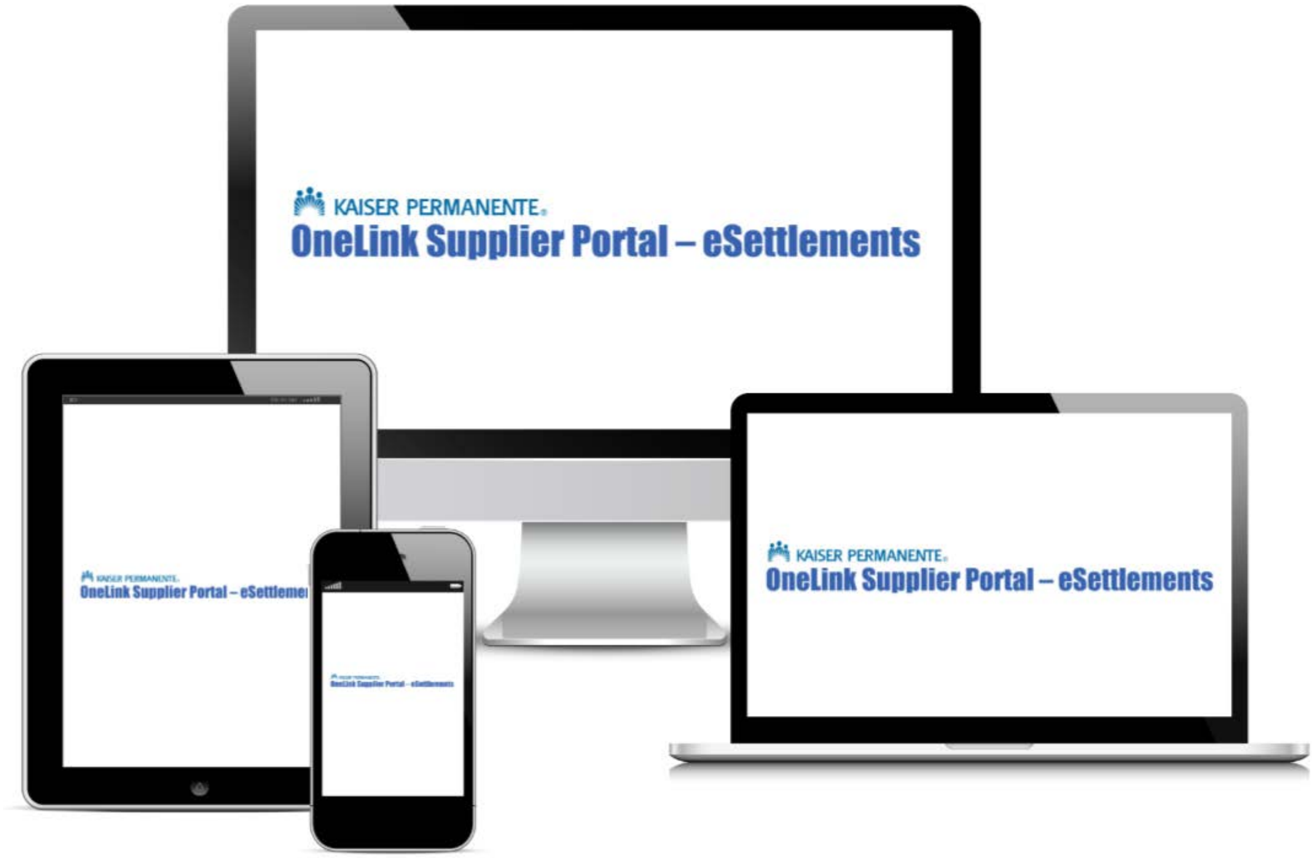


OneLink Supplier Portal - eSettlements Comprehensive User Guide

V.07.2022

KAISER PERMANENTE | OL Supplier Portal - eSettlements

- **Clicking on the sections below will automatically take you to that page of the user guide.**
- **Clicking on logo in the upper left corner of each page will automatically bring you back to this page.**

Table of Contents

Important Invoicing Information
(Read before submitting invoices)

This information is important to review as it provides you information on how you will be submitting your invoice(s) as well as what information needs to be obtained prior to the submission of your invoice(s).

Invoicing Types/Requirements

Before you begin to invoice, you must first know the type of invoicing you will be performing. There are two types of invoices that can be submitted to Kaiser, either Purchase Order (PO) related invoices or NON-PO (non-purchase order) related invoices.

For **PO-related** invoices suppliers should only accept a PO from Kaiser that contains the full 15-digit purchase order number (Example: 96500-0123456789). If you are entering a PO related invoice, please follow the steps under the *Submitting a PO Related Invoices* section.

For **NON-PO related** invoices, the approvers/reviewers NUID and full GL string must be obtained. An **NUID** is the unique 7-character reference ID given to each Kaiser employee, which consists of a leading alphabet letter followed by six numbers (Example: A123456). A **GL string** (may also be referred to as Cost Center Code) is a 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: 9601-30100-8900-59505). If you are entering a NON-PO related invoice, please follow the steps under the *Submitting NON-PO Related Invoices* section.

Only the Kaiser employee placing the Order/Request can provide you this information. If the KP employee placing the order/request refuses to provide that information, then they are violating Kaiser Permanente National Policy # NATL.FIN.ACCT.122. You should not accept any order without proper information to ensure payment. *Without this information you will not be able to submit your invoices .*

Contact Information

For any questions you can contact the eSettlements Team at: Kaiser-eSettlements@kp.org

Welcome to the OneLink Supplier Portal - eSettlements!

The *Onelink Supplier Portal - eSettlements* is a free of cost web portal for all of Kaiser suppliers*, where all the below can be performed:

- **View up-to-date information about invoice(s) including payment status/information**
- **View dispatched Purchase Orders (POs)**
- **Request Early Payments on submitted approved invoices**
- **Receive automated email notifications* such as:**
  - ✓ ***Invoice Load - No Errors:*** Notifies you with a list of recently submitted Kaiser invoices which have been successfully processed.
  - ✓ ***Invoice Load - Errors:*** Notifies you with a list of recently submitted Kaiser 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 submissions:**
  - ✓ **Enter Individual Invoices**
  - ✓ **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. The tool is an MS Excel workbook with a macro that will create an XML .txt file in the correct fixed length format for uploading. Please note this will be an XML invoice submission with no capability of attaching images.
- **Brokers Only: Enroll and/or Update electronic banking payment information (ACH)**
  - ✓ Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

Please note:

- **The word *"Supplier"* refers to a vendor, contractor, broker, etc. anyone who is providing goods and/or services to Kaiser Permanente.**
- **All Admins are automatically set up to receive all notifications. If you wish to disable notifications, please contact the eSettlements team at Kaiser-eSettlements@kp.org .**

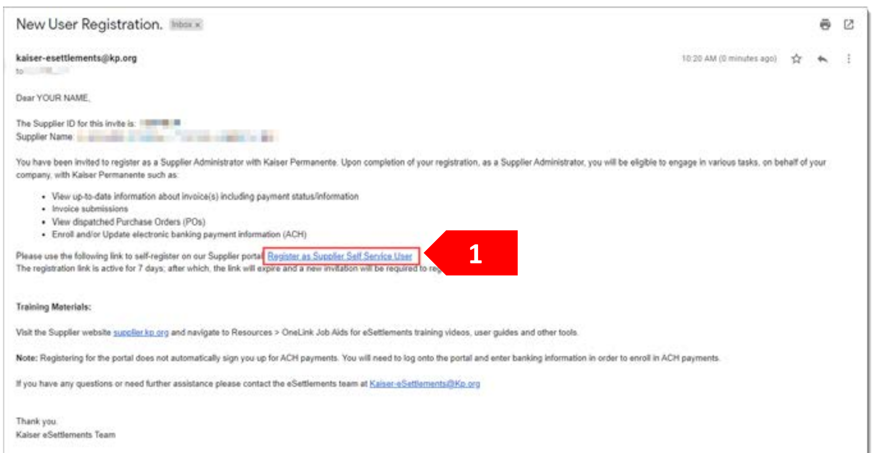
After the eSettlements team receives the designated Administrators (Admin) information. The designated Admin(s) will be receiving an email with subject line: *New User Registration* coming from Kaiser-eSettlements@kp.org

This email contains a registration link, the registration link **is only good for 7 days**; after which the link will expire. Should registration not be completed within 7 days please contact Kaiser-eSettlements@kp.org for a new registration link to be sent.

Follow the steps below to complete the registration process:

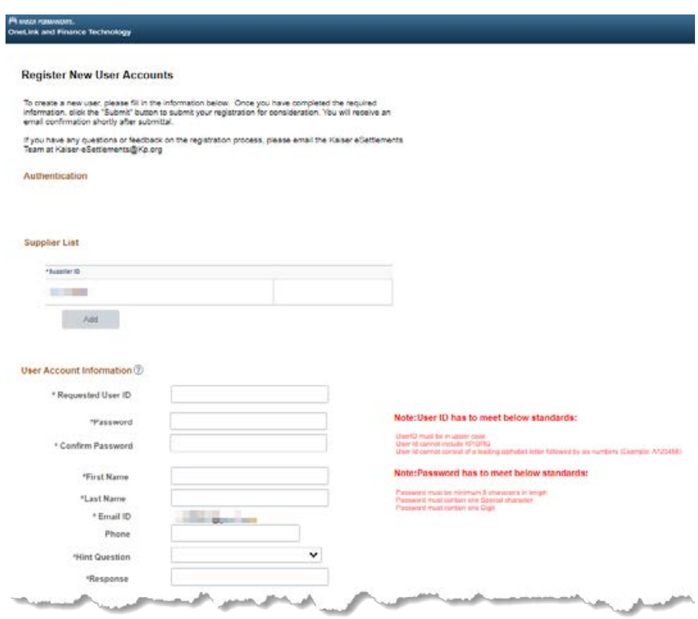
STEP 1

Open the New User Registration email and then click on the **Register as Supplier Self Service User** link.



STEP 2

The link will open a web browser page called **Register New User Accounts**.



STEP 3

Enter your desired User ID into the **Requested User ID** field.

Note: Please follow the provided User ID standards:

- User ID must be in upper case
- User ID cannot include KP.ORG
- User ID cannot consist of a leading alphabet letter followed by six numbers (Example: A123456)

STEP 4

Enter your desired password into the **Password** field.

Note: Please follow the provided password standards:

- Password must be minimum 8 characters in length
- Password must contain one Special character
- Password must contain one Digit

STEP 5

Re-enter your desired password into the **Confirm Password** field.

STEP 6

Enter your first name into the **First Name** field.

STEP 7

Enter your last name into the **Last Name** field.

STEP 8

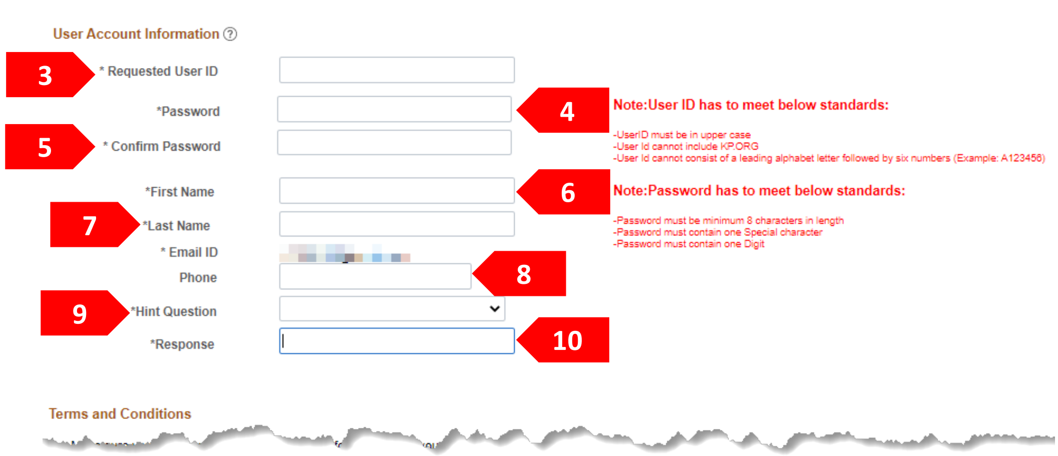
Enter your contact phone number into the **Phone** field.

STEP 9

Click on the drop-down arrow for **Hint Question.** Select one question from the **Hint Question** list.

STEP 10

Enter the response to the selected Hint Question into the **Response** field.

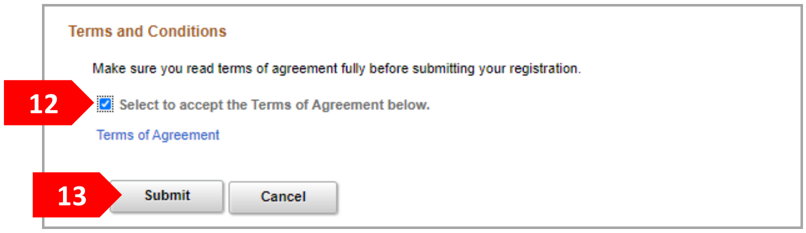


STEP 12

Select the **Click to accept the Terms of Agreement below** box.

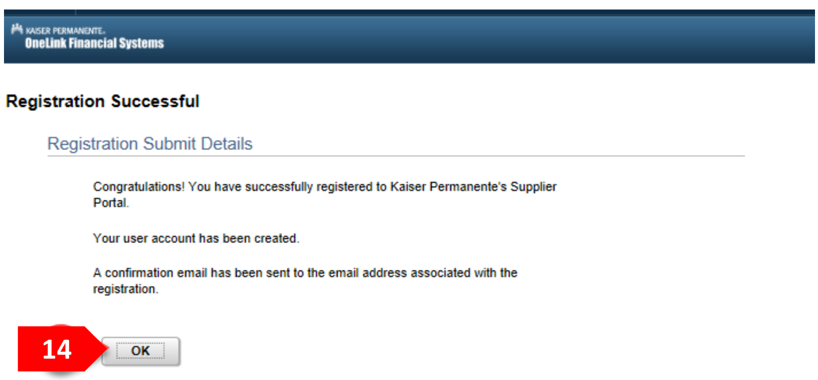
STEP 13

Click the **Submit** button.



STEP 14

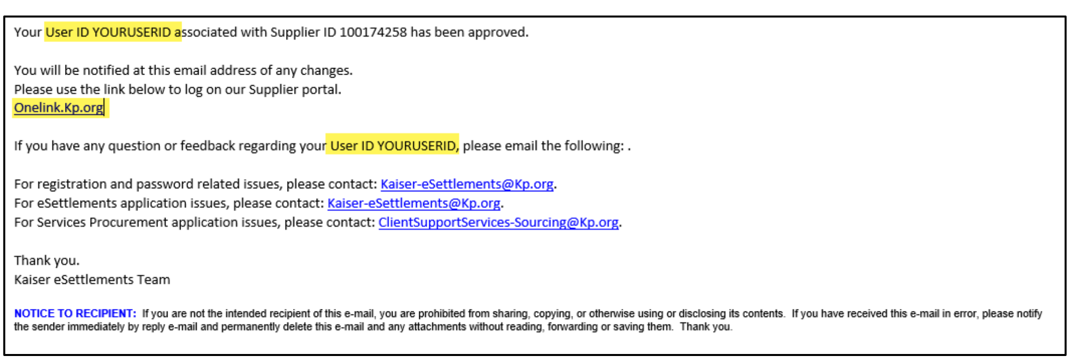
A message will appear confirming you have successfully registered. Click the **OK** button.



STEP 15

An email will be sent to you with Subject: **User ID Registration**. This email will contain; your *User ID*, the *link to the portal* and *support contact information*.

You can also access the portal by entering: **Onelink.kp.org** into your web browser. Do not use the link used to complete registration as that link is strictly for registration purposes only.



Your User ID YOURUSERID associated with Supplier ID 100174258 has been approved.

You will be notified at this email address of any changes.
Please use the link below to log on our Supplier portal.
Onelink.Kp.org

If you have any question or feedback regarding your User ID YOURUSERID, please email the following: .

For registration and password related issues, please contact: Kaiser-eSettlements@Kp.org.
For eSettlements application issues, please contact: Kaiser-eSettlements@Kp.org.
For Services Procurement application issues, please contact: ClientSupportServices-Sourcing@Kp.org.

Thank you.
Kaiser eSettlements Team

NOTICE TO RECIPIENT: If you are not the intended recipient of this e-mail, you are prohibited from sharing, copying, or otherwise using or disclosing its contents. If you have received this e-mail in error, please notify the sender immediately by reply e-mail and permanently delete this e-mail and any attachments without reading, forwarding or saving them. Thank you.

Congratulations!

You have successfully registered and can start utilizing the portal.

Follow the steps below to log on/access the OneLink Supplier Portal - eSettlements supplier portal:

STEP 1

Type into your web browser:

onelink.kp.org

(do not type WWW into the browser)

Note: Do not use the link in the registration invitation email, that link is strictly for initial registration purposes only.

STEP 2

Enter your **User ID** (*always enter your User ID in all CAPS*).

STEP 3

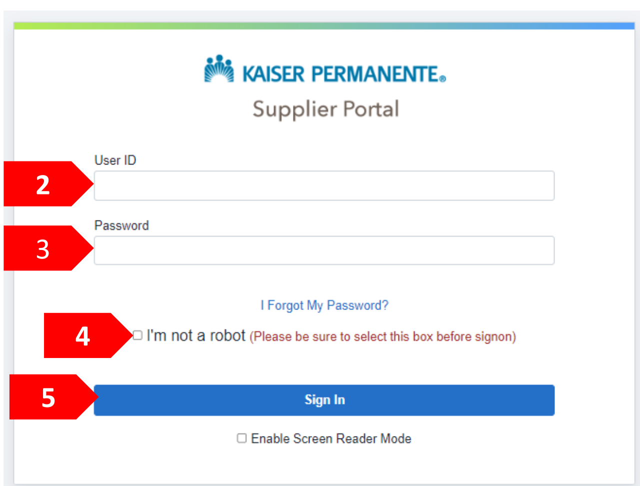
Enter your **Password** (reminder passwords are case sensitive).

STEP 4

Select the **I'm not a robot** box.

STEP 5

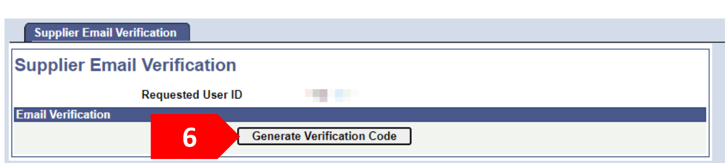
Click on the **Sign In** button.



STEP 6

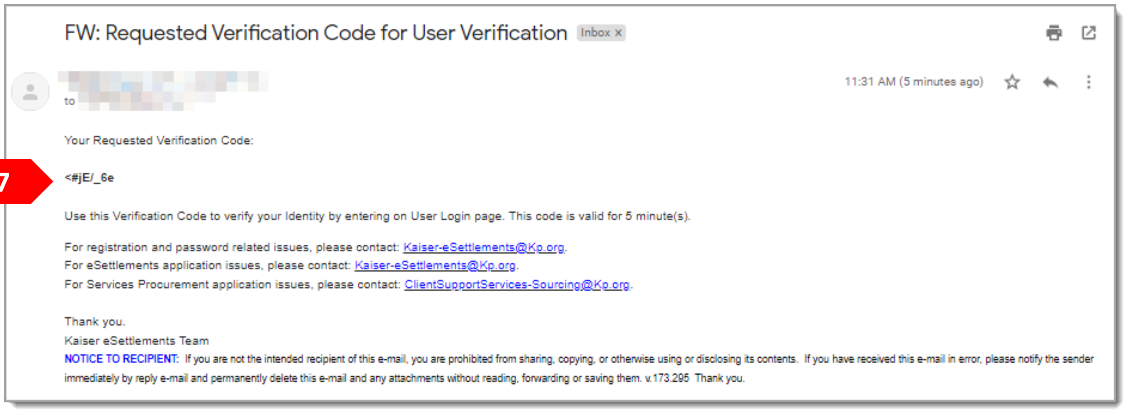
Click on the **Generate Verification Code** button.

Note: An email will be sent to the email ID associated to the User ID being displayed for the verification code.



STEP 7

Open the email sent with subject line: *Requested Verification Code for User Verification* and copy the verification code provided and paste it in the **Confirm Verification Code** (case sensitive) field.



STEP 8

Return to the registration web page and enter or paste the verification code into the **Confirm Verification Code** (case sensitive) field.

STEP 9

Click on the **Verify Code** button.

Note: You may re-generate the verification code if you did not receive the email. Please note that you will be redirected to login page after 3 unsuccessful attempts and your account will be locked. If this occurs notify the eSettlements team at Kaiser-eSettlements@kp.org to have your account unlocked.

Congratulations!

You have successfully logged on to the OneLink Supplier Portal – eSettlements.

Follow the steps below if you have forgotten your password for the OneLink Supplier Portal - eSettlements:

STEP 1

Type into your web browser:

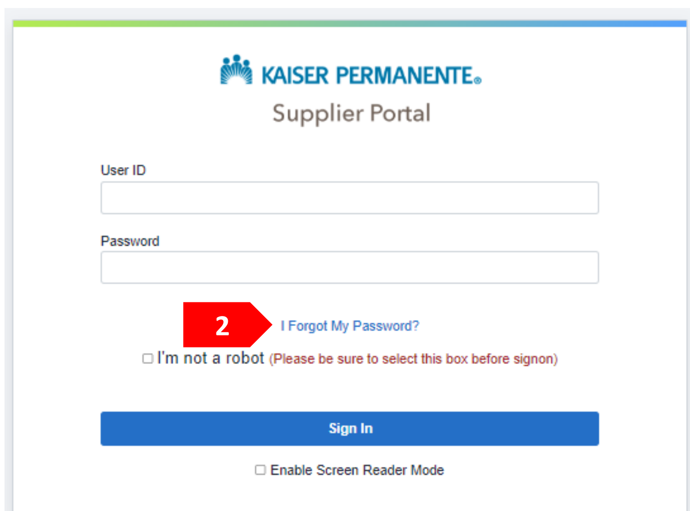
onelink.kp.org

(do not type WWW into the browser)

Note: Do not use the link in the registration invitation email, that link is strictly for initial registration purposes only.

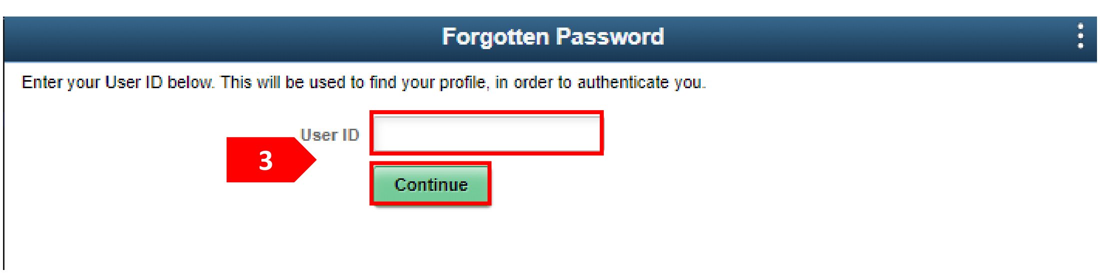
STEP 2

Click on the **I Forgot My Password?** hyperlink.



STEP 3

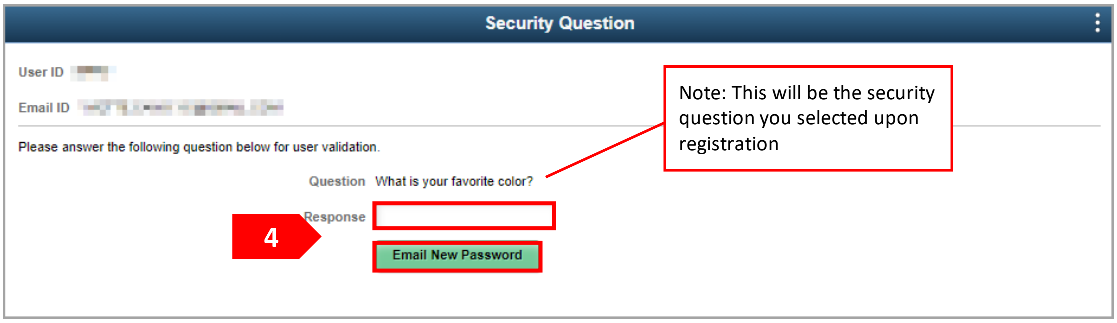
Enter your **User ID** (*ensure to enter your User ID in all CAPS*) and then click on the **Continue** button.



STEP 4

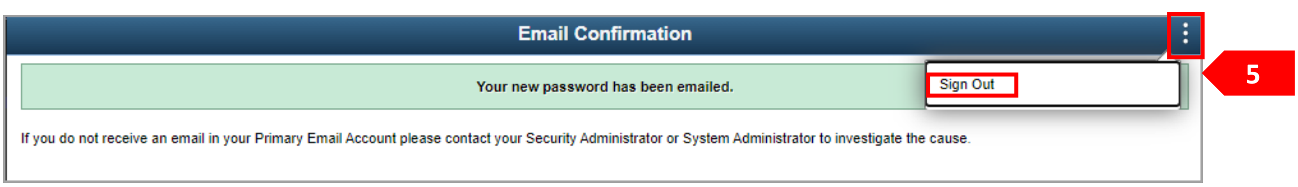
You will be prompted to answer the security question you selected upon registration. Enter your answer in the **Response** field and then click on the **Email New Password** button.

Note: A temporary Password will be emailed to the email address listed under the **Email ID** section.



STEP 5

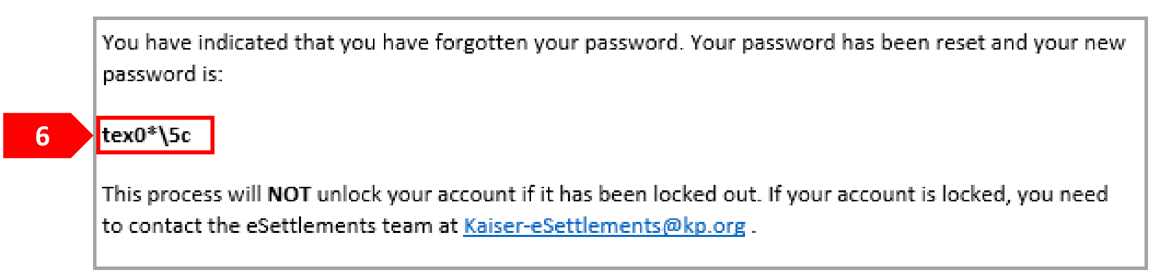
Click on the **three dots** in the upper right corner then click on **Sing Out.**



STEP 6

You will receive an email from **OneLink** with subject line: **User ID Password** containing your temporary password.

Note: If you do not receive the email with in 5 minutes please ensure to check your junk/spam folders.

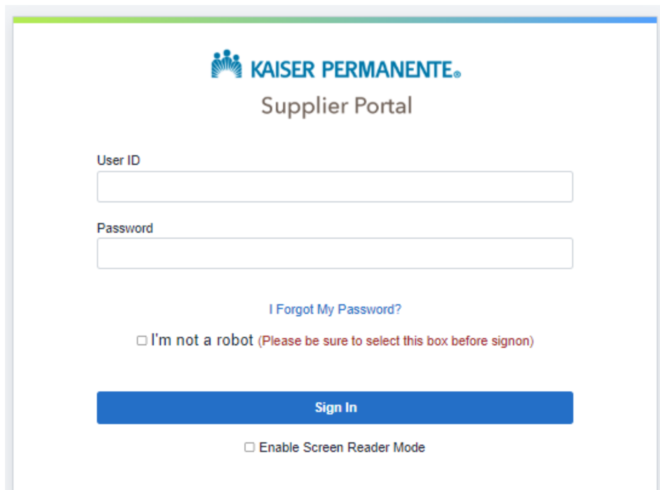

You have indicated that you have forgotten your password. Your password has been reset and your new password is:

6

tex0*\5c

This process will **NOT** unlock your account if it has been locked out. If your account is locked, you need to contact the eSettlements team at Kaiser-eSettlements@kp.org .

STEP 7
Open a new web browser and follow the steps in section **Logging On**



STEP 8
Once logged in it is strongly encouraged that you change your password to one of your preference. To do so follow the steps in section **Changing Password**.

