

AMERICA TO GO

Quick Reference Guide



Placing a Catering Order through the America To Go
Punch Out via the PantherExpress System

Navigation

University of Pittsburgh | AMERICA TO GO

Home My Profile My Orders Favorites Contact Us Log Out

Your Order Welcome, Cathy!

1 Time

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12AM 12PM 11PM

Hour: [Slider]

Minute: [Slider]

Date/Time: 08/27/2021 08:00 AM **NEXT**

2 Location

3 Restaurant

4 Order

5 Check Out

ATG HIGHLIGHTS

Some of the new restaurants, services and news for America To Go

Date & Time

LANDING PAGE

- ▶ Starting in the PantherExpress System, select the tile for **America To Go** to begin.
- ▶ From this page you can:
 - ▶ Navigate using the options at the top of the page.
 - ▶ Begin an order by choosing a date & time of delivery (or pickup, if applicable). NOTE: some vendors require 24-48 hours advance notice.

University of Pittsburgh | AMERICATOGO Home My Profile My Orders Favorites Contact Us Log Out

Your Order **Welcome, Cathy!**

1 Time Fri, Aug 27 at 8am

2 Location

New Location

4200 Fifth Avenue, Pittsburgh, PA, USA next

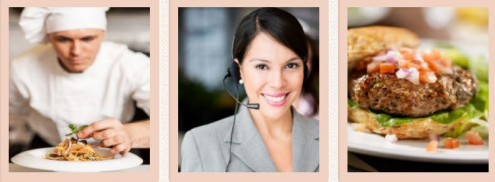
3 Restaurant

4 Order

5 Check Out

ATG HIGHLIGHTS

Some of the new restaurants, services and news for America To Go



LOCATION

On the Location page:

- ▶ Enter a valid street address. This is the address where the event will be held.
- ▶ **Important!** This field is powered by Google Maps and will be used by vendors for deliveries. You must enter a valid street address.

RESTAURANT

On the Restaurant page:

- ▶ Filter by hours, services, features, prices, and other criteria.
- ▶ Use the Item field to filter restaurants for the items you want (e.g., sushi).
- ▶ Select the restaurant's/caterer's tile to open its landing page.

The screenshot shows the 'America To Go' website interface. At the top, there is a navigation bar with the University of Pittsburgh logo and the text 'AMERICA TO GO'. Below this, a 'Your Order' section displays 'Welcome, Cathy!' and a progress bar with five steps: 1 Time (Fri, Aug 27 at 8am), 2 Location (15213), 3 Restaurant (1 local restaurants match), 4 Order, and 5 Check Out. The main content area is divided into two columns. The left column contains a 'Filters' section with several categories: 'Hours' (with a checked option for 'open Fri, Aug 27 at 8am'), 'Services' (with 'delivers to you' checked), 'Features' (with 'american' checked), 'Prices' (with 'no price rating' checked), and 'Ratings' (with '1+ stars' checked). A search box labeled 'Filter by Name' is also present. The right column shows the search results, starting with '1 matching restaurant' and a list item for 'Pitt Catering Co' with the address '4200 Fifth Avenue'. A red box highlights this result with the text 'Restaurant/Caterer Tile'. Below the search results, there is a section for '0 non-matching restaurants'. A red box labeled 'Filters' is positioned between the filter section and the search results.

RESTAURANT LANDING PAGE

Vendor Information

The screenshot displays the 'America To Go' website interface. At the top, there's a navigation bar with 'Home', 'My Profile', 'My Orders', 'Favorites', 'Contact Us', and 'Log Out'. Below this, a 'Your Order' sidebar on the left shows a progress bar with steps: 1 Time, 2 Location (15213), 3 Restaurant (1 local restaurants match), 4 Order, and 5 Check Out. The 'Restaurant' step is active, showing filters for Services (dine in, pickup, delivers to you, catering), Features (american, international), Prices (\$ to \$\$\$\$), Ratings (no rating to 5+ stars), and Items (search across all men, minimum order). The main content area for 'Pitt Catering Co' includes an 'Order Now' button, a heart icon for favorites, and detailed information: Features (american, international), Services (Pickup, Delivery), Special Charges (Service Fee: 20% charge. All orders.), Delivery Area (Areas of Zip Code), a map showing the delivery area around the University of Pittsburgh, and contact information (4200 Fifth Avenue, Pittsburgh, PA 15213, phone: (412) 648-2302). A cancellation policy is also listed: 'Orders may be cancelled with at least 24-hour notice with no charge incurred.'

