

# Sodexo Vendor Portal: Invoice Status Lookup Tool

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## Accessing the Tool

Log into the Sodexo Vendor Portal with existing account credentials OR click the Create Account link to create an account. The URL for the portal is: <https://vendors.mysodexo.com>



Vendor Login

Vendor [User Guide](#)

Vendor [FAQs](#)

Use your approved corporate email account to login.

If you are a Sodexo employee, please access the Invoice Lookup Application through SodexoNet.

Corporate Email

Password

[Create an account](#)

[Change your password](#)

[Help accessing your account](#)

# Sodexo Vendor Portal: Invoice Status Lookup Tool

## Creating a New Account

1. Click the **Create an Account** link
2. Complete **Vendor User Registration** fields:
  - a. In the Corporate Email field enter your business email address. Only the following free email domains will be accepted:
    - i. Gmail.com
  - b. **Password Rules** status – Red Xs will turn to Green checkmarks when you have met the password rule requirement
  - c. Add at least **ONE Vendor Number** then click the **Add Vendor** button. Additional vendor numbers can be entered, click the **Add Vendor** button after each number.
  - d. Click **Register** button and you will receive a Registration Confirmation email. Once the registration is approved, you will receive an activation email. Follow the steps to complete your profile set up.

Welcome to the Vendor Portal



### Vendor User Registration

First Name	<input type="text" value="Sammy"/>
Last Name	<input type="text" value="Silver"/>
Contact Number	<input type="text" value="7168885544"/>
Corporate Email	<input type="text" value="sammy.silver@gmail.com"/>
Password	<input type="password" value="....."/>
Confirm password	<input type="password" value="....."/>
Vendor Number	<input type="text" value="0070070"/>
	<input type="button" value="Add Vendor"/>
	<input type="button" value="Vendor Number"/> <input type="button" value="Delete"/>

#### PASSWORD RULES

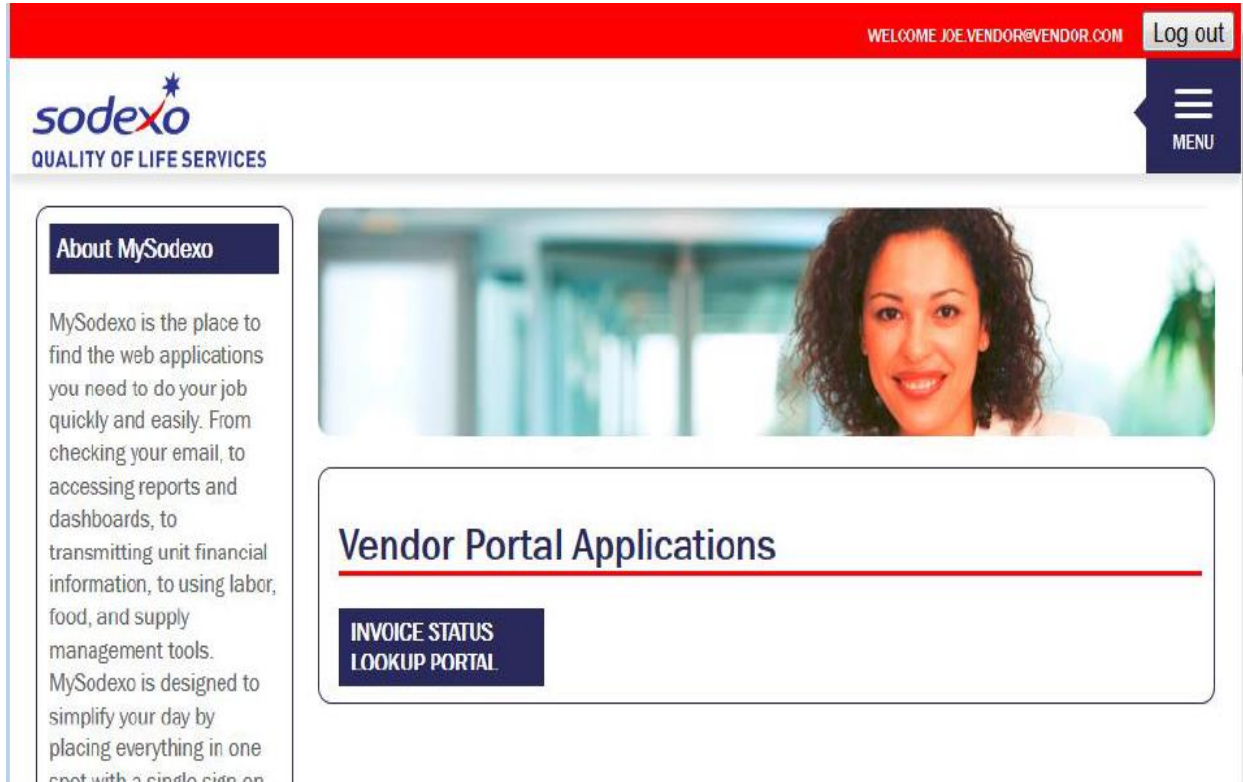
- Must be 8-32 characters
- Must contain one uppercase letter
- Must contain one lowercase letter
- Must contain one number
- Must contain one non-alphabetic character(e.g. @#\$)
- Confirmation must match password

