Create a Remit To Address

> ❗ Only **one** remit to address is allowed per vendor.
> If you require more than one, please contact our Regional Accounting Support Center (RASC) at rascdataintegrity@kroger.com to request an exception.

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 Support page

2. On the Supplier Hub tile, click **Open Supplier Hub** (A).
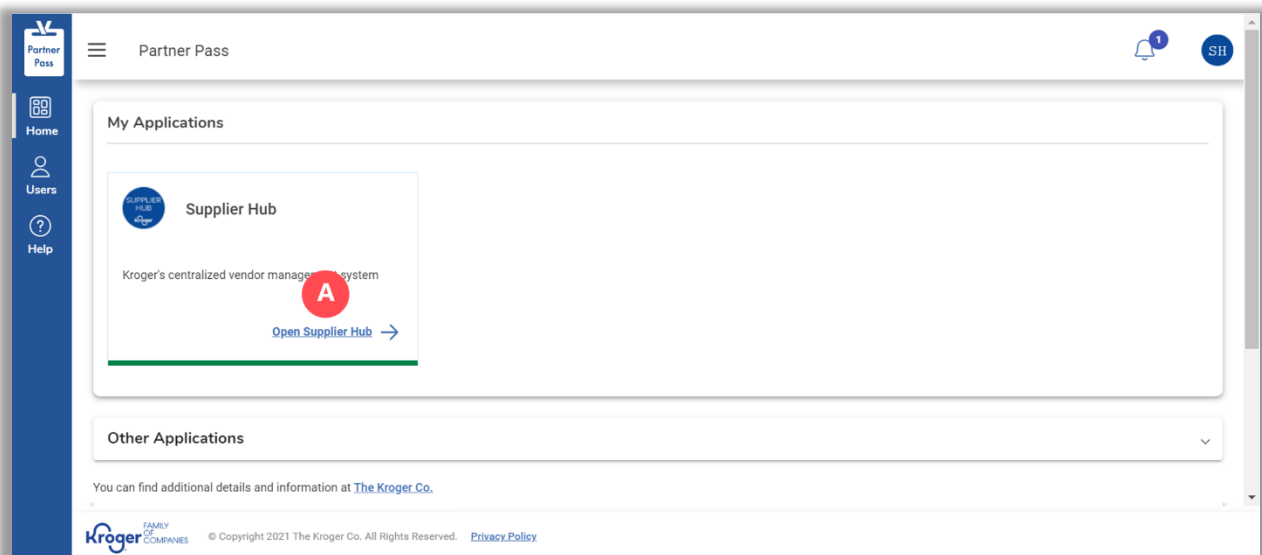
3. Click **Remit & Order Address** (B).

4. Click **Create Remit To** (C).

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

If:	Do this:
You do business with Harris Teeter	• Select **Harris Teeter** from the **Remit to Organization** (D) drop-down box. • Continue to **step 6**.
You do NOT do business with Harris Teeter	• Leave the Remit to Organization drop-down box blank. • Continue to **step 6**.

6. Input the **address information** (E).
7. Click **Validate Address** (F).

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

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