

Temporarily Inactivate a Facility

Note: Temporarily inactivating a facility indicates they won't be providing products to Kroger for a limited amount of time (between 6-18 months). Information must be kept current while the facility is temporarily inactive to ensure the record remains compliant in Supplier Hub.



- Facilities left in temporarily inactive status will be automatically removed after 24 months.
- There is a limit to the number of times a facility can be temporarily inactivated. If this number is exceeded, approval from Kroger Compliance team will be needed.

Email socialcompliance@kroger.com if you require assistance after multiple inactivations.

1. Login to <https://partnerpass.krogerapps.com/>

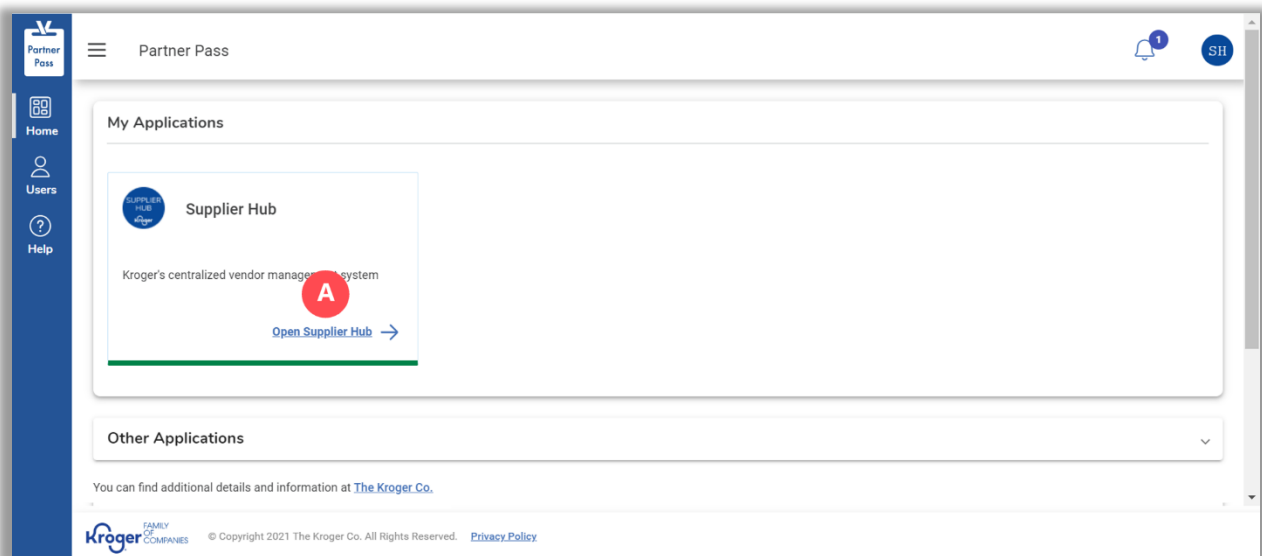
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

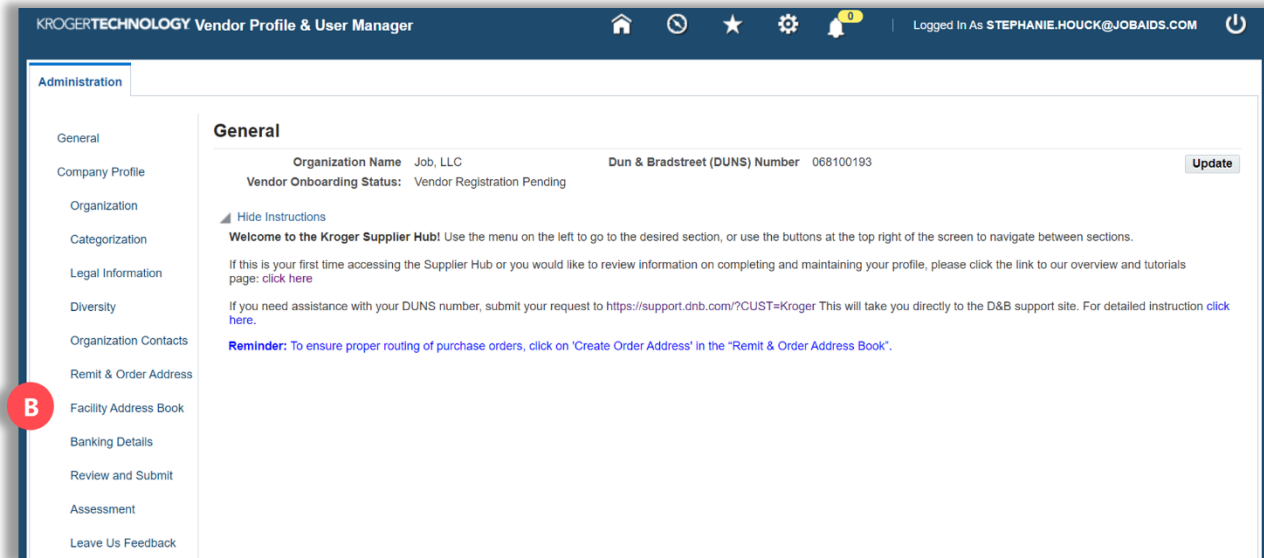
For additional information, please see:

