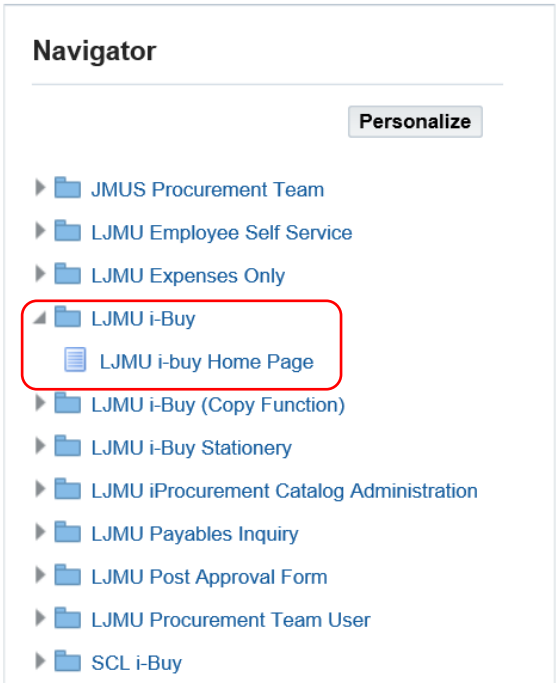
# FINANCE

Liverpool John Moores University

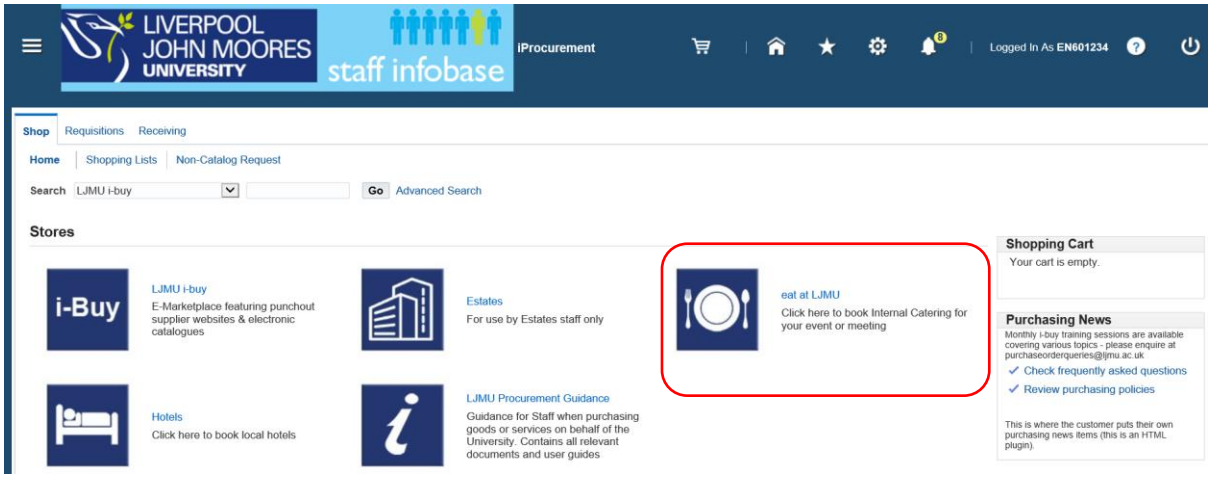
User guide:

How to Place a Catering Order

**Step 1:** Log into Staff Infobase and select 'LJMU i-Buy'



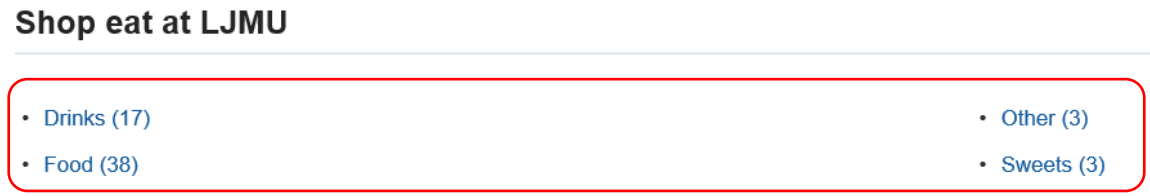

**Step 2:** Select 'Eat at LJMU'



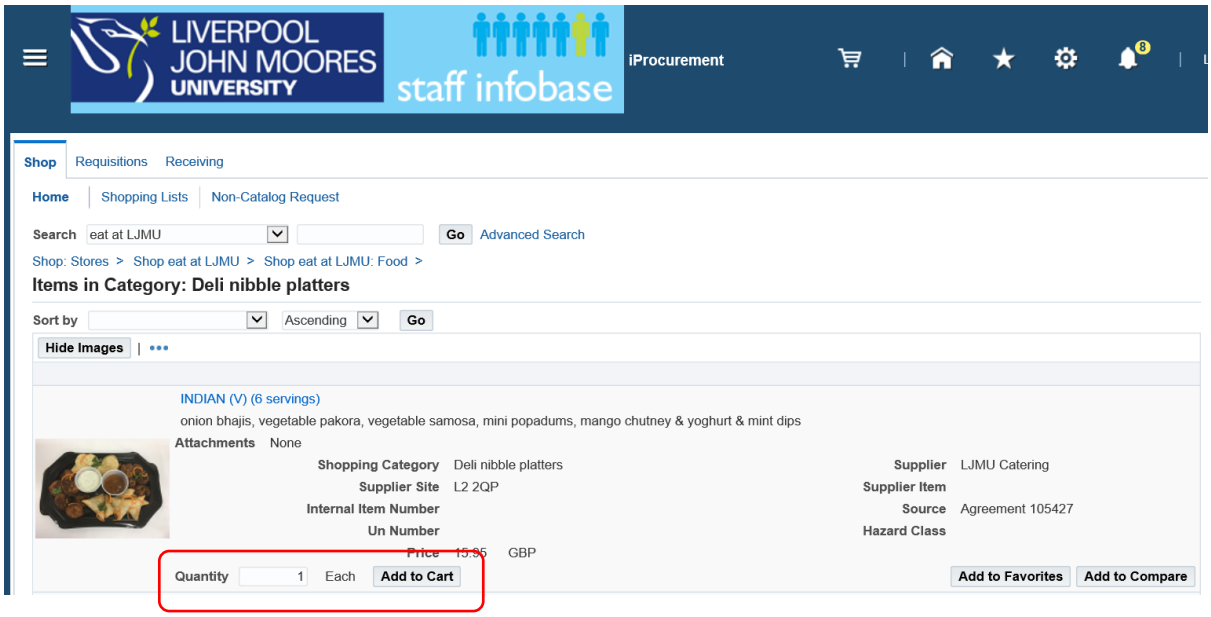

Please note:

- Catering service should be ordered at least 48 hours in advance
- For larger events and dinners etc. 7 days' notice should be given
- Please contact the Catering team for more info

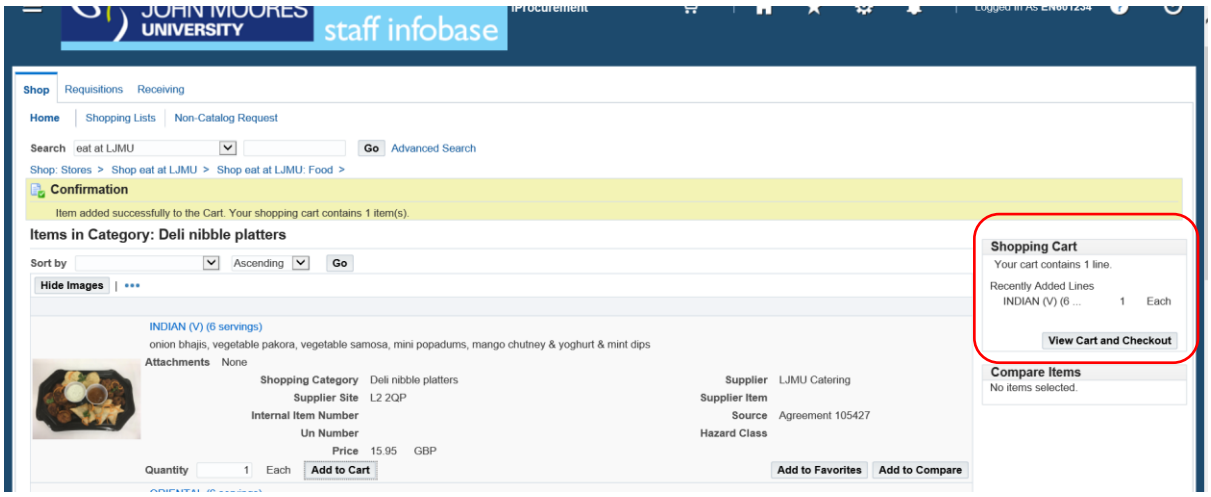
**Step 3:** For standard items, choose relevant items and quantities from sections such as Breakfast, Hot Buffet Menus and Refreshments etc. and add to your shopping cart.