- ▶ **Important!** We strongly recommend reading the vendor information page to reduce the possibility of questions or issues with your order!
- ▶ Note required lead time, cancellation policy, service fees, etc.
 - ▶ Orders default to the delivery option. Switch to pickup, if applicable.
 - ▶ The map indicates the delivery area.
 - ▶ The heart icon allows you to add a restaurant/caterer as a Favorite.
- ▶ Select **Order Now** to view the menu.

ORDER PAGE

- ▶ Click on a menu item to select it.
 - ▶ Note the units in which the item is sold, e.g., dozen, serves 12, etc.
 - ▶ Enter Quantity, and if needed, Special Instructions.
 - ▶ Select **Add to Order**.
 - ▶ A service fee, if applicable, will be added to the order.
 - ▶ A 10% tip defaults on each order (turned off for Compass) but can be adjusted.
- ▶ When finished choosing menu items, select **Check Out** or **Save for Later**.

The screenshot shows the America To Go website interface for Pitt Catering Co. The top navigation bar includes links for Home, My Profile, My Orders, Favorites, Contact Us, and Log Out. The user is logged in as Cathy. The 'Your Order' summary on the left lists the time (Fri, Aug 27 at 8am), location (15213), restaurant (Pitt Catering Co), and total order amount (\$167.95). Below this is a 'New Order' section with a 'delivery' dropdown and a list of items: 1 Bagels by the Dozen (\$31.99), 1 Fruit Bowl (\$60.99), 1 Joe to Go, Regular (\$26.99), and 1 Hot Water and Assorted Tea (\$19.99). The subtotal is \$139.96, and the service fee is \$27.99, for a total of \$167.95. The main menu area is titled 'BREAKFAST' and lists various items with their prices and descriptions. A red box highlights the instruction 'Note Units, Enter Qty' above the menu items. The items listed include Breakfast Breads (\$34.99), Yogurt Bowl (\$56.99), Bagels by the Dozen (\$31.99), Fruit Bowl (\$60.99), Croissants (\$31.99), and Continental Breakfast (\$138.99). Each item has a quantity input field and an 'Add to Order' button. A 'Special Instructions' field is also present for each item. The bottom left of the page has a red box containing the text 'Service Fees and Tips'. The bottom right of the page has a red box containing the text 'Check Out'.

Service Fees and Tips



Your Order **Welcome, Cathy!**

- 1 Time Fri, Aug 27 at 8am
- 2 Location 15213
- 3 Restaurant Pitt Catering Co
- 4 Order **\$167.95**
- 5 Check Out

Payment

Select the number of people, and the method of payment

Number of People

Amount	Method
167.95	atg account

[next](#)

866-ATG-TOGO (866-284-8646) AMERICA TO GO customerservice@americatogo.com

ATG ORDER ID: [TBD]

Customer	Vendor
Cathy Lewis University of Pittsburgh 4200 Fifth Avenue Pittsburgh, PA 15213 Tel:	Pitt Catering Co 4200 Fifth Avenue Pittsburgh, PA 15213 Tel: (412) 648-2302 Fax:

DELIVERY Fri, 8/27/21 08:00 am

Qty	Category	Item Description	Unit Price	Line Total
1	Breakfast	Bagels by the Dozen <i>Includes assorted bagels, cream cheese, butter and peanut butter.</i> special instructions : If available, please add packets of jam/jelly	31.99	31.99
1	Breakfast	Fruit Bowl <i>(Serves twelve (12).) Includes honeydew, cantaloupe, pineapple, grapes and strawberries.</i>	60.99	60.99
		Joe to Go		

ORDER SUMMARY

- ▶ Review the Order.
 - ▶ Enter the Number of People attending the catered event.
 - ▶ Select the **Order** tab if you need to go back to delete an item, adjust quantities, or add an item.

