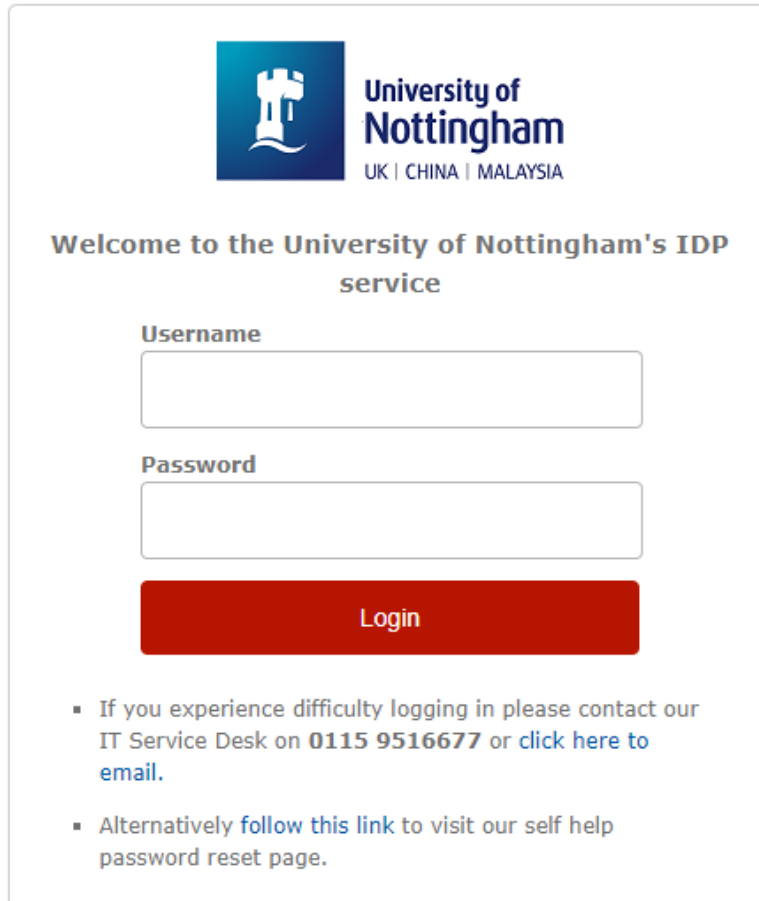



## How to use the Delivered Catering website

<https://deliveredcatering.nottingham.ac.uk/account/signin>

### Placing an order

Sign into the Delivered Catering online ordering system using your University login details.



 University of  
Nottingham  
UK | CHINA | MALAYSIA

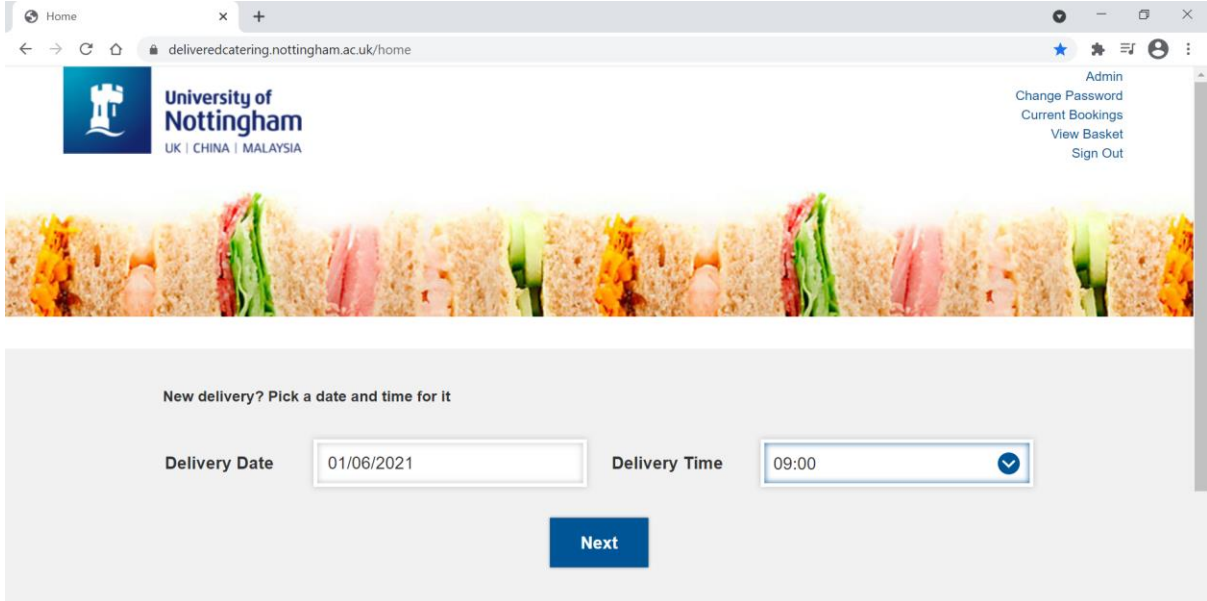
**Welcome to the University of Nottingham's IDP  
service**

