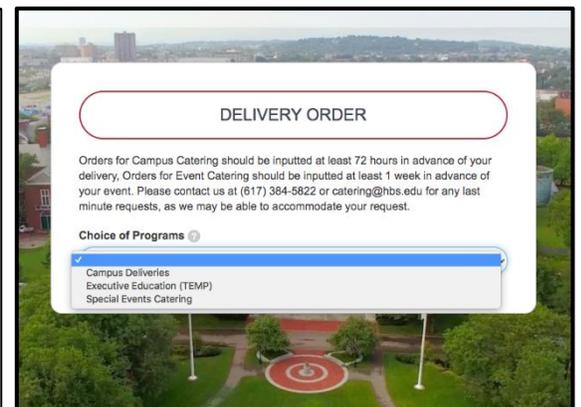
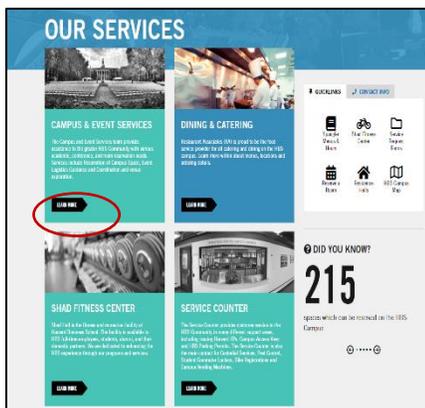
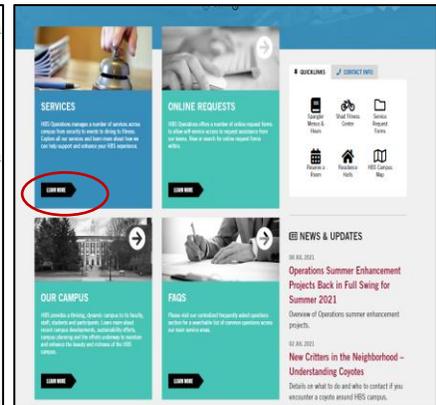
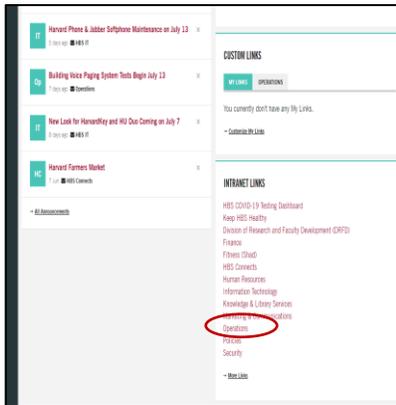
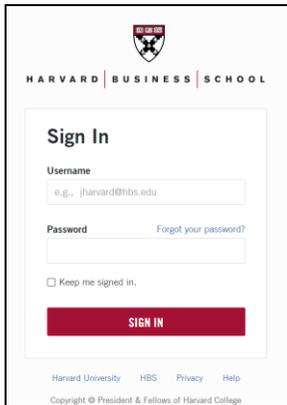


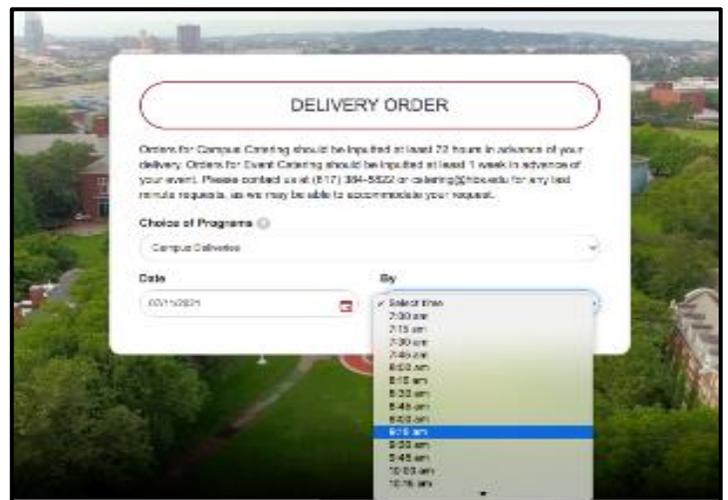


Spoonfed User Quick Guide

1. Find Spoonfed by logging into myhbs.edu, following the "Operations" link, "Services", and "Dining & Catering." This will bring you to the HBS Spoonfed page. You can bookmark this page for future access.