- [Partner Pass information page](#)
- [Partner Pass Support page](#)

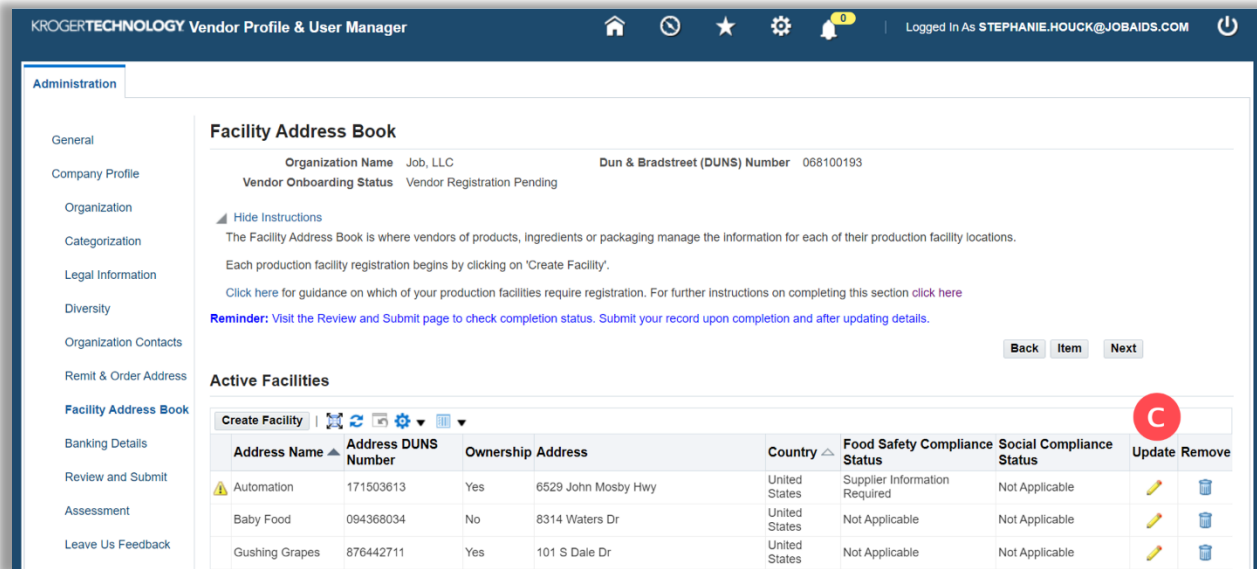
2. On the Supplier Hub tile, click **Open Supplier Hub (A)**.



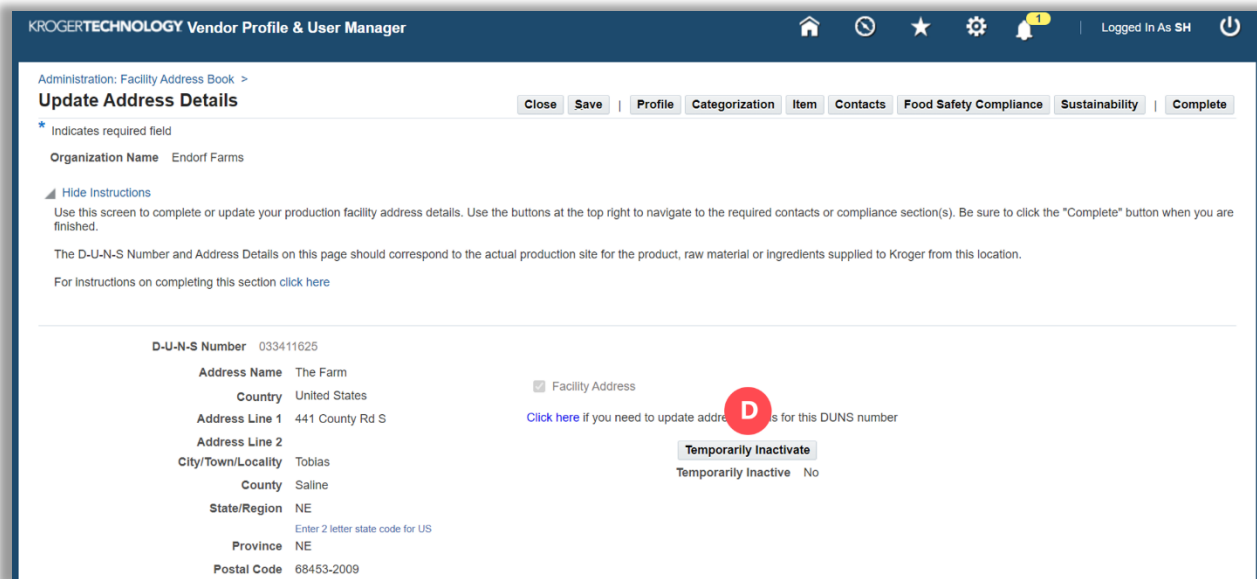
3. Click **Facility Address Book (B)**.



