



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

## Table of Contents

Description .....	1
Key Information .....	1
Steps.....	2
Initiate a Non-PO Invoice .....	2
Add Attachment Section.....	2
Enter/Validate the Header Information .....	3
Update Ship To Address.....	3
Enter Email Address .....	4
Add Attachment .....	5
Add Tax Category .....	5
Staffing Agencies: Enter Line Items .....	6
Goods/Services: Enter Line Items.....	6
Add Tax Information.....	7
Review the Invoice.....	8
Submit the Invoice .....	8
Appendix A.....	9

## DESCRIPTION

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

This document provides the steps for entering non-PO invoices in 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

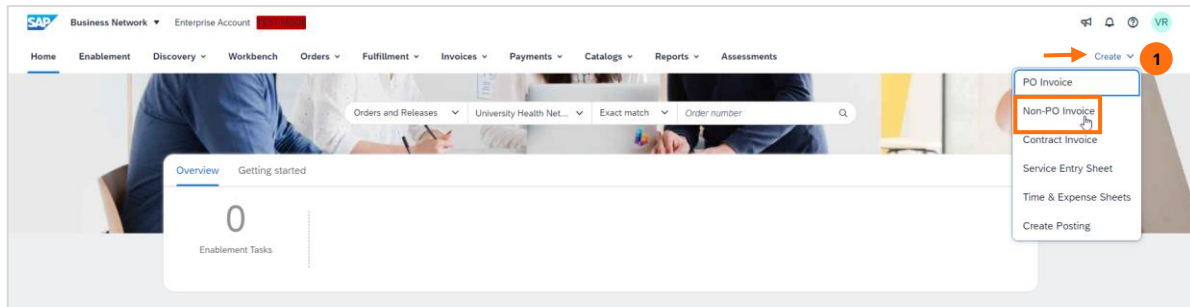
- Send non-PO invoices created in the SAP Business Network to the email address of the UHN individual who requested the goods/service.
- It is mandatory to attach a copy of your invoice:

- For staffing agencies, 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.

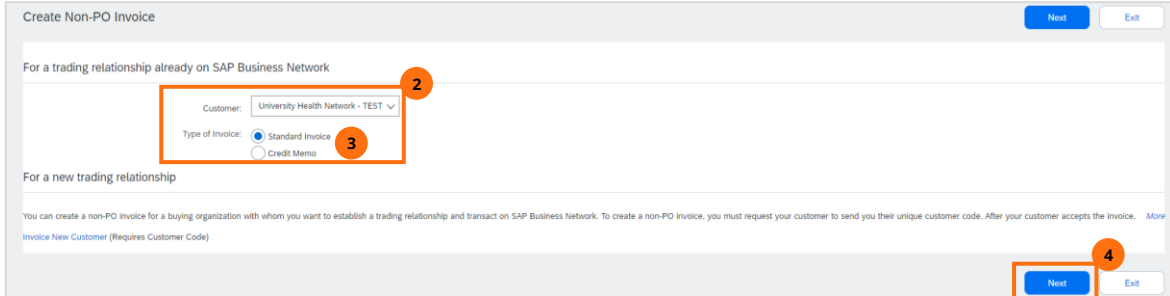
## STEPS

### INITIATE A NON-PO INVOICE

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

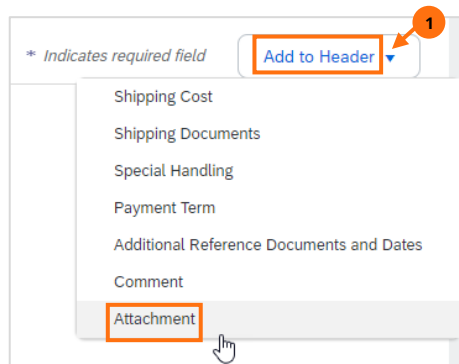


2. In the **Customer** field select **University Health Network**.
3. For **Type of Invoice**, select **Standard Invoice**.
4. Click **Next**.



