eSettlements – Enter a PO Invoice

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

The target audience for this QRG is all external suppliers who participate in Harris Health System's eSettlements program who have access to enter invoices.

Overview

eSettlements is a process that allows you to enter and monitor invoices on a daily basis through a portal, resulting in more timely payments when all information is entered correctly. You can view the payment status of each invoice online and you no longer have to submit invoices via US mail unless Harris Health System requests it.
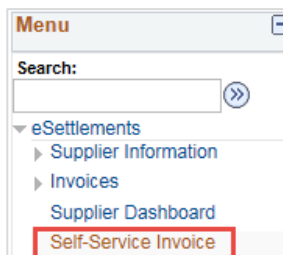
Enter a PO Invoice

*Note: Refer to **QRG – External Web Link** to access the eSettlements login page.*

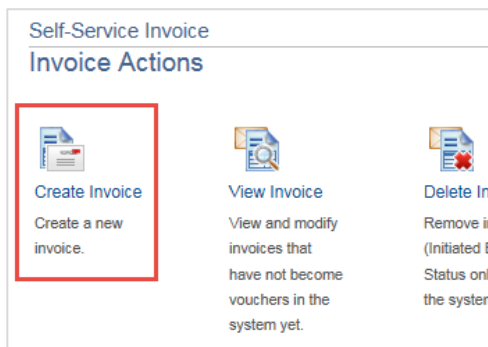|	
1. In the eSettlements login page, enter your **User ID** and **Password**, then click **Sign In**.	
2. In the eSettlements menu in the left pane, click **Self-Service Invoice**. *Note: Click the **gray triangle** to the left of eSettlements to expand the menu, if needed.*	
3. On the Invoice Actions page, click **Create Invoice**.	

eSettlements – Enter a PO Invoice

4. In the **Buyer** field, enter **Harris** and press **Enter**.

5. Enter your company's **Invoice ID**.

6. Click **Copy from a Purchase Order**.

7. In the Look Up a Purchase Order page, enter *10000* for the **PO Unit**.

8. Enter or select the **PO Number**.

9. Click **Search**.

10. Check the **box** for the line with the purchase order.

11. Click **Copy to Invoice**.

12. In the Invoice Details section, confirm the populated line information and **Total Amount**.

13. Click **Save and Submit**.

   *Note: To save the invoice without submitting it, click **Save for Later**.*

   Note: Once submitted, you can view the invoice but cannot edit or delete it (see eSettlements QRG – Viewing PO Invoices.)

Note: If you receive the error message below after clicking Save and Submit, your agreement does not allow standard vouchers (non-PO invoices). Return to step 6 and select a valid PO.