UA Little Rock

Internal Procedure: Initiate Payment for Sodexo Catering Invoices

1) Place your order with Sodexo Catering Services (Do not use a PCard to pay Sodexo Invoices).

2) Sodexo Catering Services will provide the department with an estimate using the Order Form/Invoice (CaterTrax Invoice) below:

Order Name: ***SP Orientation***

Sodexo at UALR Catering
2801 South University Ave.,Little Rock,AR 72204
501-569-3804

sodexo

INVOICE #32483
Wednesday, 1/11/2023
Ordered On: 1/6/2023
Last Modified: 1/9/2023 1:41:02 PM
Confirmed

Customer Information

First Name:	[redacted]
Last Name:	[redacted]
Department:	UA Little Rock [redacted]
Email:	[redacted]
Phone:	[redacted]

Payment Information

Payment Type :	WorkDay [redacted]
Approval Email:	[redacted]
Policy Acceptance:	I Accept | FLS

Delivery / Pickup Information

Method:	On Campus Delivery
Delivery Contact:	[redacted]
Delivery Phone:	[redacted]
Purpose of Event:	Orientation
Building:	[redacted]
Room #:	205
Is this a University Sponsored Event?:	Yes

Event Information

Guest Count:	15
Pick-up/ Delivery Date:	Wednesday, 1/11/2023
Set Time:	11:30 AM
Event Time:	12:00 PM

COLD FOOD	Qty.	Price	Ext.
Classic Sandwich Lunch Box (Boxed Meals, Lunch Boxes) Apple, Potato Chips • (4) **Italian Tuna and Provolone Wrap: Tuna salad with provolone, pickle chips, banana pepper rings, red onion and Italian dressing** • (4) **Classic Turkey Club: Smoked turkey with Swiss cheese, bacon, lettuce, tomato and mayonnaise on sourdough bread** • (4) **Grilled Chicken Caesar Wrap: Grilled chicken with romaine, parmesan, Caesar dressing and croutons in a hearty grain tortilla** • **Carolina Slaw: Cabbage, green pepper, carrot, red onion in a mustard, brown sugar and apple cider vinaigrette** *- Add $2.29* • **Chocolate Brownie** • **Bottled Water** • **Assorted Canned Soda - each**	12	$15.28	$183.36

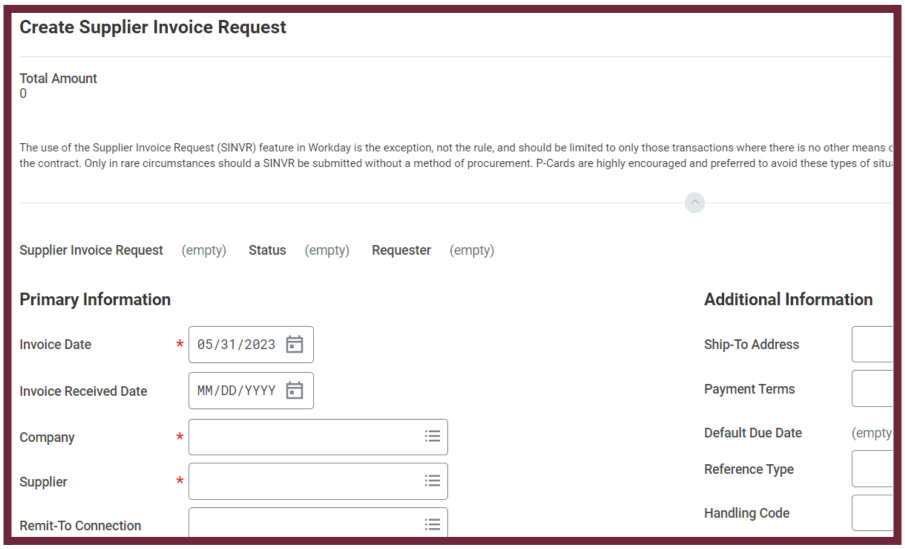
3) Sodexo Catering Services will provide an official invoice after the event. See the official invoice format below:

4) Log into Workday

5) Use the “Create Supplier Invoice Request” business process to initiate payment. You may access a quick reference guide at the following link: Workday Learning Resource.

