

## Create an Order/Shipping Address



You must create a remit to address before you create an order address. The Create Order/Shipping Address button does not display on the Remit & Order Address screen until a remittance address has been created.

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

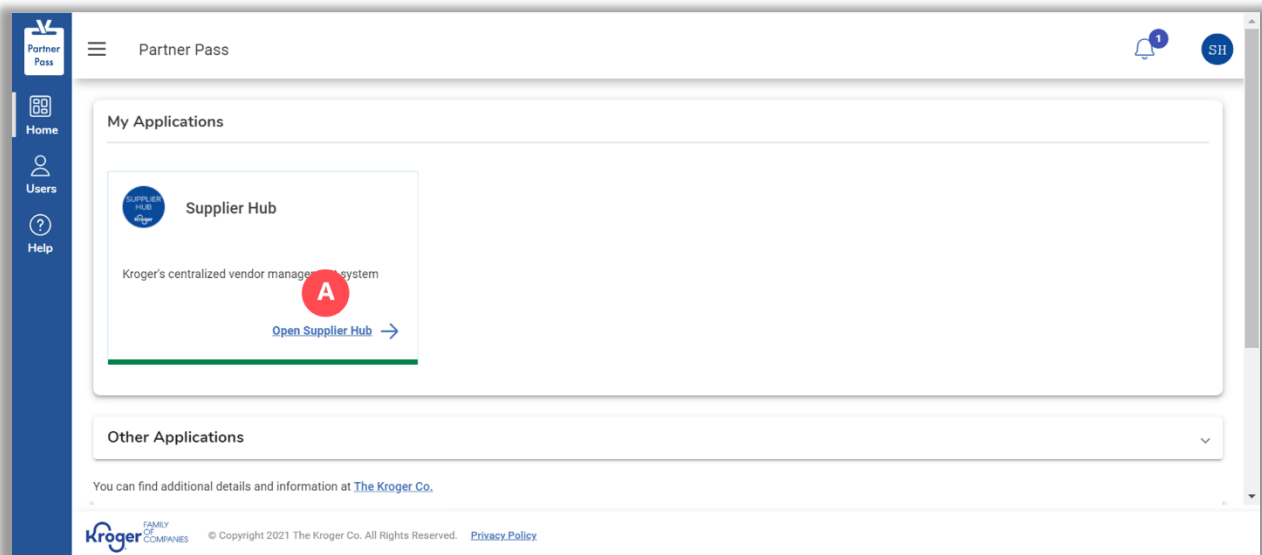
**Note:** Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

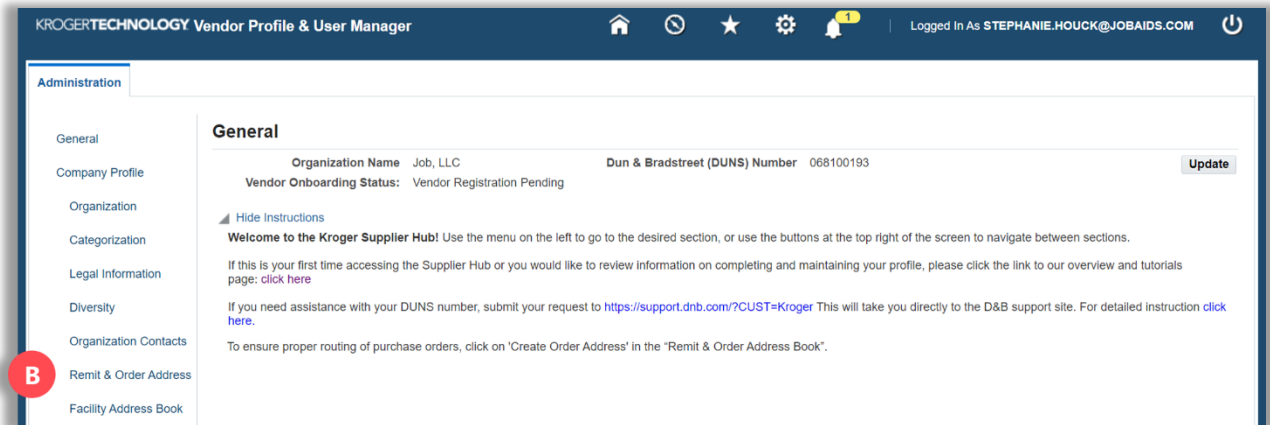
For additional information, please see:

