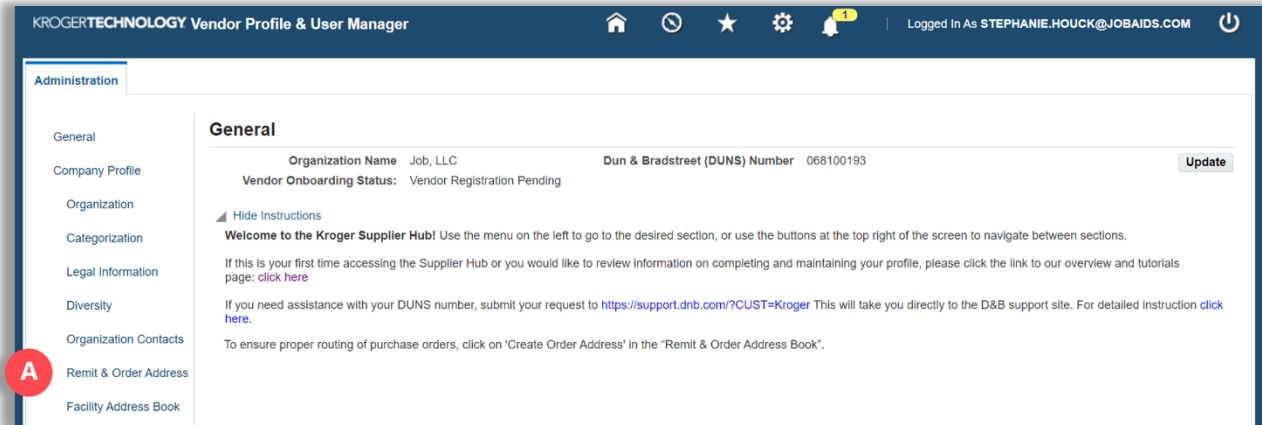


## Create a Remit To Address

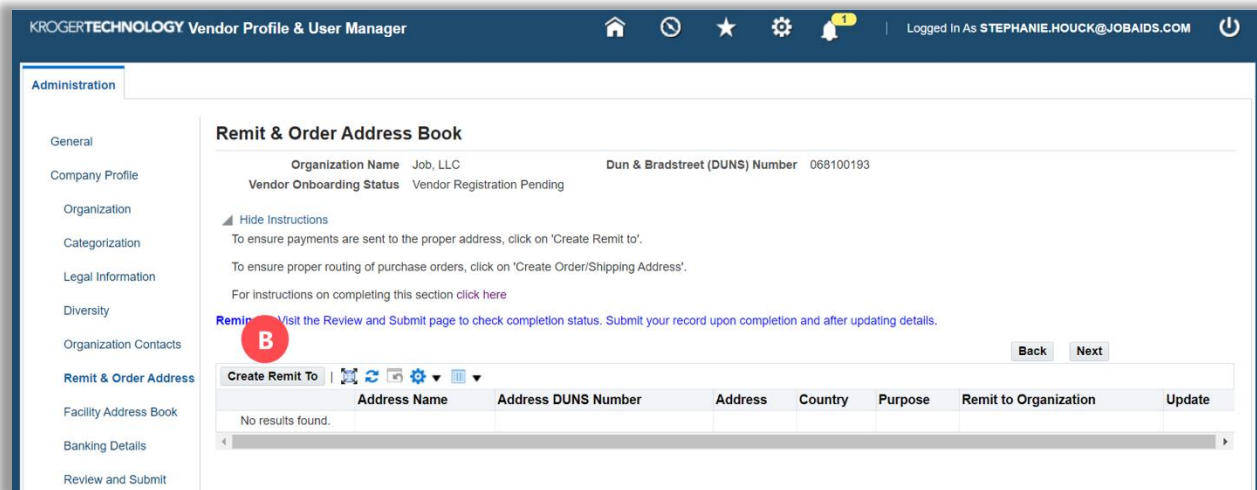


Only **one** remit to address is allowed per vendor.  
 If you require more than one, please contact our Regional Accounting Support Center (RASC) at [rascdaintegrity@kroger.com](mailto:rascdaintegrity@kroger.com) to request an exception.

1. Login to **supplier.kroger.com**
2. Click **Remit & Order Address (A)**.



3. Click **Create Remit To (B)**.



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

If:	Do this:
You do business with Harris Teeter	<ul style="list-style-type: none"> <li>Select <b>Harris Teeter</b> from the <b>Remit to Organization (C)</b> drop-down box.</li> <li>Continue to <a href="#">step 5</a>.</li> </ul>
You do NOT do business with Harris Teeter	<ul style="list-style-type: none"> <li>Leave the <b>Remit to Organization</b> drop-down box blank.</li> <li>Continue to <a href="#">step 5</a>.</li> </ul>

5. Input the **address information (D)**.

6. Click **Validate Address (E)**.

7. Select whether to **apply the address you entered** or **apply the USPS suggested address (F)**.

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

8. Click **Save** (G).

KROGERTECHNOLOGY Vendor Profile & User Manager

Home | Clock | Star | Gear | Notification (1) | Logged In As STEPHANIE.HOUCK@JOB AIDS.COM | Power

### 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](#)

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Address ID KRO133911

Remit to Organization

Remit To Address

\* Address Name

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