# The Catering Marketplace is back in Buckeye Buy

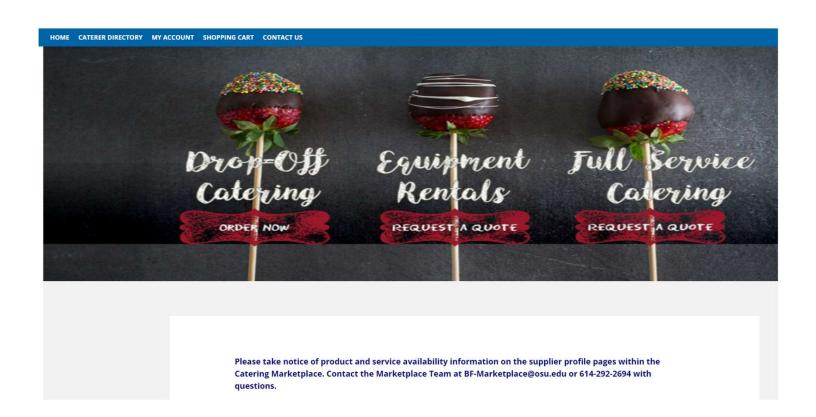
Eighteen drop-off caterers with menu items to add to a cart.

Nine full-service caterers and four event equipment rental suppliers. An interactive quote process between the customer and supplier inside the catalog.

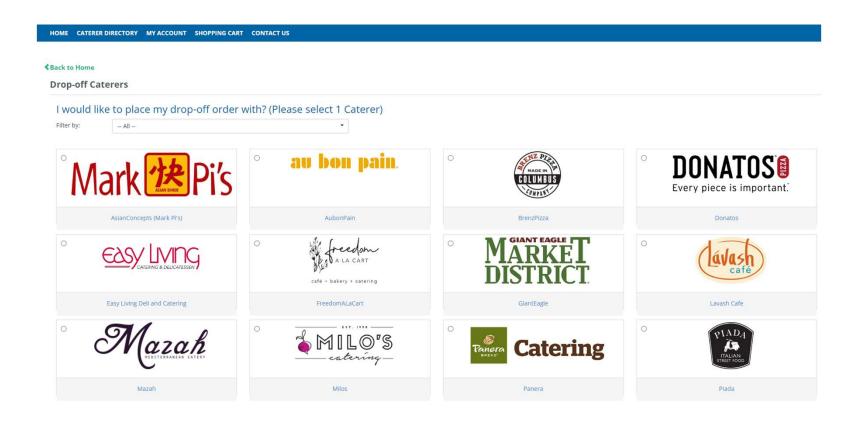
Customer access to quotes directly in the site. Supplier menus, discount and service details visible to customers at order or quote request entry

Contact The Marketplace Team at <a href="mailto:BF-Marketplace@osu.edu">BF-Marketplace@osu.edu</a> or (614) 292-2694 for customer service or questions about the Catering Marketplace.

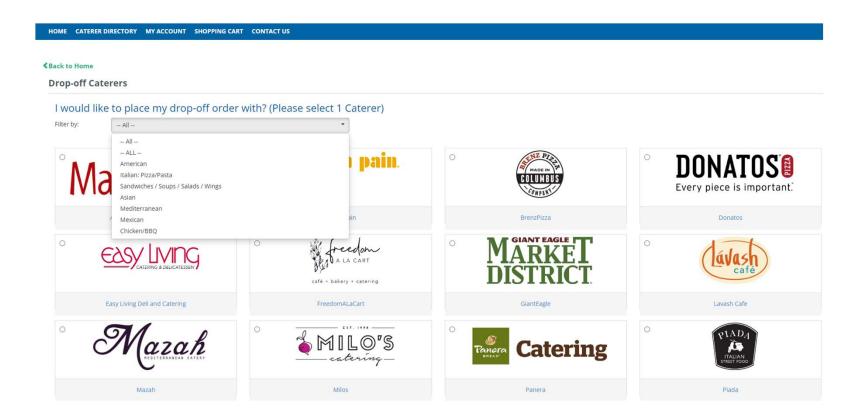
The Catering Marketplace is in the round-trip section of Buckeye Buy. Select from three supplier categories to begin the order or quote request process



