

UHN Suppliers Guide for Non-PO Invoicing

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Description

This document provides the steps for creating a non-PO invoice on the **SAP Business Network** to submit for approval and payment processing.

Audience: This document is relevant to UHN suppliers who are enabled on the SAP Business Network (i.e., Ariba Network). If you are a nursing agency, refer to the [UHN Supplier Information Portal](#) for specific resources.

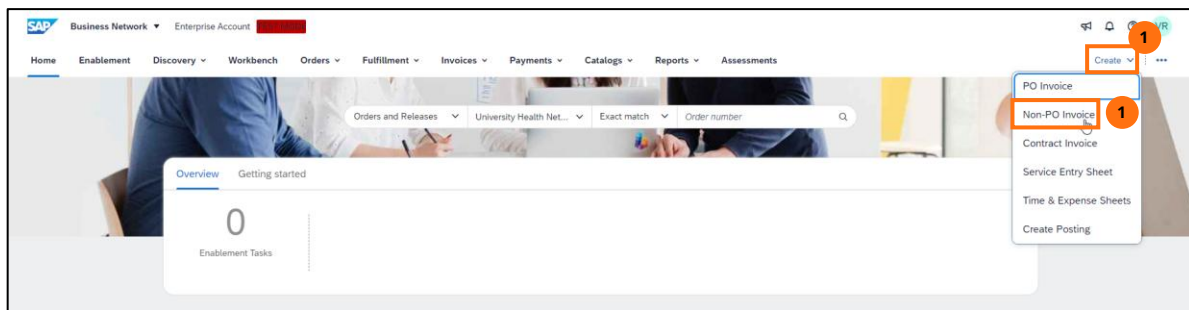
Disclaimer: Any information or numerical values shown in images are provided for training purposes only. They do not reflect actual supplier information.

Invoice Submission & Criteria

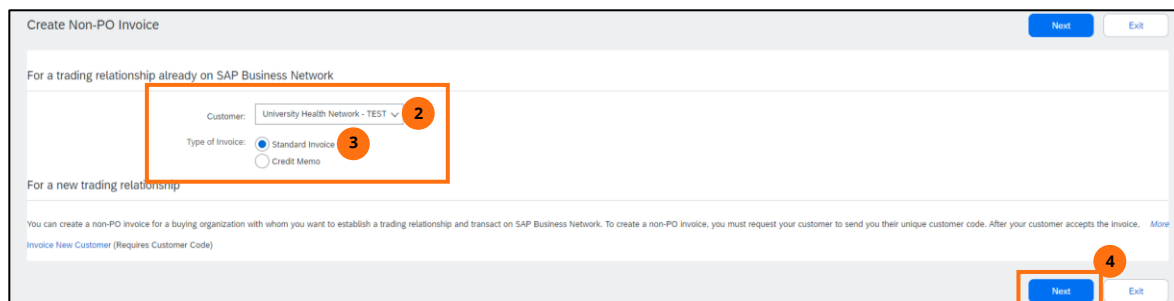
- Send all non-PO invoices created on the **SAP Business Network** to the email address of the UHN individual who requested the goods/service.
- It is mandatory to attach a copy of your invoice.
- For staffing agencies, the invoice should include a breakdown of individual names, days worked, and hours worked.
- For a service invoice, include the work order.
- For goods ordered, include the list of goods purchased and pricing per item.

How to Create a Non-PO Invoice

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



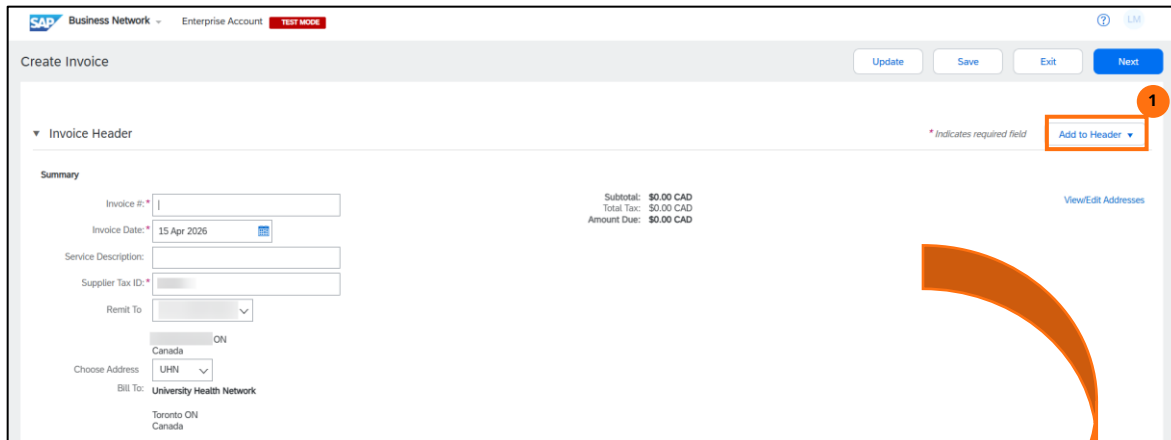
2. In the **Customer** field select **University Health Network**.
3. **Type of Invoice**, select **Standard Invoice**.
4. Click **Next**.



