**HOW TO RAISE A DELIVERED CATERING ORDER**

1. Log into the University online [Finance System](https://www.abdn.ac.uk/staffnet/working-here/finance-system-7271.php?)
2. Click **Procurement** > Click **Requisitions – advanced**

Graphical user interface, text, application

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1. Click **Go Shopping** which will redirect you to the Supplier Directory

Graphical user interface, application

Description automatically generated

1. In the **Search for a supplier** text box input ***Campus Services*** > Click **Search** > Click the **three red line icon** to open the Delivered Catering Catalogue

Graphical user interface, application

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Graphical user interface

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1. Add all applicable items into your basket, item quantities can be amended on the **Add to Basket** button. Once all items have been added, go into the **Basket** > Click **Checkout** which then redirects you back to the Finance System.

Background pattern

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1. Click the **Punchout tab** > Click **Retrieve Shopping** > Tick the relevant line > Click **Generate to Requisition**

Graphical user interface, text, application

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1. Click the first line in your order > Expand the **Detailed Product Information** box and **GL Analysis** box

Graphical user interface, text, application

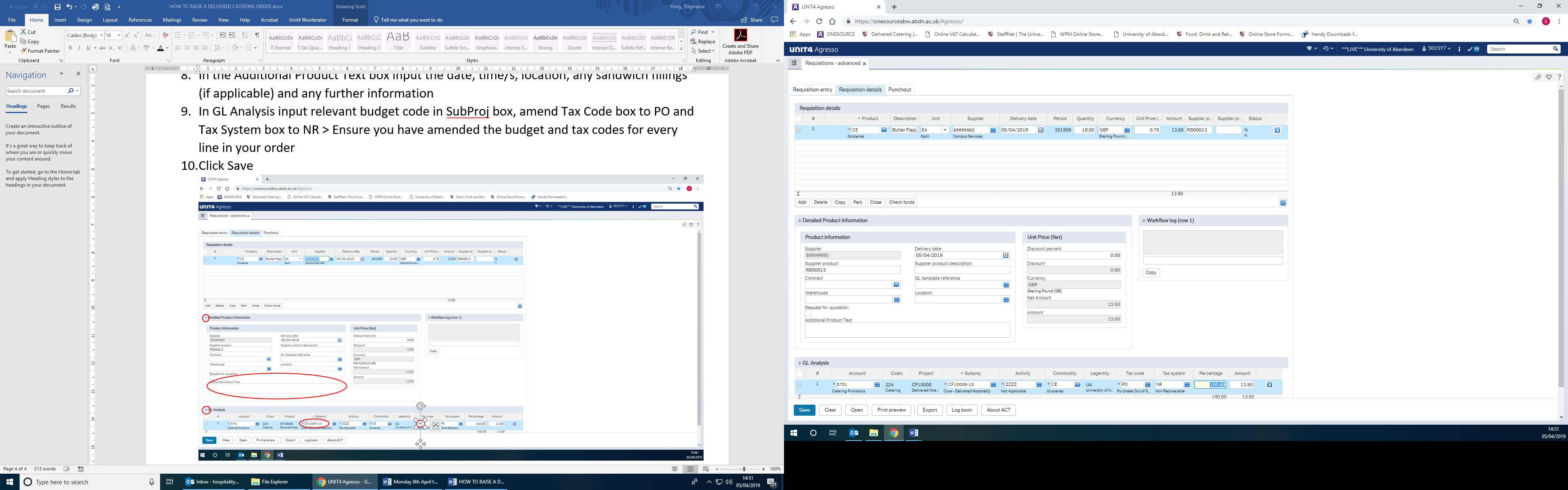
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1. In the **Additional Product Text box** input order date, time/s, location, any sandwich fillings (if applicable) and any further information

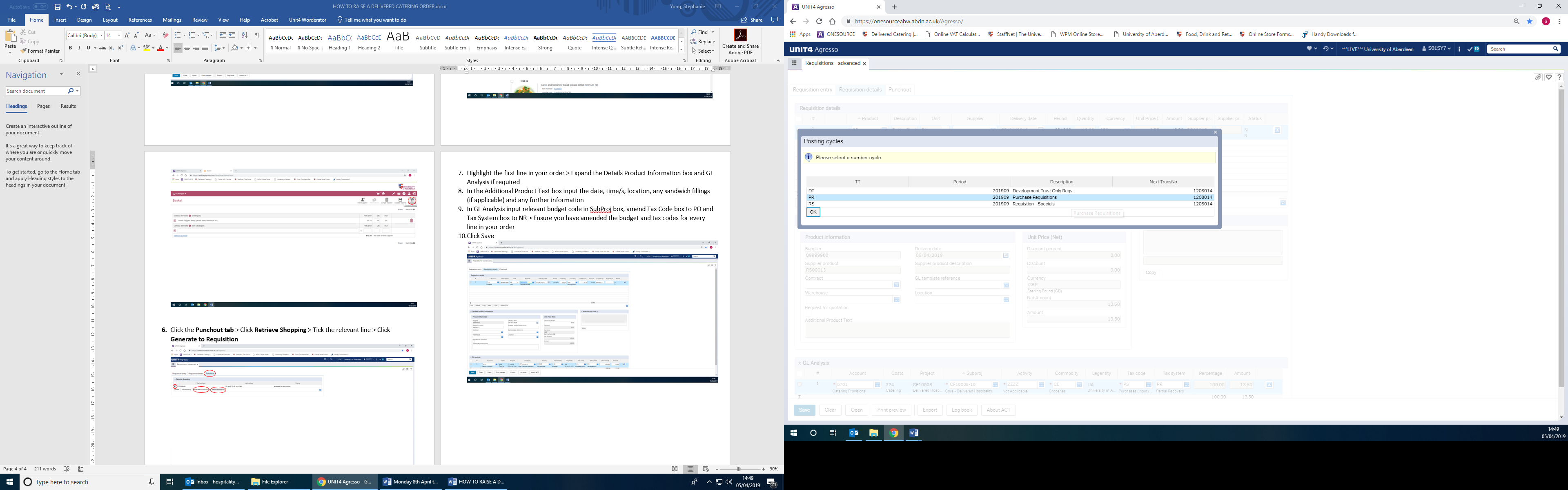
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1. In the GL Analysis box input relevant budget code in **SubProj box**, amend **Tax Code** box to **PO** and **Tax System box** to **NR**



1. Ensure you have amended the **SubProj** and **Tax code** & **system** for every line in your order
2. Click **Save**
3. Ensure the **PR Purchase Requisitions line** is highlighted in the Posting Cycles box > Click **OK** (The system will generate a green number at the top of the screen if your order has been successfully submitted)



**HOW TO RAISE A FREE TEXT LINE**

There are a few items which are not listed in the catalogue which can be ordered on request – Please see the procedure below how to order non-catalogue items

1. Follow steps 1 to 3 as above
2. In the **Search for a supplier** text box input *Campus Services* > Click **Search**
3. Click **Basket** > Enter the following
   1. Product description in the long box
   2. Net price – Price per item
   3. Qty – How many required
   4. UOI – Enter UA
4. Click **Update Basket >** Click **Checkout**

Graphical user interface, application

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Graphical user interface, application

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1. Click **Assign Codes** and allocate the most suitable category from the listsabove \*Tip – There may not be a suitable category for the item, match as closely as possible\* > Click Assign All > Click **Continue** which will redirect you back to the OneSource System

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Graphical user interface, application, Teams

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1. Follow steps 6 to 12 as detailed above