



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.

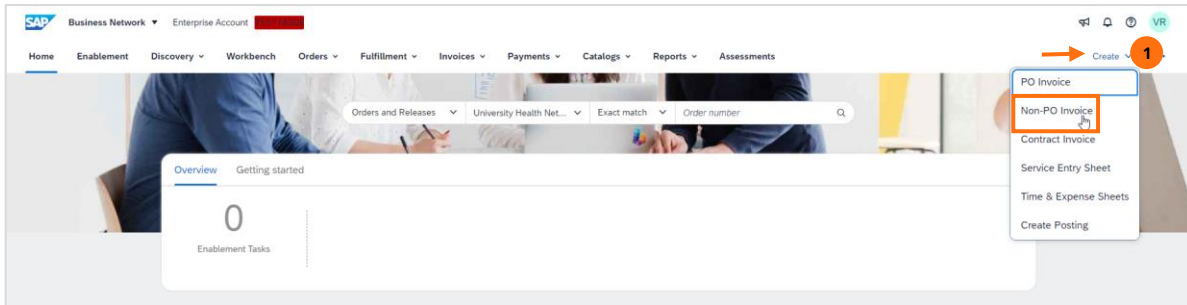
KEY INFORMATION

- 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.

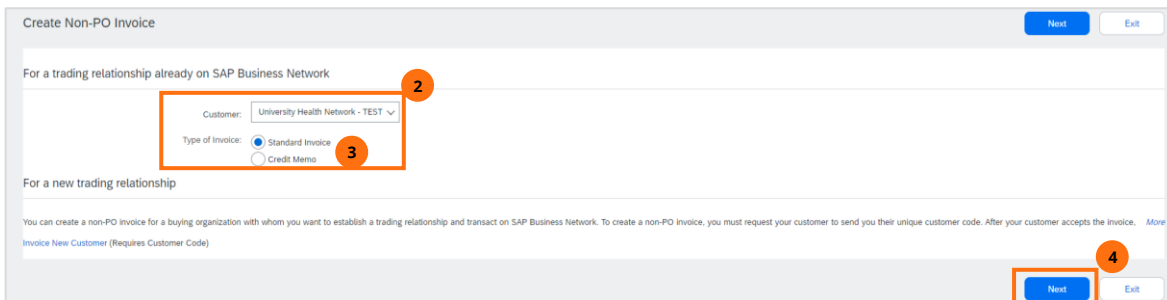
STEPS

INITIATE A NON-PO INVOICE

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

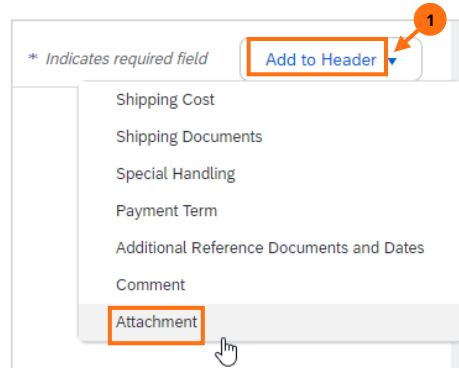


2. In the **Customer** field select **University Health Network**.
3. For **Type of Invoice**, select **Standard Invoice**.
4. Click **Next**.