Congratulations!
You can now logged on / access the OneLink Supplier Portal – eSettlements.

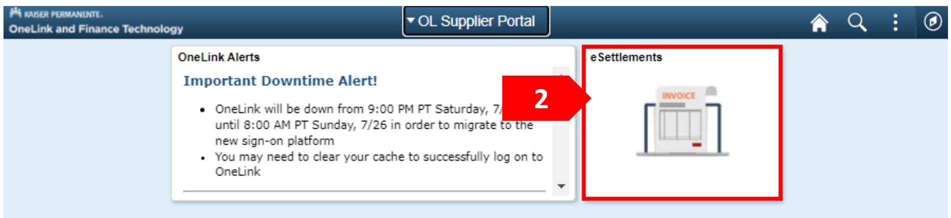
Follow the steps below to change your password.

STEP 1

Log in to the OneLink Supplier Portal - eSettlements with your User ID and current Password.

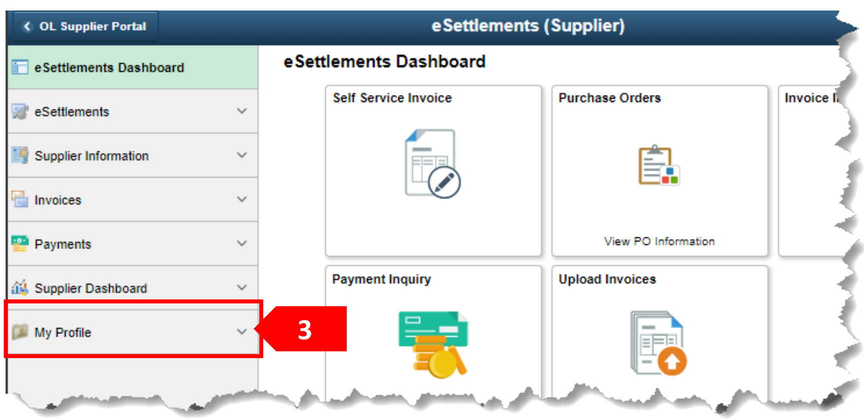
STEP 2

Select the eSettlements Tile.



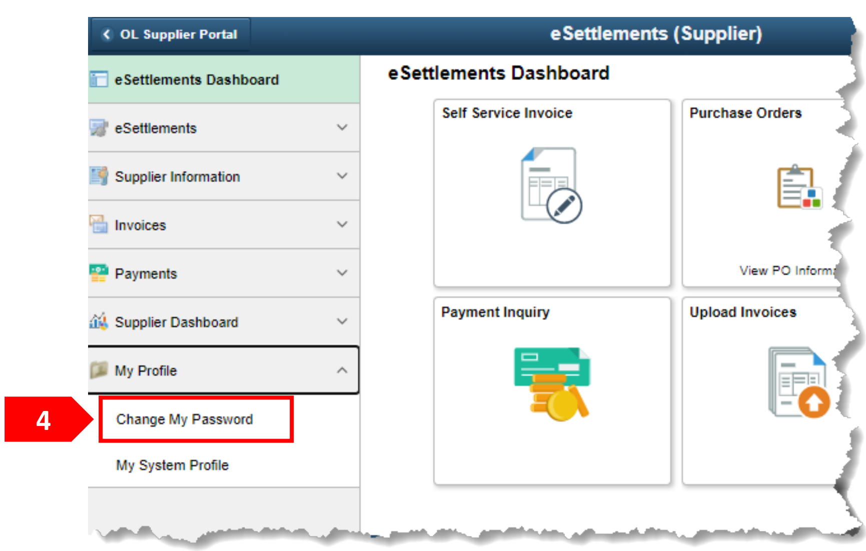
STEP 3

Select the drop-down arrow on the **My Profile** section.



STEP 4

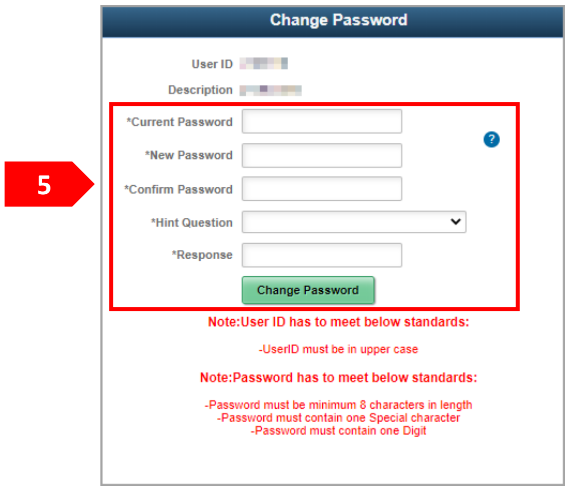
Select **Change My Password.**



STEP 5

Enter your **Current Password/New Password/Confirm Password**. Select the from the drop-down arrow the **Hint Question** you selected upon registering and then enter the answer in the **Response** field. Once all is entered click on the **Change Password** button.

Note: Please follow the provided password standards. Where the password must be a minimum of 8 characters in length, must contain one Special character, and must contain at least one digit.

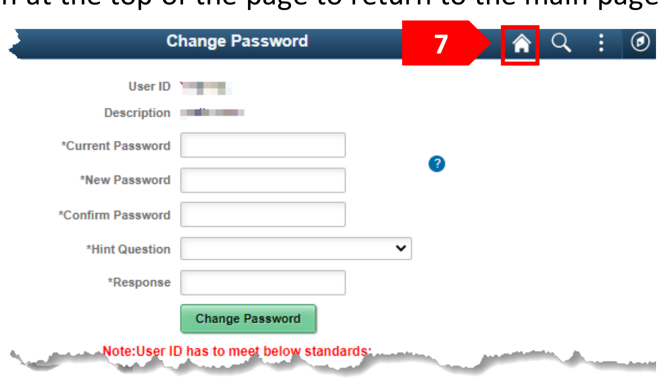


STEP 6

You will receive a pop-up confirming your password has changed, click **OK**.

STEP 7

Click on the **Home** button at the top of the page to return to the main page.



Congratulations!

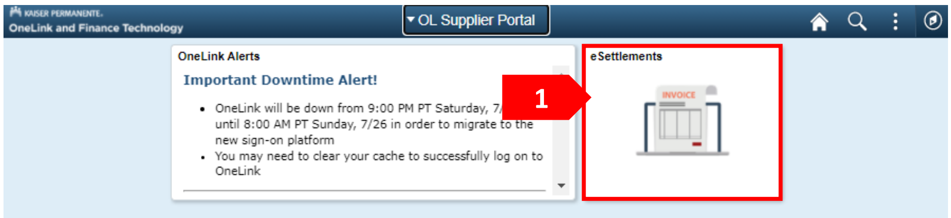
You have successfully updated your password.

Please note only Supplier Administrators can preform these steps.

Follow the steps below to grant a new user access to the OneLink Supplier Portal - eSettlements:

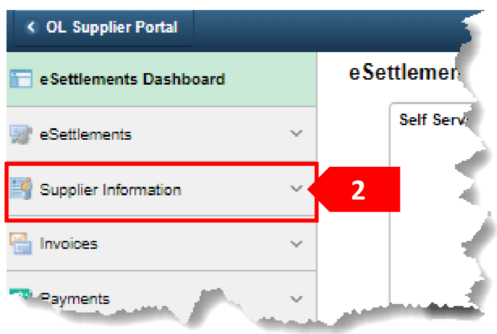
STEP 1

Click on the **eSettlements** tile.



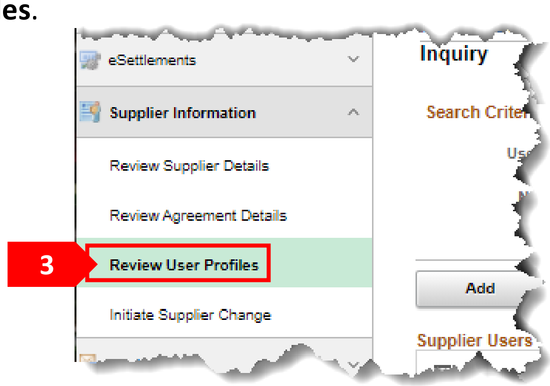
STEP 2

Click on the drop-down arrow under the **Supplier Information** section.



STEP 3

Select **Review User Profiles**.



STEP 4

Click the **Add** button.

Please note only Supplier Administrators can preform these steps.

STEP 5

Create a new User ID for the account being created and enter it into the **User ID** field.

Note: Please follow the provided User ID standards:

- User ID must be in upper case
- User ID cannot include KP.ORG
- User ID cannot consist of a leading alphabet letter followed by six numbers (Example: A123456)

STEP 6

Enter the persons name for which you are creating the account for into the **Name** field.

Note: This should contain the persons first and last name.

STEP 7

Enter a temporary password of your choice for the account into the **Password** field.

Note: Please follow the provided password standards:

- Password must be minimum 8 characters in length
- Password must contain one Special character
- Password must contain one Digit

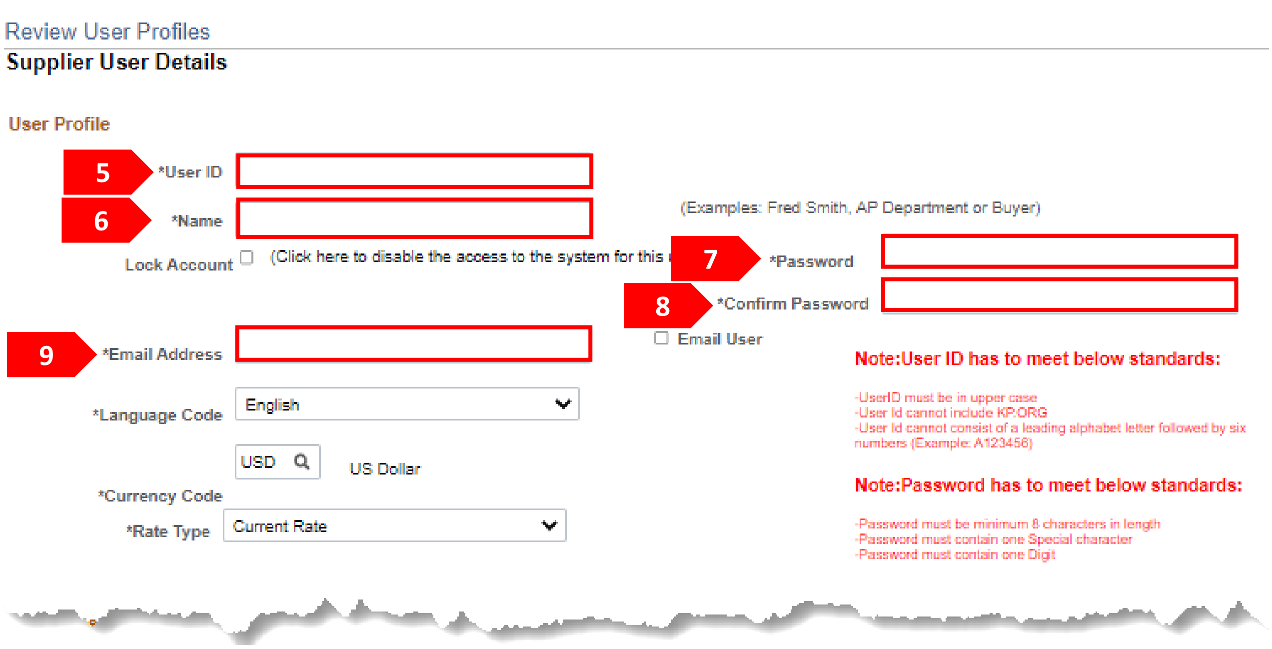
STEP 8

Re-enter the temporary password into the **Confirm Password** field.

STEP 9

Enter the persons email address into the **Email Address** field.

Note: Email cannot be a KP email address (@kp.org)



Please note only Supplier Administrators can preform these steps.

STEP 10

Click on the **Role Name** drop-down arrow. Select **Base Portal Objects** **(This role is mandatory for all users)**

STEP 11

Click on the **Add a User Role** button.

STEP 12

Click on the **Role Name** drop-down arrow and select the **Role Name** for the type of access you wish to grant the user. Repeat step 11 and 12 if you are adding multiple roles.

- Select **Vendor Role with Inquiry only** if you wish the user to only be able to look up invoices but not be able to submit them.
- Select **Vendor with Voucher create** if you wish the user to be able to look up AND submit invoices. This role includes inquiry no need to add the Inquiry role.
- Select **Supplier SCR Bank Initiator** if you wish the user to be able to add/update banking information.

STEP 13

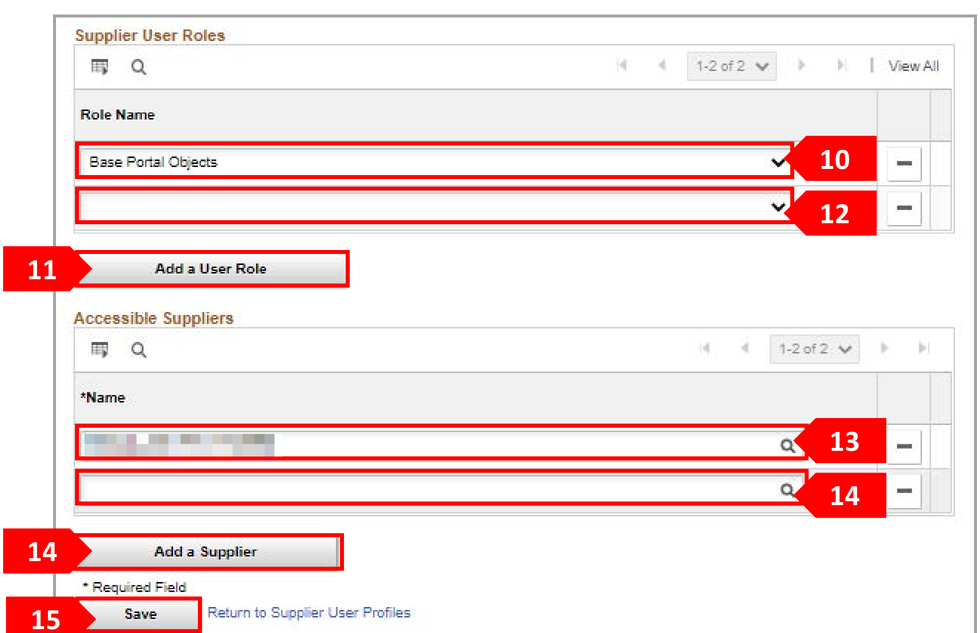
The **Accessible Suppliers** section should auto populate to your company information (Supplier Name). If you have access to multiple suppliers, you will need to click on the **magnifying glass** and select the appropriate supplier's name.

STEP 14 (Optional)

If you have access to multiple suppliers and would like to give the user access to the additional suppliers, click on the **Add a Supplier** button and **repeat step 13**.

STEP 15

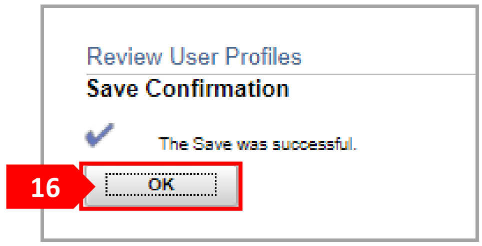
Click on the **Save** button.



Please note only Supplier Administrators can preform these steps.

STEP 16

Your will receive a save confirmation. Click on the **OK** button.



STEP 17

Notify the person you created the account for that they now have access to the portal and provide them the following:

- ✓ **The User ID you created for them**
- ✓ **Temporary Password you created for them**
- ✓ **Web link to the portal : Onelink.kp.org**
- ✓ **Share the supplier site containing all training materials:** supplier.kp.org (*if not using the hyperlink navigate to Resources > Training/Job Aids > eSettlements*)

Remind the user that **once** they log in, they should change their password to one of their preference. Instruct them to follow the steps in section *Changing Password* of the guide provided.

Congratulations!

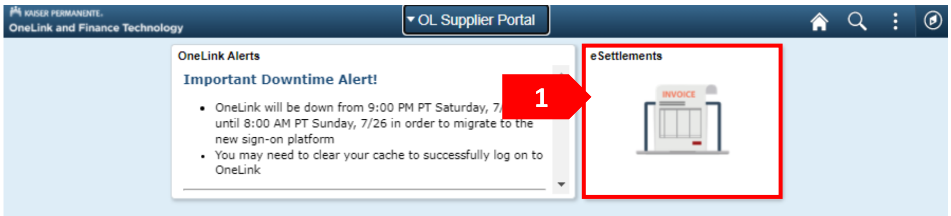
You have successfully created a new user account.

***Please note only Supplier Administrators can preform these steps*.**

Follow the steps below to reset a user's password to the OneLink Supplier Portal - eSettlements:

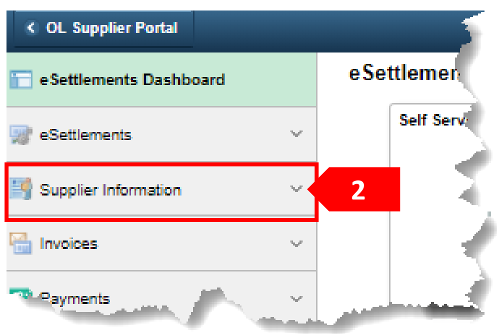
STEP 1

Click on the **eSettlements** tile.



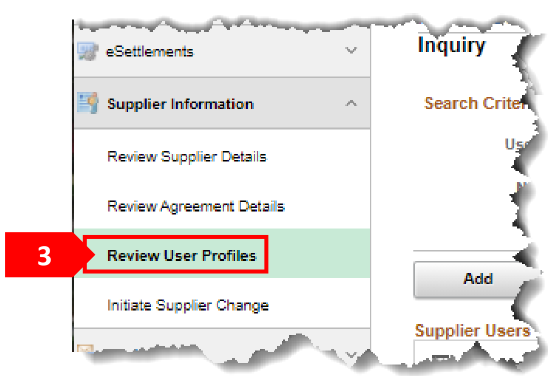
STEP 2

Click on the drop-down arrow under the **Supplier Information** section.



STEP 3

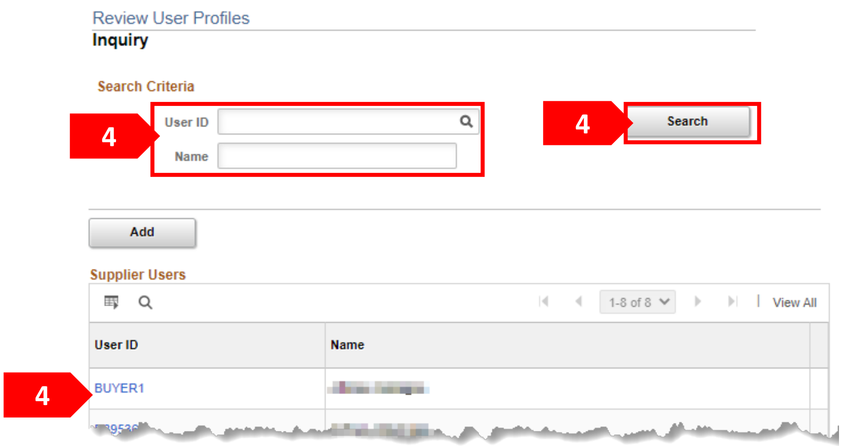
Select **Review User Profiles.**



***Please note only Supplier Administrators can preform these steps*.**

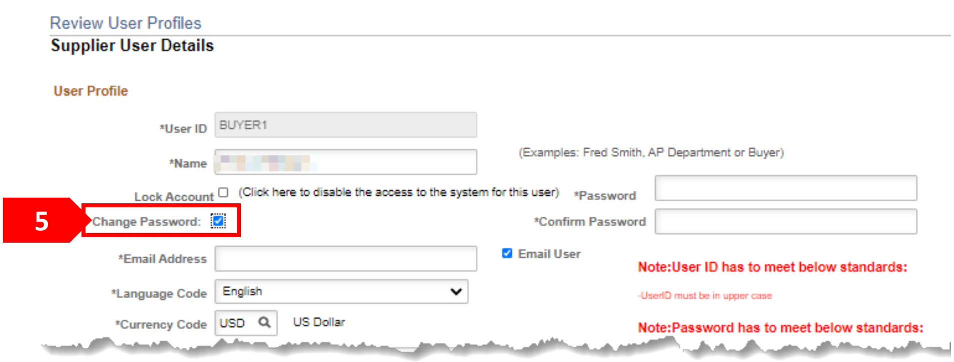
STEP 4

The system will automatically display all the users associated with the supplier(s) you have access to. Click on the **User ID** blue hyperlink of the desired person *or* you may enter the **User ID** or **Name** of the user and click on the **Search** button. Once complete click on their **User ID** blue hyperlink.



STEP 5

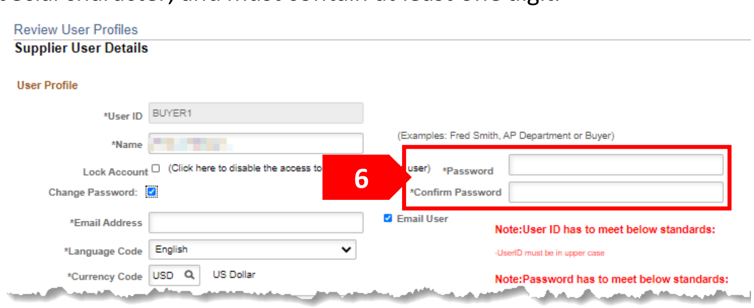
Click the **Change Password** checkbox.



STEP 6

Enter the desired new password into the **Password** field and re-enter the password into the **Confirm Password** field.

Note: Please follow the provided password standards. Where the password must be a minimum of 8 characters in length, must contain one Special character, and must contain at least one digit.



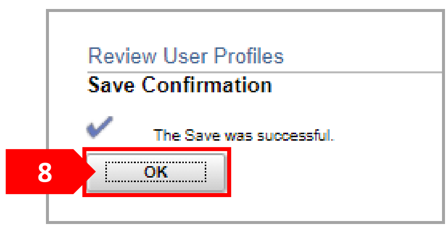
***Please note only Supplier Administrators can preform these steps*.**

STEP 7

Click on the **Save** button.

STEP 8

Click on the **OK** button.



STEP 9

Provide the user the updated password and remind the user that once they log in, they should change their password to one of their preference. Instruct them to follow the steps in section *Changing Password* of the guide provided.

Congratulations!

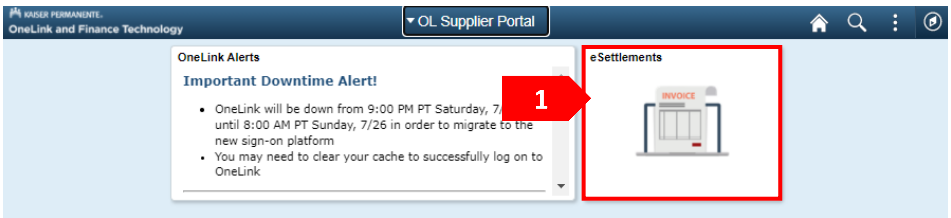
You have successfully updated a user's password.

<u>Please note only Supplier Administrators can preform these steps.</u>

Follow the steps below to deactivate a user's access to the OneLink Supplier Portal - eSettlements:

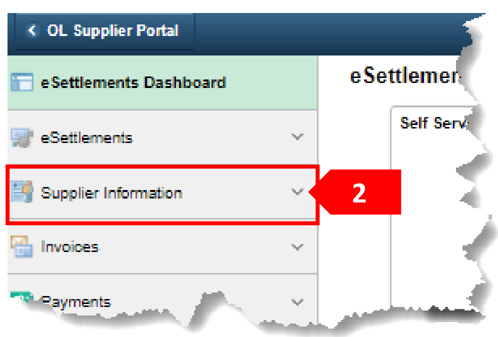
STEP 1

Click on the **eSettlements** tile.



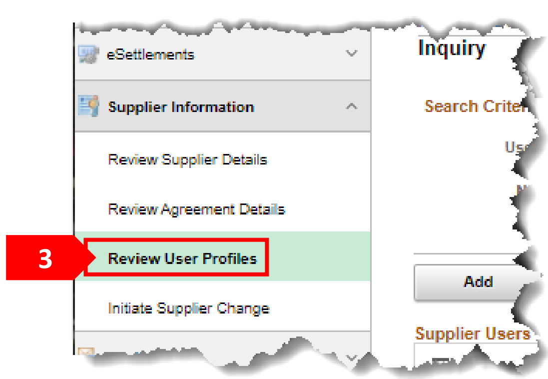
STEP 2

Click on the drop-down arrow under the **Supplier Information** section.



STEP 3

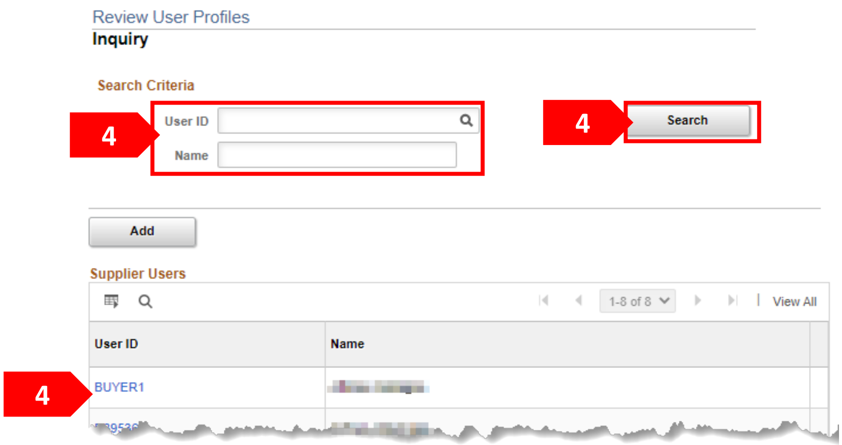
Select **Review User Profiles.**



Please note only Supplier Administrators can preform these steps.

STEP 4

The system will automatically display all the users associated with the supplier(s) you have access to. Click on the **User ID** blue hyperlink of the desired person *or* you may enter the **User ID** or **Name** of the user and click on the **Search** button. Once complete click on their **User ID** blue hyperlink.

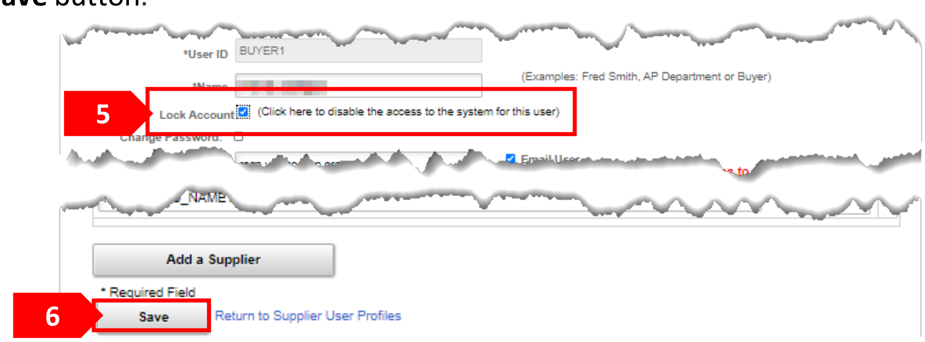


STEP 5

Click the **Lock Account** checkbox.

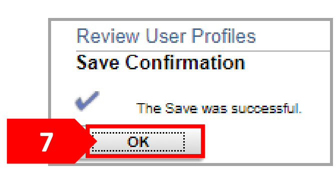
STEP 6

Click on the **Save** button.



STEP 7

Click on the **OK** button. The user's account has been deactivated and the users will no longer be able to log into the eSettlements portal.



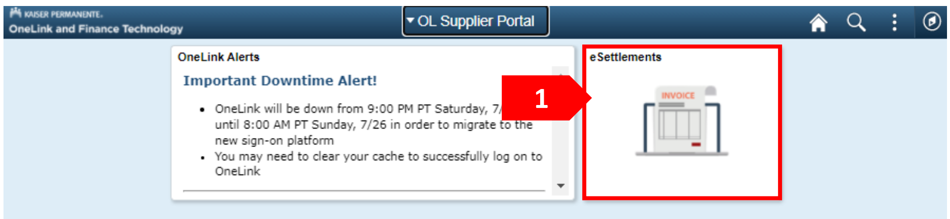
Congratulations!

