

## Navigation

[Onelink.kp.org](https://onelink.kp.org) > eSettlements > Self Service Invoice

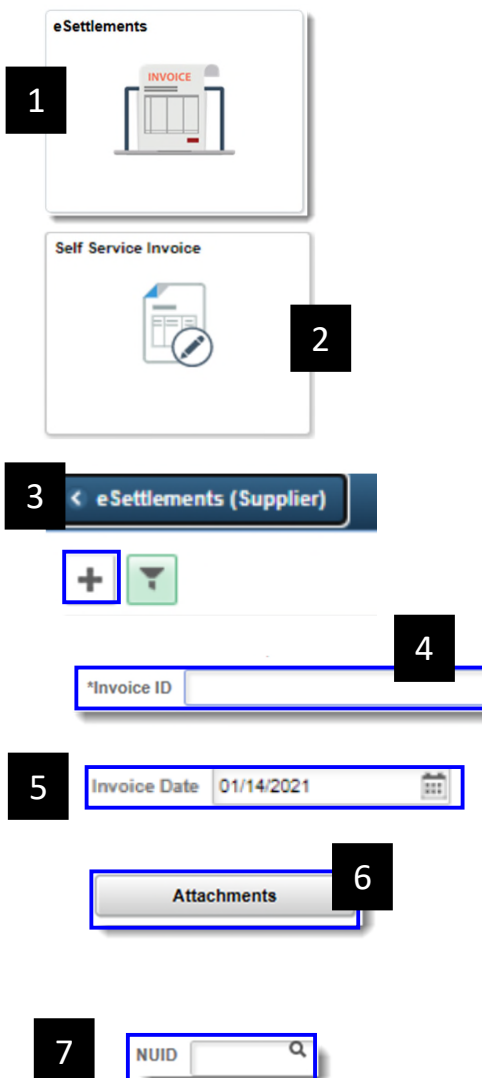
## Introduction

This quick reference guide provides an overview and steps for entering a non-purchase order (PO) invoice into the eSettlements supplier portal.

**Requirements:** \*NUID (unique reference number which consists of a leading alphabet letter followed by six numbers [Example: A123456]); \*General Ledger (GL) accounting string should be 18-33 characters (Example: 9601-30100-8900-59505)

## Important Information

You no longer can submit invoices via **U.S.** mail.



The screenshot shows the eSettlements portal interface with the following steps highlighted:

- 1) Click **eSettlements** tile.
- 2) Click on the **Self Service Invoice** tile.
- 3) Click on the **Plus** icon.
- 4) Enter your company's **Invoice ID** (Invoice Number).
- 5) Enter the **Invoice Date**.
- 6) Submit invoice and/or supporting documentation via the **Attachments** button.  
**Note: Failure to attach invoice copies and/or supporting documentation will lead to payment delays and/or invoice denial and in return no payment.**
- 7) \* Enter the Approvers/Reviewers **NUID**.



8) Click on the **Add Line** button.

9) Enter in the **Description** field: *See Attachment(s)*

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

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

12) Click on the **Accounting Details** button.

13) Override the existing auto populated data with the appropriate **GL Unit, GL Location, Department** and **Account**.

14) Click the **Done** button.

15) If the Apply Tax button was selected, enter the amount in the **Sales Tax** field.

16) Click on the **Submit** button.

17) Click **OK** on the pop-up message

**Note:** Once submitted, you can view the invoice but cannot edit or delete it.