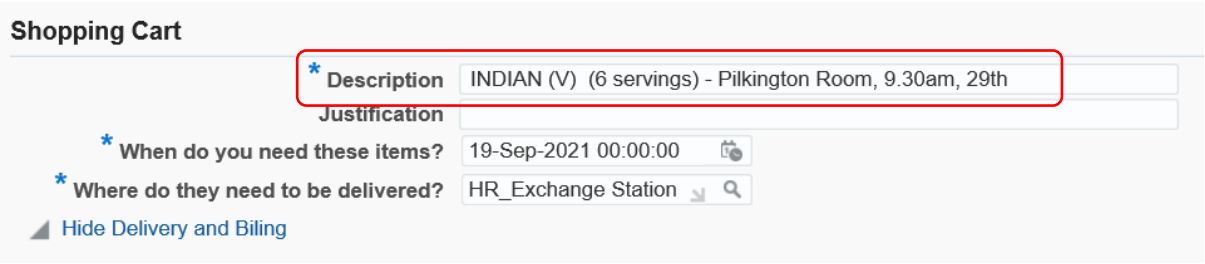

**Step 4:** Add items to cart by amending the quantity and clicking 'Add to Cart'.



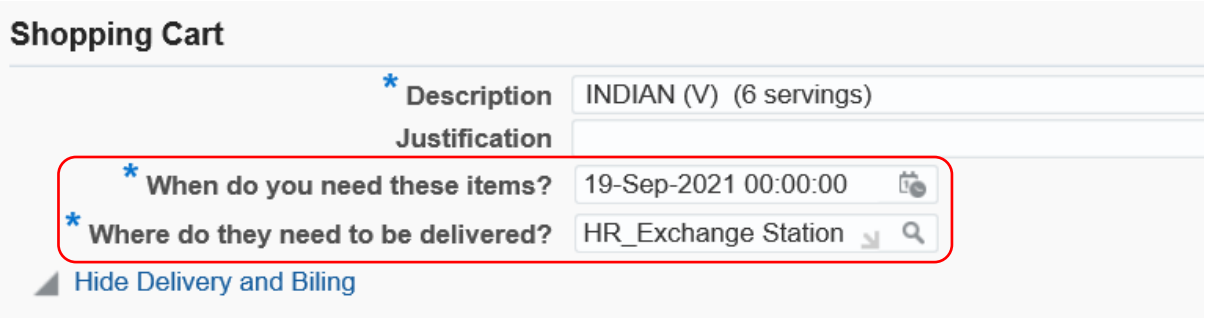

**Step 5:** Once you have everything you would like added, you can click 'View Cart and Checkout'.




**Step 8:** Include the venue, date and time in the Description box. This is really important so that the Catering team see this information as soon as possible.