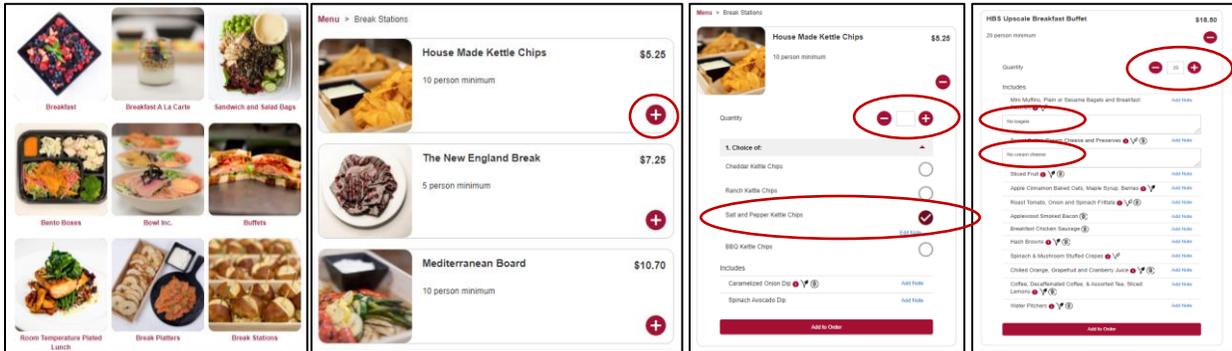
2. Select your main catering details:
 - a. Type of catering – Campus Deliveries or Special Event Catering
 - b. Date of Delivery
 - c. Delivery Time – these are in 15 minute increments





3. Build your order

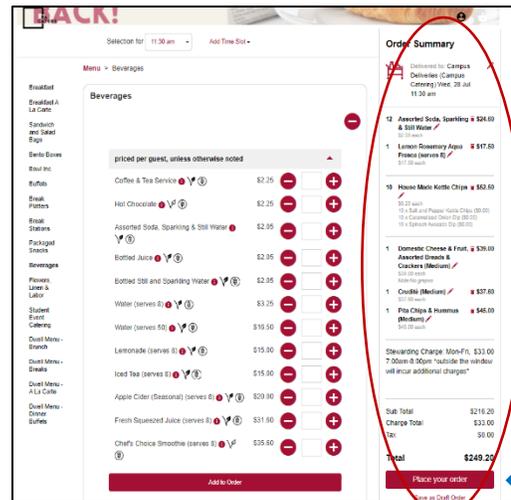
a. Select menu items & quantities, specific choices or flavors, add notes



4. Review your menu & place your order

- Items are reviewed in the Order Summary sidebar on the right
- You can add items by returning to the menu (click "Menu" on the top) or by choosing any of the menu categories on the left sidebar
- Click the red "Place your Order" button on the bottom right sidebar when you are ready

**You can also save your order as a draft to be reviewed, edited, and confirmed at a later time





- 5. Complete Check Out delivery details: (1) guest count, (2) event name [50 character max], (3) event start & end time, (4) whether you need beer/wine/florals, (5) whether it is a morale event, (6) type in whether there are any dietary restrictions or allergies, (7-8) where your delivery is needed (building & room), (9) delivery contact information, and any (10) additional delivery instructions
 - a. Event names should be descriptive but should not include the type of event or date of event, for example “HBS Operations, Summer Morale Party” not “HBS Ops Bag Lunch”
 - b. Delivery instruction examples: Set in back of classroom, set beverages in front of black board

The screenshot shows a form titled "1. DELIVERY DETAILS" with the following fields and callouts:

- 1. Number of Guests: Input field with value "1".
- 2. Event Name: Input field with a red asterisk.
- 3. Event Start Time: Dropdown menu with value "3".
- 3. Event End Time: Dropdown menu with value "3".
- 4. Do you need wine and beer service for your event?: Dropdown menu with value "4".
- 4. Do you need flowers for your event?: Dropdown menu with value "4".
- 5. Is this a morale event?: Dropdown menu with value "5".
- 6. Allergies: Text area with placeholder text "Enter Special Requests for your event, and/or Specify any known Allergies your Guests may have".
- 7. Building: Dropdown menu with value "7".
- 8. Floor/Room: Input field with value "Floor/Room" and a red asterisk.
- 9. Delivery Contact: Input field with value "Diana Han".
- 9. Delivery Telephone: Input field with value "6179438868".
- 9. Delivery Mobile: Input field with value "6179438868".
- 10. Delivery Instructions: Text area.

- 6. Complete billing details: 33 Digit Billing Code, agree to Terms & Conditions, and choose whether to receive email updates. Confirm & Pay.