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Home My Profile My Orders Favorites Contact Us Log Out

Your Order **Welcome, Cathy!**

1 Time Fri, Aug 27 at 8am

2 Location 15213

3 Restaurant Pitt Catering Co

4 Order \$167.95

5 Check Out

Instructions for Delivery

You must submit room number and building information here, along with any additional instructions.

instructions Cathedral of Learning, 32nd floor, room 3302. Ring bell, ask for Susan.

cell number for delivery 412-123-4567

prev next

866-ATG-TOGO (866-284-8646) AMERICA TO GO customerservice@americatogo.com

ATG ORDER ID: [TBD]

Customer	Vendor
Cathy Lewis University of Pittsburgh 4200 Fifth Avenue Pittsburgh, PA 15213 Tel:	Pitt Catering Co 4200 Fifth Avenue Pittsburgh, PA 15213 Tel: (412) 648-2302 Fax:

DELIVERY Fri, 8/27/21 08:00 am

Qty	Category	Item Description	Unit Price	Line Total
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1	Breakfast	Fruit Bowl <i>(Serves twelve (12.) Includes honeydew, cantaloupe, pineapple, grapes and strawberries.</i>	60.99	60.99
		Joe to Go		

CHECK OUT

- ▶ Enter Instructions for Delivery – THIS IS VERY IMPORTANT!
 - ▶ The caterer will use this information to deliver your order.
 - ▶ You **MUST** enter your building name and room number, plus any other specific delivery instructions.
 - ▶ You **MUST** also enter a cell phone number to call in the event there are any questions regarding your order.
 - ▶ Select **Next** to proceed.

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Home My Profile My Orders **Favorites** Contact Us Log Out

Your Order **Welcome, Cathy!**

1 Time Fri, Aug 27 at 8am
 2 Location 15213
 3 Restaurant Pitt Catering Co
 4 Order \$167.95
 5 Check Out

Favorite Order?
 If you would like to save this order as a favorite, please enter a name below (minimum four characters).
 Note - if you already saved this order as a favorite and do not want to save it as a new favorite, simply click next.

Name for Favorite: **prev** **next**

866-ATG-TOGO (866-284-8646) AMERICA TO GO customerservice@americatogo.com

ATG ORDER ID: [TBD]

Customer	Vendor
Cathy Lewis University of Pittsburgh 4200 Fifth Avenue Pittsburgh, PA 15213 Tel:	Pitt Catering Co 4200 Fifth Avenue Pittsburgh, PA 15213 Tel: (412) 648-2302 Fax:

DELIVERY Fri, 8/27/21 08:00 am

****Delivery Instructions****
Cathedral of Learning, 32nd floor, room 3302. Ring bell, ask for Susan.
Contact: 412-123-4567

Qty	Category	Item Description	Unit Price	Line Total
1	Breakfast	Bagels by the Dozen Includes assorted bagels, cream cheese, butter and peanut butter.	31.99	31.99

CHECKOUT

- ▶ If this will be a repetitive order you can save it by giving it a name and it will be stored in the Favorites feature on the main menu.
- ▶ Delivery instructions will appear in orange on the right side of the screen. Review for accuracy. Select **Prev** to move to the previous screen to make corrections.
- ▶ Select **Next** when ready to proceed.

CHECK OUT CONFIRMATION

- ▶ Enter a **Location** name that you want to give the order, e.g., my office, conference room, ball room. This field is for your own use and is not used by the vendor.
- ▶ In the **Phone** field, enter a backup number to the cell number already provided.

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Home My Profile My Orders Favorites Contact Us Log Out

866-ATG-TOGO (866-284-8646) AMERICA TO GO customerservice@americatogo.com

ATG ORDER ID: [TBD]

Customer	Vendor
Cathy Lewis University of Pittsburgh 4200 Fifth Avenue Pittsburgh, PA 15213 Tel:	Pitt Catering Co 4200 Fifth Avenue Pittsburgh, PA 15213 Tel: (412) 648-2302 Fax:

DELIVERY Fri, 8/27/21 08:00 am

****Delivery Instructions****

Cathedral of Learning, 32nd floor, room 3302. Ring bell, ask for Susan.

Contact: 412-123-4567

Qty	Category	Item Description	Unit Price	Line Total
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Your Order Welcome, Cathy!

- 1 Time Fri, Aug 27 at 8am
- 2 Location 15213
- 3 Restaurant Pitt Catering Co
- 4 Order \$167.95
- 5 Check Out

Confirm Information

Check the information for your order and click Next when you are done.

