

Update a Facility Contact

Login

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

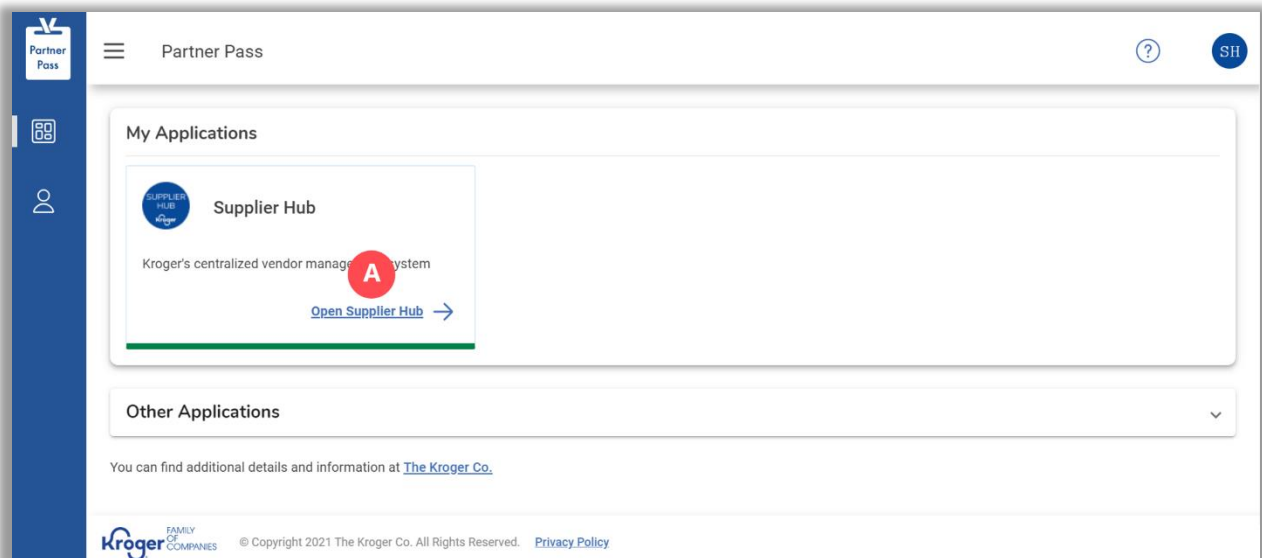
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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:

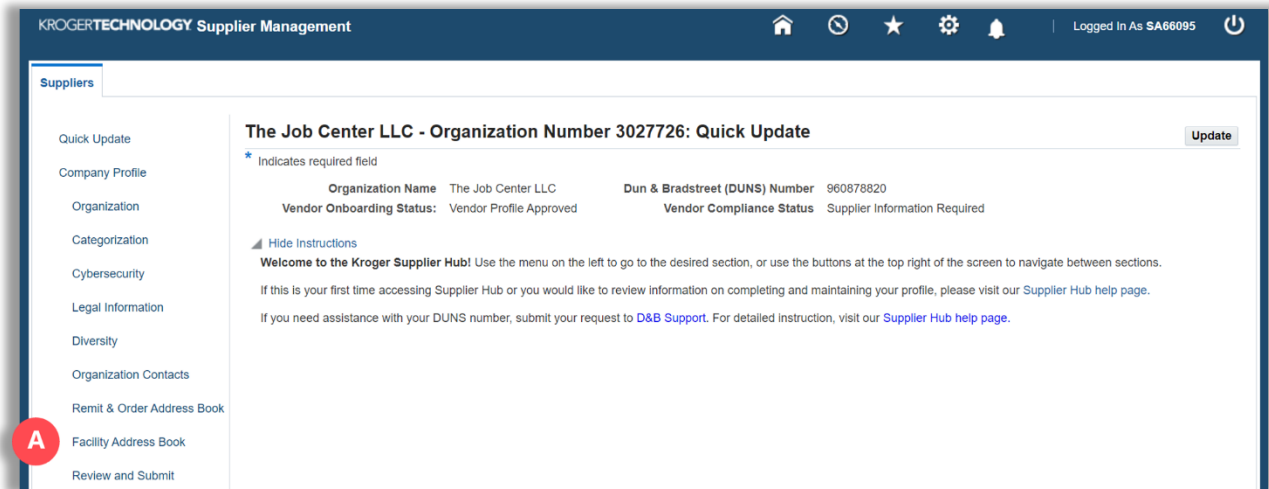
- [Partner Pass information page](#)
- [Partner Pass support page](#)

