# **Create Organization Contacts**

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

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

3. Click Organization Contacts (B).

KROGER <b>TECHNOLOG</b>	SY Supplier Management 🙃 🖈 🌣 📫 Logged In As SA66095 🔱
Suppliers	
Quick Update	Hop Chong Trading Company Inc - Organization Number 3000009: Quick Update
Company Profile	* Indicates required field Organization Name Hop Chong Trading Company Inc Dun & Bradstreet (DUNS) Number 048332191
Organization	Vendor Onboarding Status: Vendor Profile Approved Vendor Compliance Status Review & Submit - Pending
Categorization	Hide Instructions 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.
Cybersecurity	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.
Legal Information	If you need assistance with your DUNS number, submit your request to D&B Support. For detailed instruction, visit our Supplier Hub help page.
B Organization Contac	te .
Remit & Order Addre	ass Book

# 4. Click Create (C).

Suppliers							
Quick Update	Organization Contacts					Back Next	
Company Profile	Organizat	on Name Hop C	hong Trading Company Inc	Dun & Bra	dstreet (DUNS) Numb	er 048332191	
Organization	Vendor Onboarding Status Vendor Profile Approved Vendor Compliance Status Review & Submit - Pending						
Categorization	Hide Instructions						
Galegonzation	Kroger requires contact	information for you	ır organization. You must provide	a Main Conta	ct, a Remit To/Account	s Payable contact, a Sales contact and a Purchase	e Order contact.
Cybersecurity In addition, most organizations will be required to provide a Quality Assurance Contact and 24/7 Recall Contact.							
Legal Information For instruction on completing this section, click here							
Diversity	Diversity Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.						
Organization Contacts	Search a Contact						
Remit & Order Address Book	TIP Use the sear	h button to find exi	sting contacts by 'Contact Type' o	r 'Last Name'			
Facility Address Book	с	ontact Type	*		Last Name		
Review and Submit			Sea	Clea	ır		
Party Relationshins	C ts with Use	r Accounts 🧃	)				
r arty riolationanipa	Create   🖬 😤 🕞	🖏 🗕 💷					
Approval History	Details 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	1

## 5. Enter the **Email Address** (D).

If the email address has already been added, the first and last name will be defaulted from the existing profile. Any changes to the first and last name will be synchronized among all supplier profiles.

### 6. Enter the First Name, Last Name, and Phone Number (E).

7. If desired, update the **User Name** (F).



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**.

#### 8. Use the below table to determine the next step:

То:	Do this:
Create a contact that <b>can't</b> login to Supplier Hub, but can be contacted by Kroger	<ul> <li>Select any applicable Contact Types (G) (See screenshot below for a description of each contact type).</li> <li>Click Apply (H).</li> </ul>
Create a user account so the contact <b>can</b> login to Supplier Hub to perform profile maintenance	<ul> <li>Select the user account checkbox (I).</li> <li>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.</li> <li>Select any applicable Contact Types (G) (See screenshot below for a description of each contact type).</li> </ul>

**Note:** During this initial creation, if the contact is assigned a contact type of Main/Admin, they will flow to Partner Pass as a Partner Pass admin for Supplier Hub in their organization. Partner Pass admins can:

- Update first and last name for other users
- o Assign admin access
- o <u>Deactivate a user</u>
- <u>Reactivate a user</u>
- o Grant application access
- <u>Revoke application access</u>
- Click **Apply (H)**.

**Note:** If the contact needs to be a Partner Pass admin for Supplier Hub in their organization **after this initial creation**, admin access must be given in Partner Pass on the Manage User & Access screen.

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<u>Assign admin access</u>

	* First Name			* Last Name	Alternate Name				
*	Country Code	United States 1	~	E * Phone Number	Ext				
	Country Code		~	Alt Phone Number	Ext				
Create U	ser Account								
⊘ TIP By c be a Cre	creating a new us accurate and com ate User Accourt	er, you represent a plete. If such data ch. ht For The Contact	ht that (i) you a , you agree that User Na	re a supplier of the due authoriz you will update the due authoriz ume John.Doe@hopchong.com	cation of a supplier to submit information on the supplier's bet n, user administration rights can only be assigned or adjusted	alf; and (ii) any data submitted by you within Partner Pass.			
	😳 🔻 💷 🔻	_				Rows 11			
	ict lype		Description						
24 Hours/Recall			Product emerg	Product emergency contact					
Purchase Order			Email address	Email address and contact where Purchase Orders should be sent via email					
	Customer Service		Electronic Det						
	EDI		Electronic Data	Electronic Data Interchange					
	J Item Data Management		Kroger Allowar	item information, Attributes and images.					
			Main point of c	Kroger Allowance Tracking System contact					
				main point of contact about business mult stoger					
Netting			Osec to emain	osov to email semenent terrets where vroget terretsables trave been deduced from payment					
Other			Other						
	To/Accounts Down		Product quality	conaci					
	TorAccounts Paya	anic	Primony color	contact expected to participate in PEx sourcing a	wents from Krogor				
	a Hub		Sales/parts.co	ntact	avents nom kloget.				
Vendo	r Collaboration P	ortal	Administrator f	for the Promotional Deal and Cost Change system	m				
↓ vendol		n tai	Administrator	or the Promotional Dear and Cost Onlange system					

After the 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:

  Quick Reference Guide: Supplier Hub Login Information
  - Supplier Hub Support Page •
  - Partner Pass information page Partner Pass Support page •
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