

Requesting a New Web UFS Node - SoUnified

Web UFS requires cost centers to be set up and organized with a node ID. A node ID (think database) is linked to a primary cost center (unit) number and can contain many units and/or subunits.

If a node already exists and you need access to the node ID, please complete the Web UFS access request, under the **NorAm Identity & Access Requests > Finance menu, **Web UFS** option in SoUnified, and request by cost center.

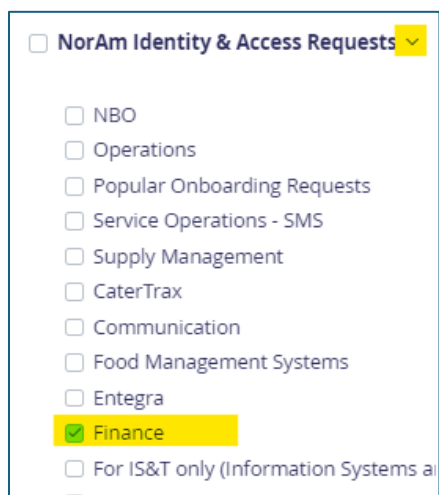
Beneficiary – Node will be created for “Beneficiary”

Steps to Submitting a SoUnified Access Request for Web UFS New Node

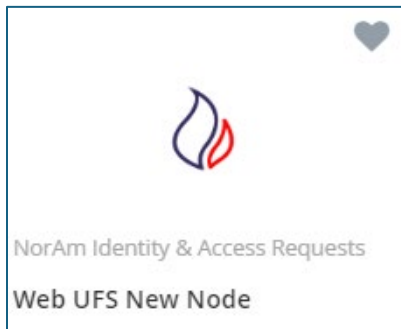
1. Log in to [SoUnified Self Service Portal](#)
 - a. Click on Sign in with G@Tes Authentication then enter your Sodexo credentials
 - b. Select role “Self-Service Mobile” and submit
2. Click on Service Catalog icon in left toolbar



3. Click the drop-down arrow for NorAm Identity & Access Requests and select **Finance** option




4. Scroll down and click on the **Web UFS New Node** tile (you can click the heart to save this form to your favorites). The form will automatically fill in your information as requester.




5. If you are not the Beneficiary for the new node request, click in that field, remove your name and begin typing the last name of the user you are requesting this for, find them in the list and click to select. The form will automatically fill in the user's information.

Requester Name Name of person submitting request will be displayed here	Beneficiary Name of user needing a new node (last name,)  Select from drop-down list
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6. Scroll down to **Request Details**. Click the drop-down arrow to select **Business Line** of the unit that needs a new node

Business Line *	
Campus Services	
Campus Services	(W2)
Canada - English and French	(W4)
Corporate Services	(W1)
Health Care	(W3)
School Services Facilities	(W2)
School Services Food	(W6)

7. Click in the box and type in the SAP Unit Number. Click to select unit in the drop-down menu.

SAP Unit Number *	
Click here and begin typing in the 8-digit unit number	
Drop-down unit list will be displayed here based on the unit number entered above	

8. If a Node already exists, the existing node ID and message will appear. **(If this does not apply, move to step 9)**
- a. If you need to create a new node (unit is separating from other units, business contract change, unit number change etc.), click the drop-down arrow and select Yes and enter the US State or Canadian Province.
 - b. If the answer is no, the form cannot be submitted. Click Cancel at the bottom of the screen.

Node ID
W2000000 Existing node ID will appear

Node already exists. Would you like to create a new one? *

US State/Canadian Province *

No
Yes

Form cannot be submitted (If No is selected)

9. Click drop-down arrow to select the US State or Canadian Province

US State/Canadian Province *

Click the drop-down arrow to display list of US States and Canadian Province

AL-Alabama
AK-Alaska
AB-Alberta
AZ-Arizona
AR-Arkansas

Use your mouse wheel or click to scroll down to find your State or Province. Click it to select.

10. Node ID to be created and Node Description will be displayed based on information listed in steps above.

Node ID to be created
W2000000

Node Description
SODEXO - AL

11. Click in the box to enter any subunits (002, 003, etc.) for the new node. **(If this does not apply, move to step 12).**
- a. If any subunits are added to the node in the future, please notify the UFS Team through a SoFinance UFS General Request ticket so the unit/node can be linked back end.

- b. If you made an error and added a subunit you do not need, click **Edit Selected Access**, click in the box and highlight the unit you wish to remove and “delete” to remove that unit from the request.

Sub Units

Click here to type in sub units. Click to select unit in drop-down list. Continue until all have been added. ▾

Choose select sub units that will be transmitted for this new node

Selected Access

Sub Units added will be displayed here

Edit Selected Access

Click here to edit the list of sub units displayed if any were added in error

12. Add any notes to the approver.
13. When you are finished, click **Review & Submit**.
 - a. If you are not finished and need to wait, click **Save for Later** to return to the form another time.
14. Scroll to the top of the form and review for accuracy. If there are no changes, click the **Submit** button.
 - a. Request will be sent to the approver.
 - b. Once approved, the fulfillment team will complete the request.