

Legal Service Providers Guide for Non-PO Invoicing

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Description

This document provides key information and an example of creating a non-PO invoice on the **SAP Business Network** to submit for approval and payment processing.

Audience: This document is relevant to legal service providers who are enabled on the SAP Business Network (i.e., Ariba Network).

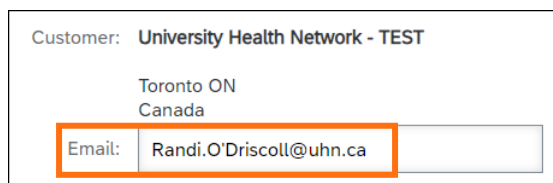
Disclaimer: Any information or numerical values shown in images are provided for training purposes only. They do not reflect actual supplier information.

 For step-by-step instructions on how to create a non-PO invoice on the **SAP Business Network**, refer to the guide, [UHN Suppliers Guide for Non-PO Invoicing](#) on the [UHN Supplier Information Portal](#).

Key Information for Non-PO Invoices

Where do I send my invoice?

Send all corporate legal non-PO invoices to Randi.O'Driscoll@uhn.ca by populating the **Email** field.



***Exception:** If you are working with UHN research institutes, send invoices to the **UHN research department contact** by populating their email address in the **Email** field.

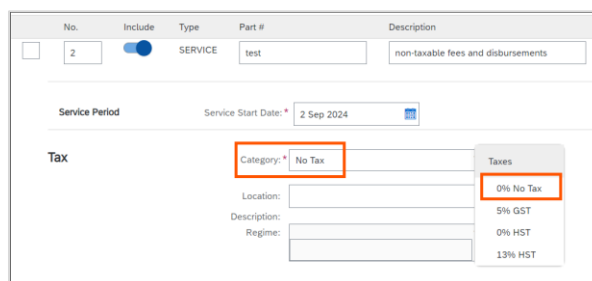
Invoice Line Items

Information from the invoice will be entered in two-line items. Applicable taxes will be added to each line item.

- Line item 1: taxable amounts
- Line item 2: non-taxable amounts

Non-taxable line items

Indicate zero tax on the submission.
Select the option **0% No tax**.
Do not select the option for 0% HST.

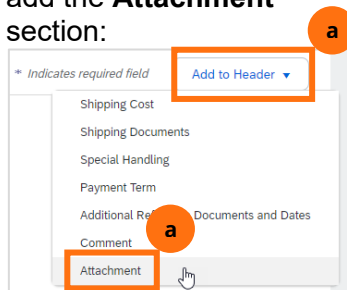


Attach a Copy of the Invoice

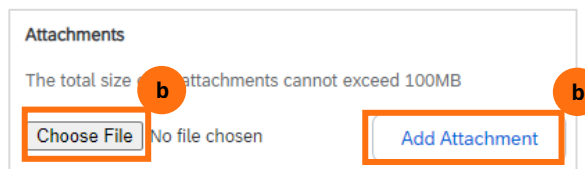
It is mandatory to **attach a copy of your invoice**. Include a breakdown of charges with applicable taxes.

A proper invoice must be sent on a company letter head and must include the invoice number, invoice date, UHN contact name and Ship to address.

- a. To attach an invoice, first add the **Attachment** section:



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

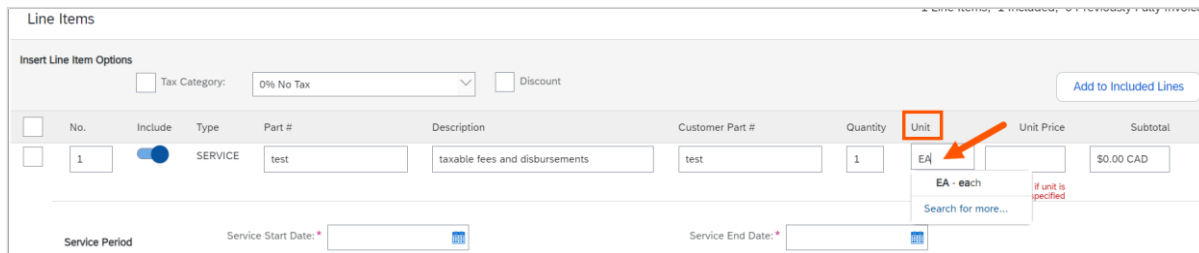


Invoice Date

The date on the supplier invoice and the date on the SAP Business Network submission must be the **same date**.

Unit Field

Type in **EA** exactly in the **Unit** field.



Ship To Address Details

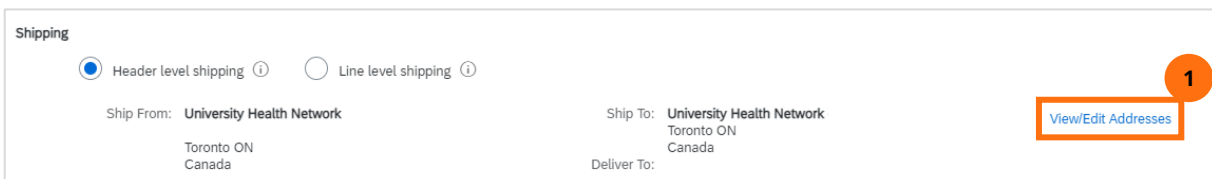
All corporate legal offices are located at Toronto General Hospital.

