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.
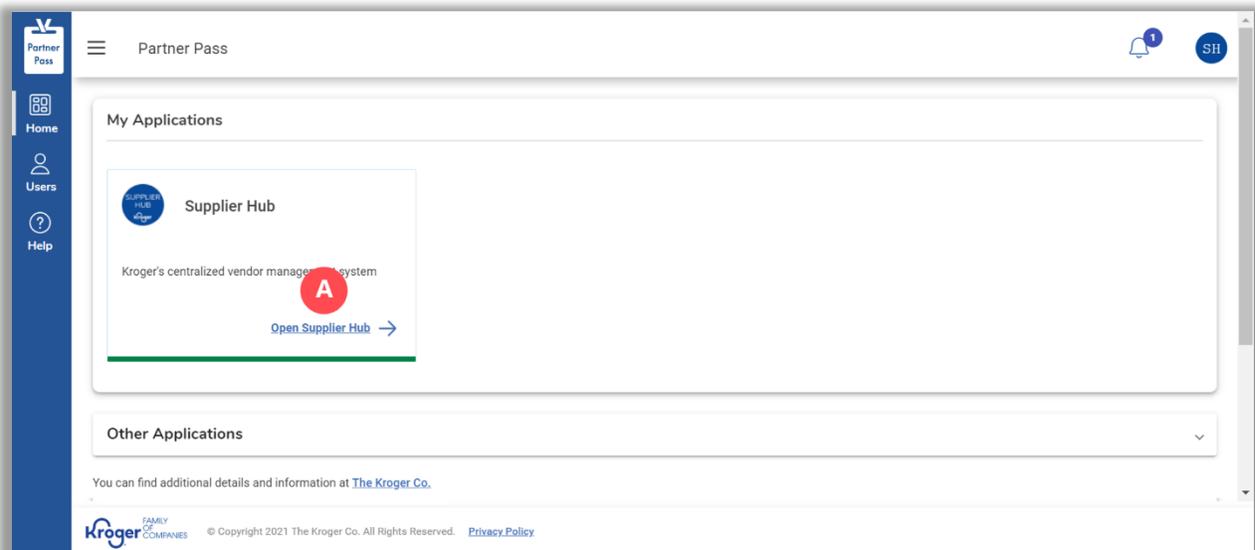
1. Login to **https://partnerpass.krogerapps.com/**

   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.
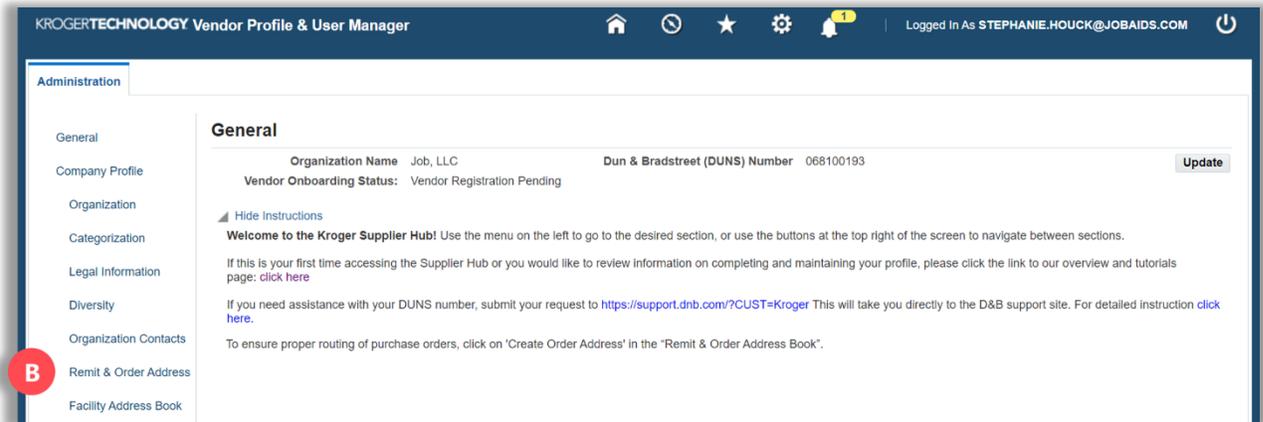
   For additional information, please see:
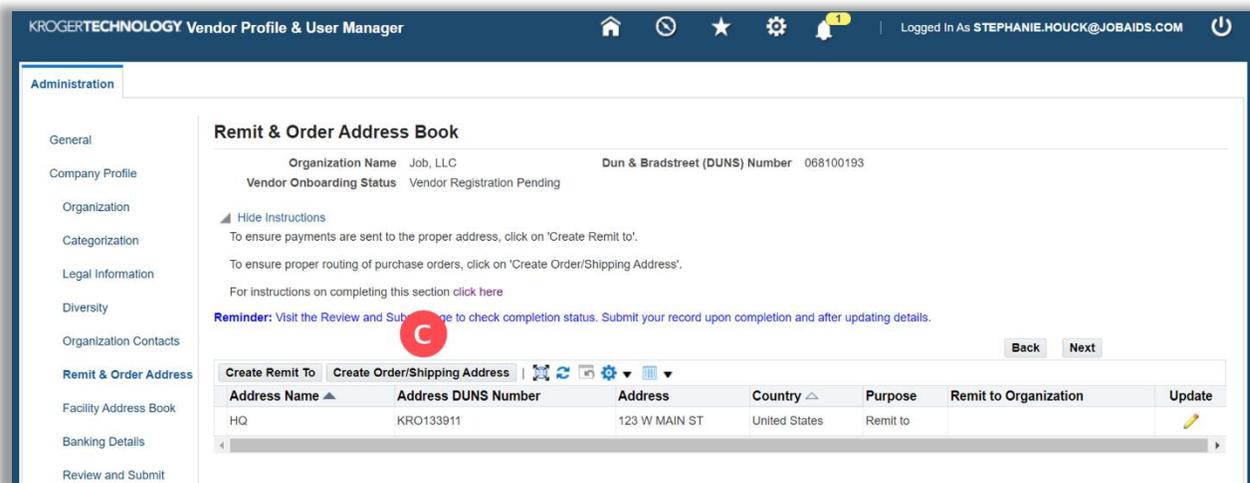   - Partner Pass information page
   - Partner Pass help page

2. On the Supplier Hub tile, click **Open Supplier Hub** (A).

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

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

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

> ! You must first create an organization contact that includes the contact type of 'Purchase Order' before you can select an email from the dropdown.

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

To:	Do this:
Create a new order address	Continue to **step 7**.
Copy a remit address to use for the address details	Go to **step 12**.

Create a New Order Address

7. Enter the **address information** (E) into the fields.
8. Click **Validate Address** (F).

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

10. Click **Save** (H).

11. Go to **step 16**.

Copy a Remittance Address to Use for the Address Details

12. Select the **remittance address** to copy from the **dropdown** (I).
13. Click **Copy Remit Address** (J).

14. Enter an **Address Name** (K).

15. Click **Save** (L).

16. The new order/shipping address is displayed in the table: