

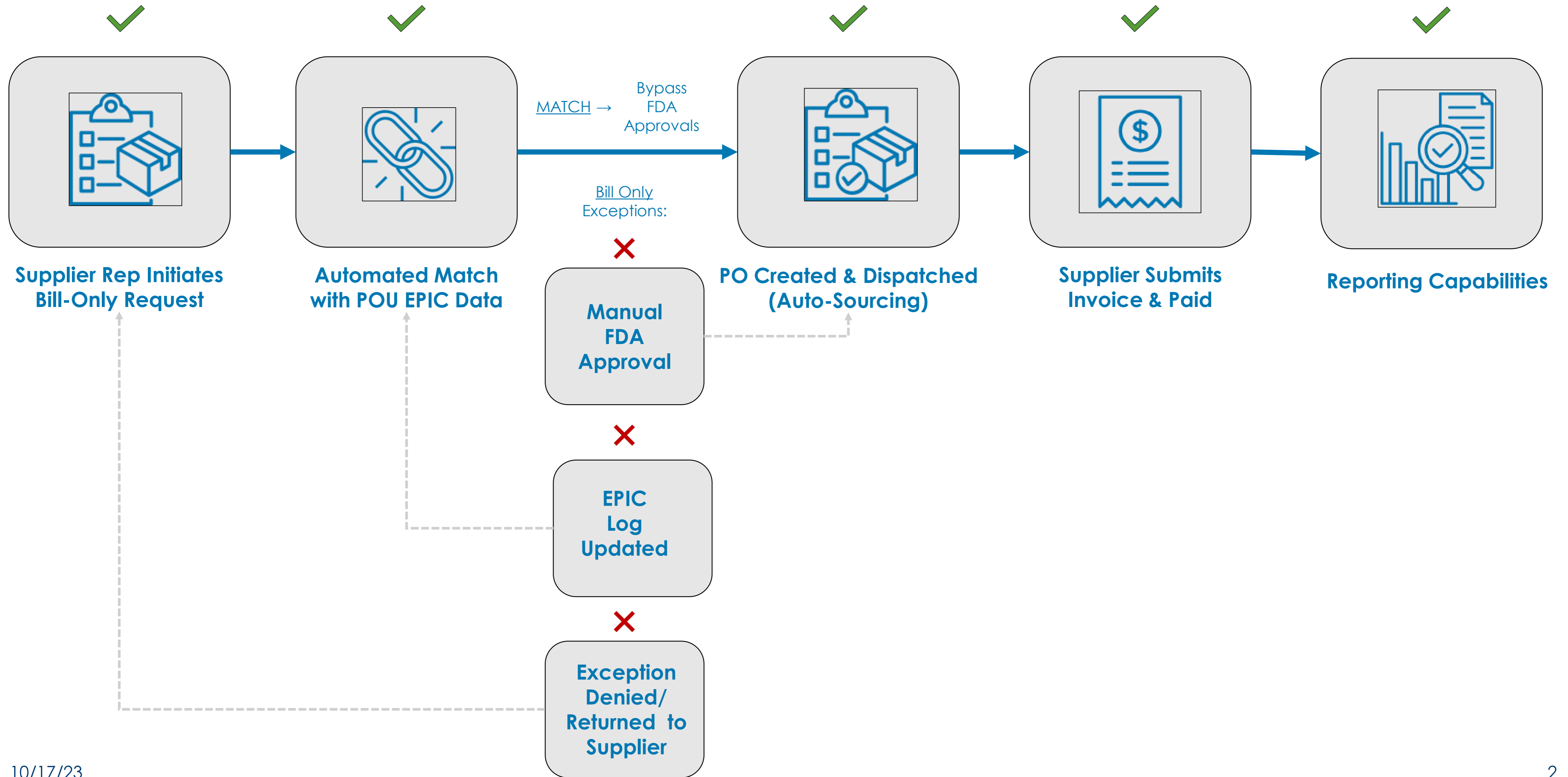


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Bill Only Overview

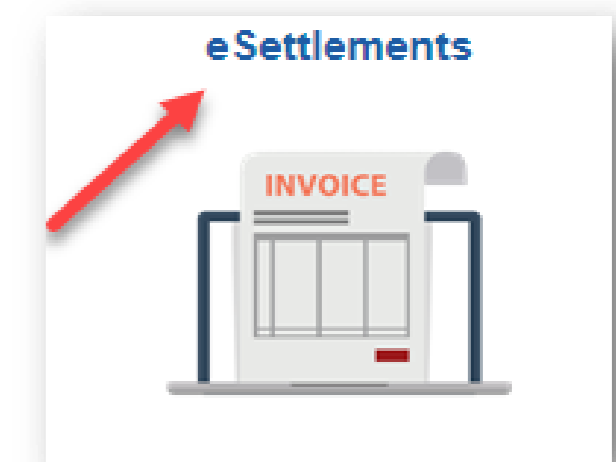




Create Bill Only Request- Log In Information

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



1. Log into OneLink
Use this link <https://onelink.kp.org/>
Note: Supplier Administrators will assign **User ID** and **Password**
2. 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
3. Click on **eSettlements** Tile
4. From the **eSettlements Dashboard** select the **Bill Only** Icon







eSettlements Dashboard



Create Bill Only Request – Creating New Request

- Click the  to initiate a new **Bill Only Request** or Check the status of an existing order-
- Click  provides capability to upload capability to **Create Bill Only Request** (text, CSV, in a defined format)
 Note: Upload functionality will be available for customer service supplier functionality available in February 2024

Bill Only Request 9 rows

Case ID	Surgery Location	Surgery Date	Physician	Supplier	Workorder	Total Amount	PO BU	PO ID	Invoice ID	Payment Ref	Due/Paid Date	Case Status	Entered by	Entered Date	Details
085		08/22/2023	S	SMITH & NEPHEW INC		\$210.00						Submitted	Jen Lavigne	08/22/2023	>
PO 08506 967352		04/07/2023		SMITH & NEPHEW INC	123	\$3,975.00						Submitted	Jen Lavigne	08/22/2023	>
