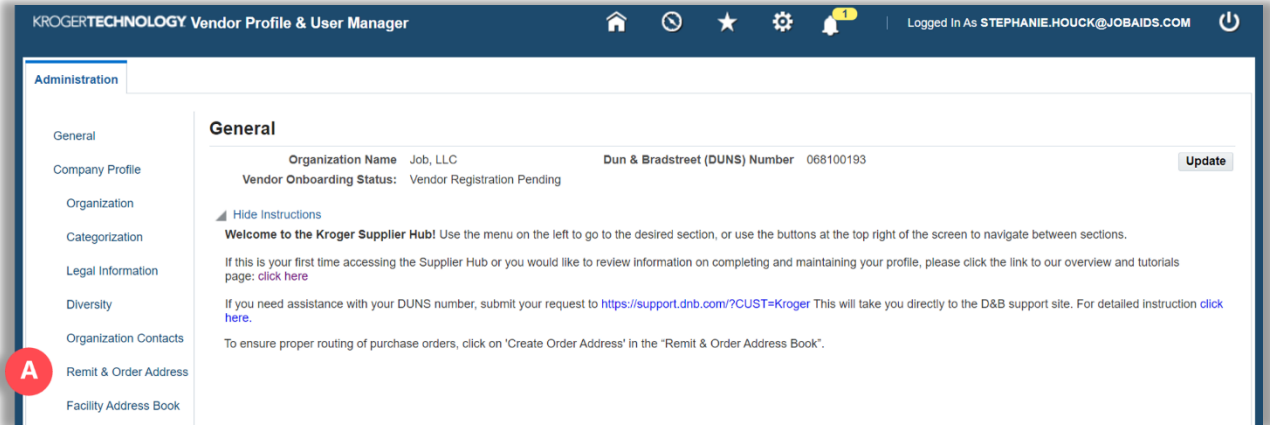
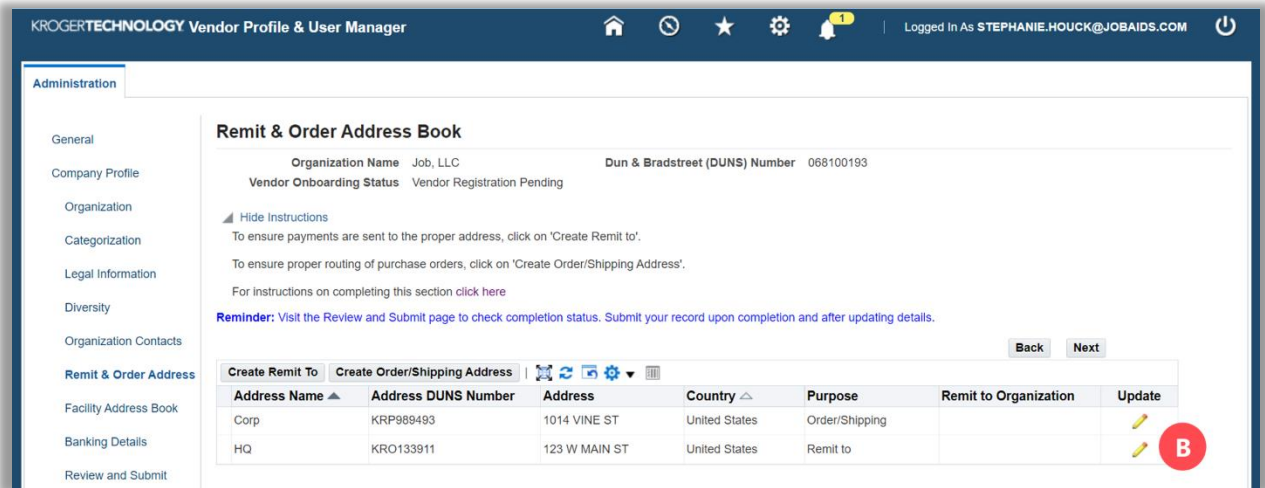


Update a Remit To Address

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



3. Click the **pencil icon (B)** to update.



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"> Select Harris Teeter from the Remit to Organization (C) drop-down box. Continue to step 5.
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 5.

5. Click **Update Address (D)**.

6. Update 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)**.

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

! 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.