The screenshot shows the 'Create Non-PO Invoice' form. At the top right, there are 'Next' and 'Exit' buttons. The form is divided into two sections: 'For a trading relationship already on SAP Business Network' and 'For a new trading relationship'. In the first section, there is a 'Customer' field with a dropdown arrow, showing 'University Health Network - TEST'. A red circle with the number '2' is placed over this field. Below the 'Customer' field, there is a 'Type of Invoice' section with two radio buttons: 'Standard Invoice' (selected) and 'Credit Memo'. A red circle with the number '3' is placed over the 'Standard Invoice' radio button. At the bottom right of the form, there is a 'Next' button with a red circle with the number '4' placed over it.

Add a Section for Attachments

1. On the **Create Invoice** page, click the dropdown menu **Add to Header**.



SAP Business Network - Enterprise Account - TEST MODE

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field

Summary

Invoice #:

Invoice Date: 15 Apr 2026

Service Description:

Supplier Tax ID:

Remit To:

Canada ON

Choose Address: UHN

Bill To: University Health Network

Toronto ON
Canada

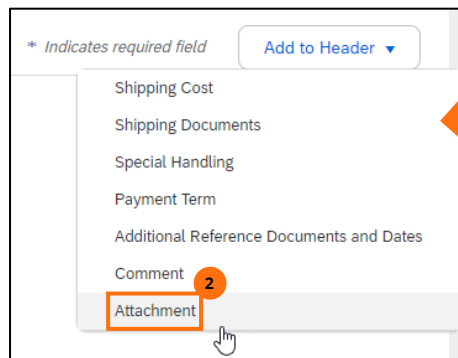
Subtotal: \$0.00 CAD
Total Tax: \$0.00 CAD
Amount Due: \$0.00 CAD

View/Edit Addresses

Add to Header

2. Click **Attachment**. This adds an attachment section to the bottom of the invoice page. You will attach the invoice document at a later step.

Remember, it is mandatory to attach a copy of your invoice.



* Indicates required field

Add to Header

Shipping Cost

Shipping Documents

Special Handling

Payment Term

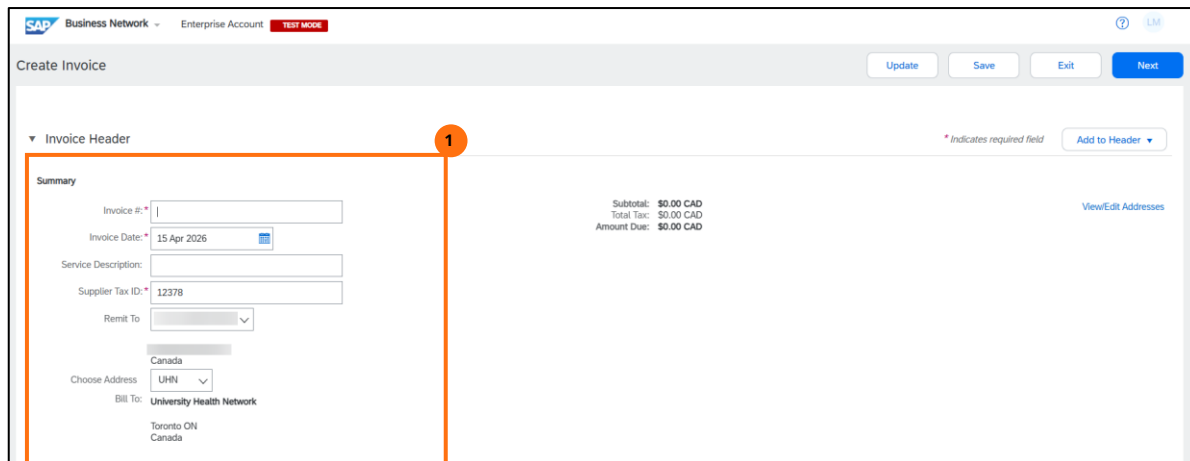
Additional Reference Documents and Dates

Comment

Attachment

Enter and Validate Header Information

1. In the **Summary** section of the **Invoice Header**, enter the following information.
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.



