



**Catering Services with the University’s Dining Services Provider –  
Gourmet Dining (UNC #1539 – Expires 06/30/2030)**

Please visit the [Catering Services](#) page and the [Dining Services Forms, Policies, and Guidelines](#) page for detailed information available to members of the campus community related to food services and catering. Catering Services can be contacted at **973-655-6914** or **[msucatering@montclair.edu](mailto:msucatering@montclair.edu)**.

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**Montclair Campus Catering Punch-Out information**

- A Workday Punch-Out requisition must now be submitted, approved and converted to Purchase Order (PO) for all Montclair campus Gourmet Dining catering orders.
- No Montclair campus Gourmet Dining catering orders will be delivered/fulfilled unless a Workday generated PO is issued to Gourmet Dining prior to the event date.
- This Punch-Out process is for the Montclair campus only.
- The role that can initiate the process in this job aid in Workday is Cost Center Requisitioner.
- Please make every effort to submit your catering Punch-Out requisitions in Workday at least 7 days in advance of the event.
- If you need to place an order within 72 hours of your event date, contact Catering Services by email to [msucatering@montclair.edu](mailto:msucatering@montclair.edu) or phone to 973-655-6914.

- After your event has taken place and catering services have been provided, requisitioners must Create Receipt for the PO in Workday as immediately as possible to ensure prompt payment to Gourmet Dining.
- **DO NOT** email Gourmet Dining invoices anywhere. (Punch-Outs have e-invoicing and invoices are transmitted electronically directly into Workday.)

## **IMPORTANT! Before you begin this process**

- ✓ **Gather your event details**, e.g., event date, building/room #, time start and end, host name(s), cost center, guest count, food allergies, etc.
- ✓ **Review your budget** by running the R002 or R134 report to ensure that you have enough funds available for the requisition to pass budget check. For regular cost centers, catering budget is pulled from **Budget Pool - General Operating 60510: Catering Services and Fees**. If you are using a Grant Worktag, please refer to your budget narrative. **If your requisition fails budget check it will not get submitted, no PO will be generated and catering services will NOT be provided.**

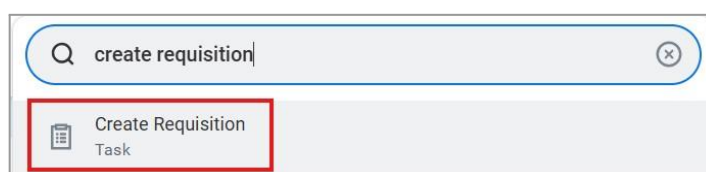


- ✓ If you would like to order a special menu or need assistance from Catering in planning your event, contact catering via [msucatering@montclair.edu](mailto:msucatering@montclair.edu) or 973-655-6914.

## **INSTRUCTIONS**

### **I. Create a Catering Punch-Out Requisition**

- 1) In the Workday search bar, type **Create Requisition**, and select the same from the list of results displayed.



The **Requisitions dashboard** screen displays.

2) On the dashboard, locate the **Requisition Details** section.

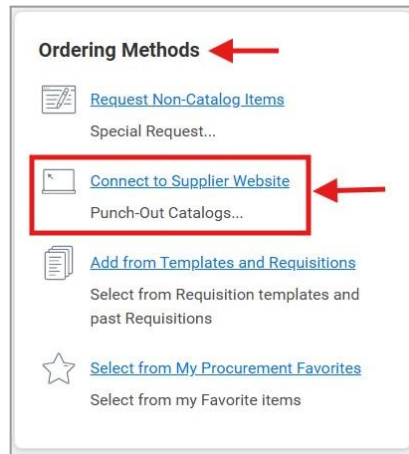
Click the **Edit Details** button to edit your requisition details as follows:

- The **Requisition Type** should be **Punch-Out Catalog**.
- Confirm the Cost Center, Division, and Additional Work Tags are correct, or change as needed.
- The **Deliver To** address in the **Requisition Details** should be changed to your **Event building** and **Event room number** (the same as what will be on your E-Cater order).
- Click the **Save Changes** button. You will be returned to the Requisitions dashboard.
- **DO NOT CLICK** Start Requisition.