You have successfully deactivated a user’s account.

Follow the steps below to perform an invoice inquiry (status):

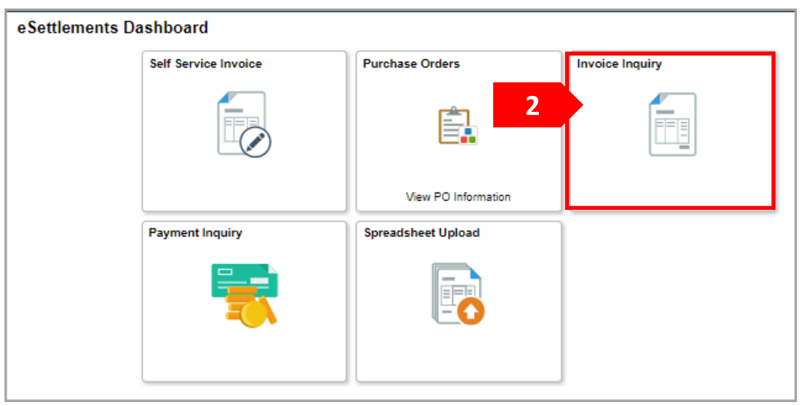
STEP 1

Click on the **eSettlements** tile.



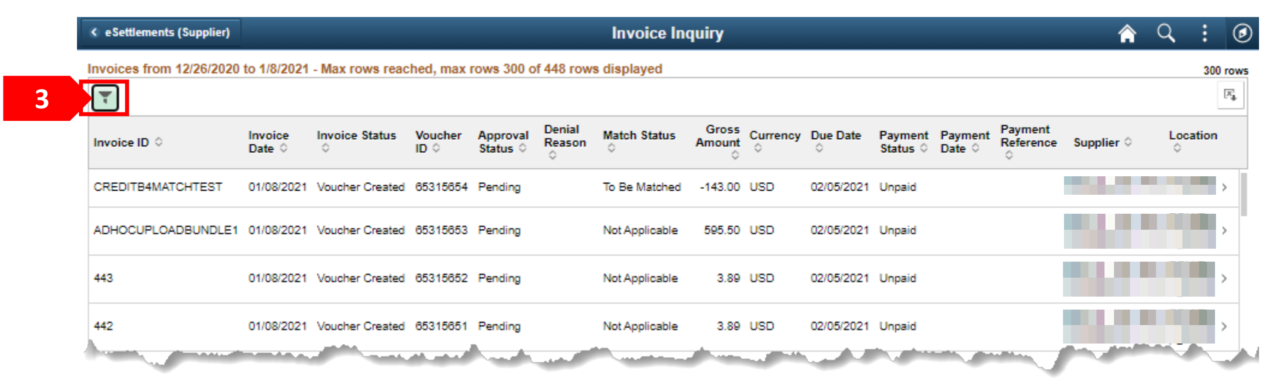
STEP 2

Click on the **Invoice Inquiry** tile.



STEP 3

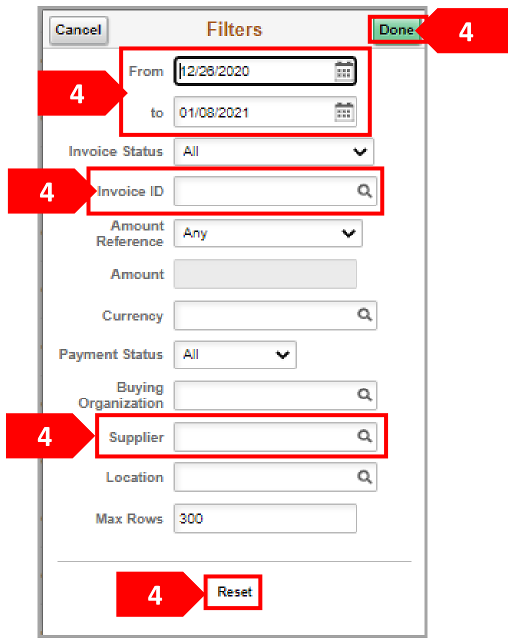
The system will automatically display invoices based off the last Filtered criteria used. To clear and update the search parameters, select the **Filter** icon .



STEP 4

Within the **Filters,** you can search for a *date range of invoices* or for a *specific invoice number*. If entering an invoice number, you must also enter the invoice date in the From and To fields. You may also click on the **Reset** button to automatically view all invoices within the last 30 days. If you have access to multiple suppliers, *also* specify the supplier you are inquiring on in the **Supplier** field. Once complete click on the **Done** button.

Note: You cannot select a date rage exceeding 30 days.

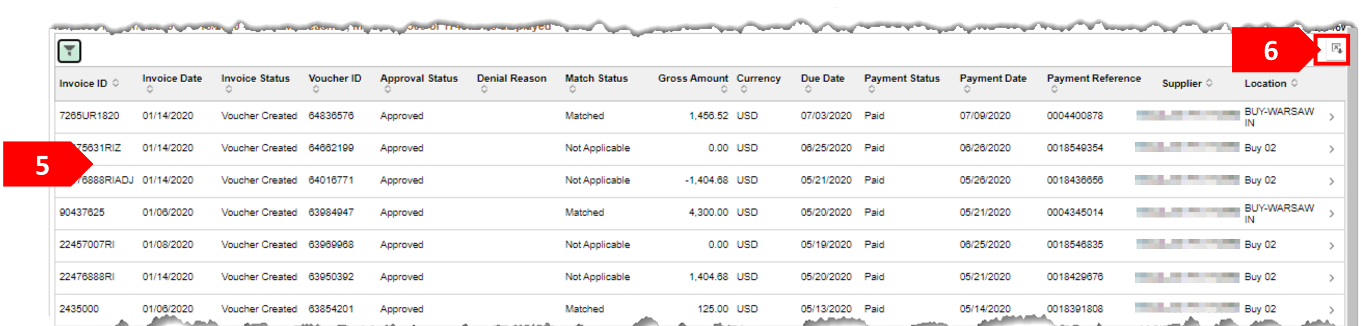


STEP 5

The results will be displayed along with the invoice status and payment information. To understand the results, see step 7. Clicking on the Invoice line will simply provide you a "digital" copy of the invoice details.

STEP 6 (optional)

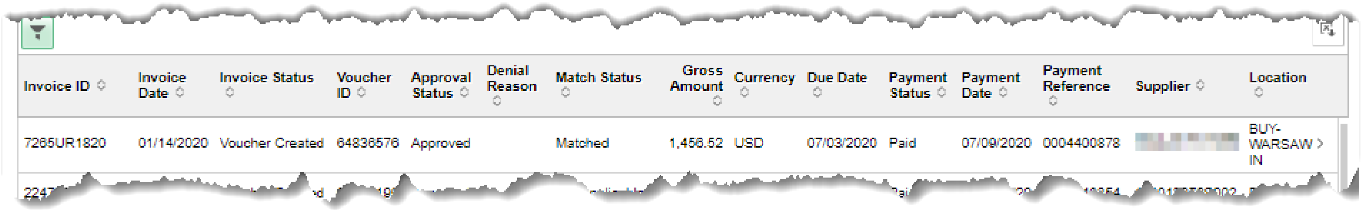
To export the results onto an Excel Spread sheet click on the **Export** button .



Invoice ID	Invoice Date	Invoice Status	Voucher ID	Approval Status	Denial Reason	Match Status	Gross Amount	Currency	Due Date	Payment Status	Payment Date	Payment Reference	Supplier	Location
7265UR1820	01/14/2020	Voucher Created	64836576	Approved		Matched	1,456.52	USD	07/03/2020	Paid	07/09/2020	0004400878	[illegible]	BUY-WARSAW IN
75631RIZ	01/14/2020	Voucher Created	64662199	Approved		Not Applicable	0.00	USD	06/25/2020	Paid	06/26/2020	0018549354	[illegible]	Buy 02
76888RIADJ	01/14/2020	Voucher Created	64016771	Approved		Not Applicable	-1,404.68	USD	05/21/2020	Paid	05/26/2020	0018436656	[illegible]	Buy 02
90437625	01/06/2020	Voucher Created	63984947	Approved		Matched	4,300.00	USD	05/20/2020	Paid	05/21/2020	0004345014	[illegible]	BUY-WARSAW IN
22457007RI	01/08/2020	Voucher Created	63969968	Approved		Not Applicable	0.00	USD	05/19/2020	Paid	06/25/2020	0018546835	[illegible]	Buy 02
22476888RI	01/14/2020	Voucher Created	63950392	Approved		Not Applicable	1,404.68	USD	05/20/2020	Paid	05/21/2020	0018429676	[illegible]	Buy 02
2435000	01/06/2020	Voucher Created	63854201	Approved		Matched	125.00	USD	05/13/2020	Paid	05/14/2020	0018391808	[illegible]	Buy 02

STEP 7

The following will help you understand each column the results display.



Invoice ID	Invoice Date	Invoice Status	Voucher ID	Approval Status	Denial Reason	Match Status	Gross Amount	Currency	Due Date	Payment Status	Payment Date	Payment Reference	Supplier	Location
7265UR1820	01/14/2020	Voucher Created	64836576	Approved		Matched	1,456.52	USD	07/03/2020	Paid	07/09/2020	0004400878	[redacted]	BUY-WARSAW IN

- **Invoice ID:** Displays the invoice number.
- **Invoice Date**: Displays the invoice date.
- **Invoice Status:** Displays the processing stage the invoice is in; stages are as follows:
  - **Save for Later** – Invoice is saved for later (not in our system for payment processing)
  - **Creating Voucher** – Invoice has been submitted and is in the process of becoming an invoice in our system.
  - **Recycle** – Invoice is created and there is an internal error on the invoice (will be corrected internally).
  - **Voucher Created** – Invoice has been created in our system.
  - **Error Correction Required** – There was an error preventing the invoice from processing, you will need to correct the error for the invoice to process.
- **Voucher ID:** This will display the internal voucher number associated with your invoice.
- **Approval Status**: Displays the approval status once the invoice has been processed for payment; status are as follows:
  - **Pending** – The invoice is pending approval for payment
  - **Approved** – The invoice has been approved and will pay based on payment terms
  - **Denied** – The invoice has been denied for payment
- **Denial Reason:** If the invoice has been denied for payment and the approver provided a comment/reason for denial it will appear in this section.
- **Match Status:** If the invoice is PO related, the matching status will be displayed. Status are as follows:
  - **Not Applicable –** This will display for all invoices that are not associated to a PO
  - **To Be Matched** – Is pending the matching processes which occurs 5 days from invoice submission date
  - **Matched** – The invoice has been matched to the PO without any issues
  - **Match Exception Exist** – The invoice did not match the PO (will need to be corrected internally)
- **Gross Amount:** Displays the amount on the invoice.
- **Due Date:** Displays when the invoice is due for payment, date is based on payment terms.
- **Payment Status:** Displays if the invoice has been *Paid* or *Unpaid.*
- **Payment Date:** If the invoice has been paid, it will display the date payment was generated.
- **Payment Reference:** If the invoice has been paid, it will display the payment reference number which would be the check number if paid via check or transaction number if paid via ACH.
- **Supplier:** Displays the supplier number the invoice was processed under.
- **Location:** Displays the location within the supplier number the invoice was processed under.

Congratulations!

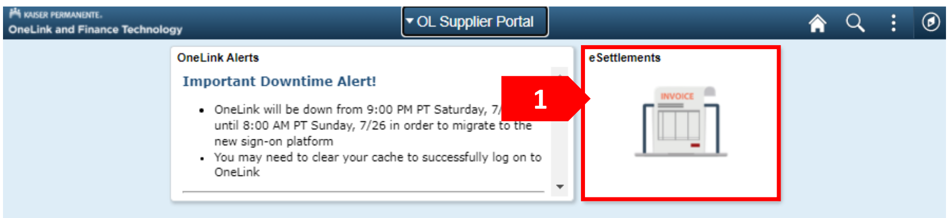
You have successfully inquired on an invoice(s).

Prior to reviewing payment details, the payment date and payment reference number (for ACH transactions) or the Check Number (for check payments) must be obtained.

Follow the steps below navigate to review payment details:

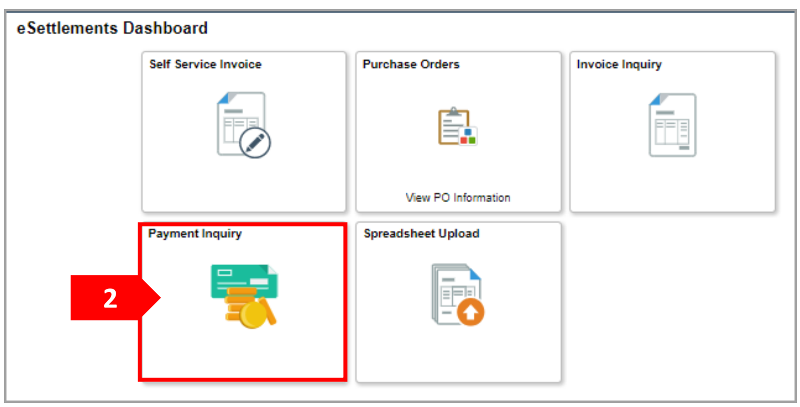
STEP 1

Click on the **eSettlements** tile.



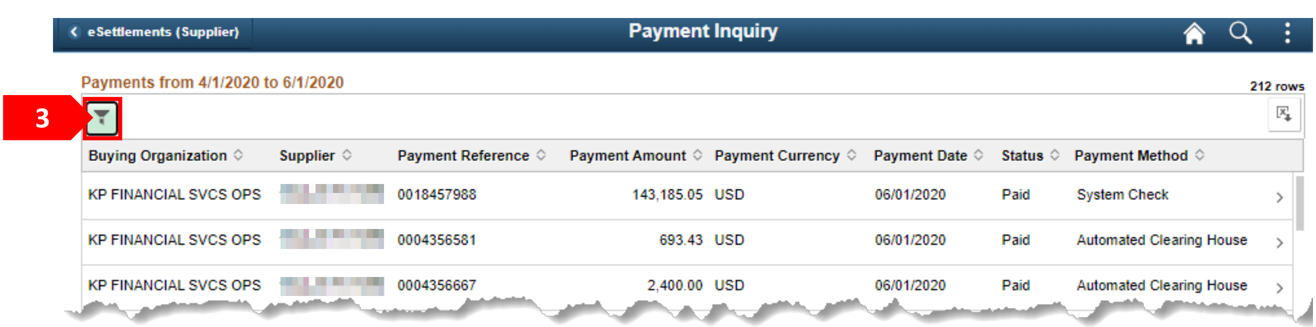
STEP 2

Click on the **Payment Inquiry** tile.



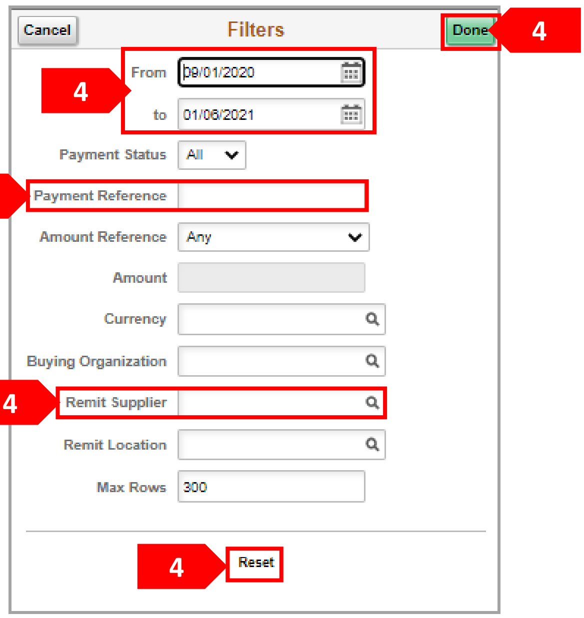
STEP 3

The system will automatically display payments based off the last Filtered criteria used. To clear and update the search parameters, select the **Filter** icon .



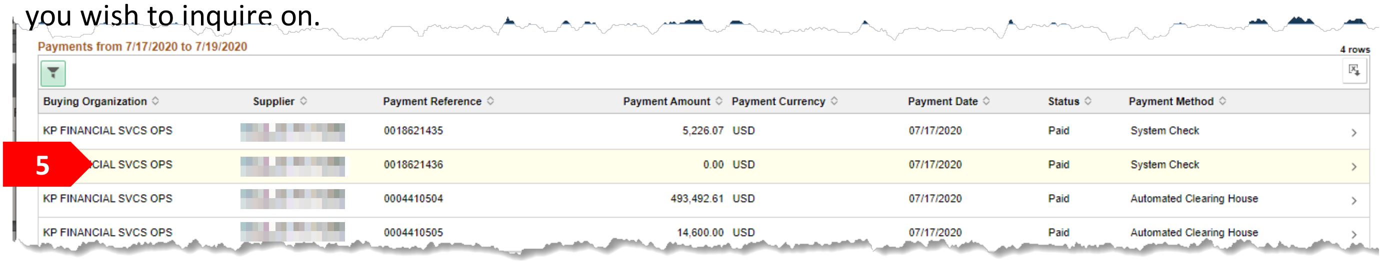
STEP 4

Within the **Filters** enter the payment date in the **From** *and* **to** fields (these should be the same date), then enter the payment reference number in the **Payment Reference** field. You may also click on the **Reset** button to automatically view all payments made with in the last 30 days. If you have access to multiple suppliers, *also* specify the supplier you are inquiring on in the **Remit Supplier** field. Once complete click on the **Done** button.



STEP 5

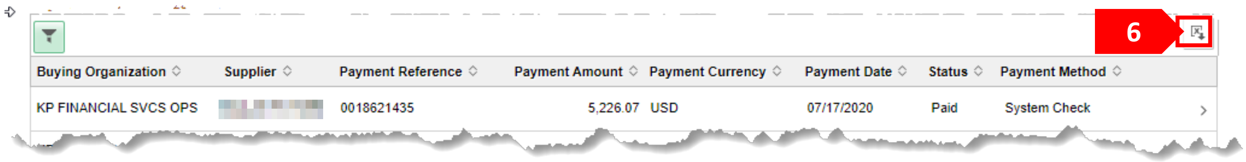
The results will display high level payment information. The information below will help you understand each column displayed. To see further payment details, **click** on the line of the payment you wish to inquire on.



- **Supplier:** Displays the supplier number the payment was processed under.
- **Payment Reference:** Displays the check number if paid via check or transaction number if paid via ACH.
- **Payment Amount**: Will indicate the total amount the payment was for (may include multiple invoices).
- **Payment Date:** The date payment was generated.
- **Status:** Indicates if payment was made (Paid) or if the payment was Voided (Void)
- **Payment Method:** Indicated how payment was made: System Check (via Check) or Automated Clearing House (via ACH).

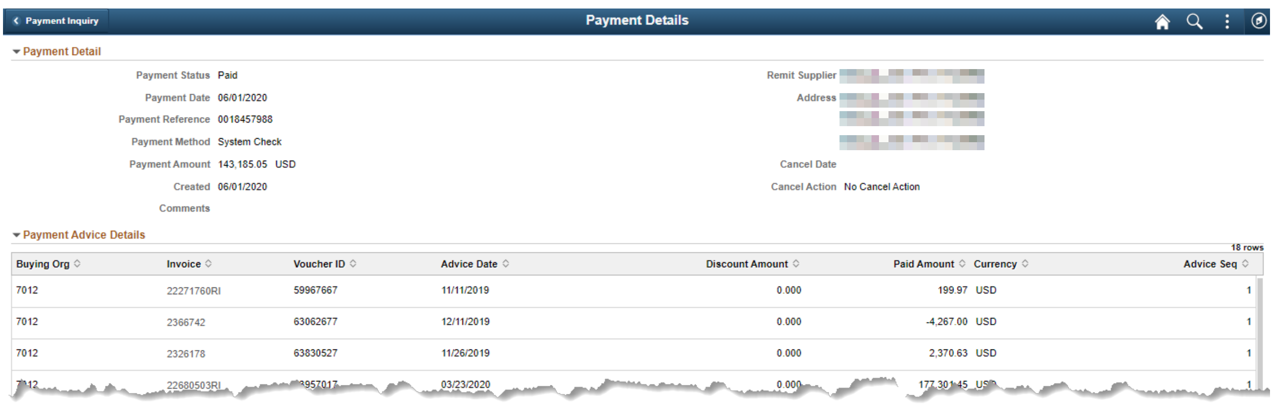
STEP 6 (optional)

To export the results onto an Excel Spread sheet click on the **Export** button .



STEP 7

The following will help you understand the results once you have selected a payment to see further details.



- **Payment Status:** Indicates if payment was made (Paid) or if the payment was voided (Void).
- **Payment Date:** The date payment was released from Kaiser.
- **Payment Reference:** The Check number or Direct Deposit reference number.
- **Payment Amount:** The total amount of payment (may include multiple invoices).
- **Created:** The date payment was released from Kaiser.
- **Comments:** Comments associated with the payment.
- **Remit Supplier:** Indicates the supplier number the payment was made under.
- **Address:** The address payment was mailed to. Only applies if payment method is check.
- **Cancel Date**: If payment was voided, this will display the date of the void.
- **Cancel Action:** Will indicate if the payment was cancelled (voided).
- **Payment Advice Details:** If there were other Invoices paid with this payment, they will be listed in this section.

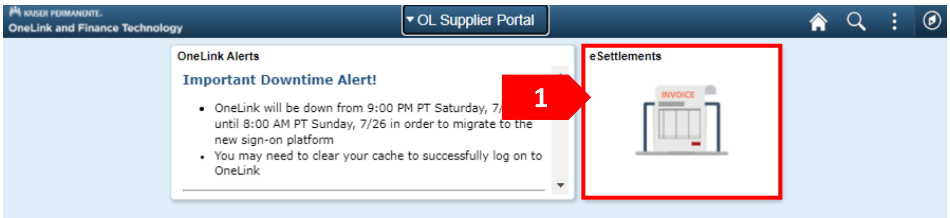
Congratulations!

You have successfully reviewed payment details.

Follow the steps below to view Purchase Orders (PO) that have been dispatched.

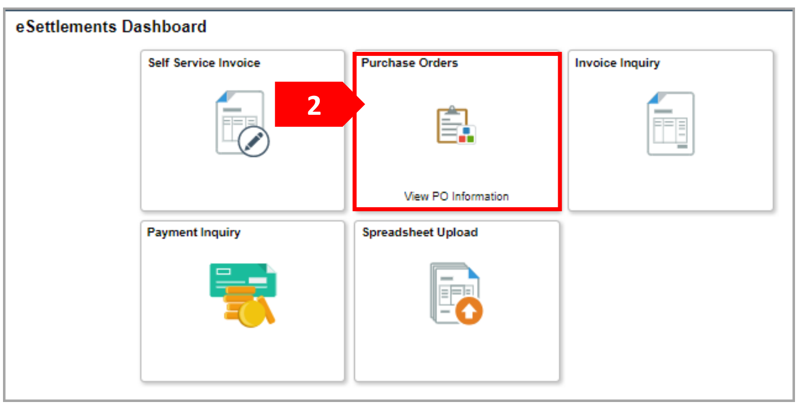
STEP 1

Select the **eSettlements** tile.



STEP 2

Click on the **Purchase Orders** tile.



STEP 3

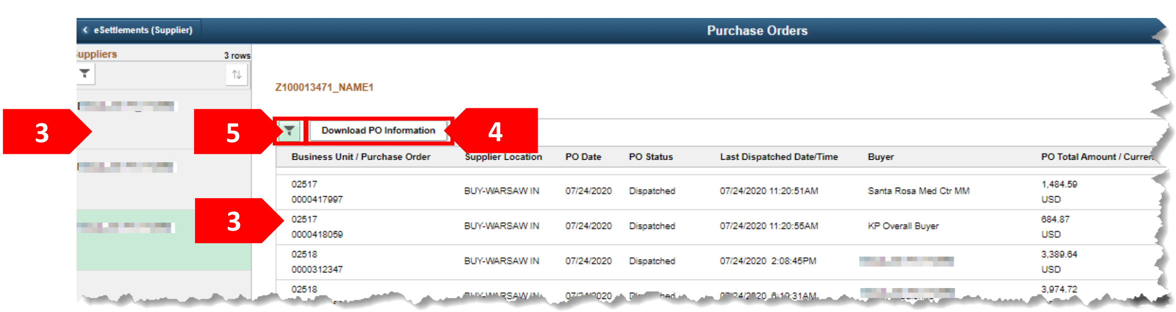
The system will automatically display all dispatched POs with in the past 30 days. If you have access to multiple suppliers, they will be listed on the left side of the screen. **Click** on the supplier you wish to view POs for.

STEP 4 (optional)

If you would like to export the information onto a excel spread sheet, simply click on the **Download PO Information** button.

STEP 5

To search for a specific PO, select the **Filter** icon .

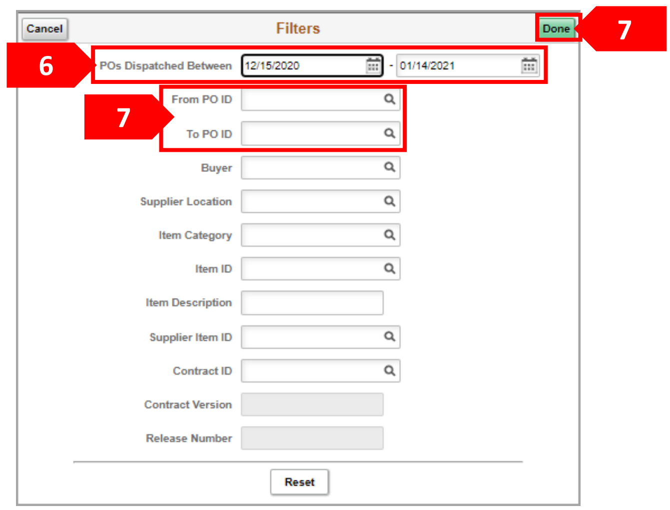


STEP 6

Within the **Filters** enter in the **POs Dispatched Between** fields the date range the PO was dispatched.

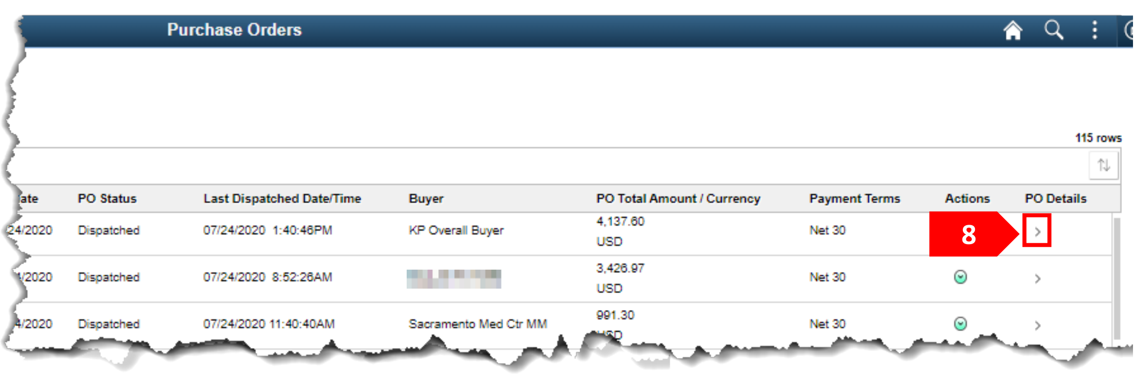
STEP 7

In the **From PO ID** *and* **To PO ID** fields enter the last 10 digits of the PO number provided to you. Once entered click on the **Done** button.



