



KAISER PERMANENTE®

# Electronic Invoicing Guide

## Definitions of Terms

**eInvoicing:** refers to submitting invoices to KP via a KP-approved electronic invoicing channel. *Emailing your invoice to KP is not considered eInvoicing.*

**Kaiser Permanente or KP:** means an entity participating in the integrated health care delivery system doing business as Kaiser Permanente®, including Kaiser Foundation Health Plan, Inc., Kaiser Foundation Hospitals, the Permanente Medical Groups, and all subsidiaries and successors of the foregoing, and Risant Health, Inc., and its subsidiaries and successors.

**Purchase Order or PO:** means a purchase order issued by KP to a Supplier. Suppliers should only accept a PO from KP that contains the full 15-digit purchase order number (Example: 02511-0000123456).

**Non-PO:** means non-PO related invoice.

**NUID:** is the unique 7-character reference ID given to each KP employee, which consists of one alphabet letter and six numbers (Example: A123456).

**GL string:** (may also be referred to as Cost Center Code) General Ledger (GL) accounting string that is being charged for the invoice. The GL String should be 18 digits and is composed of 4 segments:

GL Unit - 4 digits, GL Location - 5 digits, Department - 4 digits and Account - 5 digits.  
(Example: 0208-30100-8900-59505)

## Introduction

KP implemented company-wide, eInvoicing submissions and has discontinued paper-based invoicing. KP will no longer accept invoices received via US Mail (hard copies). All suppliers transacting with KP are **REQUIRED** to submit invoices electronically through one of our three electronic methods which are: [EDI](#), [File Staging](#), and [OneLink Supplier Portal – eSettlements](#).

All suppliers transacting with KP are **required to enroll** in the OneLink Supplier Portal – eSettlements as a starting point. The objective is to further strengthen our partnership and help to ensure that we can make payments to you in a timely and accurate manner.

As a reminder eInvoice submissions is the **ONLY** authorized channel for invoice submission to receive timely payment(s).

## KP's Invoicing Requirement


There are three types of invoices that can be submitted to KP, either PO related invoices or Non-PO related invoices.

- PO Related:
  - Standard PO triggered by KP. PO-related invoices the full 15-digit PO number must be obtained and present on the invoice.
  - Bill-only PO triggered by supplier. Supplier generated PO request via eSettlements. PO-related invoices the full 15-digit PO number must be obtained and present on the invoice.
- Non-PO:
  - The approvers/reviewers NUID and full GL string must be obtained and present on the invoice.

Because of controls in KP's system, the only way payments can be made against invoices is to either associate them with a valid purchase order, or route them for approval. If the KP employee placing the order/request refuses to provide that information, then they are violating KP's National Policy # NATL.FIN.ACCT.006. You should not accept the order without proper information to ensure payment. Without this information, you will not be able to submit your invoices. All services and supply require proof of delivery, signed by KP or a KP representative. Case ID numbers are required for services/supply provided for surgical procedures.

The table below summarizes all eInvoicing methods and helps you select the best eInvoicing option for your company. Utilize the criteria listed on the left-hand side to understand which option best suits your needs. As a reminder all suppliers transacting with KP are **required to enroll** in the OneLink Supplier Portal – eSettlements as a starting point.

The subsequent pages contain more detailed information for each electronic method including contact information.

	Criteria	Purchase Order related invoicing	Non-Purchase Order related invoicing
 <p>High</p> <p>Invoice volume</p> <p>Low</p>	High expected invoice volume per year	EDI	eSettlements
		eSettlements	File-Staging <i>(Flat File/Spreadsheet)</i>
		File-Staging <i>(Flat file)</i>	
	Low expected invoice volume per year	eSettlements	eSettlements
		File-Staging <i>(Flat file)</i>	File-Staging <i>(Flat File/Spreadsheet)</i>

**\*Please note, you may end up having to use more than one eInvoicing method.**

## OneLink Supplier Portal - eSettlements (Supplier Portal)

The *Onelink Supplier Portal - eSettlements* is a free of cost web portal for all of KP suppliers, where they can **submit their invoices electronically**. In addition to invoice submission all the below can be performed as well:

