

Placing an Online Order Using the *CateringMadeEasy* Website (www.uni.edu/food - go to Catering/Order Takeout Online)

(Before beginning, prepare by collecting the following information – event date, time, location, and payment account information)

Step 1 Log In

In the left column of the website, type in your email address and password. If you have not previously set up an account, create one.

Step 2 Select Event Date, Time & Location

In the left column, select **add event date, time and location**. Click on the calendar date. (Orders within a three day lead time can be placed by calling 273-2333.) Using the drop down, choose the event start time. (This is the time the items ordered should be delivered or be ready for pick up. Items may be delivered 15 minutes early.) Then complete the event location. Notice on the drop down that the fields can be populated by stored information or account information. You can also complete the form with new information by choosing “Use Custom Information.” You can choose to save the information by checking “Save this information for future use.” (Note that only one location can be saved per user.)

For pick up orders, choose the appropriate pick up location.

Step 3 Order Items

Choose items to order by navigating in the “Browse Menus” column in the left column. Items are categorized. Fill in the number of an item wanted and select “Add to Order.” Then click “Continue Order” or select a category to continue to add items to your order.

If you would like to change quantities ordered, click the “Update” or “Remove” in the quantity column of your order.

Service supplies (plates, forks, napkins) are available for ordering online.

Past events planned through this system are retained and can be copied forward. Select “View Completed Orders” in the log in area. Double click on the event to copy. Choose to “Change event date, time and location.” Add new information and adjust as necessary.

Step 4
Check Out

When finished making your order, click the “Proceed to Check Out” button. You will see a summary of your order.

Complete the billing information. Fields marked with an asterisk are required. Note that payment made from a UNI budget account requires the 29 digit account number. This format does not use spaces or other punctuation. Using the drop down, choose the correct Object Code in the payment type field. The system will validate for correct card number length and object code. For Foundation Account numbers, use the 6 digit extension in the Foundation Number field.

Click “Complete Order” button. If an error was made, it will be described in red at the top of the page.

Step 5
Submit Order

Review the order. Correct if needed. (Note that if changes are made, billing information needs to be added again.) When satisfied, click “Submit Order.” Your order can be printed at that time using the prompt on the screen. In a few minutes, you should receive a confirmation email.

If you have any questions, call 273-2333 and talk to a **CateringMadeEasy** Event Planner. Contact an event planner if you need service provided for your event, for event clean up, if you would like to order items not listed online and for special diet needs. Call for last minute orders.