Create Supplier Invoice Request - Sodexo Invoices

1) From the Home page in Workday search and select “Create Supplier Invoice Request” in the search bar. Workday will display the Supplier Invoice Request page (*see the image below*)


Create Supplier Invoice Request

Total Amount
0

The use of the Supplier Invoice Request (SINVR) feature in Workday is the exception, not the rule, and should be limited to only those transactions where there is no other means c
the contract. Only in rare circumstances should a SINVR be submitted without a method of procurement. P-Cards are highly encouraged and preferred to avoid these types of situ

Supplier Invoice Request (empty) Status (empty) Requester (empty)

Primary Information

Invoice Date * 05/31/2023

Invoice Received Date MM/DD/YYYY

Company *

Supplier *

Remit-To Connection

Additional Information

Ship-To Address

Payment Terms

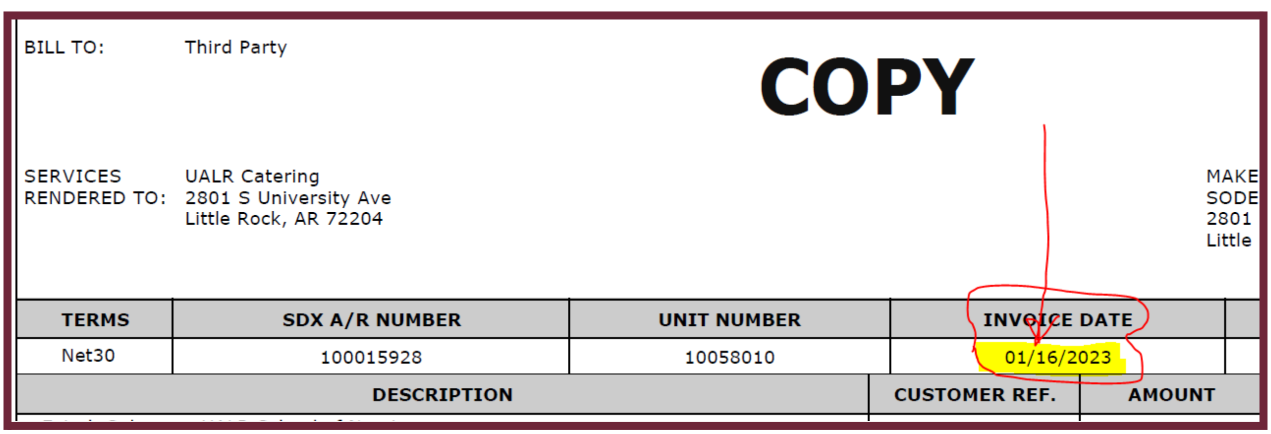
Default Due Date (empty

Reference Type

Handling Code

Primary Information Section:

2) **Invoice Date** defaults from the current date. Update the **Invoice Date** to the date on the face of the Sodexo Official Invoice (*see the image below*).


BILL TO: Third Party

COPY

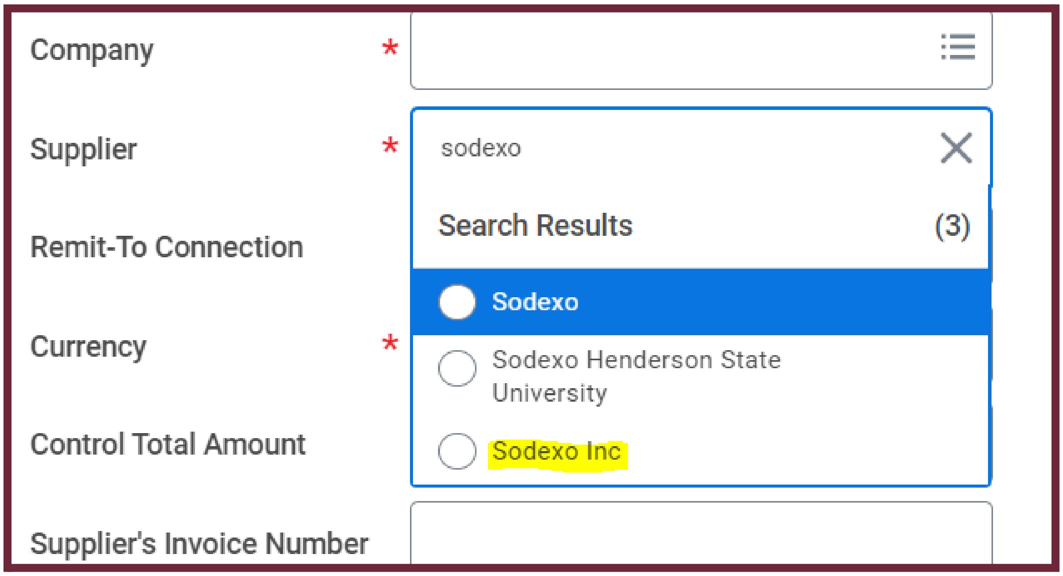
SERVICES RENDERED TO: UALR Catering
2801 S University Ave
Little Rock, AR 72204

