

Update Sustainability or Add Sustainability Documentation

Login

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

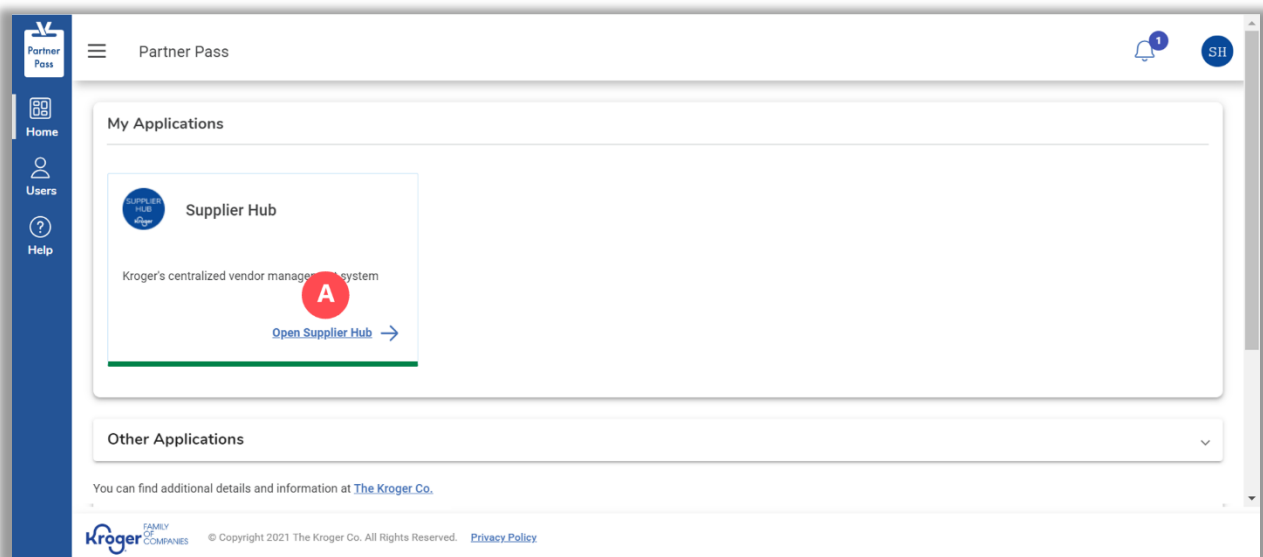
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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:

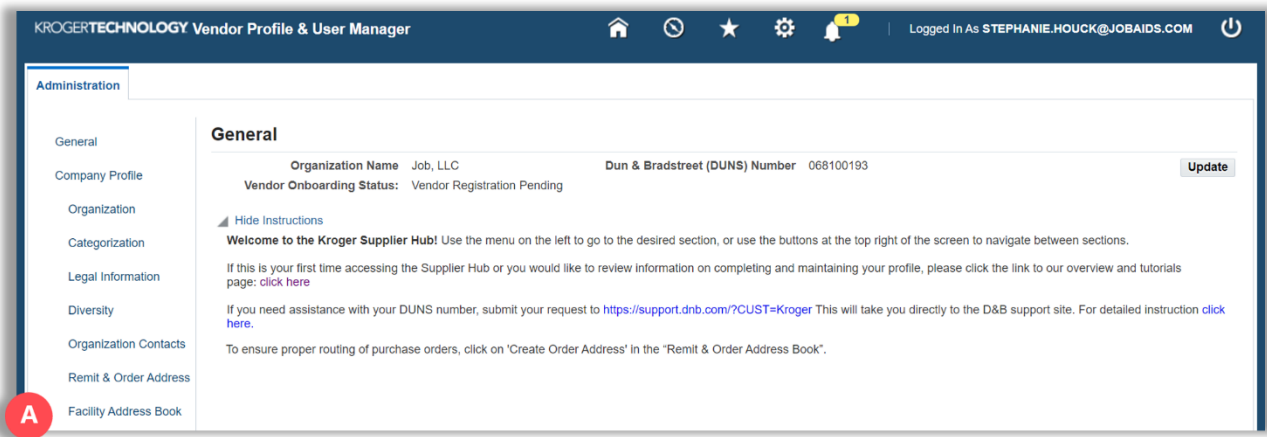
- [Partner Pass information page](#)
- [Partner Pass support page](#)

