

Jakarta, November 2025

## Kepada Seluruh Rekanan Sodexo,

Dengan sudah dimulainya system Nexist Vendor Portal, maka seluruh pengiriman invoice akan melalui system tersebut.

Adapun proses pengiriman invoice adalah sebagai berikut :

### • Proses pengiriman invoice

Setelah Vendor teregister disystem Sodexo, maka Vendor akan menerima link berupa **username dan password** untuk melakukan login ke system Nexist Vendor Portal. Dengan web address sebagai berikut :

<https://nexist.id/web/login>

Selanjutnya Vendor dapat melanjutkan proses invoicing dengan Langkah – Langkah berikut :

### PROSES INVOICING

- Klik tombol Vendor Documents
- Klik tombol Invoices

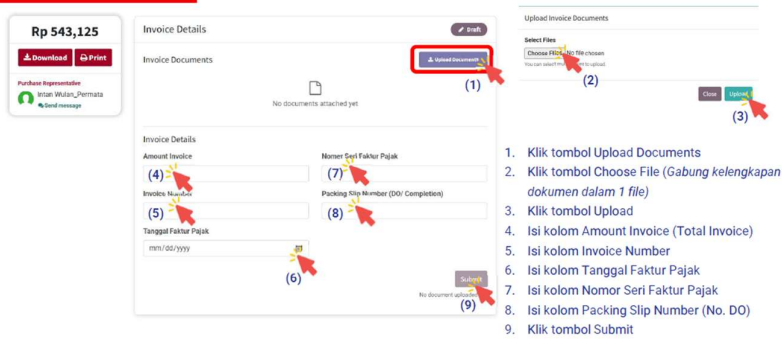
### DAFTAR PO BISA DILAKUKAN INVOICING

Invoice #	Source Document PO	Review Status	Status
Draft Invoice	PO/G/2412/0915066	# Draft	Draft
BILL/25/01/092265	PO/G/25/091502119	Waiting for Payment	Waiting for Payment
BILL/25/01/094803	PO/G/2412/2211912	Waiting for Payment	Waiting for Payment
Draft Invoice	PO/G/2412/0916705	# Draft	Draft
BILL/25/01/094885	PO/G/2412/1811830	Waiting for Payment	Waiting for Payment
BILL/25/01/027686	PO/G/2412/1811347	Waiting for Payment	Waiting for Payment
BILL/25/01/09504	PO/G/2412/2211939	Waiting for Payment	Waiting for Payment
BILL/25/01/07485	PO/G/2412/1811238	Waiting for Payment	Waiting for Payment
BILL/25/01/09568	PO/G/2412/1811683	Waiting for Payment	Waiting for Payment
BILL/25/01/027688	PO/G/2412/1811261	Waiting for Payment	Waiting for Payment
BILL/25/01/052567	PO/G/2412/2512062	Waiting for Payment	Waiting for Payment
BILL/25/01/092269	PO/G/2412/2412015	Waiting for Payment	Waiting for Payment
BILL/25/01/092566	PO/G/2412/2512035	Waiting for Payment	Waiting for Payment
BILL/25/01/09566	PO/G/2412/2111856	Waiting for Payment	Waiting for Payment
BILL/25/01/027688	PO/G/2412/1811261	Waiting for Payment	Waiting for Payment
BILL/25/01/092266	PO/G/2412/2812261	Waiting for Payment	Waiting for Payment
BILL/25/01/027687	PO/G/2412/1811338	Waiting for Payment	Waiting for Payment
BILL/25/01/09567	PO/G/2412/1811639	Waiting for Payment	Waiting for Payment
BILL/25/01/09569	PO/G/2412/1811681	Waiting for Payment	Waiting for Payment
BILL/25/01/09560	PO/G/2412/1811567	Waiting for Payment	Waiting for Payment
BILL/25/01/092035	PO/G/24/091216178	# Draft	Draft

Status:

- Draft = Bisa melakukan proses invoicing
- Waiting for Payment = Menunggu pembayaran
- Rejected = Dokumen tidak sesuai
- Paid = Terbayar

### UPLOAD DOKUMEN KELENGKAPAN INVOICE



**Rp 543,125**  
Download Print  
Purchase Representative: Widi Widan Permata  
Related Invoice

**Invoice Documents**  
No documents attached yet

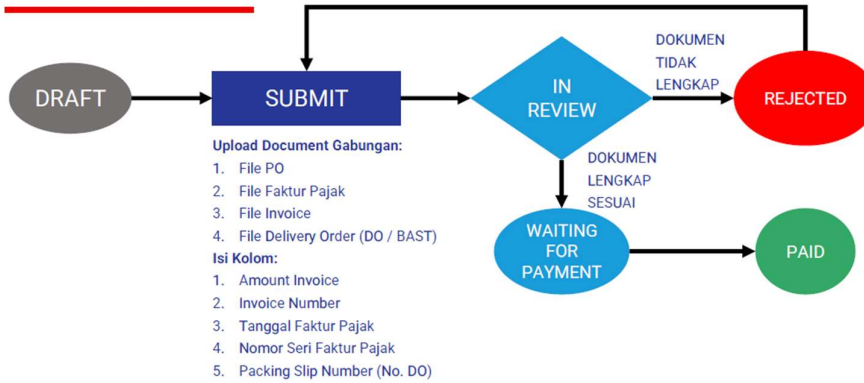
**Invoice Details**  
Amount Invoice (4)  
Invoice Number (5)  
Tanggal Faktur Pajak (6)

