

Quick Links

- › Supplier / Customer Number Request Portal
- › Product Exception Request Portal
- › PPE Ordering Site (via Print Mgmt./ Curtis 1000)
- › Missing Electronic Invoice Investigation Form

From SodexoNet, TMC platform, bottom right of screen you'll see option for Quick Links. Do not click on ACCESS TMC.

Select Missing Electronic Invoice Investigation Form



[Home](#)[Request](#)[Search](#)

Missing Electronic Invoice Investigation

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.

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. 

Select "Request" top left of screen. Home will take you back to this screen where you can view status of each submission. Disregard "Note: This form is only to be used" etc., This does not apply to SodexoLive

My Requests

Show entriesSearch:

Ref #	Vendor Number and Name	Invoice Number	Invoice Date	Invoice Amount	Date Submitted	Status
No data available in table						

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

2%

Composing

In Process

Complete

Save

Submit

Cancel

Requester Information

Requester Name

M Jeannie Edwards

Email Address

MJeannie.Edwards@sodexo.com

Employee ID

40002651

Job Title

Phone Number

* (580) 238-3551

Extension

Enter Name and phone number of requestor. Select Yes, Did you check for invoice using the AP Dashboard

Missing Invoice Resource**Please check the status of the invoice on the [AP Dashboard](#) before submitting this form.**

Did you check for your invoice using the AP Dashboard?

*

Vendor Group

▼

① Click column headers to sort data.

View

SAP Vendor Number	SAP Vendor Name	Vendor Number	Vendor Name	Vendor Class
0001065242	MAGNUS MOBILITY SYSTEMS INC	28274	MAGNUS MOBILITY SYSTEMS INC	FLD
0001233170	WILL ED INC	4036	TAYLOR'S RENTAL EQUIPMENT CO.	FLD
0001971308	VULCAN FOOD EQUIPMENT GROUP	18906	VULCAN FOOD EQUIPMENT GROUP	PUR

WC AP Portal, Vendor Group > View has the **SAP Vendor Number** for all vendors including EDI vendor

Invoice Entry

Vendor Information 1

Vendor Number	<input type="text" value="1803071"/>	Vendor Name	<input type="text" value="ALSCO"/>
Company Code	<input type="text" value="USA1"/>		

Cost Center	Cost Center Name	Invoice Number	Invoice Date	Invoice Amount	GL Account
93180001	CAESARS SUPERDOME	LPEN1058178	07/19/2023	231.62	60647000
93180001	CAESARS SUPERDOME	LPEN1059815	07/28/2023	180.00	60647000

Add Vendor Invoice

Add Vendor

Enter Vendor Number from WC AP Portal. Do not enter zero's from beginning of number in WC AP Portal. Vendor Name will auto populate. Enter SAP Cost Center Number. Cost Center Name will auto populate, then Invoice number, date and amount. GL Code should **always** be 60647000. You can continue to add invoice for the same vendor by selecting add vendor invoice after each invoice entry. Add invoices for a different vendor by selecting Add Vendor

Attachments *

File Name

Added By

Date and Time

No file chosen

You MUST attach a copy of each invoice entered on this request.

Comments/Special Instructions

SodexoLive

Comments should always include "SodexoLive". Select Submit when complete

Request History

Status

Role

User Email

Date and Time

Comments

No matching records found