- **View up-to-date information about invoice(s) including payment status/information**
- **View dispatched Purchase Orders (POs)**
- **Enroll and/or Update electronic banking payment information (ACH) for applicable suppliers.**
  - **Brokers:** ACH payments are available via eSettlements. Initiate setup request by emailing Kaiser-[esettlements@kp.org](mailto:esettlements@kp.org)
  - **Other vendor types:** Vendors are required to self-register in KPVM Portal. To request access to the portal, initiate request via your KP contact or email [KP-VendorPortal-Support@kp.org](mailto:KP-VendorPortal-Support@kp.org)
- **Request Early Payments on submitted approved invoices**

- **Receive the following automated email notifications:**
  - Invoice Load - No Errors:** Notifies you with a list of recently submitted KP invoices which have been successfully processed.
  - Invoice Load - Errors:** Notifies you with a list of recently submitted KP invoices that contain errors.
  - Payment Create and Cancel:** Notifies you when a payment is either made or cancelled to your company. The email contains: the payment reference number, payment date and a list of the invoice numbers being paid.
  - Invoice/Voucher Approval:** Notifies you when an invoice is approved. The email contains a list of the recently approved invoice(s). Please note the invoices listed on the notification are also eligible for early payment.
  - Match Exception:** Notifies you when a submitted PO related invoice has been flagged with a match exception
- **Invoice submission:**
  - Enter Individual Invoices And/Or**
  - Submit Multiple invoices at a time via Spreadsheet Upload**
    - The Spreadsheet Upload feature is the processing of XML .txt files. In order to utilize this feature suppliers **MUST** utilize the Excel Loader tool. Please note this will be an XML invoice submission with **no capability of attaching images.**

In order to gain access, your company will have to designate a person(s) to act on behalf of the company as the **Supplier Administrator(s)** for the company's portal account. The designated Administrator(s) will have the ability to grant access to additional people within the company in addition to being able to perform all the tasked mentions above. You may identify as many as three Administrators.

Please provide the below information to [Kaiser-eSettlements@kp.org](mailto:Kaiser-eSettlements@kp.org)

1. The name(s) and email address of the designated person(s) to be the Supplier Administrator(s) for the company. The email **must be unique** for each person.
2. Company Legal Name and DBA (if applicable)
3. Company Federal Tax ID, if a Sole Proprietorship please provide the last 4 of the SS number
4. KP's OneLink Supplier ID (if known)

Once we receive the above information, we will email the designated Administrator(s) with a self-registration link and include all training materials. **Please allow 24-72 hours to receive the registration link.**

To request further information regarding eSettlements please contact:  
[Kaiser-eSettlements@kp.org](mailto:Kaiser-eSettlements@kp.org)

## EDI

Electronic Data Interchange (EDI) is the electronic exchange of business documents using a standardized format. EDI can be used to transfer purchase order and invoice data between KP and authorized trading partners.

EDI processing helps KP deliver top-quality service that takes advantage of advanced information-management technology. EDI can help customers increase efficiency while reducing errors and operating costs.

Additional specific benefits of implementing EDI with KP include:

- Invoices for multiple KP accounts can be combined into a single transmission.
- Eliminates keying of invoice data and reduces errors.
- Expedite the transmission time of purchase orders as well as invoices.
- Increases the speed of processing your invoices for payment. 94% of your invoices will be paid within terms.

Click on the Icon below to view KP's **EDI Implementation Guide**, which contains key information/requirements in order to be capable to submit an invoice via EDI.

To request further information regarding EDI please contact:

[Kaiser-EDI@kp.org](mailto:Kaiser-EDI@kp.org)

## File Staging (ESW – Electronic Submission Workflow)

File Staging (ESW) is the external submission of PO and/or Non-PO related invoice data via a **flat file** [pipe delimited text file(.txt)] or submission of Non-PO related invoice data via an excel **spreadsheet** template. Non-PO invoices require the submission of a PDF copy of the invoice.

- The **Flat file** process requires sFTP setup for submission. KP's IT team will work with the suppliers IT/Network team to exchange SSL-RAS key and complete the sFTP setup. Once complete supplier can deliver flat file(s) and invoice copies (in PDF format) on sFTP server. *Note: KP can also provide a spreadsheet with a 'macro' built in, to export spreadsheet data in pipe delimited required format.*
- The **Spreadsheet** submission process is simple. Supplier emails spreadsheet with invoice data & invoice copy (in PDF format) to a designated email address. *As a reminder only Non-PO related invoices can be submitted via spreadsheet.*

To request further information regarding File Staging please contact:

[Kaiser-eUpload@kp.org](mailto:Kaiser-eUpload@kp.org)