User Guide – SAP Business Network Non-PO Invoicing for Nurse Agency Suppliers

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DESCRIPTION

Audience: This document is relevant for Nurse Agency suppliers who are enabled on the SAP Business Network (i.e., Ariba Network).

This document provides the steps for entering non-PO invoices on the SAP Business Network to submit for approval and payment processing.

Disclaimer: Any information or numerical values shown in images are provided for training purposes only. They do not reflect actual supplier information.

KEY INFORMATION

- Send invoices created in SAP Business Network to apexceptions@uhn.ca by populating the Email field. UHN Accounts Payable directs your invoice to the appropriate individual for final review and invoice sign-off.
- Invoice criteria:
    - UHN requires **only one invoice per clinical unit** (one site, one unit, one invoice).
    - **It is mandatory to attach a copy of your invoice**. Include a breakdown of individual names, days worked, and hours worked.
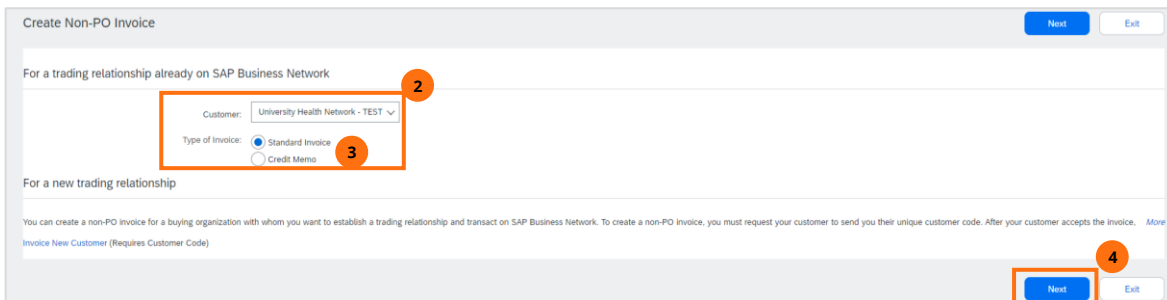
STEPS

INITIATE A NON-PO INVOICE

1. On the **SAP Business Network** dashboard, click the **Create** menu and select **Non-PO Invoice**.
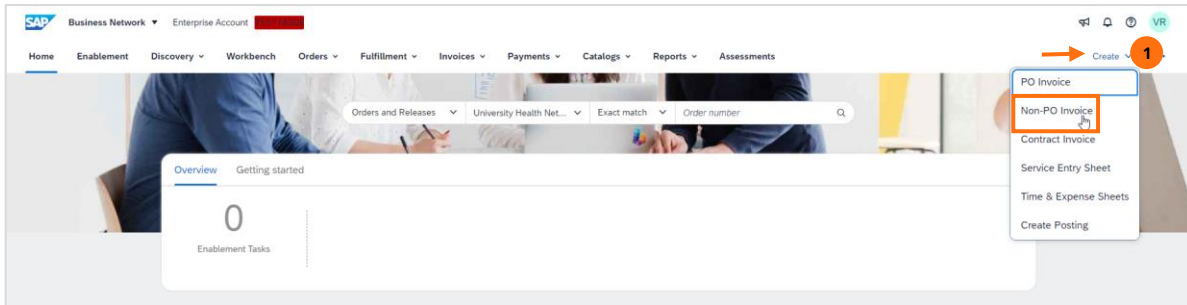