123		04/04/2023		SMITH & NEPHEW INC	TEST	\$1,729.00						Submitted	Jen Lavigne	08/22/2023	>
TEST		04/06/2023		SMITH & NEPHEW INC	TEST	\$2,284.00						Submitted	Jen Lavigne	08/22/2023	>
SUTURE		08/14/2023	SUTURES	SMITH & NEPHEW INC	SUT	\$5,025.00						Submitted	Jen Lavigne	08/22/2023	>
SPECIAL		08/21/2023	TEST	SMITH & NEPHEW INC	LOANER FEE	\$300.00						Submitted	Jen Lavigne	08/22/2023	>
123111		05/10/2023	TESTER	SMITH & NEPHEW INC	4444	\$863.00						Denied	Jen Lavigne	08/21/2023	>
123		05/09/2023	TESTER	SMITH & NEPHEW INC	456	\$0.00						Pending Review	Jen Lavigne	08/21/2023	>
TEST		05/10/2023	TEST	SMITH & NEPHEW INC	123	\$0.00						Pending Review	Jen Lavigne	08/21/2023	>



Create Bill Only Request – Searching for Existing Request Using Search Filter

7. Search for an existing **Bill Only Request** by clicking



Bill Only Request

+ [Filter] Upload

Case ID	Surgery Location	Surgery Date	Physician	Supplier
1159957	Los Angeles Medical Ctr OR	04/19/2023	[Redacted]	JOHNSON & JOHNSON HEALTH CARE SYSTEM
1159957	Los Angeles Medical Ctr OR	04/19/2023	[Redacted]	JOHNSON & JOHNSON HEALTH CARE SYSTEM
TEST	Los Angeles Medical Ctr OR	09/11/2023	TEST	JOHNSON & JOHNSON HEALTH CARE SYSTEM
1129909	Los Angeles Medical Ctr ASC	01/31/2023	[Redacted]	JOHNSON & JOHNSON HEALTH CARE SYSTEM

