

SAP Business Network Invoicing for Nurse Agency Suppliers

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 key information and examples for entering 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 entered in the SAP • **Business Network to** apexceptions@uhn.ca by populating the Email field. Accounts Payable directs your invoice to the appropriate individual for final review and invoice sign-off.

Cu	Customer: University Health Network						
		Toronto ON Canada					
	Email:	APexceptions@uhn.ca					

- Invoice criteria: •
 - UHN requires only one invoice per clinical unit (one site, one unit, one invoice).
 - The date on the invoice and the date listed on the Ariba submission **must be the** \circ same date.
 - It is mandatory to attach a copy of your invoice. Include a breakdown of 0 individual names, days worked, and hours worked.
 - a. To attach an invoice, first add the Att

Attachment

he Attachm	ent section:	
* Indicates required field	Add to Header	
Shipping Cost		Atta
Shipping Docum	ents	Allo
Special Handling		The
Payment Term		1110
Additional Refere	ence Documents and Dates	Ch
Comment		

b. In the Attachment section, click Choose File, then click Add Attachment.

t		
uments	Attachments	
ling	The total size of all attachments cannot ex	ceed 100MB
n		
ference Documents and Dates	Choose File No file chosen	Add Attachment

- 0 To bill for multiple individuals at the same hourly rate, enter the total amount into one (1) line, and then indicate in the Description field, "see attached invoice for individual names, days worked, and hours worked".
- The unit of measure (hours) must be entered (typed in) exactly as: HR

	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
\checkmark	10		SERVICE	PSW	see attached invoice for individual names, d		50	HR	\$ CAD	\$ CAE



- Only create **multiple invoice lines** if the individual(s) are billed at different rates, or there are different nursing positions included.
- Ship To Address
 - In the Shipping section, update the Ship To address to reflect the location where the work took place.
 - You must type in the **exact address** as it appears in the table below in order to prevent any system errors and to avoid any delays in processing the invoice.
 - Refer to Appendix A at the end of this document 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.

Shipping Header level shipping ① Line level shipping ①		
Ship From: University Health Network	Ship To: University Health Network	View/Edit Addresses
Toronto ON Canada	Canada Deliver To:	



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



EXAMPLES

One (1) Individual

							~ ~	Invoice Summary:	CAD
Supplier:					Payment Terms:	(no value)			
Supplier Contact:					Ship From:				
Invoice ID:						Canada			
Supplier Invoice #:					ShinTo(Plant):	Toronto Western Hospital			
Invoice Date:					out of and	399 Bathurst Street			
Type: Non-PO						Canada			
Suppoer Sales Order #: ()					Remit To Address:				
unice Submission Method:						Canada			
Invoice Origin: Supplier						Certeboa			
Company Code:									
My Labels: Apply Label	(()								
ler Taxes, Charges, and Discour	nt								
e f	Туре	Tax Rate	Amou	Int	Accounting		Details		
e î	Туре	Tax Rate	Amou	No items	Accounting		Details		
• 1	Туре	Tax Rate	Amou	No items	Accounting		Details		
Items (1)	Туре	Tax Rate	Amor	No items	Accounting		Details		
t tems (1) No. † Description	Type Qty Unit	Tax Rate	Amount	No items Discount Charges	Accounting	Gross Amount	Details Accounting	Details	
Items (1) No. 1 Description 1 PSW	Type Oty Unit 7.5 Hour	Tax Rate Price \$10.00	Amount	No Rems No Rems Discount Charges	Accounting	Gross Amount	Accounting (1)	Details Details	_
Items (1) No. 1 Description 1 PSW Details Accounting Details	Type Qty Unit 7.5 Hour	Price \$10.00	Amount	nt No Berns Discount Charges	Accounting	Gross Amount	Details Accounting (1)	Details Details	_

One (1) Individual with overtime hours

Header Information ♠											0	ę	Invoice Summary:	CAD Details
Supplier: Supplier Contact:									Payment Terms: Ship From:					
Invoice ID:										Canada				
Supplier Invoice #: Invoice Date:									ShipTo(Plant):	Toronto General Hospital 200 Elizabeth Street				
Type: Supplier Sales Order #:	Non-PO									Canada				
On Behalf Of:									Remit To Address:					
Invoice Submission Method:										Canada				
Invoice Origin:	Supplier													
My Labels:	Apply Label 🗸 🤅)												
Header Taylos, Charges	and Discount													_
Header Taxes, Charges	, and Discount													-
Name 1		туре		Tax Rate		Amount			Accounting		Details			
							No items							
														_
Line Items (2)														
No. † Desi	cription	Qty	Unit	Price	Amount		Discount	Charges	Taxes	Gross Amount	Acc	ounting	Details	
1 PSW	(30	Hour \$1	10.00 CAD								(1)	Details	
2 PSW	/	3.75	Hour \$	5.70 CAD								(1)	Details	
Details Acc	counting Details]												
													Base Amouni Discouni Charge	CAD \$0.00 CAD \$0.00 CAD
s://s3.aniba.com/Buyer/Main/aw?aw	h=r&awssk=PKSJSi6fCyf	Ihvrgℜ	Im=UHN-1&awrdt=1#										182	, CAD