2. In the **Customer** field select **University Health Network**.
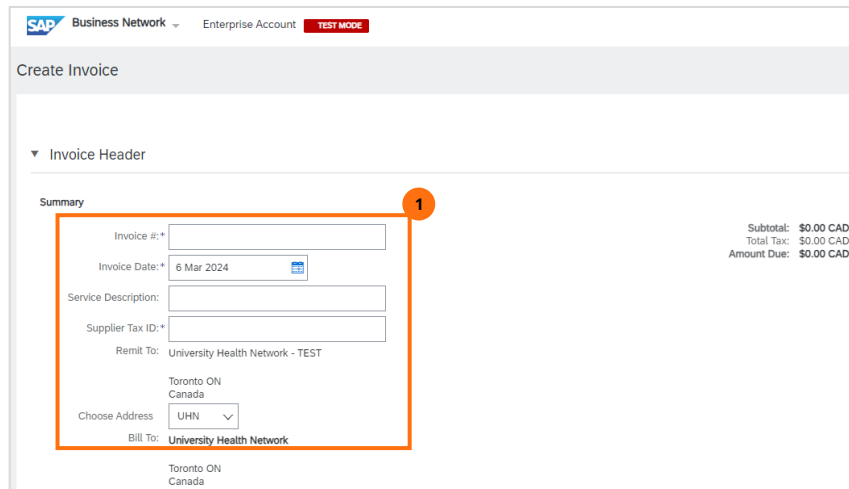3. For **Type of Invoice**, select **Standard Invoice**.
4. Click **Next**.

ADD ATTACHMENT SECTION

1. On the **Create Invoice** page click **Add to Header** and select **Attachment**. This adds an attachment section to your invoice page.
2. You will attach the invoice document at a later step. **It is mandatory to attach a copy of your invoice**.
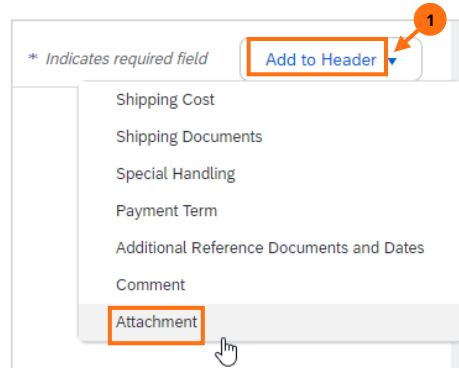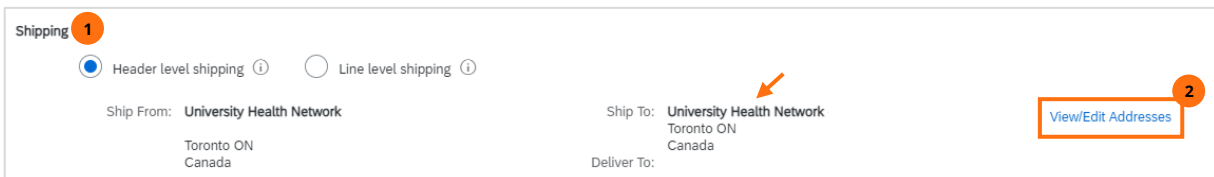
ENTER/VALIDATE THE HEADER INFORMATION

1. Under **Invoice Header**, enter the following information. Note that all fields marked with an asterisk (*) are mandatory.
   a. **Invoice #**: This must match the attached invoice.
   b. **Invoice Date**: This must match the date on the attached invoice.
   c. **Service Description** (optional)
   d. **Supplier Tax ID**: (e.g., HST number)
   e. **Choose Address**: UHN defaults, do not change.

UPDATE SHIP TO ADDRESS

1. Scroll down to the **Shipping** section. The **Ship To** defaults to University Health Network, but needs to be updated to where the work took place.
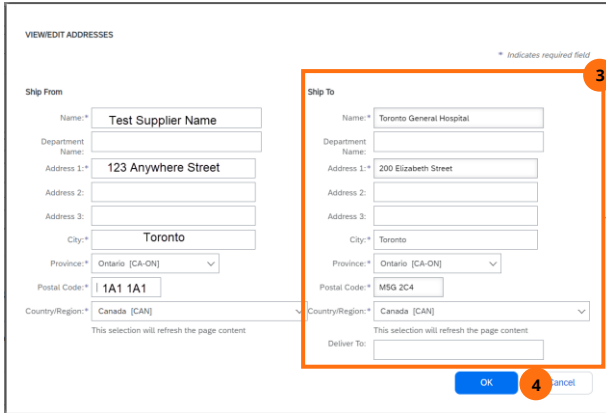2. Click **View/Edit Addresses**.

