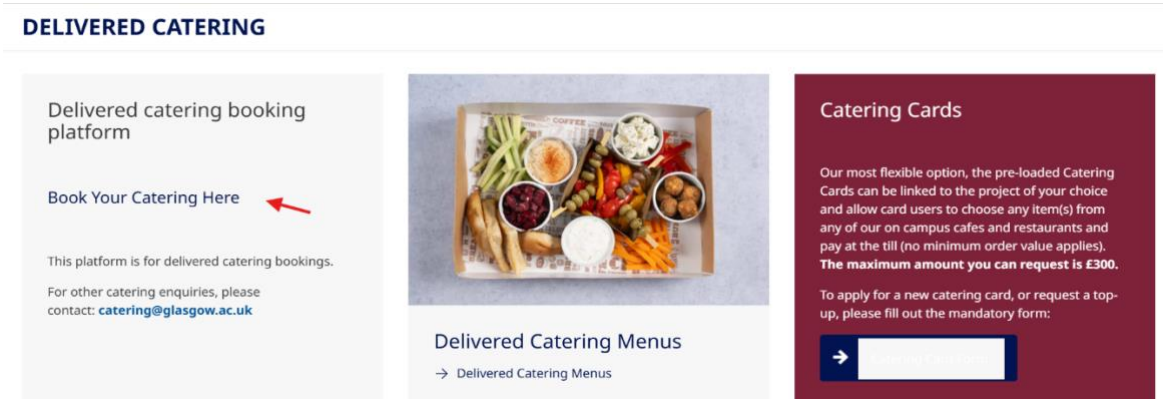
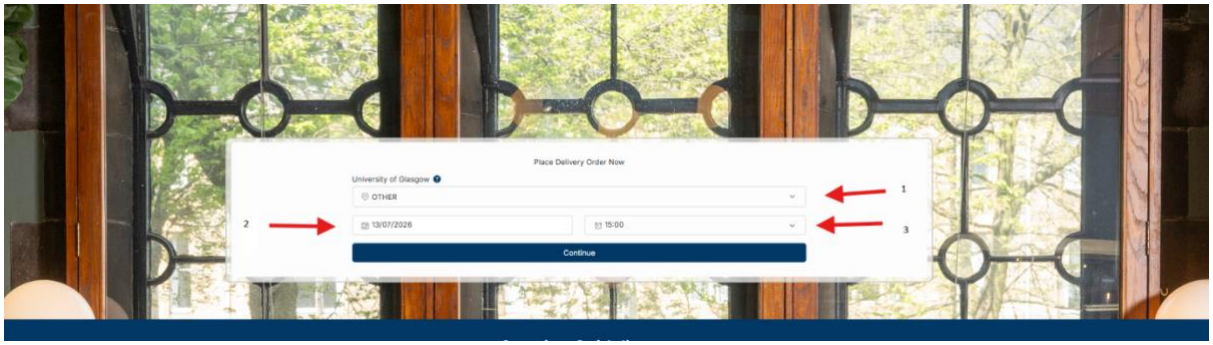
How to Order Items For Delivered Catering

Access The Menu

https://www.gla.ac.uk/myglasgow/foodhospitality/deliveredcatering/

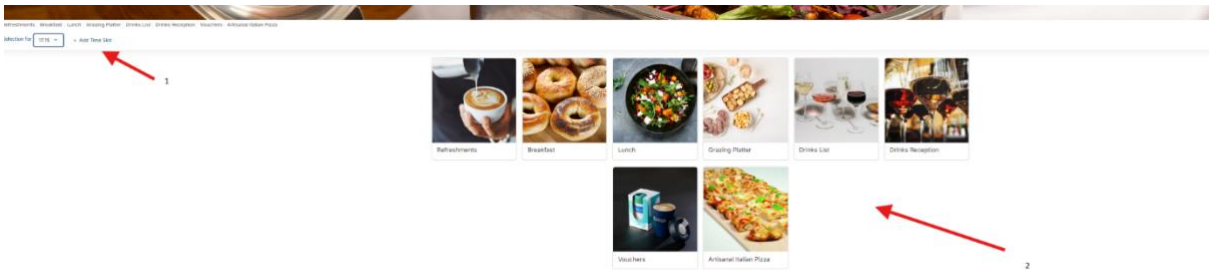


Enter Details



1. Please enter ARC/Wolfson/Main if catering is required for these buildings. Otherwise select Other.
2. Enter Date of Event. Please note we have a 5-day lead time for orders .
3. Enter the time of the first break on your event

