Campus Kitchen Online - Placing an order

1. Follow this link or click the “Campus Kitchen Online” logo on the front page of SUSSED
2. Click “Catering requests”

3. Select which campus you require the delivery to be sent to
4. Complete the information required. **NOTE:** a minimum of two working days’ notice is required

5. Select the date and timings for your delivery. **NOTE:** this is a 30 minute slot. If you require catering for 10am, select a 9:30am slot.

   Press “Search”

   Select an available delivery slot. Press “Continue” at the bottom right of the page.

6. Your booking time slot is now confirmed. Now, add products.
7. On this page, use the “Menu Section” drop down box to navigate through the menu sections, or use the “Description” box if you’d like to search for a specific item. First, select a delivery & service option.

Scroll to the bottom of the page and click “Add products to my order”
8. Input delivery information to include the building, room details and any other information which you think our delivery team would find useful to ensure a smooth service.

At this point, you can also change the quantity of the items shown which will change the total cost.

Once you’re happy with the delivery information and quantity of the item, click “Add more products”.

9. Continue to add more products by using the drop down and clicking “Search”. Select the required products and click “Add products to my order” as you did previously.
10. On this page you can edit the quantities as you did before and go backwards and forwards adding as much as you’d like by clicking the “Add more products” button. Once you’ve finished adding items to your order, click “Submit”.

11. Once you’ve clicked “Submit” this will then take you through to your confirmation page where you will see your most recent order. Now, click “Done, go to overview”.
12. This is now your complete confirmation page, any errors or amendments you need to make can be made here at this stage.

Here, you can also cancel the delivery slot if required or book a repeat reservation. If you’re happy, simply click “OK, close wizard”.
13. Your booking will now appear in your Catering Delivery Requests homepage and you’ll receive a confirmation email to your work email. Once your catering has been approved (two working days before the booked slot), the status of your booking in your Catering Delivery Requests homepage will change from “Booked” to “Approved” or, very rarely, “Cancelled” in which case a member of the Catering Team would be in touch personally.

14. If you need to make any changes at a later date, simply log back into the system using the link on page 1 of this guide or click the Campus Kitchen Online icon on the SUSSED page and select the booking you wish to amend from your “My Catering Delivery Requests” page (shown on point 13 above).