The screenshot shows a form titled "2. BILLING DETAILS" with the following elements:

- On Account: A red button.
- 33 Digit Code: Input field with value "555-55555-5555-555555-555555-555555" and a red asterisk.
- I accept the Terms and Conditions: A checked checkbox.
- Please send me emails with offers and information about your services: A checked checkbox.
- Back: A button with a left arrow.
- Confirm and pay: A red button.

- 7. Your approver will be notified of your order and begin approval process.



- You will be directed to a confirmation screen and receive an email confirmation. This will have your order confirmation number. Please reference this number when contacting RA about your order.

Thank you for your order

Order Number: 4353
 Order by: Dana Lachowicz (Dana Lachowicz)
 Client Code: 985-5555-5555-5555-5555-5555-5555-5555

Delivery info
 Delivered to: 117 Western Avenue,
 Campus Deliveries, Boston, 02163
 Wed, 28 Jul 11:30 am

Place new order

Delivery: \$0.00
 Stewarding Charge: Min Fri, \$33.00
 7:00am-8:00pm *outside the window
 will incur additional charges*

Sub Total: \$239.20
 Charge Total: \$33.00
 Tax: \$0.00
Total: \$272.20

Order Items

Delivery: 11:30 am
 Delivery Group: Dana
 Delivery Telephone: 5555555555
 Delivery Mobile: 5555555555
 Room No: Catering Office

Beverages \$42.10

- 12 Assorted Soda, Sparkling & Still (20 oz)
- 12 Lemon Raspberry Sparkling Beverage (8.171 oz)
- 10 House Made Kettle Chips \$52.50
- 10 Salt and Pepper Kettle Chips \$2.20
- 10 Caramelized Onion Dip
- 10 Spinach Avocado Dip
- 2 Linens \$23.00
- 2 90x156 Inch (8 foot table) (\$11.50)
- 1 Savory Break Platters \$121.60
- 1 90x156 Inch (8 foot, Assorted Bread & Crackers (Medium) (\$39.00)
- 1 Crustini (Medium) (\$37.60)
- 1 Pita Chips & Hummus (Medium) (\$45.00)

Event Name: Sponsored Training Test
 Order DL: 11:30 am
 Event Start Time: 11:30 am
 Event End Time: 2:30 am

Order Notes

Number of Guests: 10

Additional Details

Do you need wine and beer service for your event? No
 Do you need Servers for your event? No
 Is this a mobile event? No

ORDER CONFIRMATION

Dear Dana,

Thank you for your recent order for Wednesday, 07/28/2021, which we have now scheduled for production and look forward to delivering to:

117 Western Avenue, Campus Deliveries, Boston, 02163 by 11:30 am on Wednesday, 07/28/2021
 (Room/Floor: Catering Office)

Our Order Number: 4353 Your 33 Digit Code: 555-5555-5555-5555-5555-5555-5555-5555

	QTY	DESCRIPTION	UNIT PRICE	NET	TAX	TOTAL
Beverages						
	12	Assorted Soda, Sparkling & Still Water	\$2.05	\$24.60	\$0.00	\$24.60
	1	Lemon Raspberry Aqua Fresca (serves 8)	\$17.50	\$17.50	\$0.00	\$17.50
House Made Kettle Chips (x 10)						
	10	Salt and Pepper Kettle Chips	\$5.25	\$52.50	\$0.00	\$52.50
	10	Caramelized Onion Dip				
	10	Spinach Avocado Dip				
Linens						
	2	90x156 Inch (8 foot table)	\$11.50	\$23.00	\$0.00	\$23.00
Savory Break Platters						
	1	Domestic Cheese & Fruit, Assorted Bread & Crackers (Medium) No grains	\$39.00	\$39.00	\$0.00	\$39.00
	1	Crustini (Medium)	\$37.60	\$37.60	\$0.00	\$37.60
	1	Choice of Dip: Lemon Tzatziki Pita Chips & Hummus (Medium)	\$45.00	\$45.00	\$0.00	\$45.00
Stewarding Charge: Min Fri, 7:00am-8:00pm *outside the window will incur additional charges*						
				\$33.00	\$0.00	\$33.00
MENU NET						\$239.20

- The Catering Department will detail your event to ensure proper staffing and food levels, correct linen, and appropriate bar set ups. The estimate you see on Spoonfed and your confirmation page may not reflect your event total as labor linen, alcohol, or equipment may be added. We will contact you regarding any changes to your order.

If you'd like more detailed instructions on placing an order through Spoonfed, please refer to the Spoonfed User Guide. ← (insert link if it will be available online)

As always, Restaurant Associates is happy to assist you with your order or answer any questions you may have. Feel free to "Request a Proposal" through the Spoonfed page or contact us at catering@hbs.edu. Thank you!