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

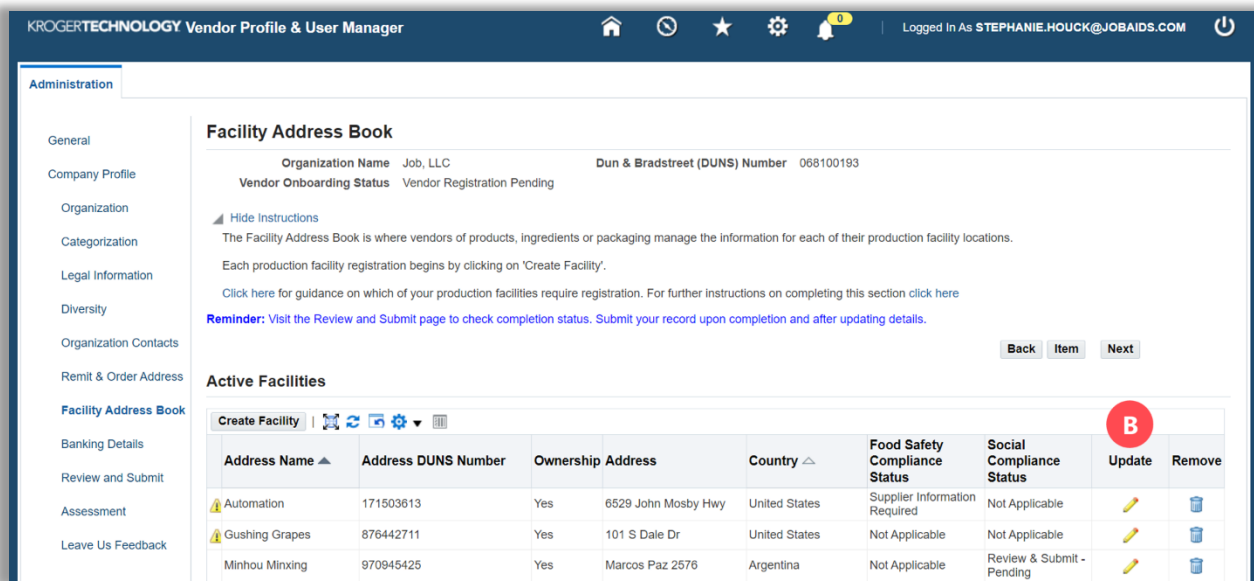


Facility Address Book Screen

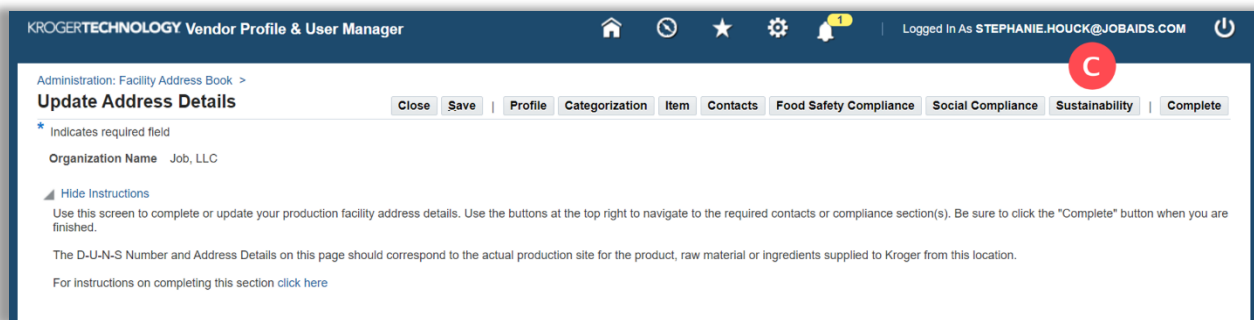
3. Click **Facility Address Book (A)**.



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



5. Click **Sustainability (C)**.

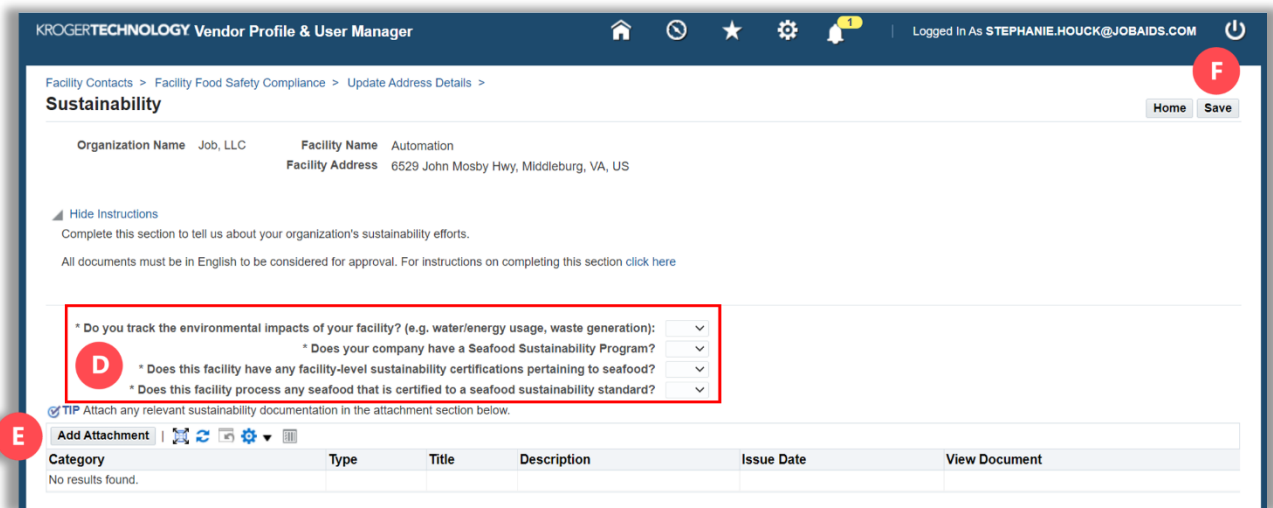


6. Update the necessary **questions (D)** displayed on the screen.

! If your Facility **does not** provide seafood to Kroger, only one question will be displayed.

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

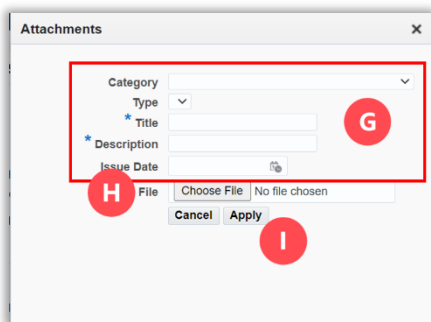
To:	Do this:
Attach any relevant sustainability documentation	Click Add Attachment (E) and continue to step 8 . Note: Once a document has been attached to the sustainability page, it cannot be modified or deleted. Instead, you will need to upload a new document.
Save	Click Save (F) and go to step 12 .



8. Select a **Category and Type**. Input a **Title, Description, and select an Issue Date (G)**.

9. Click **Choose File (H)** and select your document.

10. Click **Apply (I)**.



11. Click **Save (J)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book > Update Address Details >

Sustainability Home Save

Organization Name Job, LLC Facility Name Automation
 Facility Address 6529 John Mosby Hwy, Middleburg, VA, US

Hide Instructions
 Complete this section to tell us about your organization's sustainability efforts.
 All documents must be in English to be considered for approval. For instructions on completing this section [click here](#)

* Do you track the environmental impacts of your facility? (e.g. water/energy usage, waste generation): Yes ▾

TIP Attach any relevant sustainability documentation in the attachment section below.

Add Attachment

Category	Type	Title	Description	Issue Date	View Document
Marine Stewardship Council	Marine Stewardship Council - MSC	TestingADhoc	Testing	24-Feb-2022	TestDummy.txt

12. Click **Home (K)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Facility Address Book > Update Address Details >

Confirmation Changes have been saved successfully

Sustainability Home Save

Organization Name Job, LLC Facility Name Automation
 Facility Address 6529 John Mosby Hwy, Middleburg, VA, US

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