The image shows two screenshots of a requisition management interface. The left screenshot, titled 'Requisition Details', displays the current requisition information for Susan Brunda at Montclair State University. It shows the Requisition Type as 'Punch-Out Catalog', the Deliver-To address as 'Room 1050', and the Ship-To address as '1 Normal Avenue...'. The Worktags section lists 'Cost Center: CC10311 IT Service Desk' and 'Division: D70 Information Technology'. At the bottom, there are two buttons: 'Start Requisition' (which is circled in red with a diagonal line through it, indicating it should not be clicked) and 'Edit Details' (which has a red arrow pointing to it). The right screenshot, titled 'Edit Requisition Details', shows the same information in an editable form. Red boxes highlight the 'Requisition Type' (set to 'Punch-Out Catalog'), 'Deliver-To' (set to 'Montclair Campus > University Hall > Room 1050'), 'Cost Center' (set to 'Cost Center: CC10311 IT Service Desk'), 'Division' (set to 'Division: D70 Information Technology'), and 'Additional Worktags' (set to 'Fund: F10 Unrestricted Operating Fund' and 'Program: N13 Academic Support'). The 'Save Changes' button is also highlighted with a red box. A black arrow points from the 'Edit Details' button in the left screenshot to the 'Edit Requisition Details' form in the right screenshot.

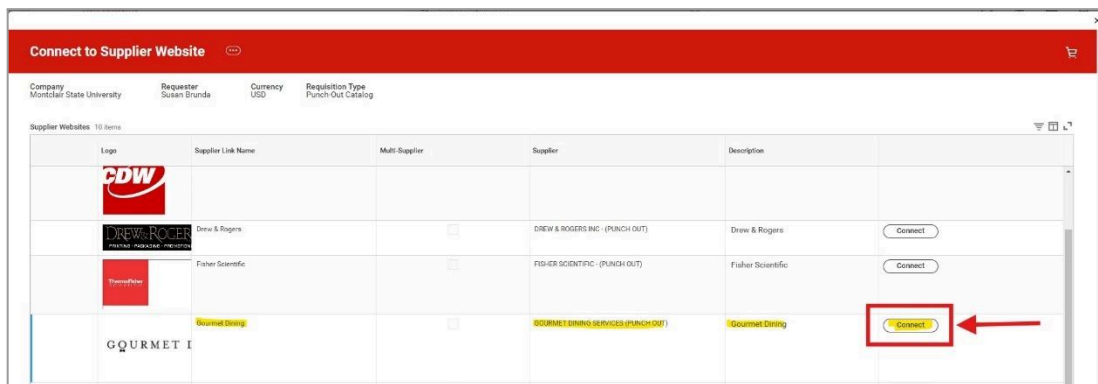
3) Scroll down to the **Ordering Methods** section.

4) Select **Connect to Supplier Website** Punch-Out Catalogs.

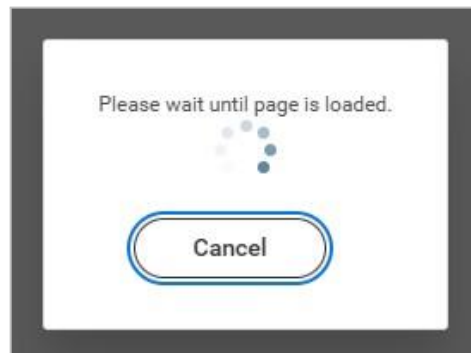


The **Connect to Supplier Website** table will appear with a list of available Punch-Out catalogs.

5) Locate the line for **Gourmet Dining Services (Punch-Out)** and click **Connect**.



You will see this message while the Punch-Out is loading.



## II. Create New Order within Gourmet Dining Services E-Cater

**You are now working within the Gourmet Dining Services E-Cater Punch-Out Catalog.** If you have questions about how to navigate within the E-Cater Punch-Out beyond what is in this job aid, please contact Catering Services at 973-655-6914.

The Punch-Out opens and you are on the **My Orders** page.

**1)** To begin creating a **NEW** order/event, click **Create New Order**.

Order #	Status	Date	Start Time	Amount	Event Name	Guest Count
40624	S	04/07/2025	12:00 PM	220.78	Spring breakfast	30
40745	S	03/19/2025	09:00 AM	759.60	Spring 2025 Grad Award Breakfast	40

**2)** You are now on the **Event Information** page.

**Billing Information**

Method of Payment: Quote

Cost Center #:

Attendee VIP?:

Event Name:

Event Host:

Requested For:

**Event Information**

Campus:

Building:

Room:

Date of Function: 02/24/2025

Frequency: One-time

Delivery Time: 09:00 AM

Event Start Time: 09:00 AM

Event End Time: 10:00 AM

Number of guests (guaranteed):

Known Allergies:

Additional Comments:

Save Event Information

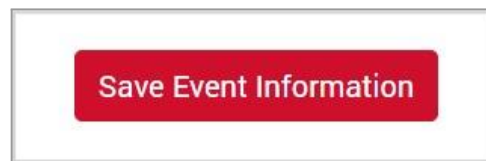
Scroll down to the **Billing Information** section and complete the following fields:

- **Method of Payment** — select **Quote**
- **Cost Center #** — **REQUIRED!** enter the CC# that catering funds will be paid from
- **Attendee VIP?** — select an option from the drop-down menu
- **Event Name** — type a brief but descriptive event name
- **Event Host** — if you are not the event host, please enter the host full name
- **Requested For** — if you are entering an order on behalf of another user (who has the requisitioner role in Workday), please enter their Montclair email address

Scroll down to the **Event Information** section and complete the following fields:

- **Campus** — select **Montclair Campus**.
- **Building** — **REQUIRED!** select the building name where the event will take place
- **Room** — **REQUIRED!** enter the room number where the event will take place
- **Date of Function** — select the event date from the calendar
- **Frequency** — select an option from the drop-down menu
- **Delivery Time** — select a catering DELIVERY time from the drop-down menu
- **Event Start Time** — select the EVENT START TIME from the drop-down menu
- **Event End Time** — select the EVENT END TIME from the drop-down menu
- **Number of guests (guaranteed)** — **REQUIRED!** enter the # of guests
- **Known Allergies** — As the event host, it is incumbent on you to ask about, learn of and indicate all of your guests' dietary restrictions in this part of your order. If you don't have this information at the time of your initial order, please be sure to go back and enter this information once you receive RSVPs from your guests.
- **Additional Comments** — enter if applicable

3) When you are finished entering the Billing and Event information, click **Save Event Information**.

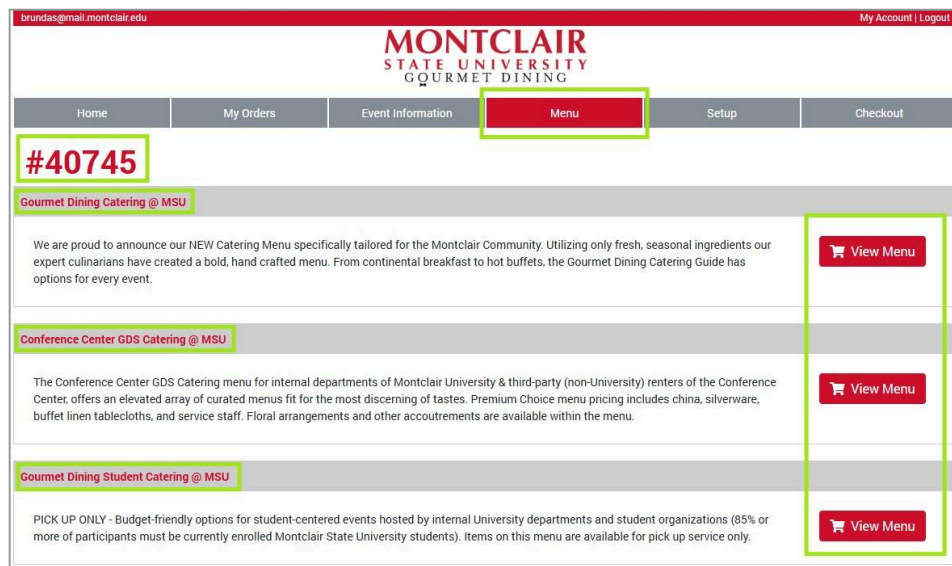


Notice that the **Menu** tab is now **red**, indicating it is the active tab you are working in. There will be an **order #** at the top of the page. **Write down your order #** for future reference.