Name: Cathy Lewis

Location: PE Conference Room
4200 Fifth Avenue
address2
Pittsburgh PA 15213

Phone: 412-987-8543

Alt Phone: alternate phone

Time: 08/27/2021 08:00 AM

Service: delivery

Instructions: Cathedral of Learning, 32nd floor, room

Your Order **Welcome, Cathy!**

1 Time	Fri, Aug 27 at 8am
2 Location	15213
3 Restaurant	Pitt Catering Co
4 Order	\$167.95
5 Check Out	

Send the Order

Check your order information to the right and click **SUBMIT NOW** to send your order Panther Express for approval. Once your order is approved, a PO will be assigned and your order will be sent to the vendor.

To go back and modify the order, click **PREV**.

[prev](#) [submit now](#)

866-ATG-TOGO (866-284-8646) AMERICA TO GO customerservice@americatogo.com

ATG ORDER ID: [TBD]

Customer	Vendor
Cathy Lewis University of Pittsburgh 4200 Fifth Avenue Pittsburgh, PA 15213 Tel: (412) 987-6543	Pitt Catering Co 4200 Fifth Avenue Pittsburgh, PA 15213 Tel: (412) 648-2302 Fax:

DELIVERY Fri, 8/27/21 08:00 am

****Delivery Instructions****

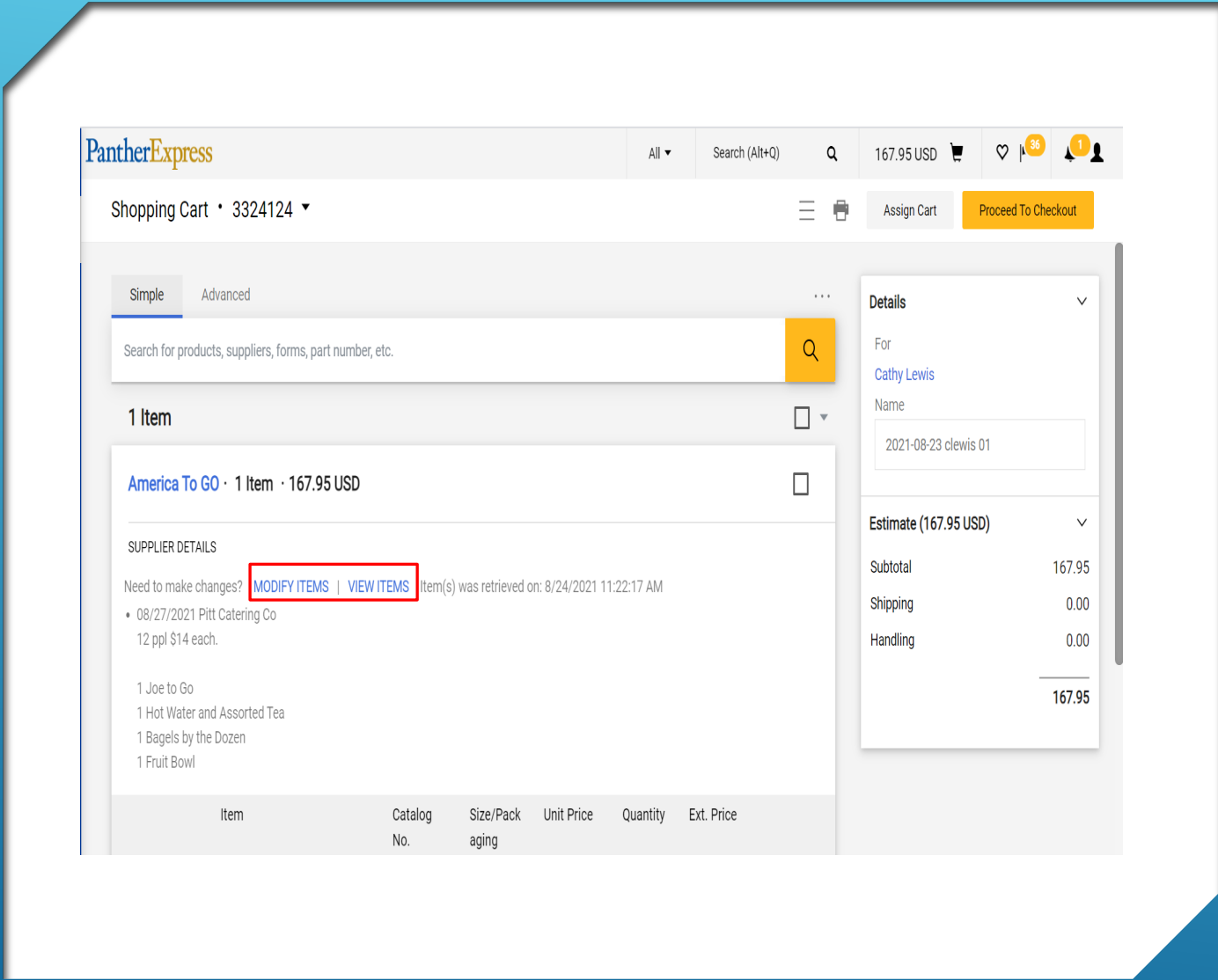
Cathedral of Learning, 32nd floor, room 3302. Ring bell, ask for Susan.

