

Create a Remit To Address



Only **one** remit to address is allowed per vendor.
If you require more than one, please contact our Regional Accounting Support Center (RASC) at rascdaintegrity@kroger.com to request an exception.

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

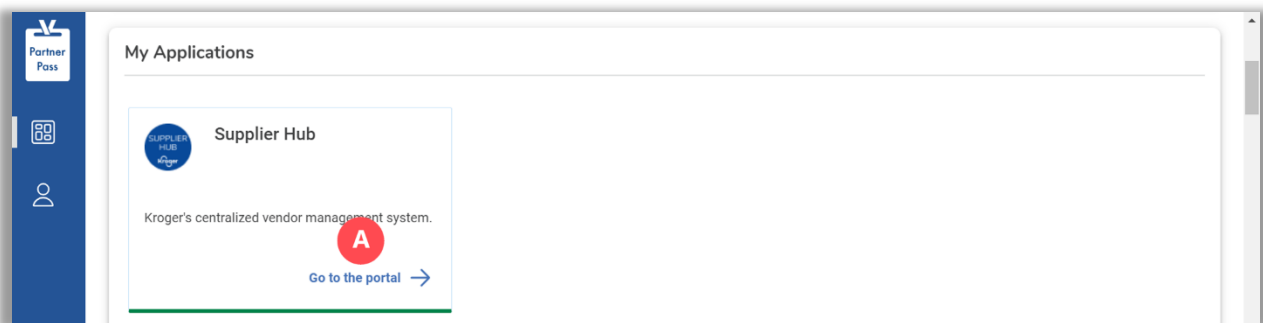
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

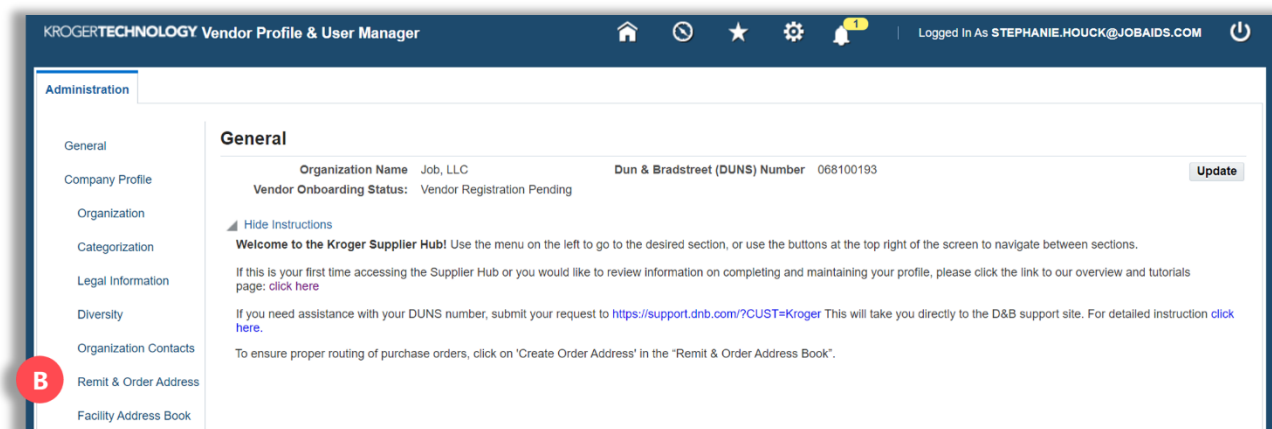
For additional information, please see:

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

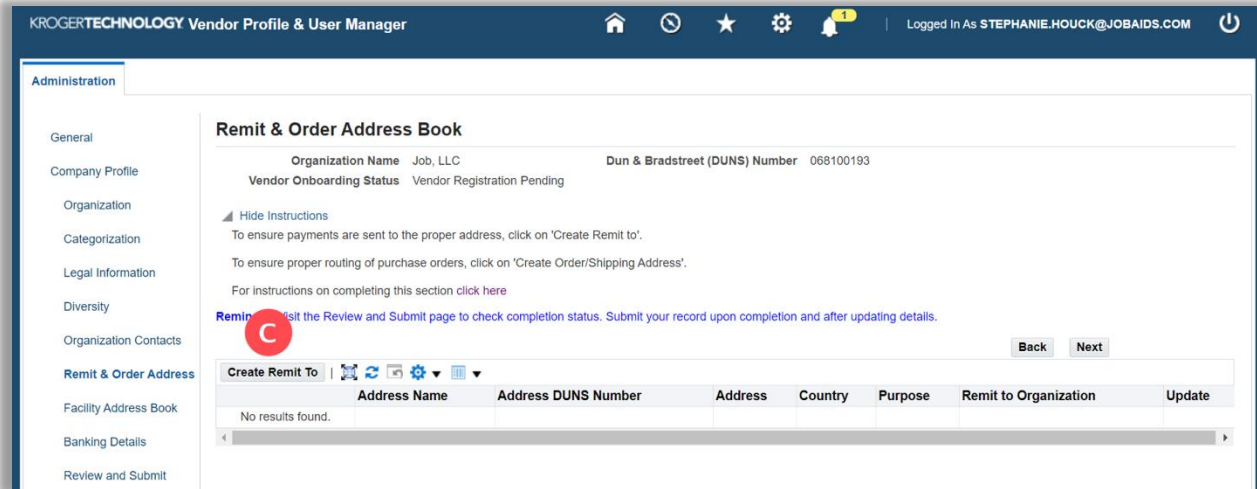
2. On the Supplier Hub tile, click **Go to the portal (A)**.