8. The **Search Dialogue Box** will open in a new window

Search Bill-Only Requests

Cancel Done

Case ID

Surgery Location

Surgery Date From

Surgery Date To

Physician Name

BO Request Status

PO ID

Invoice ID

9. Click magnifying glass and enter **Case ID**, or any of the searchable
 10. fields. Click **Done**

11. Case information will be displayed.
 12. Click on the row to see more details

Bill Only Request

+ [Filter] Upload

Case ID	Surgery Location	Surgery Date	Physician	Supplier	Workorder	Total Amount	PO BU	PO ID	Invoice ID	Payment Ref	Due/Paid Date	BO Request Status	Entered by	Entered Date	Details
1129909	Los Angeles Medical Ctr ASC	01/31/2023	[Redacted]	JOHNSON & JOHNSON HEALTH CARE SYSTEM	6853 1195119	\$1,050.00						Draft	Guy Bracco	09/11/2023	>



Create Bill Only Request – Searching for Existing Request Using Expand Tab

13. Select  to expand tab and search by **Request Status**

14. Select the appropriate status to filter on the request

15. **Canceled Requests-** Filters on requests that have been cancelled by the supplier

16. **Approved Status-** Request has been approved by the vendor and awaiting a PO to be created

17. **Draft Status-** Request has been created but not submitted

18. **PO Created Status-** PO has been created and dispatched to the Supplier

19. **Denied Status-** Request has been denied by the Reviewer. Supplier Review and action is required

20. **Submitted Status-** Request has been submitted by the Supplier pending case match

Request Status

- Cancelled (1)
- Approved (1)
- Draft (2)
- PO Created (3)
- Denied (2)
- Submitted (1)

Entered By

- Guy Bracco (10)

Bill Only Request (10 rows)

Case ID	Surgery Location	Surgery Date	Physician	Supplier	Workorder	Total Amount	PO BU	PO ID	Invoice ID	Payment Ref	Due/Paid Date	BO Request Status	Entered by	Entered Date	Details
770177	Irvine Med Ctr OR	05/03/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM		\$1,406.00	08501	0000440679				PO Created	Guy Bracco	09/13/2023	>
1155988	Los Angeles Medical Ctr OR	02/22/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM		\$5,025.00						Denied	Guy Bracco	09/12/2023	>
1152580	Los Angeles Medical Ctr OR	02/17/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM		\$0.00						Draft	Guy Bracco	09/12/2023	>
1130164	Los Angeles Medical Ctr OR	01/27/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM	6853 1195119	\$340.00	08516	0001047704				PO Created	Guy Bracco	09/11/2023	>
1138021	Los Angeles Medical Ctr OR	01/25/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM	126256299	\$546.00	08516	0001047705				PO Created	Guy Bracco	09/11/2023	>
1141369	Los Angeles Medical Ctr OR	01/20/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM	1195119	\$444.00						Denied	Guy Bracco	09/11/2023	>
1159957	Los Angeles Medical Ctr OR	04/19/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM	127050922	\$1,570.00						Approved	Guy Bracco	09/11/2023	>
1159957	Los Angeles Medical Ctr OR	04/19/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM	1159957	\$600.00						Cancelled	Guy Bracco	09/11/2023	>
TEST	Los Angeles Medical Ctr OR	09/11/2023	TEST	JOHNSON & JOHNSON HEALTH CARE SYSTEM	TEST DENY	\$0.00						Submitted	Guy Bracco	09/11/2023	>
1129909	Los Angeles Medical Ctr ASC	01/31/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM	6853 1195119	\$1,050.00						Draft	Guy Bracco	09/11/2023	>

Request Status

- Cancelled (1)
- Approved (1)
- Draft (2)
- PO Created (3)
- Denied (2)
- Submitted (1)

Entered By

- Guy Bracco (10)

Bill Only Request (1 row)

Case ID	Surgery Location	Surgery Date	Physician	Supplier	Workorder	Total Amount	PO BU	PO ID	Invoice ID	Payment Ref	Due/Paid Date	BO Request Status	Entered by	Entered Date	Details
1159957	Los Angeles Medical Ctr OR	04/19/2023		JOHNSON & JOHNSON HEALTH CARE SYSTEM	1159957	\$600.00						Cancelled	Guy Bracco	09/11/2023	>



Create Bill Only Request – Entering Case Details

21. Enter/update the **Surgery Location**
Facilities have multiple locations. Choose the correct location

22. Enter/update the **Case ID**

Note: Must Obtain Case ID from Operating Room

23. **Surgery Date** and **Physician Name** will auto populate if Case Id is recognized- Click Next

Note: If Surgery Date and Physician name do not populate, validate correct Surgery Location.
If Surgery date and Physician Name still does not populate, verify correct Case ID from Operating Room.
CaseID and Surgery Date and Physician name can be entered r

23. Enter/update the **Workorder**

Note: Workorder number is an internal supplier generated number.