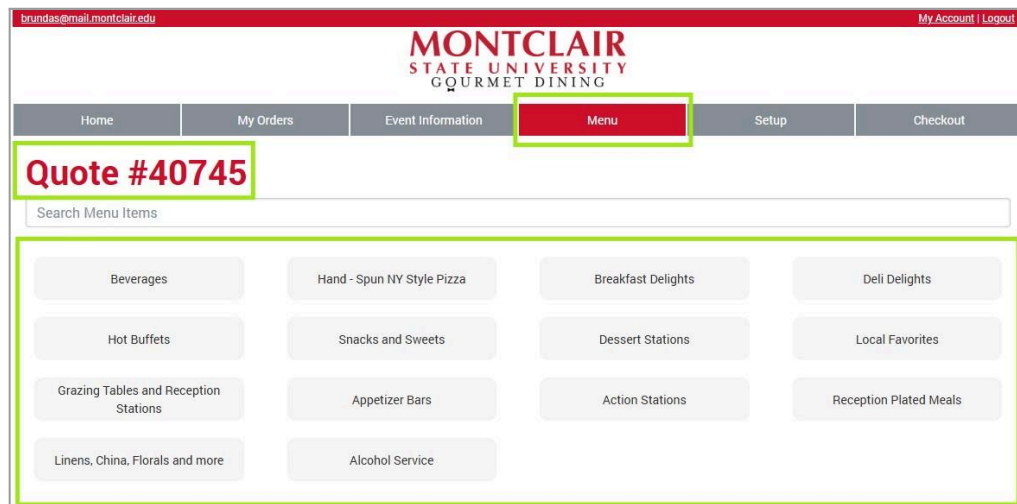


#### 4) Adding menu items to your order:

- a. From the available options, read the menu descriptions and click the appropriate red **View Menu** button.



- b. You will see a group of sub-menus. **Click a sub-menu**, e.g. Beverages, Hot Buffets, etc. to view choices available within each category and begin adding items to your cart.



- c. Scroll through the menu offerings, selecting the menu items that you wish to order.

The screenshot shows the Montclair State University Gourmet Dining website. The top navigation bar includes links for Home, My Orders, Event Information, Menu (highlighted with a green box), Setup, and Checkout. Below the navigation bar, the order number "Order #40745" is displayed in a green box. A search bar for menu items is present. The "Breakfast Delights" section is highlighted with a green box. It includes a "Gluten Friendly Bun" for \$1.50 per person. The "Breakfast Combos" section is highlighted with a green box. It states that all combos require a minimum of 12 guests per order. The "Continental Breakfast" is selected, indicated by a green arrow pointing to a checked checkbox, and is priced at \$10.50 per person. Below this, there are two optional add-ons: "Continental Breakfast Add On: Vanilla Oat Milk Chia Pudding" and "Continental Breakfast Add On: Honey Cinnamon overnight oats parfait", both priced at \$4.50 per person and currently unchecked.

- d. Scroll to the bottom of the page. You will see three buttons. **PLEASE READ the two bullet points below before clicking!**

The screenshot shows three red buttons at the bottom of the page: "Save & Checkout", "Save & Continue Shopping", and "Cancel Order".

**If you click:**

- **Save & Continue Shopping**, this means that you can continue adding items to your order. The page will refresh and you will be brought back up to the top of the **page**. Click **Menu** in the top navigation bar and follow instructions from **step 4) a.** above to continue adding menu items.

**OR...**

**If you click:**

- **Save & Checkout**, this means that you are finished making all menu selections for this order. You will now see a detailed summary of your Quote#/order as shown in the image on the next page. Notice the icon to print your order. Print your Quote#/order summary for future reference. **Please double check your order** to make sure nothing was missed or entered incorrectly. Proceed to step 5) on the next page.



**MONTCLAIR STATE UNIVERSITY GOURMET DINING**

Home My Orders Event Information Menu Setup **Checkout**

**Quote # 40745**  
 Last Updated: 02/23/2025 10:04 am

Susan Brunda  
 brundas@montclair.edu  
 (P)  
 (M)  
 Order Status :  
 Payment Method : Quote  
 Cost Center: CC10019  
 PO #: N/A  
 Approver : msucatering@cpoolc.onmicrosoft.com  
 Event Name : Spring 2025 Grad Award Breakfast  
 Event Host : Jacques Pépin  
 Requested For : brundas@montclair.edu

Event Date : 03/19/2025 (Wednesday)  
 Building : Susan A. Cole Hall  
 Room : Atrium  
 Number of guests : 40  
 Time event must be set up by : 08:45 AM  
 Start Time : 09:00 AM  
 End Time : 10:30 AM  
 Date Created : Feb/22/2025  
 Allergies: Peanuts  
 Attendee VIP : N/A

**Breakfast Delights**

Continental Breakfast:  
 Our continental breakfast includes a light and tasty morning spread featuring:  
 Freshly Baked Pastries  
 Seasonal Fresh Fruit Display (400-880 cal.)  
 Includes Coffee, Decaffeinated Coffee, Hot Water & Tea Service,  
 Orange Juice and Iced Water.