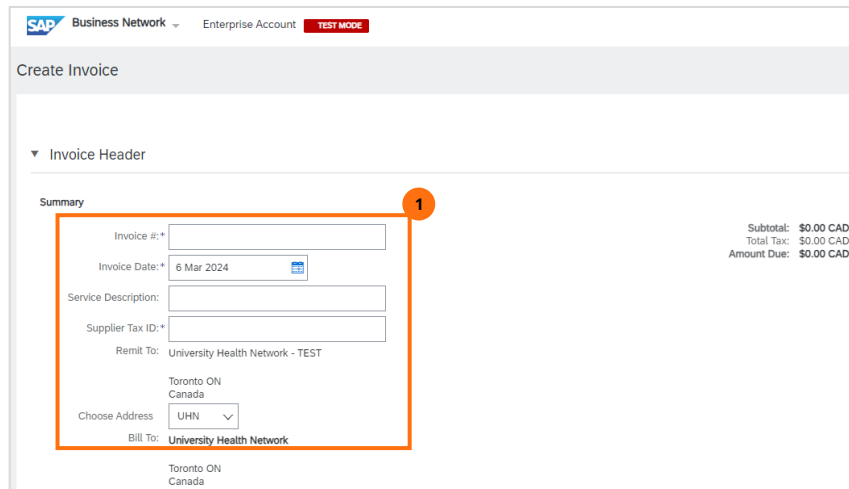
ADD ATTACHMENT SECTION

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.**



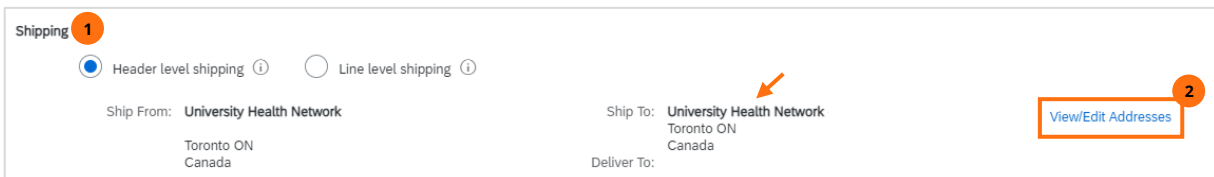
ENTER/VALIDATE THE HEADER INFORMATION

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**.

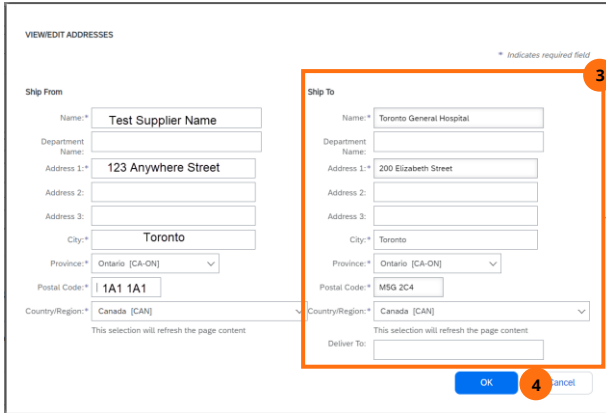


- In the **Ship To** section, edit the address information to align with the location where the work took place.



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.

- Click **OK**.

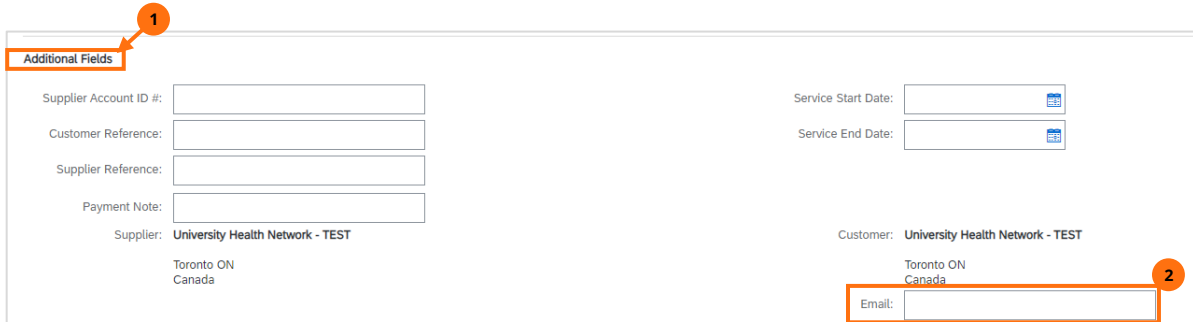


UHN Ship To addresses:

