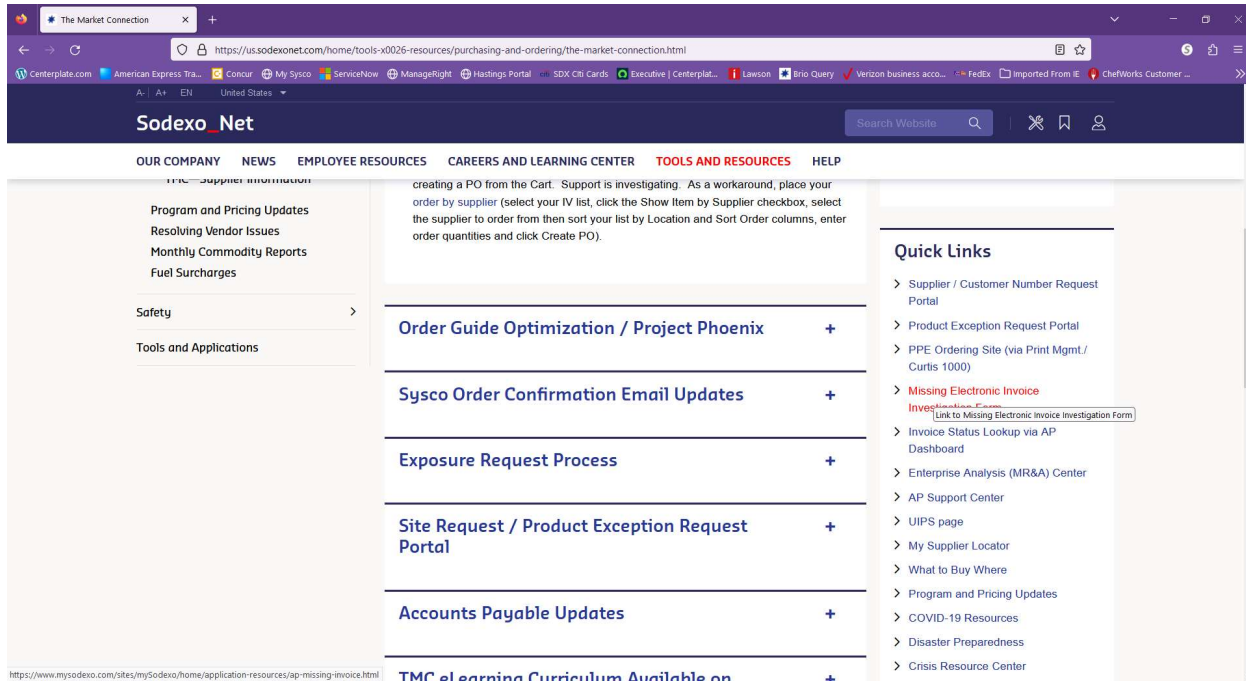


The MEII form should start to be used for missing EDI invoices as of 10/01/2023.

If you have an EDI invoice that has not come into WorkCenter within 5 days of the invoice date, go to Sodexo Net to access The Market Connection, <https://us.sodexonet.com/home/tools-x0026-resources/purchasing-and-ordering/the-market-connection.html>. If you go to the Sodexo Net home page, you can also search for The Market Connection. Scroll down to the “Quick Links” section on the right hand side and choose “Missing Electronic Invoice Investigation Form” (MEII).



Once in the Missing Electronic Invoice Investigation Form (MEII), choose “Request” to start completing the form.

Within in this form, you must enter a good contact phone number. All fields with an “ \* ”, is required and you must enter something in that field.

Under the “Missing Invoice Resource” field, choose “YES” for the question “Did you check for your invoice using the AP dashboard?”. This will open up more fields for you to enter in vendor information, invoice information, etc.

Under Vendor number, you must enter the correct SAP (NOT LAWSON) Vendor number for the vendor. Do NOT enter the three leading zeros “000” in this field. If you do not know the correct SAP vendor number, go to WorkCenter, under “Vendor Group” for you MBU, it will show you’re the SAP Vendor number for each vendor linked to your unit.

