For your convenience, University Catering has a supplier website hosted on Buckeye Buy.

Our sales and event planning managers will continue their work with clients, sending updated confirmations from our event planning system EMS. Clients around the University will be responsible for entering the requisition through Workday (like eRequest), in advance of their event, to be processed and (once approved) dispatched to the University Catering Office for tracking and updating.

FOR OSU CLIENTS - Please include the Event Reservation Number of your upcoming event on your requisition and PO. That number is 6 digits long and is listed on the front page of your most recent confirmation sent to you by the University Catering team.

For Clients:

1) Log into Workday:  [https://workday.osu.edu](https://workday.osu.edu)
2) Select “Request Travel or Purchase” under the Applications on the Home Page
   a. You can also search for “Create Requisition” in the search bar (top left)
3) Under I need to... Select “Request to procure goods and/or services”

4) The Create Requisition Page
   a. Company – Make sure you are selecting which one you work under (If not medical – the selection should default to “The Ohio State University”)
   b. Requester – Defaults to you
   c. Currency – Defaults to USD
   d. Requisition Type
      i. Please select Buckeye Buy Request
e. Deliver-To – Address on Campus – does not need to be changed
f. Ship-To – Defaults to Kenny Road – does not need to be changed
g. Cost Center Information – Enter in the cost center information for the expense (Where the final invoiced amount will be expensed to)
h. Select “OK”

5) Select an Option
   a. Select “Connect to Supplier Website”

6) Connect to Supplier Website
   a. Select “Connect”

7) Connect to Supplier Website
   a. Under Supplier please search for “University Catering” and Select University Catering.
   b. There are three available selections you may choose to create your purchase requisition.
      i. Drop-off Catering: For simple deliveries including continental breakfasts, boxed lunches, snacks and similar.

*University Catering* 🌺 The Ohio State University Office of Student Life

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ii. **Full Service Catering**: May include served plated meals or buffets, non-alcoholic and alcoholic beverage, event rentals, concessions, outdoor equipment, tents, catering servers, bartenders, servers and similar catering and event services.

iii. **Alcohol Delivery and Bar Services**: Primarily for attended bar service or alcohol delivery for approved events at approved or licensed venues on Ohio State campus.
   - If you are unsure of which above selection to use, Full Service Catering will be sufficient.

c. To the right please enter the dollar amount for the Purchase Order request on the appropriate line item in the Qty field.
   
   i. Note – you will not be able to adjust the $1.00 in the Price field. **Quantity** should equal an amount to cover the cost in the estimate. Example, if the dollar amount on your estimate is $155.60, then enter a Quantity of 156. The **Quantity x Price** = **PO requested amount**.
   
   ii. You will find the dollar amount on the bottom of your Confirmation sent from our team. Please round up to the nearest dollar for this entry, add that number to **Quantity**, then click “add to cart”.

d. Click the **Cart** icon to continue.

8) **Review**
   
   a. Below is an example of the next screen once a dollar amount has been entered and submitted.
   
   b. If this screen looks correct, please click **Submit**.
9) View Cart
   a. Memo – optional field to enter any additional details as you need/want.
   b. Proceed to Checkout

10) Checkout Page
   a. Review All default information listed on the top portion of the page for accuracy
   b. **Internal Memo** – This is the Business Purpose field and is required to be completed. Please enter the **Event Reservation Number** of your upcoming event. That number is 6 digits long and is listed on the front page of your most recent confirmation sent to you by the University Catering team.
   c. Review Goods line for accuracy.
NOTE –
Some users may require and Area Worktag under the Goods section. AR1440 (Internal Meals) and AR1442 (External meals) may be used to designate if the meal was located within the University or an external restaurant/location is my understanding. Please consult with your Cost Center Manager for additional information or requirements for your department or college.

Attachments – Please attach the most recently updated University Catering Confirmation to your request, as well as any other supporting documentation required.

a. Tax – does not need to be changed
b. Activity – Your (the client) preference to “tag” someone. Tagging someone here will send them a notification of this requisition being submitted.
c. If completed, select “Submit” for processing. If not, there are other options to be selected.