CHARTWELLS ORDERS
Compass Group USA

Radford University’s Food & Beverage Policy should be followed when purchasing food and beverage items from Chartwells- Radford University (Compass Group):
Creating Orders for RU Dining Services (Chartwells-Radford University):
http://www.radford.edu/content/dam/departments/administrative/policies/FinanceAdminPoliciesandProcedures/FA-PO-1207FoodBeveragePolicy.pdf

eVA Self-Registered as Compass Group (Banner ID # 900477199)

A valid purchase order is required before Chartwells will schedule an event.
Preliminary discussions to discuss availability, pricing, menu options, etc. are appropriate. However, event arrangements will not be finalized until an eVA order has been processed. Sufficient time must be allowed for the request to be entered and approved in eVA and integrated into Banner.

Access eVA-eMall-Create Requisition:

1. Preferred Title-Chartwells-Preparer’s Name- 4-digit phone extension
2. Deselect the PCard box-SPCC not to be used for Chartwells
3. **USE PO Category X02, PO Transaction Type 30**
4. Select Next
5. Select Create Non-Catalog Item
6. The full description should list the name of the event, date, time, location, and if the event is open or closed. Note: If a closed event, Accounts Payable will need a complete listing of attendee names. Names may be added as an attachment to entire requisition for historical documentation. Accounts Payable will need a list provided to acctspayable@radford.edu.
7. Commodity code: Cafeteria services, Other Cafeteria services (96219)
8. Supplier: Compass Group
9. Location [Select]
10. Insert Quantity
11. Unit of Measure (ex: lot, each, gallon etc)
12. Price
13. Update Total or select OK
14. Select the shopping cart Icon to return to line item
15. Place a √ in the box to the left of line item 1, and select to edit
16. Select to edit
   o Enter the accounting (FOAP) detail. The account code generally used for catered events:
   o 712640-Food and Dietary Services (student academic and programming functions).
17. Please review your requisition for accuracy. Don’t forget to add delivery, set-up fees, and any applicable taxes to the requisition. The comment field may be used to place additional or special instructions to Chartwells. If comment is to print an order, be sure to check the appropriate box. Note: Accounts Payable will not see the comment field when processing payment.

18. Submit your order

- After your order has been approved and the status has changed to “ORDERED” the order will be electronically sent to Chartwells-Radford University. You will not need to provide a copy of the PO to Catering. However you will need to provide the special function sheet to Chartwells.

19. Receive your order

- Receiving should be processed in a timely fashion. This will allow Accounts Payable to process payment. Refer to the eVA Quick Reference for Entering Receiving Guide included with the training documents.

- Once the event has occurred, Process the receiving in eVA. Chartwells will send an invoice to the department and to Accounts Payable. The department should review the invoice to determine if the PO and invoice are correct. If the invoice includes additional charges that are not included on the PO but were received (e.g., quantity changes, number of participants change, set-up charges, delivery charges, or taxes), complete the receiving for the purchase order as it was entered in eVA. Contact Accounts Payable by either email or written memorandum to authorize payment of the additional charges. A purchase order change is not needed for the additional charges. Do not send the department’s copy of the invoice to Accounts Payable. Names and designee signatures (when appropriate) should be forwarded to Accounts Payable acctspayable@radford.edu.