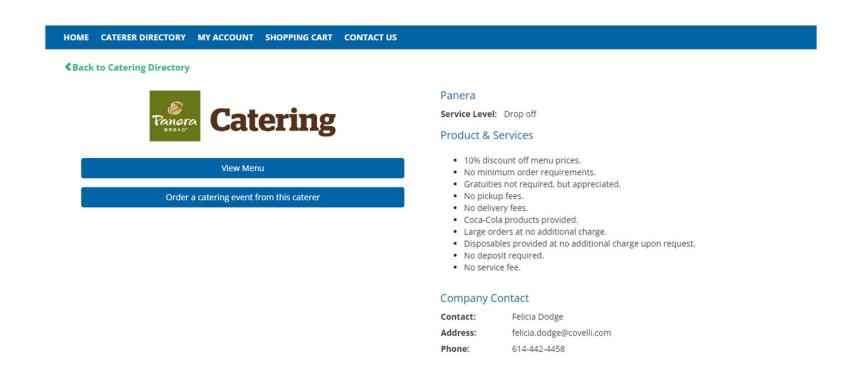
### Select the drop-off category to view all available drop-off suppliers



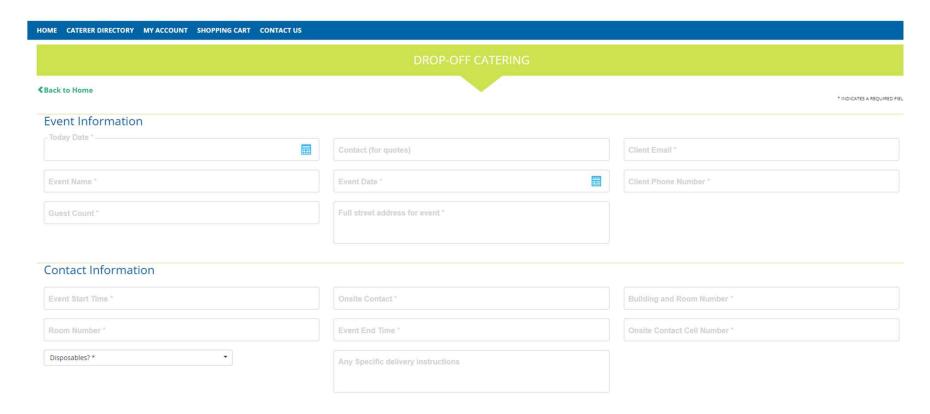
### Filter by product selection to narrow the search



Select one supplier and view their product, service and contact details. Click on "order a catering event from this supplier" to begin the order entry process. Menu items can be ordered without a quote by adding them to the cart and checking out to Workday.



Complete the event information template. Click on select menu items to view the supplier catalog and load items to a cart from the contracted items available per each supplier's menu





2-Liter Sprite

Caterer: Panera

Item Number: CBUS Panera 433

Coke Products 2-Liter (Coke, Diet Coke, Sprite)

Add Comments

Price: \$3.59 Each

Quantity:

Add To Shopping Cart



Add-On Bagel

Caterer: Panera

Item Number: CBUS Panera 120

Add-On Bagel: Additional Bagel added onto Bagel Pack, Baker's Dozen Bagels, Bagels and Morning Pastries, or Morning Continental packages. Not sold

separately. Maximum of 4 per order.

Add Comments

Price: \$1.43 Each

Quantity:

Add To Shopping Cart



Add-On Pastry

Caterer: Panera

Item Number: CBUS Panera 104

Add-On Pastry: Additional Pastry added onto Morning Continental, Morning Pastries, or Bagels and Morning Pastries packages. Not sold separately. Maximum

of 4 per order.

Add Comments

Price: \$2.88 Each

Quantity:

Add To Shopping Cart



Add-On Sandwich

Caterer: Panera

Item Number: CBUS Panera 302

Add-On Sandwich: Additional Sandwich added onto Deluxe Assorted Package or Assorted Sandwiches Package. Not sold separately. Maximum of 4 per order.