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

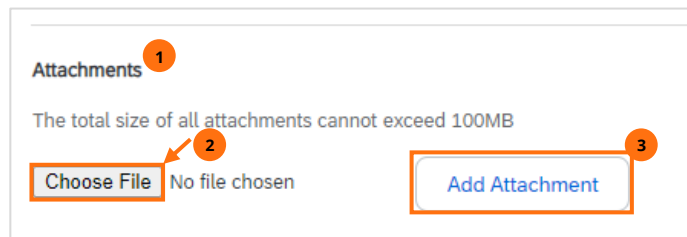
ENTER EMAIL ADDRESS

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

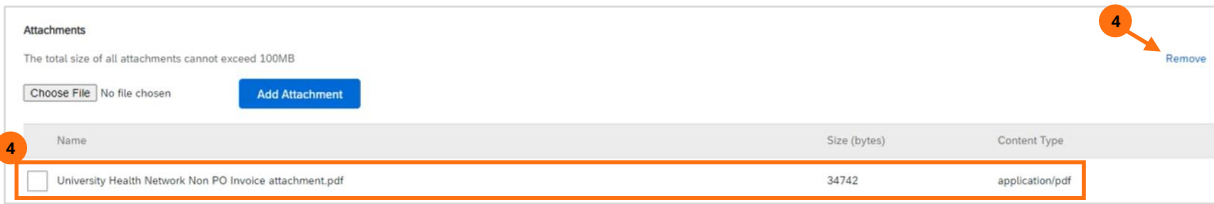


ADD ATTACHMENT

- Scroll down to the **Attachments** section.
- 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.
- Click the **Add Attachment** button.



- The document displays. To remove an attachment, select the document and click **Remove**.



Attachments

The total size of all attachments cannot exceed 100MB

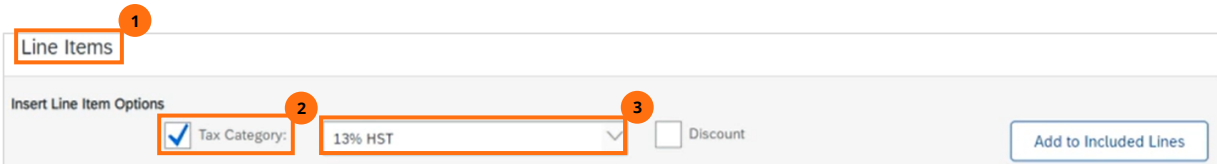
No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> University Health Network Non PO Invoice attachment.pdf	34742	application/pdf

ENTER LINE ITEMS

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

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

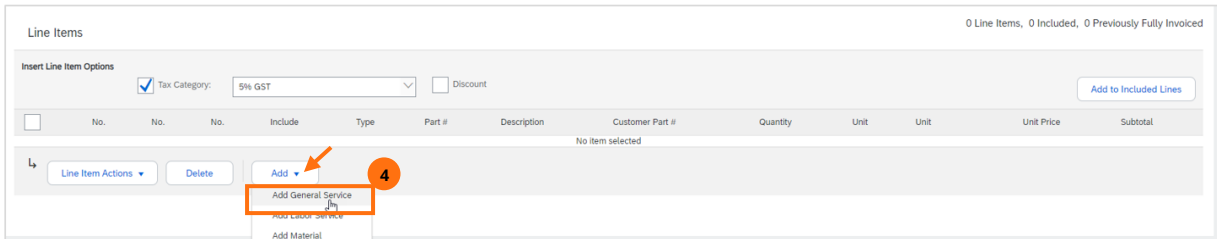


Line Items

Insert Line Item Options

Tax Category: 13% HST Discount

- To add a line item, click **Add → 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 nursing positions included, use multiple lines.