MAKE
SODE
2801
Little

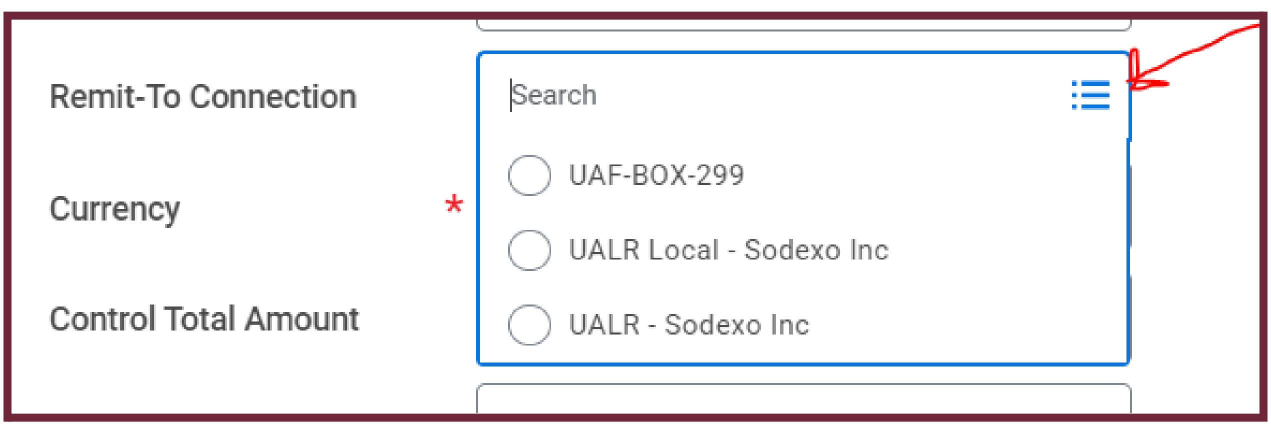
TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE
Net30	100015928	10058010	01/16/2023

DESCRIPTION	CUSTOMER REF.	AMOUNT

3) Enter **Invoice Received Date**. This captures the date on which your department received the invoice.
4) Select **Company**, if not defaulted. Company = University of Arkansas at Little Rock
5) Select **Supplier**. Type "Sodexo" and press enter. Select Sodexo Inc (*see image below*)



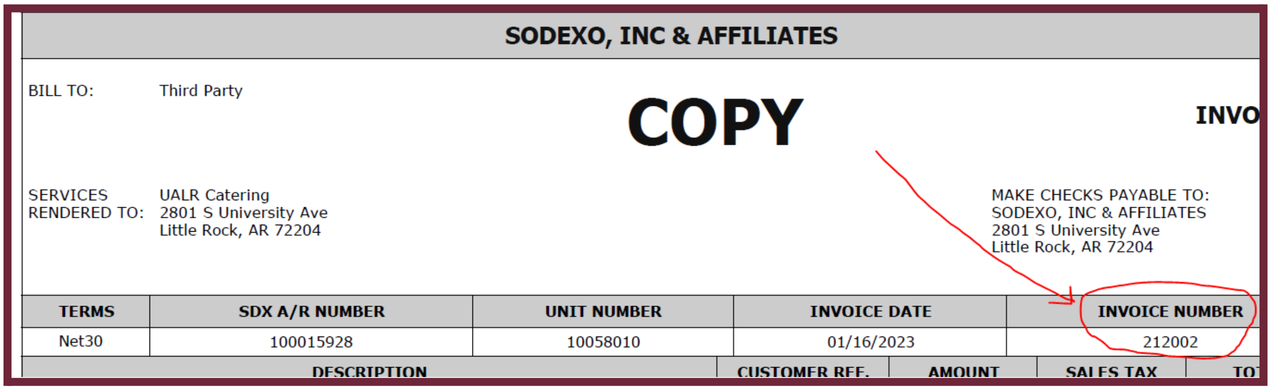
6) In the **Remit-To Connection** field, click on the three dots followed by dash lines to display the remit-to connection options (*see image below*).