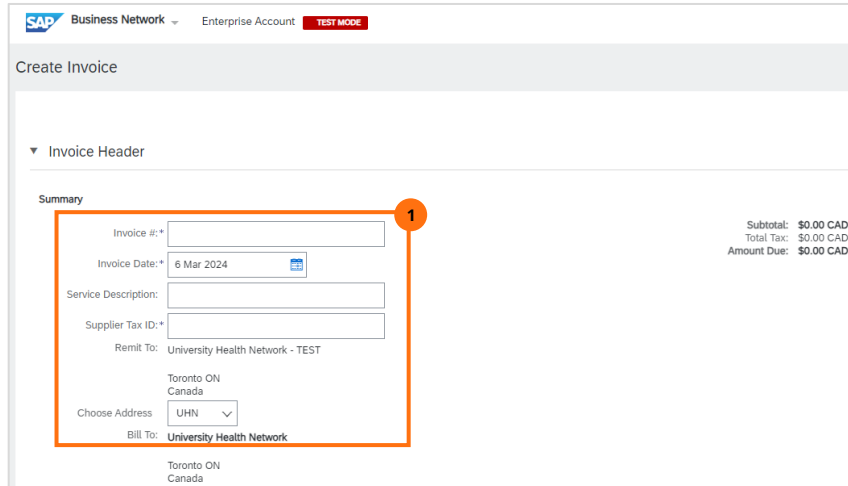
### ADD ATTACHMENT SECTION

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.**



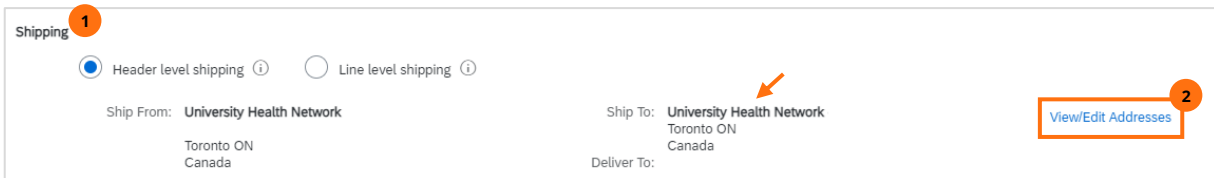
## ENTER/VALIDATE THE HEADER INFORMATION

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 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**.



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

**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:**

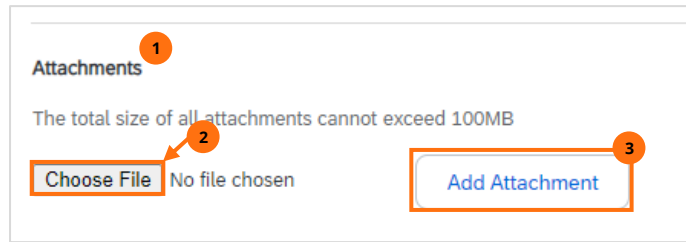
Toronto General Hospital	200 Elizabeth Street	Toronto	Ontario	Canada	M5G 2C4
Princess Margaret Hospital	610 University Avenue	Toronto	Ontario	Canada	M5G 2M9
Toronto Western Hospital	399 Bathurst Street	Toronto	Ontario	Canada	M5T 2S8
UHN Pandemic Stock	200 Elizabeth Street	Toronto	Ontario	Canada	M5G 2C4
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 of the UHN individual who requested the goods/service.

## 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 the necessary details (refer to [Key Information](#) in this document).
3. Click the **Add Attachment** button.

