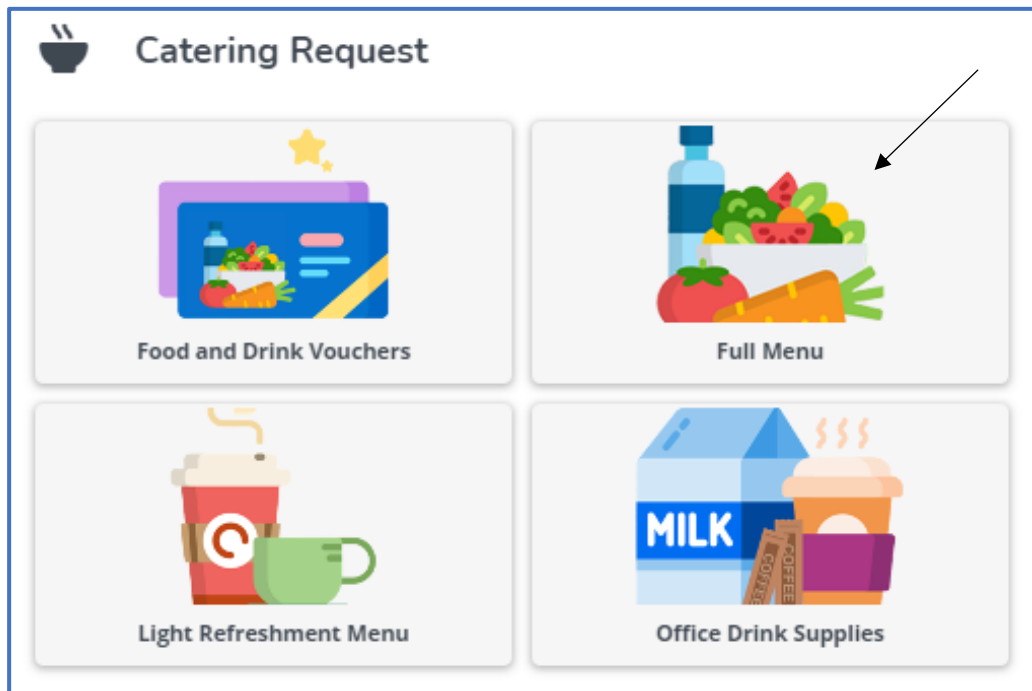# Planon

Created by Estates & Facilities

Creating a Catering Request – Full Menu

Here is a step-by-step guide on how to create a catering request.

1. Firstly, click onto the **full menu** gadget.

2. Here you will see your full menu history.

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

Your Full Menu Order History

Full Menu Including Refresh ∨	Add			1 - 1 of 1

Number	Start date & time	Space	Event name	Status
17.00	15/05/2024 09:00	MA005a - Counselling Room MA005a	Planon Test	Reported

4. You can edit or delete these if needed.
   When finished viewing this order, click the '**Back**' button.

Catering Order Details

Requestor

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

Menu Option

Full Menu Including Refreshments

Start date & time

Wednesday, 15 May 2024 09:00

Event name

Planon Test

Property

001-MA, MA-Wulfruna
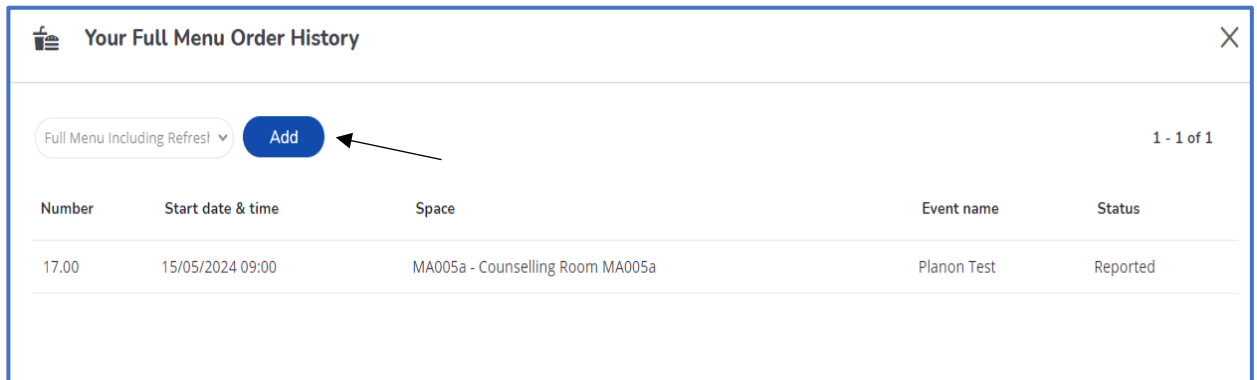
Space

MA005a - Counselling Room MA005a

1 - 2 of 2

Description	Quantity	Price excl. VAT	Subtotal
Dessert platter - traditional sponges (serves 5)	5	£ 10.00	£ 50.00
Drink - bottle of still water (500ml)	5	£ 1.00	£ 5.00
		Total excl. VAT:	£55.00

