

MSI/ezCater-SubwayPOS® Quick Reference Guide

Ringling MSI/ezCater orders into SubwayPOS®

About this Guide

Within this guidebook you will find guidance on how to ring in various transaction types for orders received through MSI/ezCater into SubwayPOS®. Those transaction types include:

1. Where taxes are the business owner responsibility to report and remit for:
 1. Take out orders
 2. Self delivery orders



General Guidelines

- MSI/ezCater orders must be rung into SubwayPOS® on the day of order fulfillment by ringing up the appropriate order totals as shown on the invoice.
- To access the invoice within the MSI owner's portal:
 - "View the order in your email> Sign into your Monkey™ portal> Confirm/Accept the order." Refer to the [Accepting New Orders for Owners and Operators](#) training video for more details.
- The following line items from the invoice must always be rung into SubwayPOS®
 - **Subtotal-** This includes all food and beverage sales
 - **Delivery Fees*-** Any delivery fees paid to the restaurant

*Excludes any tip (tip is not fees and not sales; tips reported separately and paid to employee as payroll)



Handling Tips from MSI/ezCater

- A tip is not reported as part of the sale and therefore not entered into SubwayPOS®.
- Tips will be processed and received as part of the order payment through direct deposit.
- Tips must be applied and distributed to the appropriate employees as with any other tip, via payroll.
- The value of the tip will be shown on the MSI/ezCater order invoice within the owners' portal.



Order Scenarios

Take out and Self Delivery

Orders



Scenario 1: Take out order

Scenario 1: Take out order where MSI/ezCater is not remitting taxes to the tax authority. It is the restaurants responsibility to report and remit taxes to the tax authority.

What to ring in:

1. All Food and Beverage items (MSI/ezCater Sub Total)
2. Select "Total" on the POS screen.
3. At the payment screen, select Subway Catering tender key
4. The transaction will finalize and close

POS will automatically apply the taxes, if applicable

- Order Details: (Everything highlighted in yellow from the build ticket must be rung into SubwayPOS®):

Subtotal:	126.88
Tax (8.2%):	10.40
Amount	137.28
Gratuity:	_____
Total:	_____
Sign:	
Print Name:	
Payment:	137.28
	(Visa)
Balance Due:	0.00



Scenario 2: Self Delivery Order

Scenario 2: Self delivery order where MSI/ezCater is not remitting taxes to the tax authority. It is the restaurants responsibility to report and remit taxes to the tax authority.

What to ring in:

1. All Food and Beverage items (MSI/ezCater Sub Total)
2. Your restaurants set Delivery Fee
Delivery Fee is taxed/not taxed based on general province rules. Example shows taxed.
3. Select "Total" on the POS screen.
4. At the payment screen, select Subway Catering tender key
5. The transaction will finalize and close

POS will automatically apply the taxes, if applicable

- Order Details: (Everything highlighted in yellow must be rung into SubwayPOS®):

	Price	Amount
Beverages - Beverages		
20 Bottled Beverages	2.49	49.80
Beverages*	20 Aquafina®	
*Total for all items ordered		
	Subtotal	49.80
	Delivery Fee:	10.00
	Tax :	0.70
	GST (5%):	2.49
	RST (7%):	3.49
	Total:	66.48



Franchisee Payment Information

- Payments, minus applicable fees (fee breakdown included in the Master Service Agreement provided during completion of the initial onboarding form), are deposited automatically by the payment gateway at the time of capture.
- Funds can be expected to appear in your bank account within 24 hours of being processed.
 - To view payment details, log into your portal and select "Accounting reports" > "Sales Per Store." Select a date range and a report of all sales for all your restaurants will appear.
 - Results can be printed or exported for further review.



Appendix

Catering Items and Delivery Fee Entered

The screenshot displays a POS system interface for a catering order. At the top, it shows 'Registering Sale' with 'Order # 35' and a 'For Here' button. Below this is a table with columns for 'Quantity+', 'Quantity-', and 'Quantity'. The table lists two items: '2 Classic Combo Platter' for 79.98 and '1 Catering Delivery Fee' for 10.00. The main area of the interface is a menu grid with categories: 'DRINKS', 'SIDES', 'EXTRAS', and 'SANDWICHES+'. The 'Catering' category is selected, and the 'Catered' sub-category is active. The 'Catered' sub-category includes items like 'Chips', 'Cookie', '3 Cookies', 'Applesauce', 'Soup RTU 8oz', 'All Sides', '20oz Fountain Drink', '30oz Fountain Drink', '40oz Fountain Drink', 'Bottled Drink', 'Bottled Water', 'Milk', and 'All Drinks'. The 'SANDWICHES+' category includes 'Footlong', 'Six Inch', 'Footlong Flatbread', 'Six Inch Flatbread', 'Mini / Kid's Meal', 'Salad', and 'Next'. At the bottom, there is a 'TOTAL' button and a 'Save Order' button. The bottom status bar shows 'Terminal 1 (Primary)', 'Store # 10820', 'Business Date Wed 2/24', and 'System Date/Time: 2/24/2021 01:36 PM'.

Quantity+	Quantity-	Quantity
		2 Classic Combo Platter 79.98
		1 Catering Delivery Fee 10.00

DRINKS

- 20oz Fountain Drink
- 30oz Fountain Drink
- 40oz Fountain Drink
- Bottled Drink
- Bottled Water
- Milk
- All Drinks

SIDES

- Chips
- Cookie
- 3 Cookies
- Applesauce
- Soup RTU 8oz
- All Sides

EXTRAS

- Double Meat
- Extra Cheese
- Extra Bacon
- Add Meat
- Add to 1/2
- Special Request
- Deluxe

SANDWICHES+

- Footlong
- Six Inch
- Footlong Flatbread
- Six Inch Flatbread
- Mini / Kid's Meal
- Salad
- Next

TOTAL

Save Order

Item Correct

MyWay Rewards

Terminal 1 (Primary) | Store # 10820 | Business Date Wed 2/24 | System Date/Time: 2/24/2021 01:36 PM



Appendix

Selecting "Subway Catering" Tender Key on Total Screen

The screenshot displays a POS interface for a "Registering Sale" with Order # 35. The order items are 2 Classic Combo Platters (79.98) and 1 Catering Delivery Fee (10.00). The total amount due is 89.98. The interface includes a numeric keypad, tender selection buttons, and a bottom status bar. The "Subway Catering" button is highlighted with a red box.

Item	Quantity	Price
2 Classic Combo Platter	2	79.98
1 Catering Delivery Fee	1	10.00

Sub Total: 89.98
Tax: 0.00
Total: 89.98
Amount Due: 89.98

Tender Selection Buttons: Quick Cash, House Account, Foreign Currency, Delivery, Skip Order, Insert Order, Re-save Order, Whole Order Discount, Tax Exempt, MyWay Rewards, \$20, \$10, \$5, \$90, Cash (Exact), Credit Card Contactless, Gift Card Pay, App Pay Only, Subway Catering, Additional Receipt Information, Cancel.

Bottom Status Bar: artist, sandwich | Incoming Orders: 0 | Terminal: 1 (Primary) | Store #: 10820 | Business Date: Wed 2/24 | System Date/Time: 2/24/2021 01:38 PM

