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.