**Username**

**Password**

**Login**

- If you experience difficulty logging in please contact our IT Service Desk on **0115 9516677** or [click here to email](#).
- Alternatively [follow this link](#) to visit our self help password reset page.



Home x +  
deliveredcatering.nottingham.ac.uk/home

University of Nottingham  
UK | CHINA | MALAYSIA

Admin  
Change Password  
Current Bookings  
View Basket  
Sign Out

New delivery? Pick a date and time for it

Delivery Date  Delivery Time

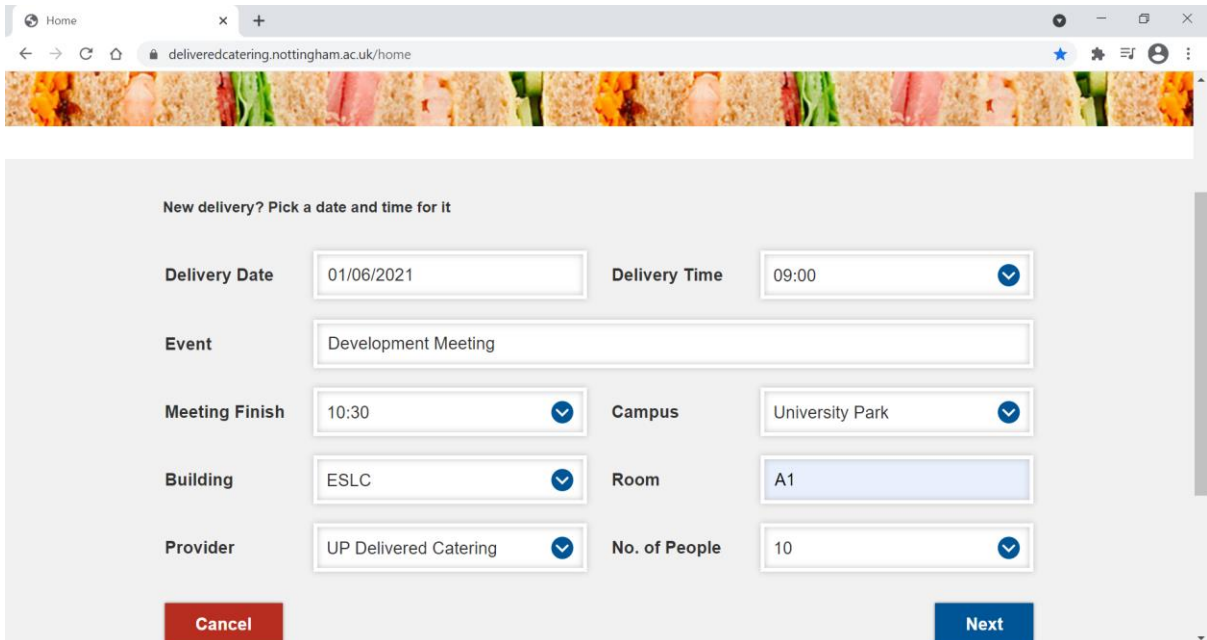
Next

Choose your delivery date and time.

