



*WEB SITE ADDRESS for
Mounds View Nutrition Services Catering Orders:*

<http://mvfood-0:591/default.htm>

You may wish to bookmark this updated address for future use.

Please use Internet Explorer or the latest version of Netscape Navigator.

Your user name is **catering** and your password is **food**.

Your customer ID number remains the same as last year. If you do not have a customer number, please contact food service at x2164.

This program was designed to be user friendly and similar to other Internet ordering systems!

Helpful Hints:

*Please select choices by clicking with the mouse.

*Use the tab key (not enter key) when entering data into a screen.

*When on the "Delivery Information" screen:

Event date field must be entered in this format: (4 digits for the year) **MM/DD/YYYY**

Event time field must be entered in this format: **8:00** and then click on **AM or PM**

*If you would like to charge a budget code other than the one that appears on the screen, leave the bill unallocated. A written statement will be sent out and you will be asked to enter a budget code on that.

*Your order is complete when you receive an order confirmation number. Be patient, it may take a few minutes to process. If you do not receive an order confirmation number, use your "back" key on your browser to go back and make sure all data fields have been entered.

*If you need to make a change to an order that has already been submitted, you will need to call our office at x2164.