3. In the **Ship To** section, edit the address information to align with the location where the work took place.

> **Important**: You must enter in the **exact address** as shown in the table to prevent any error messages and to avoid any delays in processing the invoice.
> Refer to [Appendix A](#) for a "copy & paste" version of the table. Copying and pasting can be a helpful technique to ensure all fields are entered correctly. Please be mindful to remove any extra spaces.
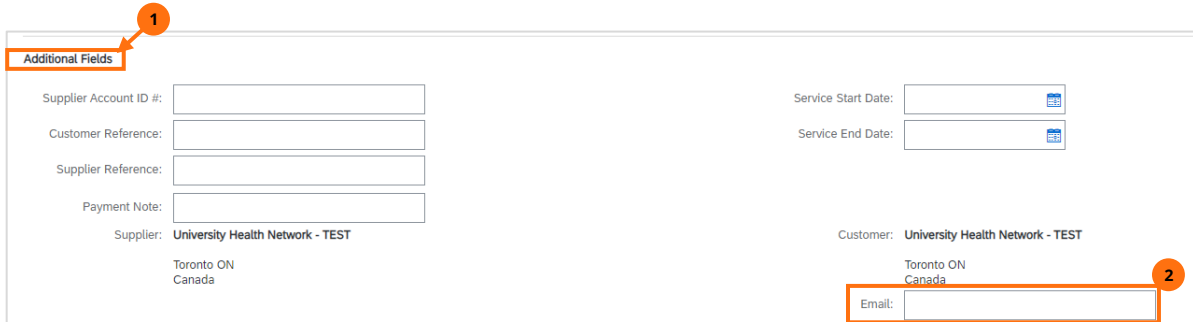
4. Click **OK**.

UHN Ship To addresses:

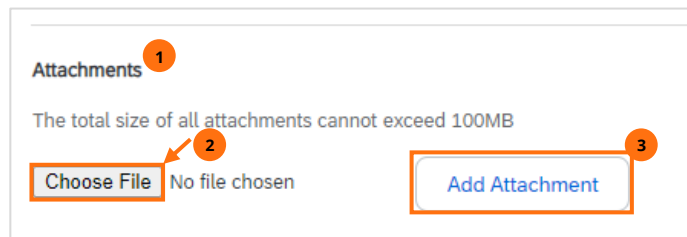|					
Toronto General Hospital	200 Elizabeth Street	Toronto	Ontario	Canada	M5G 2C4
Princess Margaret Hospital	610 University Avenue	Toronto	Ontario	Canada	M5G 2M9
Toronto Western Hospital	399 Bathurst Street	Toronto	Ontario	Canada	M5T 2S8
UHN Pandemic Stock	200 Elizabeth Street	Toronto	Ontario	Canada	M5G 2C4
TGH Research	200 Elizabeth Street	Toronto	Ontario	Canada	M5G 2C4
TWH Research	399 Bathurst Street	Toronto	Ontario	Canada	M5T 2S8
PMH Research	610 University Avenue	Toronto	Ontario	Canada	M5G 2M9
PMCRT Research	101 College Street	Toronto	Ontario	Canada	M5G 1L7
TRI Research	550 University Avenue	Toronto	Ontario	Canada	M5G 2A2
Toronto Rehab Bickle Campus	89 Close Avenue	Toronto	Ontario	Canada	M6K 2V2
Toronto Rehab Lyndhurst Campus	520 Sutherland Drive	Toronto	Ontario	Canada	M4G 3V9
Toronto Rehab University Ctr	550 University Avenue	Toronto	Ontario	Canada	M5G 2A2
Toronto Rehab Rumsey Center	347 Rumsey Road	Toronto	Ontario	Canada	M4G 1R7

ENTER EMAIL ADDRESS

1. Scroll down to the **Additional Fields** section.
2. In the **Email** field, enter the email address: APexceptions@uhn.ca
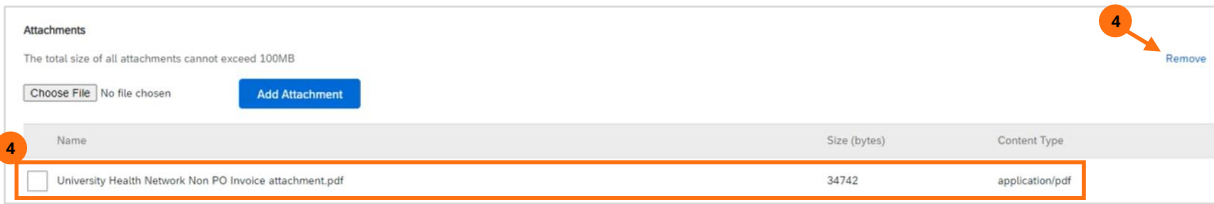

ADD ATTACHMENT

1. Scroll down to the **Attachments** section.
2. Click **Choose File** and navigate to the invoice (Word, Excel, or PDF format). Ensure it includes a breakdown of individual names, days worked, and hours worked.
3. Click the **Add Attachment** button.