Create Invoice

Update Save Exit Next

Invoice Header

Summary

Invoice #:

Invoice Date: 15 Apr 2026

Service Description:

Supplier Tax ID: 12378

Remit To:

Canada

Choose Address: UHN

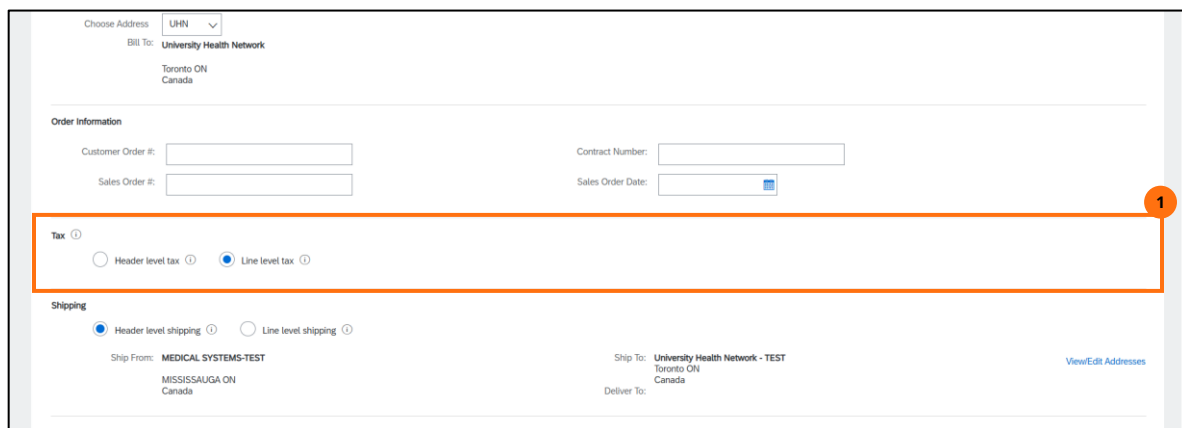
Bill To: University Health Network
Toronto ON
Canada

Subtotal: \$0.00 CAD
Total Tax: \$0.00 CAD
Amount Due: \$0.00 CAD

View/Edit Addresses

Tax Section

1. Select **Line level tax**.



Choose Address: UHN

Bill To: University Health Network
Toronto ON
Canada

Order Information

Customer Order #:

Contract Number:

Sales Order #:

Sales Order Date:

Tax

☐ Header level tax ☒ Line level tax

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: MEDICAL SYSTEMS-TEST
MISSISSAUGA ON
Canada

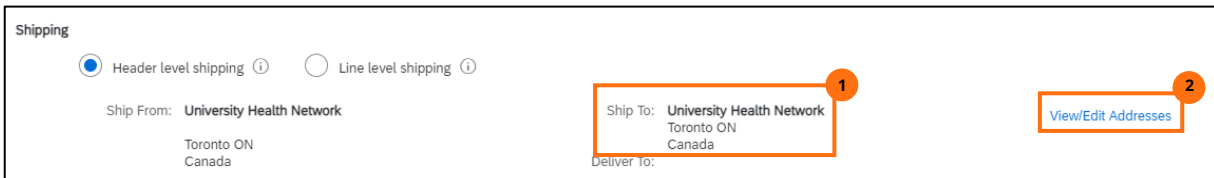
Ship To: University Health Network - TEST
Toronto ON
Canada

Deliver To: University Health Network - TEST
Toronto ON
Canada

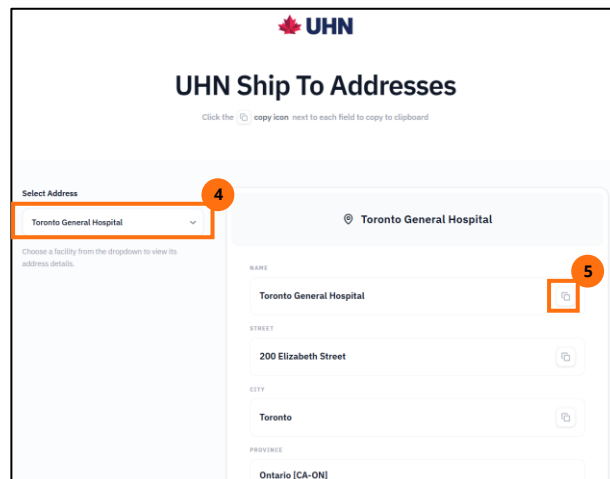
View/Edit Addresses

Update Ship To Address

1. Scroll down to the **Shipping** section. The **Ship To address** defaults to University Health Network, but needs to reflect where the work took place or where the goods were delivered. If the work took place or goods were delivered at multiple locations, only one address needs to be entered.
2. Click **View/Edit Addresses**.