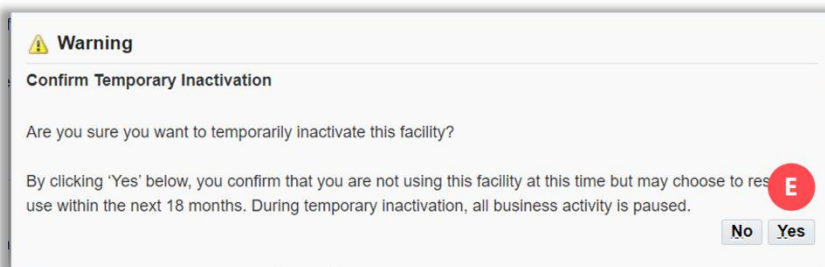
4. Click the **pencil icon (C)** to update.



- Click **Temporarily Inactivate (D)**.



- Click **Yes (E)**.



Note: The facility will be displayed in the **Temporarily Inactive Addresses table (F)** on the Facility Address Book page.

Reactivate a facility

- Locate the address in the Temporarily Inactive Addresses section on the Facility Address Book page.
- Click the **pencil icon (G)** to update.

Facility Address Book

Organization Name Endorf Farms Dun & Bradstreet (DUNS) Number 033411625
 Vendor Onboarding Status Vendor Profile Approved Vendor Compliance Status Non Compliant

Hide Instructions
 The Facility Address Book is where vendors of products, ingredients or packaging manage the information for each of their production facility locations.
 Each production facility registration begins by clicking on 'Create Facility'.
 Click here for guidance on which of your production facilities require registration. For further instructions on completing this section click here
Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.

Back Item Next

Create Facility

Address Name	Address DUNS Number	Ownership	Address	Country	Food Safety Compliance Status	Social Compliance Status	Update	Remove
567	554417533	Yes	Tangdongyu S. Road, Tianhe District	China	Compliant - Expired	Supplier Information Required		
xxxx	022168559	No	134 S Central Ave	United States	Non Compliant	Compliant		

Temporarily Inactive Addresses

Name	Address	Address DUNS Number	Ownership	Country	Food Safety Compliance Status	Social Compliance Status	Update	Remove
The Farm	441 County Rd S Tobias ,Saline ,NE ,68453-2009	033411625	Yes	United States	Compliant	Not Applicable		

- 9. Verify all information is up to date, including facility contacts.
- 10. Click **Activate (H)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book >

Update Address Details Close Save Profile Categorization Item Contacts Food Safety Compliance Sustainability Complete

* Indicates required field

Organization Name Endorf Farms

Hide Instructions
 Use this screen to complete or update your production facility address details. Use the buttons at the top right to navigate to the required contacts or compliance section(s). Be sure to click the "Complete" button when you are finished.
 The D-U-N-S Number and Address Details on this page should correspond to the actual production site for the product, raw material or ingredients supplied to Kroger from this location.
 For instructions on completing this section click here

D-U-N-S Number 033411625

Address Name The Farm Facility Address
 Country United States Click here if you need to update details for this DUNS number
 Address Line 1 441 County Rd S
 Address Line 2
 City/Town/Locality Tobias **Activate**
 County Saline Temporarily Inactive Yes
 State/Region NE
 Province NE Enter 2 letter state code for US
 Postal Code 68453-2009