

## **FOOD & NUTRITION SERVICES CATERING**



## September 20

September 20, 2021 – New orders will be accepted.

Orders through October 1, 2021 will be processed in the existing system.

Access existing intranet at: <a href="https://intranet.ucdmc.ucdavi\_s.edu/food-">https://intranet.ucdmc.ucdavi\_s.edu/food-</a> nutrition/catering/index.shtml

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## **New Website Goes Live:**

We are excited to announce that we will be going live. Starting September 20<sup>th</sup>, 2021, you will be able to start using the new ordering experience.

Access will be through the existing intranet at: <a href="https://intranet.ucdmc.ucdavis.edu/food-nutrition/catering/index.shtml">https://intranet.ucdmc.ucdavis.edu/food-nutrition/catering/index.shtml</a>

Creating an account is easy. You will enjoy many benefits including a quick checkout, separate floor stock ordering and saving frequently used accounts in "my wallet".

- 1. Click the **New Customers** tab to the right and fill out the form.
- **2. Create your order**: Navigate through the system.
- 3. Prior to submitting your order, you will need to complete the payment information window.
- 4. Your **employee ID** will be in your eight- digit number located in UC Path (This is different than your employee badge).

<u>Current System and Orders:</u> Our current system will close on **Friday September 17, 2021**. The first live order will begin on Monday, October 04, 2021. All clients who currently have approved orders in our existing system beginning October 04, 2021 and beyond will be notified to enter orders in the new website beginning September 20, 2021.