Add Comments

Price:

\$8.81 Each

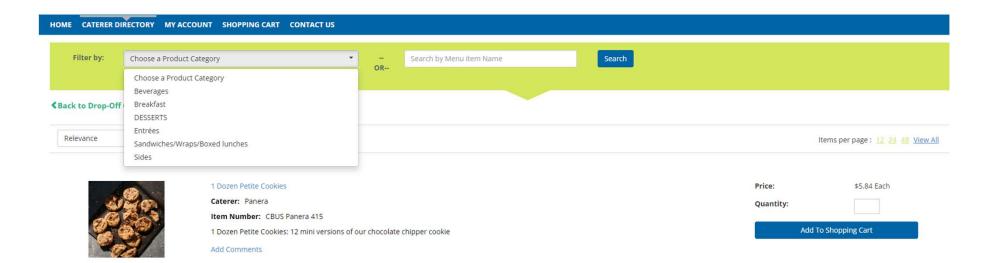
Quantity:

Add To Shopping Cart

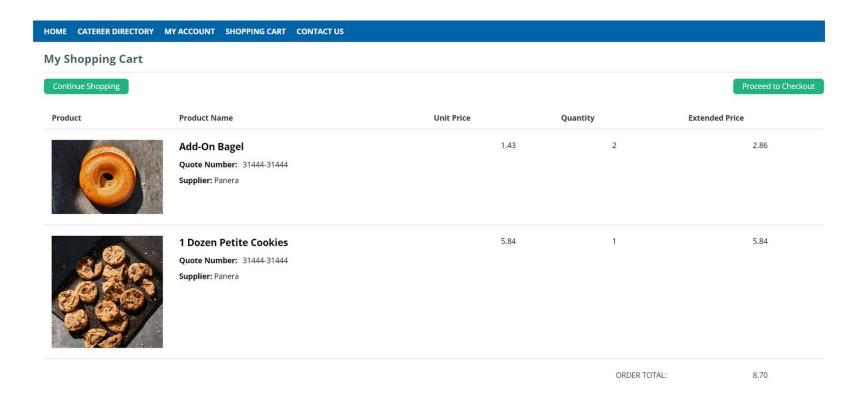
Cancel My Order

I'm Done! Go to Shopping cart

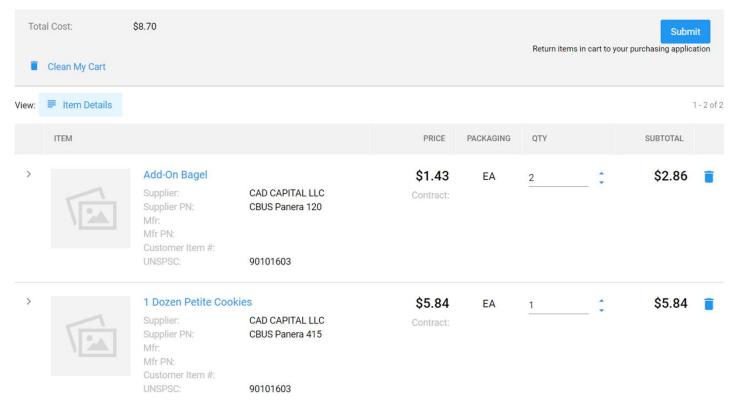
Filter by item category for an efficient search of catalog items. Click the blue "Search" button to view the first 12 items in the category. Select the "view all" link on the right side of the page to see all items in the category. You can also search a single item by name or description. Always click the blue "Search" button to see results. Please note that most drop-off catalogs include a "Catering Service" line which can be used to enter the total dollar amount of an event quoted by the supplier.



