

Reminders!

America To Go (ATG) is a SLCCBuy Punch-out catalog used to purchase food for business meetings and campus events. America To Go contains menus from the College's preferred local restaurants and caterers for pickup and delivery to campus locations.

Please allow sufficient time for departmental review and approval, as well as time for caterers to prepare and deliver your order (standard lead times are provided for each caterer). America To Go will email an order confirmation to the PO Owner once the caterer accepts the order.

One Caterer per ATG order:

- You cannot mix items from different caterers within the same ATG order. Only add items from one caterer per ATG order.

Editing an America To Go order before it has been fully approved in SLCCBuy:

- While in a draft cart, Shoppers can select Modify Items to open the ATG Punch-out order and edit the order before it is submitted for approval.



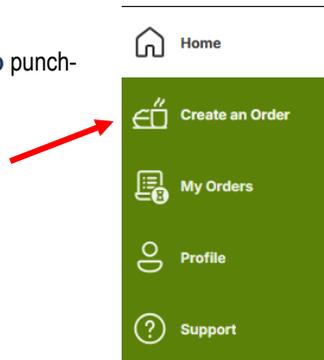
Changing your America To Go order after it has been fully approved in SLCCBuy:

- Changes to items/quantities/pricing:** Call America To Go's 24/7 Customer Care line (866) 284-8646 for assistance. You do not need to request a Change Order be performed on the PO. Any additions to the order will be handled when paying the invoice.
- Changes to Index:** Changing the Index can be performed provided the PO has not been fully invoiced. Send an email to purchhoff@slcc.edu to request the change.

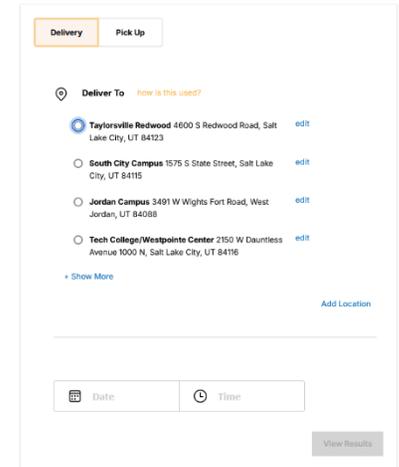
Meal Purpose and Guest List:

- The purpose of the meal and a guest list, when appropriate, should be included in the notes section and/or attached to the requisition when completing the check-out process. The explanation and/or guest list should correspond to the applicable section of the small-dollar guidelines.

1. Log in to SLCCBuy and click on the **America To Go** punch-out sticker. Click on Create an Order.

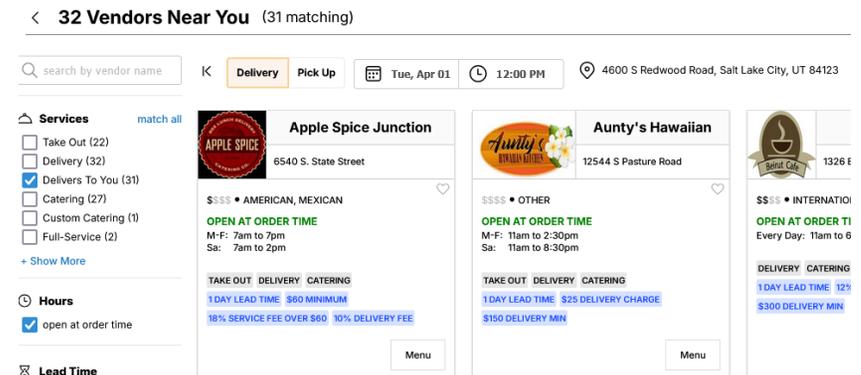


2. Select Delivery or Pick Up. Next select the location. Next enter the date and time. Lastly, click the View Results button.



3. Restaurant search results will be displayed based on the location selected in the previous step. By default, caterers that delivery to your location will be visible. You can filter the results using the filters on the left side of the page. Some restaurants are listed twice as they offer different menus.

To view more information about a caterer, click on their name. To view their menu, click the Menu button.