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

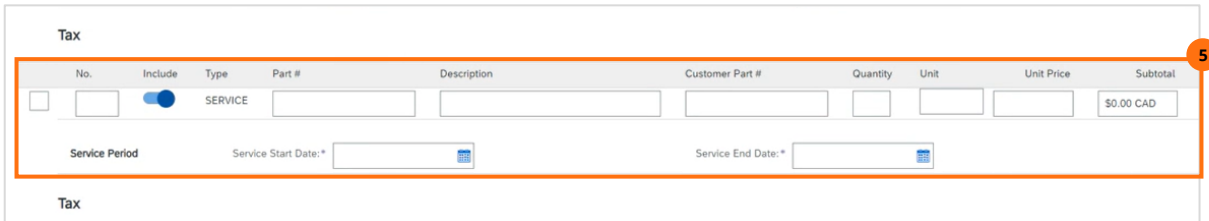
Insert Line Item Options

Tax Category: 5% GST Discount

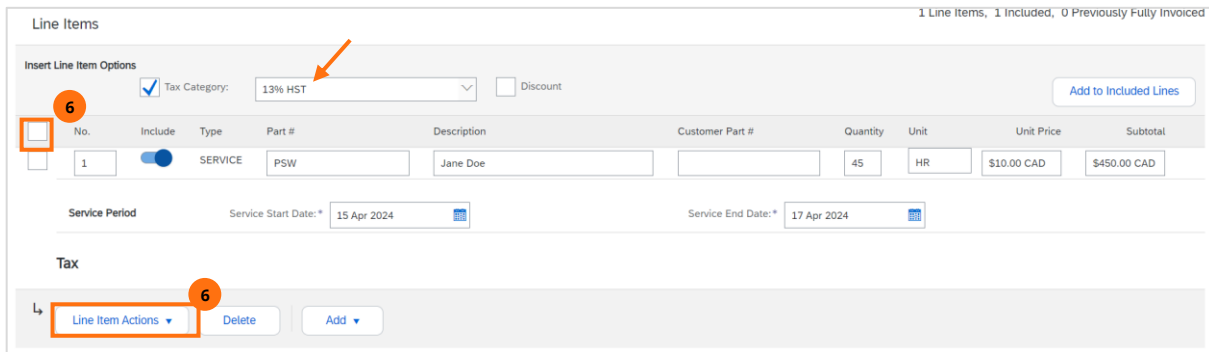
No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

Line Item Actions:

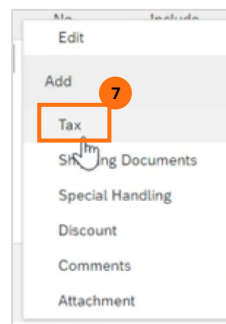
5. For each line item, enter the following information:
 - a. No.: Enter any number
 - b. Part #: PSW/RN/RPN/Admin Support
 - c. Description: Name of individual or, for **multiple individuals at the same hourly rate**, enter “see attached invoice for individual names, days worked, and hours worked”.
 - 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



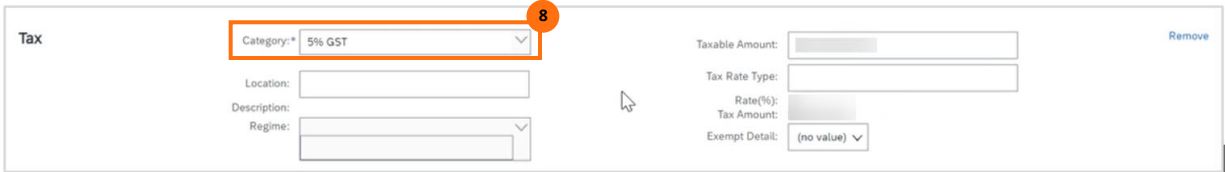
6. To add the selected tax to each line item, select the line item(s) and click **Line Item Actions**.



