

## Banking Details for Vendors – ACCOUNTS WITH BANKS IN THE UNITED STATES ONLY

**!** If you provide banking details, you will be on EFT.  
If you do not provide banking details, the system will default to CHECK.

### Login

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

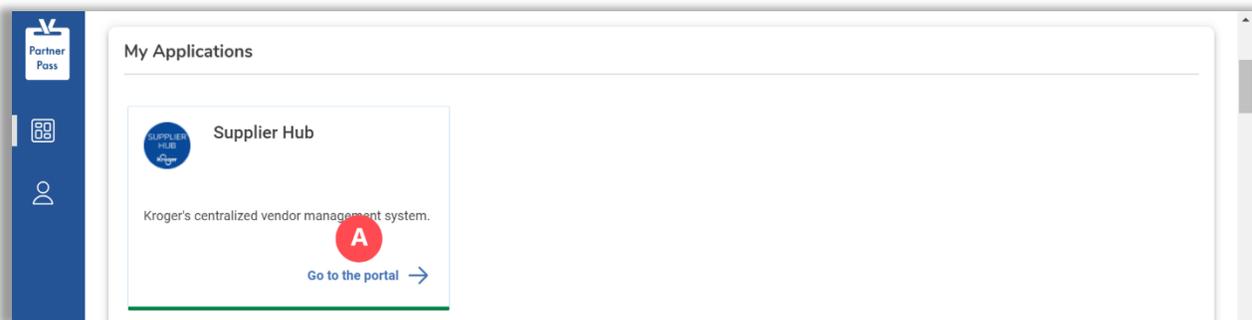
**Note:** Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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)**.