Two (2) different service categories and hourly rates

Header Information *										<i>~</i>	Ÿ	Invoice Summary:	CAD Details
Supplier:							Pa	ayment Terms:					
Invoice ID:								omp Prom.					
Supplier Invoice #:								ChieTe(Diset):	Canada Tarante Western Hernitel				
Invoice Date:	No. 20							Ship to(Piant).	399 Bathurst Street Toronto ON M5T 258				
Supplier Sales Order #:	(i)						-		Canada				
On Behalf Of:							Ren	nit To Address:					
Invoice Submission Method:													
Invoice Origin:	Supplier												
My Labels:	Apply Label V												
													_
Header Taxes, Charges	, and Discount												-
Name 1	Туре				Tax Rate		Amount		Accounting		Deta	ls	
Tax	Harmonized Sales	tax			13.0002412312%		\$673.64 CAD			(1)	Deta	ls	
Line Items (2)													
No. † De	scription	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accour	nting	Details	
1 PS	W	22.5	Hour	\$10.00							(1)	Details	
2 RN		45	Hour	\$15.00							(1)	Details	
Details Ac	counting Details												
													4
												Base Amount:	CAD
												Discount: Charge:	\$0.00 CAD \$0.00 CAD
												Tax:	CAD
												rayable to Supplier:	CAD

Multiple individuals with the same service category and hourly rate

					6	Invoice Summary:	CAD D
Supplier:			Payment Terms:	(no value)			
Supplier Contact:			Ship From:				
Invoice ID:							
Suppler Invoice #:			ShipTo(Plant):	Toronto General Hospital			
Type: Non-PO				200 Elizabeth Street Toronto ON M5G 2C4			
Supplier Sales Order #: (1)			Depit To Address	Canada			
On Behalf Of:			Remit to Address.				
Invoice Submission Method:							
Invoice Origin: Supplier							
Company Code:							
My Labels: Apply LabeL V							
ader Taxes, Charges, and Discount							
met Tv	Tax Rate	Amount	Accounting		Details		
пе † Ту	te Tax Rate	Amount	Accounting		Details		
me † Ty	se Tax Rate	Amount No items	Accounting		Details		
me † Ty	se Tax Rate	Amount No items	Accounting		Details		
me † Ty	re Tax Rate	Amount No items	Accounting		Details		
e Items (1)	oe Tax Rate	Amount No Rems	Accounting		Details		
ene f Ty	e Tax Rate	Amount No terris Price Amount	Accounting Discount Charges Ta	xxes Gross Am	Details	unting Details	
ame 1 Ty re Items (1) No. 1 Description 1 please find the attached involve	e Tax Rate Ony Unit 45 Hour	Amount No Items Price Amount \$10.00	Accounting Discount Charges Ta	axes Gross Am	Details	unting Details (1) Details	1
e Items (1) No. t Description 1 please find the attached invoice	e Tax Rate Gny Unit 45 Hour	Amount No items Prise Amount \$10.00	Accounting Discount Charges Ta	xoes Gross Am	Details	unting Details (1) Details]
e Items (1) No. † Description I please find the attached invoice Details Accounting Details	e Tax Rate Ony Unit 45 Hour	Amount No items Price Amount \$10.00	Accounting Discount Charges Ta	axes Gross Am	Details	unting Details (1) Details]
e Items (1) No. t Description 1 pieses find the attached invoice Details Accounting Details	e Tax Rate Only Unit 43 Hour	Amount No terns Price Amount \$10.00	Accounting Discount Charges Ta	uves Gross Am	Details	unting Details (1) Details]
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e Items (1) No. 1 Description 1 please find the attached involce Details Accounting Details	e Tax Rate Ony Unit 45 Hour	Amount No items Price Amount \$10.00	Accounting Discount Charges Ta	uas Gints Am	Detais	unting Details (1) Details Base Amount Discount: Charge	C 50.00 C 50.00 C



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
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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
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