Contact: 412-123-4567

Qty	Category	Item Description	Unit Price	Line Total
1	Breakfast	Bagels by the Dozen Includes assorted bagels, cream cheese, butter and peanut butter.	31.99	31.99

CHECKOUT – SEND THE ORDER

- ▶ Review the order
 - ▶ Select any tab under **Your Order** to edit order information.
- ▶ Select **Submit Now** to submit the order.



PANTHER EXPRESS SYSTEM SHOPPING CART

Once submitted, the order goes into a PantherExpress System shopping cart.

- ▶ **Modify/View Items** will take you back to the caterer's punchout site and allows you to view order details and modify the order.
- ▶ Select **Proceed to Checkout** to continue.

Accounting Codes

ASSIGN your account code here:

Entity	Department	Sub Code	Purpose	Project	Reference
02 Operating	02025 Pitt IT Financial Systems	6301 Domestic Travel & Business Expenses	00000 Default-No Value	000000 Default-No Value	00000

WARNING! Do not assign a value here. ONLY use to confirm that a value is active in PantherBuy.

Account Code

no value

Internal Notes and Attachments

Internal Note no value

Attachments [Add](#)

External Notes and Attachments

Note to all Suppliers no value

Attachments for all [Add](#)

Draft

Total (167.95 USD)

Subtotal 167.95

Shipping 0.00

Handling 0.00

167.95

What's next for my order?

Next Step Intermediate Validation

Approver Eisel, Davinna

Workflow

Show skipped steps

PANTHER EXPRESS SYSTEM SHOPPING CART

- ▶ Assign an **Accounting Code** to the order
 - ▶ You **MUST** use subcode 6301
- ▶ Next, scroll to **Internal Notes and Attachments**

Requisition • 3402550 ▾



Assign Cart

Submit Requisition

Summary Taxes/S&H PO Preview Comments Attachments 1 History

no value

Internal Notes and Attachments



Internal Note no value

Attachments [Add](#)

↓ CSB Attendee List Form.xlsx ...

Job Number no value

I confirm all required support documentation required for America 2 Go Orders is attached

i User does not have the necessary permissions to view the custom fields associated with this section.

External Notes and Attachments



Note to all Suppliers no value

Attachments for all suppliers [Add](#)

Ship Via Best Carrier-Best Way

PO Clauses: no clause

Freight Terms Freight Prepaid & Add
Seller pays the freight and adds the freight charges to its invoice to the buyer.

Draft

Total (70.78 USD)	▼
Subtotal	70.78
Shipping	0.00
Handling	0.00
	70.78

What's next for my order? ▼

Next Step Intermediate Validation

Approver Eisel, Davinna

Workflow

PANTHER EXPRESS SYSTEM SHOPPING CART

► Required Attachment

► Attach a copy of the Catering Attendee List.

► **Important!** If the Catering Attendee List is not attached, the order will not move through the approval workflow and will be returned!

► After attaching the Catering Attendee List, select the edit icon (pencil), click in the check box to confirm required documentation is attached, then select **Save**.

► Select **Submit Requisition**.

✓ Requisition 3324124 Submitted

Summary

Requisition number	3324124
Requisition status	Pending
Requisition name	2021-08-23 clewis 01
Requisition date	8/24/2021
Requisition total	167.95 USD
Number of line items	1

Options

- [Print](#)
- [Recent orders](#)
- [Return to your home page](#)

ORDER APPROVAL

The order will follow standard workflow approval.

- ▶ When creating the order, be sure to build in enough time for the approval process.
- ▶ Follow up with the approver, based on the urgency of your order.

