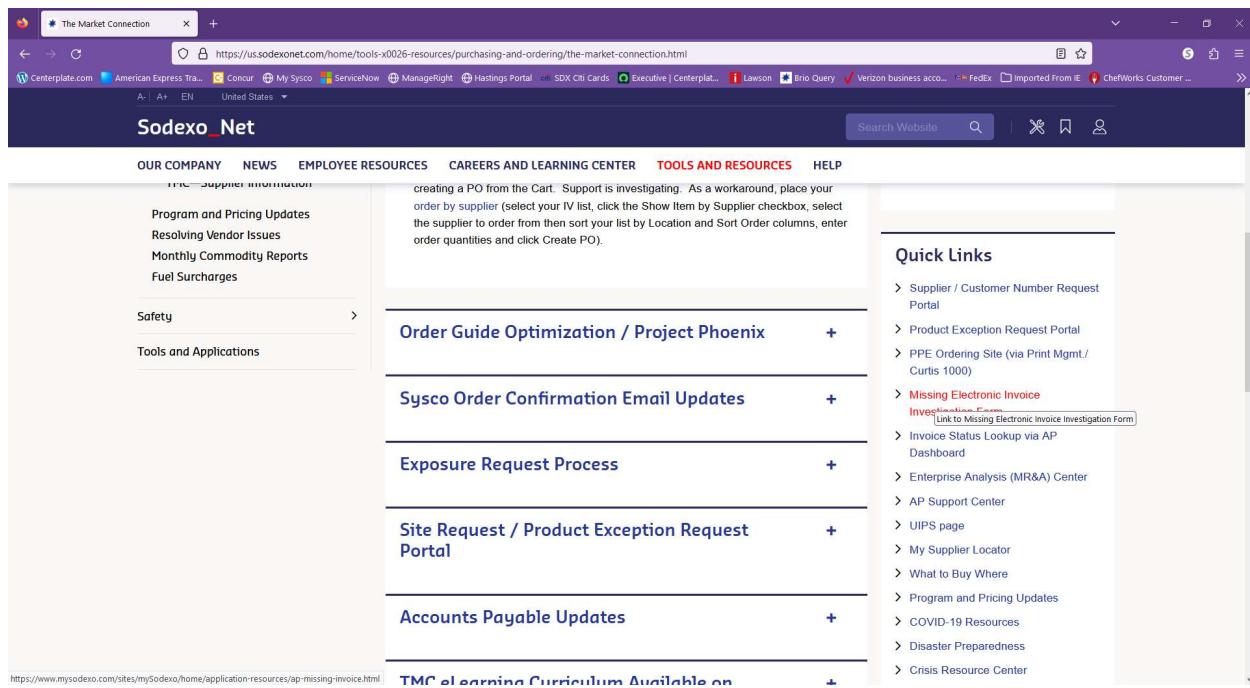


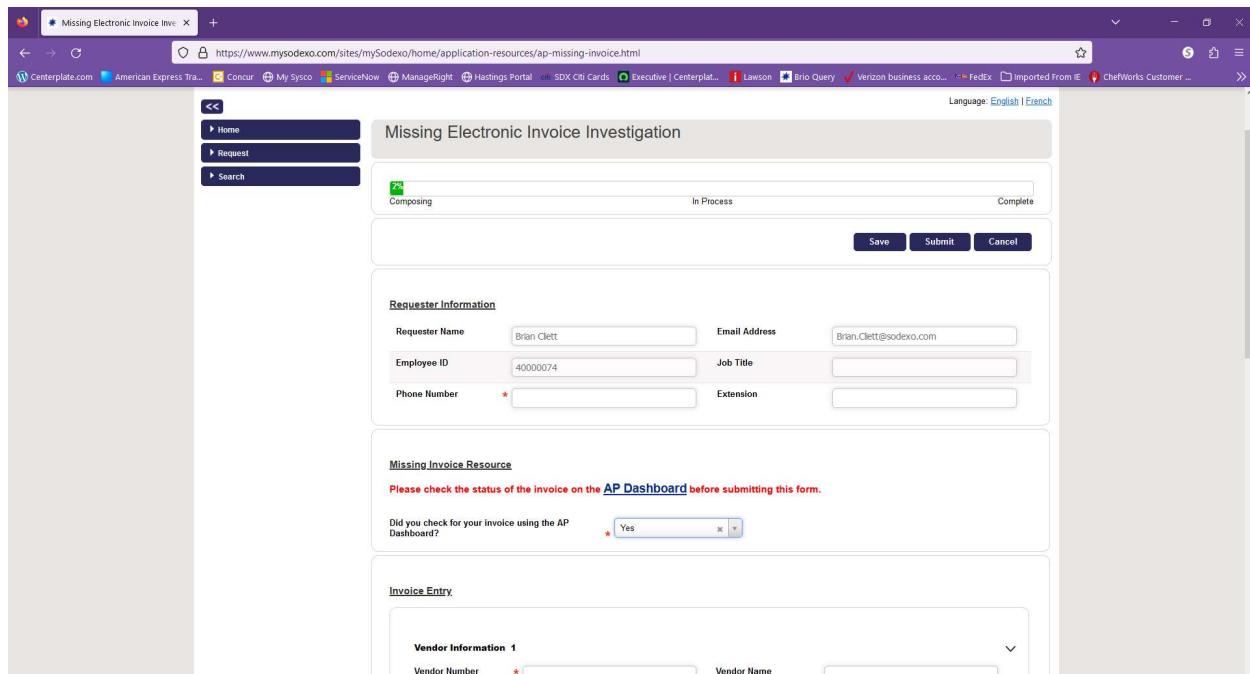
## The MEII form should start to be used for missing EDI invoices as of 10/01/2023.