Use if applicable. This number helps the supplier match **Case ID** to **Bill Only payment**

25. Enter **Supplier Comments**, if necessary

26. **Supplier ID**- If Supplier has access to multiple Supplier ID's, click  and select the Supplier ID associated with the Case-

27. Click  to advance to next page

The screenshot shows a three-step process: 1. Enter Case Details, 2. Add items to Case, and 3. Review and Submit. The current step is 1. The form contains the following fields:

- 21** *Surgery Location: 08720 (Los Angeles Medical Ctr OR)
- 22** *Case ID: 1024670
- 24** WorkOrder: 08502 00003
- 25** Supplier Comments: (empty text area)
- 23** *Surgery Date: 03/16/2022
- *Physician Name: (auto-populated)
- 26** *Supplier: 100017201 (JOHNSON & JOHNSON HEALTH CARE SYSTEM)
- Entered by: Guy Bracco
- Entered Date: 09/13/2023

Annotations include: "Surgery Date and Physician Name will auto-populate after the Case ID is entered" pointing to the date and name fields; "If you have access to multiple Supplier ID's, click magnifying glass and select the Supplier ID associated with the Case" pointing to the magnifying glass icon on the Supplier field; and "27" near the "Next" button.



Create Bill Only Request – Adding Line Items

28. Click **Attachments** to upload the completed paperwork with the OR nurse signature

Note: If nurse's signature or attachment is not available, indicate in the **Supplier Comment** field

29. Enter **Supplier Item ID**

30. Enter **Quantity** and Validate **Unit of Measure- Is Correct-**

Note: if needed click for alternate UOM

31. Validate the **Unit Price** is = to lower than contracted price, update with lower price if price is higher enter the price in supplier comments

32. Click **Lot/Serial** to add **Serial ID**, **Lot ID**, and **Expiration Date** if needed then click

33. Click **+** to add for number of additional lines needed

34. Click **Next >** to move step to freight page

Bill-Only Items

Supplier Item ID	Description	KP Item ID	*Qty	*UOM	*Unit Price	Merchandise Amt	*UNSPSC	Category Code Description	Manufacturer	MPN	Model No	GTIN	Contract	Lot/Serial
0014MD	ELECTRODE ELECTROSURG BLADE 6.5IN EZ CLEAN STERILE PTFE DISP	10596075	1	BX			42295143	ELECTROSURG OR CAUT ACC OR ATT	MEGADYNE	0014MD				Lot/Serial + -
00482	GENERATOR ELECTROSURG VERSAPOINT BIPOLAR	10189107	1	CA			42295104	ESURG OR CAUT EQP OR ACC OR	J&J	00482		10705031000827	KP80216	Lot/Serial + -
DESCONLY	Bionic Hip		1	EA			42295500	SRG IMPLAND EXPANDERS AND	3M-CORP	54321				Lot/Serial + -

Bill-Only Order - Lot/Serial Info

Item SetID: SHARE
 Item ID: 10596075
 Item Description: ELECTRODE ELECTROSURG BLADE 6.5IN EZ CLEAN STERILE PTFE DISP
 Manufacturer: MEGADYNE
 Mfg Item ID: 0014MD
 Qty: 1
 GTIN:
 Surgery Location: 08720 Los Angeles Medical Ctr OR
 Case ID: 1001104
 Physician Name: PEARL MICHAEL
 Surgery Date: 01/25/2023

Serial and Lot Numbers

Serial ID	Lot ID	Expiration Date
1 54321	1234567	09/20/2023

Use the + or - to insert or delete lot/serial records to match the quantity requested.



