

Welcome to Zipthru Catering...now at Bank of America through iorder!

Zipthru Catering Quick Reference

- I. Your Catering Home page
 - a. **Place an Order** to choose menu items with options
 - b. **Place a Rapid Order** to add multiple menu items at once, with default item options (**Note:** This is not a method to place last minute orders.)
- II. Add the Event Information (What, When, Where and Who?)
 - a. All fields in red font require entries
 - b. Select meeting/catering start times and catering pickup time (**Note:** That Meeting Start Time can be different than the Catering Start Time.)
 - c. **Event Instructions** and **Special Comments** are optional fields to add your customized requests for the event
 - d. Click **Create Event**
- III. Add Menu Items to the order*
 - a. Select menu category for listing of appropriate menu items
 - b. Click **Menu Item Name**
 - c. Select **Side Options** as needed
 - d. Type **Special Comments** for this item as needed
 - e. Type number of servings
 - f. Click **Add Item to Order**
 - g. Repeat above steps until all menu items have been ordered
 - h. Click **Checkout** when you have finished shopping

Note: MY ORDER (lower right hand corner) is your current shopping cart, which displays the menu items, subtotal, service charge, tax and current total. You can perform multiple functions using the four buttons located under MY ORDER.

View – View the order line items in detail.	New – Begin the process of creating a brand new event.
Checkout – Begin the process of checking out and purchasing the items selected.	Delete – Delete the current event and its associated menu items.

*For Rapid Orders:

- i. Select the items you wish to order by entering the amount you wish to order in the box next to the description, labeled "Add this Quantity"
 - j. Click **Add to Order** at the bottom of the screen
 - k. If you need to customize or add notes to an item, click the link in the menu item name or "Add Customized Item"
- IV. eRequest
- a. After submitting the order, a request will be sent to eRequest for approval.
 - b. You will receive an email stating that your order is awaiting approval.
 - c. Once approved, the catering team will receive an email about your order.

Note: Once you have submitted your catering order, an email acknowledgement will be sent to yourself concerning your order has been submitted to eRequest for approval.

V. Printing Reports

Purchaser Reports allow you to run a Customer Order Summary, Customer Order Detail or a Menu Summary.

- a. From **Purchaser Reports**, select the report you wish to run.
- b. Click **Configure**
- c. Select your desired **report criteria**
- d. From **Output**, select Printer Ready Window to print or Microsoft Excel to export to Excel and print

Get help

The top right hand corner is a box labeled "Do you need help?" and the text of this box changes with every page to make the ordering process as easy as possible.