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).



The screenshot shows the Sodexo Net home page with a purple header. The 'Quick Links' section on the right is expanded, showing various links. The 'Missing Electronic Invoice Investigation Form' link is highlighted in red and underlined, with a tooltip 'Link to Missing Electronic Invoice Investigation Form'.

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

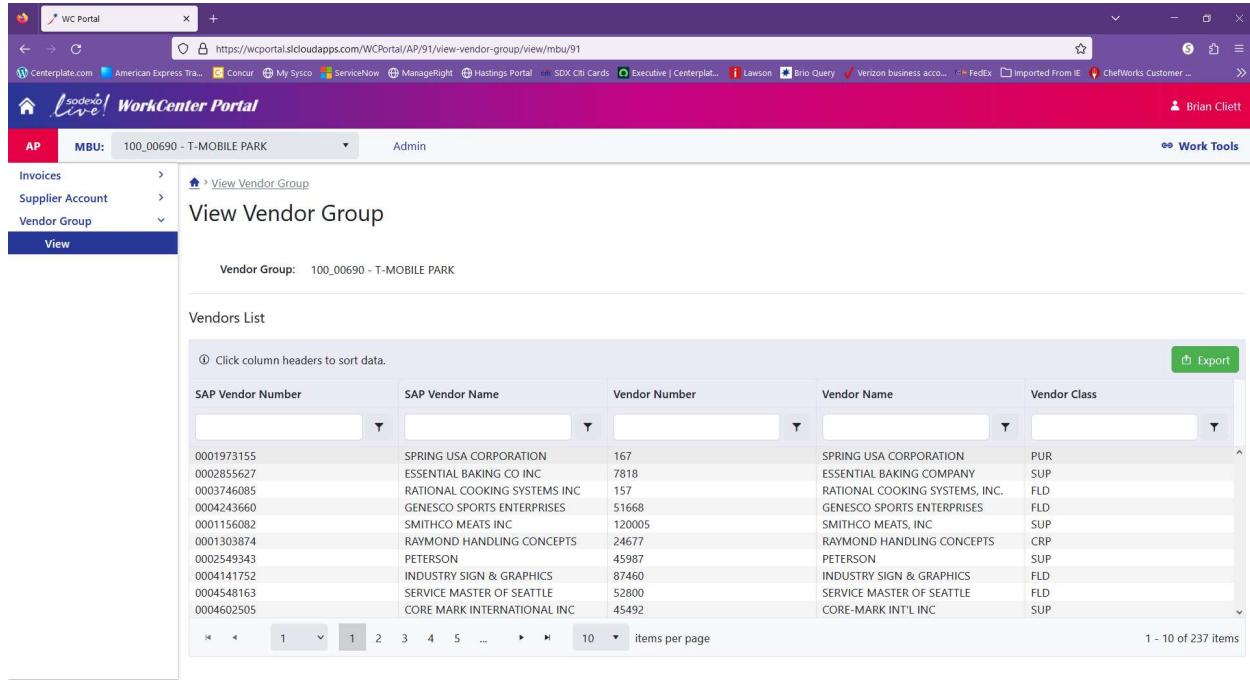


The screenshot shows the 'Missing Electronic Invoice Investigation' form. The 'Request' tab is selected in the left sidebar. The 'Requester Information' section contains fields for Requester Name (Brian Clett), Email Address (Brian.Clett@sodexo.com), Employee ID (40000074), Job Title, Phone Number, and Extension. The 'Missing Invoice Resource' section contains a note to check the AP Dashboard and a dropdown for 'Did you check for your invoice using the AP Dashboard?' with 'Yes' selected. The 'Invoice Entry' section is partially visible at the bottom.

