

## Complete the Organization Screen

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

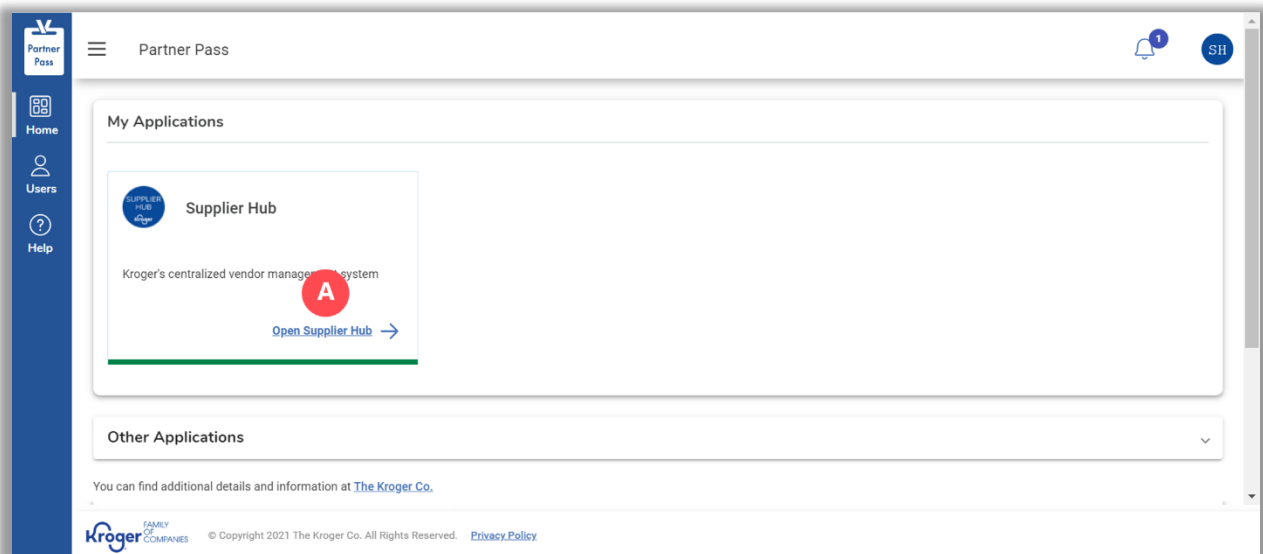
**Note:** Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

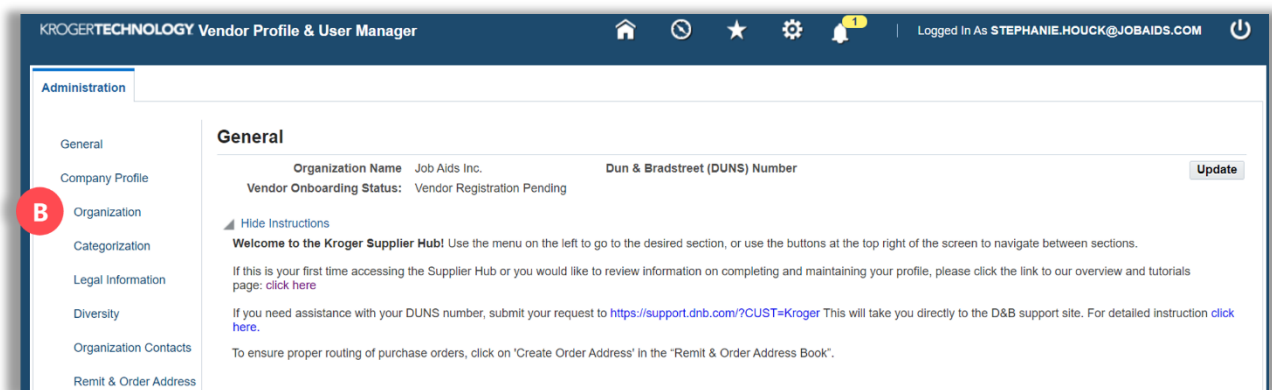
For additional information, please see:

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

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



3. Click **Organization (B)**.



4. Click **Locate your DUNS Number (C)**.

**Organization** Cancel Save Next

Organization Name Job Aids Inc.  
Vendor Onboarding Status Vendor Registration Pending

Hide Instructions  
The Organization screen displays your company's Kroger contact, DUNS and tax information. The DUNS number should be the organization headquarters DUNS.  
For instruction 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.

Overview

**Organization** C

Dun & Bradstreet (DUNS) Number  Locate your DUNS Number

\* Legal Structure

Supplier Hub Vendor Item Portal Key   
If Kroger requires you to register in the Vendor Item Portal, you will be required to provide your Supplier Hub Vendor Item Portal Key before submitting your item attributes.

