

Create an Order/Shipping Address



You must create a remit to address before you create an order address. The Create Order/Shipping Address button does not display on the Remit & Order Address screen until a remittance address has been created.

Login

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

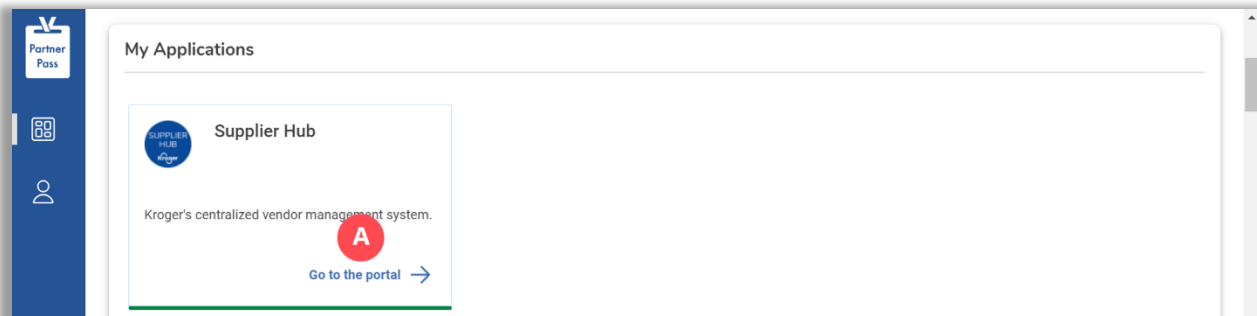
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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:

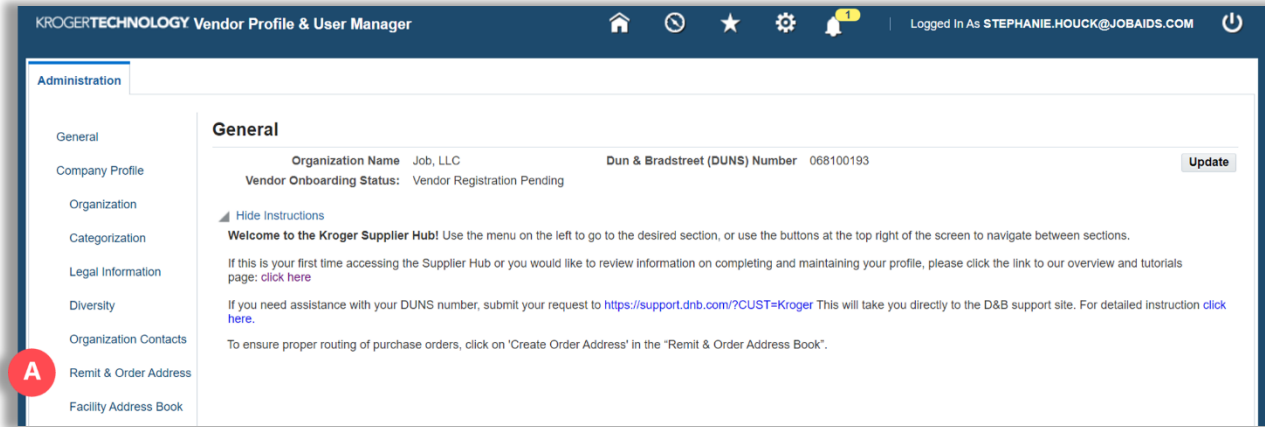
- [Partner Pass information page](#)
- [Partner Pass help page](#)