Create Bill Only Request – Adding Lines Items

35. When entering a **Description Only** line, enter **Supplier Item ID**. Remaining fields must be entered manually (If entering freight/courier or misc handling fees see slide 11-12)

36. Enter **Description**

37. Enter **Quantity**

38. Enter **Unit of Measure**

39. Enter **Unit Price**

40. Enter **UNSPSC**- See slide 10

Note: Use to search for appropriate code

41. Enter **Manufacturer**

42. Enter **Manufacturer Part Number (MPN)**

43. Enter **Model Number**

44. Enter **Lot and Serial if needed**

45. Click to upload any attachments

46. Click to advance to next page

1 Enter Case Details 2 Add items to Case 3 Review and Submit

*Surgery Location: 08720 Los Angeles Medical Ctr OR *Surgery Date: 01/25/2023

*Case ID: 1001104 *Physician Name: [Redacted]

WorkOrder: TRAINING Misc Fee Type: [Redacted]

Supplier Comment: [Redacted] Misc Fee Amount: \$0.00

Total Line Amount: [Redacted]

Total Amount: [Redacted]

Attachments 45

46

Bill-Only Items 3 rows

Supplier Item ID	Description	KP Item ID	*Qty	*UOM	*Unit Price	Merchandise Amt	*UNSPSC	Category Code Description	Manufacturer	MPN	Model No	GTIN	Contract
0014MD	ELECTRODE ELECTROSURG BLADE 6.5IN EZ CLEAN STERILE PTFE DISP	10596075	1	BX	[Redacted]	[Redacted]	42295143	ELECTROSURG OR CAUT ACC OR ATT	MEGADYNE	0014MD			Lot/Serial + -
00482	GENERATOR ELECTROSURG VERSAPOINT BIPOLAR	10189107	1	CA	[Redacted]	[Redacted]	42295104	ESURG OR CAUT EQP OR ACC OR	J&J	00482		10705031000827	KP80216 Lot/Serial + -
0034MD	Bionic Hip		1	EA	[Redacted]	[Redacted]	42295500	SRG IMPLAND EXPANDERS AND	3M-CORP	54321	ABCDE		Lot/Serial + -

Create Bill Only Request – Searching for UNSPC



Search function can be used for all searchable fields

47. Search by clicking 

48. Select **Search Criteria**

49. Click **Show Operators**

50. Update the **Description** from **Begins with** to **Contains**

51. Enter the first couple of characters (alpha or numeric) in the searchable field

Note: To refine your search, enter % (wildcard) then characters

52. Click 

53. Select the desired **UNSPC** code

Cancel **Lookup**

Search for: UNSPSC

▼ **Search Criteria** [Show Operators](#)

Category (begins with)

Description (begins with)

Search **Clear**

Cancel **Lookup**

Search for: UNSPSC



▼ **Search Criteria** [Hide Operators](#)

Category

Description

Search **Clear**

▼ **Search Results**

  3 rows

Category	Description
85161500	Medical or Surgical Equipment Repair
85161505	Medical or surgical equipment or implant rental and shipping fee loaner
42190000	Medical products



Create Bill Only Request -Adding Freight/Courier/ Misc. Handling Fees- Header Level

54. **Important Note:** For Suppliers billing- freight/courier/ misc fees at the **header level** on their invoice, **Follow Step 1**

55. For Suppliers billing freight/courier/ misc fees at the **line level** on their invoice, **Follow Step 2**

56. Step1- Click Enter **Misc. Fee Type**

57. Add **Misc. Fee Amount**

58. Step 2- If invoicing for only freight/courier/ misc fees, enter at the line level. Enter the amount in the **Misc. Fee Amount** field-

Refer to the next slide for entering **FEES** at the **line level**



1 Enter Case Details 2 Add Items to Case 3 Review and Submit

Total Line Amount \$0.00

Total Amount \$100.00

Bill-Only Items

Supplier Item ID	Description	KP Item ID	Qty	UOM	Unit Price	Merchandise Amt	UNSPSC	Category Code Description	Manufacturer	MPN	Model No	GTIN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	\$0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Lookup