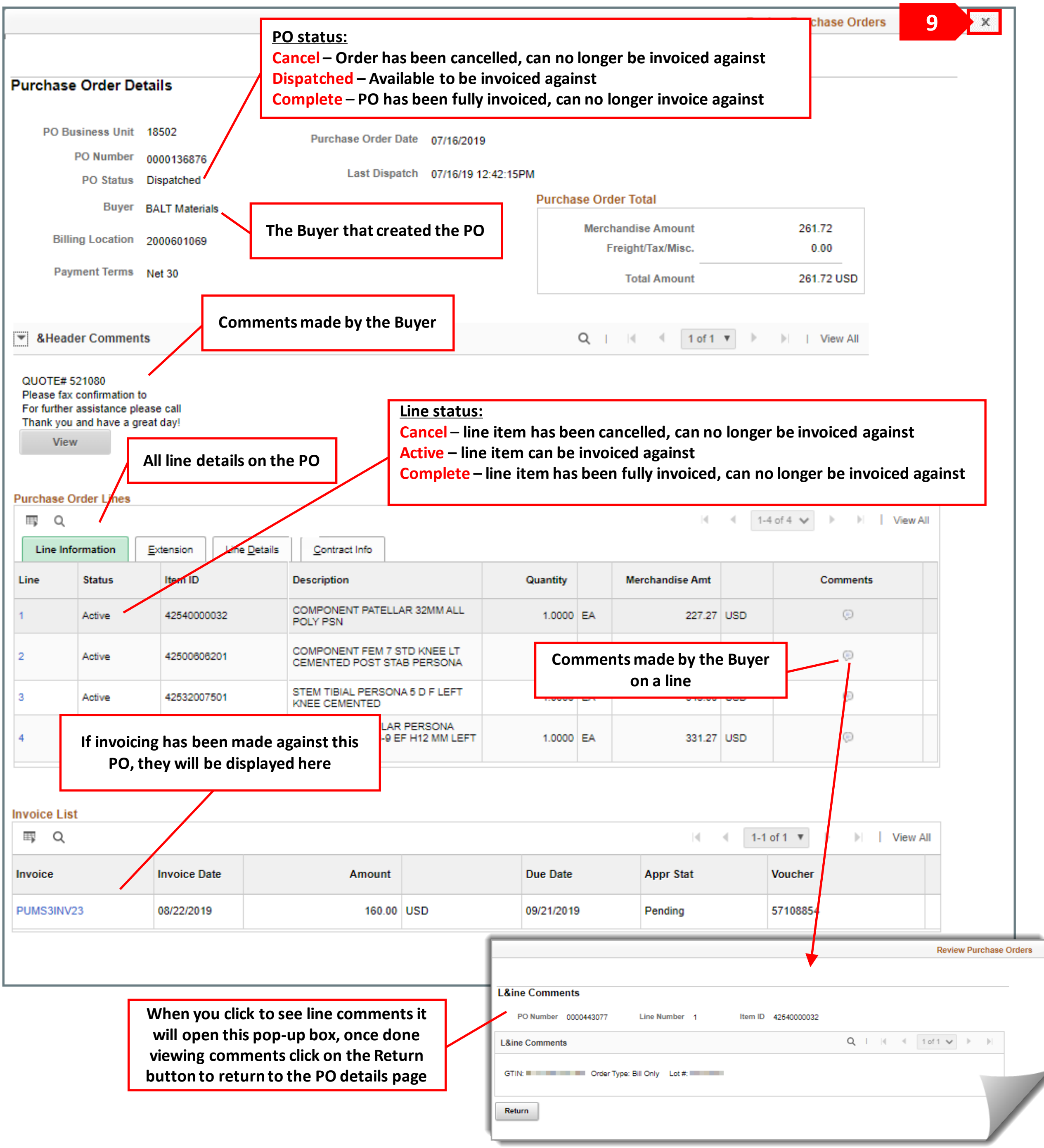
STEP 8

To view PO details, click on the arrow icon ( ) under the **PO Details** column.



STEP 9

The following will help you understand what is being displayed. Click on the **X** to exit.



Congratulations!

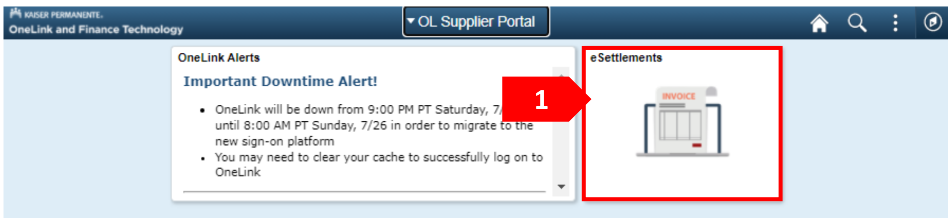
You have successfully viewed a Purchase Order.

Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

Follow the steps below to add or update banking payment information:

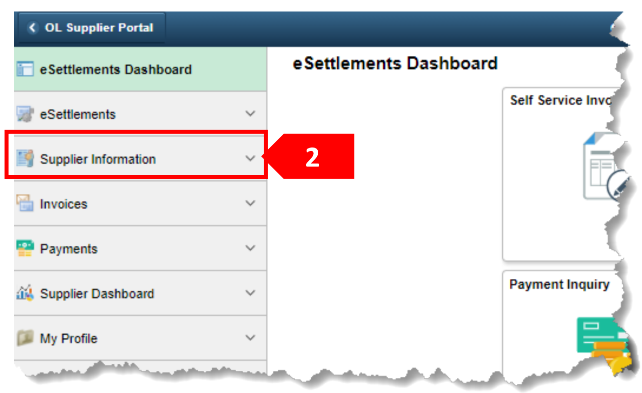
STEP 1

Select the **eSettlements** tile.



STEP 2

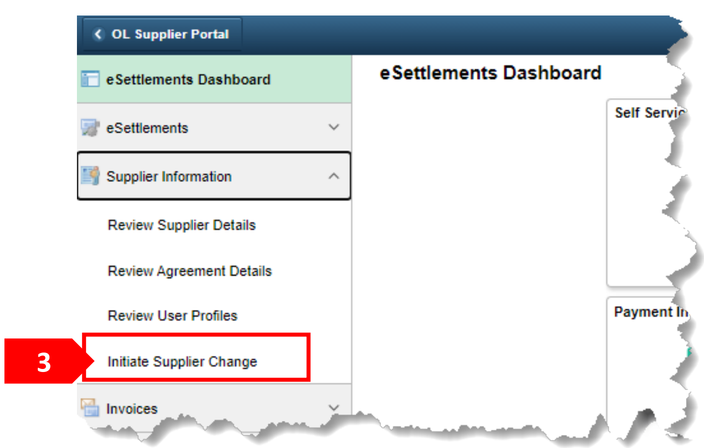
Click on the drop-down arrow under the **Supplier Information** section.



STEP 3

Select **Initiate Supplier Change**.

<u>**Note:**</u> If you *do not* have access to multiple suppliers skip to Step 5.

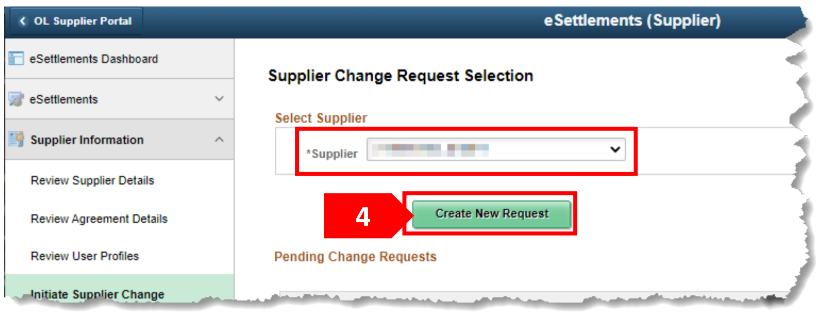


Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

STEP 4

If you do not have access to multiple suppliers and/or pending requests skip to step 5.

If you have access to multiple suppliers, click on the **drop-down arrow**, select the supplier you wish to perform the task for and select the **Create New Request** button.



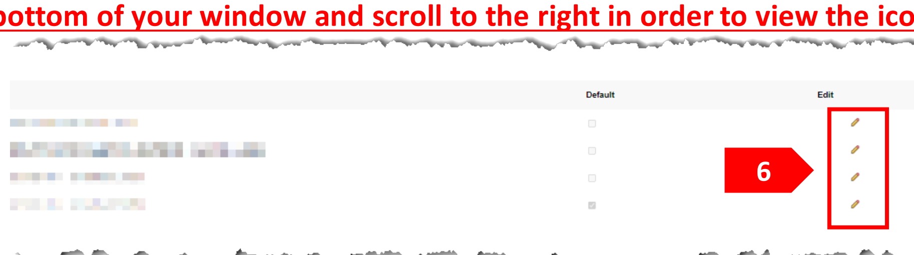
STEP 5

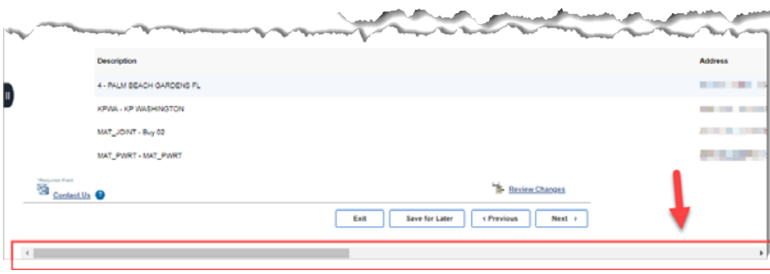
You will be brought to the Welcome page. Click on either **Next** button.

STEP 6

Click the **Edit** icon of the location you wish to add/update banking payment information.

<u>**You will need to go to the bottom of your window and scroll to the right in order to view the icon.**</u>





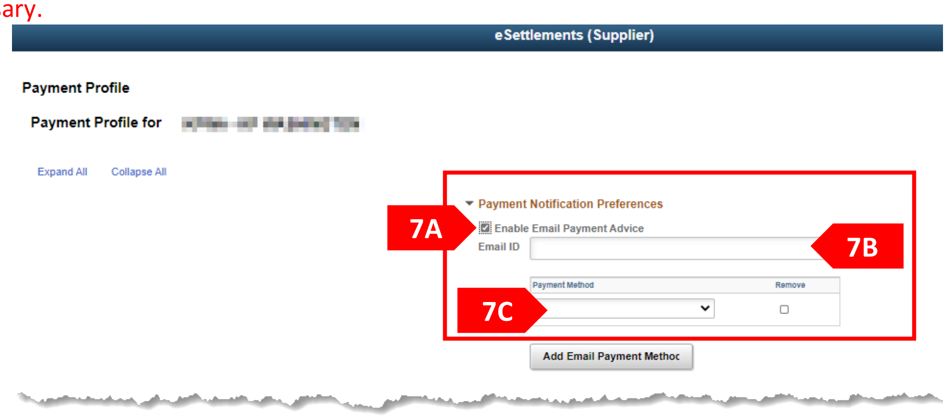
Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

STEP 7 (optional)

If you wish to receive email Payment Notifications:

A. Select the **Enable Email Payment Advice** checkbox
B. Under **Email ID**, enter the email address to receive the payment advice
C. In the **Payment Method** area select: **Automated Clearing House**

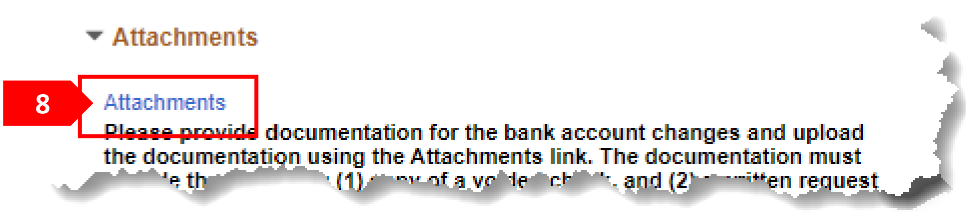
Note: This section may already be populated if ACH Remittance was already set up. Please review existing information and update if necessary.



STEP 8

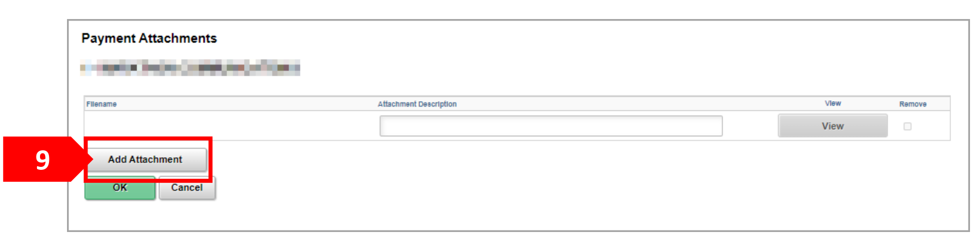
Select the **Attachments** link.

Note: Supporting documentation is **required** in the form of a voided check in lieu of a voided check a bank statement will suffice . Failure to provide requested documentation may delay or prevent the receipt of electronic payments to you.



STEP 9

Click on the **Add Attachment** button.

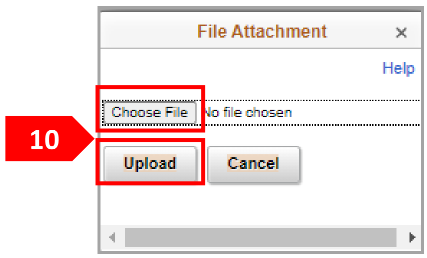


Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

STEP 10

Click on **Choose File** and select the file you wish to attach. When complete click on the **Upload** button.

Note: The allowable types of files are: .DOC, .DOCX, .JPEG, .JPG, .PDF, .TIF, .TIFF, .TXT, .XLSX . Adding large attachments can take some time to upload. Ensue that the file name does NOT contain any **periods (.)** in it. The system reads the type of file by looking at the suffix after a period. The File name cannot exceed 60 characters.



STEP 11

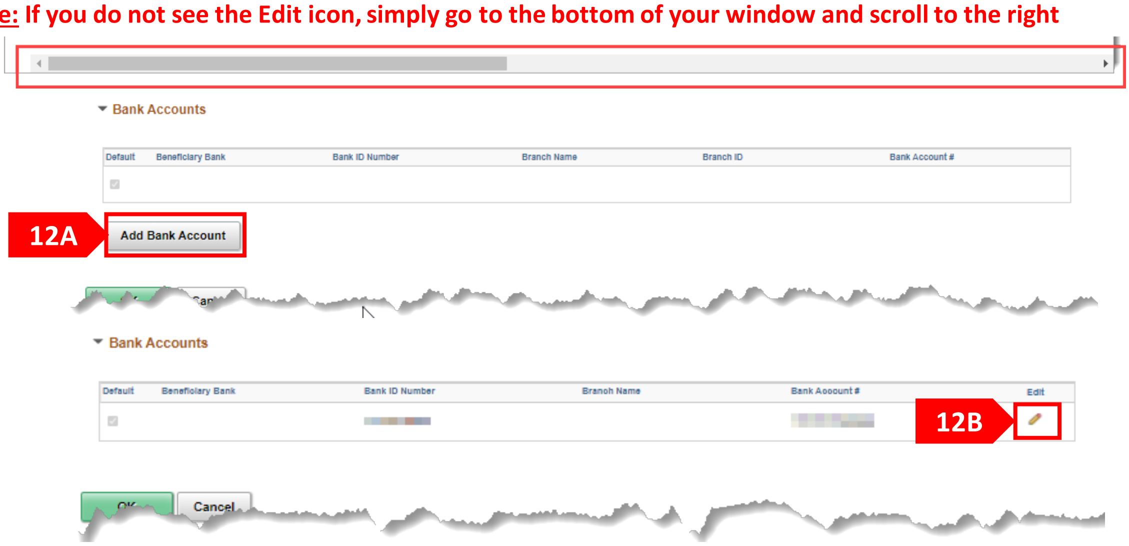
Enter in the **Attachment Description** field: *Voided Check* to indicate what documentation is being provided. Once complete click on the **OK** button.

STEP 12

A. If adding banking information for the first time, click on the **Add Bank Account** button.

B. If you are updating existing banking information, click on the **Edit** icon .

Note: If you do not see the Edit icon, simply go to the bottom of your window and scroll to the right

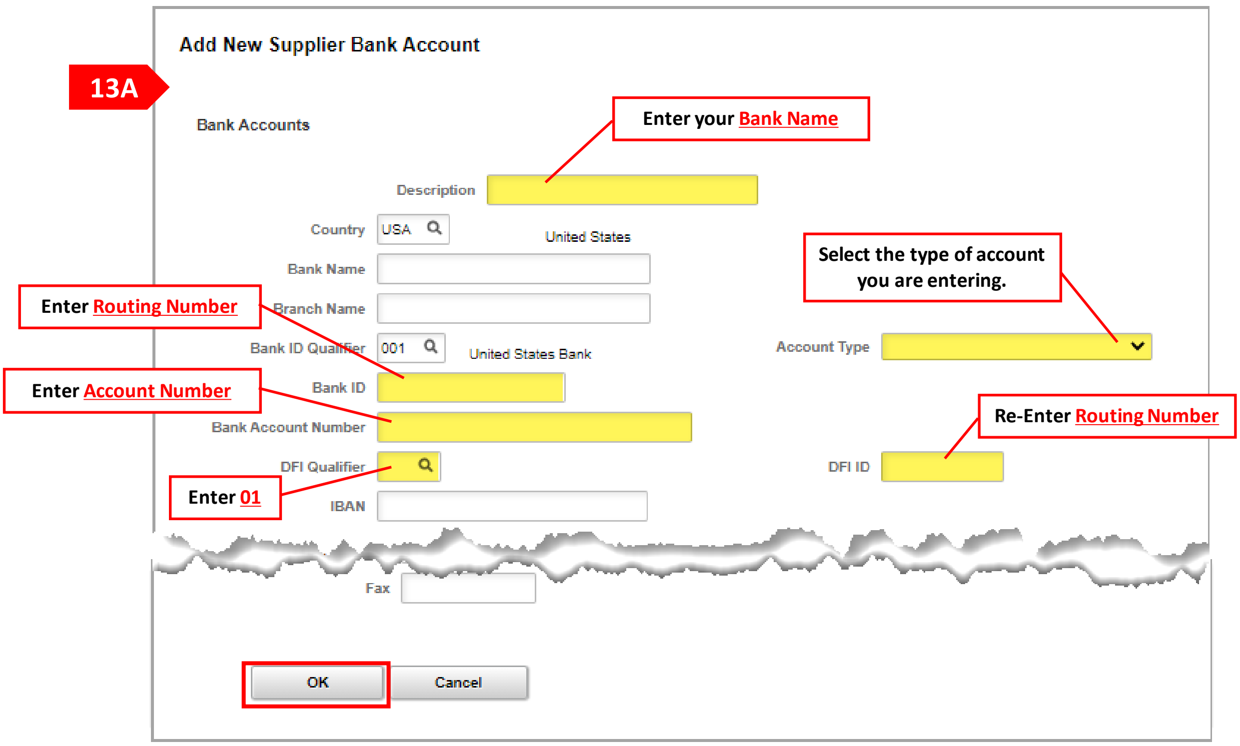


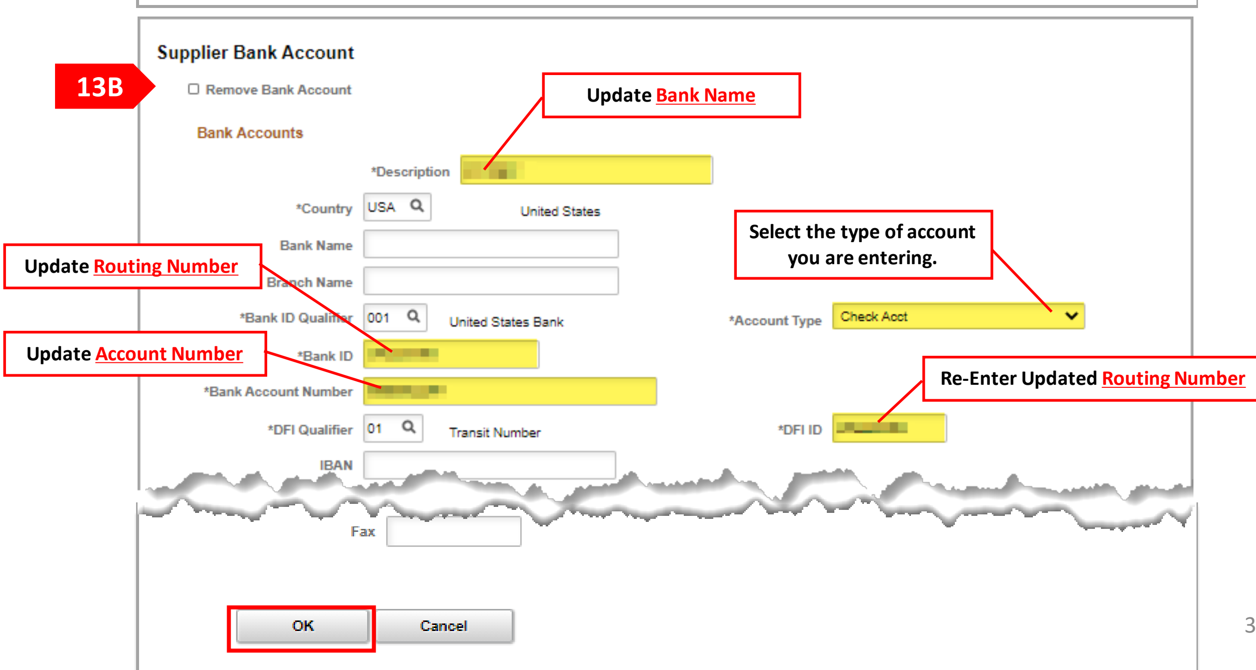
Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

STEP 13

A. If adding banking information for the first time, only complete the **yellow highlighted areas** with your banking information. Once complete click on the **OK** button.

B. If you are updating existing banking information, update the **yellow highlighted** areas with the new banking information. Once complete click on the **OK** button.

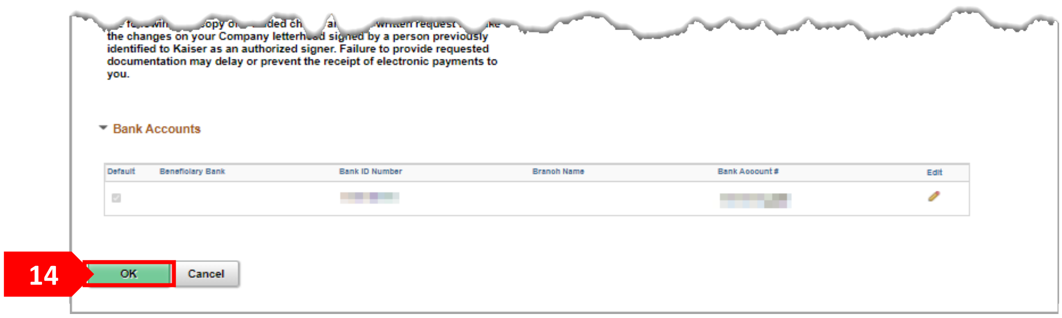




Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

STEP 14

You will be returned to the Payment Profile page, click the **OK** button to proceed.



STEP 15

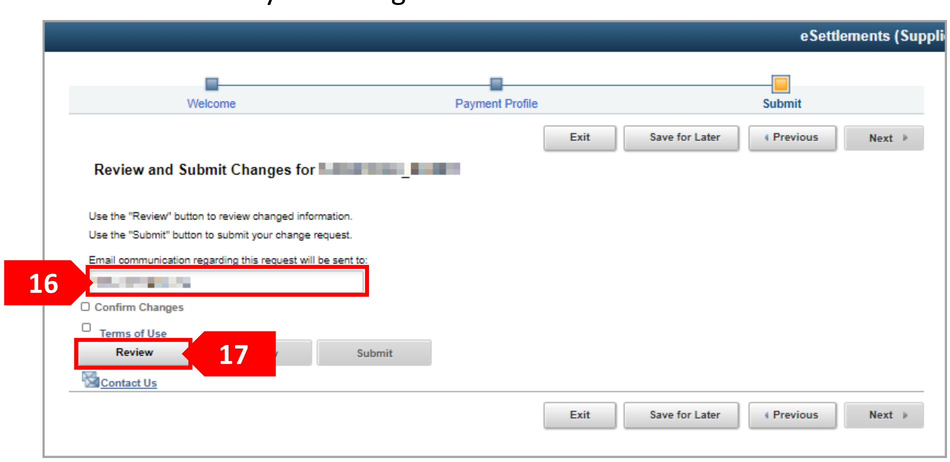
Click on either **Next** button.

STEP 16

Your email will automatically appear in the **Email communication regarding this request will be sent to:** field. If this is not the correct e-mail to receive confirmations for this change, update it to the appropriate one.

STEP 17 (optional)

Click the **Review** button to review your changes.



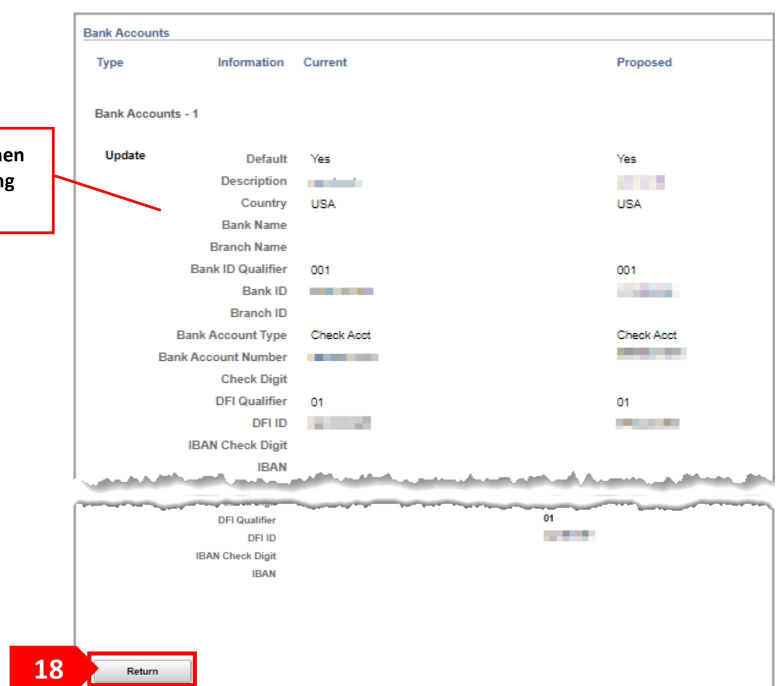
Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

STEP 18 (optional – only if performed step 17)

Existing information will be on the left side under the **Current** column. Changed/Added information will be on the left side under the **Proposed** column in bold. Once review is complete click on the **Return** button.

It will appear this way for newly added banking information

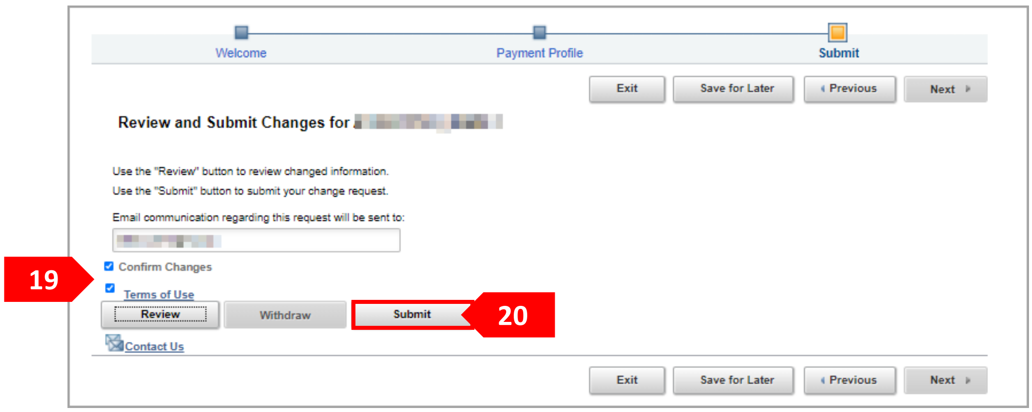
It will appear this way when updating existing banking information



Effective 9/20/2021 all requests for banking updates (ACH) will now be managed via the new KPVM portal and no longer via the eSettlements portal. The exception is for Brokers, Brokers will continue to use the eSettlements portal for any banking changes until further notice.

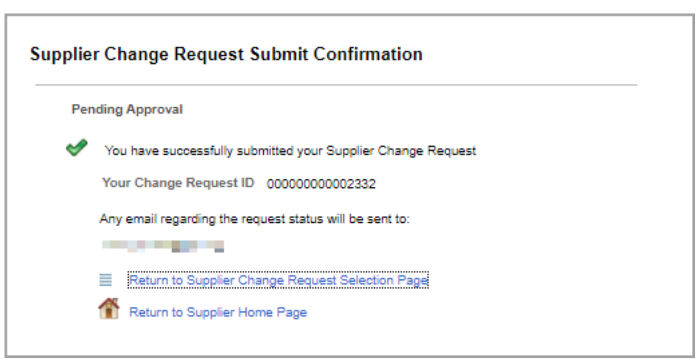
STEP 19
Click the checkbox's labeled **Confirm Changes <u>AND</u> Terms of Use** to activate the Submit button.

