

Update an Order/Shipping Address

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

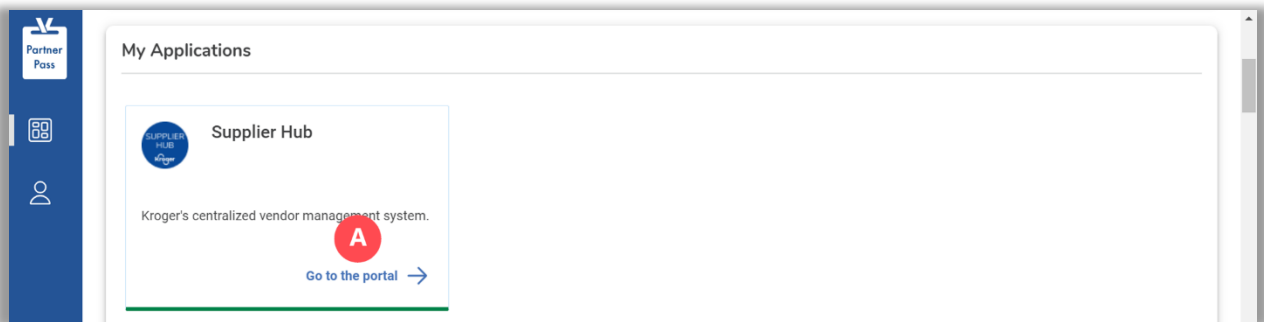
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

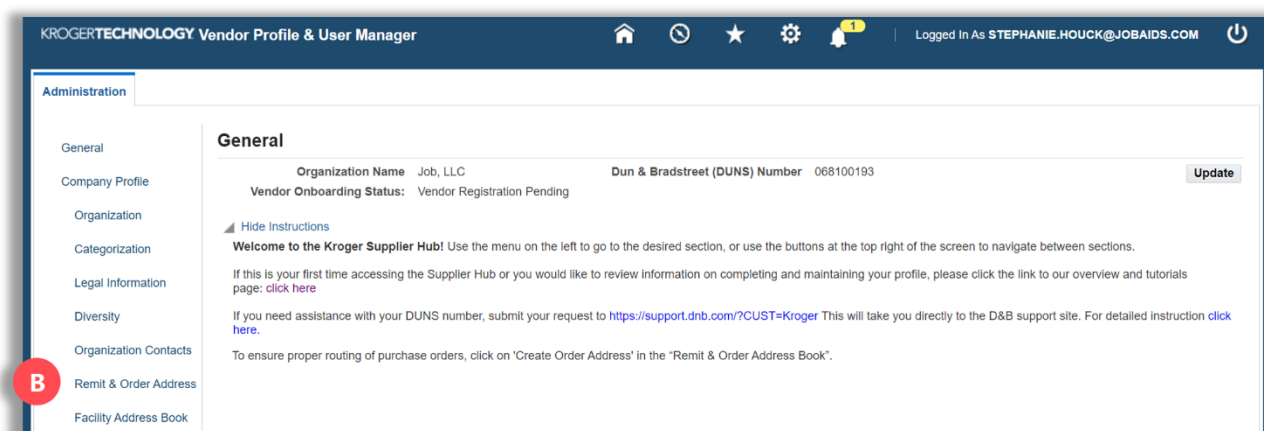
For additional information, please see:

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

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



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



4. Click the **pencil icon (C)** to update.

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration

Remit & Order Address Book

Organization Name Job, LLC Dun & Bradstreet (DUNS) Number 068100193

Vendor Onboarding Status Vendor Registration Pending

Hide Instructions

To ensure payments are sent to the proper address, click on 'Create Remit to'.

To ensure proper routing of purchase orders, click on 'Create Order/Shipping Address'.

For instructions on completing this section click here

Reminder: Visit the Review and Submit page to check completion status. Submit your record upon completion and after updating details.

Back Next

Address Name	Address DUNS Number	Address	Country	Purpose	Remit to Organization	Update
Corp	KRP988493	1014 VINE ST	United States	Order/Shipping		(C)
HQ	KRO133911	123 W MAIN ST	United States	Remit to		

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

KROGERTECHNOLOGY Vendor Profile & User Manager

Administration: Remit & Order Address >

Update Address Details

Close Save

* Indicates required field

Organization Name Job, LLC

Hide Instructions

Use this screen to complete or update your order/shipping address details.

For instructions on completing this section click here

Select remittance address to copy (optional)

Address Line1 Address Line2

City State

Country Zip Code

Duns Number

Copy Remit Address

Address ID KRP988493

Update Address

Order/Shipping Address

* Address Name Corp

Country United States

Address Line 1 1014 VINE ST

Address Line 2

City/Town/Locality CINCINNATI

- Update the **address information (E)**.
- Click **Validate Address (F)**.

Organization Name Job, LLC

Hide Instructions
Use this screen to complete or update your order/shipping address details.
For instructions on completing this section [click here](#)

Select remittance address to copy (optional)

Address Line1
City
Country
Duns Number
Copy Remit Address

Address Line2
State
Zip Code

Address ID KRP989493

Update Address Order/Shipping Address

* Address Name Corp
* Country United States
* Address Line 1 1014 VINE ST
Address Line 2
* City/Town/Locality CINCINNATI
County HAMILTON
State/Region OH
Province Enter 2 letter state code for US
* Postal Code 45202-1141

TIP Click the Validate Address button to continue.
Validate Address **F**

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

KROGERTechnology Vendor Profile & User Manager

Administration: Remit & Order Address > Update Address Details >
USPS suggested address

Hide Instructions
To ensure accuracy, please consider the USPS suggestions below and select the best option to continue.

	User Entered Address	USPS Suggested Address
Country	US	USA
Address Line1	1014 VINE ST	1014 VINE ST
Address Line2		
City	CINCINNATI	CINCINNATI
County	HAMILTON	HAMILTON
State	OH	OH
Postal Code	45202	45202-1141

*Use this field to add any additional details such as suite or unit number

Apply user entered address **Apply USPS suggested address**

G

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

KROGERTECHNOLOGY Vendor Profile & User Manager

Home Clock Star Gear 1 | Logged In As STEPHANIE.HOUCK@JOB AIDS.COM

Update Address Details

Close Save | |

* Indicates required field

Organization Name Job, LLC

Hide Instructions

Use this screen to complete or update your order/shipping address details.

For instructions on completing this section click here

Select remittance address to copy (optional) [v]

Address Line1	Address Line2
City	State
Country	Zip Code
Duns Number	

Copy Remit Address

Address ID KRP989493

Update Address

* Address Name	Corp	<input checked="" type="checkbox"/> Order/Shipping Address
Country	United States	
Address Line 1	1014 VINE ST	
Address Line 2		
City/Town/Locality	CINCINNATI	
County	HAMILTON	