7) Select **UALR - Sodexo Inc**
8) Workday will pre-populate the **Currency** field based on the Supplier's profile. **No Entry Required**

9) Enter the total amount of the invoice in the **Control Total Amount** field (*see image below*).

10) In the **Supplier's Invoice Number field** enter the Invoice Number on the face of Sodexo's Office Invoice (*see image below*).



SODEXO, INC & AFFILIATES

BILL TO: Third Party

COPY

INVO

SERVICES RENDERED TO: UALR Catering
2801 S University Ave
Little Rock, AR 72204

MAKE CHECKS PAYABLE TO:
SODEXO, INC & AFFILIATES
2801 S University Ave
Little Rock, AR 72204

TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE	INVOICE NUMBER
Net30	100015928	10058010	01/16/2023	212002

DESCRIPTION	CUSTOMER REF.	AMOUNT	SALES TAX	TO

Additional Information Section:

11) The **Ship-To Address** will pre-populate. **No Entry Required**

12) The **Payment Terms** will pre-populate based on the Supplier's profile.

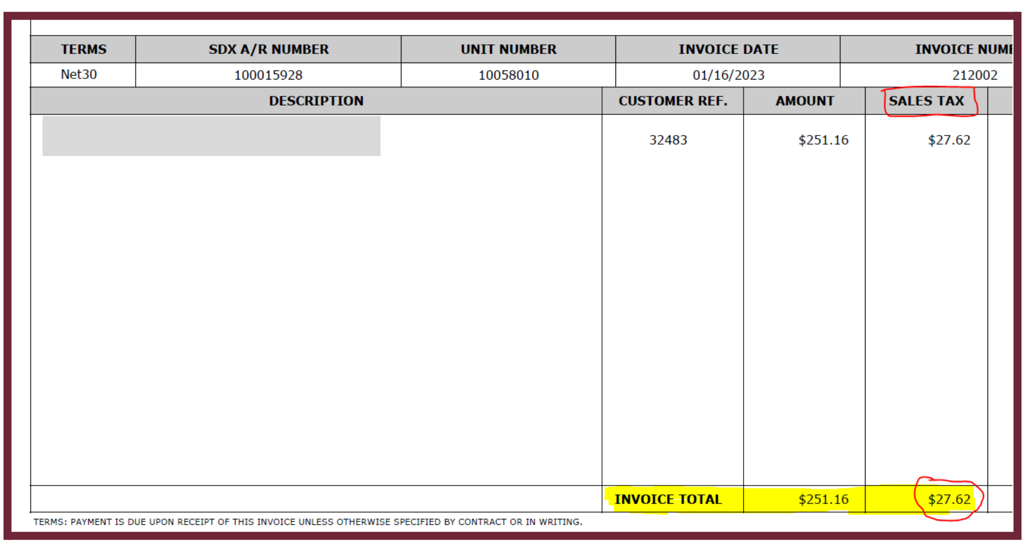
13) The **Reference Type** field may be left blank. **No Entry Required**

14) The **Handling Code** field may be left blank. **No Entry Required**

15) The **Statutory Invoice Type** field may be left blank. **No Entry Required**

16) The **Freight Amount** field may be left blank. **No Entry Required**

17) In the **Tax Amount** field enter the amount in the Sales Tax amount displayed on the Invoice Total line from the Sodexo Official Invoice (*see the image below*).