3. Click the link [UHN Ship-To Addresses](#) to be re-directed to a webpage with the exact **UHN Ship To address** details. **Note:** Depending on your security settings, the link may be flagged as suspicious. The link is legitimate and safe to access.
4. Using the **dropdown arrow**, select the address.
5. Click the  **copy icon** next to each field to copy to clipboard.
6. Paste the information in the **Ship To** details in the **SAP Business Network**.
7. Repeat this for each required field, indicated by an asterisk.
8. Click **OK**.



VIEW/EDIT ADDRESSES

* Indicates required field

Ship From

Name:* Test Supplier Name

Department Name:

Address 1:* 123 Anywhere Street

Address 2:

Address 3:

City:* Toronto

Province:* Ontario [CA-ON] ▾

Postal Code:* 1A1 1A1

Country/Region:* Canada [CAN] ▾

This selection will refresh the page content

Ship To

Name:* Toronto General Hospital

Department Name:

Address 1:* 200 Elizabeth Street

Address 2:

Address 3:

City:* Toronto

Province:* Ontario [CA-ON] ▾

Postal Code:* M5G 2C4

Country/Region:* Canada [CAN] ▾

This selection will refresh the page content

Deliver To:

OK Cancel

9. If using the copy-paste function of this website is not an option, refer to the [Appendix](#) for a table of the correct **UHN Ship To** addresses.

Enter Email Address

1. Scroll down to the **Additional Fields** section.
2. In the **Email** field, enter the email address of the UHN individual who requested the goods/service.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: University Health Network - TEST

Toronto ON
Canada

Service Start Date:

Service End Date:

Customer: University Health Network - TEST

Toronto ON
Canada

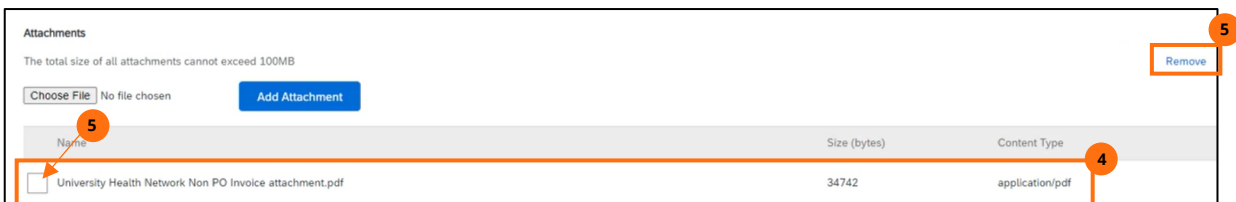
Email:

Add an Attachment

1. Scroll down to the **Attachments** section you added in an earlier step.
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 **Add Attachment**.

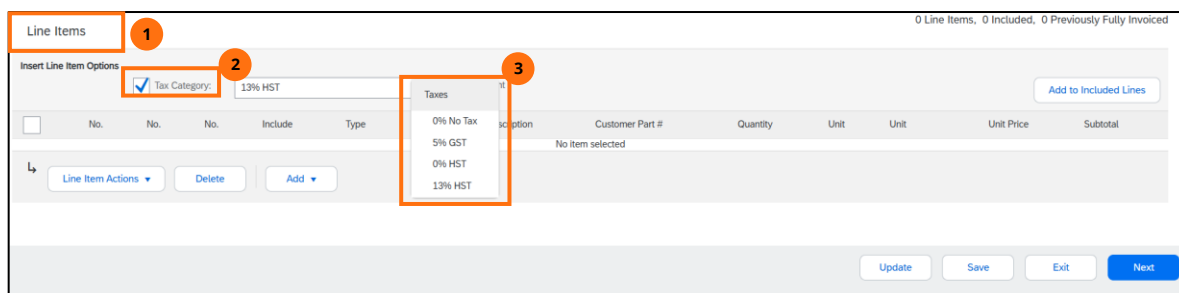


4. The attached document will display.
5. To remove an attachment, click the checkbox beside the document name and click **Remove**.