STEP 20
Click the **Submit** button.



STEP 21
A confirmation page will display with your change request ID. You can click on the **Return to Supplier Home Page** hyperlink to perform other transactions.

<u>**Note:**</u> A confirmation email will be sent from Onelink@kp.org to the email address entered in step 16. An email will also be sent once the request is either approved or denied by Kaiser. **Changes will not be applied to invoices until the request is approved by Kaiser.**



Should you have any questions regarding your submission, please contact KP-AP-ACH-Validation@kp.org

Congratulations!
You have successfully added/changed your banking payment information.

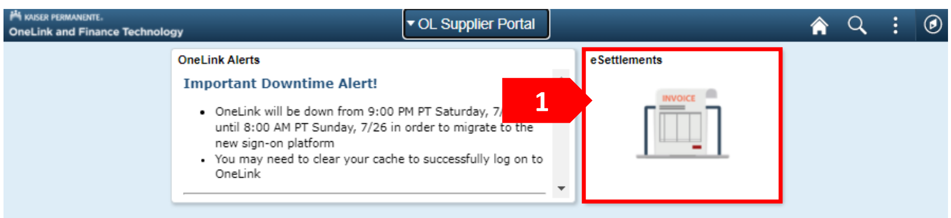
Prior to submitting a NON-PO related invoice, the Approvers/Reviewers NUID and GL string must be obtained *(see Important Information page).* Once you have submitted an invoice electronically via the portal, please refrain from emailing the same invoice to Kaiser. If an invoice is submitted multiple times it will cause payment delays.

Follow the steps below to submit a NON-PO related invoice:

Note: At any point through the invoicing process, you can save the invoice for later by clicking on the **three dots** in the upper right corner and selecting **Save for Later** and then click on the **Exit** button.

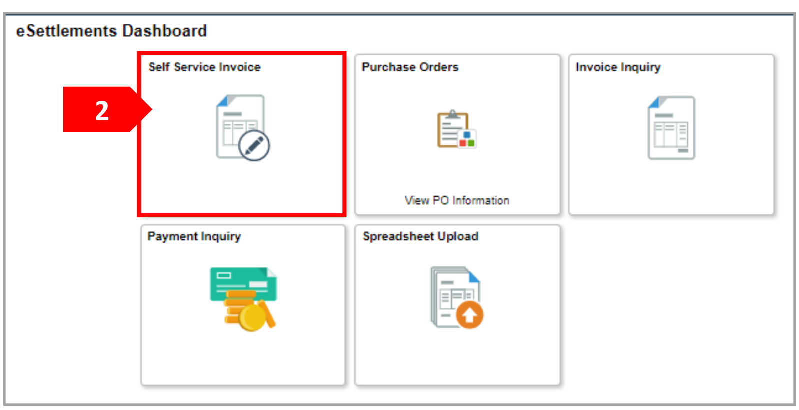
STEP 1

Click on the **eSettlements** tile.



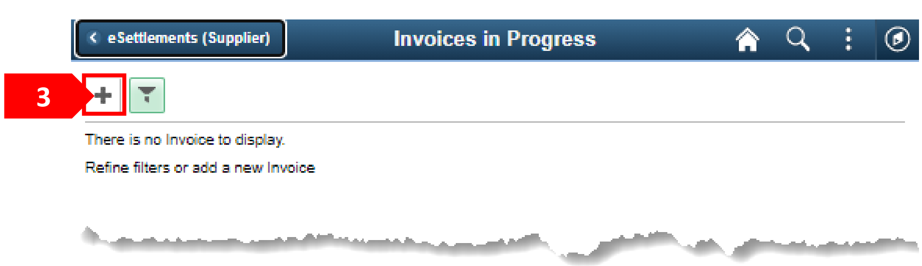
STEP 2

Click on the **Self Service Invoice** tile.



STEP 3

The Invoices in Progress page will display. Click on the **Plus** icon  .



STEP 4

The **Supplier** field will auto populate to your supplier name. If you have access to multiple suppliers, you must select from the magnifying glass the supplier you wish to submit the invoice for.

STEP 5

The **Location** field will auto populate to your default invoicing location in our system. If the supplier, you are invoicing for has multiple invoicing locations in our system, then you must select from the magnifying glass the location you wish to submit the invoice under.

STEP 6

Enter the invoice number in the **Invoice ID** field.

Note: Your invoice number is restricted to 30 characters or less—no spaces, leading zero's, or special characters. Only capitalized letters are allowed.

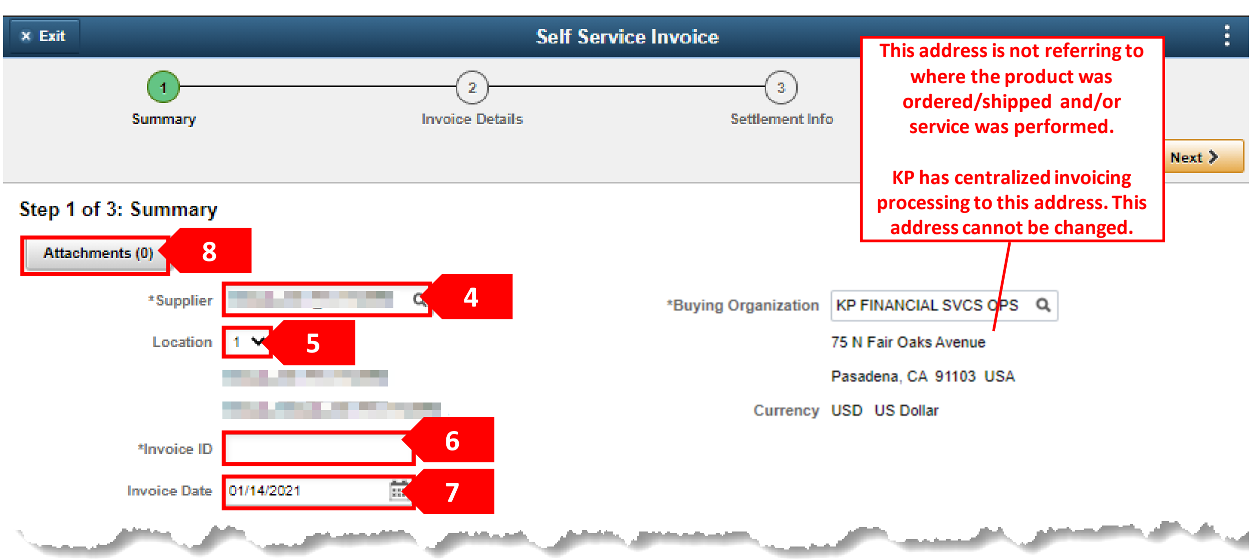
STEP 7

Enter the invoice date in the **Invoice Date** field.

STEP 8

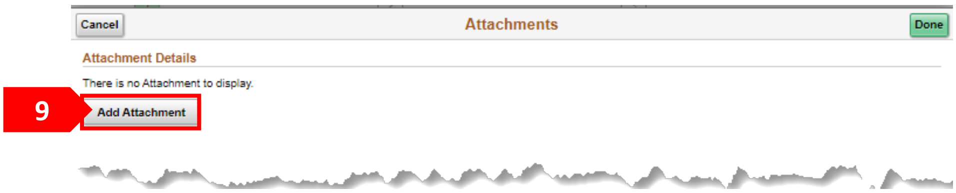
Click on the **Attachment** button to attach the invoice copy and/or supporting documentation.

Note: Failure to attach invoice copies and/or supporting documentation will lead to payment delays and/or invoice denial and in return no payment.



STEP 9

Click on the **Add Attachment** button.



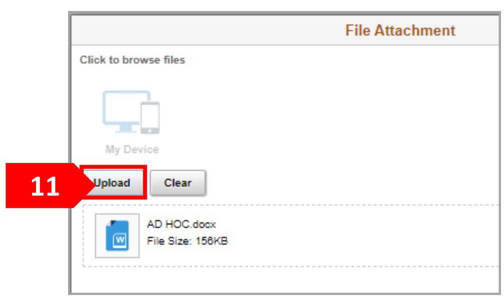
STEP 10

Click on the **My Device** button and select your file.

Note: The allowable types of files are: .DOC, .DOCX, .JPEG, .JPG, .PDF, .TIF, .TIFF, .TXT, .XLSX . Adding large attachments can take some time to upload. Ensure that the file name does NOT contain any **periods (.)** in it. The system reads the type of file by looking at the suffix after a period. The File name cannot exceed 60 characters.

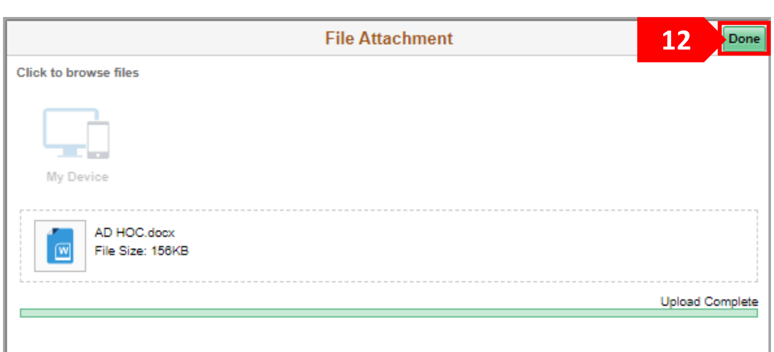
STEP 11

Click on the **Upload** button.



STEP 12

Click on the **Done** button.



STEP 13

Enter a short description of what is being attached in the **Description** field, example : Invoice copy or receipt copies.

STEP 14

Click on the **Plus** Icon + if attaching multiple files and repeat steps 10-14. Once complete click on the **Done** button.

STEP 15

Click on the **Next** button.

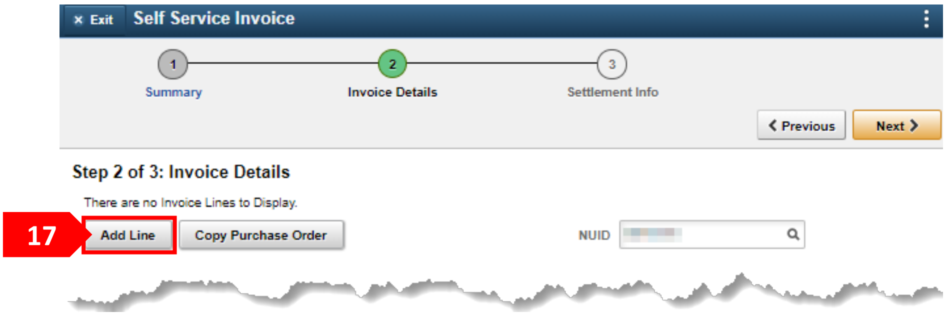
STEP 16

Enter the NUID of the approver/reviewer for the invoice in the **NUID** field.

Note: Only the Kaiser employee placing the order/service request can provide this information. If the Kaiser employee placing the order/service request refuses to provide that information, then they are in violation of *Kaiser Permanente National Policy*. You should not accept any order/service requests without proper information to ensure payment. Without this information you will not be able to submit your invoice.

STEP 17

Click on the **Add Line** button.



STEP 18

Enter in the **Description** filed: *See Attachment(s)*

STEP 19

In the **Line Amount** field enter the *sub-total* amount due for the entire invoice (tax not included).

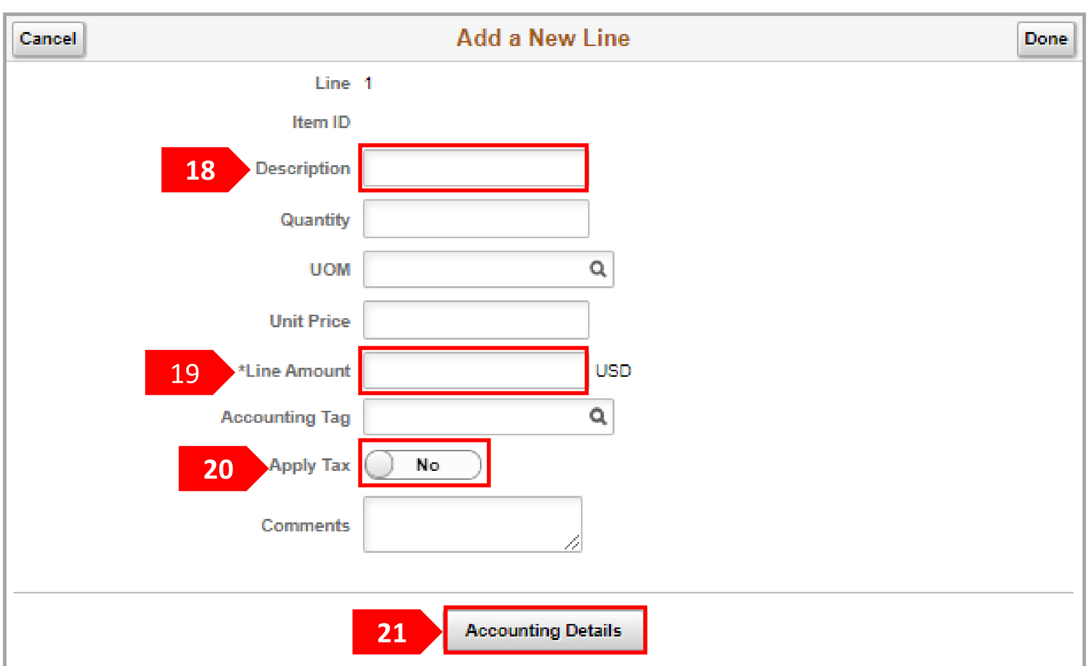
STEP 20

Click on the **Apply Tax** button if taxes are applicable to the invoice.

STEP 21

If provided a GL string, click on the **Accounting Details** button. If no GL was provided, skip to step 23.

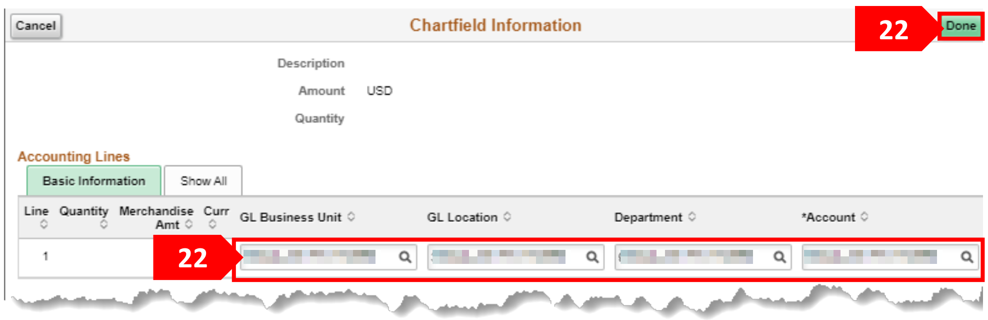
Note: Only the Kaiser employee placing the order/service request can provide this information. If the Kaiser employee placing the order/service request refuses to provide that information, then they are in violation of *Kaiser Permanente National Policy*. You should not accept any order/service requests without proper information to ensure payment.



STEP 22

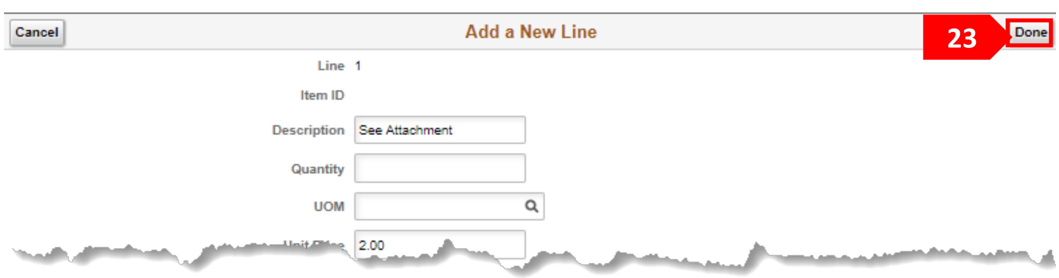
Override the existing auto populated data with the appropriate **GL Unit, GL Location, Department** and **Account**. Once done click on the **Done** button.

A GL String should be 18 digits and is composed of 4 segments:
GL Business Unit (4 digits), GL Location (5 digits), Department (4 digits) and Account (5 digits)



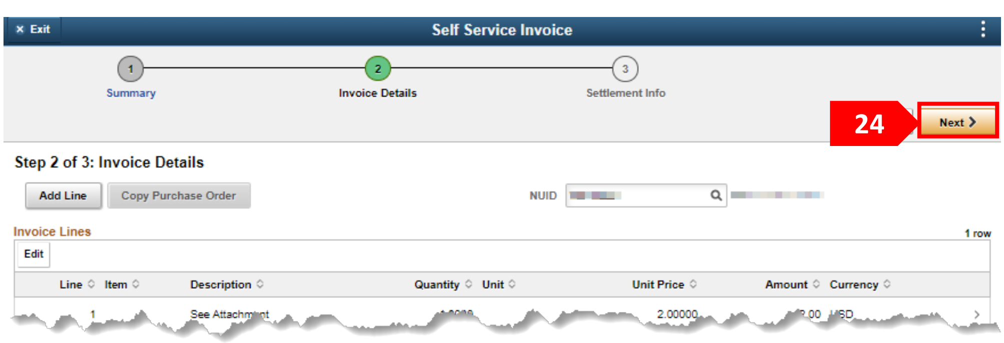
STEP 23

Once complete click on the **Done** button.



STEP 24

Click on the **Next** button.

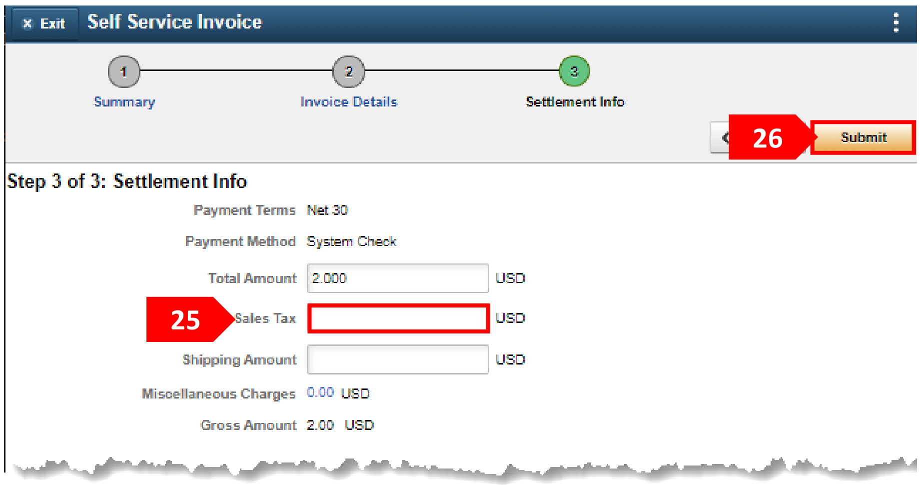


STEP 25

If the Apply Tax button was selected in step 20, enter the amount in the **Sales Tax** filed.

STEP 26

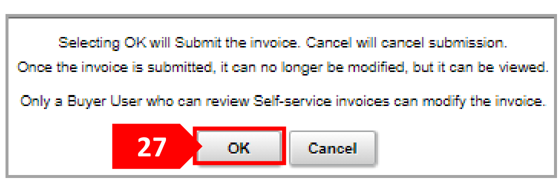
Click on the **Submit** button to submit the invoice for processing.



STEP 27

A pop-up message will appear that simply states that once you submit the invoice you can no longer make any edits to it. Click on the **OK** button.

Note: If any edits need to be made after an invoice has been submitted, contact the eSettlements team at Kaiser-eSettlements@kp.org to make the changes internally.



Congratulations!

You have successfully submitted a NON-PO related invoice.

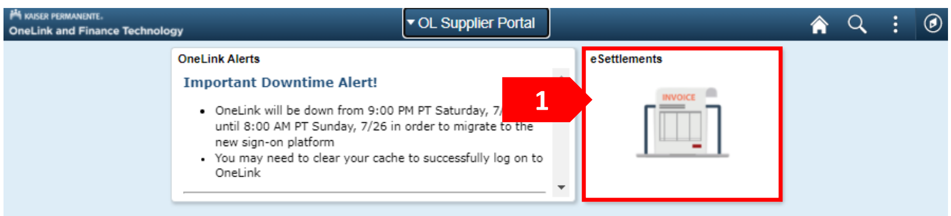
Prior to submitting a PO related invoice, the full PO number must be obtained *(see Important Information page).* Once you have submitted an invoice electronically via the portal, please refrain from emailing the same invoice to Kaiser. If an invoice is submitted multiple times it will cause payment delays.

Follow the steps below to submit a PO related invoice:

Note: At any point through the invoicing process, you can save the invoice for later by clicking on the **three dots** in the upper right corner and selecting **Save for Later** and then click on the **Exit** button.

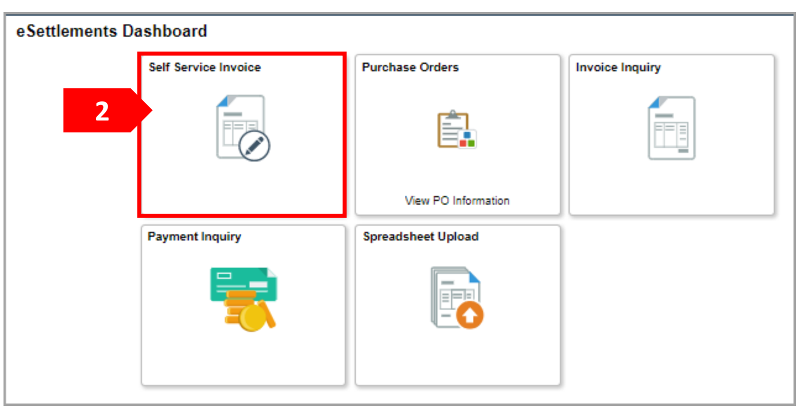
STEP 1

Click on the **eSettlements** tile.



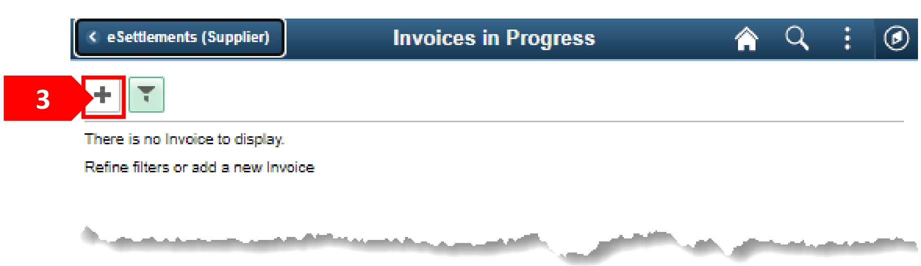
STEP 2

Click on the **Self Service Invoice** tile.



STEP 3

The Invoices in Progress page will display. Click on the **Plus** icon + .



STEP 4

The **Supplier** field will auto populate to your supplier name. If you have access to multiple suppliers, ensure to select from the magnifying glass the supplier the PO was created under.

STEP 5

The **Location** field will auto populate to your default invoicing location in our system. If the supplier you are invoicing for has multiple invoicing locations, ensure to select the location the PO was created under.

STEP 6

Enter the invoice number in the **Invoice ID** field.

Note: Your invoice number is restricted to 30 characters or less—no spaces, leading zero's, or special characters. Only capitalized letters are allowed.

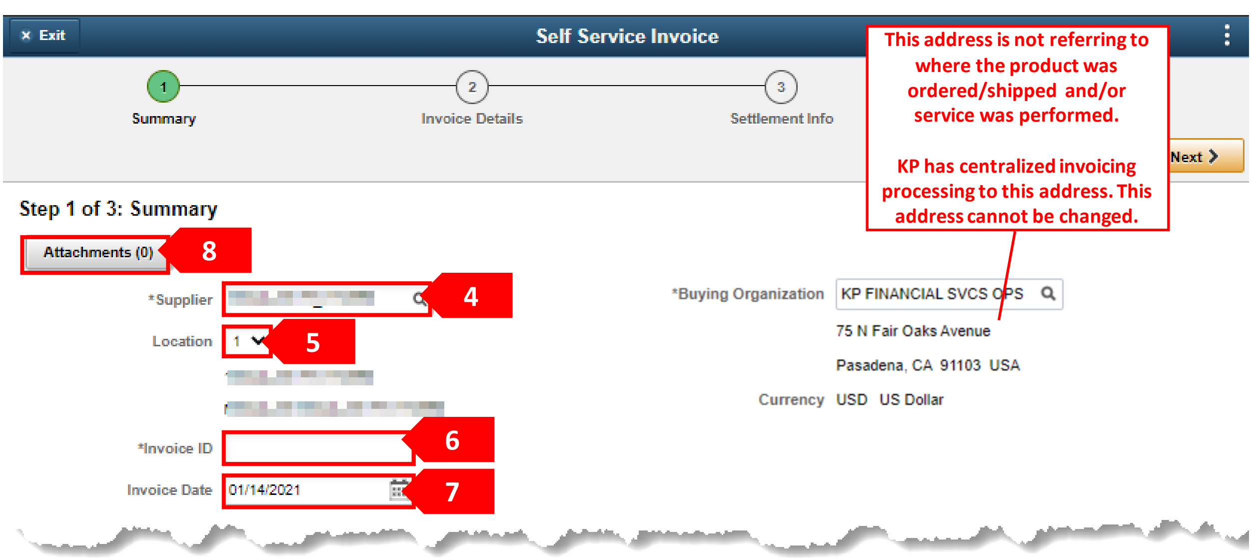
STEP 7

Enter the invoice date in the **Invoice Date** field.

STEP 8

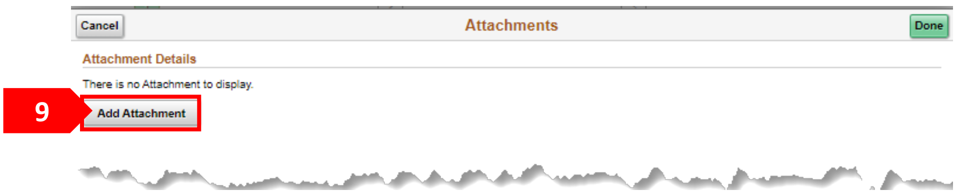
Click on the **Attachment** button to attach the invoice copy and/or supporting documentation.

Note: Failure to attach invoice copies and/or supporting documentation will lead to payment delays and/or invoice denial and in return no payment.



STEP 9

Click on the **Add Attachment** button.



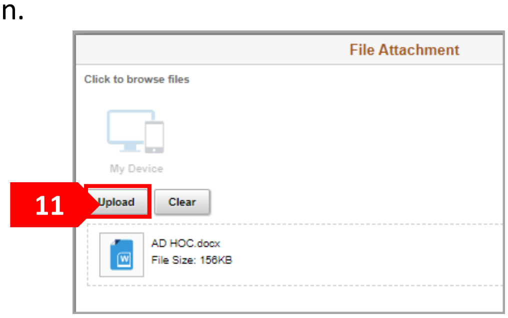
STEP 10

Click on the **My Device** button and select your file.

Note: The allowable types of files are: .DOC, .DOCX, .JPEG, .JPG, .PDF, .TIF, .TIFF, .TXT, .XLSX . Adding large attachments can take some time to upload. Ensure that the file name does NOT contain any **periods (.)** in it. The system reads the type of file by looking at the suffix after a period. The File name cannot exceed 60 characters.

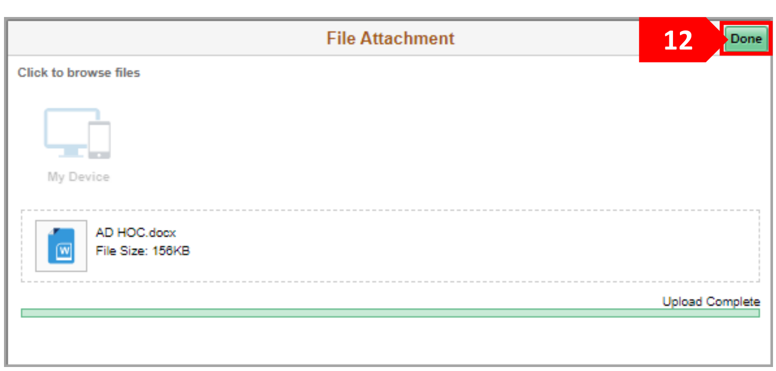
STEP 11

Click on the **Upload** button.



STEP 12

Click on the **Done** button.



STEP 13

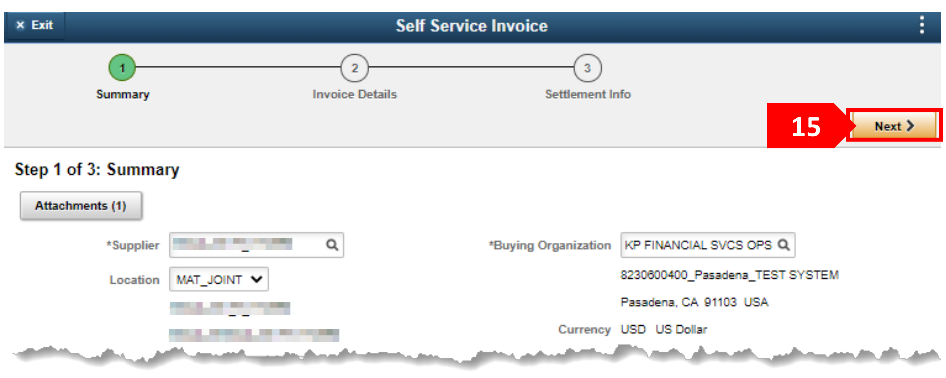
Enter a short description of what is being attached in the **Description** field, example : Invoice copy or receipt copies.

STEP 14

Click on the **Plus** Icon if attaching multiple files and repeat steps 10-14. Once complete click on the **Done** button.

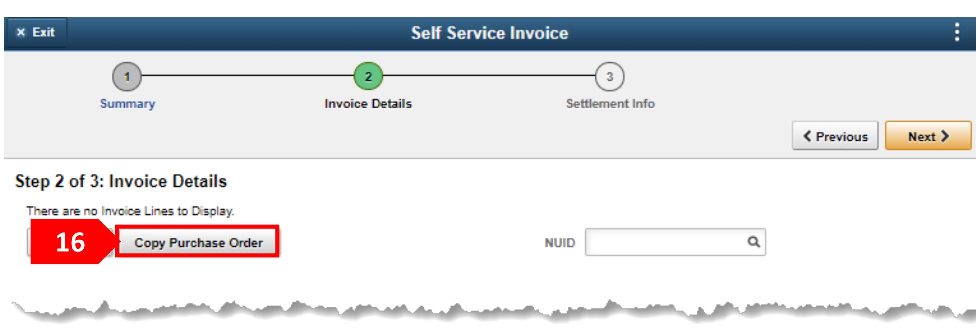
STEP 15

Click on the **Next** button.



STEP 16

Click on the **Copy Purchase Order** button.



STEP 17

Enter the first 5 digits of the PO number in the **PO Business Unit** field.

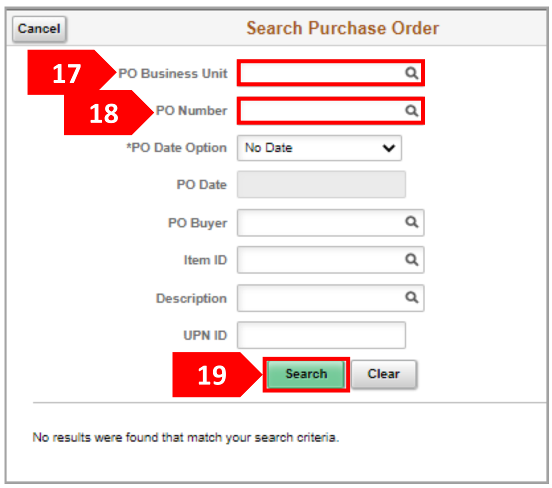
STEP 18

Enter the remaining 10 digits of the PO number in the **PO Number** field.

STEP 19

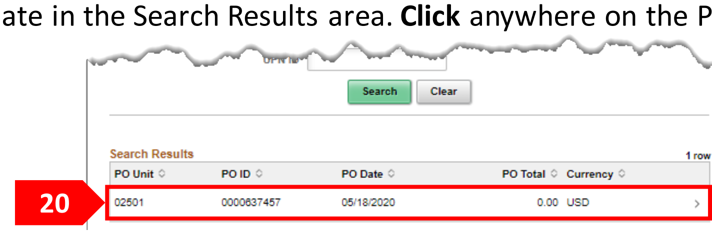
Click on the **Search** button.

Note: If an Invalid Value message appears or fields turn red, the issue may be one of the following; the PO number is invalid, the PO is no longer available for invoicing *OR* the PO was created for a different supplier and/or under a different location then the ones selected in steps 4 and 5.



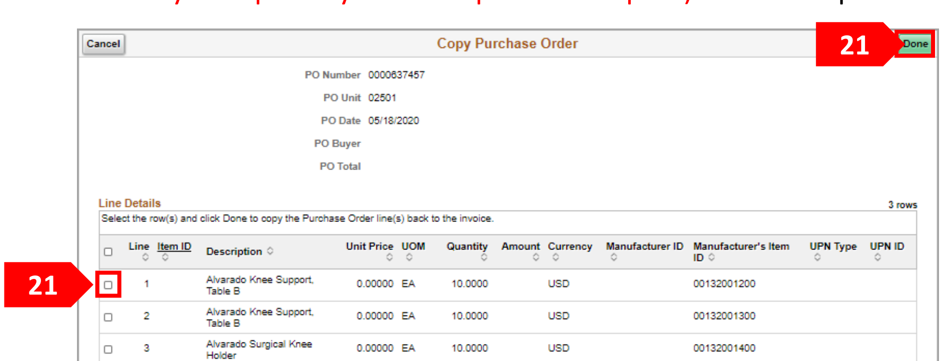
STEP 20

The PO will populate in the Search Results area. **Click** anywhere on the PO row.



STEP 21

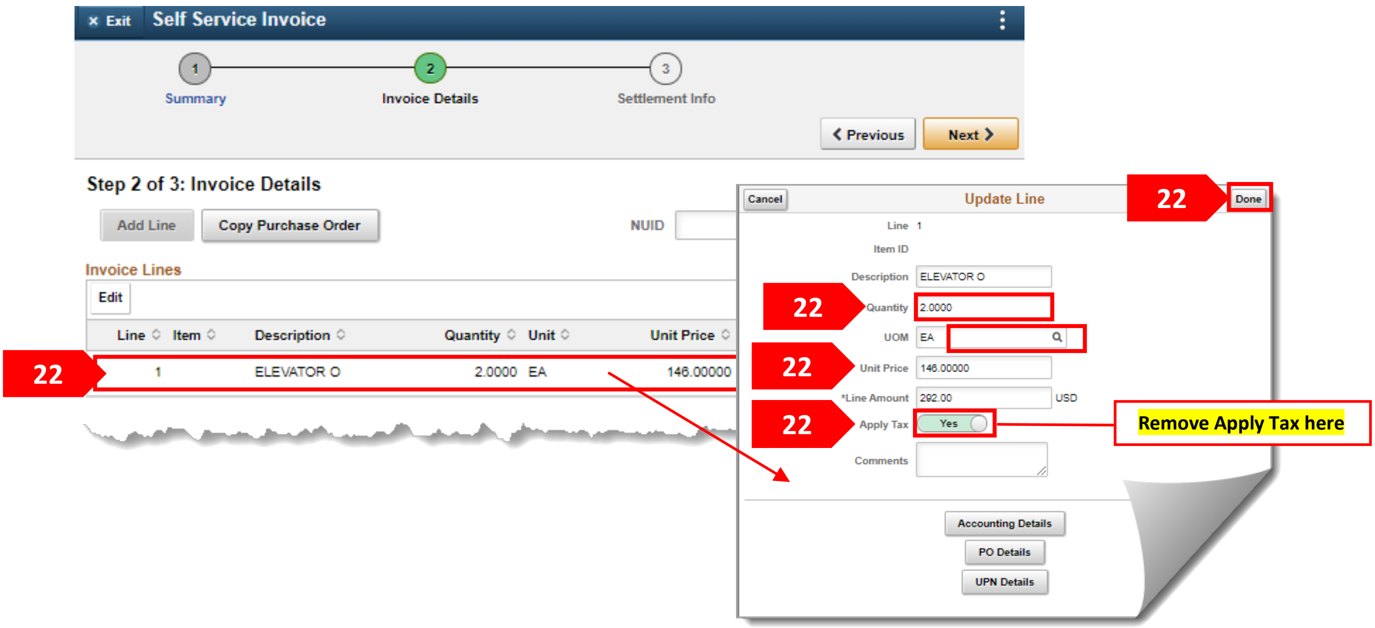
All the lines available for invoicing will be displayed. Only **Check-off** the lines you will be invoicing for (you will be able to modify the quantity and unit price on step 22). Once complete click on the **Done** button.



STEP 22 (optional)

If you need to make an update to the *Unit Price* or *Quantity,* simply click on the invoicing line and make the updates. Once complete click on the **Done** button.

Note: Some lines will *automatically* be designated to apply tax. If the line should not have tax applied, click on the **Apply Tax** button to turn it off.

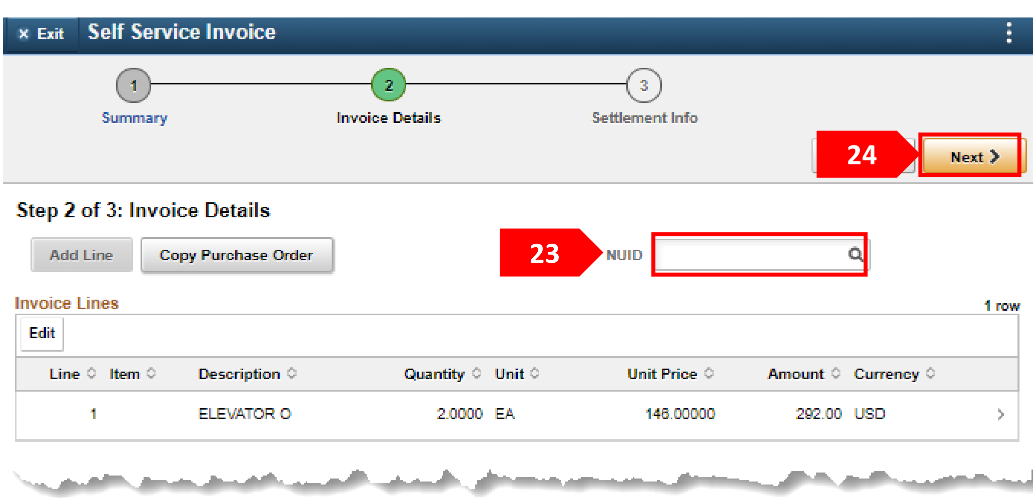


STEP 23 (optional)

If you were provided a PO that requires manual approval and were provided the approvers NUID, enter it in the **NUID** field. Otherwise, do not override any auto populated NUID in the field.

STEP 24

Click on the **Next** button.

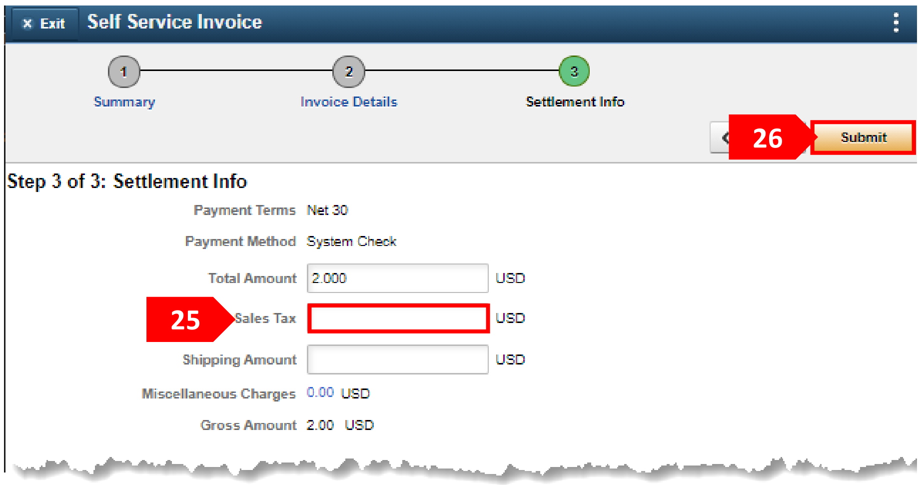


STEP 25

If the Apply Tax button was enabled in step 22 enter the amount in the **Sales Tax** filed.

STEP 26

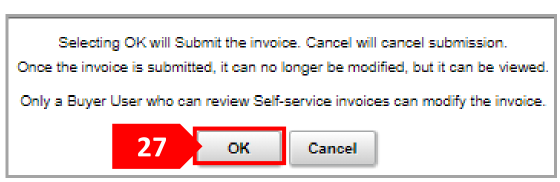
Click on the **Submit** button to submit the invoice for processing.



STEP 27

A pop-up message will appear that simply states that once you submit the invoice you can no longer make any edits to it. Click on the **OK** button.

Note: If any edits need to be made after an invoice has been submitted contact the eSettlements team at Kaiser-eSettlements@kp.org to make the changes internally.



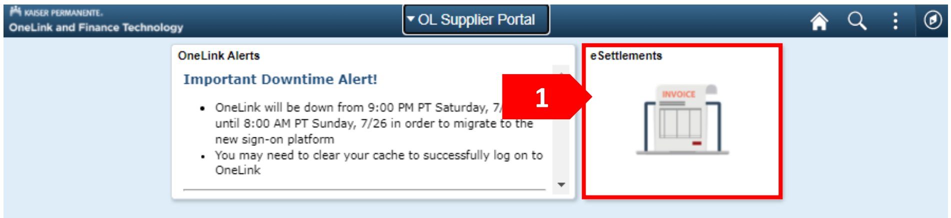
Congratulations!

You have successfully submitted a PO related invoice.

Follow the steps below to view and correct the error on an invoice in *Error Correction Required* status:

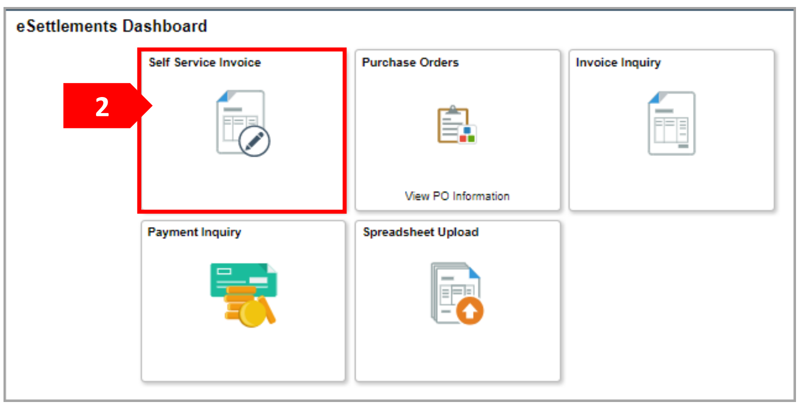
STEP 1

Click on the **eSettlements** tile.



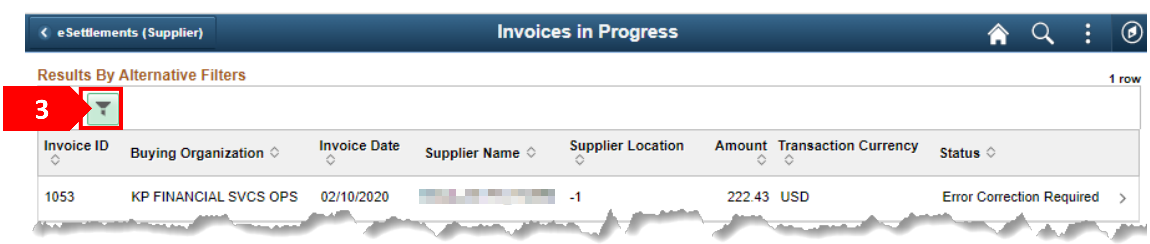
STEP 2

Click on the **Self Service Invoice** tile.



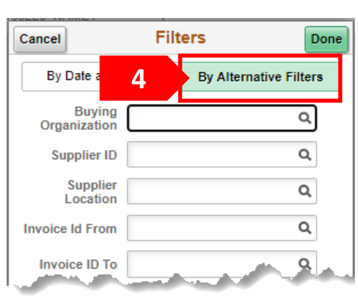
STEP 3

Select the **Filter** icon .



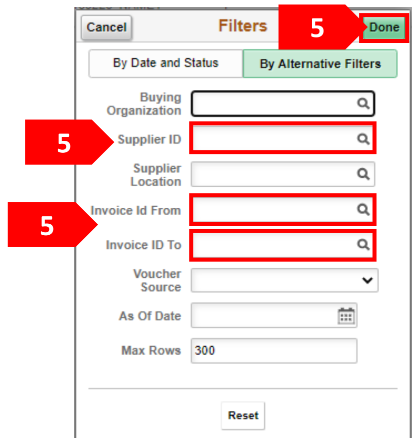
STEP 4

Within the **Filters** select the **By Alternative Filters** tab.



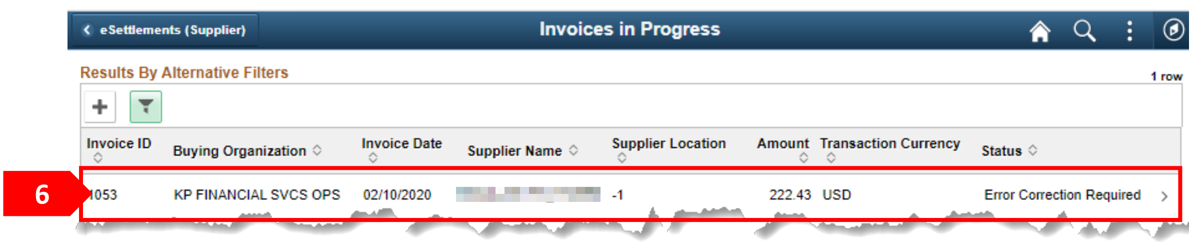
STEP 5

In the **Supplier ID** field select the supplier the invoice was entered under. In the Invoice Id From *AND* **Invoice ID To** enter the invoice number. Click **Done** once complete.



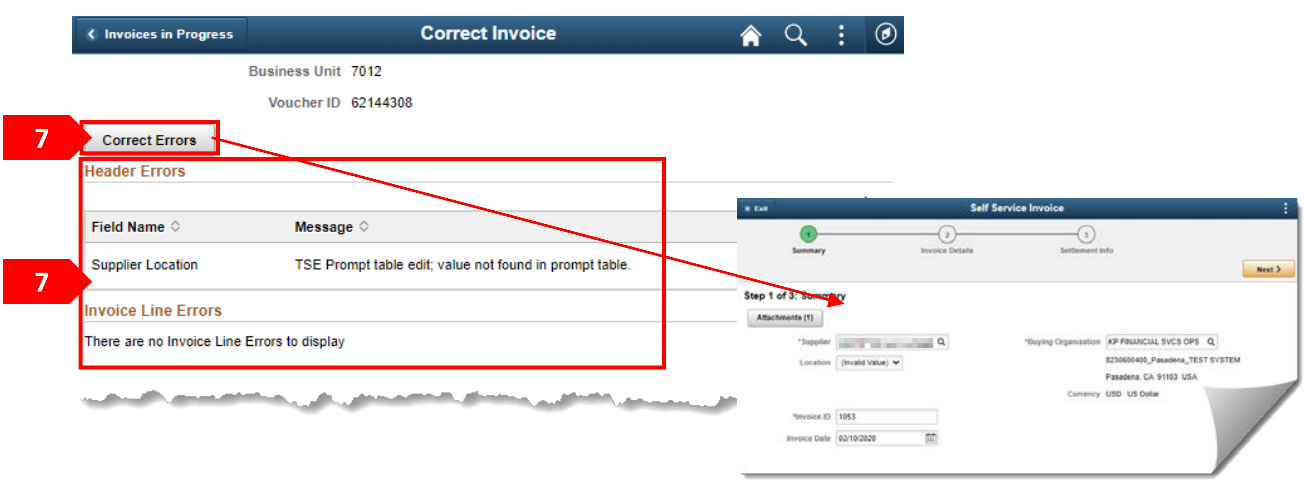
STEP 6

In the Results click on the **invoice line**.



STEP 7

In the **Header Errors** and/or **Invoice Line Errors** sections the reason(s) for the error(s) will be displayed. Click on the **Correct Errors** buttons to correct and submit the invoice.



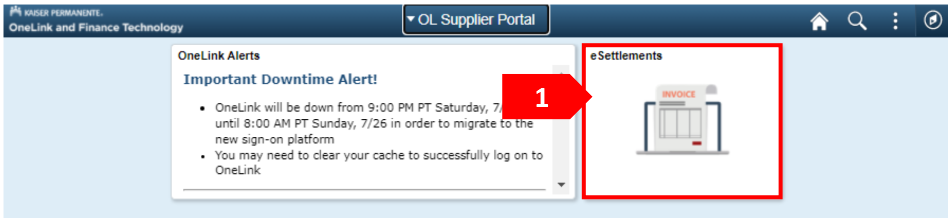
Congratulations!

You have successfully viewed and corrected an invoice with an error.

Follow the steps below to return to a saved invoice(s) and complete submission:

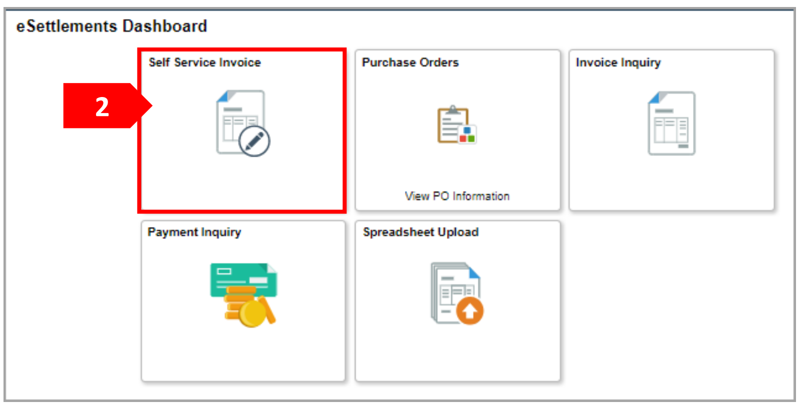
STEP 1

Click on the **eSettlements** tile.



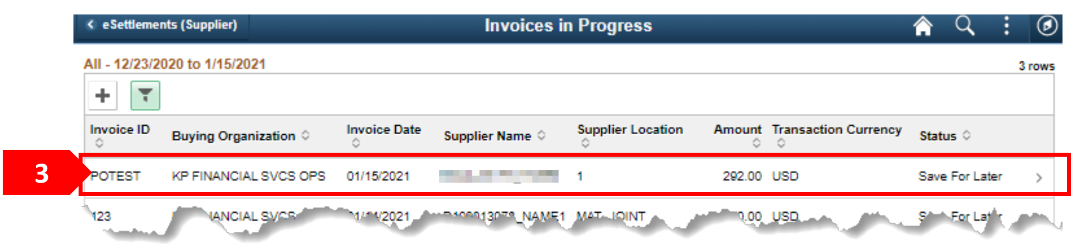
STEP 2

Click on the **Self Service Invoice** tile.



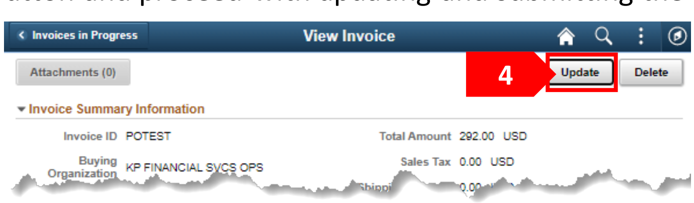
STEP 3

Invoices that have been saved for later will automatically be populated. You can identify these invoices by viewing the **Status** column, saved invoices will state *Save For Later*. **Click** on the invoice line.



STEP 4

Click on the **Update** button and proceed with updating and submitting the invoice.



Congratulations!

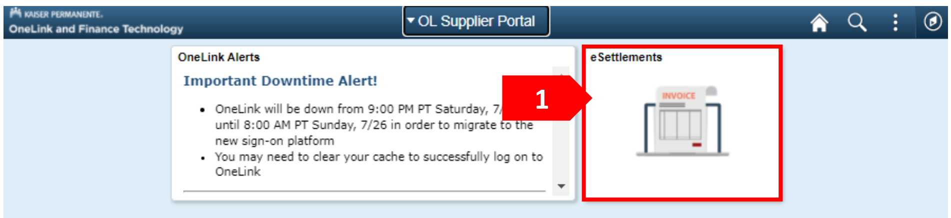
You have successfully returned to a saved invoice.

Only invoices that have been Saved For Later can be deleted.

Follow the steps below to delete an invoice:

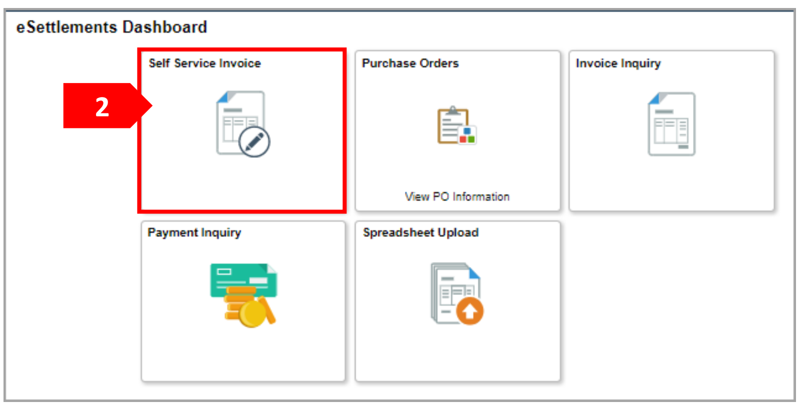
STEP 1

Click on the **eSettlements** tile.



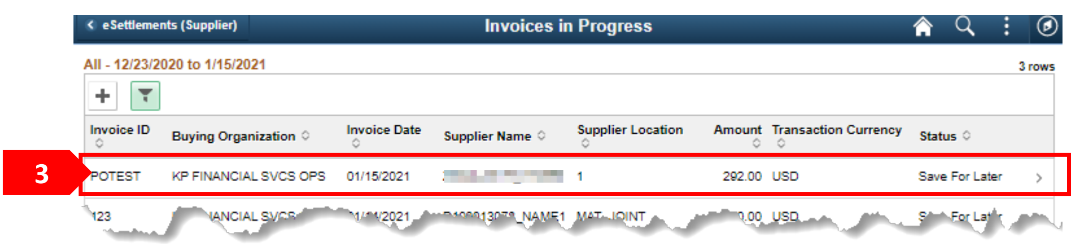
STEP 2

Click on the **Self Service Invoice** tile.



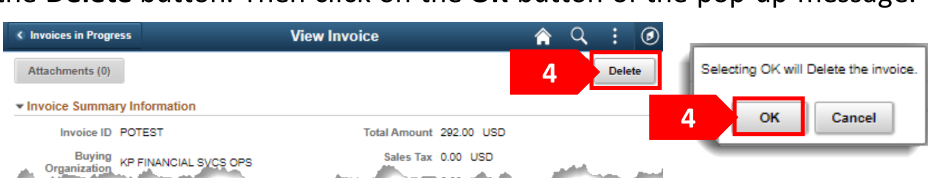
STEP 3

Invoices that have been saved for later will automatically be populated. You can identify these invoices by viewing the **Status** column, saved invoices will state *Save For Later*. **Click** on the invoice you wish to delete.



STEP 4

Click on the **Delete** button. Then click on the **OK** button of the pop-up message.



Congratulations!

You have successfully deleted an invoice.

