

# Update an Order/Shipping Address

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

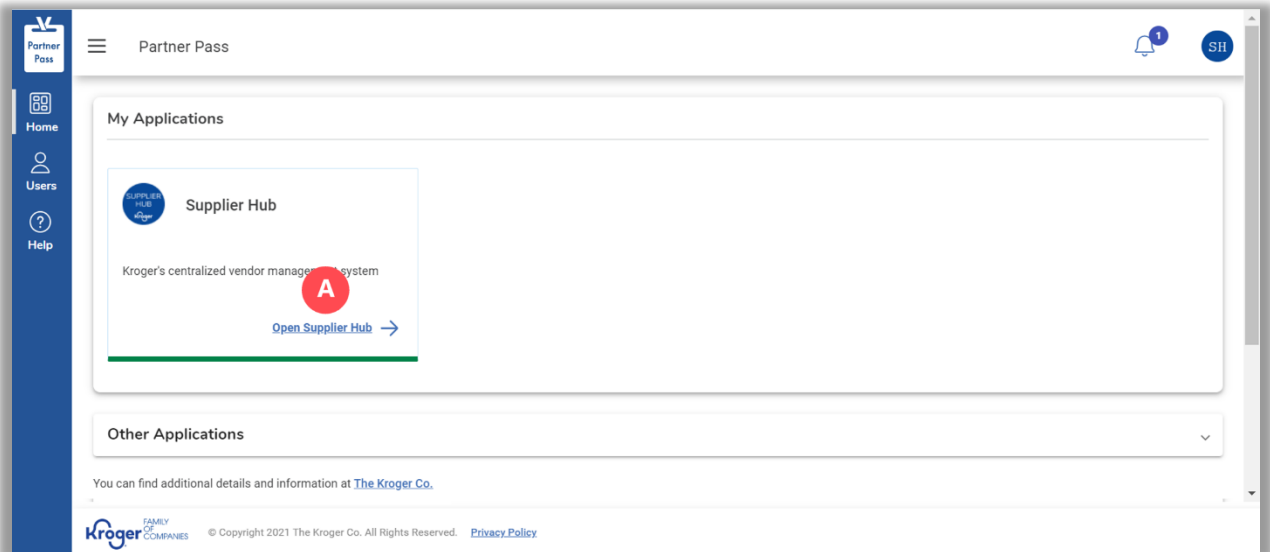
**Note:** Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

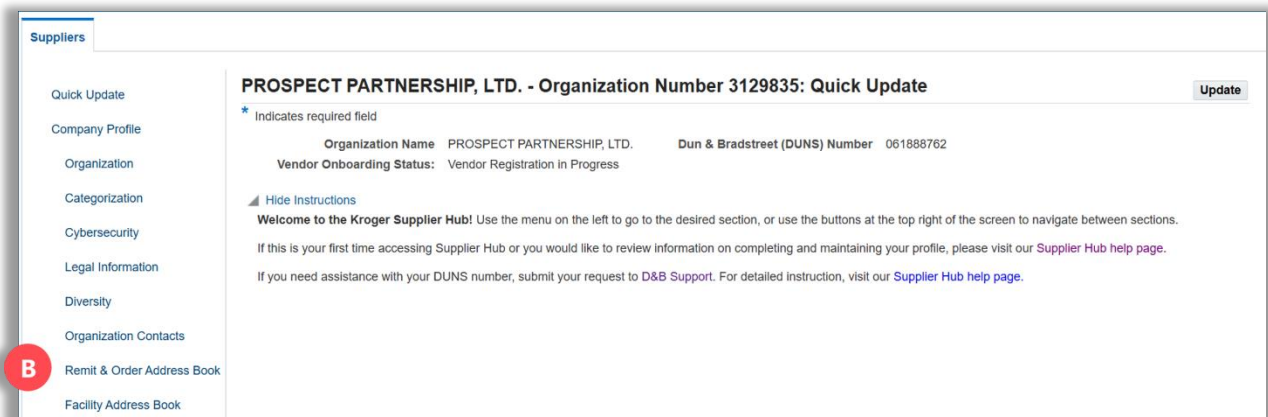
For additional information, please see:

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

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



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



- Click the **pencil icon (C)** for the order/shipping address to update.

**Search**

Address Name

Address

**Go** **Clear**

**Create Remit To** **Create Order/Shipping Address** |

Details	Name ▲	Address	Address ID	Country ▲	Purpose ▲	Remit to Organization	Update	Manage Sites	Remove
	Test name	456 berry Cincinnati, OH, OH 45230	KRO158094	United States	Remit to				
	shipping address	456 berry Cincinnati, OH, OH 45230	KRP131084	United States	Order/Shipping		<b>C</b>		

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

**Address Details** **Address Purpose**

Address Name shipping address Communication Details  Update to all sites using this address

Oracle Address Site Number 1967586 Address Purpose  Order/Shipping Address

Country United States

Address Line 1 456 berry

Address Line 2

City Cincinnati

County OH

State OH

Postal Code 45230

Status Active

TIP Postal codes for United States and Mexico must be five or nine digits (##### or #####-####).

TIP Postal codes for Canada must be seven characters in the following format ('A' represents a letter and a space is required): A#A #A#. (ex. M5V 3L9)

**D** **Update Address**

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

**Address Details** **Address Purpose**

Address Name shipping address Communication Details  Update to all sites using this address

Oracle Address Site Number 1967586 Address Purpose  Order/Shipping Address

\* Country United States

\* Address Line 1 456 berry

Address Line 2

\* City Cincinnati

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**E** **Validate Address** **F** **Update Address**

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

### 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	United States	USA
Address Line1	1014 vine street	1014 VINE ST
Address Line2		<input type="text"/>
		<small>*Use this field to add any additional details such as suite or unit number</small>
City	Cincinnati	CINCINNATI
County	OH	HAMILTON
State	OH	OH
Postal Code	45212	45202-1141
	<input type="button" value="Apply user entered address"/>	<input type="button" value="Apply USPS suggested address"/>
		<input type="button" value="Cancel"/>

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

### Update Address Details

\* Indicates required field

Organization Name PROSPECT PARTNERSHIP, LTD.

[Hide Instructions](#)  
Use this screen to complete or update your order/shipping address details.  
For instruction on completing this section, visit our [Supplier Hub help page](#).