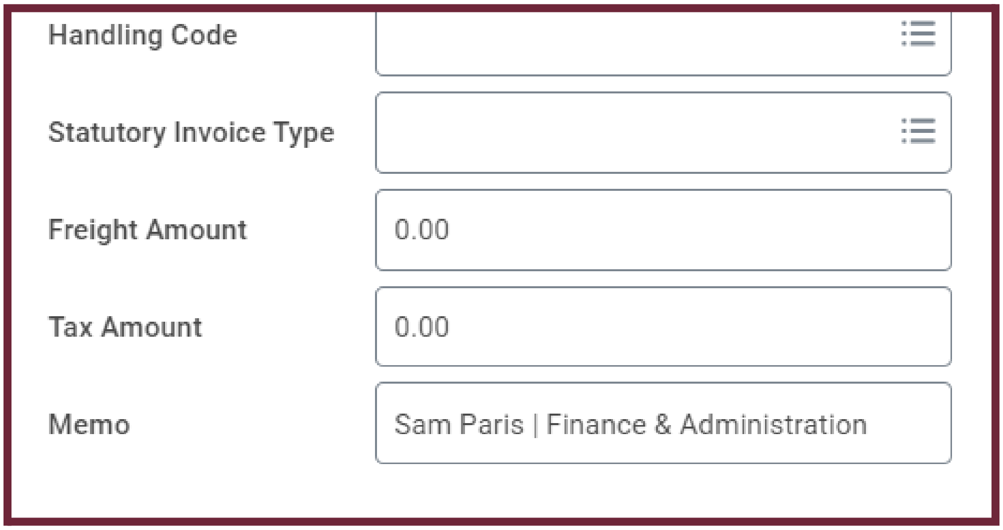


TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE	INVOICE NUMI
Net30	100015928	10058010	01/16/2023	212002

DESCRIPTION	CUSTOMER REF.	AMOUNT	SALES TAX
	32483	$251.16	$27.62
	INVOICE TOTAL	$251.16	$27.62

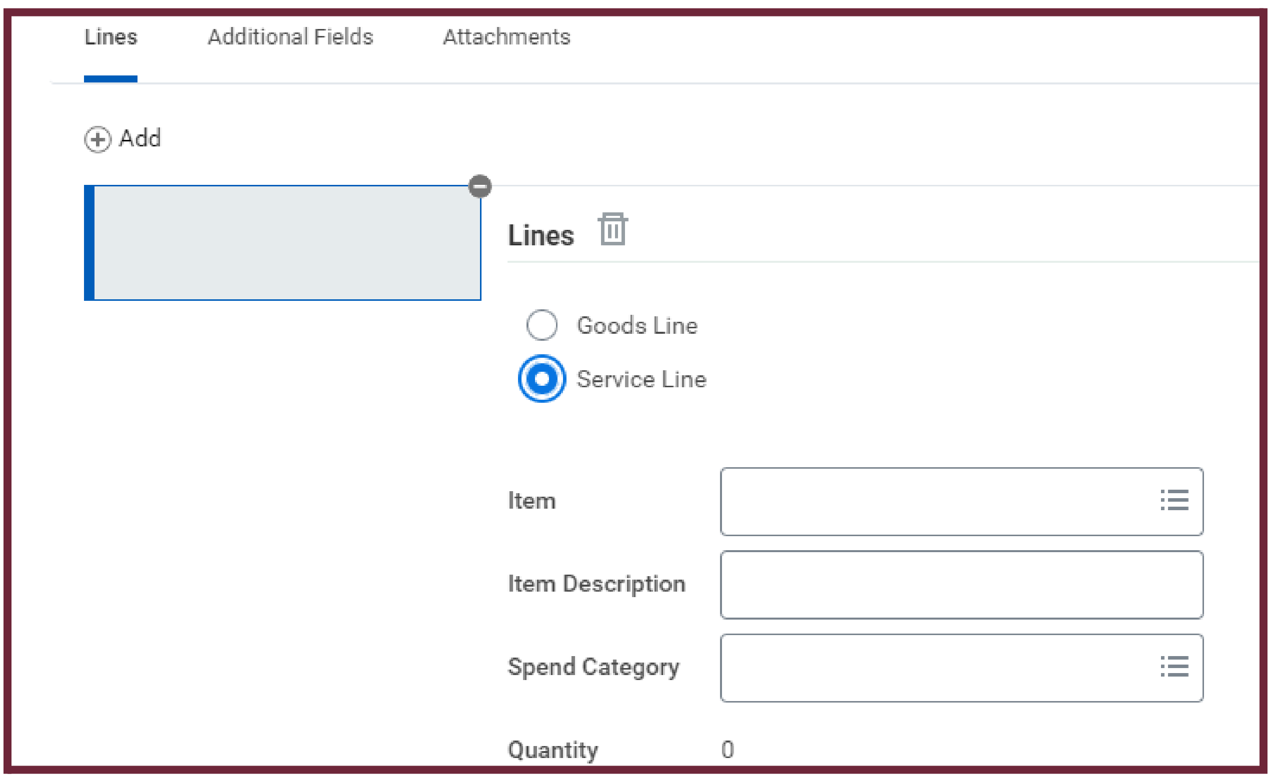
TERMS: PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE UNLESS OTHERWISE SPECIFIED BY CONTRACT OR IN WRITING.