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

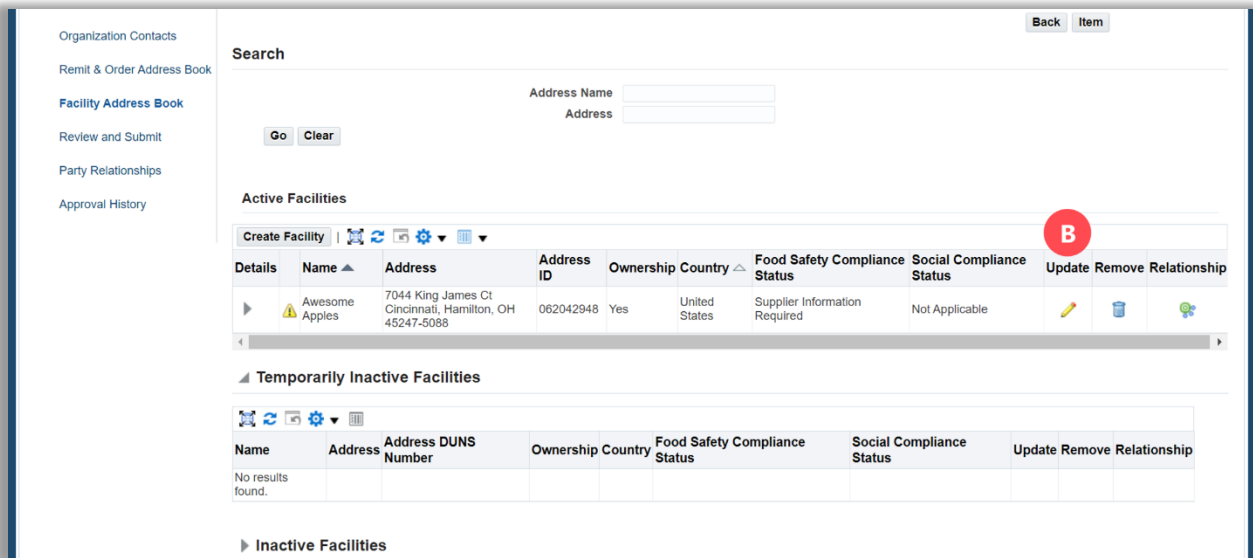


Facility Address Book Screen

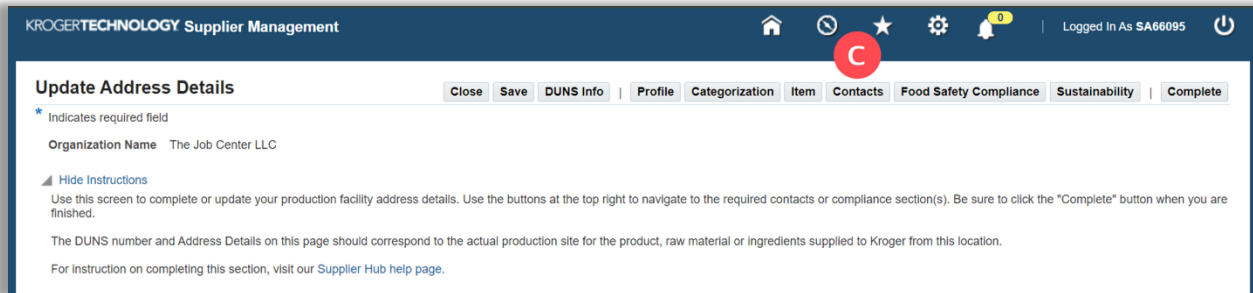
3. Click **Facility Address Book (A)**.