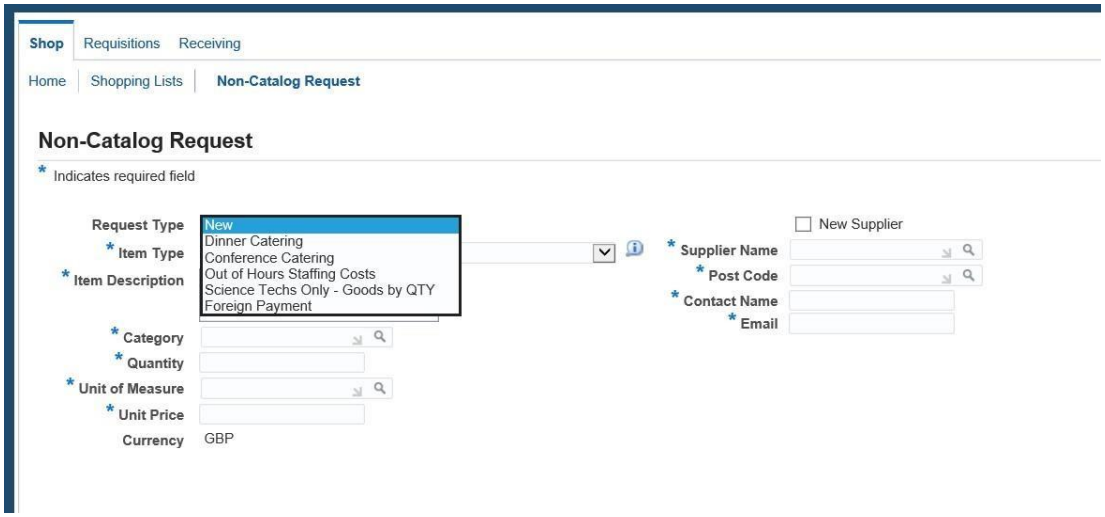

**Step 7:** Ensure on the next page that you put the correct date, time (in 00:00 format) and delivery location in.




*The remainder of the process is the same as a punchout site requisition, therefore please follow the instructions within that guide to continue with the submission of your catering order. *

**DINNER FUNCTIONS, EXTRA STAFF AND CONFERENCE CATERING**

For evening Dinner functions, extra staff requirements and Conference Catering requests the use of Non-Catalog Requests should be used.




Click on the drop-down menu and choose Event Type:

**a. Conference Catering** – the events team will have already worked out a catering cost and requirements as part of an overall event, so to avoid duplication of effort they should add 1 line in to cover catering. E.g. if cost of catering is £247, then Qty of 1 and Amount of £247 should be entered. Once you have entered cost code details the event document can be attached on the Approvals page, which provides Catering team with details of request.

**b. Dinner Catering** – same process as above, except if you have dinner request you should discuss with Catering Manager in first instance, receive quotation then add as 1 line item

**c. Out of Hours Staffing costs** – again, discuss with Catering Manager in advance as to what will be needed and add a 1 line request in.

Once you have selected your event, various fields will be populated, so that you only have to enter the Quantity and Price details.

Click on "add to Cart" and then proceed to the Checkout screen. Follow the process within the Raising a Non-Catalog Request guide.

**APPROVAL ROUTE:**

- Requisition will be sent to Catering Controller before the appropriate Budget holder
- Catering can "approve" or "reject" the Requisition, depending upon availability
- The Requisition will then pass through the approval hierarchy
- Once the budget holder has approved, Procurement created the PO and
- The Order is emailed to the Hospitality Team as confirmation of the booking

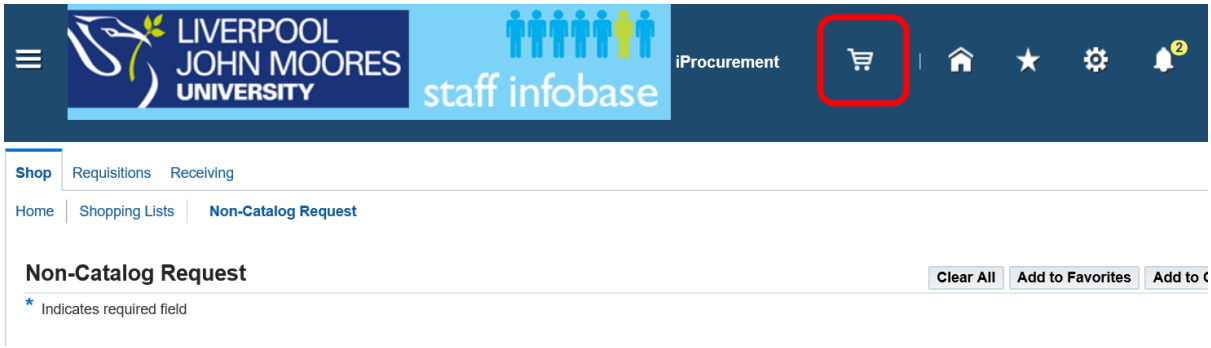
- Once the catering service has been delivered a Goods Receipt Note (GRN) is entered against the Order which will generate a recharge automatically. In order to remove further work from the customer side our preferred option is to propose that the catering team will perform this task on a regular basis
- Once the GRN has been entered, an overnight process runs to create an invoice based upon the receipt, and matches the invoice to the original Order
- The customer will receive charge as appropriate to their cost centre or project.