WC Portal

https://wcpportal.slcloudapps.com/WCPortal/AP/91/view-vendor-group/view/mbu/91

Centerplate.com American Express Tra... Concor My Sysco ServiceNow ManageRight Hastings Portal SDX CIB Cards Executive | Centerplat... Lawson Brio Query Verizon business acco... FedEx Imported From IE ChiefWorks Customer ...

**WorkCenter Portal** Brian Cllett

AP MBU: 100\_00690 - T-MOBILE PARK Admin Work Tools

Invoices >  
Supplier Account >  
Vendor Group >  
View

View Vendor Group

Vendor Group: 100\_00690 - T-MOBILE PARK

Vendors List

Click column headers to sort data. Export

SAP Vendor Number	SAP Vendor Name	Vendor Number	Vendor Name	Vendor Class
0001973155	SPRING USA CORPORATION	167	SPRING USA CORPORATION	PUR
0002855627	ESSENTIAL BAKING CO INC	7818	ESSENTIAL BAKING COMPANY	SUP
0003746085	RATIONAL COOKING SYSTEMS INC	157	RATIONAL COOKING SYSTEMS, INC.	FLD
0004243660	GENESCO SPORTS ENTERPRISES	51668	GENESCO SPORTS ENTERPRISES	FLD
0001156082	SMITHCO MEATS INC	120005	SMITHCO MEATS, INC	SUP
0001303874	RAYMOND HANDLING CONCEPTS	24677	RAYMOND HANDLING CONCEPTS	CRP
0002549343	PETERSON	45987	PETERSON	SUP
0004141752	INDUSTRY SIGN & GRAPHICS	87460	INDUSTRY SIGN & GRAPHICS	FLD
0004548163	SERVICE MASTER OF SEATTLE	52800	SERVICE MASTER OF SEATTLE	FLD
0004602505	CORE MARK INTERNATIONAL INC	45492	CORE-MARK INT'L INC	SUP

1 - 10 of 237 items

If you DO not see the vendor you are looking for, contact corporate AP ([sl.accountspayable@sodexo.com](mailto:sl.accountspayable@sodexo.com)) and ask them to link this vendor to your vendor group. Once this has been done, refresh your screen and find the SAP vendor number.

For this example, we are going to use “Charlies Produce”, SAP Vendor #1763747.

Back to the MEII form, enter “1763747” and the system should automatically show you the SAP vendor number and name, choose it and it will auto populate the form.

Continue to enter in data on the form, Enter in your SAP Cost Center number. If you do not know it, again, refer back to WorkCenter, under “Supplier Account”, the go to “View” and you will see your SAP Cost Center number, for this example it is SAP Cost Center Number “0093127001”

WC Portal

https://wcportal.scloudapps.com/WCPortal/AP/91/view-supplier-account/view

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**WorkCenter Portal** Brian Cliett

AP MBU: 100\_00690 - T-MOBILE PARK Admin Work Tools

Invoices >  
Supplier Account >  
View  
Manage  
Vendor Group >  
View

View Supplier Account

Click column headers to sort data.

Supplier	Supplier Acc...	SAP Cost Ce...	Cost Center ...	Unit	Unit Name	Default GL Account	Active	
1000002 - OFFICE DEPOT	93127001-001	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	600115 - Office Supplies	Yes	Items
1000002 - OFFICE DEPOT	93127002-001	0093127002	T-MOBILE PARK CATERING	100_00692	T-MOBILE PARK CATERING	501024 - EDI Invoice Clearing	No	Items
1000018 - SUMMIT MARKETING	93127001	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	501024 - EDI Invoice Clearing	Yes	Items
1000058 - HUBERT	999999.931270...	0093127003	T-MOBILE PARK AT COST	100_00693	T-MOBILE PARK AT COST	501024 - EDI Invoice Clearing	No	Items
1000067 - EDWARD DON LOS ANGELES	1230103	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	501007 - Misc Food	Yes	Items
1000070 - EDWARD DON NEW JERSEY	1230103	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	501007 - Misc Food	No	Items
1000070 - EDWARD DON	1248868	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	501007 - Misc Food	No	Items

1 2 3 4 5 ... 10 items per page 1 - 10 of 61 items

Enter your SAP Cost Center number in the filed on the MEII form, again, do NOT enter any leading zeros. You will notice that your unit name will appear, select it and the system will auto populate.

