

Update a Remit To Address

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

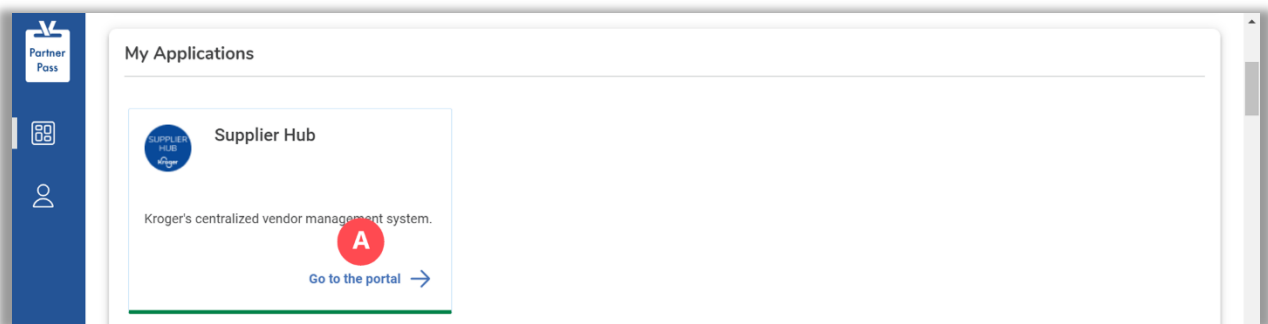
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

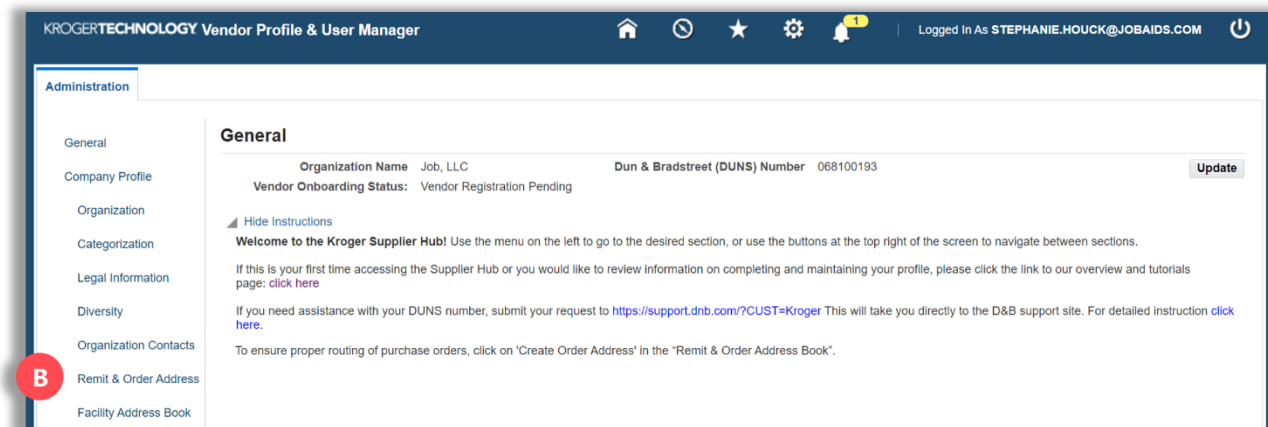
For additional information, please see:

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

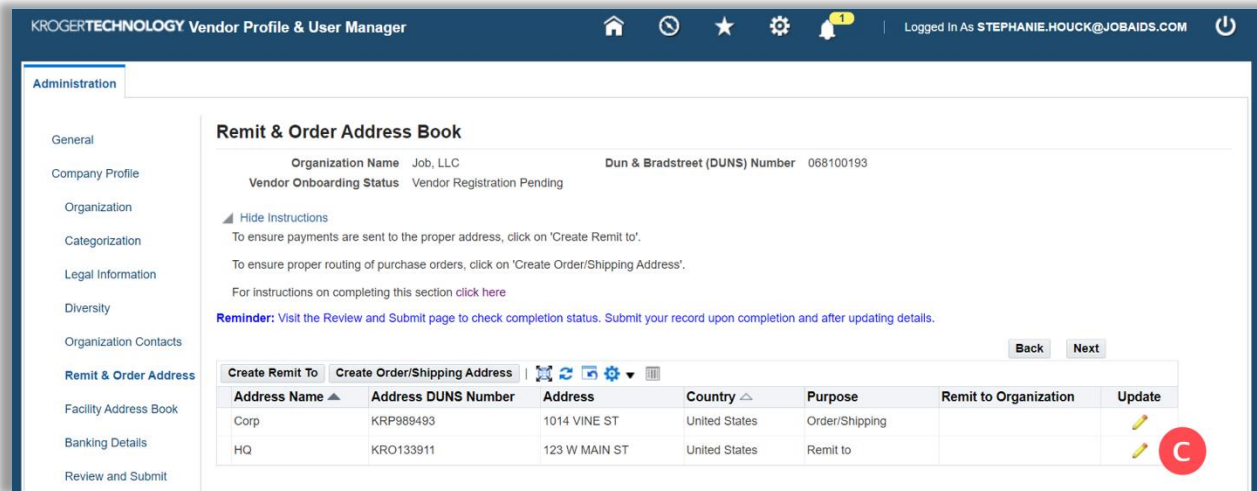
2. On the Supplier Hub tile, click **Go to the portal (A)**.



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



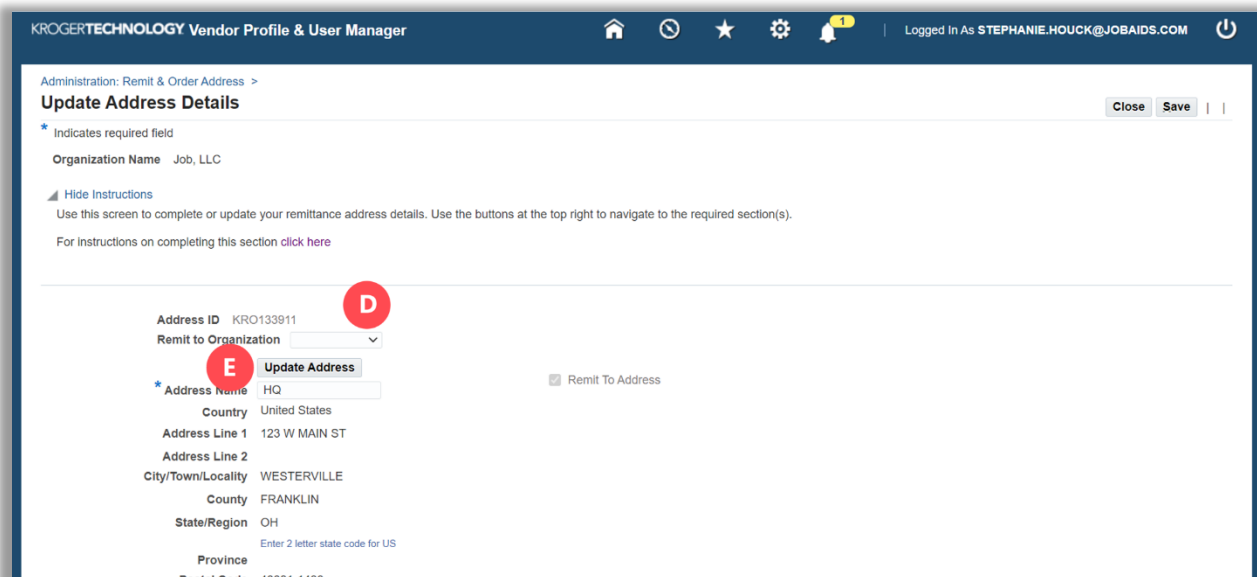
4. Click the **pencil icon (C)** to update.



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. Click **Update Address (E)**.



- Update the **address information (F)**.
- Click **Validate Address (G)**.

Update Address Details Close Save | |

* Indicates required field

Organization Name Job, LLC

[Hide Instructions](#)
Use this screen to complete or update your remittance address details. Use the buttons at the top right to navigate to the required section(s).
For instructions on completing this section [click here](#)

Address ID KRO133911
Remit to Organization

Remit To Address

* Address Name HQ

* Country United States

* Address Line 1 123 W MAIN ST

Address Line 2

* City/Town/Locality WESTERVILLE **F**

County FRANKLIN

State/Region OH

Province Enter 2 letter state code for US

* Postal Code 43081-1430

TIP Click the Validate Address button to continue.

G

- Select whether to **apply the address you entered** or **apply the USPS suggested address (H)**.

KROGERTECHNOLOGY Vendor Profile & User Manager Home Clock Star Settings Notification 1 | Logged In As STEPHANIE.HOUCK@JOBAIDS.COM Power

Administration: Remit & Order Address > Update 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	USA
Address Line1	123 West MAIN ST	123 W MAIN ST
Address Line2		<small>*Use this field to add any additional details such as suite or unit number</small>
City	WESTERVILLE	WESTERVILLE
County	FRANKLIN	FRANKLIN
State	OH	OH
Postal Code	43081-1430	43081-1430

H

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

KROGERTECHNOLOGY Vendor Profile & User Manager

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Remit to Organization

Update Address

* Address Name HQ Remit To Address

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

Postal Code 43081-1430

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