There needs to be a minimum of three working days before the date of your delivery.

There is an allocated number of deliveries per delivery time. If your required time is unavailable that means that this slot is fully booked and you will need to choose an alternative delivery time.

Please give us as much information as possible as this really helps us to make sure we get your delivery right.



Home x +  
deliveredcatering.nottingham.ac.uk/home

New delivery? Pick a date and time for it

Delivery Date  Delivery Time

Event

Meeting Finish  Campus

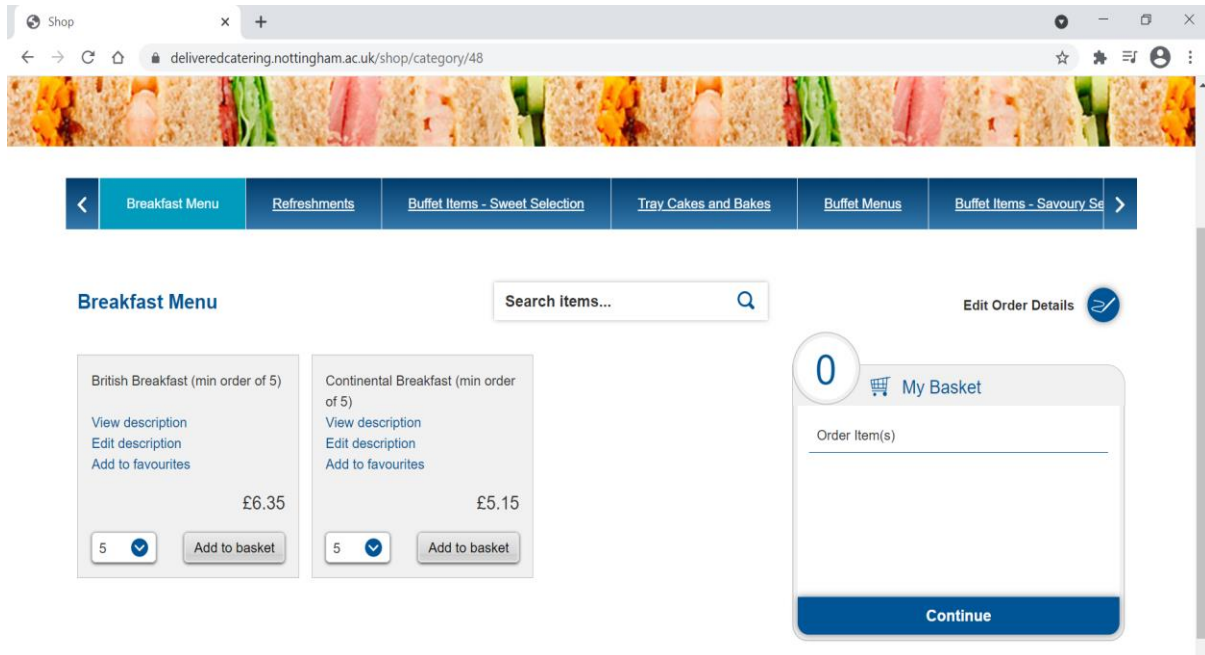
Building  Room

Provider  No. of People

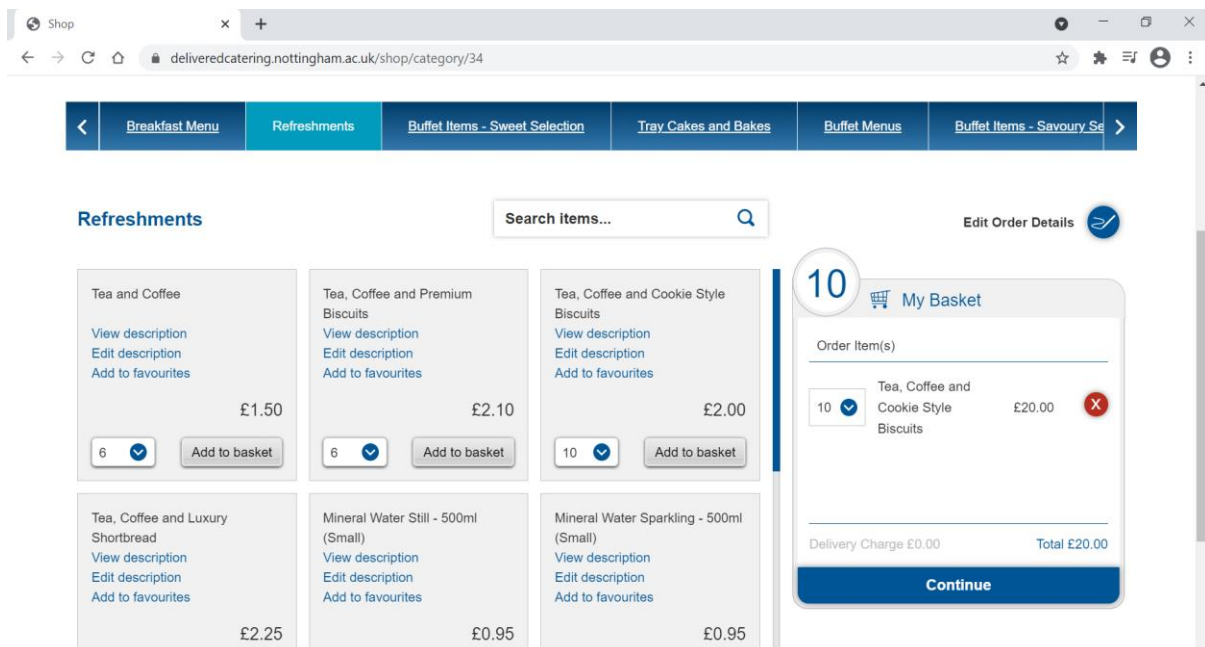
Cancel Next

By letting us know when your meeting/event is due to finish we can plan to get the room cleared as soon as possible.