Enter Line Items

1. Scroll down to the **Line Items** section.
2. Click the checkbox for **Tax Category**.
3. In the **drop-down menu**, select a tax option. You will apply/edit the tax for each line item.



STAFFING AGENCIES

To add a line item for **Staffing Agencies**:

1. Click **Add**.
2. Click **Add General Service**.

To bill for **multiple individuals** at the **same hourly rate**, enter the **total amount** into **one line**.

If the individual(s) are billed at **different rates**, or there are **different positions** included, use **multiple lines**.

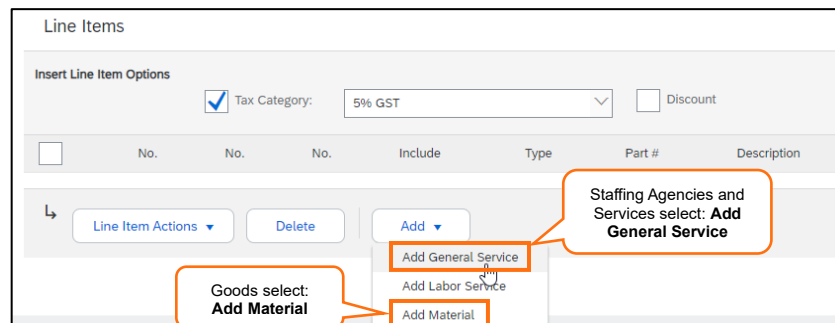
GOODS/SERVICES

To add a line item for **Services**:

1. Click **Add**.
2. Click **Add General Service**.

To add a line item for **Goods**:

1. Click **Add**.
2. Click **Add Material**.



The screenshot shows the 'Line Items' interface in SAP. At the top, there are 'Insert Line Item Options' including a checked 'Tax Category' of '5% GST' and an unchecked 'Discount' box. Below this is a table with columns: 'No.', 'No.', 'No.', 'Include', 'Type', 'Part #', and 'Description'. Under the table, there are buttons for 'Line Item Actions', 'Delete', and 'Add'. The 'Add' button has a dropdown menu with three options: 'Add General Service', 'Add Labor Service', and 'Add Material'. Three callout boxes provide instructions: one points to the 'Add' button saying 'Staffing Agencies and Services select: **Add General Service**', another points to the 'Add Material' option saying 'Goods select: **Add Material**', and a third points to the 'Add General Service' option.

For each line item for **Staffing Agencies**, enter the following information:

- No.:** Enter any number
- Part #:** Enter role
- Description:** Enter the name of the individual or, for multiple individuals at the same hourly rate, enter “see attached invoice for individual names, days worked, and hours worked”
- Customer Part #:** N/A
- Quantity:** Enter the number of hours worked
- Unit:** Enter HR (enter HR exactly as written or the invoice will cause an error in the UHN system).
- Unit Price:** Enter the rate
- Subtotal:** Will auto-calculate
- Service Start Date**
- Service End Date**

For each line item for **Goods/Services**, enter the following information:

- No.:** Enter any number
- Part #:** N/A
- Description:** Enter “see attached invoice for details”
- Customer Part #:** N/A
- Quantity:** 1
- Unit:** EA
- Unit Price:** Subtotal amount before tax
- Subtotal:** Will auto-calculate
- Service Start Date** (not required for materials)
- Service End Date** (not required for materials)

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 13% HST ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	☒	SERVICE	PSW	Jane Doe		45	HR	\$10.00 CAD	\$450.00 CAD

Service Period: Service Start Date: 15 Apr 2024 Service End Date: 17 Apr 2024

Tax

Line Item Actions Delete Add

Example of Staffing Agency line item

Add Tax Information to Line Item

- To add the selected tax to each line item, click the **checkbox** for the line item(s) and click **Line Item Actions**.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 13% HST ☐ Discount Add to Included Lines

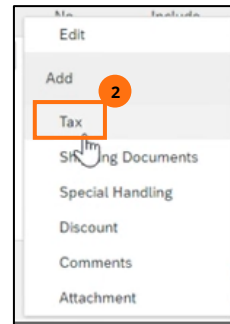
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	☒	SERVICE	PSW	Jane Doe		45	HR	\$10.00 CAD	\$450.00 CAD