\$10.50 x 40 per person ✓ \$420.00

Sub Total \$420.00

Additional Comments Extra Splenda instead of sugar  
 Approver Comments

**Order Total : \$420.00**

Add Comments View Menu **Save Quote** Submit Quote to Workday Cancel Quote

5) Scroll to the bottom of your quote summary.

Notice there are two **RED** buttons. **PLEASE READ the two bullet points below before clicking!**

Add Comments View Menu **Save Quote** Submit Quote to Workday Cancel Quote

**If you click:**

- **Save Quote**, your catering order is saved within the E-Cater system and can now be viewed by catering staff. Your Punch-Out requisition is NOT finalized. A purchase order will NOT be issued and catering services will NOT be provided. You are brought back to the **My Orders** page within the E-Cater system. From there you can continue creating additional events, editing orders, etc. **OR**, if you are finished working in E-Cater, you can close the window. **Note that closing the window will also close your Workday session.**

**To access a saved quote at a later time** to complete the Punch-Out requisition process, follow steps in **Section I** of this job aid for Create a Catering Punch-Out Requisition.

**OR...**

If you click:

- **Submit Quote to Workday**, this means that you are **finalizing** your catering order and will be brought back into Workday to complete the **Punch-Out** requisition process. **If you are within 10 days of your event you should be selecting Submit Quote to Workday. Proceed to section III** of this job aid to review and submit your Punch-Out Requisition in Workday.

### III. View Cart in Workday and Checkout to Submit Requisition

You have clicked either *Submit Quote to Workday* or *Export to Workday* from within the E-Cater Gourmet Dining Punch-Out. **You are now back in Workday.**

The red banner across the top of the page will say **View Cart**. \*Notice that your **E-Cater order number** is included at the end of each catering item description.\*

- 1) Review your cart. The lines in your cart should match the lines on your E-Cater Quote summary.

**View Cart**

Company: Montclair State University | Requester: Susan Brunda | Requisition Type: Punch-Out Catalog | Total Amount: \$420.00 | Currency: USD

1 Item

Item	Description	Quantity	Unit Cost	Extended Amount
Breakfast Delights - Continental Bre...	Breakfast Delights - Continental breakfast Our continental breakfast includes nbasp a light and tasty morning spread nbasp featuring Freshly Baked Pastries Seasonal Fresh Fruit Display nbasp 400 800 cal nbasp includes Coffee Decaf/Instant Coffee Hot Water amp Tea Service Orange Juice and food Water nbasp	40	10.50	420.00

**Edit**

Description: Breakfast Delights - Continental breakfast Our continental breakfast includes nbasp a light and tasty morning spread nbasp featuring Freshly Baked Pastries Seasonal Fresh Fruit Display nbasp 400 800 cal nbasp includes Coffee Decaf/Instant Coffee Hot Water amp Tea Service Orange Juice and food Water nbasp

Spend Category: SC0002 Catering Food Services

Supplier: GOURMET DINING SERVICES (PUNCH OUT)

Supplier Contract: SC0N-000425 RFP-1335, W230394, Gourmet Dining, Dining Services, Campuswide

Quantity: 40

Unit of Measure: Each

Unit Cost: 10.50

Extended Amount: 420.00

Memo:

**Checkout** | Continue Shopping

**OPTIONAL:** If at this time you determine you need to change your order and **DO NOT** want to **CHECKOUT** to complete your requisition, go to **Section IV** of this job aid.

- 2) When you are ready to submit your requisition, click **Checkout**.

The **Checkout** screen will display.

Checkout

Company

Montclair State University

Requisitioner

Susan Brunda

Requisition

new

Status

Draft

Total Amount

400.00 USD

- Please do not use the Alternate address. It will prevent the requisition from being processed into PO.
- Requisition Type is required.
- Please do not enter the Sourcing Buyer Information.
- Memo to Supplier-Please enter your building name and room number for desktop delivery.
- If Supplier has multiple address, an order from connection is required

Shipping Address

Deliver-To

Montclair Campus • University Hall • Room 1050

Ship-To Address

1 Normal Avenue  
Montclair, NJ 07043  
United States of America

Requisition Information

Request Date

8/2/24/2025

Currency

USD

Requisition Type

Punch-Out Catalog

High Priority

Sourcing Buyer

Submitted by

Susan Brunda

Freight Amount

0.00

Other Charges

0.00

Memo to Suppliers

Internal Memo

Goods

Item

Order	Image	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
1				Breakfast Delights - Continental Breakfast Our continental breakfast includes a hot and tasty morning spread. Also featuring freshly baked Pannetone Seasonal Fresh Fruit Display. 600-800 seat. Includes Coffee. Decaffeinated Coffee. Hot Water and Tea. Service Charge. Juice and Food. Water. 600-800 seat. ~027425	500002, Catering Food Services	50 Unit of Measure: Each	

