



SAP Business Network: UHN Legal Service Providers Non-PO Invoice Key Information

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DESCRIPTION

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

This document provides key information and an example when creating a non-PO invoice 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 INVOICE INFORMATION

Follow the steps provided in the [UHN Non-PO Invoice Guide for Suppliers](#).

Where do I send my invoice?

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

Customer: University Health Network - TEST
Toronto ON Canada
Email: <input type="text" value="Randi.O'Driscoll@uhn.ca"/>

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.

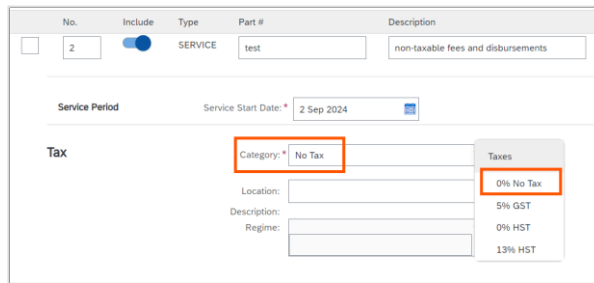
Invoice Line Items

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.

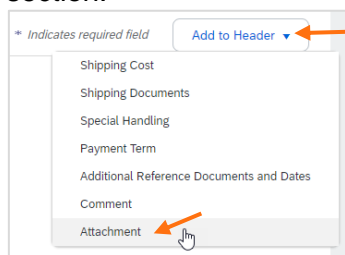
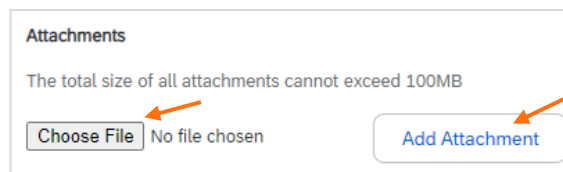


Attach a Copy of the Invoice

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.

- To attach an invoice, first add the **Attachment** section:
- In the **Attachment** section, click **Choose File**, then click **Add Attachment**.

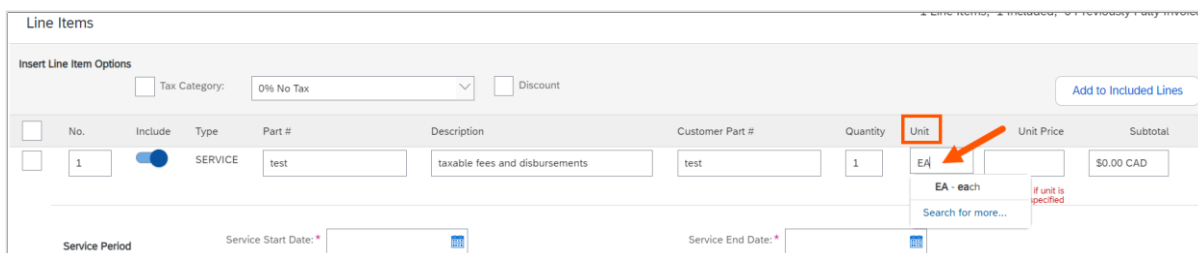



Invoice Date

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 (Shipping) Information

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 type in the **exact address** in order to prevent any system errors 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.

Shipping

Header level shipping ⓘ
 Line level shipping ⓘ

Ship From: **University Health Network**
 Toronto ON
 Canada

Ship To: **University Health Network**
 Toronto ON
 Canada

Deliver To:

View/Edit Addresses

UHN Ship To addresses:

VIEW/EDIT ADDRESSES * Indicates required field

Ship From

Name:

Department Name:

Address 1:

Address 2:

Address 3:

City:

Province:

Postal Code:

Country/Region:

This selection will refresh the page content

Ship To

Name:

Department Name:

Address 1:

Address 2:

Address 3:

City:

Province:

Postal Code:

Country/Region:

This selection will refresh the page content

Deliver To:

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



NON-PO INVOICE EXAMPLE SUBMISSION

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Standard Invoice

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

SHIPPING INFORMATION:

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

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																		
<p>DETAILS</p> <p>Start Date: 2 Sep 2024 End Date: 11 Sep 2024 Auxiliary Part ID: Manufacturer Part No.: Manufacturer Name: Country of Origin:</p> <p>Tax Details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tax Category</th> <th>Tax Rate</th> <th>Tax Rate Type</th> <th>Taxable Amount</th> <th>Tax Amount</th> <th>Tax Location</th> <th>Description</th> <th>Tax Regime</th> <th>Exempt Detail</th> </tr> </thead> <tbody> <tr> <td>HST</td> <td>13%</td> <td></td> <td>\$561.05 CAD</td> <td>\$72.94 CAD</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Subtotal: \$561.05 CAD Tax: \$72.94 CAD</p>							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				
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																				

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) ⓘ	\$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

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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