



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 or 02553K000264136 from our Coupa Instance).

**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 [COUPA Supplier Portal](#) or Submitting PDFs to [KP-AP-Invoice@kp.org](mailto:KP-AP-Invoice@kp.org)

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

## KP's Invoicing Requirement

There are two 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.

**IMPORTANT: You should not accept the order without proper information (PO Number or NUID/GL Account) to ensure payment. Without this information, invoices submitted will be rejected and delayed payment.**

All services and supplies require proof of delivery, signed by KP or a KP representative. Case ID numbers are required for services/supply provided for surgical procedures.

## EDI (KP Preferred)

Electronic Data Interchange (EDI) is an 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.

This is KP's preferred invoicing method.

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.
- Increase the speed of processing your invoices for payment.

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.*



ESW%20ES1%20Spreadsheet%20Template



ESW%20Template%20Instructions%20V20

To request further information regarding File Staging please contact:

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

## Coupa Supplier Portal (CSP)

KP now utilizes Coupa for purchasing certain commodities. KP Coupa PO's also have a 15-digit PO number and has a "K" within the PO Number (example 02553K000264136).

Registration for the Coupa Supplier portal can be initiated by your KP Contact who will contact the KPVM Support team on your behalf and have you activated in our Coupa instance and an invite sent.

Please make sure your AR contact information is up to date in the KPVM Portal.

## BILL ONLY/LEASE ADMINISTRATION

### OneLink Supplier Portal - eSettlements Bill Only/Lease Administration (Supplier Portal)

The *OneLink Supplier Portal - eSettlements* is a free-of-cost web portal for Bill Only Suppliers, Brokers, Lease Administration and vendors already registered.

- **Generate POs and invoice for Bill Only orders**
- **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: Banking Information** for ACH payments must be maintained via eSettlements. Initiate setup request by emailing [Kaiser-esettlements@kp.org](mailto:Kaiser-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)
- **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 for Bill Only:**
  - 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 tasks mentioned above. You may identify as many as three Administrators.

KP utilizes PingOne Authentication for using eSettlements

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)