

Update a Remit To Address

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

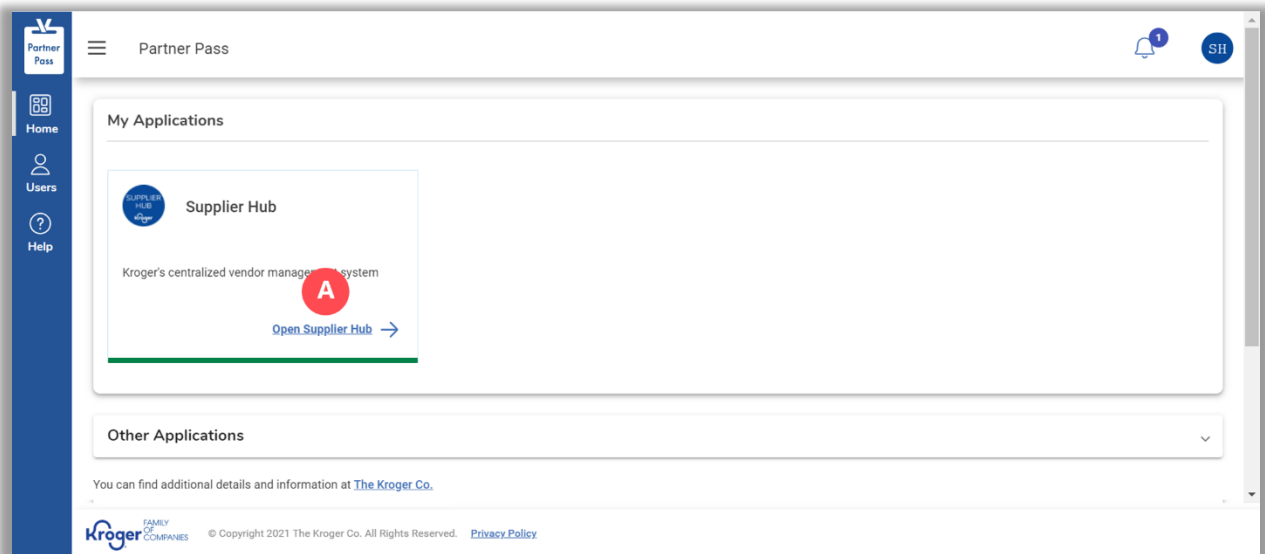
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

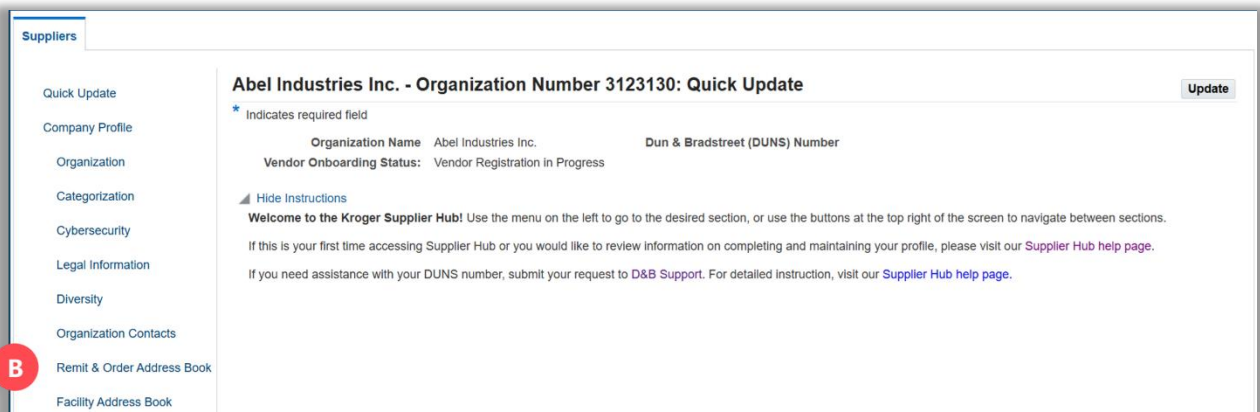
For additional information, please see:

- [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)**.



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

Search

Address Name

Address

Create Remit To 📄 ✎ ⋮

Details	Name ▲	Address	Address ID	Country ▲	Purpose ▲	Remit to Organization	Update	Manage Sites	Remove
▶	Remit to	123 Main St. Westerville, NA, OH 43081	KRO158096	United States	Remit to	Harris Teeter	C ✎	📄	🗑️

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

If:	Do this:
You do business with Harris Teeter	<ul style="list-style-type: none"> Select Harris Teeter from the Remit to Organization (D) drop-down box. Continue to step 6.
You do NOT do business with Harris Teeter	<ul style="list-style-type: none"> Leave the Remit to Organization drop-down box blank. Continue to step 6.

6. Click **Update Address (E)**.

Address ID KRO158096 **D**

Remit to Organization Harris Teeter ▼

Address Details

* Address Name

Oracle Address Site Number 1968585

Country United States

Address Line 1 123 Main St.

Address Line 2

City Westerville

Country NA

State OH

Postal Code 43081

Status Active

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

TIP Postal codes for Canada must be 9 characters in the following format ('A' represents a letter and a space is required): A#A #A#. (ex. M5V 3L9)

E

Address Purpose

Communication Details Update to all sites using this address

Remit To Address

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

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

- Click **Save (I)**.

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