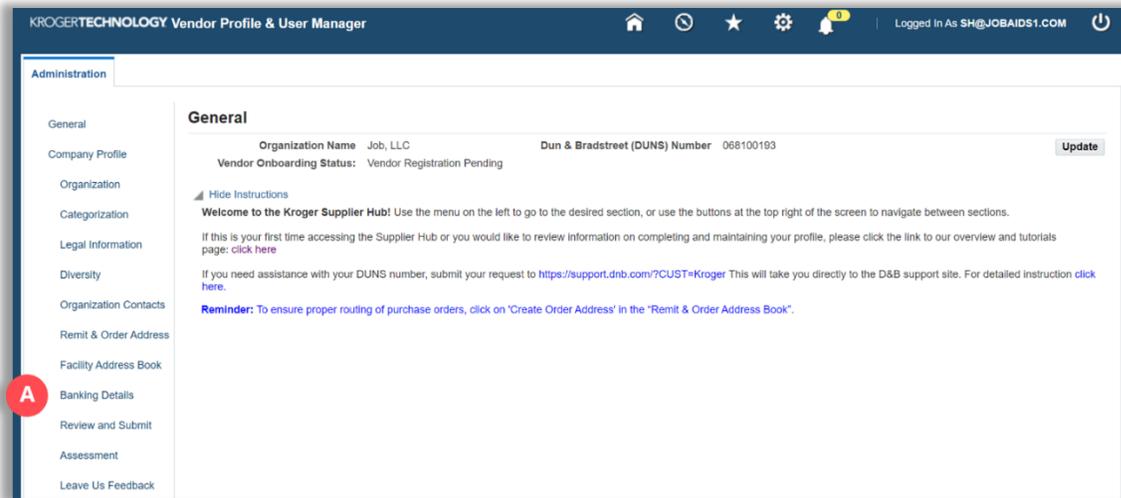


3. Use the below table to determine the next step:

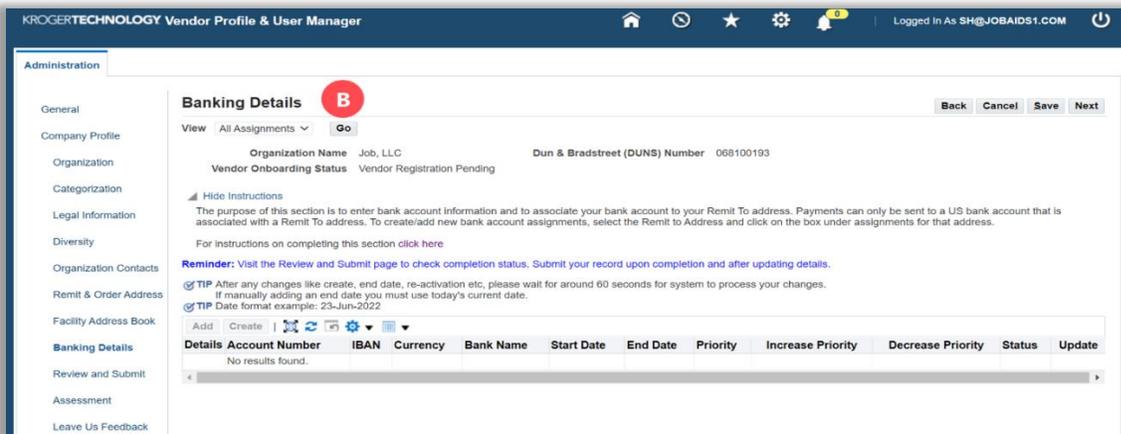
| To:  | Do this:  |
|--|---|
| Be on EFT  | Continue to <b>step 4</b> to provide banking details. |
| Stop EFT and change back to check payment method | Go to <a href="#">step 13</a> .                       |

## Banking Details Screen

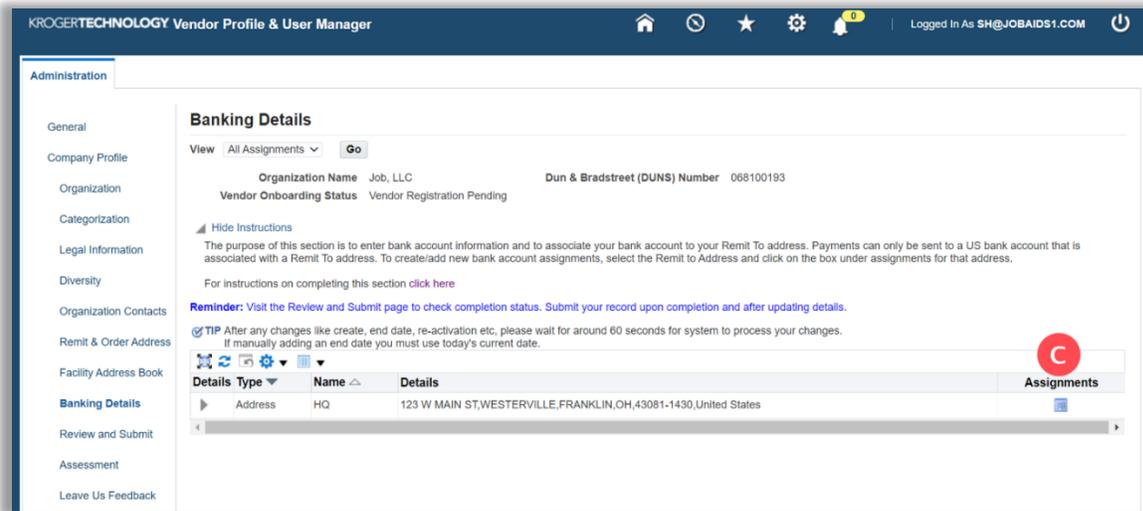
- Click **Banking Details (A)**.