4. The document displays. To remove an attachment, select the document and click **Remove**.
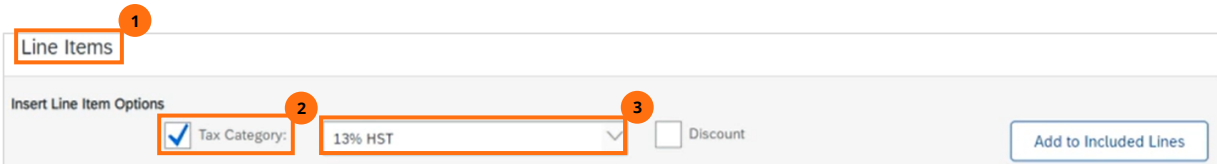
ENTER LINE ITEMS

1. Scroll down to the **Line Items** section.
2. Select **Tax Category**.
3. In the drop-down menu, select an option.

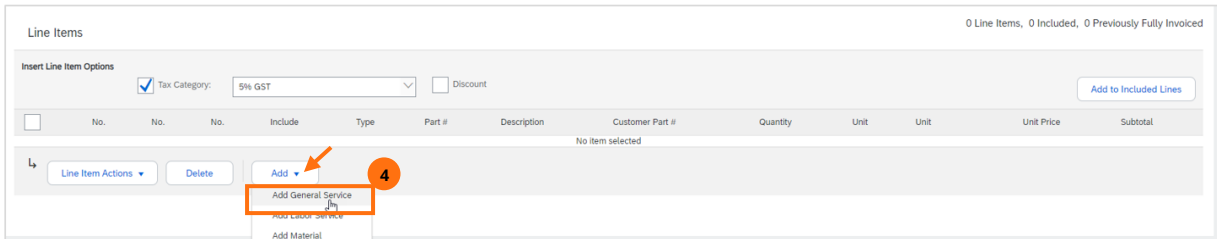**Note**: You will apply/edit the tax for each line item.