Select Menu and Breaks

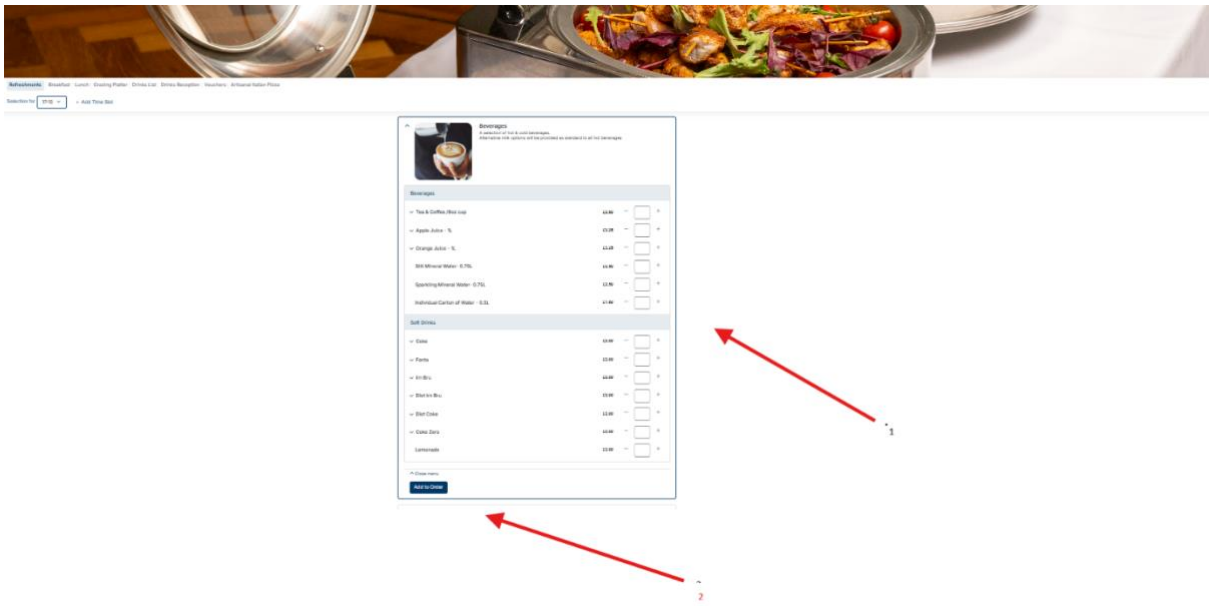


1. Add additional breaks slots if required
2. Select appropriate menus

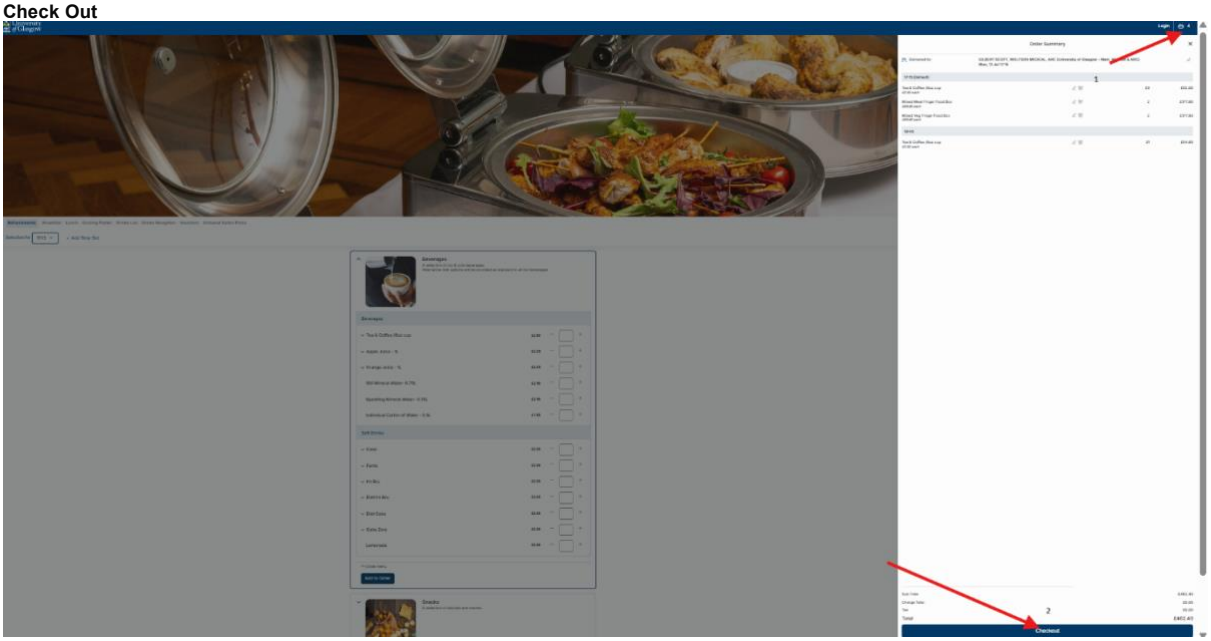
Build Your Cart

1. Select items and quantities. Remember to select product to meet the dietary needs of your guest. Please note we cannot alter the products.

