

## Update a Facility Profile

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

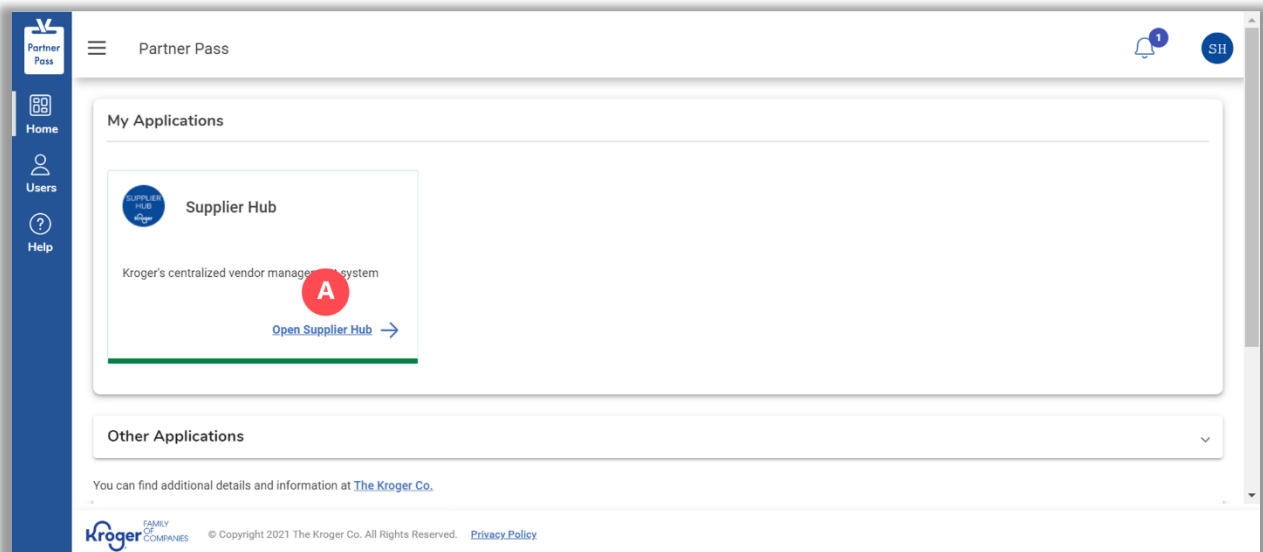
**Note:** Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

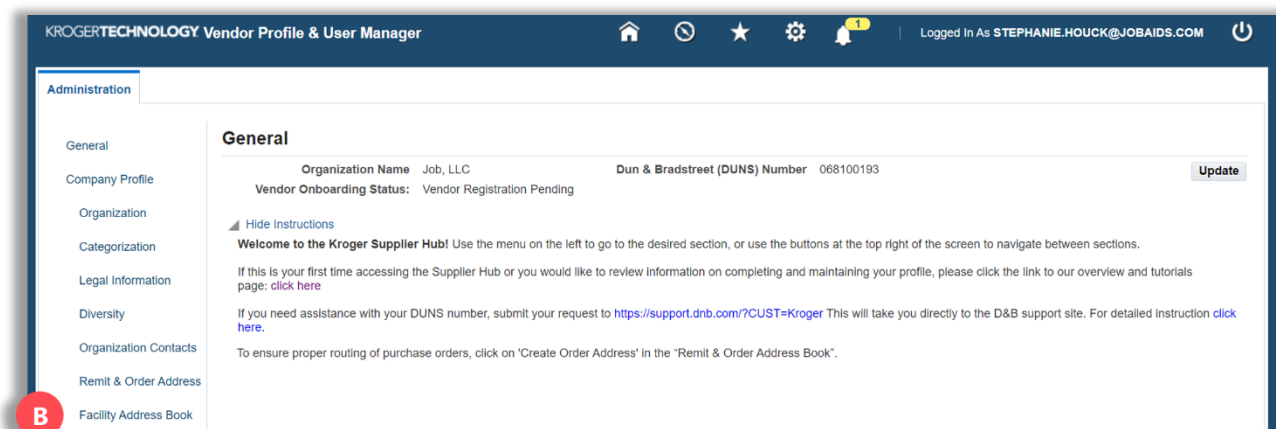
For additional information, please see:

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

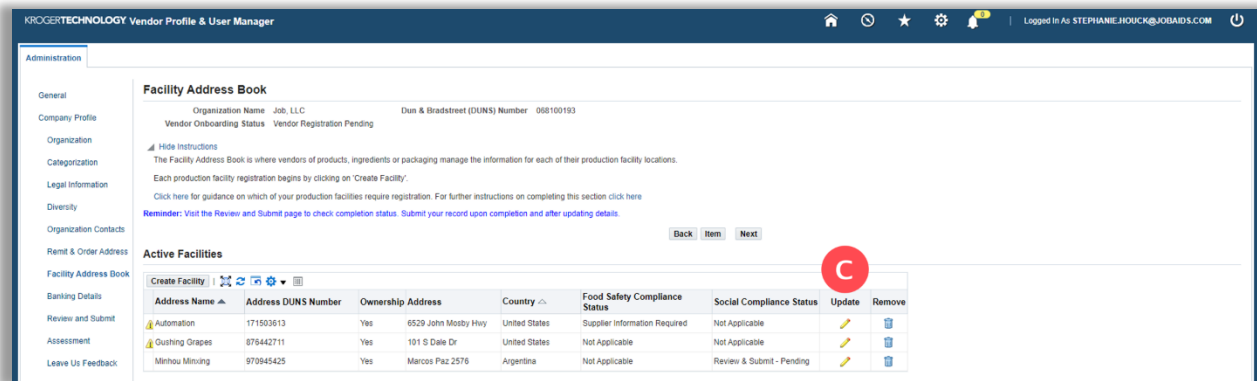
2. On the Supplier Hub tile, click **Open Supplier Hub (A)**.



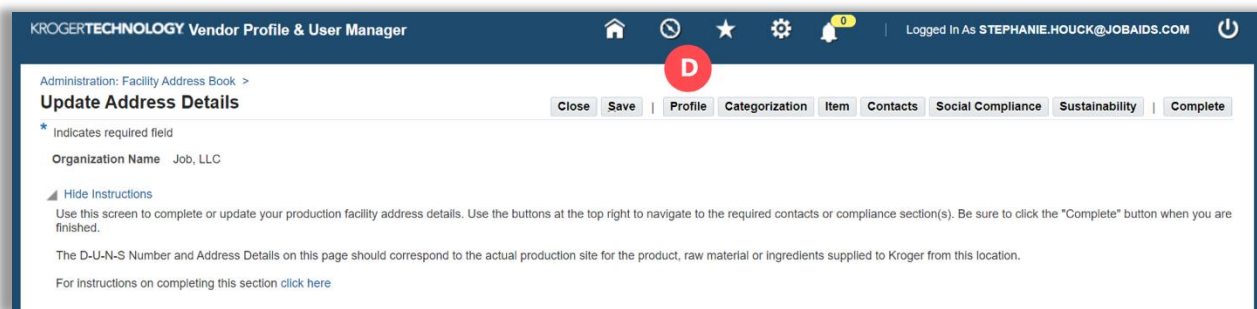
3. Click **Facility Address Book (B)**.



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



5. Click **Profile (D)**.



**You can only update certain fields on the facility profile.**

- If you want to remove the facility, click the **trash can** on the Facility Address Book screen.
- If you need to create a **new** facility, see this [job aid](#)

6. Update the **products at this facility currently produced, manufactured, or processed for Kroger (E)**.
7. Update the **process(es) performed at this facility for the products or ingredients provided to Kroger (F)**.
8. Update the **months this facility is in production (G)**.
9. Update your **company's relationship with the operations located at this facility (H)**.

**!** If you do not own the facility, then the Contacts, Food Safety Compliance, Social Compliance, and Sustainability screens will only be visible to the SUPPLIER/FACILITY contact.

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

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book > Update Address Details >

**Facility Profile** Home Save Next

Organization Name Job, LLC \* Facility Name Minhou Mixing  
 Facility Address Marcos Paz 2576, Ciudad de Buenos Aires, AR

Hide Instructions  
 Vendors of products, ingredients or packaging are required to register each of their relevant facilities. Each facility must represent the latest value-add production site in the supply chain that directly changes or adds value to a product before receipt by Kroger. In most cases, this will NOT be an administrative office address.  
 For instructions on completing this section click here  
 Direct any questions to suppliercompliance@kroger.com

\* Does this facility supply any products or ingredients to Kroger? Yes

\* List the products at this facility currently produced, manufactured or processed for Kroger: baked bread

\* Select the process performed at this facility for the products or ingredients provided to Kroger:

- Manufacturing
- Processing
- Harvesting
- Growing
- Packing
- Distribution
- Other

\* Select the months this facility is in production:

Select All

- JAN  APR  JUL  OCT
- FEB  MAY  AUG  NOV
- MAR  JUN  SEP  DEC

\* Do the products or ingredients undergo any further processing or assembly at another facility before receipt by Kroger? No

TIP Pesticide, fumigation, irradiation, metal detection are not considered further processing or assembly.

\* Describe your company's relationship with the operations located at this facility:  
 We own the operations

11. Click **Home (J)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book > Update Address Details >

Confirmation  
 Changes have been saved successfully

**Facility Profile** Home Save Next

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\* Does this facility supply any products or ingredients to Kroger? Yes

12. Click **Close (K)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

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

\* Indicates required field

Organization Name Job, 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 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