Services

Item

Submit

Save for Later

Continue Shopping

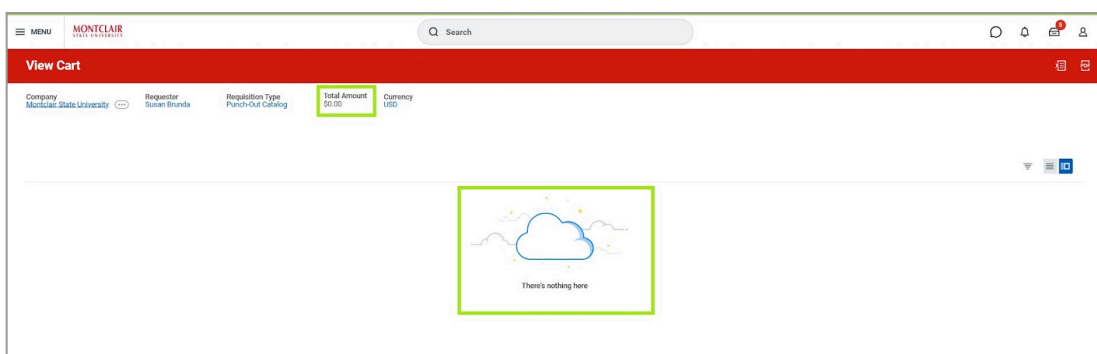
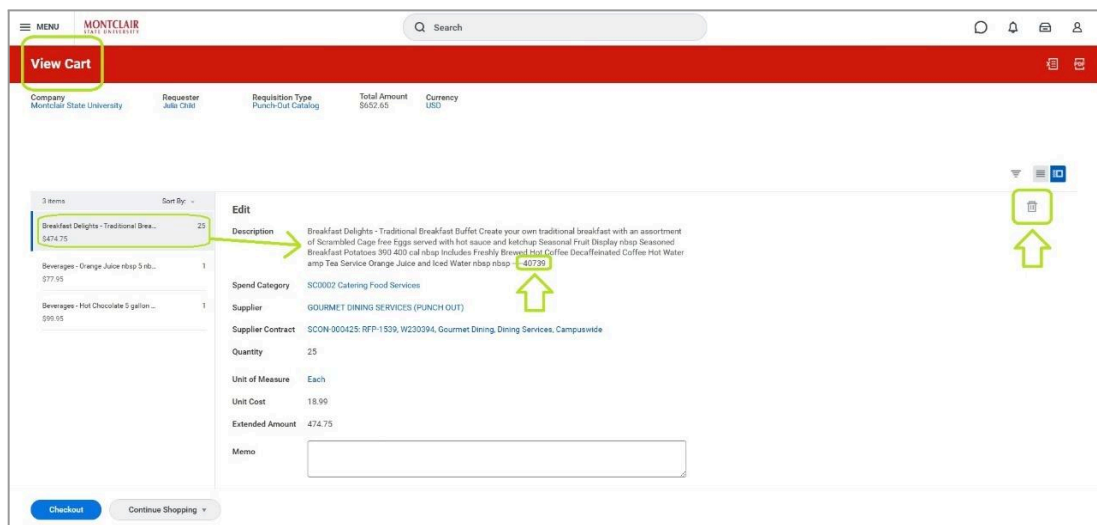
...

3) Refer to page 26 of the [Procurement Lifecycle Job Aid](#) for further instructions on how to complete the **Checkout Process for a Requisition**.

## IV. Cancel out of View Cart BEFORE Checking Out

When you are on the **View Cart** page in Workday, if you determine you are **NOT** ready to **Checkout** but instead need to make additional changes to your catering quote/order follow the below steps.

- 1) **EMPTY** your cart by clicking the gray trash can on each line.



