** (C) of your company profile and its **status** (D).
- 5. If any section has a status of incomplete, click the **Click here** (E) link to go directly to the page and complete it.
- 6. When all sections have a status of "Complete," click **Submit Profile** (F).

General	Organization Name     Job, LLC     Dun & Bradstreet (DUNS) Number     068100193       Vendor Onboarding Status     Vendor Registration Pending       > Show Instructions				
Company Profile Organization Categorization					
Legal Information					
Diversity	C 🖻 🕸 🕶 💷 🗸				
Organization Contacts	Section	Status	Link		
organization contacto	Organization	Complete	Click here For r	redirecting to the page	
Remit & Order Address	Categorization	Complete	Click here For r	redirecting to the page	
Facility Address Book	Legal Information	Incomplete	Click here For r	redirecting to the page	
Banking Details	Diversity	Incomplete	Click here For r	redirecting to the page	
Danking Details	Organization Contact	Complete	Click here For r	redirecting to the page	
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Review and Submit	Remit to address	Complete	Click here For r	redirecting to the page	
Review and Submit Assessment	Remit to address Facility Address	Complete	Click here For r	redirecting to the page	

Vendors who provide food or non-food products to Kroger must add the production facilities from which they supply products to Kroger to the Facility Address Book.