2. Press add to order when finished each section.



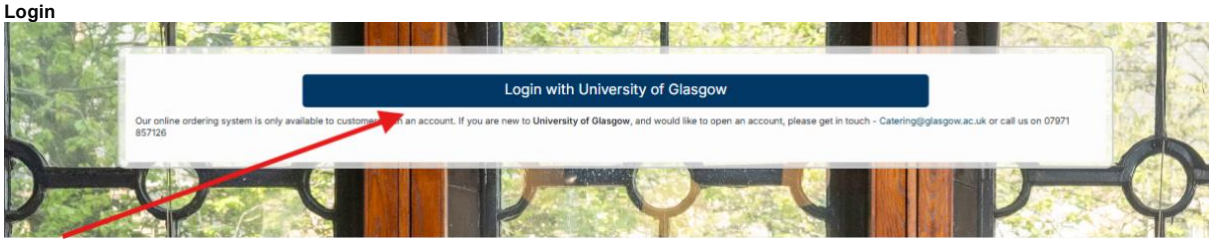
Check Out



1. Click here to view basket. Double check quantities, products and that they are assigned to correct breaks

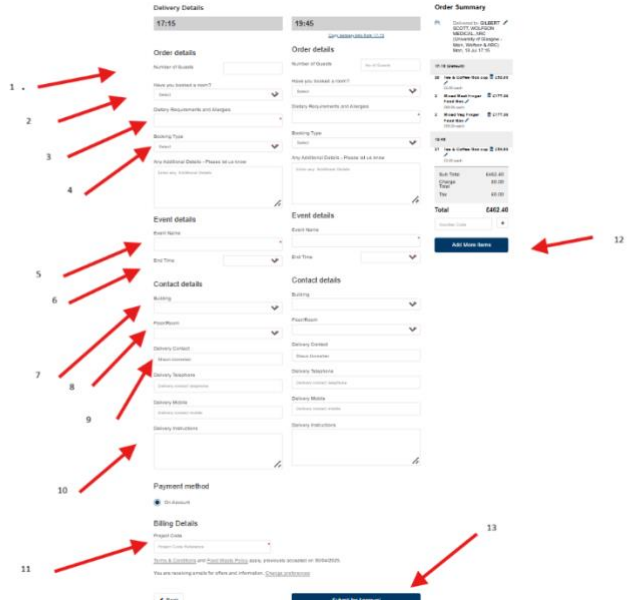
2. If you are happy with the order, please checkout