[Login, if you already have an account](#)

# Sodexo Vendor Portal: Invoice Status Lookup Tool

## Vendor Portal Landing Page

1. Click Applications menu and select the **Invoice Status Lookup Tool** from the drop down list.



# Sodexo Vendor Portal: Invoice Status Lookup Tool

## Invoice Status Lookup Portal Landing Page

1. Enter **ONE** of your vendor numbers in the **Sodexo Vendor Number/Name** field
2. Complete any one (or more) of the remaining fields:
  - a. **Invoice Numbers** – enter up to 500 invoice number separated by a comma OR use the Import button to import a list of invoices via an Excel file.
  - b. **Invoice Date Range** – click the text box and select a starting date from the calendar. Repeat the process in the To: text box to select an ending date.
  - c. **EDI Load Date** – will return any electronically submitted invoice. Click the text box and select a load date from the calendar.
  - d. **DCID Number** – if you use UIPS to submit invoices, you can enter your Distribution Center Identification (DCID) number to search for invoices.
  - e. **Cost Center Number(s)** – enter a cost center number if you wish to only search for invoices related to a specific Sodexo Cost Center.
  - f. **Check Number** – enter the check number if it is known, but the invoice(s) it pays is not known.
  - g. **Payment Date** – click in the text box and select a payment date from the calendar.

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<< Invoice Status My Profile

### Invoice Status Lookup Portal

Test Message for Admin functionalities.

1 **Invoice Status**

Sodexo Vendor Number / Name Search by Vendor Number or Name

2.a Invoice Number(s)  Import Choose File N...n  
Enter comma(,) separated values, Max 500

Usage: To import invoice numbers from an excel, add all invoice numbers to the first column in the excel. Select the file and click on import. All invoice numbers will be imported to the text area.

2.a Invoice Number Range From  Search by Invoice number To  Search by Invoice number

2.b Invoice Date From  To

2.c EDI Load Date From  To

Invoice Amount(s)   
Enter comma(,) separated values, Max 500

Invoice Amount Range From  Search by Invoice Amount To  Search by Invoice Amount

2.d DCID Number  Search by DCID Number DCID Name  Search by DCID Name

2.e Cost Center Number(s)   
Enter comma(,) separated values, Max 500

2.f Check Number(s)   
Enter comma(,) separated values, Max 500

2.g Payment Date

Search Reset

# Sodexo Vendor Portal: Invoice Status Lookup Tool

3. Click the Search button to view your results:
  - a. Use the **Show** drop down arrow to change the number of entries displayed.
  - b. Use the column sort arrows to sort as needed.
  - c. Use the page selector below the results window to move to different result pages.
  - d. Export your results to **Excel**, if desired.
  - e. Click **Reset** to conduct another search.