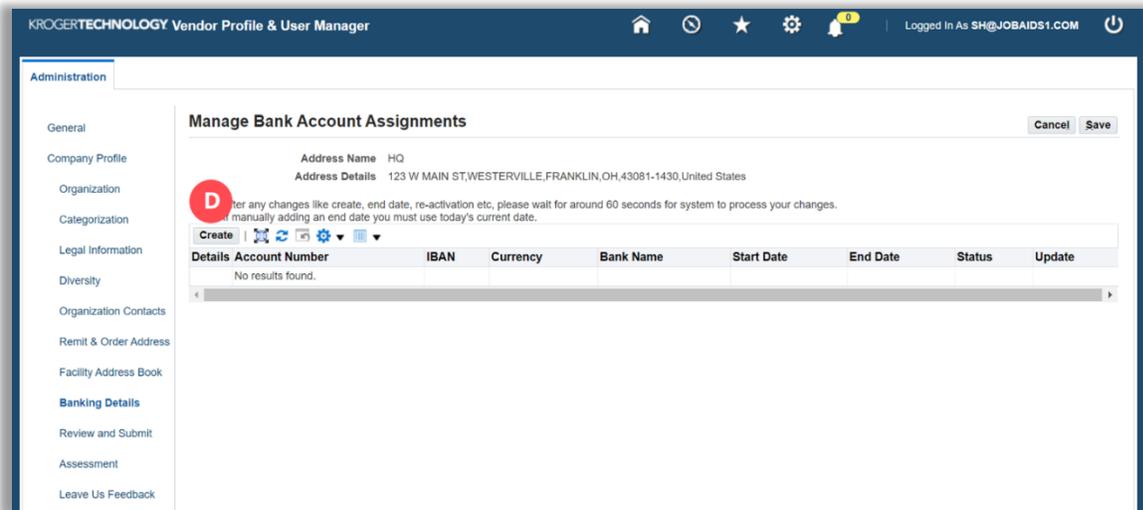
- Click **Go (B)**.



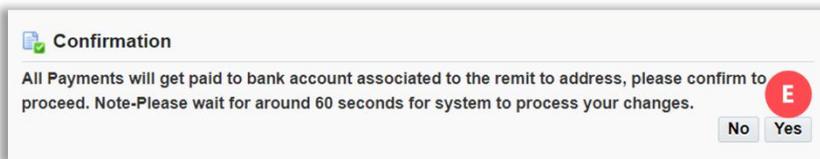
6. Click the **Assignments icon (C)**.