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

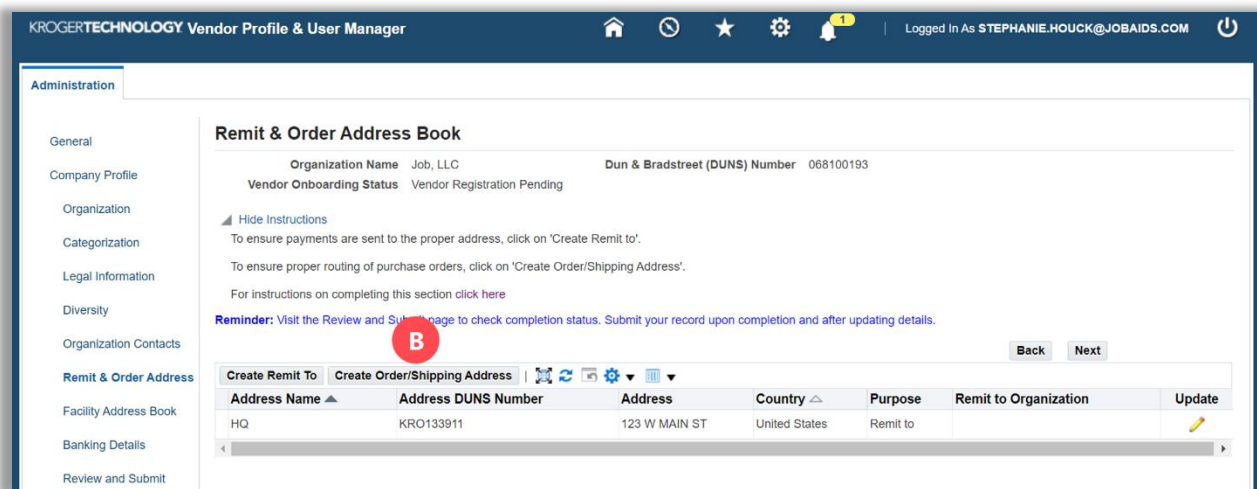


Remit & Order Address Screen

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



4. Click **Create Order/Shipping Address (B)**.



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

To:	Do this:
Create a new order address	Continue to step 6 .
Copy a remittance address	Go to step 11 .

Create a New Order Address

- Enter the **address information (C)** into the fields.

! State/Region is a required field.

- Select an **email address** from the **dropdown (D)**.

Note: Email addresses are pulled from the purchase order contacts on the Organization Contacts screen.

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

The screenshot shows the 'Update Address' form. A red box labeled 'C' highlights the address fields: Address Name, Country (United States), Address Line 1, Address Line 2, City/Town/Locality, County, State/Region, Province, and Postal Code. A red circle labeled 'D' points to the 'Email Address' dropdown menu. A red circle labeled 'E' points to the 'Validate Address' button. Below the address fields is a 'Contact Information' section with fields for Email Address, First Name, Last Name, Alternate Name, Phone Number, and Alt Phone Number. At the bottom right are 'Close' and 'Save' buttons.

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

The screenshot shows the 'USPS suggested address' comparison screen. It compares 'User Entered Address' and 'USPS Suggested Address'. The 'User Entered Address' fields are: Country (US), Address Line1 (1014 Vine St.), Address Line2, City (Cincinnati), County (NA), State (OH), and Postal Code (45212). The 'USPS Suggested Address' fields are: Country (USA), Address Line1 (1014 VINE ST.), City (CINCINNATI), County (HAMILTON), State (OH), and Postal Code (45202-1141). At the bottom, there are three buttons: 'Apply user entered address', 'Apply USPS suggested address', and 'Cancel'. A red box labeled 'F' highlights the 'Apply user entered address' and 'Apply USPS suggested address' buttons.

10. Click **Save (G)**.

KROGERTECHNOLOGY Vendor Profile & User Manager

Logged In As STEPHANIE.HOUCK@JOB AIDS.COM

Create Address Details

* Indicates required field

Organization Name Job, LLC

Hide Instructions

Complete this page to ensure proper routing of purchase orders.

If your 'Order/Shipping Address' and 'Remit To' address are the same, click on 'Copy Remit Address' after selecting your remittance address.

For instructions on completing this section click here

Select remittance address to copy (optional)

Address Line1
City
Country
Duns Number

Address Line2
State
Zip Code

Copy Remit Address

Address ID KRP989491

Update Address

* Address Name Corp
Country United States
Address Line 1 1014 VINE ST
Address Line 2
City/Town/Locality CINCINNATI

Order/Shipping Address

Copy a Remittance Address

11. Select the **remittance address** to copy from the **dropdown (H)**.
12. Click **Copy Remit Address (I)**.
13. Enter an **Address Name (J)**.
14. Update any other address fields, if necessary.
15. Select an **Email Address** from the **dropdown (K)**.

Note: Email addresses are pulled from the purchase order contacts on the Organization Contacts screen.

16. Click **Save (L)**.
17. Click **Close (M)** to return to the Remit & Order Address screen.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Remit & Order Address >

Create Address Details

Indicates required field

Organization Name Job, LLC

Hide Instructions

Complete this page to ensure proper routing of purchase orders.

If your 'Order/Shipping Address' and 'Remit To' address are the same, click on 'Copy Remit Address' after selecting your remittance address.

For instructions on completing this section click here

Select remittance address to copy (optional) HQ **H**

Address Line1 123 W MAN ST Address Line2
City WESTERVILLE State OH
Country US Zip Code 43081-1430
Duns Number /RO 1330
I Copy Remit Address

Address ID KRPS89492

J Update Address Order/Shipping Address

* Address Name
Country United States
* Address Line 1
Address Line 2
* City/Town/Locality
County
State/Region
Enter 2 letter state code for US
Province
* Postal Code
K TIP Click the Validate Address button to continue.
Validate Address

Contact Information

* Email Address First Name Last Name Alternate Name
You must first create an organization contact with contact type 'Purchase Order' before you can select the contact in this field.

Phone Number All Phone Number