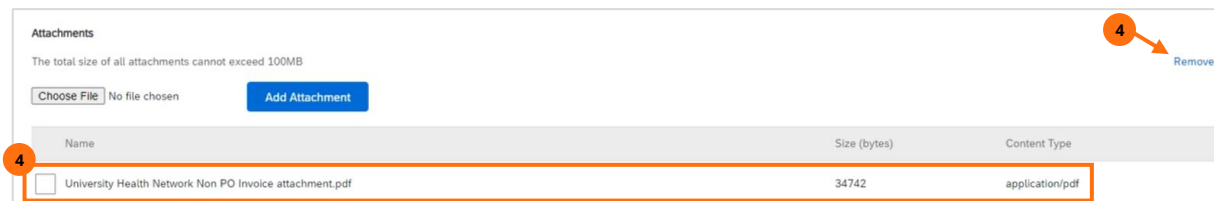


Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

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



Attachments

The total size of all attachments cannot exceed 100MB

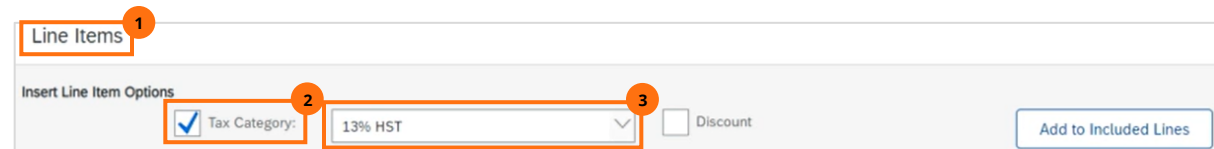
No file chosen

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

## ADD TAX CATEGORY

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.



Line Items

Insert Line Item Options

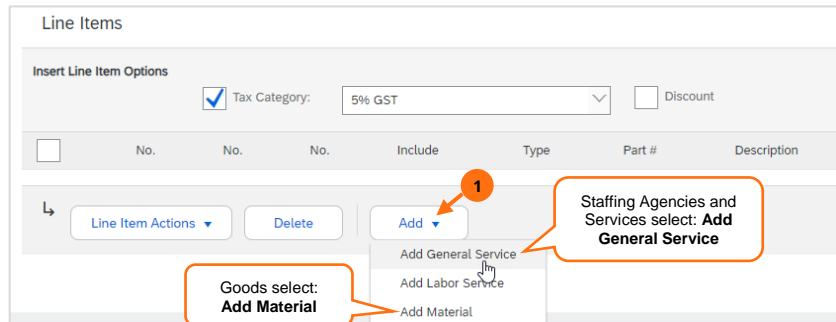
Tax Category: 13% HST  Discount

STAFFING AGENCIES: ENTER LINE ITEMS

GOODS/SERVICES: ENTER LINE ITEMS

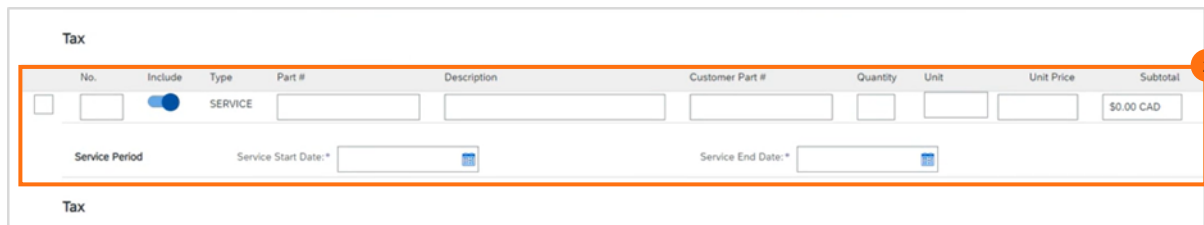
1. To add a line item, click **Add → Add General Service**.
  - a. To bill for **multiple individuals at the same hourly rate, enter the total amount into one line**.
  - b. If the individual(s) are billed at different rates, or there are different positions included, use multiple lines.

