

## 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:

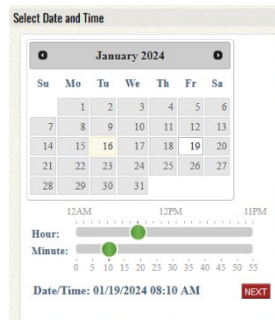
- Changes to items/quantities/pricing:** Call America To Go's 24/7 Customer Care line (866) 284-8646 for assistance. You do not need to request a Change Order be performed on the PO. Any additions to the order will be handled when paying the invoice.
- Changes to Index:** Changing the Index can be performed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

### Meal Purpose and Guest List:

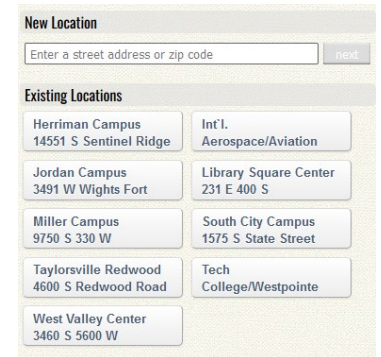
- The purpose of the meal and a guest list, when appropriate, should be included in the notes section and/or attached to the requisition when completing the check-out process. The explanation and/or guest list should correspond to the applicable section of the small-dollar guidelines.

Login to SLCCBuy and click on the **America To Go** punch-out sticker.

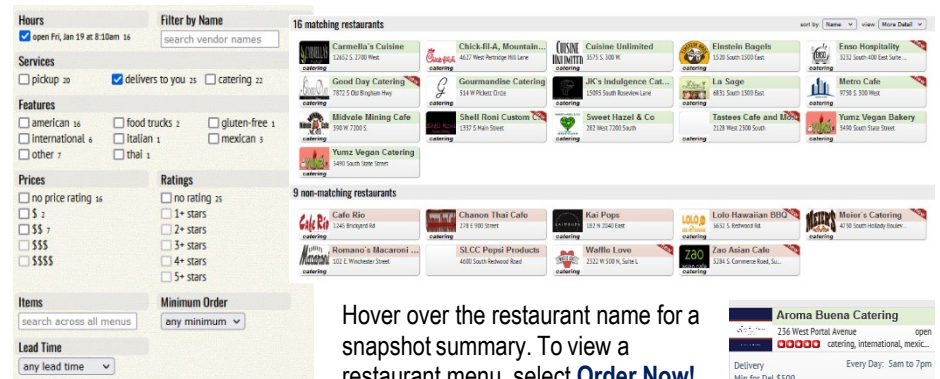
- Time:** Select the date and time you wish the items to be delivered/picked up. The system will default the date and time to now. Use the date picker and time sliders to select the date/time. Note, most caterers require at least 48-72 hour notice. After selecting the needed date and time, click Next.



- Location:** Select a **campus** for delivery under Existing Locations. If the event is happening at on off-site location, enter the address in the New Location section and then click the Next button. This address location will be used to filter the restaurant choices in the next step.



- Restaurant: Search and Filter** – Restaurant search results will appear on the right side of the page based on the location selected in the previous step. **Filtering by cuisine, service type and/or price** will reduce the number of results. By default, caterers that delivery to your location will be visible. Some restaurants are listed twice as they offer different menus for restaurant and catering orders. New restaurants are added all of the time. Newly added restaurants are indicated with a new icon. If you would like to request a new restaurant/caterer be added... For multi-day events, see Custom Orders (step 4d).



Hover over the restaurant name for a snapshot summary. To view a restaurant menu, select **Order Now!** from the summary window.



Alternatively, click on the restaurant name to view additional information about the restaurant, including lead times, service fees and delivery areas. To access the restaurant menu, select the **Order Now** link.

3b. **Restaurant: Viewing a Menu-** 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, select the **print** icon in the upper right side of the menu.

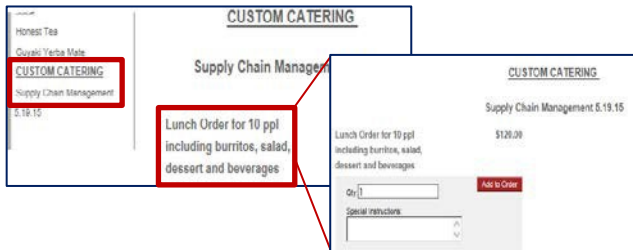
3c. Browse the menu options. To order an item click on the item name to show ordering options. Enter the desired quantity in the **Qty** box.

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.

3d. **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. Some caterers will load the custom order into our instance themselves. Others will email you the custom order for you to forward to ATG, [customerservice@americatogo.com](mailto:customerservice@americatogo.com).

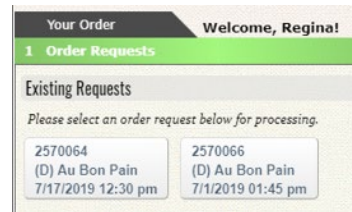
Some custom orders are uploaded to the Caterer's menu. You will be able to access these from the caterer's menu under the **Custom Catering** section.



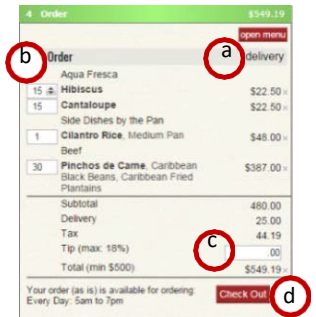
Click on the **order description**.

Click **Add to Order** to add the custom catering to your order.

Most custom orders are uploaded directly to your profile in ATG. When this occurs, you will receive an email when it is ready. After receiving the email, you will need to login to the punch-out. You will see your order under Existing Requests. Click on the order to review and accept.

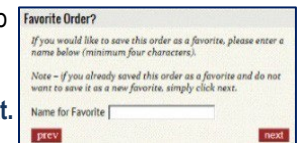


4. **Order:** Once the item is added to your order you can:
  - a) Change the order from delivery to take-out
  - b) Increase/decrease the quantity of an item by hovering over the item quantity and selecting the **↑** or **↓** arrows.
  - c) Enter the **tip** amount, if applicable.
  - d) When your order is complete, click the **Check Out** button.



5a. **Check Out:** A copy of your order will be displayed on the right. Complete any fields, including delivery instructions and cell phone number. Click **next**.

5b. **Favorite Order?:** If you wish to save this order as a favorite to quickly recreate this order in the future, enter a name in the **Name for Favorite** box (minimum four characters). If you do not wish to save this order to your favorites simply select **next**.



You can access a list of your favorite orders by clicking the Favorites link at the upper right corner of your screen.

5c. **Confirm information:** Confirm that all information is correct and click Next. On the next page, click Submit Now. You will be returned to SLCCBuy to complete the checkout process.

6. Your ATG order will now be in your SLCCBuy cart. Complete the checkout process, 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](#).