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Onelink.kp.org > eSettlements > Self Service Invoice

Introduction

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

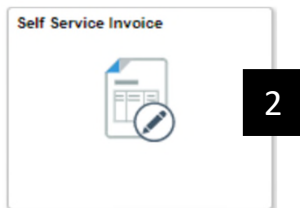
Requirements: *15-digit PO number (Example: 96500-0123456789)

Important Information

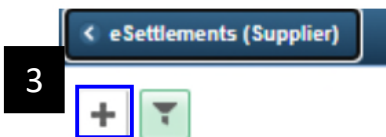
You no longer can submit invoices via **U.S.** mail.



1) Click **eSettlements** tile.



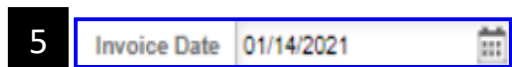
2) Click on the **Self Service Invoice** tile.



3) Click on the **Plus** icon.



4) Enter your company's **Invoice ID** (Invoice Number).

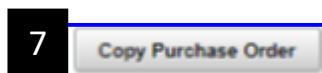


5) Enter the **Invoice Date**.



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

8 PO Business Unit

8) Enter the first 5 digits of the PO Number in the **PO Business Unit** Field.

9 PO Number

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

10

10) Click the **Search** button.

11) Click anywhere on the PO Row.

11 **Search Results** 1 row

PO Unit	PO ID	PO Date	PO Total	Currency
02501	0000637457	05/18/2020	0.00	USD

12

Line	Item ID	Description
<input type="checkbox"/>	1	Alvarado Knee Support, Table B

12) Check-off only the lines you will be invoicing for.

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

13

14) **A.** Click on the invoicing line to update the *Unit Price* or *Quantity*.

14A

Line	Item	Description	Quantity	Unit	Unit Price	Amount	Currency
1	ELEVATOR		2.0000	EA	146.00000	292.00	USD

B. Update the necessary fields

14B

Quantity

UOM

Unit Price

15 **Apply Tax**

15) 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.

16

16) Click **Done** once updates are complete.

17 NUID

17) If you were provided a PO that requires manual approval and were provided the approver's NUID, enter it in the NUID field.

18

18) Click on the **Next** button.

19 Sales Tax

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

20

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

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

21

Selecting OK will Submit the invoice. Cancel will cancel submission.
Once the invoice is submitted, it can no longer be modified, but it can be viewed.
Only a Buyer User who can review Self-service invoices can modify the invoice.

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