## **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 **Open Supplier Hub** (A).

Partner Pass	■ Partner Pass	<b>_</b> 0	SH	Î		
88 Home	My Applications			I		
O Users				I		
? Help	Supplier Hub			I		
				I		
	Other Applications v You can find additional details and information at The Kroger Co.					
	Copyright 2021 The Kroger Co. All Rights Reserved. Privacy Policy					

3. Click Remit & Order Address (B).

Suppliers		
Quick Update	Abel Industries Inc Organization Number 3123130: Quick Update	Update
Company Profile	Organization Name Abel Industries Inc. Dun & Bradstreet (DUNS) Number	
Organization	Vendor Onboarding Status: Vendor Registration in Progress	
Categorization	Hide Instructions Welcome to the Kroger Supplier Hub! Use the menu on the left to go to the desired section, or use the buttons at the top right of the screen to navigate between sections.	
Cybersecurity	If this is your first time accessing Supplier Hub or you would like to review information on completing and maintaining your profile, please visit our Supplier Hub help page.	
Diversity	If you need assistance with your DUNS number, submit your request to D&B Support. For detailed instruction, visit our Supplier Hub help page.	
Organization Contacts		
Remit & Order Address Book		
Facility Address Book		

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

Search									
Go	Clear			Address Name Address					
Create F Details	Remit To   🔄	Address	Address ID	Country $ riangleq$	Purpose 🛆	Remit to Organization	Update	Manage Sites	Remove
Þ	Remit to	123 Main St. Westerville, NA, OH	KRO158096	United States	Remit to	Harris Teeter	C /		Î

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

If:	Do this:
You do business with Harris Teeter	<ul> <li>Select Harris Teeter from the Remit to Organization (D) drop-down box.</li> <li>Continue to step 6.</li> </ul>
You do NOT do business with Harris Teeter	<ul> <li>Leave the Remit to Organization drop-down box blank.</li> <li>Continue to step 6.</li> </ul>

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

ddress Details		Addre	ess Purpose	
* Address Name	Remit to	Co	ommunication Details	Update to all sites using this address
Oracle Address Site Number	1968585			Remit To Address
Country	United States			
Address Line 1	123 Main St.			
Address Line 2				
City	Westerville			
County	NA			
State	ОН			
Postal Code	43081			
Status	Active			
STIP Postal codes for United State	s and must be five or nine digits (#	#### or #########).		
✓ TIP Postal codes for Canada mu M5V 3L9)	st be E haracters in the following form	at ('A' represents a letter and a space is required): A#A #A#. (ex.		
Validate Address 💷	Jpdate Address			

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

* Addre	ess Name	Remit to	Communication Details	Update to all sites using this add				
Oracle Address Site	Number	1968585		Remit To Address				
	Country	United States						
* Addre	ss Line 1	123 Main St.						
Addre	ss Line 2							
<b>T</b>	* City	Westerville						
	County	NA						
	State	OH 🗸						
* Po:	stal Code	43081						
	Status	Active						
STIP Postal codes for I	Jnited State	s and Mexico must be five or nine digits (###### or ######-#####	ł).					
Ø TIP Postal codes for ( M5V 3L9)	The Postal codes for Canada must be seven characters in the following format (A' represents a letter and a space is required): A#A #A#. (ex. More than the matching of the mat							
Validate Address		Indate Address						

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

USPS suggested address			
Hide Instructions			
To ensure accuracy, please consider the USPS sugges	tions below and select the best optic	on to continue.	
	User Entered Address	USPS Suggested Address	
Country	United States	USA	
Address Line1	1014 vine street	1014 VINE ST	
Address Line2			
		*Use this field to add any additional details such as suite or unit number	
City	Cincinnati	CINCINNATI	
County	NA	HAMILTON	
State	OH 🗸	ОН	
Postal Code	45212	45202-1141	
	Apply user entered address	Apply USPS suggested address	Cancel
	L	н	

10. Click Save (I).



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