Adding a Supplier User-Log In Information

Purpose: This guide provides instructions on how to log in to the Bill

- Log into OneLink Use this link <u>https://onelink.kp.org/</u> Note: Supplier Administrators will assign **User ID** and Password
- 2. Click on **eSettlements** Tile
- 3. Check your email for 2-Step Verification Code and enter Verification code. Select Verify Code. You will be taken to the eSettlements tile Note: Verification Code is only valid for 10 minutes
- 4. From the eSettlements Dashboard select the Bill **Only** Icon



OneLink and Finance Technology

Only module	ORACLE	
	PEOPLESOFT	
	Beenword	
	Password	
	I Forgot My Password?	
	I'm not a robot (Please be sure to select this box before signon)	
	Sign In	
	Enable Screen Reader Mode	
ments	Supplier Email Verification	
	Supplier Email Verification	

	Requested User ID ESBOSI IPP01
	Regenerate Verification Code is valid for 10 minute(
	Supplier Relationships
_	An email has been sent to the email id registered above for the verification code. Check your email and enter the verification code in the box below (case sensitive). 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.
	you did not receive the email. Please note that you will be redirected to login page after 3 unsuccessful attempts.

eSettlements Dashboard

Self Service Invoice	Purchase Orders	Invoice Inquiry	Payment Inquiry
	View PO Information		
Spreadsheet Upload	Bill Only		





Adding a Supplier User- Adding a User

eSettlements Dash 5. Click Supplier Information Supplier Informat Review Supplier De 6. Click **Review User Profiles** Review Agreement **Review User Prof** 7. Click Add Invoices Payments 8. Enter the **User ID** you wish to add Note: User ID must be in uppercase. **〈** OL Supplier Portal User ID cannot include KP.ORG. eSettlements Dashb User ID cannot consist of a leading alpha character followed by numbers. Supplier Information Example A12345 **Review Supplier Det** 9. Enter the Name of the user Review Agreement D 10. Choose a **Password** for the user **Review User Profil** Note: Password must be **12 characters** in length Invoices Password must contain a minimum of 1 special character and 1 number Payments .Confirm **Password** 🛵 Supplier Dashboard 12.Enter Email Address and Check the Email User Box 📁 My Profile 13.Validate Language Code=English. Currency Code= USD **Rate Type**= Current Rate

03/01/2024



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Details		*User ID	KAISERTEST			
es		*Name	KAISER TEST	(Examples: Fred Smith, AP	Department or Buyer)	
		Lock Account	Click here to disable the access to the system	em for this user) *Password	•••••	
	~			*Confirm Password		
	~	*Email Address	Debbie.11111@yahoo.com	Email User		
	~	*Language Code	English			
	~	*Currenov Code	USD Q US Dollar			
		*Rate Type	Current Rate 🗸			



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Adding a Supplier User-Adding a User

14.From the drop down in the **Can Grant** field Select Base Portal Objects and OL Suppliers Bill Only

15.Enter the Supplier Name(s) under Accessible Suppliers Note: Click Add a Supplier to add additional suppliers.

16.Click **Save**

Note: You will receive a **Save Confirmation** message

17. Click OK

C OL Supplier Portal		eSettlements (Supplier)
eSettlements Dashboard		Review User Profiles
Supplier Information	^	Save Confirmation
Review Supplier Details		The Save was successful.
Review Agreement Details		
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•	OL Supplier Portal				eSettlements (Supplier)
	eSettlements Dashboard			Instant Messaging Domain	Instant Messenger ID
E	Supplier Information	^			
	Review Supplier Details			Add ID	
	Review Agreement Details			Supplier User Roles	
	Review User Profiles				I
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