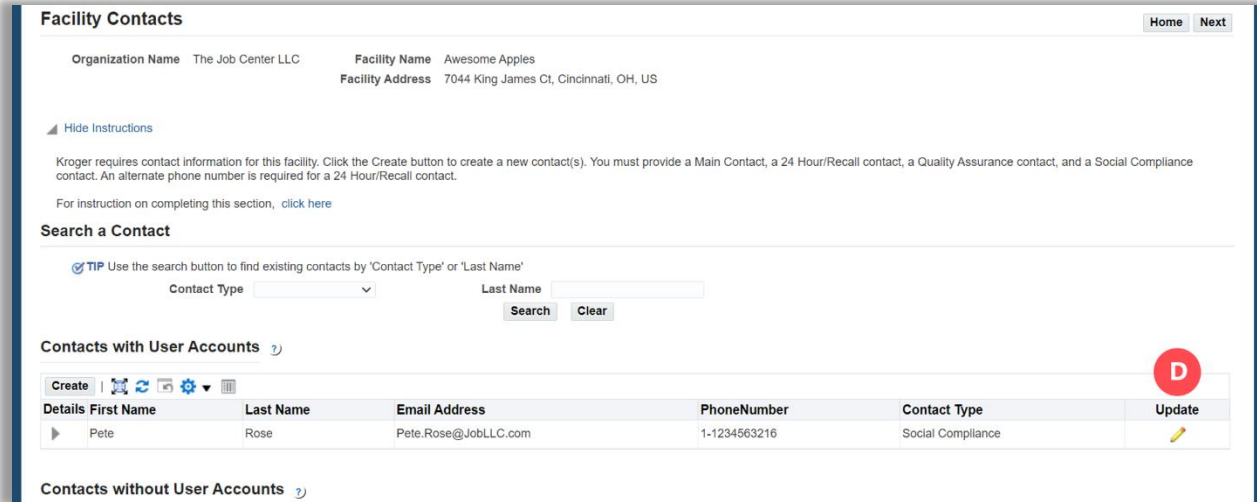
4. Click the **pencil (B)** to update the desired facility.



5. Click **Contacts (C)**.



6. Click the **pencil (D)** to update the desired contact.



7. Use the below table to determine the next step:

To:	Do this:
Update first or last name	Login to Partner Pass and make updates on the Users screen. See this job aid for instructions.
Update alternate name, country codes, phone numbers, or extensions	Enter information into the Contact Details section (E) .
Assign admin access	Login to Partner Pass and make updates on the Users screen. See this job aid for instructions.
Deactivate a user	Login to Partner Pass and make updates on the Users screen. See this job aid for instructions.
Reactivate a user	Login to Partner Pass and make updates on the Users screen. See this job aid for instructions.
Update contact type	Select or de-select contact type checkboxes (F) .

8. Click **Apply (G)**.

G

Update Facility Contact

Cancel **Apply**

Tip Please use a company email address, if possible. Personal email addresses of terminated employees may still have access to Kroger systems until removed. Company administrators are responsible for the maintenance of all users on the account.

Contact Details

Tip Changes to grayed-out fields and the inactivation or reactivation of users can only be made within Partner Pass.

Email Address: Pete.Rose@JobLLC.com

First Name: Pete Last Name: Rose

* CountryCode: United States[1] * Phone Number: 1234563216 Ext:

Country Code: Alt Phone Number: Ext:

Alternate Name:

User Account Details

Tip Changes to grayed-out fields and the inactivation or reactivation of users can only be made within Partner Pass. For assistance, contact your organization's Admin user or our Supplier Engagement Group.

User Name: PETE.ROSE@JOBLLC.COM

Contact Type	Description
<input type="checkbox"/> 24 Hours/Recall	Product emergency contact
<input checked="" type="checkbox"/> Main/Admin	Main point of contact about business with Kroger
<input type="checkbox"/> Other	Other
<input type="checkbox"/> Quality Assurance	Product quality contact
<input checked="" type="checkbox"/> Social Compliance	Social Compliance Contact

F

E

9. Click **Home** (H).

H

Facility Contacts

Home **Next**

Organization Name: The Job Center LLC Facility Name: Awesome Apples
 Facility Address: 7044 King James Ct, Cincinnati, OH, US

Hide Instructions

Kroger requires contact information for this facility. Click the Create button to create a new contact(s). You must provide a Main Contact, a 24 Hour/Recall contact, a Quality Assurance contact, and a Social Compliance contact. An alternate phone number is required for a 24 Hour/Recall contact.

For instruction on completing this section, [click here](#)

Search a Contact

Tip Use the search button to find existing contacts by 'Contact Type' or 'Last Name'

Contact Type: Last Name:

Search **Clear**

Contacts with User Accounts

Details	First Name	Last Name	Email Address	PhoneNumber	Contact Type	Update
▶	Pete	Rose	Pete.Rose@JobLLC.com	1-1234563216	Main/Admin, Social Compliance	

Contacts without User Accounts

10. Click **Save** (I).

I

KROGERTechnology Supplier Management

Home Refresh Star Settings Notifications Logged In As SA66095

Update Address Details

Close **Save** **DUNS Info** | **Profile** **Categorization** **Item** **Contacts** **Food Safety Compliance** **Sustainability** | **Complete**

* Indicates required field

Organization Name: The Job Center LLC

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 DUNS 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 instruction on completing this section, visit our Supplier Hub help page.