

Delivered Catering Ordering Guide

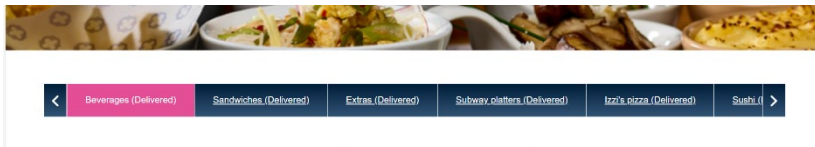
A link to the latest menu can be found at the bottom of the home page
You can submit feedback to the catering team via the feedback button (top right-hand corner)
Please take note of ordering, editing, and cancellation time frames

1. Navigate to <https://deliveredcatering.brunel.ac.uk/home>
2. Please read the important information
3. Select a delivery date and time
4. Enter a title for your order
5. Select your building (if your building is not listed, please contact the catering team)
6. Enter your room number (numeric field only)
7. Select the number of people this order is for

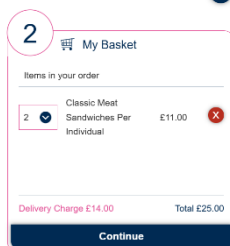
New delivery? Pick a date and time for it

Delivery Date	<input type="text" value="13/03/2025"/>	Delivery Time	<input type="text" value="12:00"/>
Event	<input type="text" value="Lunch"/>		
Area	<input type="text" value="Chadwick"/>	Room	<input type="text" value="002"/>
No. of People	<input type="text" value="5"/>		

8. You can click through the different catering groups using the arrows

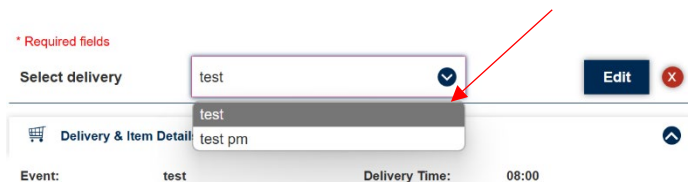


9. Clicking view description will show you all details relating to the item you are on and any pictures, you can also add items to your favourites.
10. Select the qty of the item you would like and click add to basket
11. Items will show in your basket (right-hand side) and show a running total (Delivery charges apply to orders under £25)



12. Once you have added all items to your basket click continue
13. Enter contact details for the delivery and click add contact details
14. Enter any dietaries catering need to be aware off and click add dietary info
15. In catering notes add the collection time and click add/update booking notes

16. Moving to the right-hand side please enter your subproject code
(If your subproject code is not found please email catering)
17. Answer both booking questions these are for HMRC reporting,
for more information: [HMRC Expenses reporting](#)
18. Enter the name of your manager who has approved the budget spend for this order
19. At this point you can add another delivery to this order by clicking add delivery to order
(this is for when you are ordering multiple catering for the same event e.g.: Am refreshments and lunch)
20. Follow the above booking steps again
21. You can switch between bookings by the select delivery drop down



22. Once you have completed all information for one or multiple bookings
23. Click complete order
24. You will shortly receive a booking confirmation

Canceling Your Order

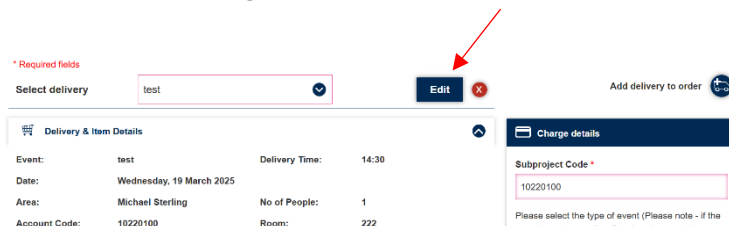
1. Navigate to <https://deliveredcatering.brunel.ac.uk/home>
2. Select current booking (top right-hand corner)
3. Scroll down and you will see current bookings
4. To the right-hand side, you will have 3 choices to select click cancel all deliveries in this booking.



5. Confirm you want to cancel the booking
6. You will receive a cancellation email

Editing Your Order

1. Navigate to <https://deliveredcatering.brunel.ac.uk/home>
2. Select current booking (top right-hand corner)
3. Scroll down and you will see current bookings
4. To the right-hand side, you will have 3 choices to select click edit
5. Your booking will open on the delivery details, you can edit any details on this page.
6. To edit the catering items booked click edit



7. Once you have made your changes continue to check out and follow the booking process (above from point 12)