In order to utilize the Spreadsheet Upload feature suppliers MUST utilize the Excel Loader tool. The tool is an MS Excel workbook with a macro that will create an XML .txt file in the correct fixed length format for uploading.

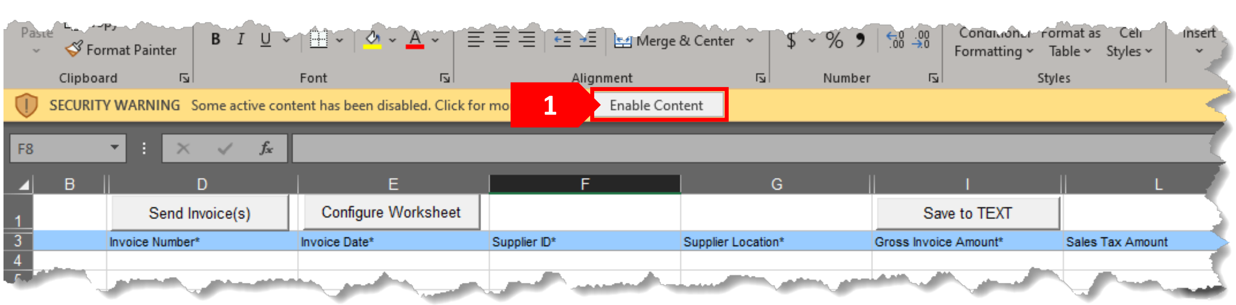
Follow the steps below to utilize the Excel Loader tool.

Important Information

- You must contact the eSettlements team at Kaiser-eSettlements@kp.org to obtain the appropriate Excel Loader Tool.
- There are two different Excel Loaders. One for PO related invoices and one for NON-PO related invoices.
- **Do not edit/format or unhide columns on the Excel Loader files.**
- Please note this is an XML invoice submission with no capability of attaching images.
- The recommended file naming format is **SUPPLIERNAME_DATE_SEQNO.txt.**
  For example: hasbro_20190124_001.txt

STEP 1

Open the **Excel Loader file**. It gives you security warning that Macros have been disabled. Make sure they are enabled. Click **Enable Content**.



STEP 2a (for KP Excel Loader- NON-PO)

Non-PO Invoice charges must be at the line level. The table listed below is the file layout that must be followed when submitting Non-PO Invoices utilizing the ***KP Excel Loader–NON-PO***.

All required fields must be populated and in the correct format (refer to **Example of Values** column down below). In addition to the required fields there are optional fields that suppliers may submit. If a line for an invoice is invalid, Kaiser will reject all lines for that invoice.

Field Label	Field Name	Field Type	Required?	Example of Values	Special Notes
Invoice ID	INVOICE_ID	Varchar(30)	Y	*112855925*	No leading zeros or special characters such as !@#$%^&*()~{}[]|
Invoice Date	INVOICE_DT	Date	Y	*2008-03-27*	No future dating or back dating of more than 14 days
Supplier ID	VENDOR_ID	Varchar(10)	Y	*100011218*	
Supplier Location	VENDOR_LOC	Varchar(10)	Y	*1*	
Gross Invoice Amount	GROSS_AMT	Decimal(23,2)	Y	*1155.00*	
Sales Tax Amount	SALETX_AMT	Decimal(23,2)	N	*100*	
Freight Amount	FREIGHT_AMT	Decimal(23,2)	N	*50*	
Misc Amount	MISC_CHRG_AMT	Decimal(23,2)	N	*5*	
More Information	DESCR254_MIXED	Varchar(254)	N	Header Comments	No special characters such as !@#$%^&*()~{}[]|
Approver NUID	CUSTOM_C100_A4	Varchar(7)	Y	S123456	KP Approver NUID for Invoice
Voucher Line Number	VOUCHER_LINE_NUM	Integer(5)	Y	1	
Line Description	DESCR	Varchar(30)	Y	Line Descr	No special characters such as !@#$%^&*()~{}[]|
Merchandise Amt	MERCHANDISE_AMT	Decimal(23,2)	Y	1000	
Quantity Vouchered	QTY_VCHR	Decimal(11,4)	N	1	
Unit of Measure	UNIT_OF_MEASURE	Varchar(3)	N	EA	
Unit Price	UNIT_PRICE	Decimal(23,2)	N	1000	
Sales/Use Tax Applicability	SUT_APPLICABILITY	Varchar(1)	N	S	D= Direct Pay, E=Exempt, S=Sales Tax Applicable, U=Use Tax Aplicable, X=Purchaser is Exonerated
More Information	DESCR254_MIXED	Varchar(254)	N	Line Descr254	No special characters such as !@#$%^&*()~{}[]|
GL Business Unit	BUSINESS_UNIT_GL	Varchar(5)	N	0206	
GL Location	CHARTFIELD1	Varchar(5)	N	30000	
Department	DEPTID	Varchar(10)	N	9035	
Account	ACCOUNT	Varchar(10)	N	*76745*	
Projects Business Unit	BUSINESS_UNIT_PC	Varchar(5)	N	*KPERM*	
Project	PROJECT_ID	Varchar(15)	N	*KCS017575*	
Project Activity ID	ACTIVITY_ID	Varchar(15)	N	*263000*	

Please note:

Only complete one line of the **Blue** section once for every invoice entry.

STEP 2b (for KP Excel Loader-PO)

PO Invoice charges must be at the line level. The table listed below is the file layout that must be followed when submitting PO invoices utilizing the ***KP Excel Loader -PO***.

All required fields must be populated and in the correct format (refer to **Example of Values** column down below). In addition to the required fields, there are optional fields that suppliers may submit. If a line for an invoice is invalid, Kaiser will reject all lines for that invoice.

Field Label	Field Name	Field Type	Required?	Example of Values	Special Notes
Invoice ID	INVOICE_ID	Varchar(30)	Y	*112855925*	No leading zeros or special characters such as !@#$%^&*()~{}[]|
Invoice Date	INVOICE_DT	Date	Y	*2008-03-27*	No future dating or back dating of more than 14 days
Supplier ID	VENDOR_ID	Varchar(10)	Y	*100011218*	
Supplier Location	VENDOR_LOC	Varchar(10)	Y	*1*	
Gross Invoice Amount	GROSS_AMT	Decimal(23,2)	Y	*1155.00*	
Sales Tax Amount	SALETX_AMT	Decimal(23,2)	N	*100*	
Freight Amount	FREIGHT_AMT	Decimal(23,2)	N	*50*	
Misc Amount	MISC_CHRG_AMT	Decimal(23,2)	N	*5*	
More Information	DESCR254_MIXED	Varchar(254)	N	Header Comments	No special characters such as !@#$%^&*()~{}[]|
Approver NUID	CUSTOM_C100_A4	Varchar(7)	N	S123456	KP Approver NUID for Invoice
Voucher Line Number	VOUCHER_LINE_NUM	Integer(5)	Y	1	
PO Business Unit	BUSINESS_UNIT_PO	Varchar(5)	Y	02501	
PO Number	PO_ID	Varchar(10)	Y	0000555191	
PO Line Number	LINE_NBR	Integer(5)	Y	1	PO Line Number
Line Description	DESCR	Varchar(30)	N	Line Descr	No special characters such as !@#$%^&*()~{}[]|
Merchandise Amt	MERCHANDISE_AMT	Decimal(23,2)	Y	1000	
Quantity Vouchered	QTY_VCHR	Decimal(11,4)	Y	1	
Unit of Measure	UNIT_OF_MEASURE	Varchar(3)	Y	EA	
Unit Price	UNIT_PRICE	Decimal(10,2)	Y	1000	
Sales/Use Tax Applicability	SUT_APPLICABILITY	Varchar(1)	N	S	D= Direct Pay, E=Exempt, S=Sales Tax Applicable, U=Use Tax Aplicable, X=Purchaser is Exonerated
More Information	DESCR254_MIXED	Varchar(254)	N	Line Descr254	No special characters such as !@#$%^&*()~{}[]|

Please note:

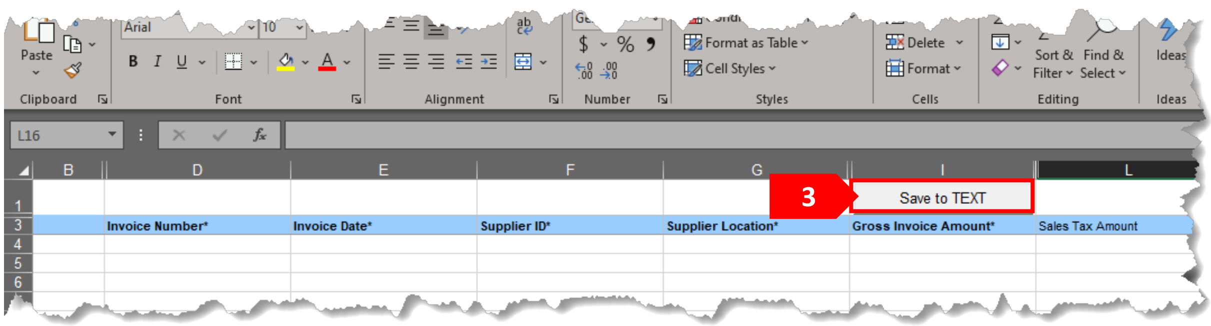
Only complete one line of the **Blue** section once for every invoice entry.

STEP 3

Once worksheet is complete click the **Save to TEXT** button to create the .txt file.

Note:

- The macro validates the data for format errors and required fields. All errors must be fixed before the .txt file can be created.
- The recommended file naming format is **SUPPLIERNAME_DATE_SEQNO.txt.**
  For example: hasbro_20190124_001.txt



Congratulations!

You have successfully created an XML .txt File utilizing the Excel Loader.

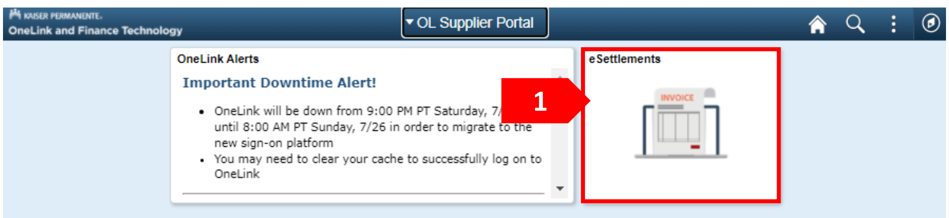
Follow the steps below to upload the **XML .txt** file created by the Excel Loader.

Important Information

- **In order to utilize the Spreadsheet Upload feature suppliers MUST utilize the Excel Loader tool. The tool is an MS Excel workbook with a macro that will create an XML .txt file in the correct fixed length format for uploading.**
- You must contact the eSettlements team at Kaiser-eSettlements@kp.org to obtain the appropriate Excel Loader Tool (refer to section *Utilizing the Excel Loader Tool).*
- Please note this is an XML invoice submission with no capability of attaching images.

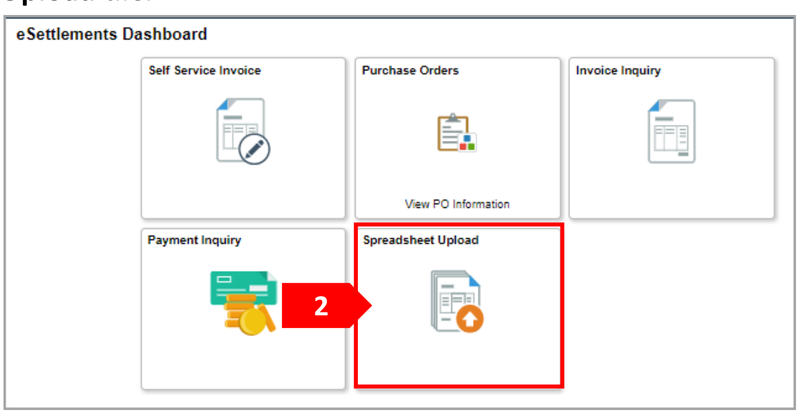
STEP 1

Select the **eSettlements** tile.



STEP 2

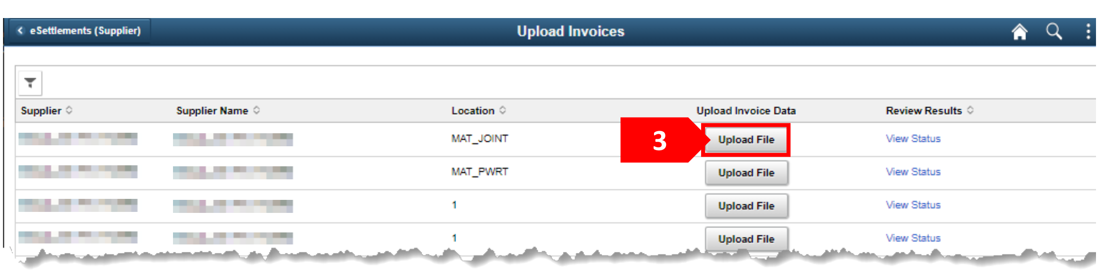
Select **Spreadsheet Upload** tile.



STEP 3

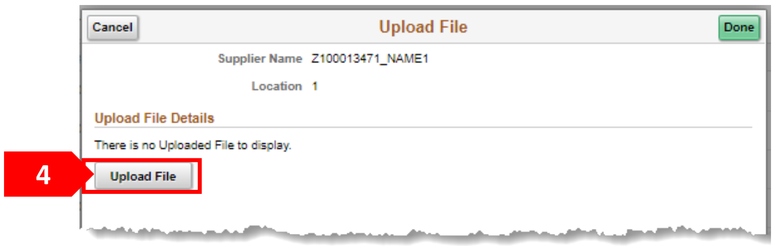
If you have access to multiple suppliers or have access to multiple locations for any given supplier, they will all be listed. Click on the corresponding Supplier and/or Locations **Upload File** button.

Note: You cannot upload multiple suppliers and/or multiple locations on a single file.



STEP 4

Click on the **Upload File** button.

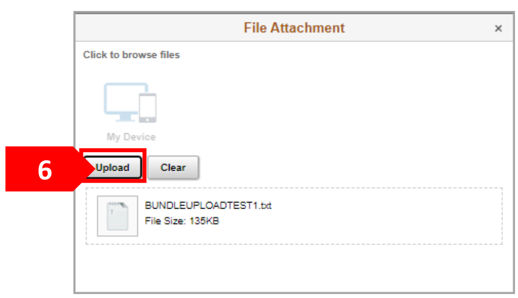


STEP 5

Click on the **My Device** button and select your file. **This MUST be the XML .txt file that was created using the excel loader tool.**

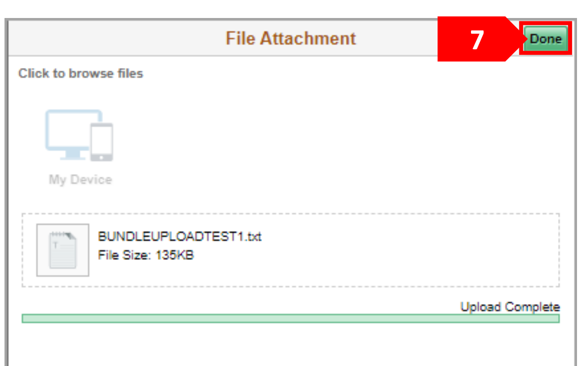
STEP 6

Click on the **Upload** button.



STEP 7

Click on the **Done** button.



STEP 8

Enter a short description in the **Description** field. The description will help distinguish what file is being uploaded for processing.

STEP 9 (optional)

Click on the **Plus** Icon if attaching multiple files for the same supplier and location and repeat steps 5-8.

STEP 10

Click on the **Done** button.

Note:

- The person uploading the file will receive an email indicating if the file upload was successful. If the file does not upload successfully, the email sent will explain the reason for rejection.
- If there are invoices with errors only those invoices will not process and all other invoices on the file will process.

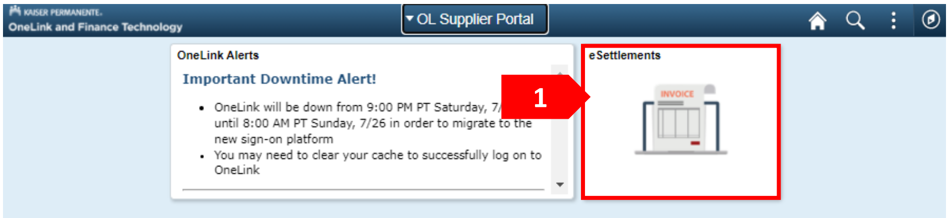
Congratulations!

You have successfully uploaded an XML .txt file of invoices for processing.

Follow the steps below to view the status of files uploaded via Spreadsheet Upload.

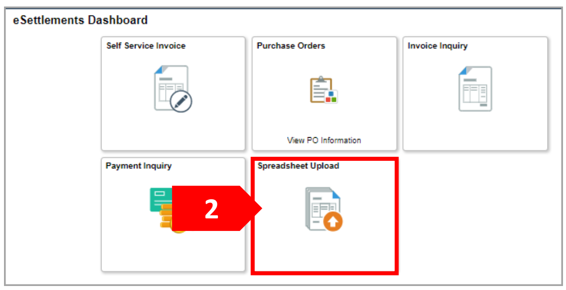
STEP 1

Select the **eSettlements** tile.



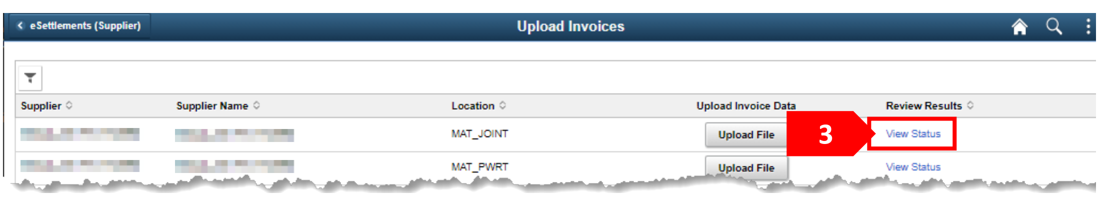
STEP 2

Select the **Spreadsheet Upload** tile.



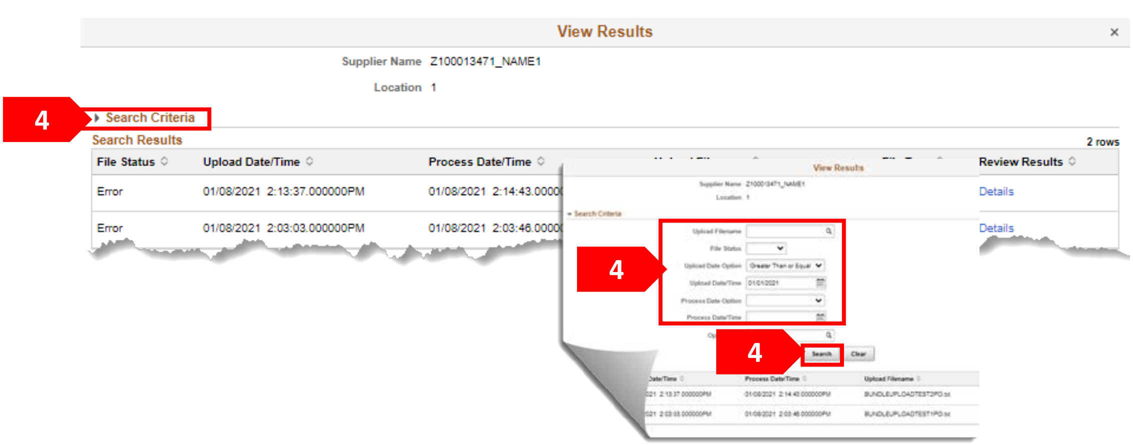
STEP 3

If you have access to multiple suppliers or have access to multiple locations for any given supplier, they will all be listed. Click on the corresponding **View Status** link of where the file was loaded under.



STEP 4 (optional)

Files uploaded within the last 30 days will automatically be displayed. To view older uploaded files or for a specific uploaded file, click on the drop-down arrow for **Search Criteria.** Enter your search criteria and then click on the **Search** button.

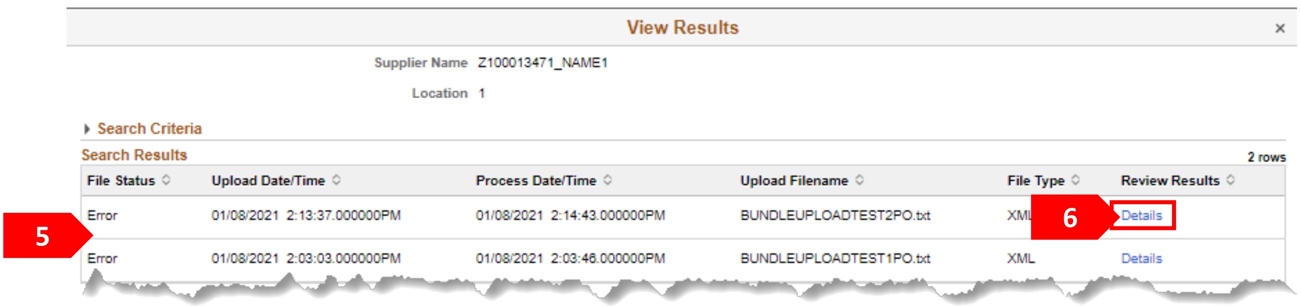


STEP 5

Files uploaded within the last 30 days will automatically be displayed. The **File Status** column will provide a general status of that file.

STEP 6

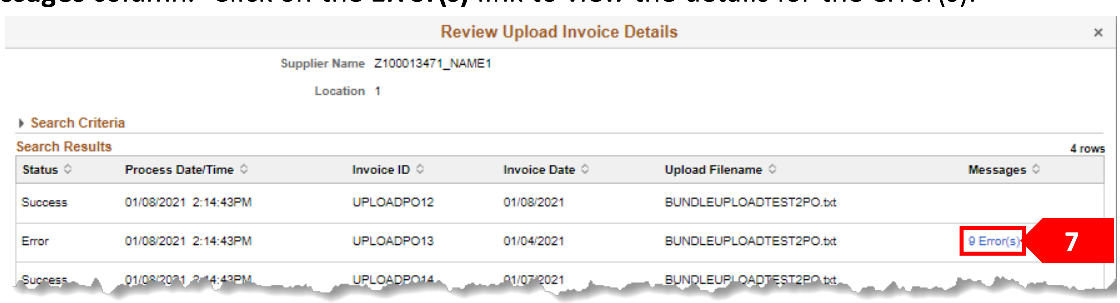
To obtain detailed information click on the **Details** link of the file. You can locate a file by looking under the **Upload Filename** column.



File Status	Upload Date/Time	Process Date/Time	Upload Filename	File Type	Review Results
Error	01/08/2021 2:13:37.000000PM	01/08/2021 2:14:43.000000PM	BUNDLEUPLOADTEST2PO.txt	XML	Details
Error	01/08/2021 2:03:03.000000PM	01/08/2021 2:03:46.000000PM	BUNDLEUPLOADTEST1PO.txt	XML	Details

STEP 7

If there were multiple invoices submitted on the file, they will all be listed along with their individual status. If there was an error on an invoice preventing it from loading, the error(s) will be listed under the **Messages** column. Click on the **Error(s)** link to view the details for the error(s).

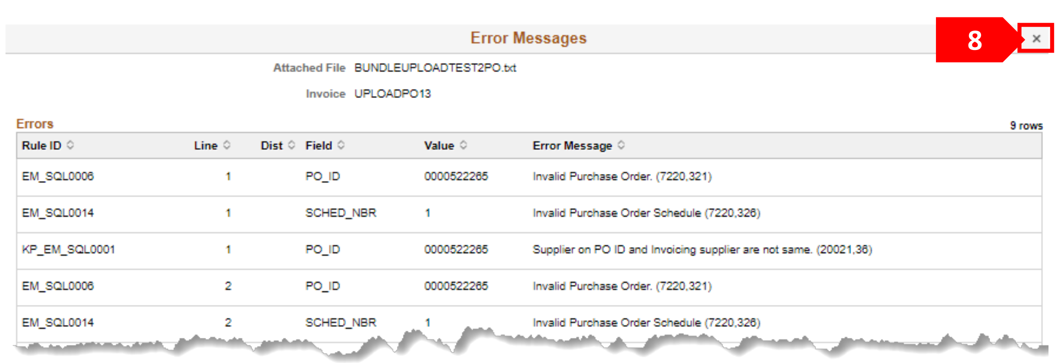


Status	Process Date/Time	Invoice ID	Invoice Date	Upload Filename	Messages
Success	01/08/2021 2:14:43PM	UPLOADPO12	01/08/2021	BUNDLEUPLOADTEST2PO.txt	
Error	01/08/2021 2:14:43PM	UPLOADPO13	01/04/2021	BUNDLEUPLOADTEST2PO.txt	9 Error(s)
Success	01/08/2021 2:14:43PM	UPLOADPO14	01/07/2021	BUNDLEUPLOADTEST2PO.txt	

STEP 8

Error(s) details will be listed. Click on the **X** to exit.

Note: Invoice(s) with errors do not load for processing. The error must be fixed, and the invoice resubmitted for processing.



Rule ID	Line	Dist	Field	Value	Error Message
EM_SQL0006	1		PO_ID	0000522265	Invalid Purchase Order. (7220,321)
EM_SQL0014	1		SCHED_NBR	1	Invalid Purchase Order Schedule (7220,326)
KP_EM_SQL0001	1		PO_ID	0000522265	Supplier on PO ID and Invoicing supplier are not same. (20021,36)
EM_SQL0006	2		PO_ID	0000522265	Invalid Purchase Order. (7220,321)
EM_SQL0014	2		SCHED_NBR	1	Invalid Purchase Order Schedule (7220,326)

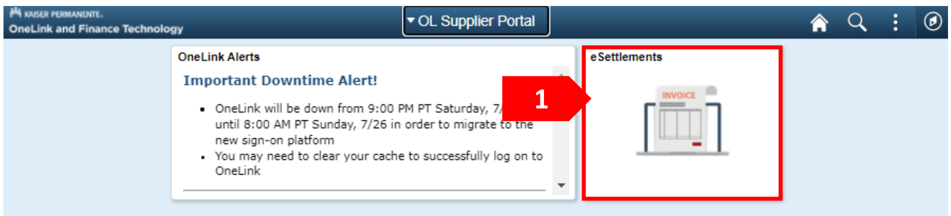
Congratulations!

You have successfully viewed the status of an uploaded file.

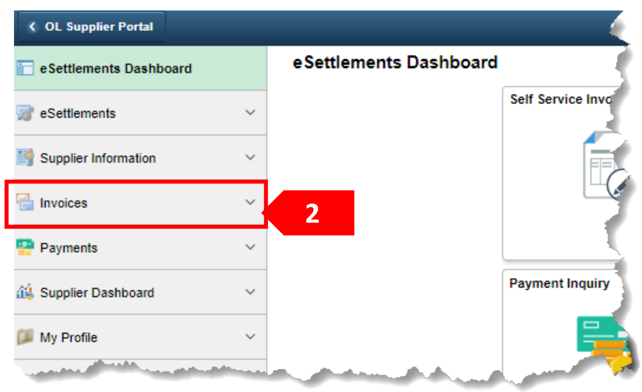
Early Payment Request is the offering of early payment discounts on *approved* invoices awaiting payment. Early Payment **Request offers supplier's discounts calculated on a sliding scale based on the number of days they are paid early.**

Follow the steps below navigate to enter an early payment request :

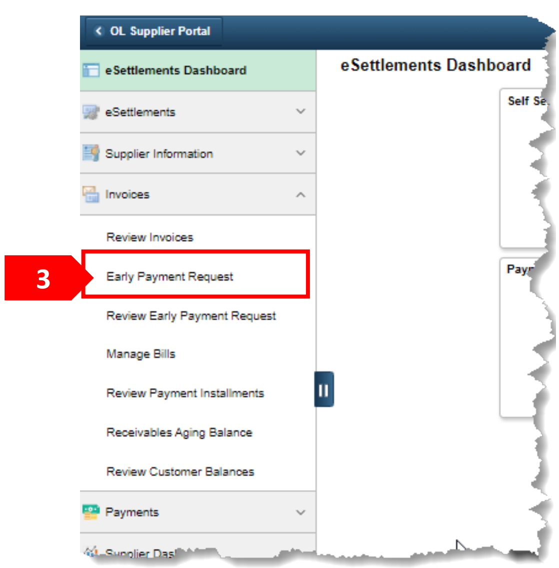
STEP 1
Click on the **eSettlements** tile.