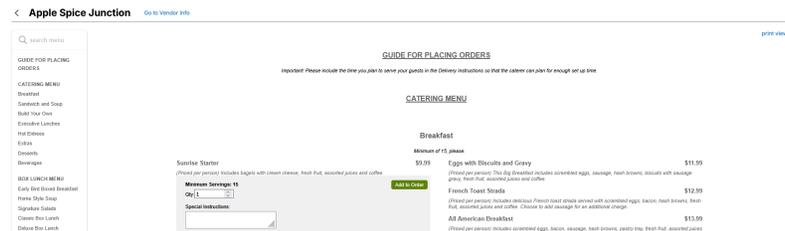
4. The menu categories are listed on the left side. Items within a category will appear to the right. The search bar at the top of each menu can be used to locate specific food items within a menu.

To print the menu, click the **print view** link on the upper right side of the menu.

Browse the menu options. To order an item click on the item name to show ordering options. Enter the desired quantity in the **Qty** box.

The **Special Instructions** note section can be used for additional order information. This note will be sent to the caterer.

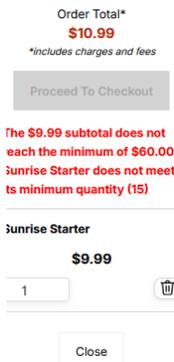
Click **Add to Order** to add the item to your order.



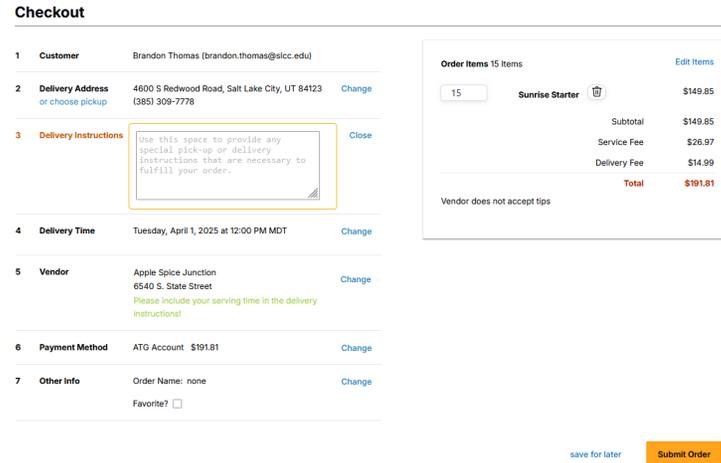
4a. **Special Requests and Custom Orders:** Many caterers are able to create custom orders to meet your catering needs. To create a custom order, call the caterer directly. Tell the caterer that you would like to create a custom order to be uploaded into our ATG instance. Coordinate the details of your event and request a quote. The quote should be broken down by food & beverage, delivery and/or service fee, service ware, and staffing.

Have the caterer email you a copy of the quote to be uploaded into ATG. Once you receive it, the individual who will be entering the order into SLCCBuy must email the quote to customerservice@americatogo.com. Once the quote has been uploaded into ATG, the individual specified in the email sent to ATG will receive an email with details about how to place the order in the Punch-out.

5. As you add items to your order, they will be listed on the right side of the page. If you cannot see your order on the right side, click the Cart icon. Any errors will be displayed at the top. You will not remedy any errors before you can proceed. Once you have added all of the needed items and fulfilled all of the requirements, click the Proceed to Checkout button.



6. **Check Out:** A summary of your order will be displayed. Verify that all of the information is correct and enter and Delivery Instructions. If you would like to save this order, click the Favorite? Checkbox. If everything is correct, click the **Submit Order** button.



6. Your ATG order will now be in your SLCCBuy cart. Complete the checkout process in SLCCBuy, including entering the Index and Account number 70455. Remember to enter the business purpose in the notes and attach an attendee list, if applicable. The business purpose should tie to the appropriate section of the Small Dollar Purchase Guidelines. Instructions for completing a requisition in SLCCBuy can be found in the [SLCCBuy Manual](#).