Edit Delete Back

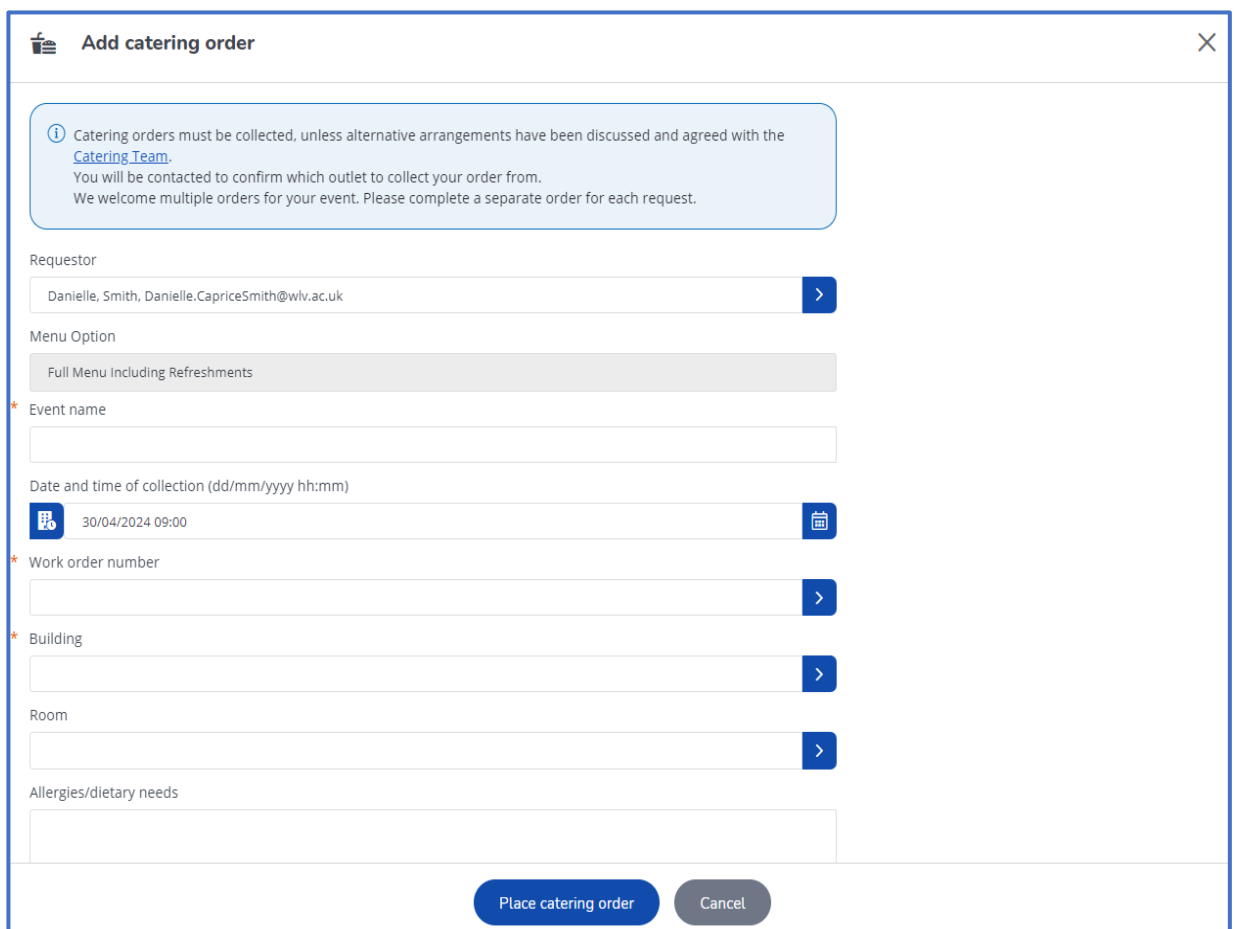5. If you would like to request an order, click the '**Add**' button.
    This is located at the top of the screen.

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.

Create Voucher Order   ✕

Additional Information

Description	Quantity	Price excl. VAT	Subtotal
Voucher - value £1.50		£ 1.50	£ 0.00
Voucher - value £3.50		£ 3.50	£ 0.00
Voucher - value £4.00		£ 4.00	£ 0.00
Voucher - value £5.00		£ 5.00	£ 0.00
Voucher - value £6.00		£ 6.00	£ 0.00
Voucher - value £7.00		£ 7.00	£ 0.00

Total excl. VAT: £0.00

Place catering order   Cancel

8. When completed, click '**Place catering order**'.
You should now receive an email to say that the catering team have received your order.

Create Voucher Order   ✕

Additional Information

1 - 6 of 6

Description	Quantity	Price excl. VAT	Subtotal
Voucher - value £1.50		£ 1.50	£ 0.00
Voucher - value £3.50		£ 3.50	£ 0.00
Voucher - value £4.00		£ 4.00	£ 0.00
Voucher - value £5.00		£ 5.00	£ 0.00
Voucher - value £6.00		£ 6.00	£ 0.00
Voucher - value £7.00		£ 7.00	£ 0.00

Total excl. VAT: £0.00

Place catering order   Cancel