## VAT FOR CATERING ORDERS

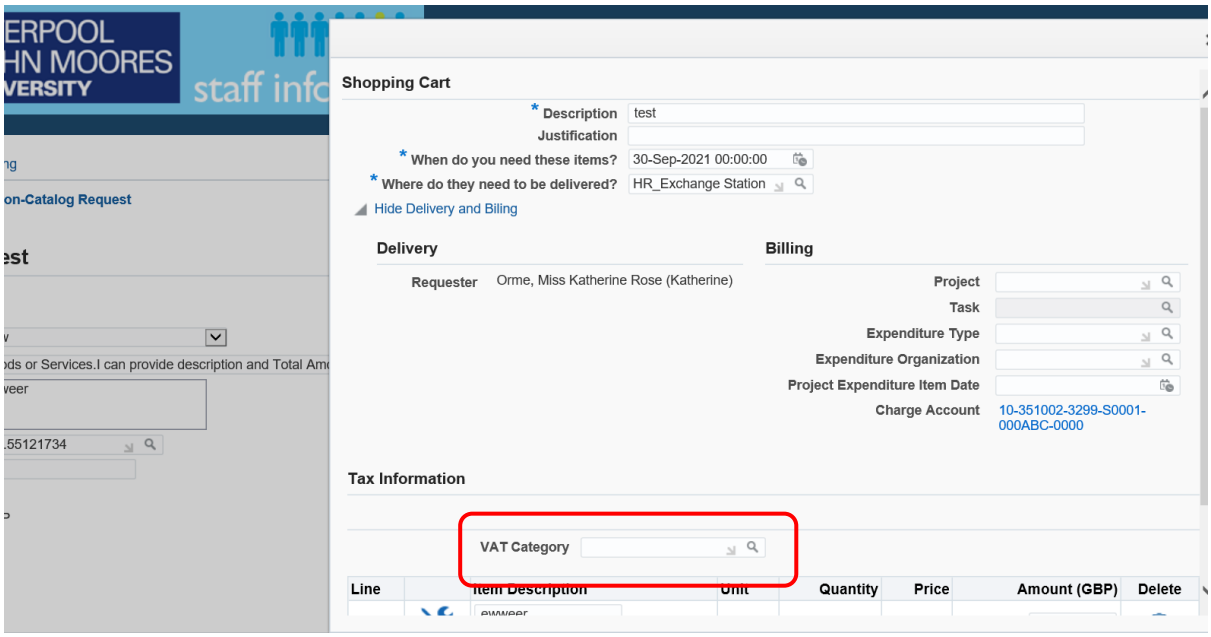
All Catering orders must have the VAT category added. The category for this is '**LJMU Catering O/S**'. All requisitions must have this VAT code, otherwise they will be rejected.

To add the VAT:

Click on the 'trolley' icon at the top of the page




Under Tax Information you will see the field 'VAT Category':




Search by L% for all orders except those with a 'J' project code, for these search J%. Select the LJMU Catering O/S option and continue with your order.

**CHANGING AN ORDER AFTER CATERING**

We understand that changes do occur. Meeting venues or times are changed and/or numbers of

attendees change so we will try and accommodate these. The key point is to do this as early as you can.

Recommended process:

1. For additional items or increases to quantities – Create an additional Requisition

2. To remove a line item entirely - Go into I-Buy, find Order and use Change functionality (for completeness it may be worthwhile contacting catering for acknowledgement)

3. To reduce quantities on existing line item (say you want 15 working lunches instead of 20) – Leave existing Order alone. Inform Catering by email/telephone of reductions required. Once order is delivered only the lower quantities will be Receipted (GRN). Any balance on the original order can be closed off/deleted by procurement.

**NEW "Last Minute" Orders**

Again, we appreciate that there can be late requests for hospitality, and again we will try to accommodate these. If it is at 9am for a working lunch on same day, then please DO NOT place order in system at that point as it may not be acted upon.

The key point here is to contact the Catering team directly by telephone (x3405) and discuss requirements with them. If the service can be delivered, then the PR/PO can be done shortly afterwards.

**CANCELLING AN ORDER**

1. Same process as above for changing a request, only the requester submits a "cancellation" request instead.

2. It is the requester's responsibility to inform the Catering team of the cancellation as soon as practically possible.

3. If order has already been procured then customer will be charged. If you cancel on the morning for a service same day you will also be charged.

**Ordering for Events that will be paid for by an external party or organisation**

1. Submit your requisition as above, using the appropriate cost centre

2. Raise a sales invoice so that the external party can be charged

3. Code this sales invoice to the appropriate cost centre where you want the income recorded – your Management Accountant should be able to advise with this if you are unsure

4. The sales invoice request forms are held on the Finance sharepoint site, via the "Forms" link on the Finance webpage : http://www.ljmu.ac.uk/fin/