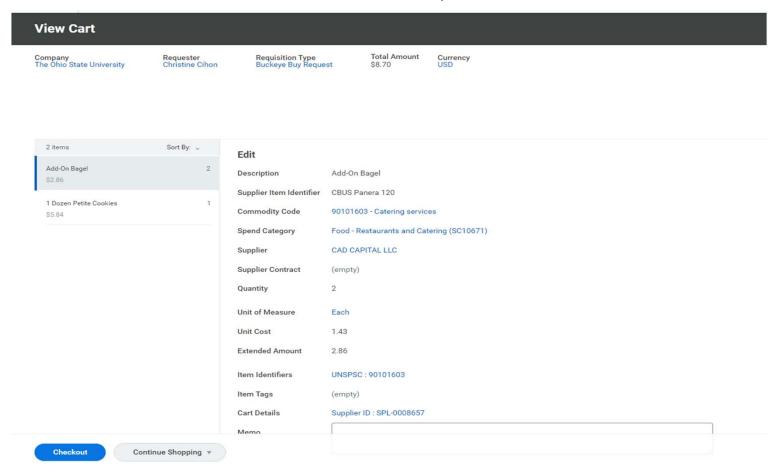
### Checkout from Catering Marketplace to Workday







### Checkout to Workday



### Event equipment rental suppliers

Lasting Impressions

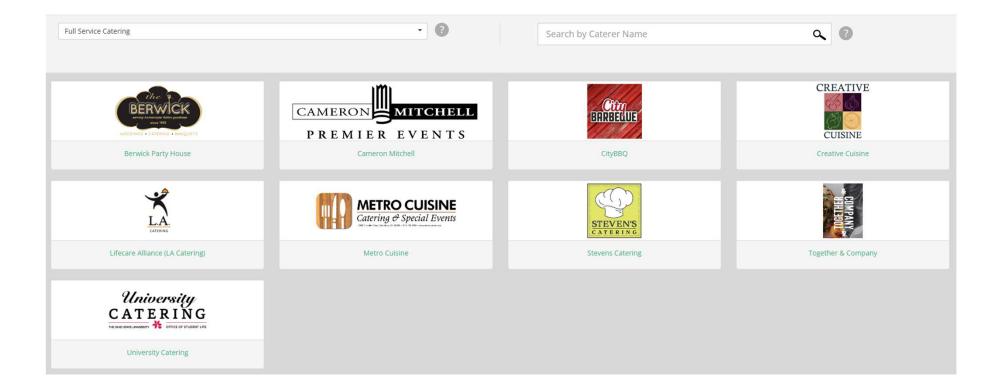
Event Source

Connie Duglin Specialty Linen

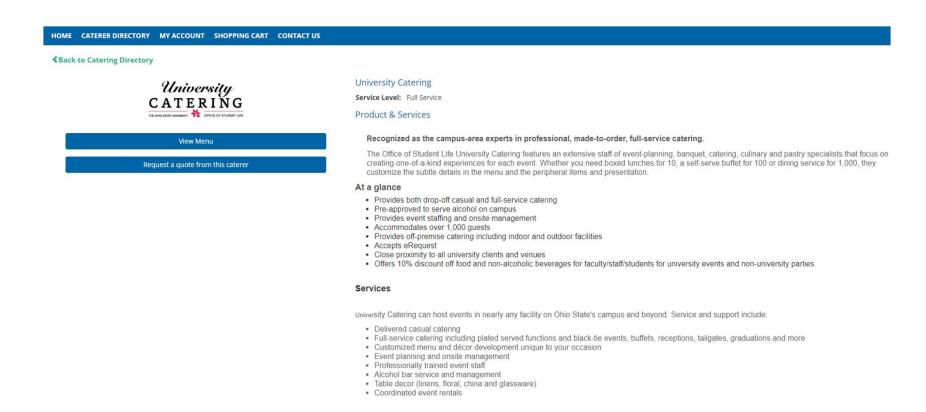


Oneil Tents

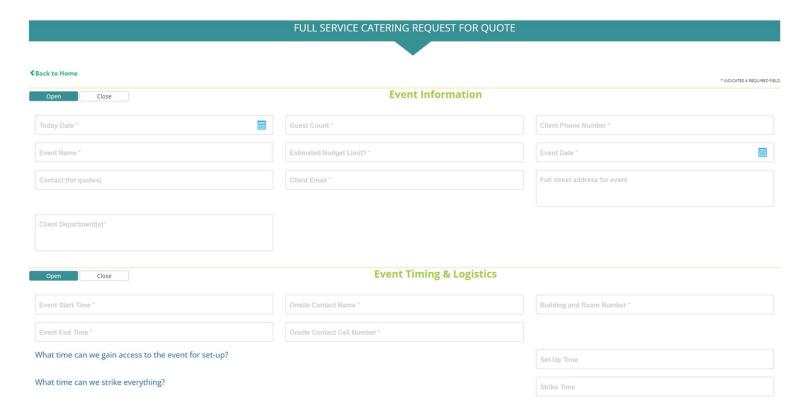
### Full-service caterers



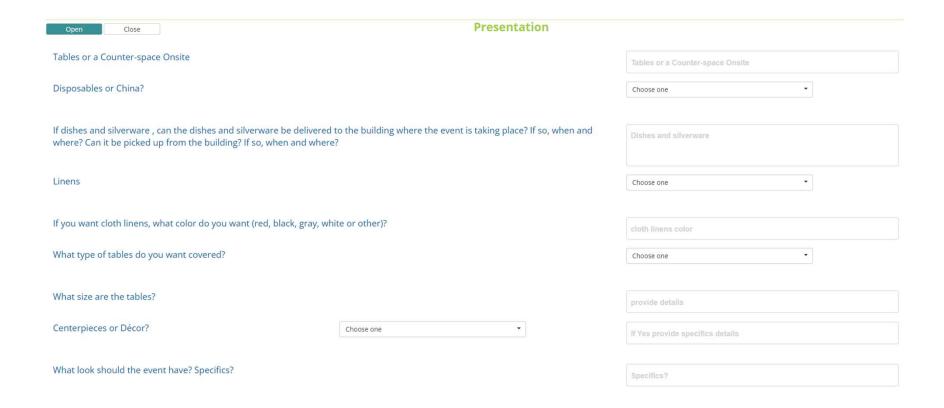
Full-service caterers and event equipment rental supplier pages feature menus or price lists as well as discount and service details.



The full-service quote request begins with event time, date and place information. Event equipment rental requests are done on the same form. All quote requests from these suppliers should be initiated only through The Catering Marketplace