Enter in the invoice number EXACTLY as it appears on your invoice, invoice date, invoice amount. For GL Code, **ALWAYS use 60647000**, Misc Supplies. Again, once you enter in this GL code, it will appear and select it. Enter in your Customer Number as it appears on your invoice.

You can add another invoice, for this vendor only, if you need to. If this is the only invoice and the only vendor you have an issue with, you can go to the Comments/Special Instructions section and enter any comments you want but **MAKE SURE** you enter, this is for a Sodexo Live unit. **You can also MUST attach a copy each invoice entered on the MEII form.** Once done, hit the “SUBMIT” button.

If you hit the “Save” button, it does NOT go to Sodexo, the system is assuming you will come back to it for editing and adding additional information to “SUBMIT” later.

If you have multiple missing EDI invoices for multiple vendors, you can enter the invoices for your first vendor, then there is a button to “ADD VENDOR” to choose another vendor and the EDI invoices that are missing for that vendor, all within the MEII form.

The screenshot shows the 'Missing Electronic Invoice Investigation' form in a web browser. The browser's address bar shows the URL: <https://www.mysodexo.com/sites/mySodexo/home/application-resources/ap-missing-invoice.html>. The Sodexo logo and 'QUALITY OF LIFE SERVICES' are in the top left. The top right shows a 'Log out' button and a 'WELCOME BRIAN CLIFT' message. The form itself is titled 'Invoice Entry' and has a 'Vendor Information 1' section with fields for 'Vendor Number' (1763747), 'Vendor Name' (CHARLES PRODUCE), and 'Company Code' (USA1). Below this is a table with columns: 'Invoice Number', 'Invoice Date', 'Invoice Amount', 'GL Account', and 'GL Account Description'. The table contains one row with values: 'TEST', '09/19/2023', '1,500.00', '60647000', and 'MISC SUPPLIES'. There are 'Add Vendor Invoice' and 'Add Vendor' buttons. The 'Attachments' section has a 'File Name' field with a 'Browse...' button and an 'Added By' field. At the bottom, there is an 'Add Add'l Attachments' button.

Once you have submitted your MEII form to Sodexo, you can also go back to the MEII home page, and you will see your request(s) that you have submitted. You can also go back later to see the state of each request, so you know when to expect the invoice to come into WorkCenter via EDI, comments, etc.

The screenshot shows the 'Missing Electronic Invoice Investigation' home page. The browser's address bar shows the URL: <https://www.mysodexo.com/sites/mySodexo/home/application-resources/ap-missing-invoice.html>. The Sodexo logo and 'QUALITY OF LIFE SERVICES' are in the top left. The top right shows a 'Log out' button and a 'WELCOME BRIAN CLIFT' message. The page has a sidebar with navigation links: 'Home', 'Request', and 'Search'. The main content area is titled 'Missing Electronic Invoice Investigation' and contains instructions: 'Any invoices not posted 5 days after the invoice date can be entered on this form. Upon completion of the request, click the "Submit" button for the request to go to AP. Do NOT use the complete button unless you no longer need it investigated.' Below this is a 'Note: This form is only to be used for electronic invoices. Requests must be received by end of BD+1 to be accrued for close.' The 'My Requests' section has a 'Show 5 entries' dropdown and a search bar. Below this is a table with columns: 'Ref #', 'Vendor Number and Name', 'Invoice Number', 'Invoice Date', 'Invoice Amount', 'Date Submitted', and 'Status'. The table is empty, showing 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. The footer shows the Sodexo logo, '© Copyright 2016 Sodexo', and links for 'Enterprise Portal', 'Contact Us', and 'Need more help? Call 1 888 667 9111 or click HELP DESK'.