If your UHN department contact is at another site besides Toronto General Hospital, update the **Ship to** address fields with the corresponding address.

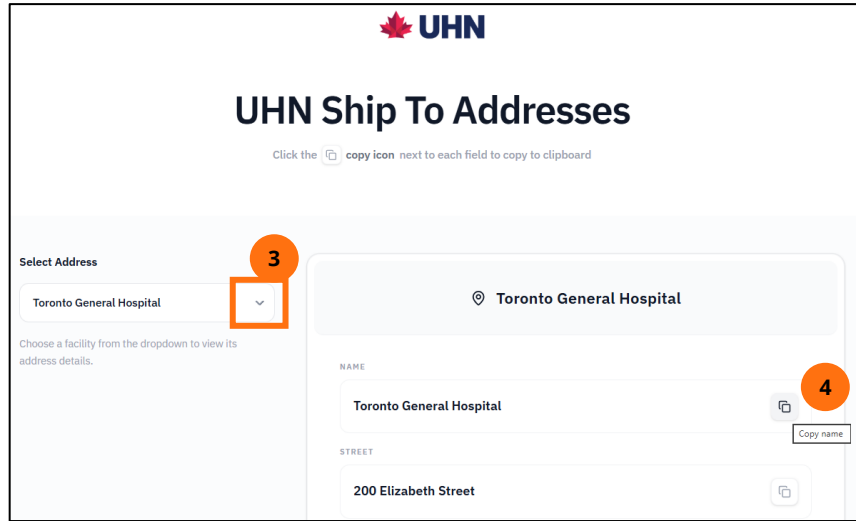
The **Ship To** address details must match what UHN has in its database.

You must enter the **exact address** in order to prevent any system errors and to avoid any delays in processing the invoice.

1. In the **Shipping** section, to update the **Ship To** address to reflect the location where the work took place, click **View/Edit Addresses**.



2. 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.
3. Using the **dropdown arrow**, select the address.
4. Click the  **copy icon** next to each field to copy to clipboard.



5. Paste the information in the **Ship To** details on the **SAP Business Network**.
6. Repeat this for each required field, indicated by an asterisk.
7. 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**.



If you receive a **Rejection Reason** for an **invalid Ship To address**, refer to the [UHN Ship to Addresses](#) on the [UHN Supplier Information Portal](#).

Non-PO Invoice Example Submission

Standard Invoice		
Status Invoice: Sent Routing: Queued Invoice Number: 123456121 Invoice Date: Wednesday 11 Sep 2024 12:00 PM GMT-04:00 Origin: Supplier		Subtotal: \$627.35 CAD Total Tax: \$72.94 CAD Amount Due: \$700.29 CAD
REMIT TO: MEDICAL SYSTEMS-TEST Postal Address: 3715 LAIRD ROAD MISSISSAUGA ON L5L 0A3 Canada Tax ID of Supplier: 12378	BILL TO: University Health Network Postal Address: 190 Elizabeth Street Toronto ON M5G 2C4 Canada Address ID: UHN	SUPPLIER: MEDICAL SYSTEMS-TEST Postal Address: 3715 LAIRD ROAD MISSISSAUGA ON L5L 0A3 Canada
BILL FROM: MEDICAL SYSTEMS-TEST Postal Address: 3715 LAIRD ROAD MISSISSAUGA ON L5L 0A3 Canada	CUSTOMER: University Health Network - TEST Postal Address: 190 Elizabeth Street Toronto ON M5G 2C4 Canada Email: Randi.O'Driscoll@uhn.ca	

SHIPPING INFORMATION:	
SHIP FROM: MEDICAL SYSTEMS-TEST Postal Address: 3715 LAIRD ROAD MISSISSAUGA ON L5L 0A3 Canada	SHIP TO: Toronto General Hospital Postal Address: 200 Elizabeth Street Toronto ON M5G 2C4 Canada
ADDITIONAL INFORMATION: Legal fees Supplier VAT/Tax ID: 12378	

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	1	SERVICE	Taxable fees and disbursements	1 / (EA) ⓘ	\$561.05 CAD	\$561.05 CAD
DETAILS Start Date: 2 Sep 2024 End Date: 11 Sep 2024 Auxiliary Part ID: Manufacturer Part No.: Manufacturer Name: Country of Origin:						
Tax Details:						
Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description Tax Regime Exempt Detail
HST	13%		\$561.05 CAD	\$72.94 CAD		
						Subtotal: \$561.05 CAD Tax: \$72.94 CAD

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total		
2	2	SERVICE	Non-Taxable fees and disbursements	1 / (EA) ①	\$66.30 CAD	\$66.30 CAD		
DETAILS								
Start Date: 2 Sep 2024 End Date: 11 Sep 2024								
Auxiliary Part ID:								
Manufacturer Part No.:								
Manufacturer Name:								
Country of Origin:								
Tax Details:								
Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
No Tax	0%		\$66.30 CAD	\$0.00 CAD				
						Subtotal:	\$66.30 CAD	
						Tax:	\$0.00 CAD	

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
HST	13%		\$561.05 CAD	\$72.94 CAD				
No Tax	0%		\$66.30 CAD	\$0.00 CAD				

Invoice Summary

Subtotal: \$627.35 CAD

Total Tax: \$72.94 CAD

Amount Due: \$700.29 CAD

Attachment(s):

Name	Type
Demo_Invoice_for_Ariba.pdf	application/pdf

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

Done

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