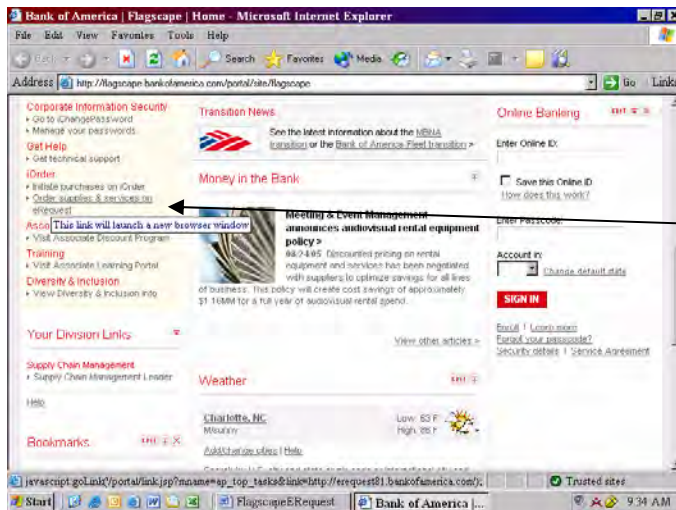
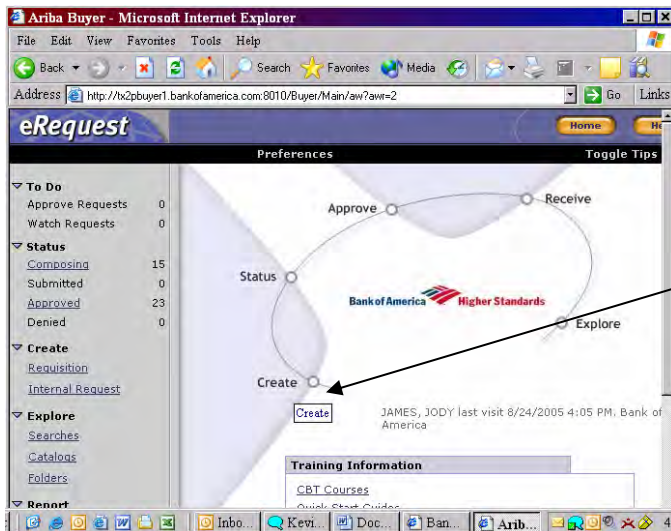


Zipthru Catering access through eRequest

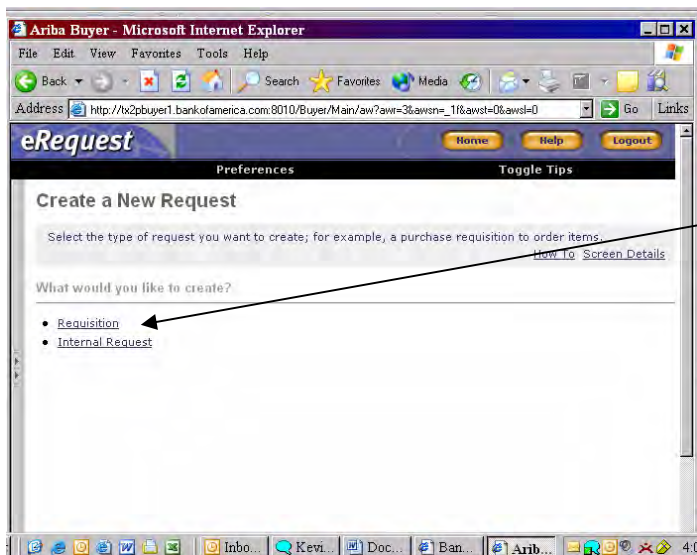
Website Steps to Initiate a ZipThru Catering Order



- From the Flagscape homepage
- Scroll down the menu on the left to the **iOrder** section
- Click on “**eRequest**”
- Log in to **eRequest**



- Click on **Create**



- Click on **Requisition**

Zipthru Catering access through eRequest

PR1923347: Untitled Requisition
Items: 0 Total: \$0.00USD

1 Add Title

Give this request a name that can be used to identify the request on email messages. If creating the requisition on behalf of another user, select a person from the drop down box for 'On Behalf Of' or click 'Other' to specify a new person. Search name format: Last, First MI

Requisition Title: Meeting 9.1.05

On Behalf Of: JAMES, JODY

NOTE: By selecting another person to place this request 'On Behalf Of', the approval flow, shipping, and accounting information will follow the selected individual's profile.

Delay Purchase Until: ?

Only enter a date if you want to submit a requisition today for approval but delay sending the order(s) to the supplier(s). All items on the approved requisition will be held in eRequest until that date. Once approved you will not be able to withdraw or

Next Exit

- Add title for the Catering request
- If desired to order on behalf of someone else. **Click on drop down**
- Select **Other**
- Type **Name**
- Click **Search**
- Click **OK**
- The **behalf person's** name should appear in box
- Click **Next**

PR1923309: Untitled Requisition
Items: 0 Total: \$0.00USD

2 Add Items

Add items to your requisition by selecting them from the catalog categories below or by using the 'search' feature. If you are searching by using an old Office Depot item number, type the item number in the 'Key Words' field to locate the new contracted Staples product. You can also utilize the Manufacturer and/or Supplier fields to narrow your search. Use the 'Options' button for additional search choices. To add items to your list of 'Favorites', you must first create a 'Favorites' group by clicking 'Other' from the Favorites drop down box displayed.

Keywords: catering Search Reset Options Create Non-Catalog Item

Favorites: Recent Choices

15,619 items found View By: Category

BANK of AMERICA STORE (6) OFFICE SUPPLIES (5518)
Branded and Promotional Items (2) Gift Desk Supplies (3289) Printer, Fax and Copier

- On Add Items page go to **Keywords**
- Type **ZipThru**
- Click on **Search**

Manufacturer and/or Supplier fields to narrow your search. Use the 'Options' button for additional search choices. To add items to your list of 'Favorites', you must first create a 'Favorites' group by clicking 'Other' from the Favorites drop down box displayed.

Keywords: catering Search Reset Options Create Non-Catalog Item

Favorites: Recent Choices

1 items found Show Results: 20 per page View By: Category Details

1 items found in: Uncategorized Items

Compass/Eurest ZipThru Catering Service Buy from Supplier Add to Favorites

Supplier: Compass Zipthru Catering
Supplier Part #: 22222
ETA (Days): 3
Preferred:
Branded:
Contract #:

Eurest Dining offers a complete line of catered services to accommodate any event. Quality food, service and presentation are our commitment to you. Our professional staff can provide services ranging from Continental Breakfast and Working Lunches to Theme Buffets and Meeting Breaks. If you do not see your desired menu item the Catering Staff will work with you to customize a menu to suit your

- Locate Compass/Eurest Zipthru Catering Service
- Click on "**Buy from Supplier**"
- Will go to Zipthru Catering Home page