## Adding items to your basket

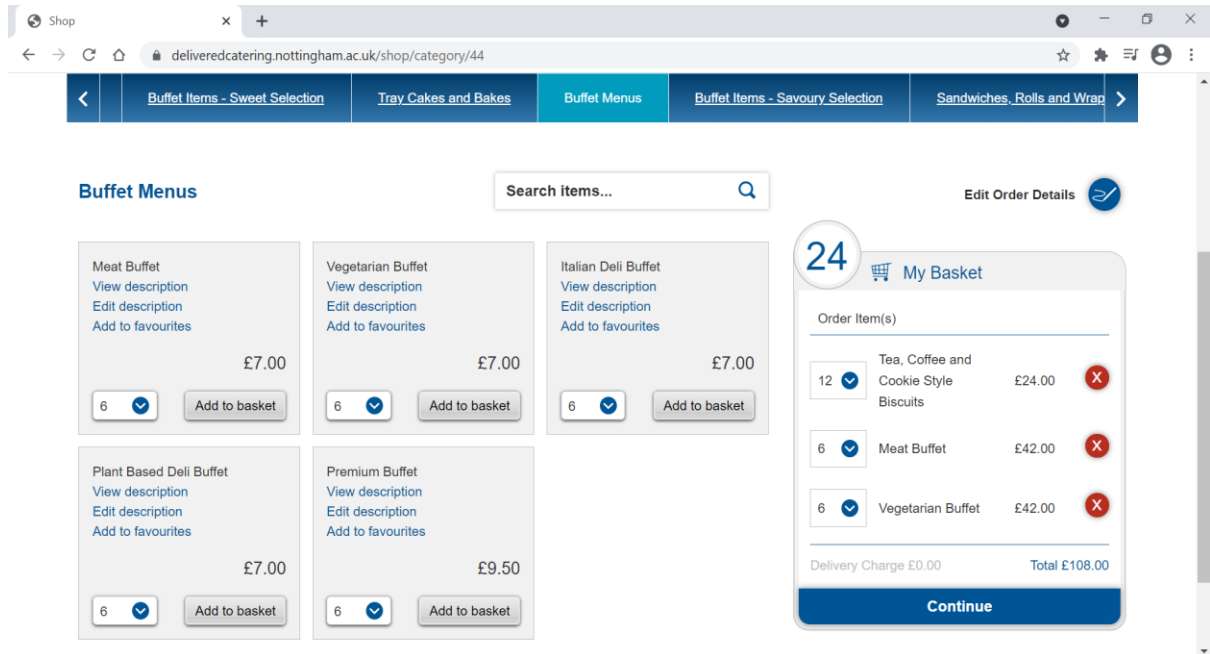


Using the menu bar at the top of the screen allows you to scroll to the different options where you can book refreshments, food and buffets for your meeting/event. There is also the option to search for items 🔍.



For example if you need tea, coffee and biscuits for your meeting, pick the quantity you need in the drop down box and then click on 'Add to basket'.

You can see these items in your shopping basket to the right of the screen – it also shows you how much you have spent. You can adjust the quantity in the basket – no need to go back to the item to add or reduce the quantity.



If you need to add a buffet to your order scroll to the Menu bar – Buffet Menus and add the required buffets to your basket. Your shopping basket will continue to display what items you have picked and the total spend.

When you have finished placing your order click on 'Continue' at the bottom of the shopping basket.

### Completing your order

If you have forgotten to add anything to your order you can go back to your shopping basket by clicking on the 'Edit' button.