1. To add a line item:
  - a. For services, click **Add → Add General Service**
  - b. For goods, select **Add → Add Material**



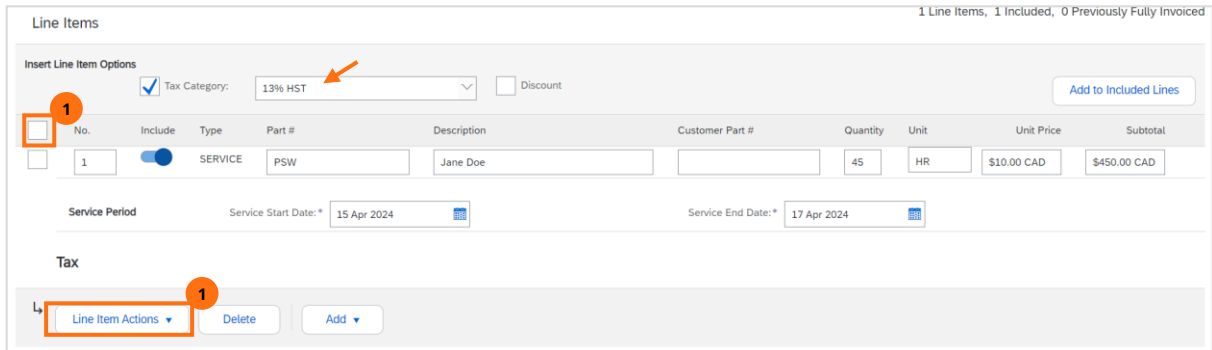
2. For each line item for **Staffing Agencies**, enter the following information:
  - a. No.: Enter any number
  - b. Part #: <role>
  - c. Description: Name of individual or, for **multiple individuals at the same hourly rate**, enter “see attached invoice for individual names, days worked, and hours 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

2. For each line item for **Goods/Services**, enter the following information:
  - a. No.: Enter any number
  - b. Part #: N/A
  - c. Description: see attached invoice for details
  - d. Customer Part #: N/A
  - e. Quantity: 1
  - f. Unit: EA
  - g. Unit Price: Subtotal amount before tax
  - h. Subtotal: Will auto-calculate
  - i. Service Start Date (not required for materials)
  - j. Service End Date (not required for materials)



## ADD TAX INFORMATION

- To add the selected tax to each line item, select 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

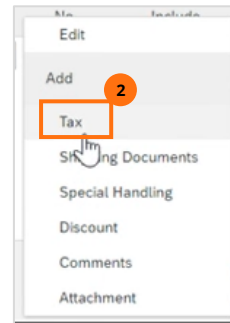
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	PSW	Jane Doe		45	HR	\$10.00 CAD	\$450.00 CAD

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

Tax

Line Item Actions

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



**2**

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



Tax

Category: 13% HST **3**

Location:

Description:

Regime:

Taxable Amount: \$300.00 CAD Remove

Tax Rate Type:

Rate(%): 13  
 Tax Amount: \$39.00 CAD

## 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.

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	<input checked="" type="checkbox"/>	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  
 Category: 13% HST  
 Location:  
 Description:  
 Regime:  
 Taxable Amount: \$450.00 CAD  
 Tax Rate Type:  
 Rate(%): 13  
 Tax Amount: \$58.50 CAD

Line Item Actions: Delete Add

Update Save Exit Next

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

Create Invoice 
Update Exit 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**.

Create Invoice 
Previous Submit Exit

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

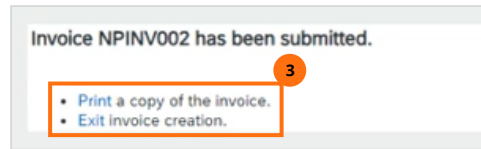
Invoice Number:   
 Invoice Date:

Subtotal:  
 Total Tax:  
 Amount Due:

REMIT TO:	BILL TO:	SUPPLIER:
University Health Network - TEST  Postal Address: 200 Elizabeth St Toronto ON M5G 2C4 Canada  Tax ID of Supplier: <input type="text"/>	Postal Address: 200 Elizabeth Street Toronto ON M5C 2G4 Canada Address ID: CHLD1	University Health Network - TEST  Postal Address: 200 Elizabeth St Toronto ON M5G 2C4 Canada



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



## APPENDIX A

Toronto General Hospital	200 Elizabeth Street	Toronto	Ontario	Canada	M5G 2C4
Princess Margaret Hospital	610 University Avenue	Toronto	Ontario	Canada	M5G 2M9
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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