Service Period: Service Start Date: 15 Apr 2024 Service End Date: 17 Apr 2024

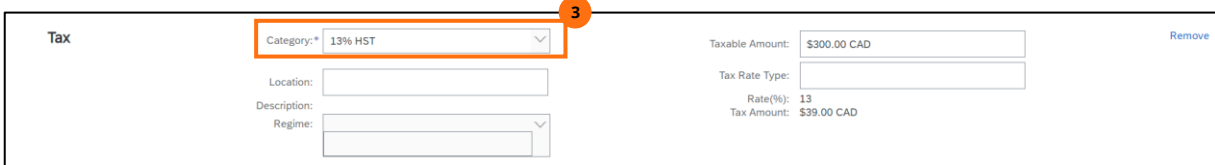
Tax

Line Item Actions Delete Add

2. Select **Tax**. This adds a **Tax section** to each line item selected.

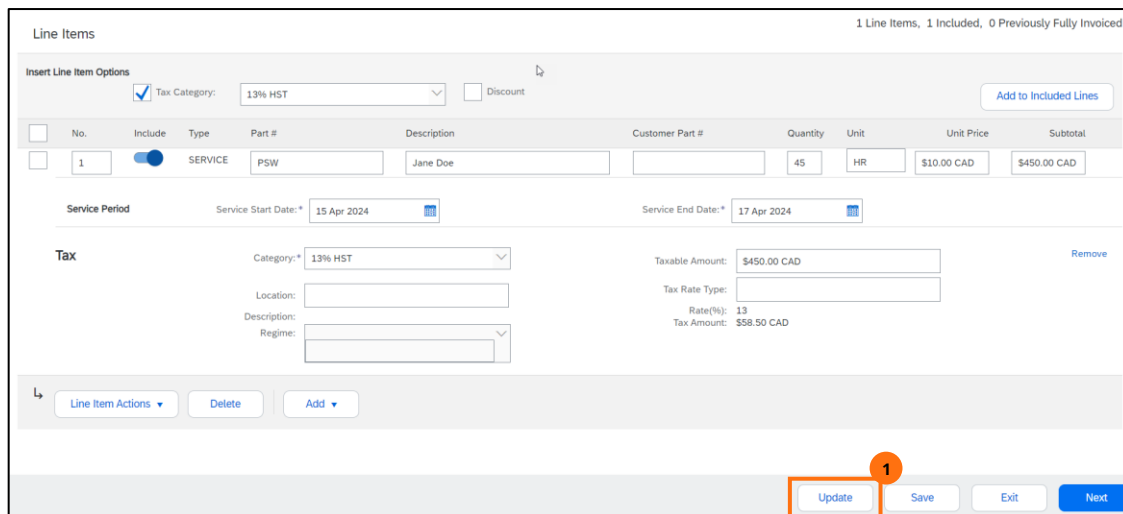


3. In the **Tax section**, **Category** field, update using the drop down menu. The **Tax Amount** auto-calculates based on the **Taxable Amount** field.



Review the Invoice

1. Review the information in all line items and 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.

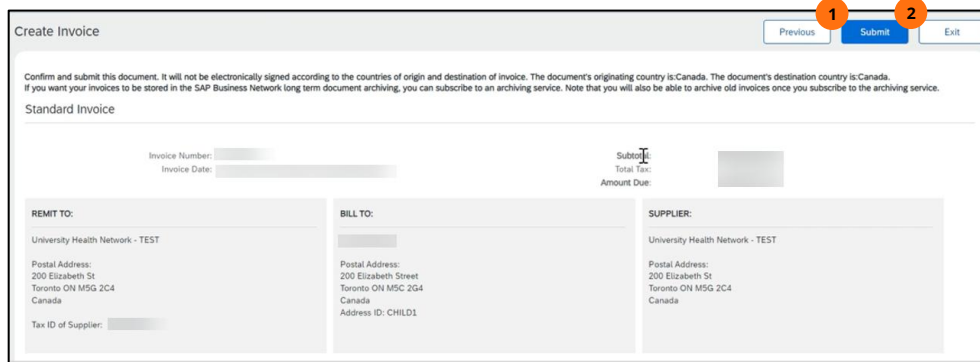


2. Once you have validated all the information, click **Next**.



Submit the Invoice

1. Scroll down to review all the invoice details, including the attachment. To make any changes click **Previous**.
2. If no changes are required, click **Submit**.



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



Appendix

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
West Park Healthcare Centre (WP)	170 Emmett Avenue	Toronto	Ontario	Canada	M6M 2J5
UHN Buttonwood Reactivation Care Centre (RCC)	82 Buttonwood Avenue	Toronto	Ontario	Canada	M6M 2J5