18) In the **Memo** field enter the person's name listed on the invoice followed by the department name (*see the image below*).



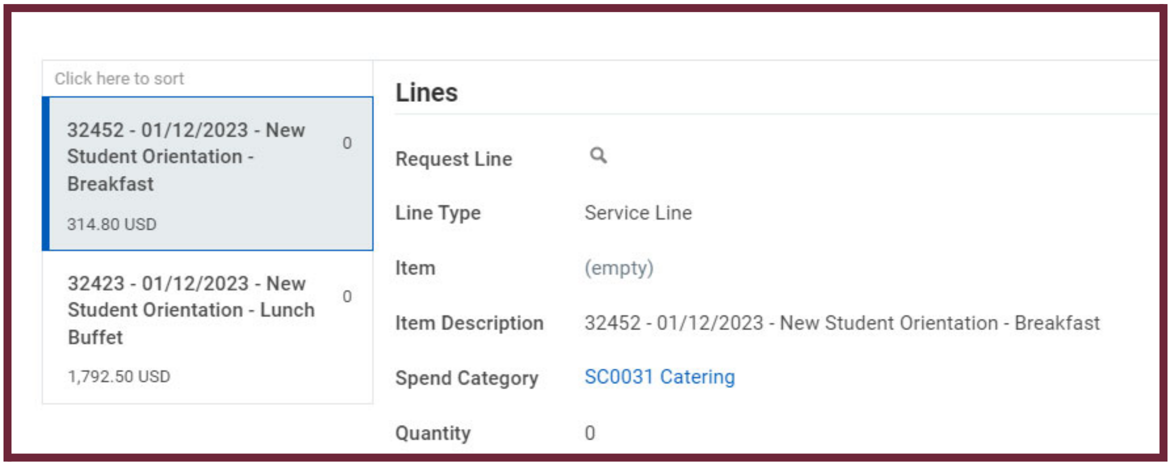
Lines Section

19) Select **Service Line** (*see image below*).



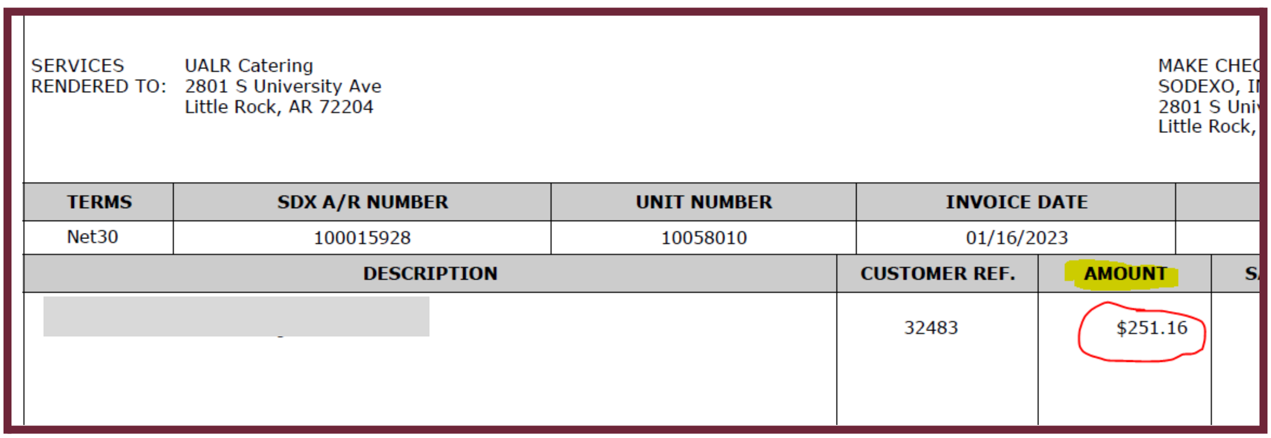
20) The **Item** field may be left blank. **No Entry Required**

21) From Sodexo's Official Invoice populate the **Item Description** field with the customer ref. Number - date of the event - description (*see the image below*). Complete this step for each invoice line.