\* Required fields

Select delivery: Development Meeting

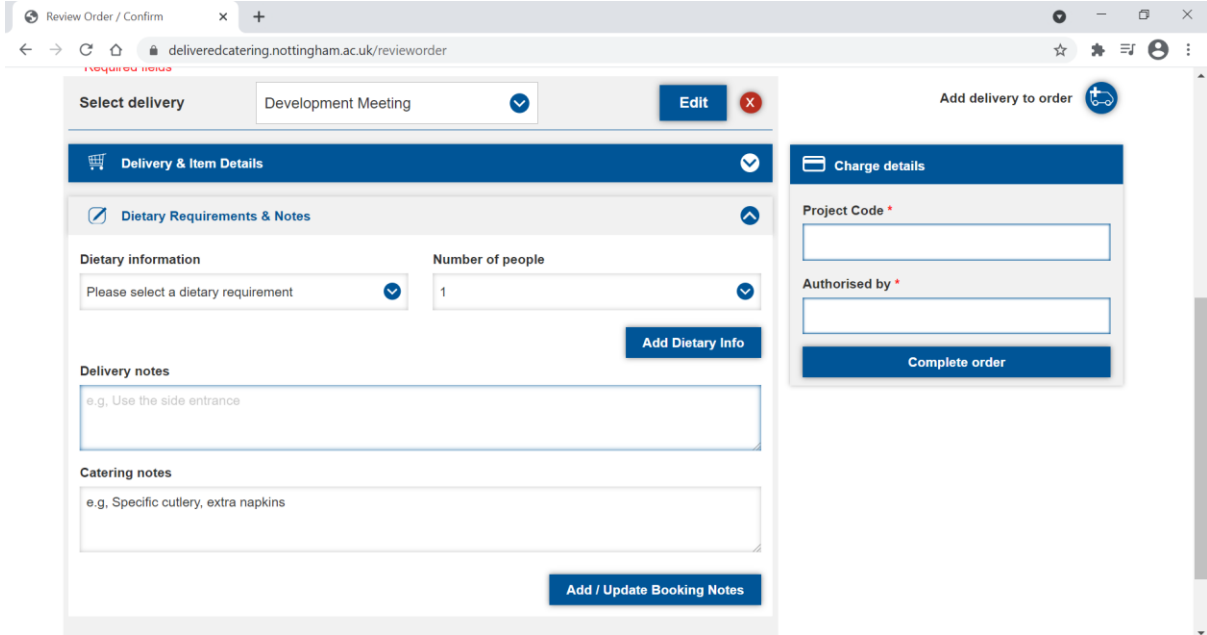
**Delivery & Item Details**

Event:	Development Meeting	Delivery Time:	12:00
Date:	Tuesday, 1 June 2021	Meeting End:	14:30
Campus:	University Park	No of People:	12
Building:	ESLC	Room:	A1

Contact name: \*  Contact number: \*

Enter your contact details. Ensure you click on 'Add Contact Details' button (otherwise you will get an error message when completing your order).

As you move down this page there is an option to add any dietary information, such as number of vegan or gluten free meals you may need, or if any of your guests have any specific dietary information that we may need to know to ensure a suitable meal is provided.



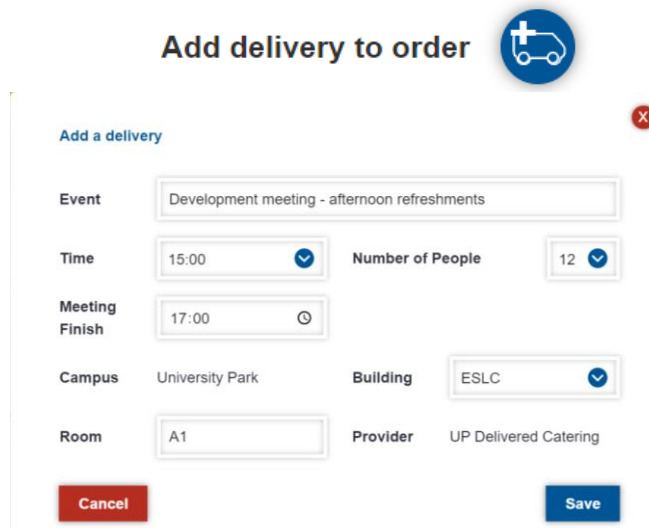
The screenshot shows a web browser window with the URL `deliveredcatering.nottingham.ac.uk/revieworder`. The page title is "Review Order / Confirm". At the top, there is a "Select delivery" dropdown menu set to "Development Meeting" with an "Edit" button. To the right is an "Add delivery to order" button with a plus icon. Below the delivery selection, there are two main sections: "Delivery & Item Details" and "Dietary Requirements & Notes". The "Dietary Requirements & Notes" section includes a "Dietary information" dropdown set to "Please select a dietary requirement", a "Number of people" dropdown set to "1", and an "Add Dietary Info" button. Below this are text input fields for "Delivery notes" (with the example "e.g. Use the side entrance") and "Catering notes" (with the example "e.g. Specific cutlery, extra napkins"), each followed by an "Add / Update Booking Notes" button. On the right side, there is a "Charge details" section with a "Project Code" field, an "Authorised by" field, and a "Complete order" button.

You can also give us any further information you think we may need, for example if you need us to leave your delivery outside the room if interviews are in progress and you do not want to be disturbed.

### Adding an additional delivery

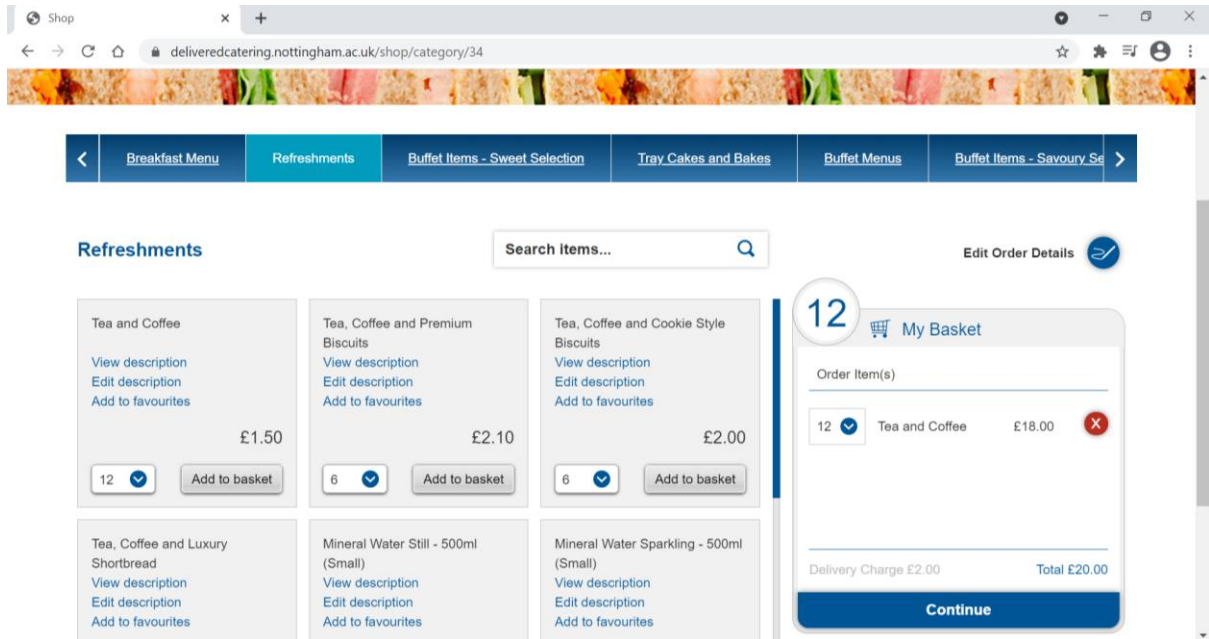
Before you proceed to payment you can add an additional delivery to your booking, for example if you need to book refreshments for another meeting or a break during your event.

This can be done by clicking on this button at the top of your screen.

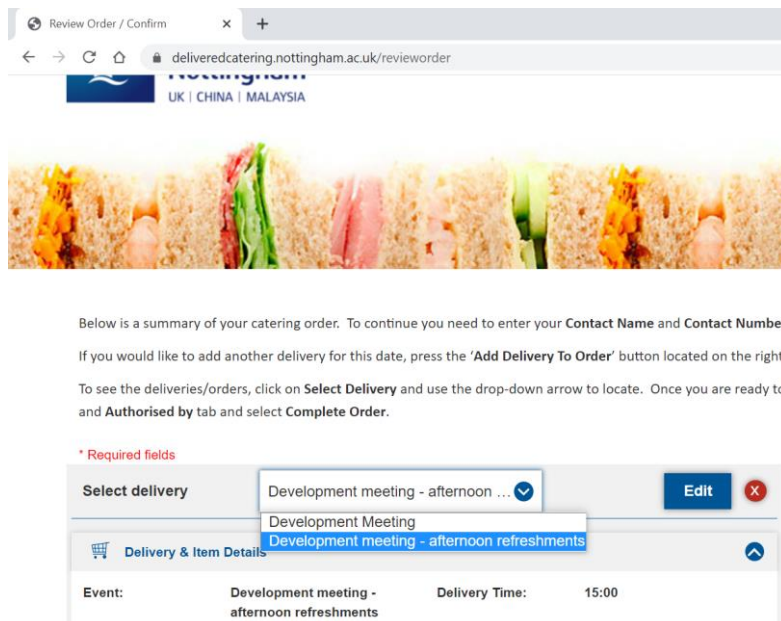


The screenshot shows a modal window titled "Add delivery to order" with a plus icon and a close button. The form is titled "Add a delivery" and contains the following fields: "Event" (text input: "Development meeting - afternoon refreshments"), "Time" (dropdown: "15:00"), "Number of People" (dropdown: "12"), "Meeting Finish" (text input: "17:00"), "Campus" (text input: "University Park"), "Building" (dropdown: "ESLC"), "Room" (text input: "A1"), and "Provider" (text input: "UP Delivered Catering"). At the bottom, there are "Cancel" and "Save" buttons.

The above window opens on your screen where you can add the additional delivery information. When you click on 'Save' you will be directed to the Delivered Catering menu page and your shopping basket.



Add your items and click on 'Continue', this will take you back to the confirmation page. Add your contact details again. You can also add any further additional information that your order may need.



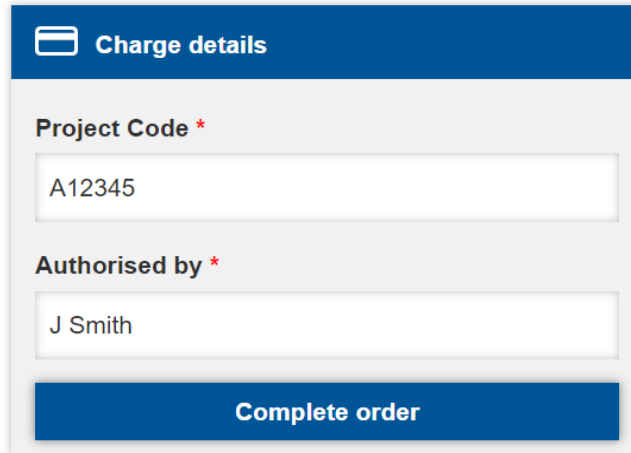
If you need to add further items to any part of your order you can go back to different orders by clicking on the drop-down box. You can also add further bookings again by clicking on:

Add delivery to order



## Payment for your Delivered Catering order

Payment for Delivered Catering is by Agresso project code.



**Charge details**

**Project Code \***

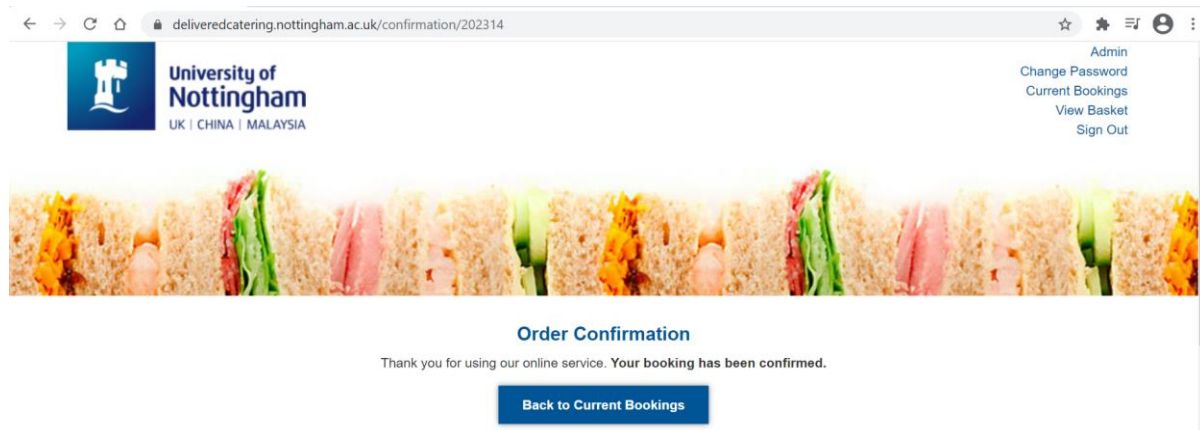
A12345

**Authorised by \***

J Smith

**Complete order**

Enter a valid project code and the name of the person authorising the order. Then click on 'Complete order'.



You will also receive an email confirming that the order has been placed with a booking reference number. If you need to discuss your order further, please email [conferences@nottingham.ac.uk](mailto:conferences@nottingham.ac.uk)