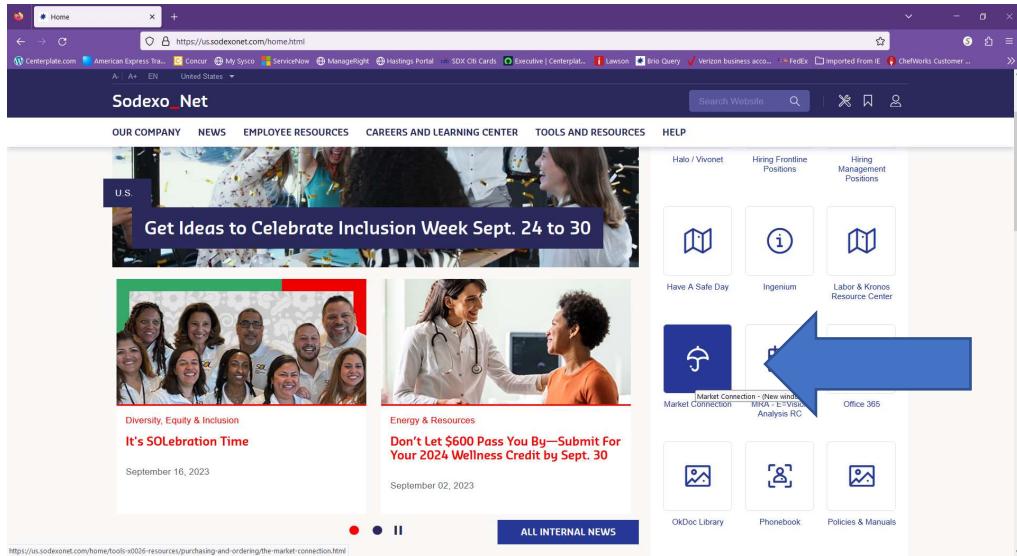


## Instructions for Completing the Supplier/Customer Number Request (SCNR) – New Request

1. When you need to setup a New Vendor or Customer Number, go to SodexoNet 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 SodexoNet home page, you can also search for The Market Connection.



2. Next, in the lower right corner, click on Supplier / Customer Number Request Portal

### Quick Links

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

3. This page will show all your previous requests and their status. In the top left corner, click on New Request.

[Home](#) [New Request](#) [Training Materials](#) [Reports](#)

Supplier/Customer Number Request

Before beginning a request ensure Chrome is up to date by clicking the three dots at the top right. Then select **Help** then **About**. If updates begin click the **Relaunch** button when it appears.

**My Requests**

Show 10 entries

#	Cost Center	Cost Center Name	Requestor	Request Type	Status	Date Submitted
10900	93222001	HMNS FOOD	Karen Erickson	Add	COMPLETE	07-27-2023
10898	93222001	HMNS FOOD	Karen Erickson	Add	COMPLETE	07-27-2023
10896	93331001	DALLAS CONV CTR (CLIENT)	Karen Erickson	Add	COMPLETE	07-27-2023
10892	93193001	UNIVERSITY OF MICHIGAN	Karen Erickson	Add	COMPLETE	07-26-2023

Showing 1 to 4 of 4 entries

Excel Export

Search:

Previous [1](#) Next

4. This will bring up your form. It will automatically add your name, employee ID and email address. Next fill in the areas marked by the red asterisks. Here you need your “Phone Number” and the “GM Email” address.

Requestor Information

Requestor Name	Karen Erickson	Email Address	Karen.Erickson@sodexo.com
Employee ID	40004428	Requestor Job Title	
Phone Number *	<input type="text"/>	Extension	
GM Email *	<input type="text"/>	GM Name	

5. Below this, you will enter your Sodexo “Cost Center Number” (not the five-digit Unit number). When you enter in the Cost Center number you will see a small grey box below the cost center number. Just click on it and the Unit Name will populate.

Cost Center Information

Cost Center Number *	<input type="text"/>	<input type="text"/>
Primary Ordering System	<input type="text"/>	RAM <input type="text"/>
New Unit Opening? Enter Date of First Order.	<input type="text"/> MM/DD/YYYY	
Seasonal Unit? Enter Start and End Date.	<input type="text"/> MM/DD/YYYY	<input type="text"/> MM/DD/YYYY

6. Under Request Type, the form will now auto populate with Add Supplier or Customer Number and another section will now appear.

Request Type

- Add Supplier or Customer Number
- End Supplier or Customer Number
- Change/Update Supplier Customer Number
- Add/Change Supplier Ship-To Address
- Add/Change Supplier Order Cutoff-Delivery Schedule

7. Complete the information marked by the red asterisks.

- a. First, enter all the Supplier information. Scroll through the suppliers to find the “Supplier Parent Name” and then also the “Supplier Name” on the right. Enter the “Customer Number” and then the “Pay Type Code” which will be **Client Pay** (very important).
- b. Then, enter the Customer Number Ship-to Address 1 information. When you go to “Ship-to Address Line 1”, your drop-down box will have your unit address listed. Enter and it will populate the full address of your unit, including City, State, Zip and Country.

Add Supplier or Customer Number

Supplier 1			
Supplier Information			
Supplier Parent Name *	Select	Supplier Name	Select
Customer Number Details			
Customer Number *		Pay Type Code *	Select
Customer Number Ship-to Address 1			
Ship-to Address Line 1 *	Select	Address Line 2	
Address Line 3		City *	
State *		Zip *	
Country *	Select		

8. If you have any of the following, click on the appropriate button:

- a. "Add Additional Ship-To Address"
- b. If you have more than one customer number, use the "Add Additional Customer Number".
- c. You can also add a delivery schedule by clicking the "Add Delivery Schedule."
- d. Under Comments, note SodexoLive!
- e. If you have an additional supplier to add, click on the "Add Additional Supplier" button.

[Add Additional Ship-To Address](#)

[Add Additional Customer Number](#)

**Delivery Schedule**

Order Cutoff Day  Cutoff Hour  AM/PM  Cutoff Minute  Delivery Day

[Add Delivery Schedule](#)

[Add Additional Supplier](#)

**COMMENTS**

9. When complete, click on the "Submit" button. It will then show your request in the "Request History" box. If you begin the form and are unable to finish it at the same time, click "Save" and it will save what you have entered, and you can go back to it as time permits.

Request History

Status	User Email	Date and Time	Comments	Reason
No matching records found				
			<a href="#" style="border: 1px solid #002b36; padding: 2px 10px; color: inherit; text-decoration: none;">Save</a> <a href="#" style="border: 1px solid #002b36; padding: 2px 10px; color: inherit; text-decoration: none;">Submit</a> <a href="#" style="border: 1px solid #002b36; padding: 2px 10px; color: inherit; text-decoration: none;">Delete</a> <a href="#" style="border: 1px solid #002b36; padding: 2px 10px; color: inherit; text-decoration: none;">Cancel</a>	