22) In the **Spend Category** field, enter SC0031 for Food & Beverage lines and SC0081 for Delivery Fee and Late Fee lines.

23) In the **Extended Amount** field enter the number in the Amount column from Sodexo's Official Invoice (*see the image below*).



SERVICES RENDERED TO: UALR Catering
2801 S University Ave
Little Rock, AR 72204

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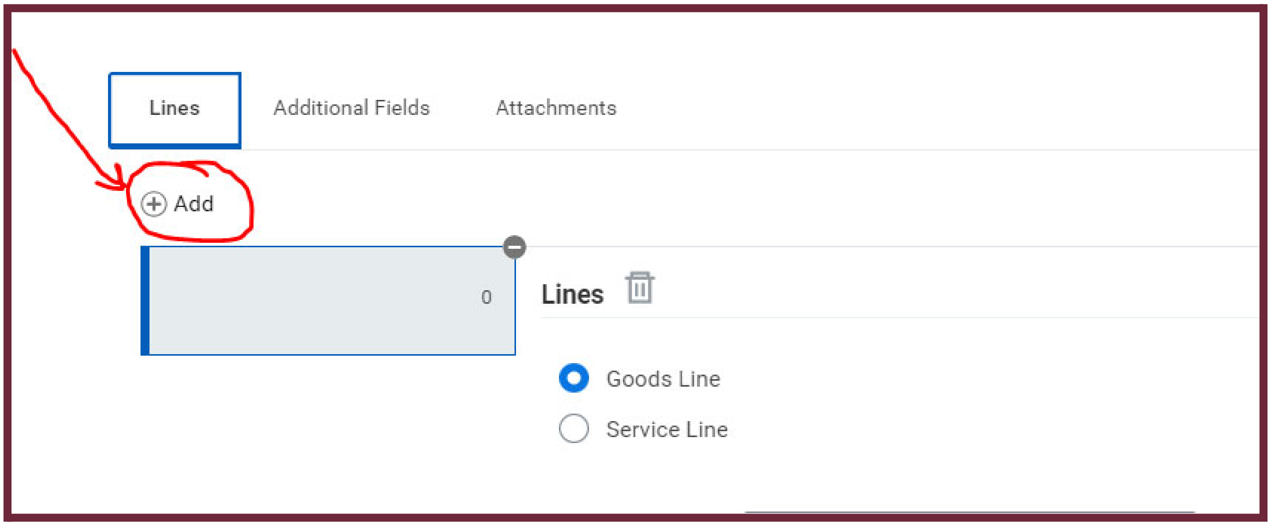
SODEXO, I
2801 S Uni
Little Rock,

TERMS	SDX A/R NUMBER	UNIT NUMBER	INVOICE DATE
Net30	100015928	10058010	01/16/2023

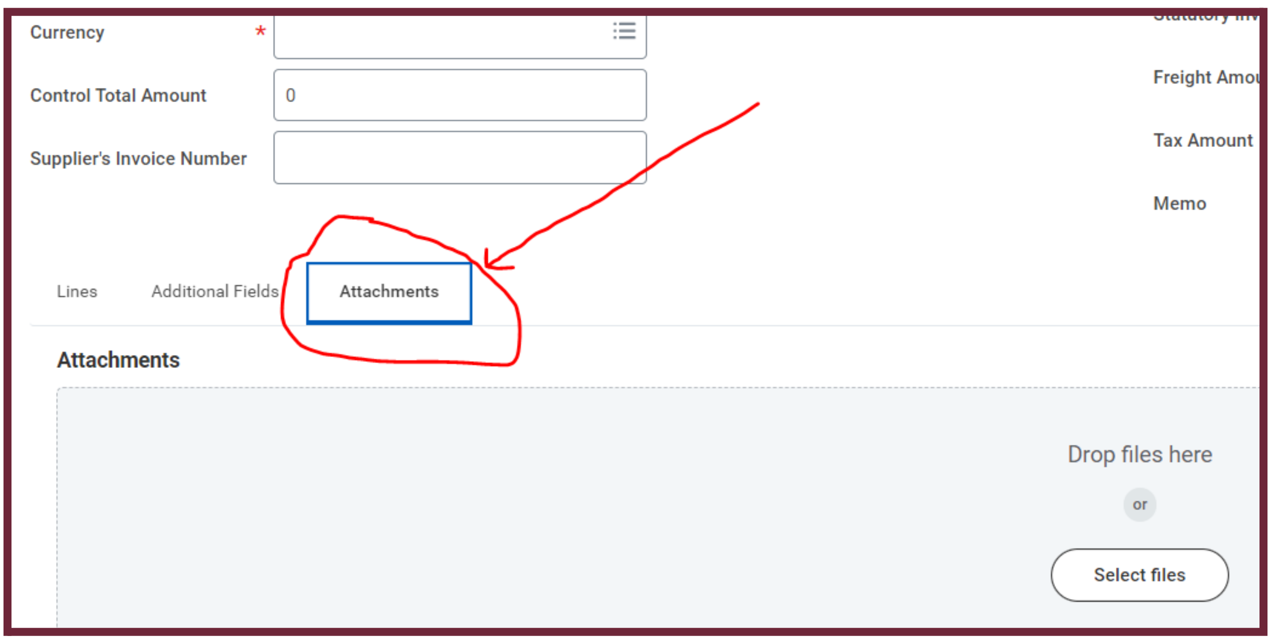
DESCRIPTION	CUSTOMER REF.	AMOUNT
	32483	$251.16