- 2) When your cart is empty (the total amount is \$0.00), you can close out of Workday, **OR** click the Montclair logo at the top of the page to return to your Workday homepage to do other Workday processes.
- 3) **You must now contact catering** via [msucatering@montclair.edu](mailto:msucatering@montclair.edu) or 973-655-6914 to request that your E-Cater order number #\_\_\_\_\_ be changed back to "NS" status so that you can make changes to it.
- 4) After Catering changes the status of your E-Cater order back to "NS", to access this E-Cater order again, follow steps in **Section V. Exporting Saved E-Cater Quotes to Workday to Submit a Requisition.**

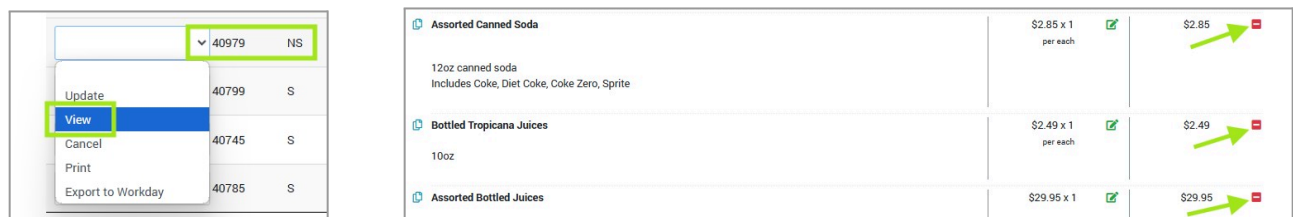
## V. Exporting Saved E-Cater Quotes to Workday to Submit a Requisition

Follow steps in this section to **access a saved quote in E-Cater** to Export it into Workday to complete the Catering Punch-Out requisition process.

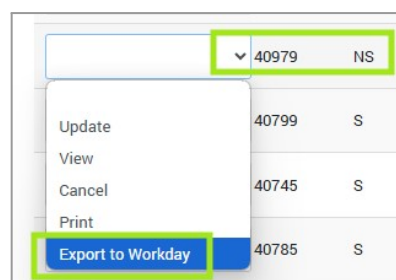
- 1) **Review your budget** by running the R002 or R134 report to ensure that you have enough funds available for the requisition to pass budget check. You must have funds in Budget Pool - General Operating 60510: Catering Services and Fees. **If your requisition fails budget check it will not get submitted, no PO will be generated and catering services will NOT be provided.**
- 2) Follow steps starting from **Section I** for **Create a Catering Punch-Out Requisition.**
- 3) When the Gourmet Dining E-Cater Punch-Out launches, you will be at the **My Orders** screen.

**Optional:** *To make changes to your E-Cater order, click the drop down arrow next to the order# in "NS" status and click **View**.*

- a) to **ADD** menu items, click the **Menu** link. Follow steps in **Section II** step 4).
- b) to **DELETE** menu items, click the red minus symbol "-" on the line for the item you wish to delete. Follow steps in **Section II** step 5).



- 4) To export your order to Workday to Checkout and complete your requisition, click the arrow for the drop-down menu next to your order and select **Export to Workday**.



- 5) Follow instructions in **Section III** of this job aid to **View Cart and Checkout to Submit Requisition.**

## VI. Requested For Orders

A **Requested For Order** is a catering order that was placed directly in E-Cater (not via the Workday Punch-Out) by someone who does **NOT** have the requisitioner role assigned to their Workday profile. In order for a **requisitioner** to access a Requested For Order, the person who entered the E-Cater order must have entered **the requisitioner's Montclair email address** into the "Requested For" field on the Event Information page of the order.

**To access a Requested For Order:**

- 1) Follow steps in **Section I** for **Create a Catering Punch-Out Requisition**.
- 2) When the **Gourmet Dining E-Cater Punch-Out** launches, you will be at the **My Orders** screen.

\*\*\***You are now working within the Gourmet Dining E-Cater Punch-Out Catalog.** If you have questions about a Requested For Order, please contact Catering Services at 973-655-6914.\*\*\*

- 3) Click **View Requested For Orders**.

chik9@mail.montclair.edu My Account | Logout

**MONTCLAIR**  
STATE UNIVERSITY  
GOURMET DINING

Home **My Orders** Event Information Menu Setup Checkout

**My Orders**

Event ID# From To Status Search

Create New Order View Requested For Orders

Show 10 entries

Copy CSV Excel PDF Print Search:

Order #	Status	Date	Start Time	Amount	Event Name	Guest Count
40624	S	04/07/2025	12:00 PM	220.78	Spring breakfast	20

Your **Requested For Orders** page will appear. Read the instructional text.

chik9@mail.montclair.edu My Account | Logout

**MONTCLAIR**  
STATE UNIVERSITY  
GOURMET DINING

Home My Orders **Requested For Orders** Event Information Menu Setup Checkout

**Requested For Orders**

Below is a list of orders that have been created on your behalf. Please review and make changes as needed. When the order is finalized, choose the "Submit Quote to Workday" option on the checkout page to initiate the PO process.