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.



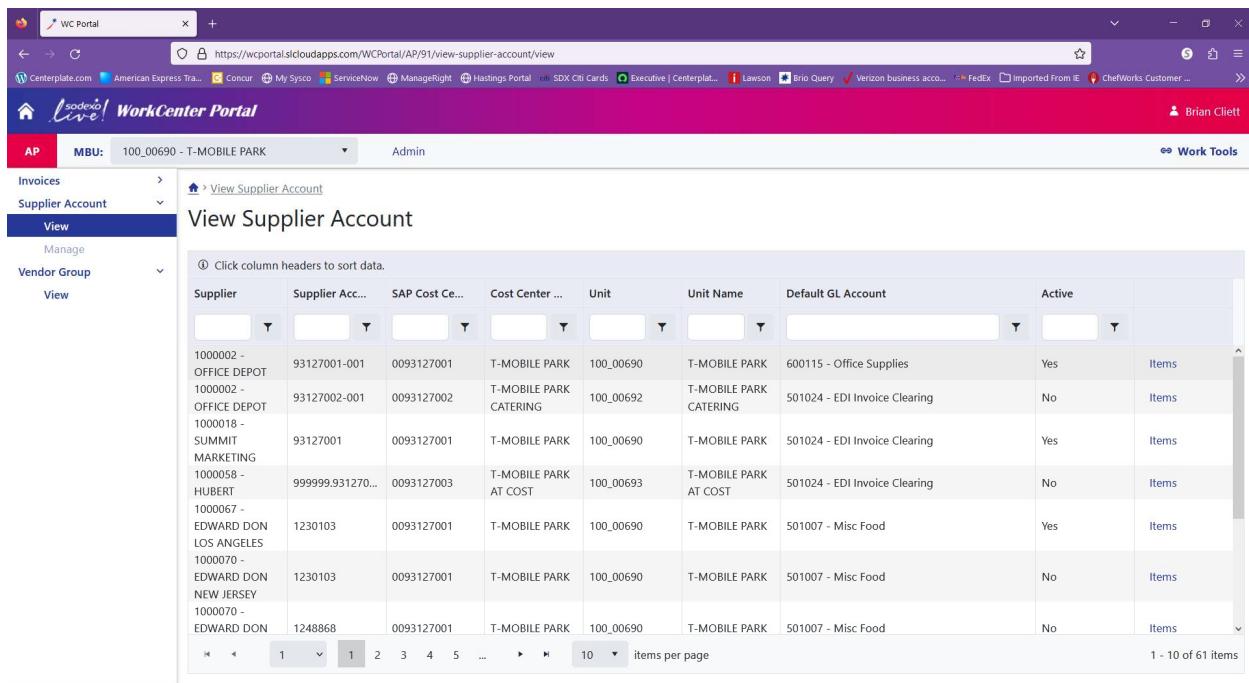
SAP Vendor Number	SAP Vendor Name	Vendor Number	Vendor Name	Vendor Class
0001973155	SPRING USA CORPORATION	167	SPRING USA CORPORATION	PUR
0002855627	ESSENTIAL BAKING CO INC	7818	ESSENTIAL BAKING COMPANY	SUP
0003746085	RATIONAL COOKING SYSTEMS INC	157	RATIONAL COOKING SYSTEMS, INC.	FLD
0004243660	GENESCO 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

If you DO not see the vendor you are looking for, contact corporate AP ([sl.accounts payable@sodexo.com](mailto:sl.accounts payable@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”



Supplier	Supplier Acc...	SAP Cost Ce...	Cost Center ...	Unit	Unit Name	Default GL Account	Active	Item
100002 - OFFICE DEPOT	93127001-001	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	600115 - Office Supplies	Yes	Items
100002 - OFFICE DEPOT	93127002-001	0093127002	T-MOBILE PARK CATERING	100_00692	T-MOBILE PARK CATERING	501024 - EDI Invoice Clearing	No	Items
100018 - SUMMIT MARKETING	93127001	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	501024 - EDI Invoice Clearing	Yes	Items
100058 - HUBERT	999999.931270...	0093127003	T-MOBILE PARK AT COST	100_00693	T-MOBILE PARK AT COST	501024 - EDI Invoice Clearing	No	Items
100067 - EDWARD DON LOS ANGELES	1230103	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	501007 - Misc Food	Yes	Items
100070 - EDWARD DON NEW JERSEY	1230103	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	501007 - Misc Food	No	Items
100070 - EDWARD DON	1248868	0093127001	T-MOBILE PARK	100_00690	T-MOBILE PARK	501007 - Misc Food	No	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.

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.