

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 rascdaintegrity@kroger.com to request an exception.

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

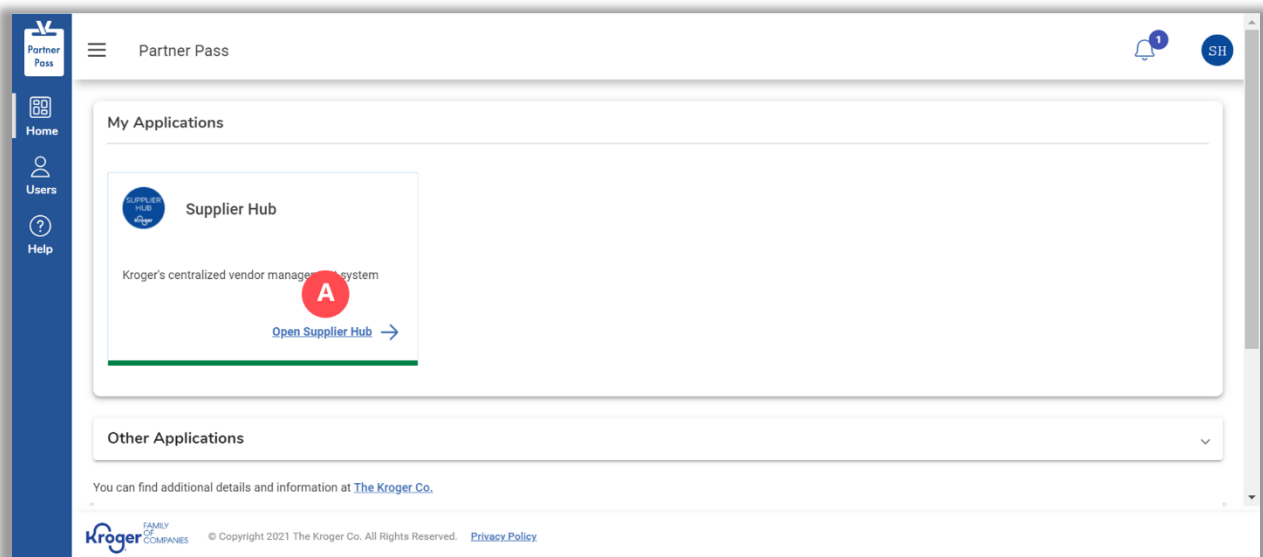
Note: Partner Pass is a secure single sign-on dashboard that allows you to access multiple Kroger applications with one ID and password.

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.

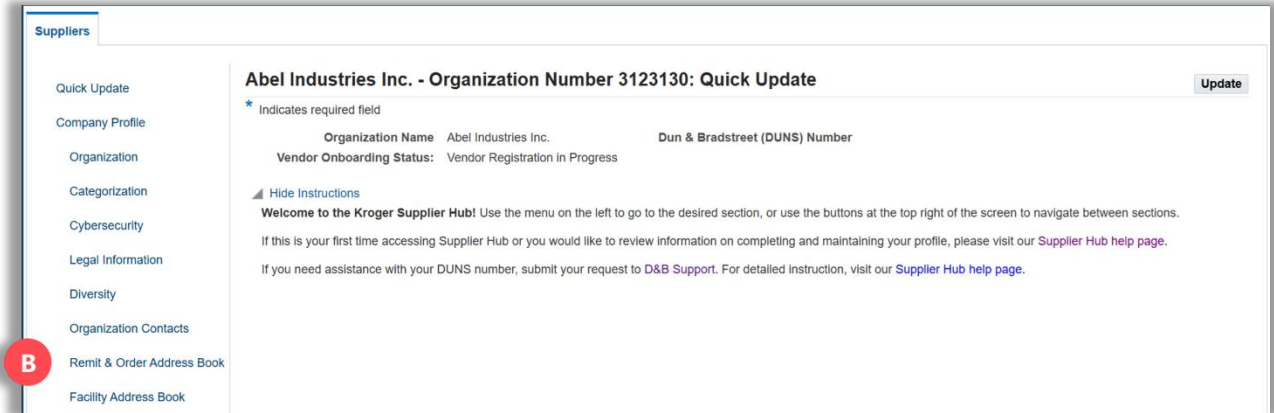
For additional information, please see:

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

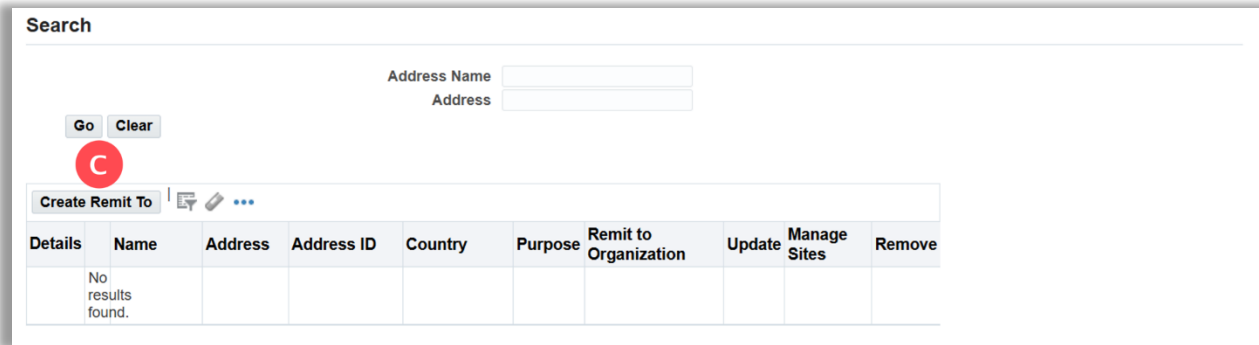
2. On the Supplier Hub tile, click **Open Supplier Hub (A)**.



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	<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. Input the **address information (E)**.

7. Click **Validate Address (F)**.

Address Details Close Save | |

* Indicates required field

Organization Name INSPECTOR ABEL HOME INSPECTIONS LLC

▲ Hide Instructions
Use this screen to complete or update your remittance address details. Use the buttons at the top right to navigate to the required section(s).
For instruction on completing this section, visit our [Supplier Hub help page](#).

Address ID KRO158095 **D**
Remit to Organization

Address Details	Address Purpose
<p>* Address Name <input type="text"/></p> <p>* Country United States <input type="text"/></p> <p>* Address Line 1 <input type="text"/></p> <p>* Address Line 2 <input type="text"/></p> <p>* City <input type="text"/></p> <p>County <input type="text"/></p> <p>State <input type="text"/></p> <p>* Postal Code <input type="text"/></p> <p>E</p> <p>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##-### (ex. MSV 3L9)</p> <p>F <input type="button" value="Validate Address"/> <input type="button" value="Update Address"/></p>	<p>Communication Details <input type="checkbox"/> Update to all new sites created for this address <input checked="" type="checkbox"/> Remit To Address</p>

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	123 Main St.	123 W MAIN ST
Address Line2	<input type="text"/>	<input type="text"/>
City	Westerville	WESTERVILLE
County	NA	FRANKLIN
State	OH <input type="text"/>	OH
Postal Code	43081	43081-1430
<input type="button" value="Apply user entered address"/> G		<input type="button" value="Apply USPS suggested address"/> <input type="button" value="Cancel"/>

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

Address Details Close Save | | **H**

* Indicates required field

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