**Invoice Documents**  
Upload Invoice Documents (1)  
Choose File (2)  
Upload (3)

**Invoice Details**  
Nomor Seri Faktur Pajak (7)  
Packing Slip Number (DO/ Completion) (8)  
Submit (9)

- Klik tombol Upload Documents
- Klik tombol Choose File (Gabung kelengkapan dokumen dalam 1 file)
- Klik tombol Upload
- Isi kolom Amount Invoice (Total Invoice)
- Isi kolom Invoice Number
- Isi kolom Tanggal Faktur Pajak
- Isi kolom Nomor Seri Faktur Pajak
- Isi kolom Packing Slip Number (No. DO)
- Klik tombol Submit

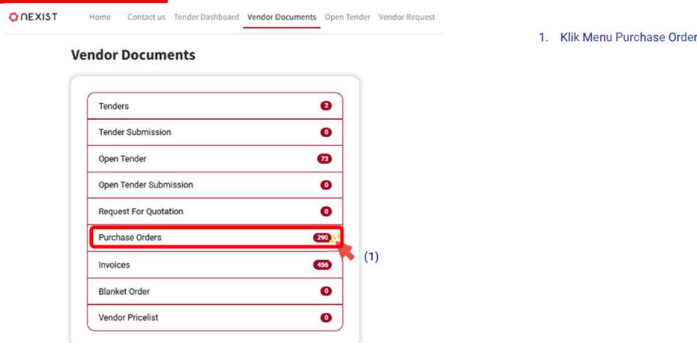
### STATUS INVOICE



Jika Vendor tidak menemukan nomor PO pada menu Invoice maka dapat menghubungi contact person di Lokasi site Sodexo atau menghubungi melalui system Vendor Portal.

Berikut Adalah Langkah – Langkah untuk menghubungi melalui system vendor Portal sebagai berikut :

### CARI NOMOR PO BELUM TERSEDIA PADA INVOICES

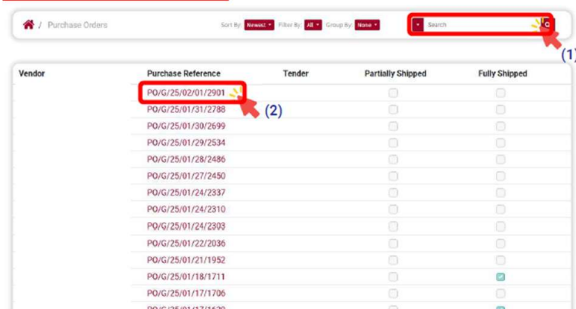


**Vendor Documents**

Tenders	2
Tender Submission	3
Open Tender	12
Open Tender Submission	3
Request For Quotation	3
<b>Purchase Orders</b>	<b>223</b>
Invoices	258
Blanket Order	3
Vendor Pricelist	3

1. Klik Menu Purchase Order

### CARI NOMOR PO BELUM TERSEDIA PADA INVOICES

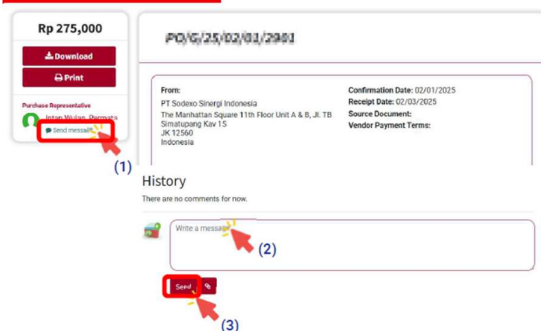


Search

Vendor	Purchase Reference	Tender	Partially Shipped	Fully Shipped
	PO/G/25/02/01/2901		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/31/2788		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/30/2699		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/29/2534		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/28/2486		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/27/2450		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/24/2337		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/24/2310		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/24/2303		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/22/2036		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/21/1992		<input type="checkbox"/>	<input type="checkbox"/>
	PO/G/25/01/18/1711		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	PO/G/25/01/17/1706		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	PO/G/25/01/17/1629		<input type="checkbox"/>	<input type="checkbox"/>

1. Isi kolom search jika ingin mencari PO yang belum masuk ke Invoice.
2. Klik No. Purchase Order untuk masuk .

### CARI NOMOR PO BELUM TERSEDIA PADA INVOICES



Rp 275,000

Download

Print

Purchase Reference: PO/G/25/02/01/2901

Send message

PO/G/25/02/01/2901

From: PT Sodexo Sinergi Indonesia  
The Manhattan Square 11th Floor Unit A & B, J. TB Simatupang Kav 15  
JK 12560  
Indonesia

Confirmation Date: 02/01/2025  
Receipt Date: 02/03/2025  
Source Document:  
Vendor Payment Terms:

History

There are no comments for now.

Write a message

Send

Hubungi contact person site langsung melalui Whatsapp atau E-Mail atau melalui Nexist:

1. Klik tombol Send message.
2. Isi kolom message untuk mengingatkan kembali untuk melakukan Receiving (GR).

Jadwal pembayaran PT. Sodexo Indonesia adalah 2 kali dalam setiap bulannya, yaitu tanggal 15 dan 28. Untuk menghindari keterlambatan proses pembayaran, mohon untuk mengikuti instruksi di atas. sebagai tambahan, Sodexo Indonesia tidak akan memproses invoice vendor yang diberikan lebih dari 3 bulan setelah barang diterima oleh Sodexo Indonesia.

Hormat kami,



**James Manik**

Head of Supply Management & IT Tech  
PT. Sodexo Indonesia

Name : \_\_\_\_\_ Signed : \_\_\_\_\_

**Company Stamp**