4. To add a line item, click **Add → Add General Service**.
   a. To bill for **multiple individuals at the same hourly rate**, **enter the total amount into one line**.
   b. If the individual(s) are billed at different rates, or there are different nursing positions included, use multiple lines.
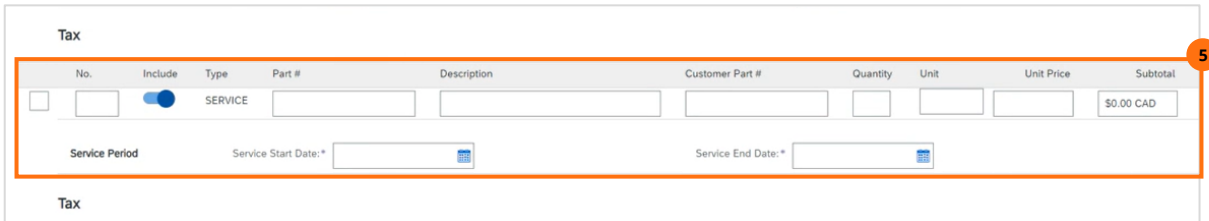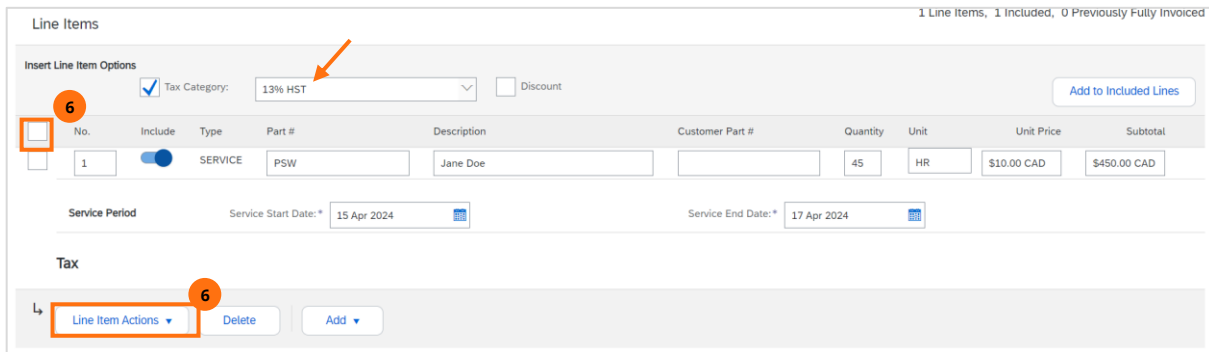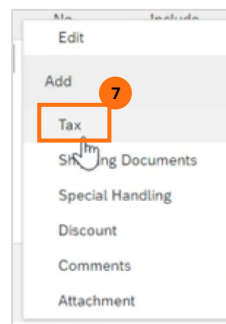
5. For each line item, enter the following information:
    a. No.: Enter any number
    b. Part #: PSW/RN/RPN/Admin Support
    c. Description: Name of individual or, for **multiple individuals at the same hourly rate**, enter "see attached invoice for individual names, days worked, and hours worked".
    c. Customer Part #: N/A
    d. Quantity: Number of hours worked
    e. Unit: **HR** (enter **HR** exactly as written or the invoice will cause an error in the UHN system).
    f. Unit Price: Rate
    g. Subtotal: Will auto-calculate
    h. Service Start Date
    i. Service End Date
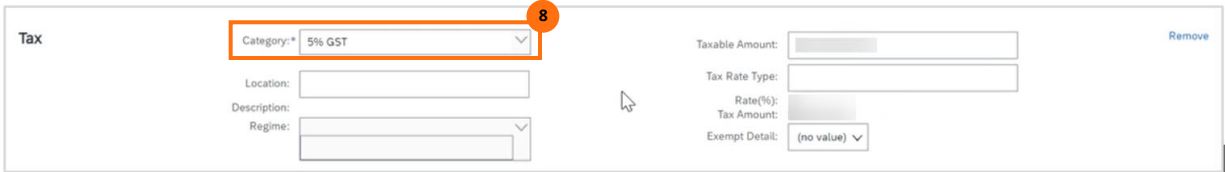
6. To add the selected tax to each line item, select the line item(s) and click **Line Item Actions.**

7. Select **Tax**. This adds a Tax section to each line item selected.
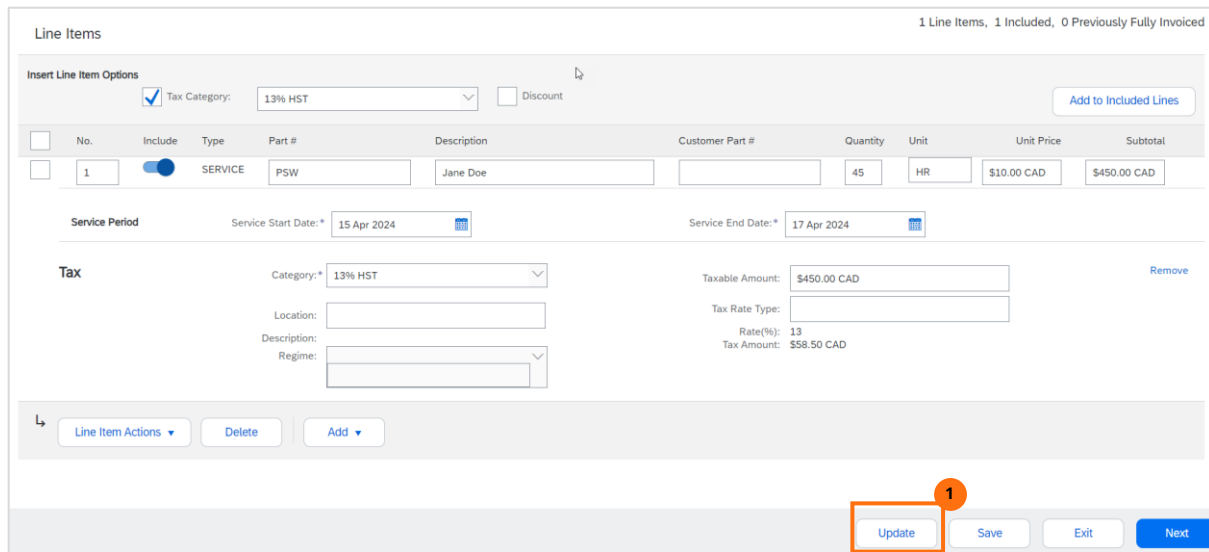
8. In the **Tax** section, **Category** field, update using the drop down menu. The Tax Amount auto-calculates based on the **Taxable Amount.**
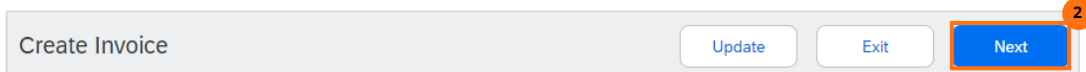
REVIEW THE INVOICE