Organization Identifier

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.

Does your company exchange business documents (i.e. invoices, purchase orders, etc.) with any other company via Electronic Data Interchange (EDI)?

Tax Information

5. Enter your **company information (D)**.

6. Click **Search (E)**.

KROGERTECHNOLOGY Vendor Profile & User Manager Home Clock Star Gear 1 | Logged In As STEPHANIE.HOUCK@JOBAIDS.COM Power

Administration >  
**D&B Search**

\* Indicates Mandatory Fields

TIP If you are entering an address located in the United States or Canada, enter the two-letter state or province code in the State/Province field.

TIP The name of the organization or facility may be different in the Dun & Bradstreet (D&B) database. For example, "ABC Co." could be listed in the D&B database as A.B.C. Company." If your organization or facility is not listed in the search results, try searching variations of the organization name to find a match.

For instructions on completing this section Click Here

**D&B Search**

\* Company Name  Address   
\* Country  D \* City   
Telephone Number  State   
Postal Code  E

DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/N
No results found.								

7. Select the **radio button (F)** for your company.
8. Click **Confirm (G)**.

\* Indicates Mandatory Fields

**TIP** If you are entering an address located in the United States or Canada, enter the two-letter state or province code in the State/Province field.

**TIP** The name of the organization or facility may be different in the Dun & Bradstreet (D&B) database. For example, "ABC Co." could be listed in the D&B database as A.B.C. Company. If your organization or facility is not listed in the search results, try searching variations of the organization name to find a match.

For instructions on completing this section [Click Here](#)

**D&B Search**

\* Company Name  Address

\* Country United States \* City Cincinnati

\* State/Province OH Postal Code

Telephone Number

DUNS Number	Company Name	Address	City	State or Province	Country	Telephone Number	Postal Code	Head Quarters Y/N
<input checked="" type="radio"/> 068100193	JOB, LLC	4180 HUMPHREY RD	RICHFIELD	OH	US		44286	Y
<input type="radio"/> 111359175	JOB COS INC	471 7TH AVE	EAST LIVERPOOL	OH	US	3303867680	43920	Y
<input type="radio"/> 047502601	SPECTRUM BUSINESS CONSULTING, LLC	7017 LAWYER RD	CINCINNATI	OH	US	5138845276	45244	Y
<input type="radio"/> 092804921	J. O. B., INC.	152B FORSHEY RD	MARIETTA	OH	US	7403734266	45750	Y

Show more results

9. Click **Apply (H)**.

KROGER TECHNOLOGY Vendor Profile & User Manager

Administration

General

Company Profile

Organization

Categorization

Legal Information

**Confirm DUNS**

See below for information corresponding to selected DUNS #068100193

DUNS Number	Company Name	Address	City	State or Province	Country
068100193	Job, LLC	4180 Humphrey Rd	Richfield	OH	United States

10. Select your **Legal Structure (I)**.
11. Answer the **Electronic Data Interchange (EDI) question (J)**.
12. Answer the **question for using an Employer Identification Number (EIN) for U.S. federal tax purposes (K)**.
13. Enter your **Employer Identification Number (EIN) (L)**.

**Note:** US Vendors:

If you do not have an EIN number, reach out to the IRS to obtain one. You can use a social security number if you do NOT use an EIN for U.S. federal tax purposes.

**Note:** Foreign Vendors:

The EIN field will be labeled as Tax Identification Number. Enter your 9-digit Tax ID Number issued by the United States Internal Revenue Service. If you do not have a U.S.-issued tax ID number, enter the tax ID number issued by your organization's local government authority.

Some of the information in the D&B Information section is automatically populated from the Dun & Bradstreet database. This information is routinely updated from D&B.



If the information displayed is incorrect, please reach out to [Dun & Bradstreet Support Page - Submit Case \(dnb.com\)](#) to have it updated.

**It could take approximately 1 month or longer for updated information from D&B to display in Supplier Hub.**

14. Enter the **First Name**, **Last Name**, and **Email Address** of your primary Kroger contact (M).

**Note:** This is the Kroger Associate you most frequently work with; your main contact at Kroger.

15. Click **Save** (N).

16. Click **Next** (O) to continue to the Categorization page.

The screenshot shows a registration form with several sections: Overview, Organization, Tax Information, D&B Information, and Primary Contact at Kroger. Red callout letters L through O are placed over various fields and buttons. Callout L is over the EIN field, K is over the EIN tip, J is over the Organization Identifier dropdown, I is over the DUNS Number dropdown, M is over the Primary Contact at Kroger section, N is over the Save button, and O is over the Next button.