

Instructions To Create a Sodexo (“Flavours”) Catering Order in AGGIE-MART

Click on the **Flavours** icon on **AGGIE-MART**.

Click on “**Create New Order.**”

Click on the **Flavours** Menu.

Click on the menu that you will use to create your order (i.e. Casual Salads, Casual Sandwiches, etc.)

Scroll down and **Click** on “**View Details**” for your selection.

Type in the number of quests (Note: There is a minimum number for most orders), and select the side dishes to accompany the item.

Click on the “**Order**” button. (Note: To order more items such as beverages, desserts, **Click** on “**Add More**” button)

Click on “**View Details**”: for your selection and order accordingly.

Click on “**Continue.**”

Click on the date of the event.

Go to the Delivery/Pickup area and **Click** the down arrow to make the selection.

Tab down and complete the information for Event (i.e. contact, event time, etc.)

Click in the box for Tax Exempt.

Type: “University Exempt” in the please specify box.

Scroll down and type in Special Instructions to Sodexo.

Scroll down and **Click** on “**Continue.**”

At Event Name, type the name of the event.

Scroll down **Click** Continue if finished ordering or **Click** on “**Add Another Event** “if ordering for more than one event.

Click “**Continue.**”

Payment Method: **Click** on the down arrow and select Purchase Order.

Purchase Order Box: Type “See Attached”

Scroll down and click in box to accept terms and conditions.

Type in initials.

Click on: “Process this order.” – This will take you back to the AGGIE-MART Cart.