Adding a Unit to an Existing Web UFS Node
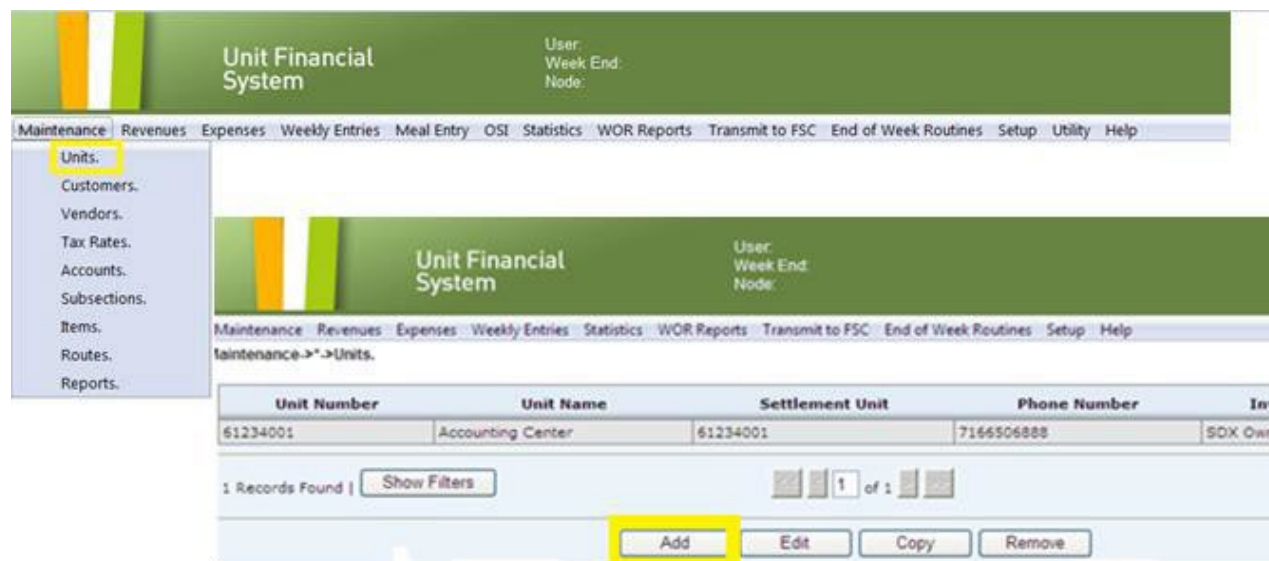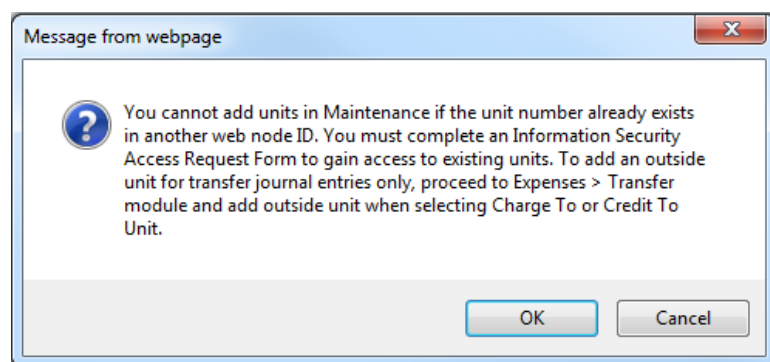
Log into the Web UFS Node where the unit will be added.
- Click on the Maintenance tab and select Units.
- Click the Add button.

The following screen will appear. Click OK to remove the message and advance to the next screen. Note, this is not an error message, just a reminder that a unit can only exist in one UFS node.

- Enter the unit data for all empty fields.
  - Update the defaulted information such as Unit Type, Client Vending, Transmittal Type and Statistics Required as applicable.
  - Click the SDX A/R Customer Numbers button and add the A/R Customer number to set up any billing customers for this unit. You can obtain this A/R

number from Accounts Receivables (accountsreceivable.noram@sodexo.com) if you do not know it.

- If the unit will not create non-contractual invoices, this A/R number is not required.

You can now add any Vendors or other setup data that will be required for the unit. Electronic vendors will be added automatically as invoices flow into the system.