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

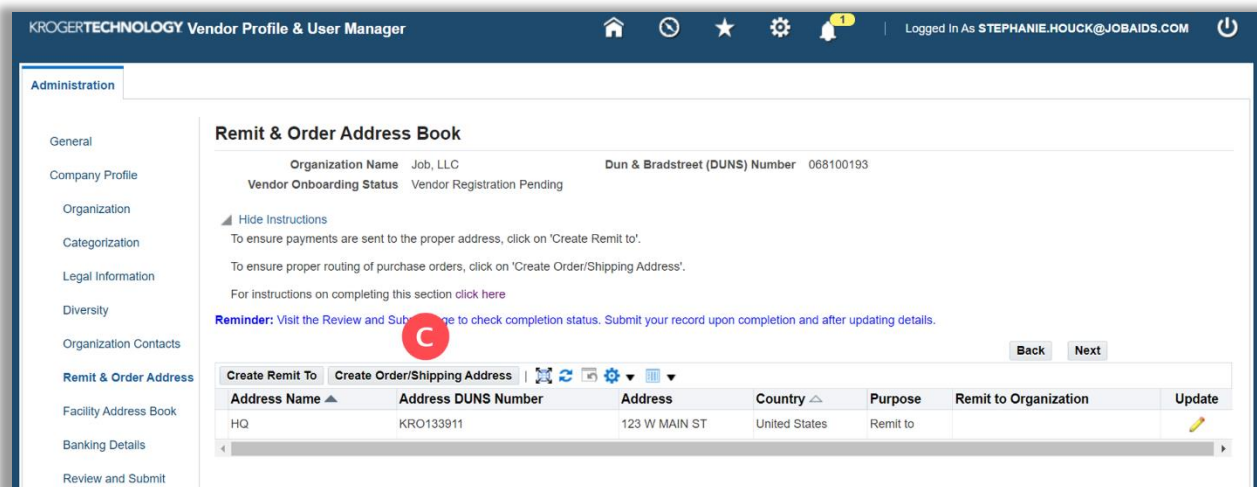
2. On the Supplier Hub tile, click **Open Supplier Hub (A)**.



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



4. Click **Create Order/Shipping Address (C)**.



5. Select an **email address** from the **dropdown (D)**.

You must first create an organization contact that includes the contact type of 'Purchase Order' before you can select an email from the dropdown.

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

To:	Do this:
Create a new order address	Continue to <b>step 7</b> .
Copy a remit address to use for the address details	Go to <a href="#">step 12</a> .

### Create a New Order Address

7. Enter the **address information (E)** into the fields.
8. Click **Validate Address (F)**.

9. 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		<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

10. Click **Save (H)**.

### Address Details

| |

\* Indicates required field

Organization Name PROSPECT PARTNERSHIP, LTD.

[Hide Instructions](#)  
Complete this page to ensure proper routing of purchase orders.  
If your 'Order/Shipping Address' and 'Remit To' address are the same, click on 'Copy Remit Address' after selecting your remittance address.  
For instruction on completing this section, visit our [Supplier Hub help page](#).

11. Go to [step 16](#).

## Copy a Remittance Address to Use for the Address Details

12. Select the **remittance address** to copy from the **dropdown (I)**.

13. Click **Copy Remit Address (J)**.

### Contact Information

\* Email Address 24prospecttest@mail.com  First Name 24prospect Last Name Test Alternate Name

Phone Number 1-7894587254  Alt Phone Number 1-8975895421

Select remittance address to copy (optional)

Address Line1 Address Line2  
City State  
Country Zip Code  
DUNS Number

Address ID KRP131084

- 14. Enter an **Address Name (K)**.
- 15. Click **Save (L)**.

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

**\* Address Name**

Country United States

Address Line 1 456 berry

Address Line 2

City Cincinnati

County OH

State OH

Postal Code 45230

**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)

**Update Address**

Communication Details  Update to all new sites created for this address

Address Purpose  Order/Shipping Address

L

Close Save | |

16. The new order/shipping address is displayed in the table:

### 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				