7. Click **Create (D)**.



8. Click **Yes (E)** to confirm.

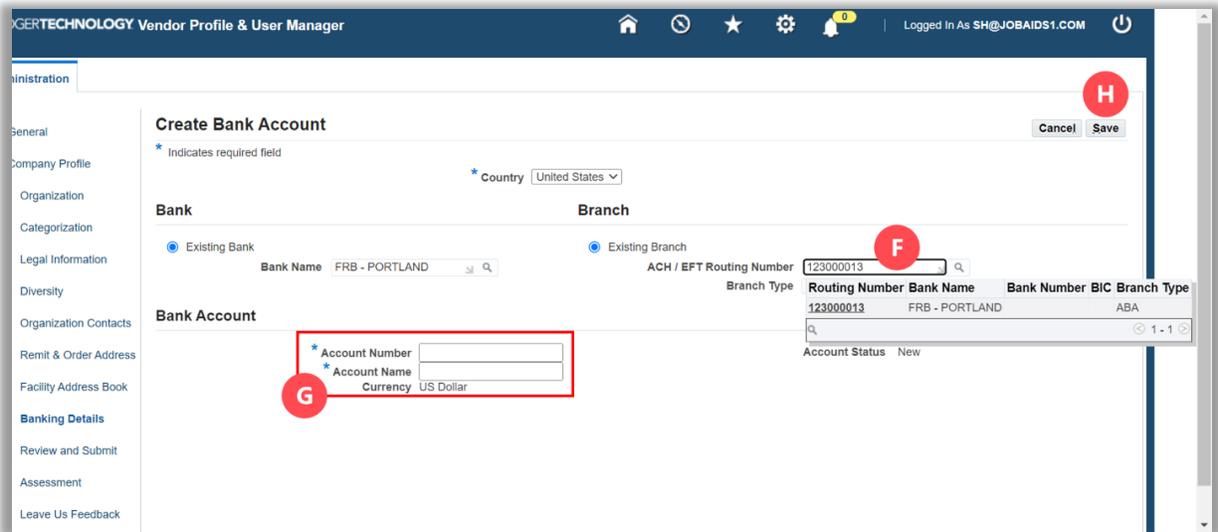


9. Enter the **ACH/EFT Routing Number (F)** and **select it from the dropdown box.**

**!** **Do not use your wire routing number.**  
 If you cannot locate your bank or routing number, contact Kroger at [CorpVPS@kroger.com](mailto:CorpVPS@kroger.com)

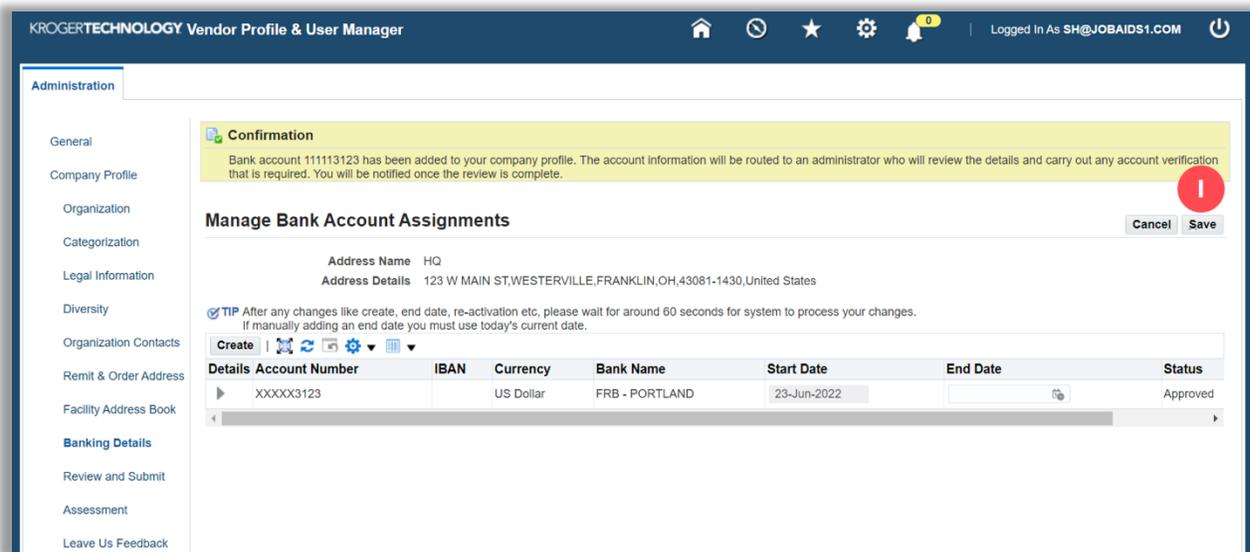
10. Enter the **Account Number** and **Account Name (G).**

11. Click **Save (H).**



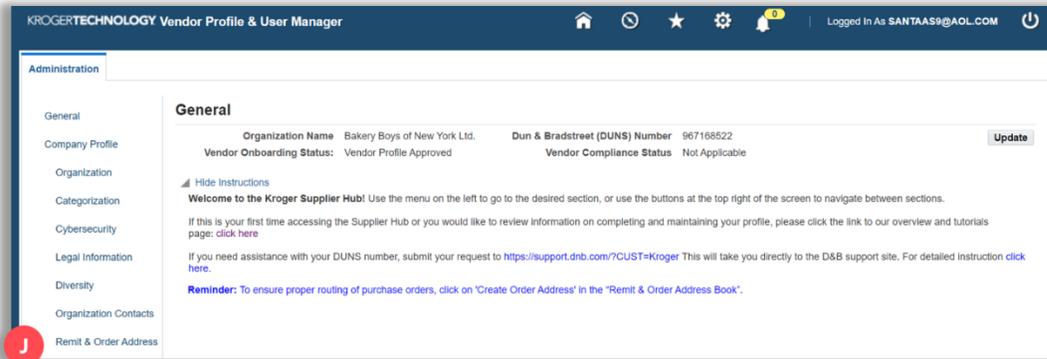
**!** If you create another bank account, all old bank accounts will be inactivated. The payment will be paid to the new bank account associated to the remit-to address. Only one new account can be added on the same day.