[Search](#) [Reset](#)

[Excel](#)

Show  entries

Costcenter No. ↕	Costcenter Name. ↕	Invoice No. ↕	Invoice Date ↕	Invoice Amt
12345678	B.I. STATE PARK BUFFALO NY	606161349	06/16/2016	-98.43
12345678	B.I. STATE PARK BUFFALO NY	606161348	06/16/2016	-1863.21
12345678	B.I. STATE PARK BUFFALO NY	606232100	06/23/2016	-1579.29
12345678	B.I. STATE PARK BUFFALO NY	606142168	06/14/2016	-730.84
12345678	B.I. STATE PARK BUFFALO NY	606213945	06/21/2016	-1769.88
12345678	B.I. STATE PARK BUFFALO NY	606172120	06/17/2016	24
12345678	B.I. STATE PARK BUFFALO NY	606232872	06/23/2016	52.22
12345678	B.I. STATE PARK BUFFALO NY	606242225	06/24/2016	59.77
12345678	B.I. STATE PARK BUFFALO NY	606143172	06/14/2016	-73.8
12345678	B.I. STATE PARK BUFFALO NY	606143169	06/14/2016	-223.36

Showing 1 to 10 of 1,821 entries    First    Previous    **1**    2    3    4    5    ...    183    Next    Last

# Sodexo Vendor Portal: Invoice Status Lookup Tool

**My Profile Tab** – use this tab to update your information, , contact information, such as your name and/or phone number, and to request the addition of more vendor numbers for your organization

1. To update your information or add a vendor number: click the **Edit** button to open the profile edit screen.

The screenshot shows the 'Invoice Status Lookup Portal' interface. At the top left, there are two navigation tabs: 'Invoice Status' and 'My Profile'. The 'My Profile' tab is selected and circled in red. Below the navigation bar, the 'My Profile' section is visible, featuring an 'Edit' button (circled in red), a 'Cancel' button, and a 'Change Password' button. The profile information is displayed in a form with the following fields:

- Corporate Email Address: sammy.silver@gmail.com
- Contact Number: 7168885594
- First Name: Sammy
- Last Name: Silver

Below the profile information, there are two sections for vendor numbers:

- Waiting for Approval**: A table with columns 'Request Number' and 'Vendor Number'. It contains the text 'No data available in table'.
- Add Vendor Numbers**: A table with columns 'Vendor Number', 'Save', and 'Delete'. It also contains the text 'No data available in table'.

At the bottom, there is a section for **Approved Vendor Numbers**. It includes a 'Show 10 entries' dropdown and a table with the following data:

Request#	Vendor Number	Vendor Name	Approved Date
46	0070070	GREAT LAKES DELIVER	10/26/2016
43	1108406	HUBERT CO LLC	10/26/2016



# Sodexo Vendor Portal: Invoice Status Lookup Tool

2. Click the **Add** button in the **Add Vendor Number** area and complete the requested information.
3. Fields that are grayed cannot be edited.
4. Click **Save** to submit the request. While the request is pending, it will appear in the **Waiting for Approval** line.

▶ Invoice Status

▶ My Profile

## Invoice Status Lookup Portal

**My Profile** Save Cancel Change Password

Corporate Email Address: sammy.silver@gmail.com      Contact Number: 7168885594

First Name: Sammy      Last Name: Silver

**Waiting for Approval**

Request Number	Vendor Number
No data available in table	

**Add Vendor Numbers**

Vendor Number	Save	Delete
No data available in table		

**Add**

**Approved Vendor Numbers**

Show 10 entries

Request#	Vendor Number	Vendor Name	Approved Date
46	0070070	GREAT LAKES DELIVER	10/26/2016
43	1108406	HUBERT CO LLC	10/26/2016