Login



Login with your University Details

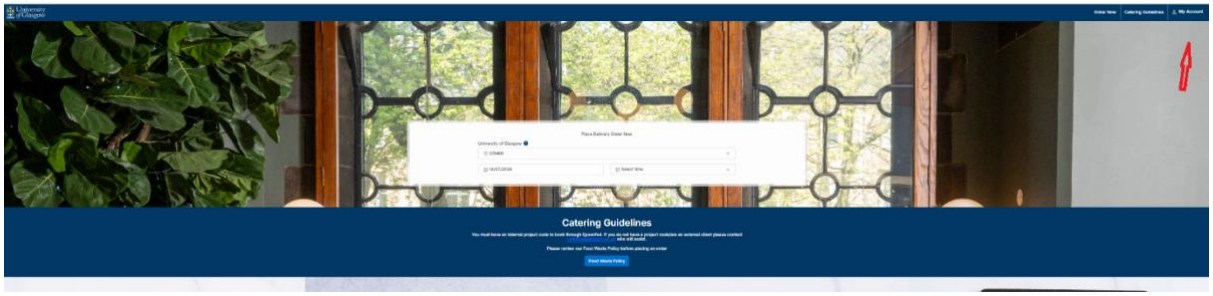
Fill Out Order Form



1. Number of Guests
2. Please book a room in advance of ordering catering. We can only deliver to a room that is booked and accepts catering.
3. Please note dietary requirements. It is the responsibility of the organiser to order catering to meet dietary needs.
4. Select Booking Type
5. Event Name
6. End time of this break
7. Select building to where items to be delivered to from the drop-down menu
8. Please select room within building. If the room is not listed, please select “other “ in delivery instructions box .
9. Contact details of someone who can be contacted on the day
10. Any special delivery instructions / directions.
11. The project code that you would like the items to be billed to
12. Last chance to add more items if required
13. Finalise Order

You will receive an email confirming your order was placed. This order will reviewed by Catering and will follow up with a confirmation email .

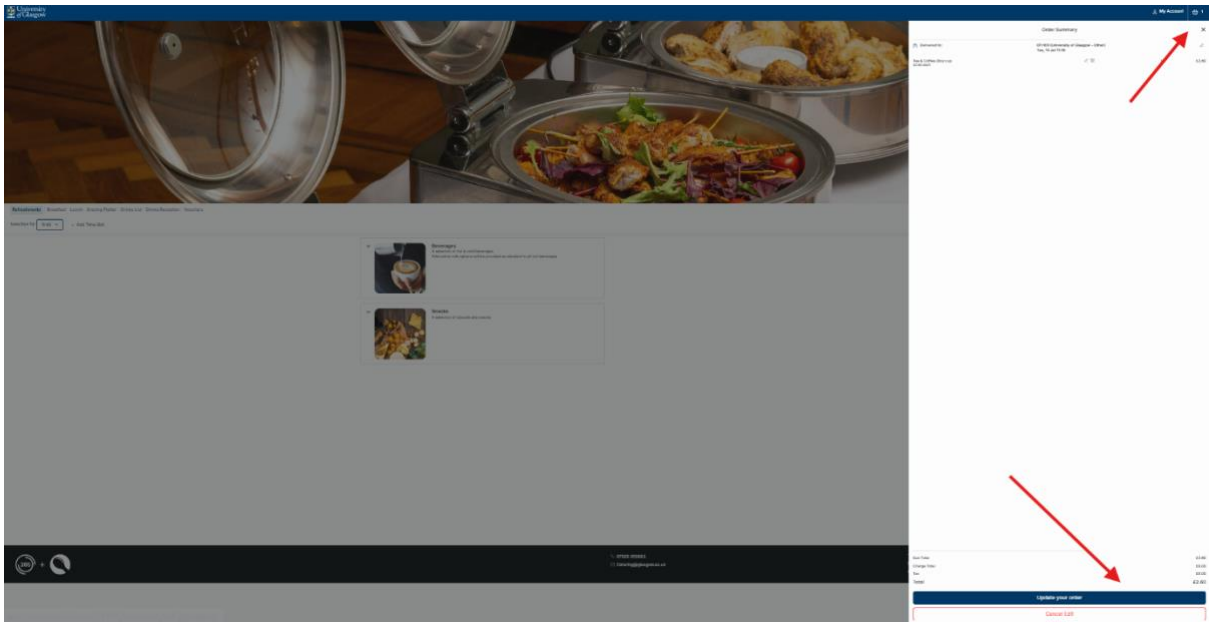
How to Edit an Existing Order



Login if not already logged in



Find order you would like to edit . Highlight " Edit "



Choose new items , add to additional items .

Once finished click on basket

Finally click on update order