Show 10 entries

Copy CSV Excel PDF Print Search:

Order #	Status	Date	Amount	Created By
40745	NS	03/19/2025	759.60	brundas@mail.montclair.edu
40746	NS	03/11/2025	190.24	jeffersonc@montclair.edu

Update  
Export to Workday  
**View**  
Cancel  
Print  
Reorder

Previous 1 Next



4) Click the drop-down arrow next to the desired order number and make a selection.

**If you select:**

- **View**, you can make changes to the order using instructions in **Section II**, step 4) a. of this job aid.

**OR...**

**If you select:**

- **Export to Workday**, you are proceeding with View Cart and Checkout to Submit Requisition. Refer to instructions in **Section III** in this job aid for **View Cart in Workday and Checkout to Submit Requisition**.

## **VII. Change or Cancel a Catering Order after Requisition was Submitted**

**A. If you need to: CANCEL** a catering order for a requisition that is in process (submitted but **NOT** approved) and **NO** Purchase Order (PO) was issued:

- 1) Contact Catering Services by phone to 973-655-6914 or by email to [msucatering@montclair.edu](mailto:msucatering@montclair.edu) to cancel the E-Cater order #.
- 2) If your Requisition is NOT YET approved by the cost center manager, cancel the requisition in Workday **via the My Requisitions** screen.

**B. If you need to: CANCEL** a catering order for a requisition that was submitted/approved, and a Purchase Order (PO) **has been** issued:

- 1) Contact Catering Services by phone to 973-655-6914 or by email to [msucatering@montclair.edu](mailto:msucatering@montclair.edu).
- 2) After Catering confirms cancellation of the E-Cater order *and* the PO, you can **close** the PO in Workday to release the funds back into your budget.

**NOTE:** Cancelling a catering order within three business days of the contracted event date will result in a **cancellation fee of 20%**.

**C. If you need to: ADD** menu items, guest count or requested services for a requisition that was submitted/approved, and a Purchase Order (PO) **has been issued**:

- 1) Contact Catering Services by phone to 973-655-6914 or by email to [msucatering@montclair.edu](mailto:msucatering@montclair.edu). Catering Services will create an additional E-Cater quote.
- 2) Use instructions in **Section I** for **Create a Catering Punch-Out Requisition** for the additional E-Cater quote.

IMPORTANT: When creating the additional requisition/catering order, in the **Event Information** "Additional Comments" field please add: 1) the original E-Cater quote number, 2) the original Workday issued PO number, and 3) a note that instructs catering as to what event the additional items are for.

**NOTE:** The new/additional requisition **must be submitted, approved and converted to a purchase order PRIOR to your event.**

**D. If you need to: REDUCE** menu items or guest count on a catering order that is **more than 5 days in advance of the event** and the requisition was submitted/approved, and a Purchase Order (PO) has been issued:

- 1) Contact Catering Services by phone to 973-655-6914 or by email to [msucatering@montclair.edu](mailto:msucatering@montclair.edu). Catering Services will adjust the E-Cater quote and issue a credit memo that will get applied to the PO.

**Note to requisitioners:** as always, no change orders are allowed on Punch-Outs.

## VIII. Create Receipt on Purchase Orders for Completed Events

**After** your event has taken place and catering services have been provided, requisitioners must **Create Receipt** on the PO in Workday **as immediately as possible** to ensure prompt payment to Gourmet Dining. You should NOT Create Receipt before the event occurs.

Refer **to page 55** of the [Procurement Lifecycle Job Aid](#) for instructions on how to **Create Receipt** on a PO.

## IX. Catering Invoices

**DO NOT** email Gourmet Dining invoices anywhere. (Punch-Outs have e-invoicing and invoices are transmitted electronically directly into Workday.)

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## ADDITIONAL SUPPORT

If you have questions or need assistance with the **Gourmet Dining E-Cater website or regarding catering menus, orders, services, quotes or invoices**, contact Catering Services by phone to [973-655-6914](tel:973-655-6914) or [msucatering@montclair.edu](mailto:msucatering@montclair.edu)

Please visit the **[Catering Services](#)** page and the **[Dining Services Forms, Policies, and Guidelines](#)** page for detailed information available to members of the campus community related to food services and catering.

Questions about the **Workday processes described in this job aid** can be sent to [WCCsupport@montclair.edu](mailto:WCCsupport@montclair.edu) or call 973-655-5000, Option 1.