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

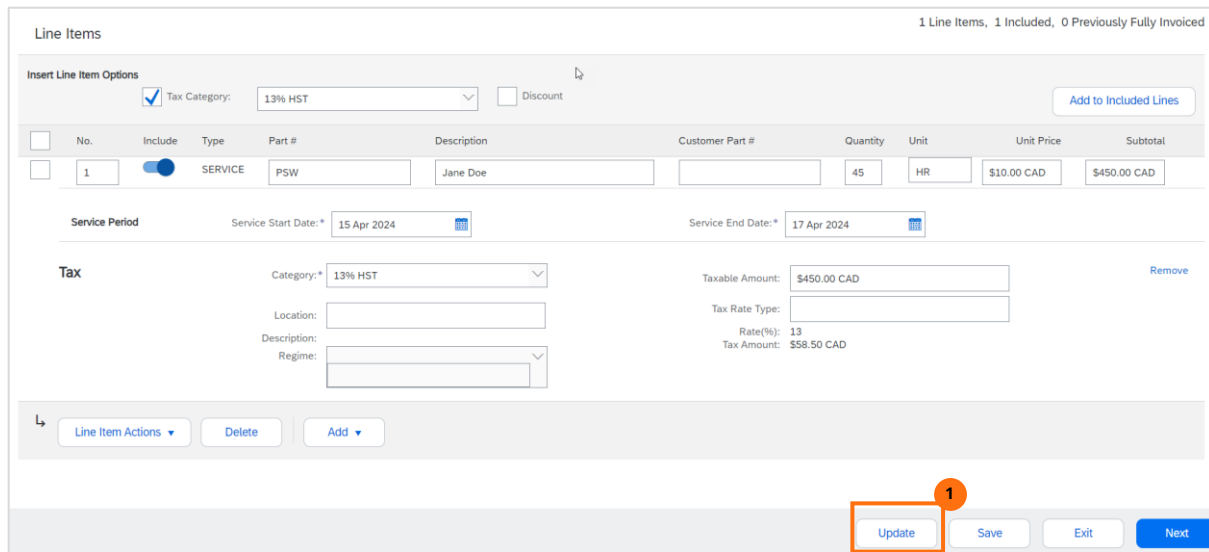


- In the **Tax** section, **Category** field, update using the drop down menu. The Tax Amount auto-calculates based on the **Taxable Amount**.

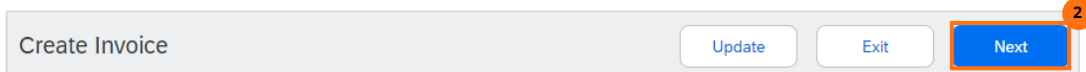


REVIEW THE INVOICE

- 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.

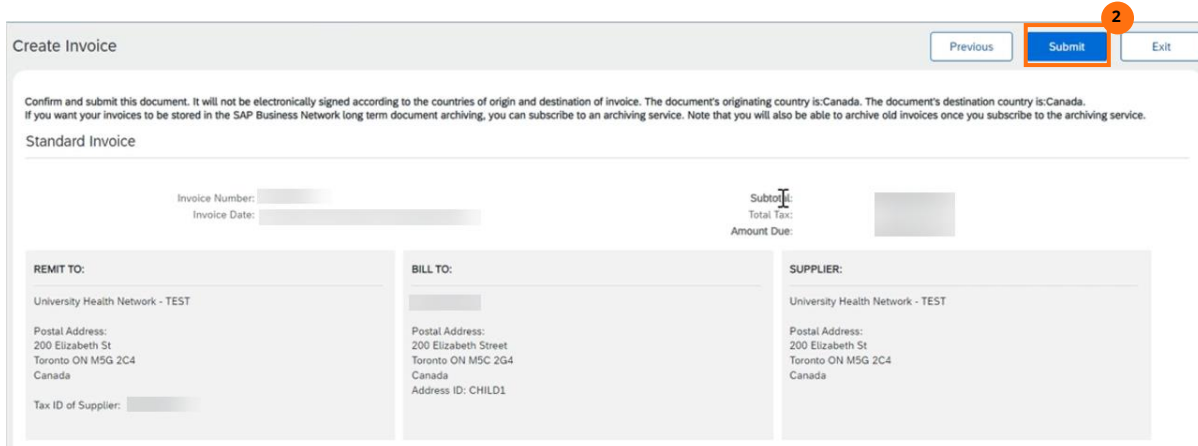


- Once you have validated all the information, click **Next**.