Search for: Misc Fee Type

Search Criteria

Search Results

4 rows

Miscellaneous Charge	Description
FRGHT01	Freight Charges
FRGHT02	Shipping/Handling Charges
MISC03	Rush Order
MISC07	Hazardous Materials Fee



Create Bill Only Request – Adding Freight/Courier/ Misc. Handling Fees- Line Level

59. Enter applicable part number in the **SUPPLIER Item Id** field

60. Click **+** add **Description** if other line items have already been added to the request

61. Enter **Quantity** of **1EA** for each fee line added

62. Enter **Unit Price**. The **Unit Price** entered on the Line must match the **Misc. Fee Amount** at the header level

63. Click **Q** select **UNSPC** code # **78102200** for Freight, Courier and Handling charges. Select **#85161505** for Loaners

Important Note: THE SUPPLIER ITEM ID (PART NUMBER) ON THE INVOICE **MUST** MATCH THE SUPPLIER ITEM ID ON THE BILL ONLY REQUEST

1
Enter Case Details
2
Add items to Case
3
Review and Submit

← Previous
Next >

*Surgery Location Q
Los Angeles Medical Ctr OR

*Case ID Q

WorkOrder

Supplier Comment

*Surgery Date 📅

*Physician Name

Misc Fee Type Q Freight Charges

Misc Fee Amount

Total Line Amount \$100.00

Total Amount \$200.00

Attachments

Bill-Only Items

Supplier Item ID	*Description	KP Item ID	*Qty	*UOM	*Unit Price	Merchandise Amt	*UNSPSC	Category Code Description	Manufacturer	MPN	Model No
<input type="text" value="0020095"/> Q	<input type="text" value="FREIGHT"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="EA"/> Q	<input type="text" value="\$100.00"/>	\$100.00	<input type="text" value="78102200"/> Q	POSTAL AND SM PRCL AND COURIER	<input type="text"/>	<input type="text"/>	Lot/Serial <input type="text"/> + -

Cancel Lookup

Search for: Misc Fee Type

▶ Search Criteria

▼ Search Results

Miscellaneous Charge	Description
FRGHT01	Freight Charges
FRGHT02	Shipping/Handling Charges
MISC03	Rush Order
MISC07	Hazardous Materials Fee

4 rows



Create Bill Only Request – Review and Submit Request

64. Review all information entered for accuracy

65. Validate the **TOTAL LINE AMOUNT** match the case sheet

66. Click 

You will be returned to the **Bill Only Request** page in **Submitted** status

Bill-Only Items 3 rows

Supplier Item ID	Description	KP Item ID	Qty	UOM	Unit Price	Merchandise Amt	UNSPSC	Category Code	Description	Manufacturer	MPN	Model No	GTIN	Contract
00467	ELECTRODE BIPOLAR RED 36CM 5FR VERSAPOINT IU TWIZZLE TIP 5EA	10045764	1	BX			42294910	ESCP ELTRD OR CBL		J&J	00467		20705031000787	Lot/Serial
L.....	Courier Fee		1	EA			78102200	POSTALAND SM PRCLAND COURIER						Lot/Serial
I	Ortho Hip		1	EA			42295500	SRG IMPLAND EXPANDERS AND		STRYKER ORTHOPAEDICS	54321			Lot/Serial

2
3

Add items to Case
Review and Submit

< Previous
Submit

Surgery Date 03/16/2022 Attachments

Physician Name [REDACTED]

Misc Fee Type FRGHT01 Freight Charges [REDACTED]

Misc Fee Amount \$20.00

Total Line Amount \$170.00

Total Amount \$190.00

eSettlements (Supplier) Bill Only Request

Case ID	Surgery Location	Surgery Date	Physician	Supplier	Workorder	Total Amount	PO BU	PO ID	Invoice ID	Payment Ref	Due/Paid Date	BO Request Status	Entered by	Entered Date	Details
1024670	Los Angeles Medical Ctr OR	03/16/2022	JAMSHIDI ALI	JOHNSON & JOHNSON HEALTH CARE SYSTEM		[REDACTED]						Submitted	Guy Bracco	09/18/2023	>