1. Review the information in all the line items then click **Update**. Scroll to the top of the screen to check for any red flags or missing information. Ensure you have attached the invoice document.
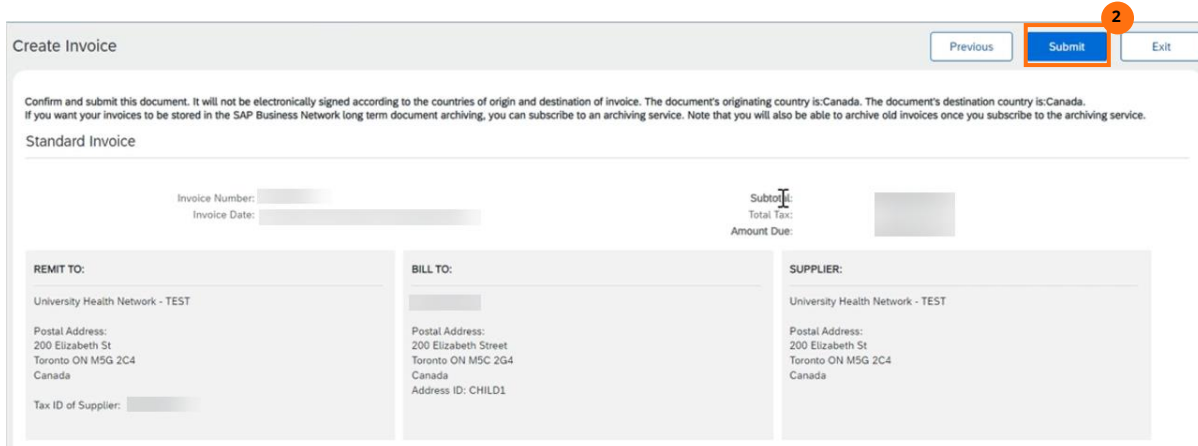
2. Once you have validated all the information, click **Next**.

SUBMIT THE INVOICE

1. Scroll down to review all the invoice details, including the attachment (to make any changes click Previous).
2. Click **Submit**.

3. A message displays indicating the invoice has been submitted. You have the option to **Print** a copy of the invoice. Click **Exit**.

EXAMPLES

One (1) Individual

One (1) Individual with overtime hours

Two (2) different service categories and hourly rates

Multiple individuals with the same service category and hourly rate

APPENDIX A

Toronto General Hospital	200 Elizabeth Street	Toronto	Ontario	Canada	M5G 2C4
Princess Margaret Hospital	610 University Avenue	Toronto	Ontario	Canada	M5G 2M9
Toronto Western Hospital	399 Bathurst Street	Toronto	Ontario	Canada	M5T 2S8
UHN Pandemic Stock	200 Elizabeth Street	Toronto	Ontario	Canada	M5G 2C4
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Toronto Rehab Rumsey Center	347 Rumsey Road	Toronto	Ontario	Canada	M4G 1R7