STEP 2
Click on the drop-down arrow under the **Invoices** section.



STEP 3
Select **Early Payment Request**.



STEP 4

The **Supplier** field will auto populate, if you have access to multiple suppliers click on the magnifying glass and select the appropriate supplier.

STEP 5

The **Supplier Location** will auto populate, if you have access to multiple locations click on the magnifying glass and select the appropriate location.

STEP 6

Enter the date you wish to receive payment in the **Desired Payment Date** field.

Note: This is the date when payment will be generated from Kaiser Permanente's system. Actual payment receipt date will depend on your payment method.

STEP 7

Click on the **Search** button.

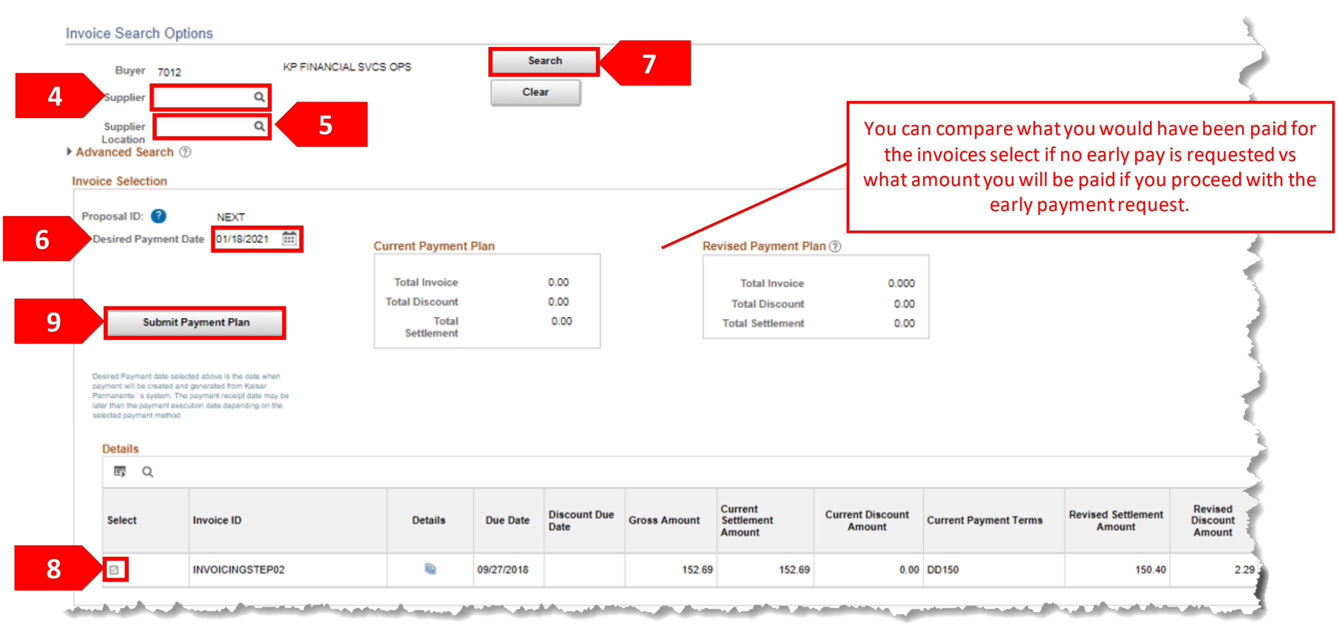
STEP 8

Eligible invoice(s) will automatically be displayed. **Select** invoice(s) you wish to receive early payment on. As invoices are selected the revised payment amount and discounted amount will populate on the invoice line.

Note: Adjust the Desired Payment Date as needed and/or select and unselect invoice(s) as needed to reach the desired payment date and/or payment amount.

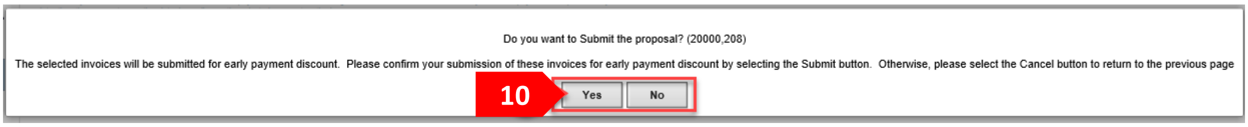
STEP 9

Once a desired payment date and/or amount has been obtained click on the **Submit Payment Plan** button to submit the proposal.



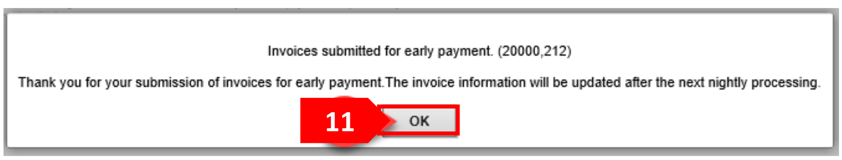
STEP 10

A prompt will appear verifying if you wish to proceed in submitting the selected invoices for early payment at a discounted amount. If you wish to continue with submission, click on the **Yes** button, otherwise select **No** to cancel.



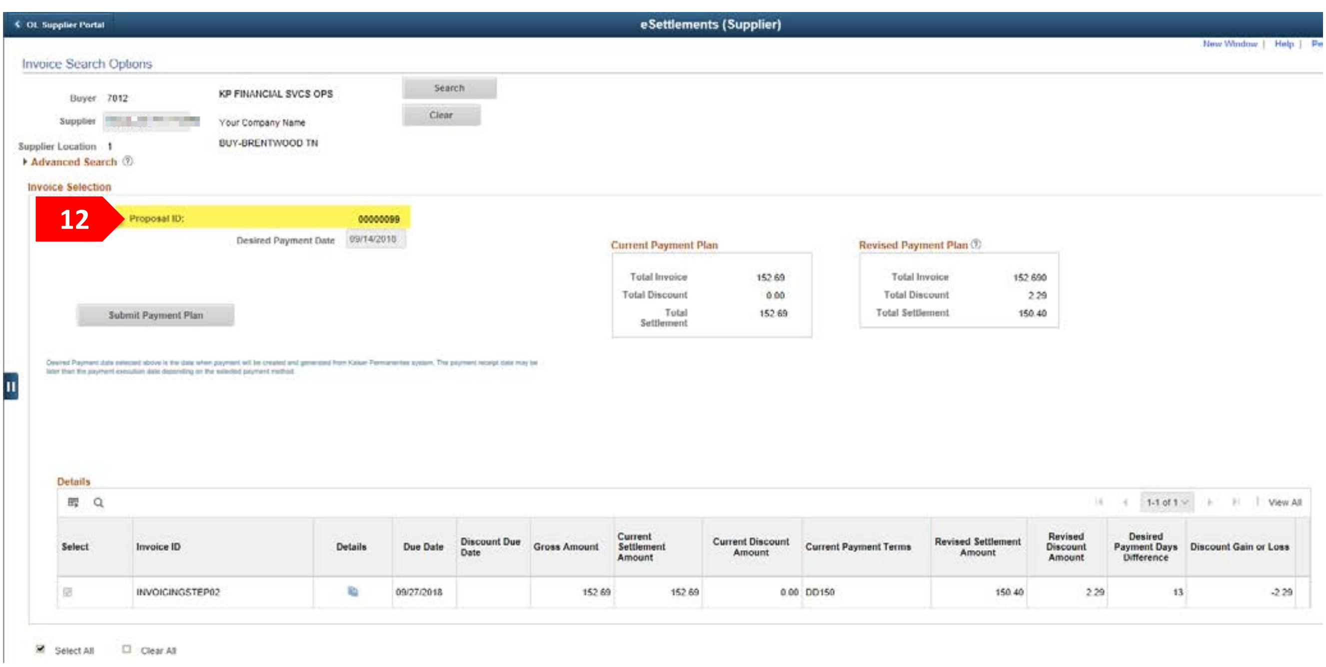
STEP 11

A prompt will appear confirming the proposal has been successfully submitted. Click on the **OK** button.



STEP 12

You will be returned to the Early Payment Request page and the page will be greyed out. Make a note of the **Proposal ID** number assigned as it will be needed should you wish to cancel the proposal or wish to inquire about it.



Congratulations!

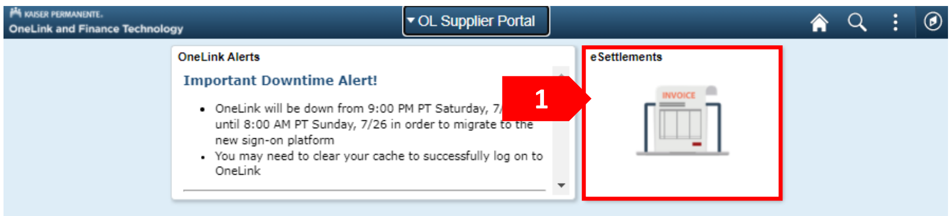
You have successfully submitted an Early Payment Request.

Early Payment Request is the offering of early payment discounts on approved invoices awaiting payment. Early Payment Request offers supplier's discounts calculated on a sliding scale based on the number of days they are paid early.

Follow the steps below navigate to review a submitted early payment request :

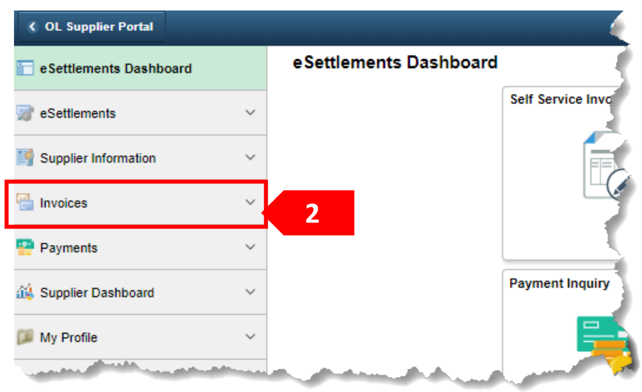
STEP 1

Click on the **eSettlements** tile.



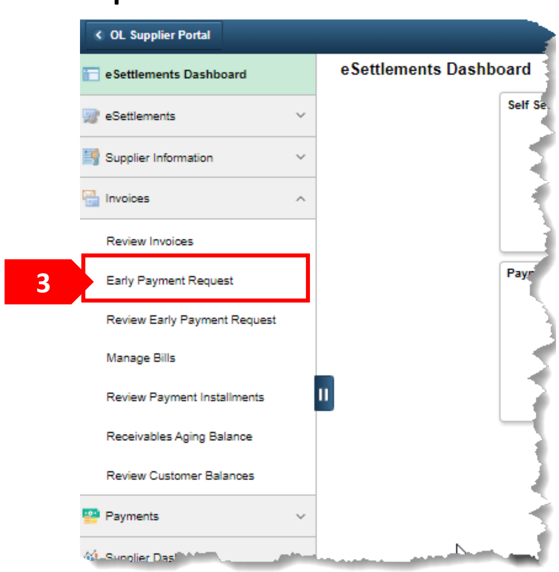
STEP 2

Click on the drop-down arrow under the **Invoices** section.



STEP 3

Select **Review Early Payment Request**.



STEP 4

The **Supplier** field will auto populate, if you have access to multiple suppliers click on the magnifying glass and select the appropriate supplier.

STEP 5

The **Supplier Location** will auto populate, if you have access to multiple locations click on the magnifying glass and select the appropriate location.

STEP 6

If you have the Proposal ID number for the early payment request you would like to review enter it in the **Proposal ID** field , other wise leave the **Proposal ID** field blank to populate all early payment request submitted.

STEP 7

Click on the **Search** button.

STEP 8

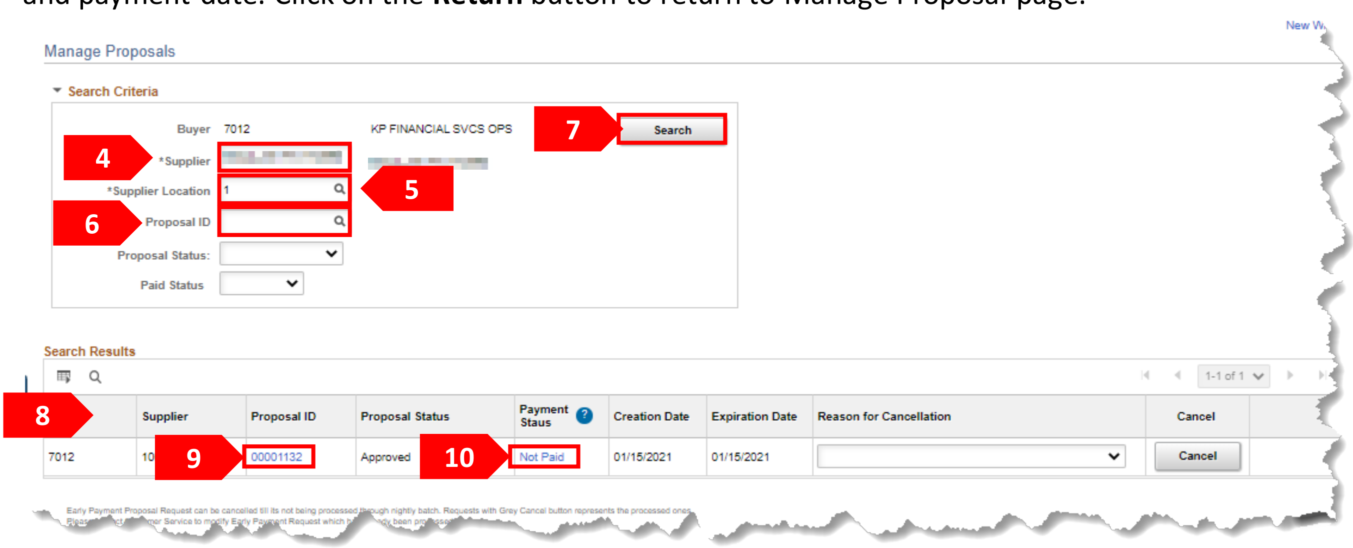
The results will populate in the **Search Results** section.

STEP 9

Click on the **Proposal ID** blue hyperlink number to view the invoices pertaining to the proposal and the discount details. Click on the **Return** button to return to Manage Proposal page.

STEP 10

Click on the **Payment Status** blue hyperlinks to view the payment reference number, payment method and payment date. Click on the **Return** button to return to Manage Proposal page.



Congratulations!

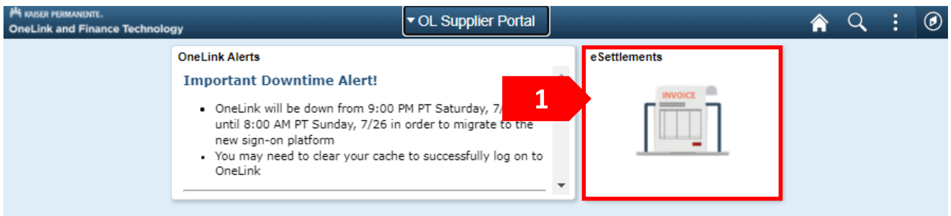
You have successfully reviewed a submitted Early Payment Request.

Early Payment Request can be cancelled up until the daily nightly processing is ran. Requests with grey cancel button indicate they have been processed already. Should you need to cancel a processed request contact the eSettlements team at Kaiser-eSettlements@kp.org for assistance.

Follow the steps below navigate to cancel an early payment request :

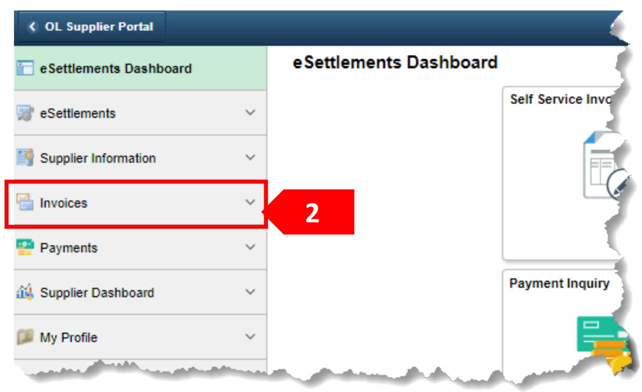
STEP 1

Click on the **eSettlements** tile.



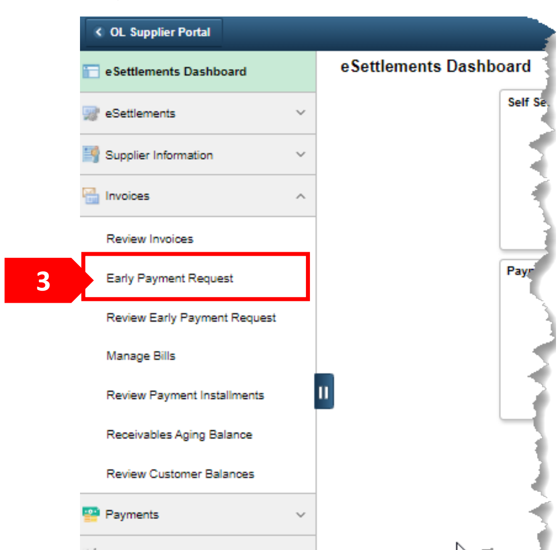
STEP 2

Click on the drop-down arrow under the **Invoices** section.



STEP 3

Select **Review Early Payment Request**.



STEP 4

The **Supplier** field will auto populate, if you have access to multiple suppliers click on the magnifying glass and select the appropriate supplier.

STEP 5

The **Supplier Location** will auto populate, if you have access to multiple locations click on the magnifying glass and select the appropriate location.

STEP 6

If you have the Proposal ID number for the early payment request you would like to review enter it in the **Proposal ID** field , other wise leave the **Proposal ID** field blank to populate all early payment request entered.

STEP 7

Click on the **Search** button.

STEP 8

Allocate the Early Payment Request you wish to cancel. Under the **Reason for Cancellation** column select the drop-down arrow and select: **Error- Submitted in Error ?**

Note: Requests with grey cancel button indicate they have been processed already. Should you need to cancel a processed request contact the eSettlements team at Kaiser-eSettlements@kp.org for assistance.

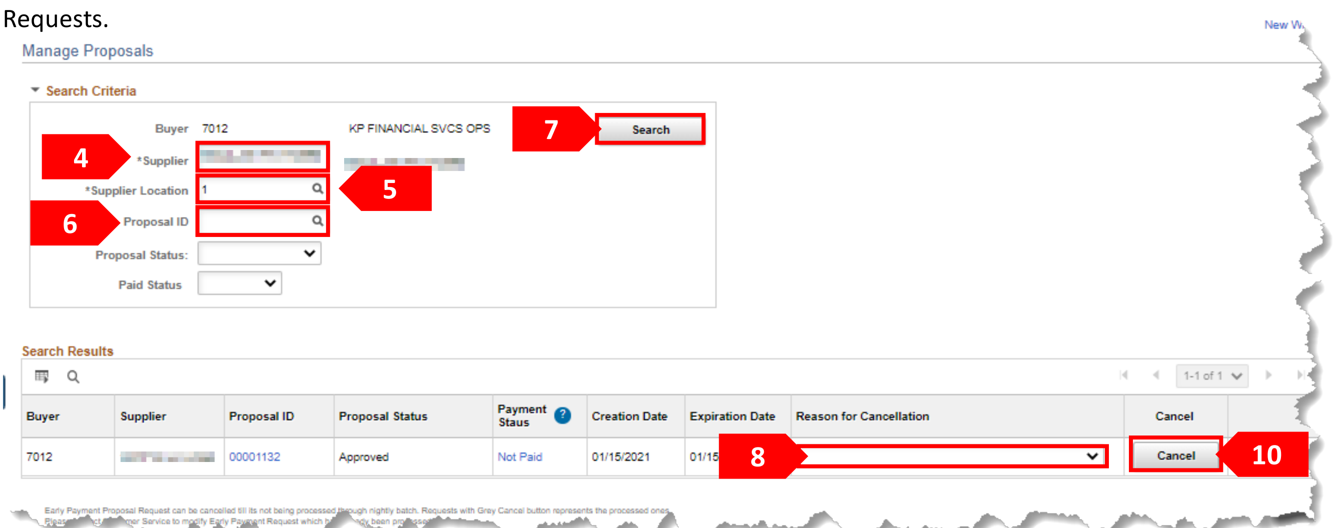
STEP 10

Click on the **Cancel** button.

STEP 11

A prompt will appear verifying if you wish to proceed in canceling the early payment request. If you wish to continue with submission, click on the **Yes** button, otherwise select **No** to cancel.

Note: The invoices that were part of the cancelled Early Payment Request are now eligible for any new Early Payment Requests.



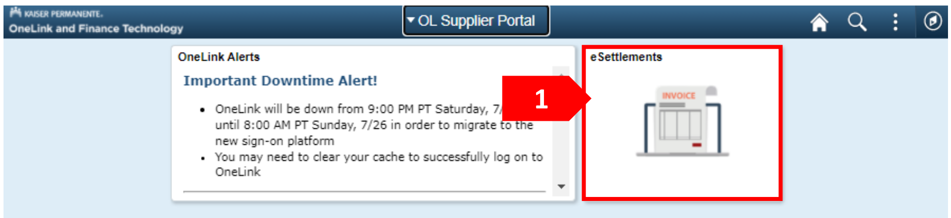
Congratulations!

You have successfully cancelled an Early Payment Request.

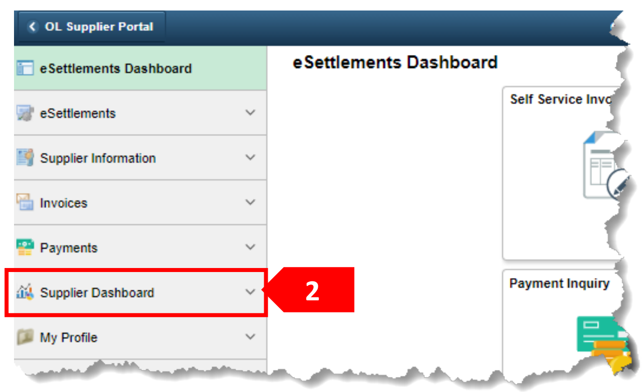
The Supplier Dashboard provides a summary of invoice balances, past due amounts and lists the most recent payments.

Follow the steps below navigate to the Supplier Dashboard:

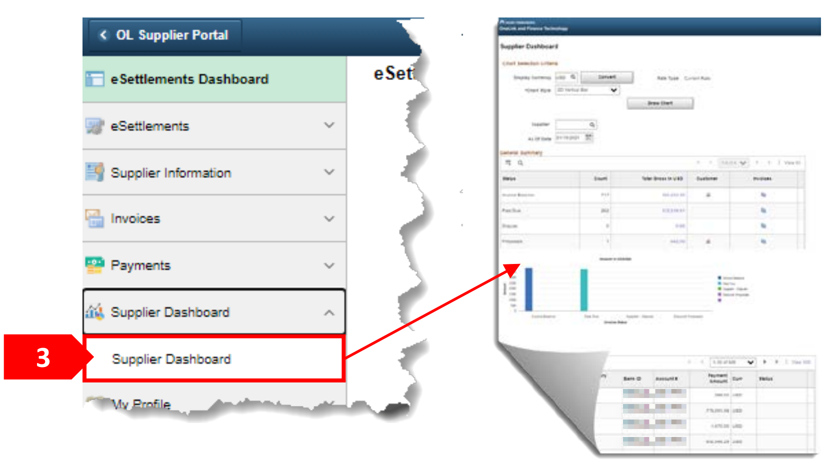
STEP 1
Click on the **eSettlements** tile.



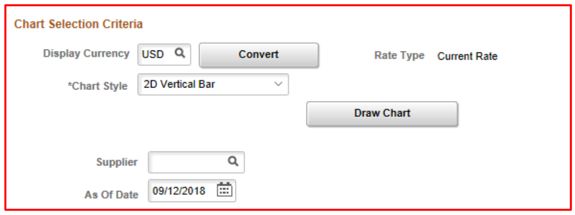
STEP 2
Click on the drop-down arrow under the **Supplier Dashboard** section.



STEP 3
Select **Supplier Dashboard.** A new browser window will open displaying the Supplier Dashboard.



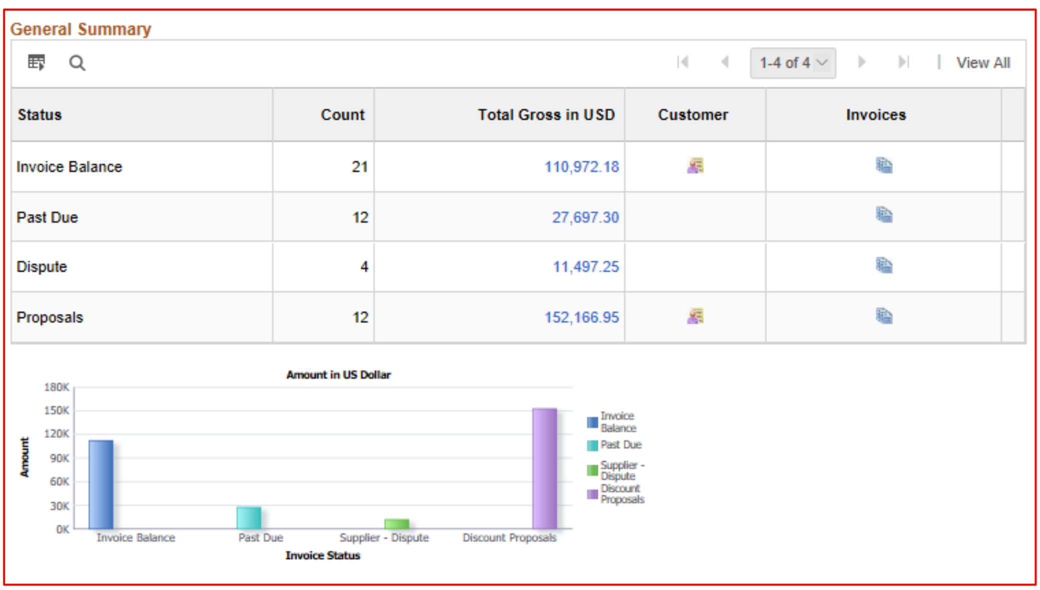
In the **Chart Selection Criteria** section, update values as needed for the data you wish to see in the table and graph below.



The four Invoice Status under **General Summary** are:

- Invoice Balance: All open invoices (displays all invoice regardless of how they were submitted) and credit.
- Past Due: All past due open invoices included in the invoice balance amount.
- Dispute: Kaiser does not utilize this functionality through eSettlements.
- Proposals: View all Early Payment request submitted.

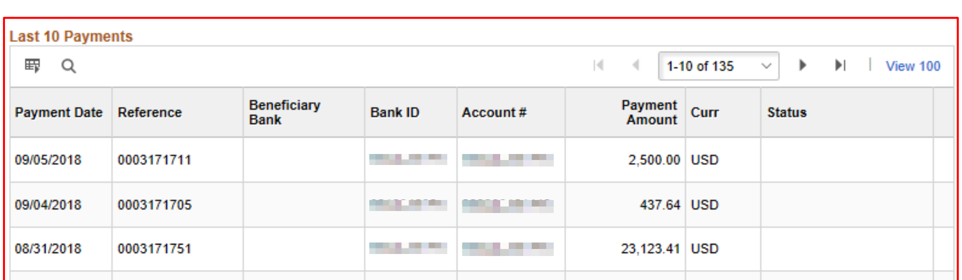
Click a **Total Gross in USD** amount in the General Summary table to drill down for more details.


General Summary

1-4 of 4 View All

Status	Count	Total Gross in USD	Customer	Invoices
Invoice Balance	21	110,972.18		
Past Due	12	27,697.30		
Dispute	4	11,497.25		
Proposals	12	152,166.95		

The **Last 10 Payments** section will display your most recent payments generated.


Last 10 Payments

1-10 of 135 View 100

Payment Date	Reference	Beneficiary Bank	Bank ID	Account #	Payment Amount	Curr	Status
09/05/2018	0003171711		[redacted]	[redacted]	2,500.00	USD	
09/04/2018	0003171705		[redacted]	[redacted]	437.64	USD	
08/31/2018	0003171751		[redacted]	[redacted]	23,123.41	USD	
[illegible]	[illegible]		[redacted]	[redacted]	[illegible]	USD	