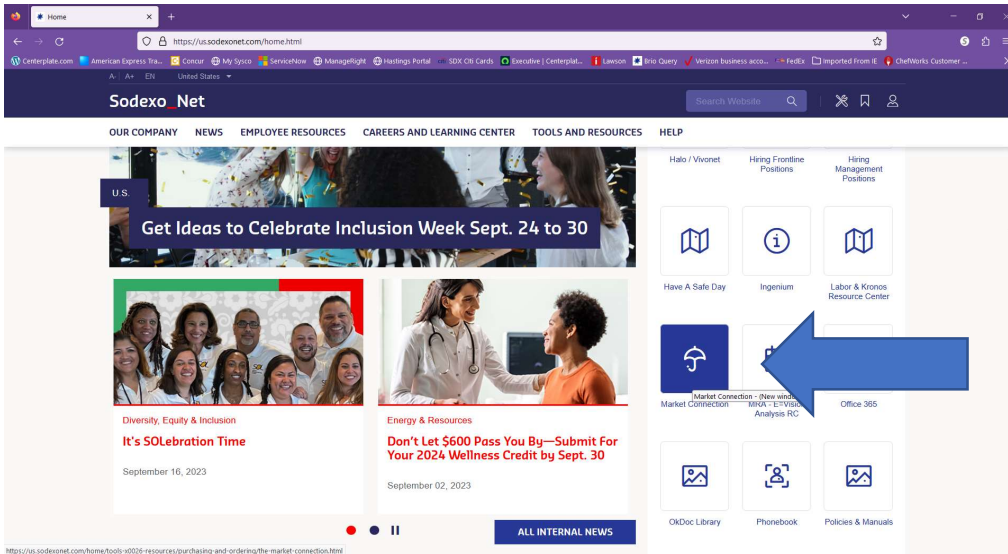


Instructions for Completing the Supplier/Customer Number Request (SCNR) – New Request

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](#)
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Language [English](#) | [French](#)

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 entriesPrevious

1

 Next

Excel Export

Search:

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 * | | Extension | |
| GM Email * | | 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 * | | |
| Primary Ordering System | | RAM |
| New Unit Opening? Enter Date of First Order. | MM/DD/YYYY | |
| Seasonal Unit? Enter Start and End Date. | MM/DD/YYYY | 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:
- “Add Additional Ship-To Address”
 - If you have more than one customer number, use the “Add Additional Customer Number”.
 - You can also add a delivery schedule by clicking the “Add Delivery Schedule.”
 - Under Comments, note **SodexoLive!**
 - 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

Select

Cutoff Hour

Select

AM/PM

Select

Cutoff Minute

Select

Delivery Day

Select

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 | | | | |

Save

Submit

Delete

Cancel