SUBMIT THE INVOICE

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



Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada. The document's destination country is:Canada. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: [Placeholder]
 Invoice Date: [Placeholder]

Subtotal: [Placeholder]
 Total Tax: [Placeholder]
 Amount Due: [Placeholder]

REMIT TO:
 University Health Network - TEST
 Postal Address:
 200 Elizabeth St
 Toronto ON M5G 2C4
 Canada
 Tax ID of Supplier: [Placeholder]

BILL TO:
 Postal Address:
 200 Elizabeth Street
 Toronto ON MSC 2G4
 Canada
 Address ID: CHILD1

SUPPLIER:
 University Health Network - TEST
 Postal Address:
 200 Elizabeth St
 Toronto ON M5G 2C4
 Canada

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

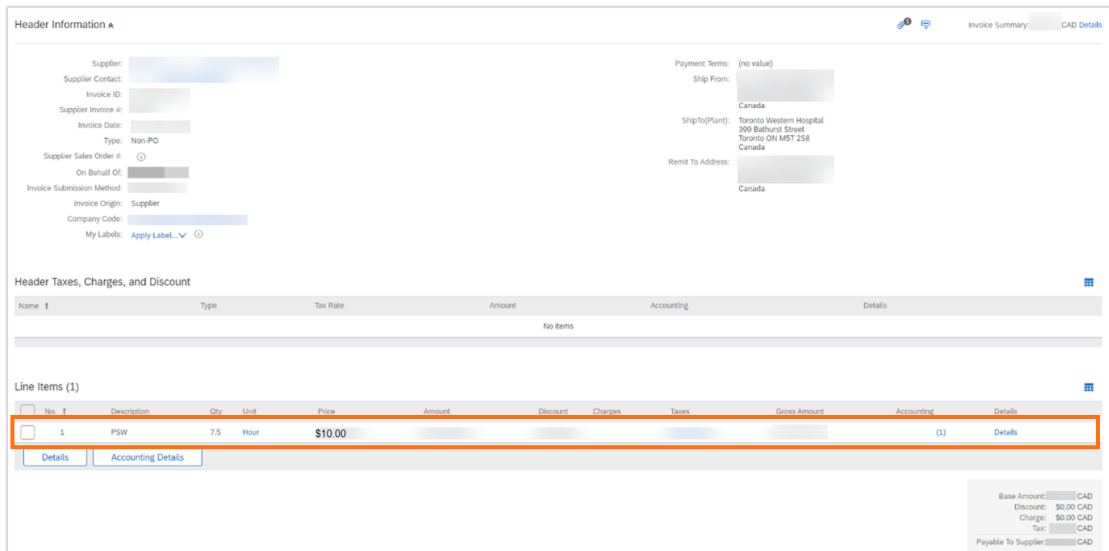


Invoice NPINV002 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

EXAMPLES

One (1) Individual



Header Information

Supplier: [Placeholder]
 Supplier Contact: [Placeholder]
 Invoice ID: [Placeholder]
 Supplier Invoice #: [Placeholder]
 Invoice Date: [Placeholder]
 Type: Non-PO
 Supplier Sales Order #: [Placeholder]
 On Behalf Of: [Placeholder]
 Invoice Submission Method: [Placeholder]
 Invoice Origin: Supplier
 Company Code: [Placeholder]
 My Labels: Apply Label... v

