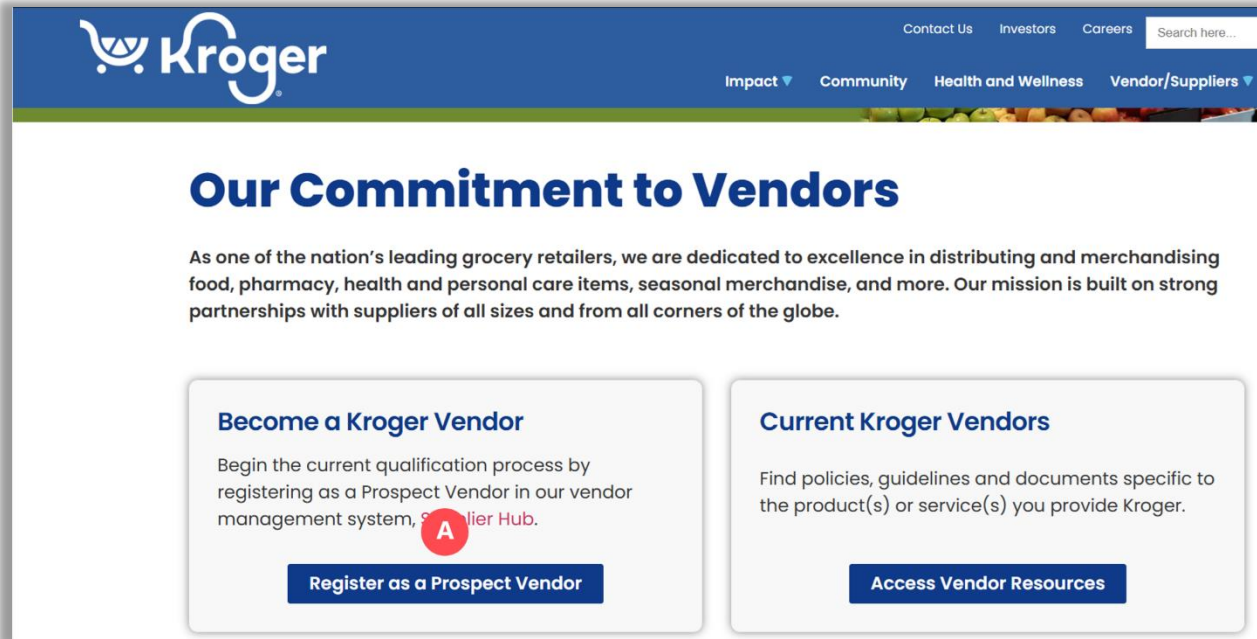
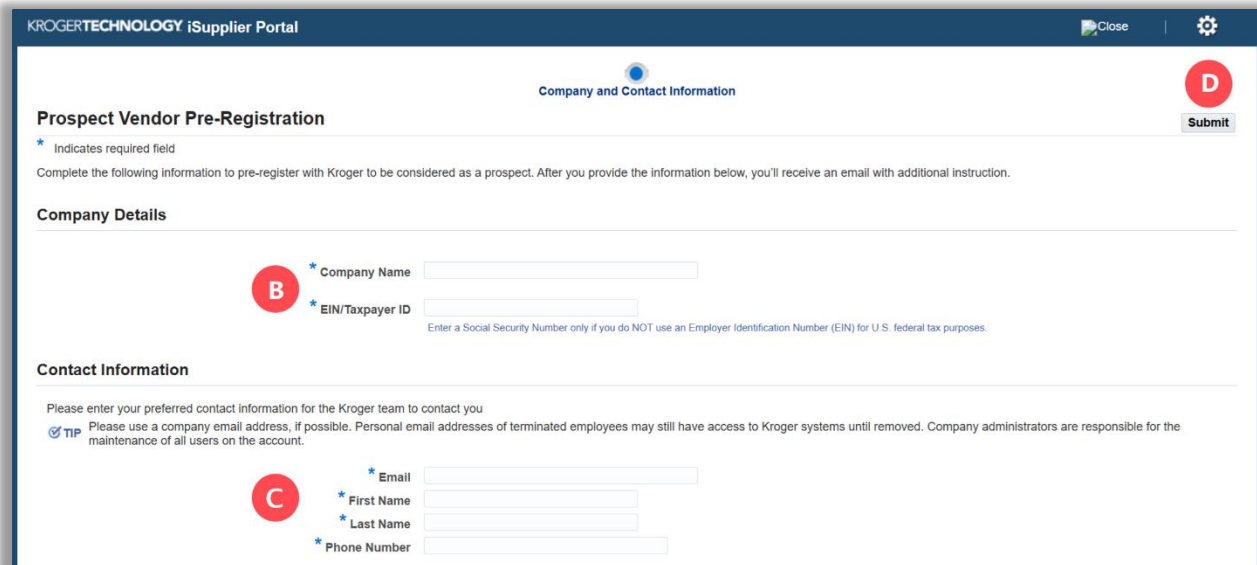


Prospect Vendor Pre-Registration

1. Navigate to [Kroger Vendors](#)
2. Click **Register as a Prospect Vendor (A)**.



3. Enter your **Company Name** and **EIN/Taxpayer ID (B)**.
4. Enter your **Email, First Name, Last Name,** and **Phone Number (C)**.
5. Click **Submit (D)**.





If the page displays an error message that the e-mail address is already in use or the Company Name already exists, check with your organization to see whether anyone has already submitted this form. If so, ask them to [add you as an organization contact](#).

If you have a contact at Kroger, you may reach out to them to request Kroger add you as a contact on the appropriate vendor profile.

Next Steps

You will receive a “Welcome to Partner Pass” email from noreply@okta.com with instructions for [accessing Supplier Hub via Partner Pass](#), our single sign-on dashboard.

Note: If you do not receive your email from noreply@okta.com, check your junk/spam folder. If you still did not receive it, send your email address to PartnerPassRequests@kroger.com and request that the activate Okta email be re-sent.

Please have the following items ready in order to complete your registration process in Supplier Hub:

- D&B D-U-N-S® Number—if you don’t know your number, visit the [D&B website](#)
- W-8/W-9 form
- Verification of insurance
- Food safety certifications
- Compliance and regulatory documentation

For additional information, please see:

- [Partner Pass information page](#)
- [Partner Pass Support page](#)
- [Download the Okta Verify App to Login to Partner Pass](#)
- [Supplier Hub information page](#)
- [Supplier Hub Support page](#)
- [Prospect Vendor Registration Guide](#)

If you need assistance completing your profile, there are job aids (E) linked at the top of every page:

