

## Create Organization Contacts

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

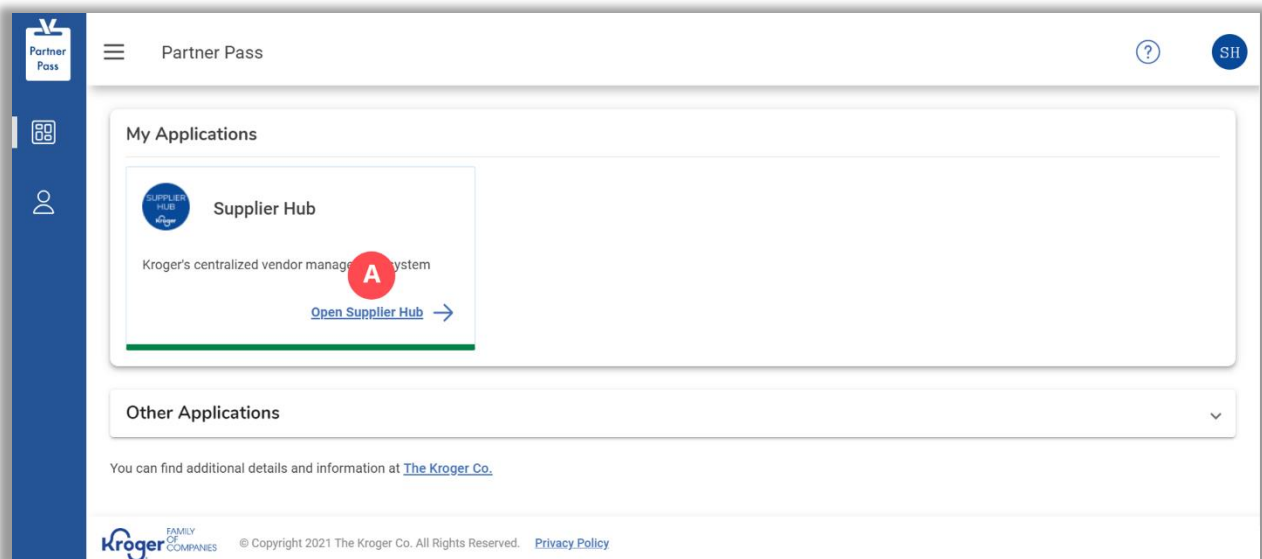
**Note:** Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

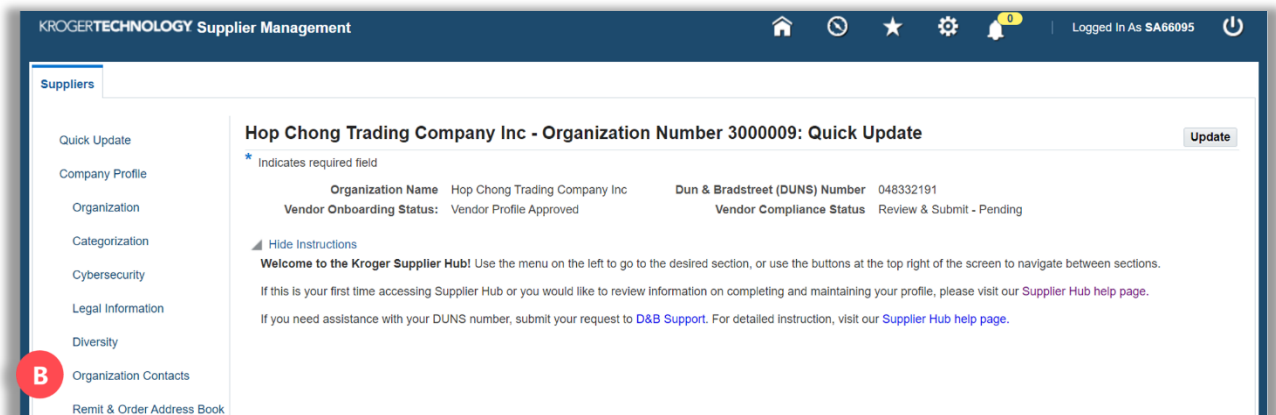
For additional information, please see:

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

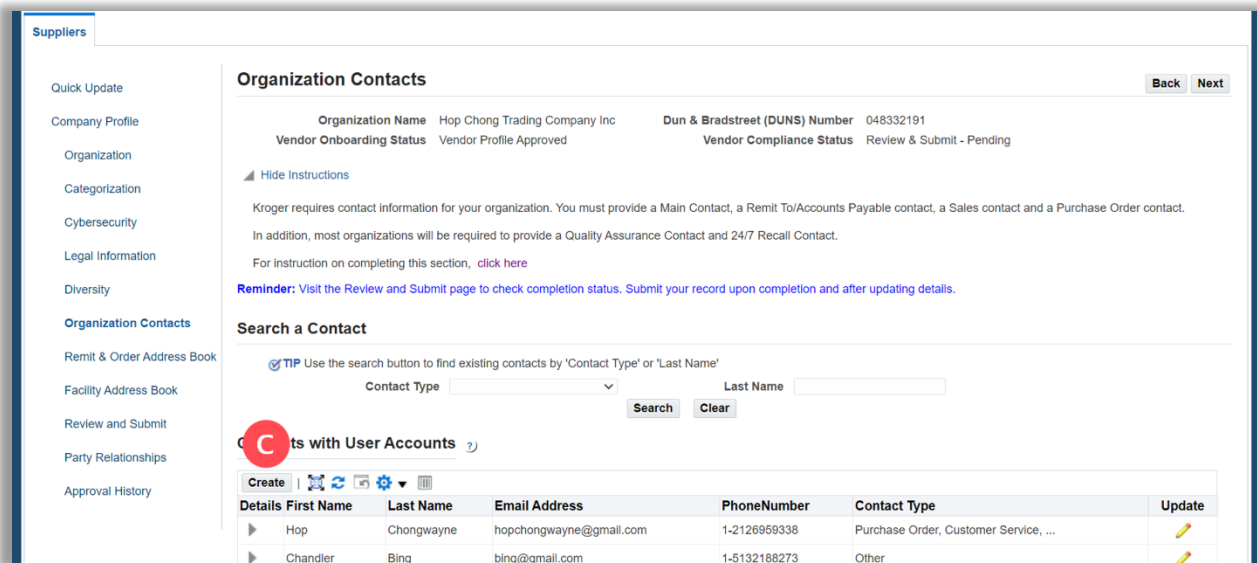
2. On the Supplier Hub tile, click **Open Supplier Hub (A)**.



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



4. Click **Create (C)**.



5. Enter the **Email Address (D)**.

**!** If the email address has already been added, the first and last name will be defaulted from the existing profile. Any changes to the first and last name will be synchronized among all supplier profiles.

6. Enter the **First Name, Last Name, and Phone Number (E)**.

7. If desired, update the **User Name (F)**.

**!** The User Name defaults to the email address, but you may enter a different, unique User Name in the field. **The User Name cannot be changed after you click Apply.**

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

To:	Do this:
Create a contact that <b>can't</b> login to Supplier Hub, but can be contacted by Kroger	<ul style="list-style-type: none"> <li>Select any applicable <b>Contact Types (G)</b> (See screenshot below for a description of each contact type).</li> <li>Click <b>Apply (H)</b>.</li> </ul>
Create a user account so the contact <b>can</b> login to Supplier Hub to perform profile maintenance	<ul style="list-style-type: none"> <li>Select the <b>user account checkbox (I)</b>.</li> <li><b>!</b> <i>By creating a user account, the contact will be able to see and modify their organization's entire Supplier Hub record, including EIN/SSN and banking information.</i></li> <li>Select any applicable <b>Contact Types (G)</b> (See screenshot below for a description of each contact type).</li> </ul>

**Note:** During this initial creation, if the contact is assigned a contact type of Main/Admin, they will flow to Partner Pass as a Partner Pass admin for Supplier Hub in their organization. Partner Pass admins can:

- [Update first and last name for other users](#)
  - [Assign admin access](#)
  - [Deactivate a user](#)
  - [Reactivate a user](#)
  - [Grant application access](#)
  - [Revoke application access](#)
- Click **Apply (H)**.

**Note:** If the contact needs to be a Partner Pass admin for Supplier Hub in their organization **after this initial creation**, admin access must be given in Partner Pass on the Manage User & Access screen.

- [Assign admin access](#)

The screenshot shows the 'Contact Details' and 'Create User Account' sections of the Supplier Hub interface. Callouts are placed as follows: 'D' is above the 'Email Address' field; 'E' is above the 'Country Code' dropdown; 'F' is above the 'User Name' field; 'G' is to the left of the 'Main/Admin' contact type checkbox; and 'H' is above the 'Apply' button.

**Contact Details**

Email Address John.Doe@hopchong.com

\* First Name [ ] \* Last Name [ ] Alternate Name [ ]

\* Country Code United States|1 \* Phone Number [ ] Ext [ ]

Country Code [ ] Alt Phone Number [ ] Ext [ ]

**Create User Account**

**TIP** By creating a new user, you represent and warrant that (i) you are a supplier of the Supplier Hub and (ii) you are submitting information on the supplier's behalf; and (ii) any data submitted by you will be accurate and complete. If such data changes, you agree that you will update it on a timely basis. After creation, user administration rights can only be assigned or adjusted within Partner Pass.

Create User Account For The Contact  User Name John.Doe@hopchong.com

Contact Type	Description
<input type="checkbox"/> 24 Hours/Recall	Product emergency contact
<input type="checkbox"/> Purchase Order	Email address and contact where Purchase Orders should be sent via email
<input type="checkbox"/> Customer Service	Customer Service
<input type="checkbox"/> EDI	Electronic Data Interchange
<input type="checkbox"/> Item Data Management	Item Information, Attributes and Images.
<input type="checkbox"/> KATS	Kroger Allowance Tracking System contact
<input type="checkbox"/> Main/Admin	Main point of contact about business with Kroger
<input type="checkbox"/> Netting	Used to email settlement letters where Kroger receivables have been deducted from payment
<input type="checkbox"/> Other	Other
<input type="checkbox"/> Quality Assurance	Product quality contact
<input type="checkbox"/> Remit To/Accounts Payable	Payment issues/questions
<input type="checkbox"/> Sales	Primary sales contact expected to participate in RFX sourcing events from Kroger.
<input type="checkbox"/> Service Hub	Sales/parts contact
<input type="checkbox"/> Vendor Collaboration Portal	Administrator for the Promotional Deal and Cost Change system

Cancel Apply



After the user account has been created, the contact will receive a "Welcome to Partner Pass" enrollment email from <noreply@okta.com> with instructions for accessing Supplier Hub via Partner Pass.

For additional information, please see:

- [Quick Reference Guide: Supplier Hub Login Information](#)
- [Supplier Hub Support Page](#)
- [Partner Pass information page](#)
- [Partner Pass Support page](#)