12. Click **Save (I).**

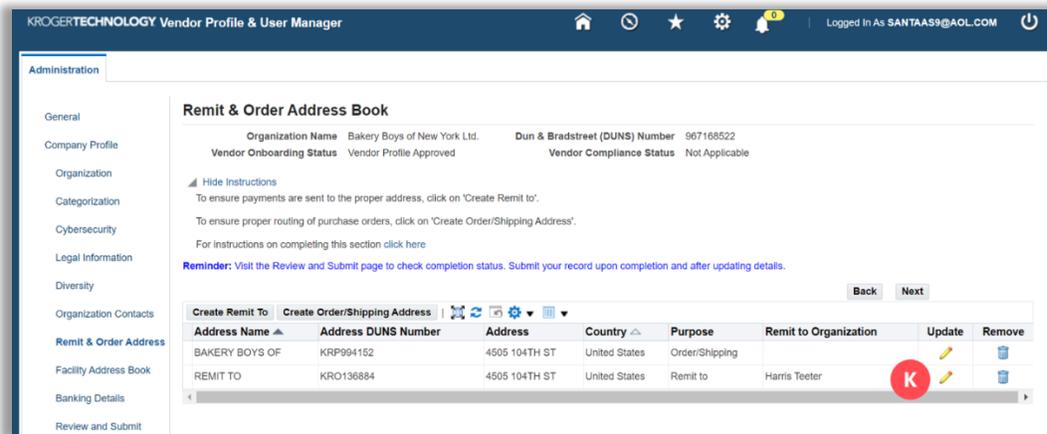


## Stop EFT and Change Back to Check Payment Method

13. Click **Remit & Order Address (J)**.



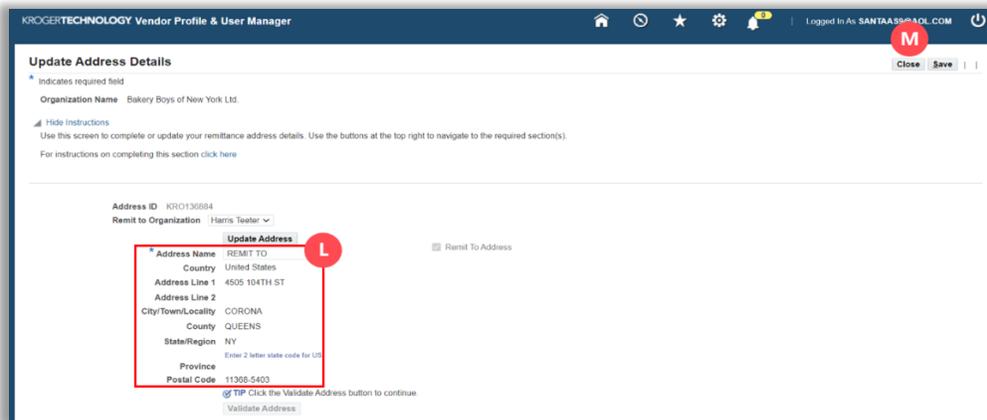
14. Click the **pencil icon (K)** for the remit to address.



