

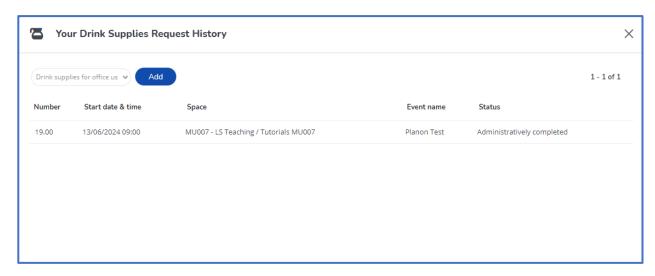
Creating a Catering Request - Office Drink Supplies

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

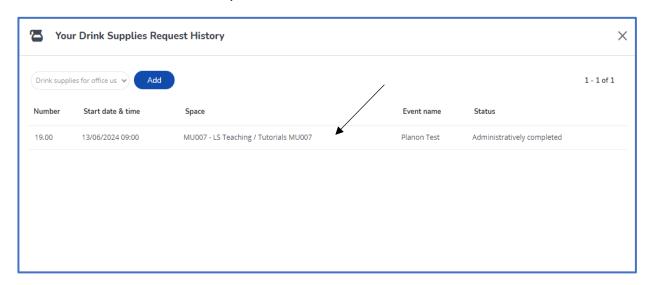
1. Firstly, click onto the **office drink supplies** gadget.



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

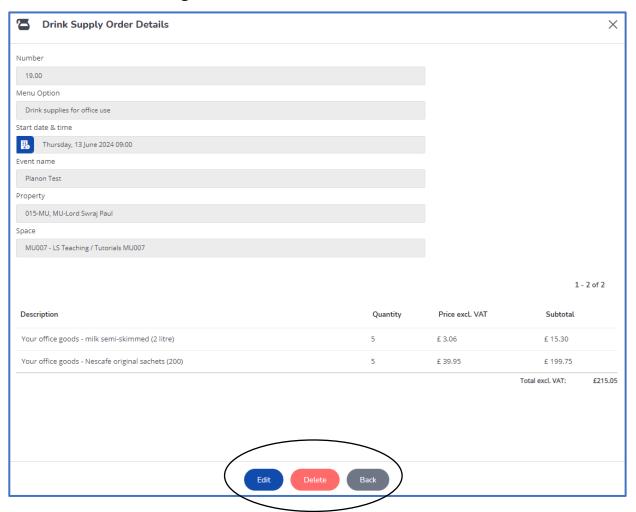


3. For more information on a particular order, click onto this.

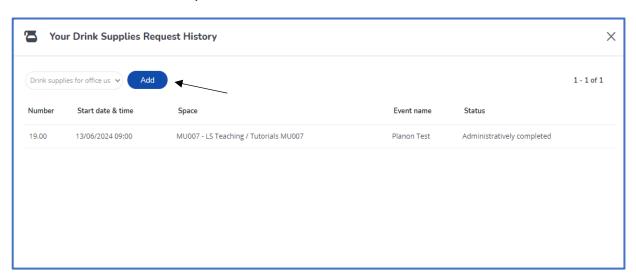


4. You can edit or delete this if needed.

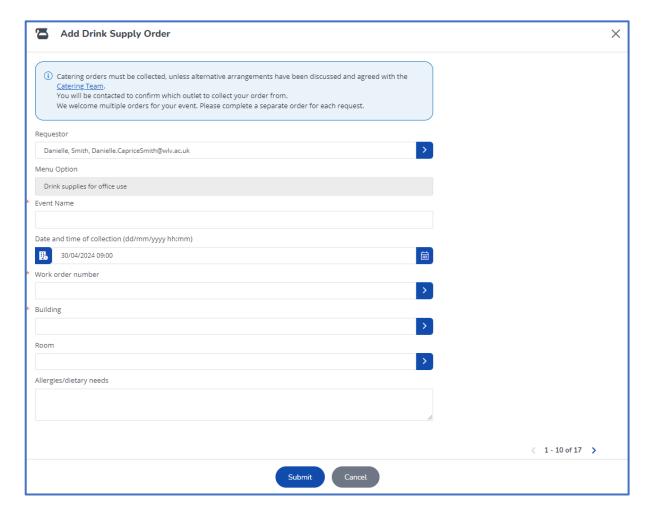
When finished viewing this order, click the 'Back' button.



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



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



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)		£19.60	£ 0.00	
Your office goods - hospitality cups (80z) (500)		£ 70.50	£ 0.00	
Your office goods - hospitality lids for cups (100)		£ 39.00	£ 0.00	
Your office goods - milk semi-skimmed (2 litre)		£ 3.06	£ 0.00	
Your office goods - milk UHT jiggers (120)		£ 9.50	£ 0.00	
Your office goods - multi pack biscuits (100)		£ 30.00	£ 0.00	
Your office goods - Nescafe decaf sachets (200)		£ 42.50	£ 0.00	
Your office goods - Nescafe original sachets (200)		£ 39.95	£ 0.00	
Your office goods - orange juice (1 litre)		£ 3.60	£ 0.00	
Your office goods - soya milk Jiggers (80)		£ 13.70	£ 0.00	
			Total excl, VAT:	£0.00
Submit	Cancel			

8. When completed, click 'Submit.

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