24) Enter the appropriate Driver Worktag (Cost Center, Designated, Grant, Agency, Program, or Project). If you use a Designated Worktag, Grant Worktag, Program Worktag, Project Worktag, or Agency Worktag please enter it first. The related worktags will default. If you are using a Cost Center Worktag enter the Cost Center Worktag.

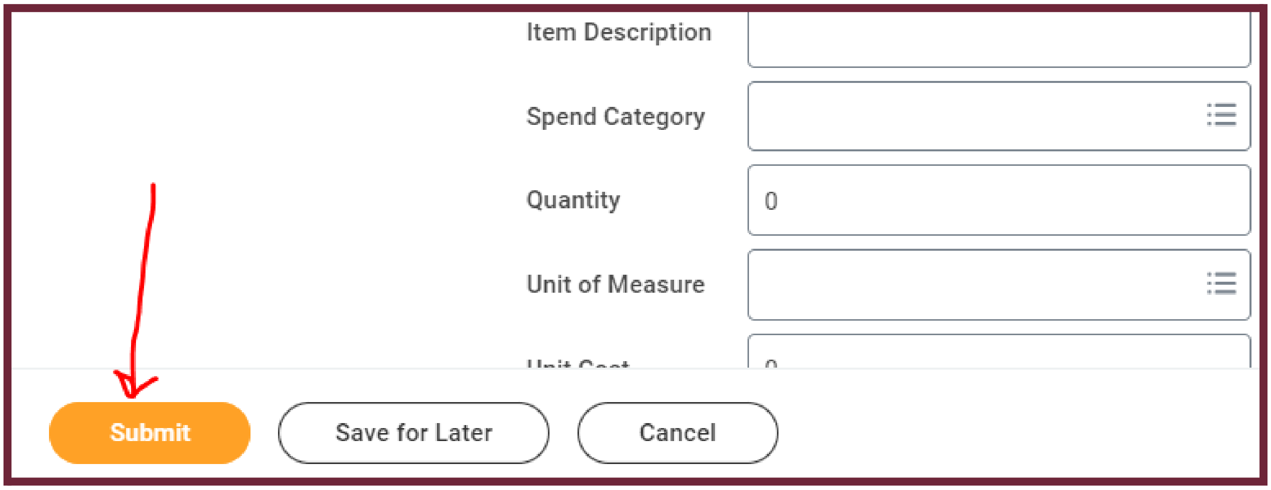
25) You may use the **Memo** field in the line section for additional information as needed.
26) Enter an **Internal Memo** to approvers or central accounts payable staff, if needed.
27) When there are multiple lines on Sodexo's you may add additional lines by selecting the **Add** button (*see the image below*).



28) After entering all lines, select the **Attachments** tab (*see the image below*).



29) Attach both Sodexo documents, Sodexo's Official Invoice (see step 3) and the CaterTrax Invoice (see step 2), and any other supporting documentation.
30) Select the **Submit** button (*see the image below*).


Item Description
Spend Category
Quantity
0
Unit of Measure
Submit
Save for Later
Cancel