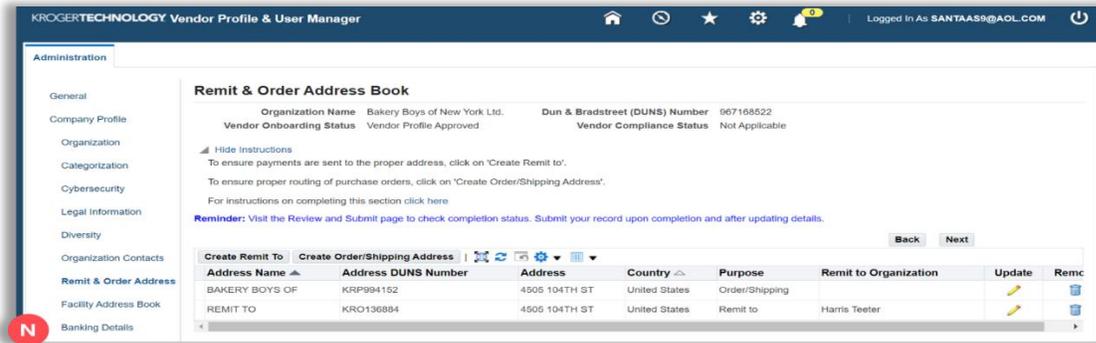
15. Verify the **remit to address (L)** is correct.

16. If changes are needed, click UPDATE ADDRESS, make corrections, VERIFY ADDRESS, click **SAVE**.

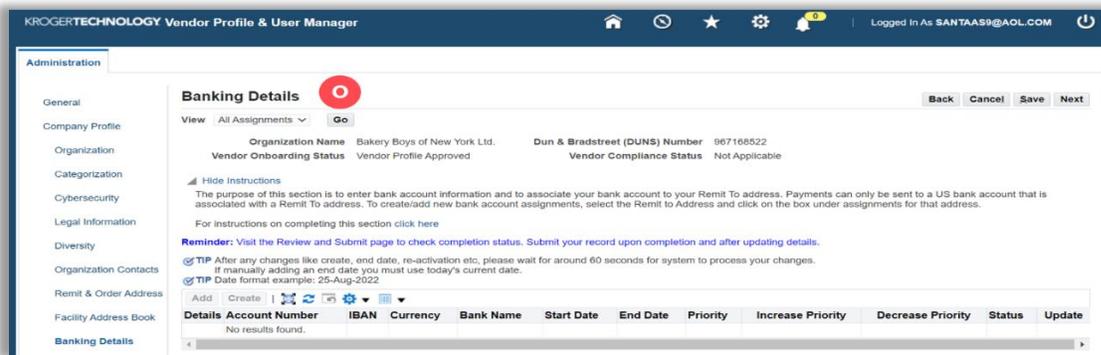
Click **Close (M)**.



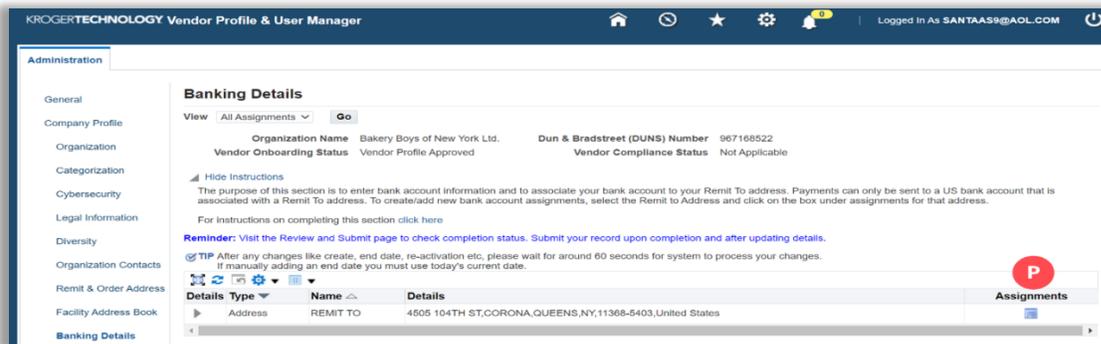
17. Click **Banking Details (N)**.



18. Click **Go (O)**.



19. Click the **Assignments icon (P)**.



20. Add an **End Date (Q)**. Click **Save (R)**.

