

Creating a Catering Request – Office Drink Supplies

Here is a step-by-step guide on how to create an Office Drink Supply order.

1. Firstly, click onto the **office drink supplies** gadget.



2. Here you will see your drink supplies request history.

The screenshot shows a 'Your Drink Supplies Request History' table with the following data:

Number	Start date & time	Space	Event name	Status
19.00	13/06/2024 09:00	MU007 - LS Teaching / Tutorials MU007	Planon Test	Administratively completed

3. For more information on a particular order, click onto this.

Your Drink Supplies Request History ×

Drink supplies for office use Add 1 - 1 of 1

Number	Start date & time	Space	Event name	Status
19.00	13/06/2024 09:00	MU007 - LS Teaching / Tutorials MU007	Planon Test	Administratively completed

4. You can edit or delete this if needed.

When finished viewing this order, click the **'Back'** button.

Drink Supply Order Details ×

Number: 19.00

Menu Option: Drink supplies for office use

Start date & time: Thursday, 13 June 2024 09:00

Event name: Planon Test

Property: 015-MU, MU-Lord Swraj Paul

Space: MU007 - LS Teaching / Tutorials MU007

1 - 2 of 2

Description	Quantity	Price excl. VAT	Subtotal
Your office goods - milk semi-skimmed (2 litre)	5	£ 3.06	£ 15.30
Your office goods - Nescafe original sachets (200)	5	£ 39.95	£ 199.75
Total excl. VAT:			£215.05

Edit Delete Back

5. If you would like to request an order, click the **'Add'** button. This is located at the top of the screen.

Your Drink Supplies Request History

Drink supplies for office use **Add** 1 - 1 of 1

Number	Start date & time	Space	Event name	Status
19.00	13/06/2024 09:00	MU007 - LS Teaching / Tutorials MU007	Planon Test	Administratively completed

6. Fields containing a **red asterix** are mandatory to be filled in. An order cannot be submitted without this information.

Add Drink Supply Order

! Catering orders must be collected, unless alternative arrangements have been discussed and agreed with the [Catering Team](#). You will be contacted to confirm which outlet to collect your order from. We welcome multiple orders for your event. Please complete a separate order for each request.

Requestor
Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk

Menu Option
Drink supplies for office use

* Event Name

Date and time of collection (dd/mm/yyyy hh:mm)
30/04/2024 09:00

* Work order number

* Building


Room

Allergies/dietary needs

< 1 - 10 of 17 >

Submit **Cancel**


7. Scroll down the page to view more information.

 **Add Drink Supply Order** ✕

Description	Quantity	Price excl. VAT	Subtotal
Your office goods - brown sugar sachets (1000)	<input type="text"/>	£ 19.60	£ 0.00
Your office goods - hospitality cups (8oz) (500)	<input type="text"/>	£ 70.50	£ 0.00
Your office goods - hospitality lids for cups (100)	<input type="text"/>	£ 39.00	£ 0.00
Your office goods - milk semi-skimmed (2 litre)	<input type="text"/>	£ 3.06	£ 0.00
Your office goods - milk UHT jiggers (120)	<input type="text"/>	£ 9.50	£ 0.00
Your office goods - multi pack biscuits (100)	<input type="text"/>	£ 30.00	£ 0.00
Your office goods - Nescafe decaf sachets (200)	<input type="text"/>	£ 42.50	£ 0.00
Your office goods - Nescafe original sachets (200)	<input type="text"/>	£ 39.95	£ 0.00
Your office goods - orange juice (1 litre)	<input type="text"/>	£ 3.60	£ 0.00
Your office goods - soya milk jiggers (80)	<input type="text"/>	£ 13.70	£ 0.00
			Total excl. VAT: £0.00

8. When completed, click '**Submit**'.

You should now receive an email to say that the catering team have received your order.

 **Add Drink Supply Order** ✕

Description	Quantity	Price excl. VAT	Subtotal
Your office goods - brown sugar sachets (1000)	<input type="text"/>	£ 19.60	£ 0.00
Your office goods - hospitality cups (8oz) (500)	<input type="text"/>	£ 70.50	£ 0.00
Your office goods - hospitality lids for cups (100)	<input type="text"/>	£ 39.00	£ 0.00
Your office goods - milk semi-skimmed (2 litre)	<input type="text"/>	£ 3.06	£ 0.00
Your office goods - milk UHT jiggers (120)	<input type="text"/>	£ 9.50	£ 0.00
Your office goods - multi pack biscuits (100)	<input type="text"/>	£ 30.00	£ 0.00
Your office goods - Nescafe decaf sachets (200)	<input type="text"/>	£ 42.50	£ 0.00
Your office goods - Nescafe original sachets (200)	<input type="text"/>	£ 39.95	£ 0.00
Your office goods - orange juice (1 litre)	<input type="text"/>	£ 3.60	£ 0.00
Your office goods - soya milk jiggers (80)	<input type="text"/>	£ 13.70	£ 0.00
			Total excl. VAT: £0.00