3. Click **Remit & Order Address (B)**.



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

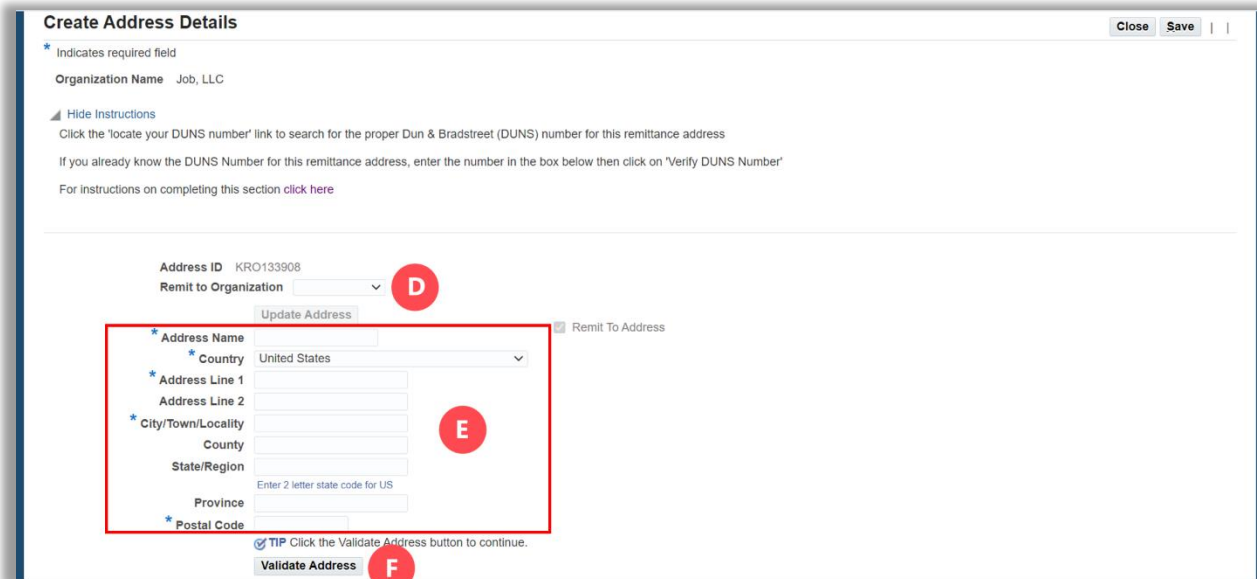


5. Use the below table to determine the next step:

If:	Do this:
You do business with Harris Teeter	<ul style="list-style-type: none"> Select Harris Teeter from the Remit to Organization (D) drop-down box. Continue to step 6.
You do NOT do business with Harris Teeter	<ul style="list-style-type: none"> Leave the Remit to Organization drop-down box blank. Continue to step 6.

6. Input the **address information (E)**.

7. Click **Validate Address (F)**.



8. Select whether to **apply the address you entered** or **apply the USPS suggested address (G)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Remit & Order Address > Create Address Details >

USPS suggested address

Hide Instructions
To ensure accuracy, please consider the USPS suggestions below and select the best option to continue.

User Entered Address		USPS Suggested Address	
Country	US	Country	USA
Address Line1	123 Main St.	Address Line1	123 W MAIN ST
Address Line2		Address Line2	
City	Westerville	City	WESTERVILLE
County	NA	County	FRANKLIN
State	OH	State	OH
Postal Code	43081	Postal Code	43081-1430

*Use this field to add any additional details such as suite or unit number.

9. Click **Save (H)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Create Address Details

Close Save

* Indicates required field

Organization Name Job, LLC

Hide Instructions
Click the 'locate your DUNS number' link to search for the proper Dun & Bradstreet (DUNS) number for this remittance address
If you already know the DUNS Number for this remittance address, enter the number in the box below then click on 'Verify DUNS Number'
For instructions on completing this section click here

Address ID KRO133911

Remit to Organization

Update Address

Remit To Address

* Address Name HQ

Country United States

Address Line 1 123 W MAIN ST

Address Line 2

City/Town/Locality WESTERVILLE

County FRANKLIN

State/Region OH

Province Enter 2 letter state code for US