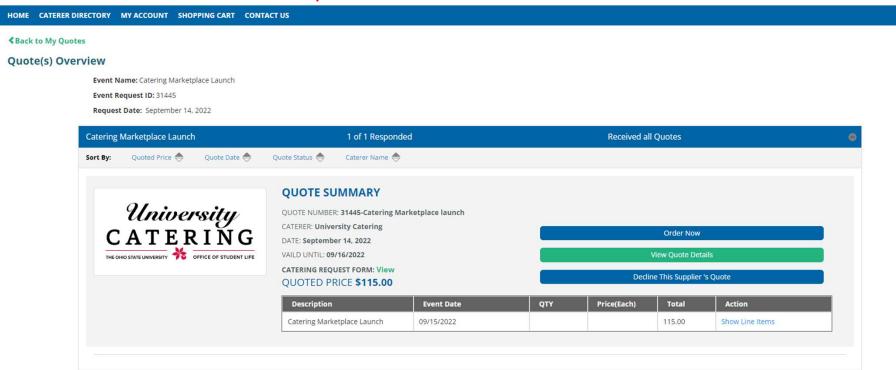
## Presentation and table arrangements



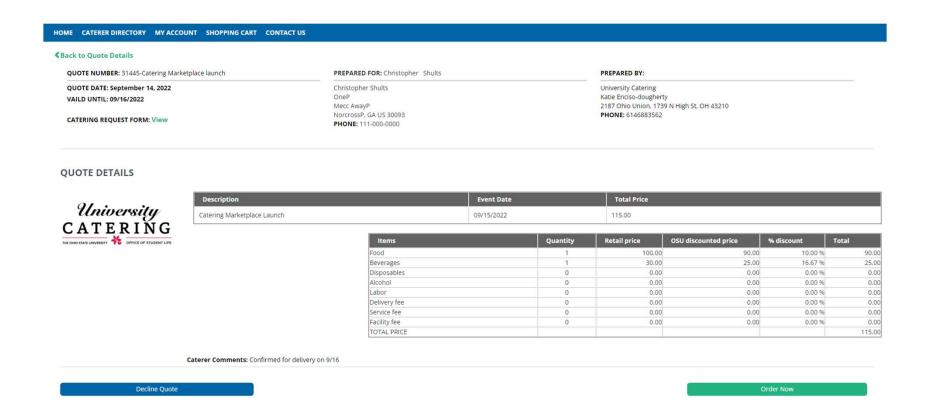
Finally, food and beverages and any special requests are entered. Menu is available for reference.



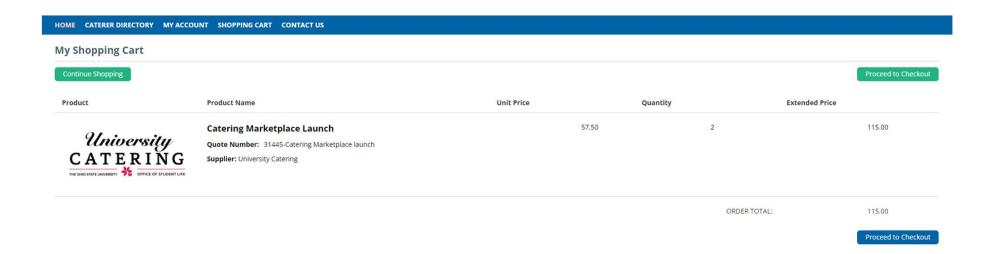
Requestors receive an email notification when full service or event rental quotes are ready to view. Return to Buckeye Buy and click on the My Account link in the Catering Marketplace site to view your quote, order quote by transferring into Workday, or decline the quote. Complete one of these tasks at the time you view the quote as vendors are not able to reset quotes once viewed.



## Quote details link shows pricing by product type and a total event price.

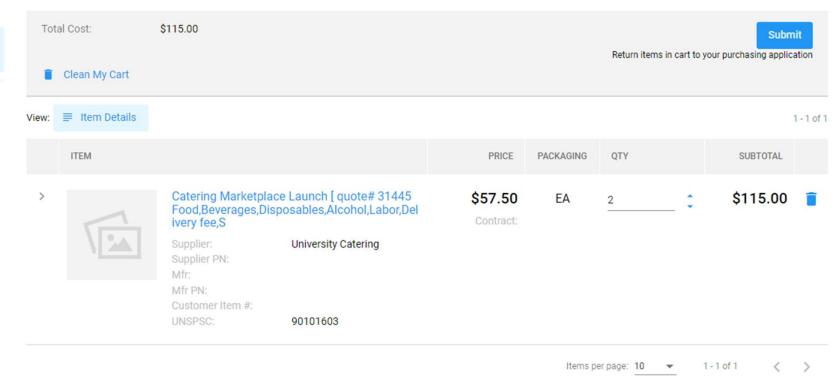


## Checkout from Buckeye Buy to Workday



#### OPEN CART

full name\_2867 2 items \$115.00



### **View Cart**

Company The Ohio State University

Checkout

Requester Christine Cihon

Continue Shopping ▼

Requisition Type Buckeye Buy Request Total Amount \$115.00 Currency

1 item Edit Catering Marketplace Launch [ quot... Description Catering Marketplace Launch [ quote# 31445 Food, Beverages, Disposables, Alcohol, Labor, Delivery fee, S \$115.00 Commodity Code 90101603 - Catering services **Spend Category** Food - Restaurants and Catering (SC10671) Supplier **University Catering** Supplier Contract (empty) Quantity 2 Unit of Measure Each **Unit Cost** 57.50 **Extended Amount** 115.00 Item Identifiers (empty) Item Tags (empty) Cart Details Supplier ID: SPL-0000348