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/



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

Partner Pass		Û	SH	Â
88 Home	My Applications			
Users ? Help	Supplier Hub			
	Kroger's centralized vendor manager system			
	Other Applications		~	
	You can find additional details and information at The Kroger Co.			Ŧ
	Copyright 2021 The Kroger Co. All Rights Reserved. Privacy.Policy.			

3. Click Remit & Order Address (B).

KRC	GER TECHNOLOGY \	/endor Profile & User Manager 🕋 🛇 ★ 🏟 📌 Logged In As STEPHANIE.HOUCK@JOBAIDS.COM 🔱
Adm	inistration	
	General	General
c	Company Profile	Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193 Update Vendor Onboarding Status: Vendor Registration Pending
	Organization	A Hide Instructions
	Categorization	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.
	Legal Information	If this is your first time accessing the Supplier Hub or you would like to review information on completing and maintaining your profile, please click the link to our overview and tutorials page: click here
	Diversity	If you need assistance with your DUNS number, submit your request to https://support.dnb.com/?CUST=Kroger This will take you directly to the D&B support site. For detailed instruction click here.
	Organization Contacts	To ensure proper routing of purchase orders, click on 'Create Order Address' in the "Remit & Order Address Book".
В	Remit & Order Address	
	Facility Address Book	

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

OGER TECHNOLOGY V e	endor Profile & User Ma	nager	â O	* 🜣	1	Logg	ed In As STEPHANIE.HOUCK@JOE	AIDS.COM
Iministration								
General	Remit & Order Ad	dress Book						
Company Profile	Organization Vendor Onboarding	Name Job, LLC Status Vendor Registration Pending	Dun & Bradstre	et (DUNS) Numbe	r 0681001	93		
Organization	Hide Instructions							
Categorization	To ensure payments are s	sent to the proper address, click on 'Crea	ate Remit to'.					
Legal Information	To ensure proper routing	of purchase orders, click on 'Create Ord	er/Shipping Address'.					
Diversity	For instructions on compl	eting this section click here	tatus. Submit your rec	ard upon completio	n and after i	indating details		
Organization Contacts		C	alasi bashir you roo			parting actuals.	Back Next	
Remit & Order Address	Create Remit To Creat	e Order/Shipping Address 💢 😂	🖻 🤃 🕶 🔳 🔻					
Eacility Address Book	Address Name 🔺	Address DUNS Number	Address	Coun	try 🛆	Purpose	Remit to Organization	Update
Facility Address Dook	HQ	KR0133911	123 W MAIN	ST United	States	Remit to		1
Banking Details	4							
Review and Submit								

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



Supplier Hub

Address Details	Close	Sav	/e	I.
* 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 instruction on completing this section, visit our Supplier Hub help page.				
Contact Information				
* Email Address v j First Name Last Name Alternate Name				
Phone Number Alt Phone Number				

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

То:	Do this:
Create a new order address	Continue to step 7 .
Copy a remit address to use for the address details	Go to <u>step 12</u> .

Create a New Order Address

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

* Address Name * Country	United States	Q,	Communication Details Address Purpose	Update to all new sites created for this add Order/Shipping Address
* Address Line				
Address Line 2				
County				
State	~			
* Postal Code				

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

SPS suggested address			
Hide Instructions			
To ensure accuracy, please consider the USPS sugges	tions below and select the best optio	n to continue.	
	Lines Estaved Address	USDS Summerford Address	
	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	OH	HAMILTON	
State	OH ✓	OH	
Postal Code	45212	45202-1141	
	Apply user entered address	Apply USPS suggested address	Cance

10. Click Save (H).

Address Details	Close Save
* Indicates required field	
Organization Name PROSPECT PARTNERSHIP, LTD.	
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 instruction on completing this section, visit our Supplier Hub help page.	

11. Go to <u>step 16</u>.

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).

* Email Address 24prospecttest@mail.com v 🗊	First Name 24prospect	Last Name Test	Alternate Name
Phone Number 1-7894587254	Alt Phone Number 1-8975895421		
Select remittance address to copy (optional)	~		
Address Line1	Address Line2		
City	State		
Country	Zip Code		
DUNS Number			
Copy Remit Address			

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

15. Click Save (L).

ddress Details		Address Purpose	
* Address Name		Communication Details	 Update to all new sites created for this addres
Country	United States	Address Purpose	Order/Shipping Address
Address Line 1	456 berry		
Address Line 2			
City	Cincinnati		
County	ОН		
State	ОН		
Postal Code	45230		
TIP Postal codes fo TIP Postal codes fo #A#. (ex. M5V 3	r United States and Mexico must be five or Canada must be seven characters in th 3L9)	or nine digits (##### or #####.#####). e following format ('A' represents a letter and a space is required): A#A	
Update Address			
			U
			Close Save

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

Search									
			A	ddress Name					
Go	Clear			Address					
Create F	Remit To Cr	eate Order/SI	hipping Address	F /					
Details	Name 🔺	Address	Address ID		Purpose 🛆	Remit to Organization	Update	Manage Sites	Remove
Þ	Test name	456 berry Cincinnati, OH, OH 45230	KRO158094	United States	Remit to		1		Î
Þ	shipping addres	456 berry Cincinnati, OH, OH 45230	KRP131084	United States	Order/Shipping		1		Î