



Creating an Order for Catering via MarketPlace+

Log into [MarketPlace+/Coupa](#)

On the Home page navigate to the Additional Stores section and Click on the Logo for Collective Catering

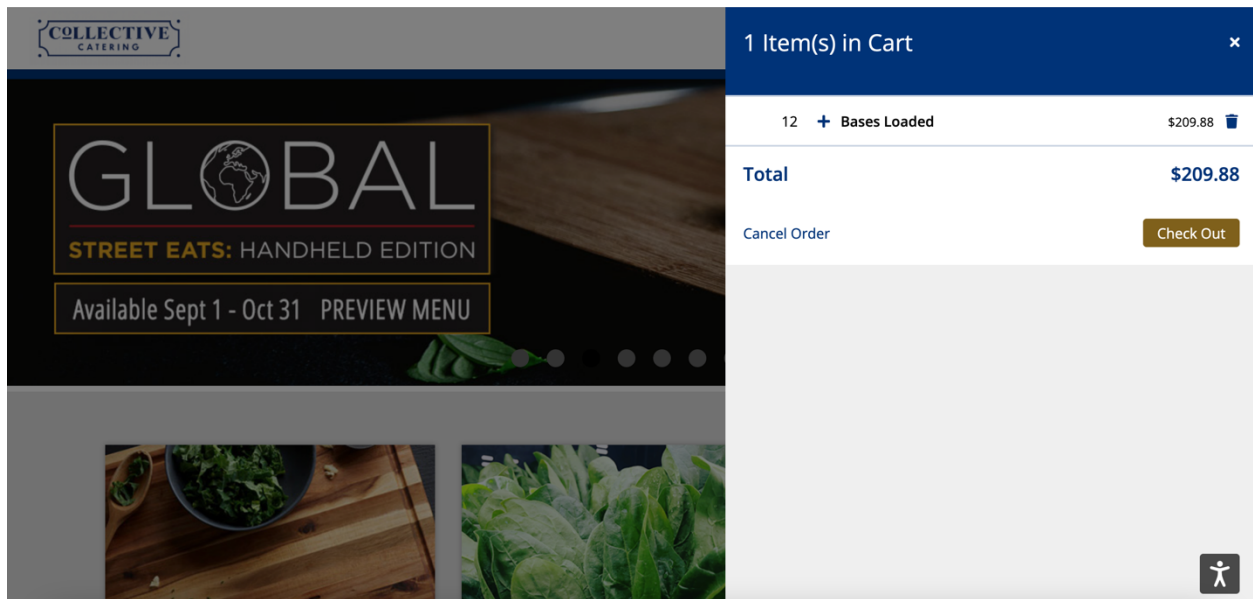
From the Home page of the Collective Catering page, select Catering along the top tab

Here you will be shown available menus for Brandeis Harvest Table Catering Services.

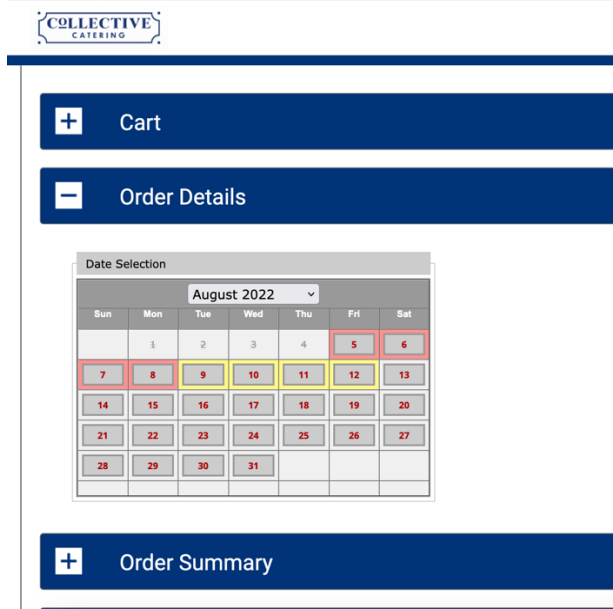
The screenshot shows the Collective Catering website. At the top is a navigation bar with the logo on the left and links for "Catering", "Contact Us", a search icon, an account icon labeled "Account Hi, Courtney S...", and a cart icon labeled "Cart \$0.00". Below the navigation bar is a "Browse the Catering Menu" section with a sub-header "Select a category to view our menu items." and a list of categories: "Summer Vibes", "All Day Meeting Packages", "Breakfast Menu", "Sandwich Collections", "Buffets", "Boxed Meals", "Receptions and Stations", "Breaks", "Beverages", "Desserts", "Custom Menu Request", and "View All >". To the left of these categories are "Additional Resources" including "The Benefits of Online Ordering", "Video Tutorial", "Allergen Alert", and "Printable Catering Menu". Below the menu section is a banner with the text "are committed to help bring your vision to life." and a series of dots. The banner features three images: a bowl of green salad on a wooden cutting board, a close-up of fresh green leafy vegetables, and a graphic with the text "Available June 1 - August 31" and "SUMMER".

Add any of the items from any of the catering menus, and customize as needed.
As you add the options to your Shopping Cart you can continue to browse all of the menu options.

When all necessary items are added to your Shopping Cart, Click on Check out –



Through the Check out Process, you will be prompted to select the date of the event



Next you will need to Select the Pickup/Drop off option

Complete all necessary fields related to your preferred method.

[Catering](#)
[Contact Us](#)
[Account](#)
Hi, Courtney S...

This date is available.

August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*Method: On-Site Delivery

Copy Contact Information: ☐

*Delivery Contact: John Smith

*Delivery Phone: 736-2000

*Building: Turner St

*Room # / Name: 2nd floor

Catering Staff: None needed

*Building Access Details: None

*Serveware: China-\$3.00/pp

Event Details

Order Name: Test

Additional service times may be available by prior arrangement. Please contact us to discuss your needs.

*Access Time: 10:30 AM

*Ready By Time: 11:00 AM

*Start Time: 11:00 AM

*End Time: 4:00 PM

*Guest Count: 10

Tax Exempt: ☒

Tax Exempt ID#: 042103552

Special Instructions

[Return to Cart](#)
[Cancel](#)
[Continue](#)

Click on Continue to review order details (if any changes are needed you can go back and make updates.

If all details look correct click on Continue

All orders for Catering through Collective Catering will be tied to a Purchase Order. In the Payment Method Section Select Purchase Order,
Be sure to check off the check box that you accept the Terms of the Order, and Enter your Initials

Click on Process This Order

[Catering](#)
[Contact Us](#)
[Account](#)
Hi, Courtney S...

Order Summary

Payment Method

*Please Note: The final invoice may be re-calculated to satisfy special requests or additions to standard offer.

You MUST click the Process This Order button below to complete this order.

Checkout

Select a payment method

**Any saved online wallet entries are now listed under the appropriate payment method

*Payment Method: Purchase Order

CC Additional People (Optional):

email address(es)
You may CC others on this order's correspondence
(Please separate multiple email addresses with semicolons)

*Accept Terms & Conditions: ☒ Click to View Policies

*Initials: CES

[Cancel](#)
[Process This Order](#)

Give the system a few moments to connect back to MarketPlace+/Coupa where the items from your order will be added to your Shopping Cart.

In your Coupa Shopping Cart select Be sure to add the correct Chartstring information for the Order, Add any necessary Approvers if required and Submit the order for Approval

The screenshot displays the 'Cart Items' page in Coupa. At the top, there are tabs for 'General Info', 'Cart Items', 'Approvers', 'Comments', and 'History'. Below the tabs, there's a header bar with 'Add Line', 'Clear Cart', 'View' (set to 'All'), 'Advanced', a search bar, 'Sort by', and 'Line Number: 0 → 9'. Below this, there are buttons for 'Edit Selected', 'Copy', and 'Delete'. The main table shows one line item: 'Bases Loaded' with a price of '209.88' and a description '12 x 17.49 / Each'. Below the item name, it says 'Harvest Table - Test Site'. To the right of the item, there's a 'Billing' section with a red border containing the following text: 'WD Chart of Accounts', 'csampson-FN11-CG72000-PG05-NA-N', 'A-NA-NA Procurement Services', 'csampson-FN11-CG72000-PG05-NA-NA', and 'NA-NA-csmpson'. Below the table, there's a 'Per page' indicator showing '15' of '45' items. At the bottom right, the 'Total' is '209.88 USD'. Below the table, there's an 'Approvers' section with an 'Add' button. At the very bottom, there's a 'Submitted' button.

Please Note - You will receive an email confirmation from Collective Catering prior to submitting the Order in Coupa, however the Order will only be fulfilled once the Purchase Order is received by Collective Catering.

Upon submitting the Order Request from your MarketPlace+/Coupa Shopping Card, the PO will be automatically transmitted back to Collective Catering.

After the event occurs Collective Catering will generate an invoice or invoices, and send them electronically back to MarketPlace+ to finalize the billing process.

****** If you have submitted an order and need to make any changes to the event (i.e. update numbers, add additional food etc, that can be handled by working directly with the Harvest Table Staff. All changes will be reflected and viewable on the Collective Catering site which can be accessed at any time but visiting the Home page of MarketPlace+/Coupa and selecting the Collective Catering logo under Additional Stores.