Payment Terms: (no value)
 Ship From: [Placeholder]
 Canada
 Ship To (Plant): Toronto Western Hospital
 399 Bathurst Street
 Toronto ON M5T 2S8
 Canada
 Remit To Address: [Placeholder]
 Canada

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting	Details
No Items					

Line Items (1)

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	PSW	7.5	Hour	\$10.00						(1)	Details

Base Amount: [Placeholder] CAD
 Discount: \$0.00 CAD
 Charge: \$0.00 CAD
 Tax: [Placeholder] CAD
 Payable To Supplier: [Placeholder] CAD



One (1) Individual with overtime hours

Header Information

Supplier: [Redacted]
Supplier Contact: [Redacted]
Invoice ID: [Redacted]
Supplier Invoice #: [Redacted]
Invoice Date: [Redacted]
Type: Non-PO
Supplier Sales Order #: [Redacted]
On Behalf Of: [Redacted]
Invoice Submission Method: [Redacted]
Invoice Origin: Supplier
Company Code: [Redacted]
My Labels: Apply Label... [Redacted]

Payment Terms: [Redacted]
Ship From: [Redacted]
Canada
Ship To (Plant): Toronto General Hospital
200 Elizabeth Street
Toronto ON M5G 2C4
Canada
Remit To Address: [Redacted]
Canada

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting	Details
No Items					

Line Items (2)

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	PSW	30	Hour	\$10.00 CAD						(1)	Details
2	PSW	3.75	Hour	\$5.70 CAD						(1)	Details

Base Amount: [Redacted] CAD
Discount: \$0.00 CAD
Charge: \$0.00 CAD
Tax: [Redacted] CAD

Two (2) different service categories and hourly rates

Header Information

Supplier: [Redacted]
Supplier Contact: [Redacted]
Invoice ID: [Redacted]
Supplier Invoice #: [Redacted]
Invoice Date: [Redacted]
Type: Non-PO
Supplier Sales Order #: [Redacted]
On Behalf Of: [Redacted]
Invoice Submission Method: [Redacted]
Invoice Origin: Supplier
Company Code: [Redacted]
My Labels: Apply Label... [Redacted]

Payment Terms: [Redacted]
Ship From: [Redacted]
Canada
Ship To (Plant): Toronto Western Hospital
399 Bathurst Street
Toronto ON M5T 2S8
Canada
Remit To Address: [Redacted]

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting	Details
Tax	Harmonized Sales tax	13.0002412312%	\$673.64 CAD	(1)	Details

Line Items (2)

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	PSW	22.5	Hour	\$10.00						(1)	Details
2	RN	45	Hour	\$15.00						(1)	Details

Base Amount: [Redacted] CAD
Discount: \$0.00 CAD
Charge: \$0.00 CAD
Tax: [Redacted] CAD
Payable To Supplier: [Redacted] CAD



Multiple individuals with the same service category and hourly rate

Header Information a Invoice Summary: CAD Details

Supplier: [Redacted] Payment Terms: (no value)
 Supplier Contact: [Redacted] Ship From: [Redacted]
 Invoice ID: [Redacted]
 Supplier Invoice #: [Redacted] Ship To (Plant): Toronto General Hospital
 Invoice Date: [Redacted] 200 Elizabeth Street
 Toronto ON M5G 2C4
 Canada
 Remit To Address: [Redacted]
 Type: Non-PO
 Supplier Sales Order #: [Redacted]
 On Behalf Of: [Redacted]
 Invoice Submission Method: [Redacted]
 Invoice Origin: Supplier
 Company Code: [Redacted]
 My Labels: Apply Label... [Redacted]

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting	Details
No Items					

Line Items (1)

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	please find the attached invoice.	45	Hour	\$10.00						(1)	Details

Base Amount: CAD
 Discount: \$0.00 CAD
 Charge: \$0.00 CAD
 Tax: CAD
 Payable To Supplier: CAD

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
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