

To: Kaiser Permanente Vendors, Contractors, and Suppliers

From: Kaiser Permanente Buy to Pay, Pay Operations

Subject: An Important Message from Pay Operations – Back Dated Invoices

Date: June 18, 2021

Kaiser Permanente (KP) Pay Operations is notifying you about an important update in our processing of back dated invoices. This change will align Pay Operations' process with KP's Invoice and Payment Requirements for Vendors, Contractors and Suppliers (<https://supplier.kp.org/formsreqs/>).

Back Dated Invoices – Changes Effective July 23, 2021:

- If a back dated invoice is submitted to KP, the invoice date will be changed to the date of invoice receipt by KP.
- Pay Operations preferred invoice submission is electronic. Contact eCommerce team at KP-AP-eCommerce@kp.org to get started.
- As a reminder, invoices submitted as incomplete or inaccurate will be returned and will result in delay in payment. Sending duplicate invoices will also delay the payment process and may result in rejection of payment.

Thank you for your attention and partnership.

Kaiser Permanente

Buy to Pay, Pay Operations