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Home My Profile **My Orders** Favorites Contact Us Log Out

Your Order Welcome, Cathy!

1 Time

Select Date and Time

August 2021

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12AM 12PM 11PM

Hour:

Minute:

2 Location

3 Restaurant

4 Order

5 Print Out

My Orders

8/25/2021 3:05:39 PM

My Saved Orders

Page 1 of 1 Results 1-2 of 2

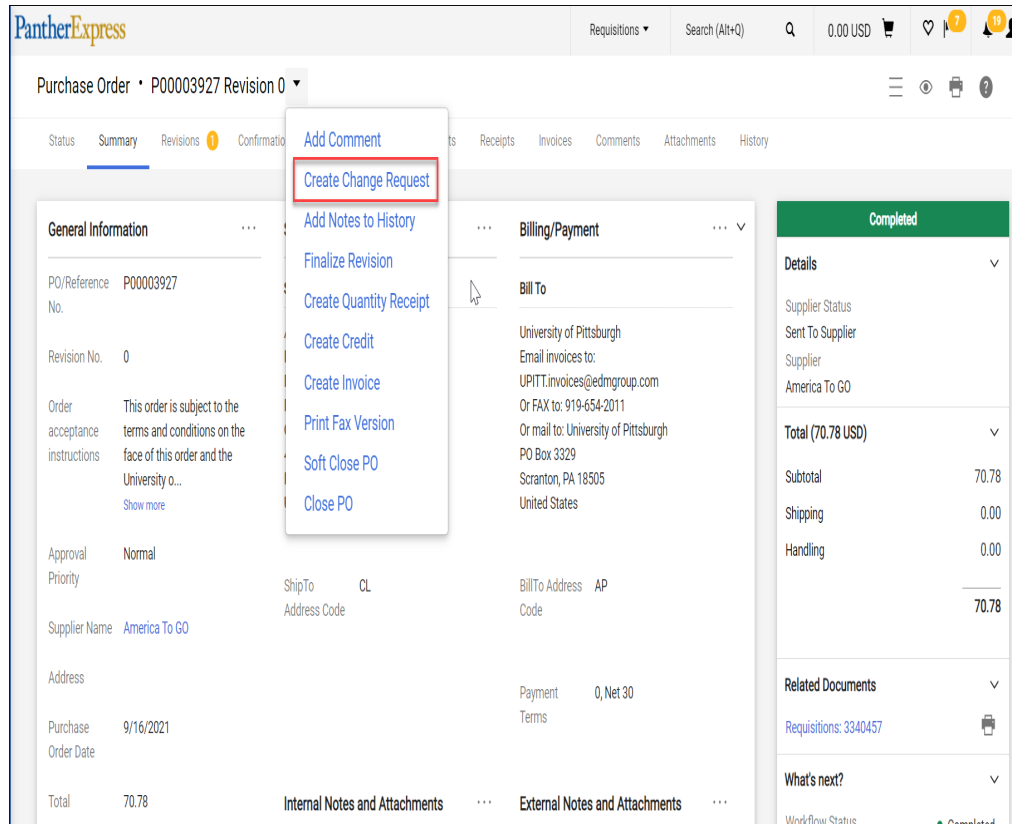
print excel email

ORDER ID	DATE TIME	VENDOR	TOTAL	STATUS	ACTIONS
16199940	8/27/2021 8:00 AM	Pitt Catering Co	\$167.95	Draft	select action...
16198444	9/13/2021 10:40 AM	Pitt Catering Co	\$20.39	Cancelled	select action...

https://www.americatogo.com/.../order.html?order=16199940&order=16198444

CANCEL AN ORDER

- ▶ Make sure you are aware of the lead time necessary to cancel an order! Also, each caterer sets its own cancellation policy.
- ▶ To cancel an order in ATG, go to **My Orders**, find the order and select **Cancel** in the **Actions** column.
- ▶ The Cancel option is not available within 24-hours of delivery. Contact ATG. They will contact the caterer to see if the cancellation can be accommodated.
- ▶ **Important!** Cancellations are not confirmed until you receive a confirmation email from the caterer!



CHANGE ORDERS

To change quantities, items, etc., on an order, note the following:

- ▶ If the order is awaiting approval, it must be withdrawn from the approval queue and re-entered. Withdrawn orders cannot be modified.
- ▶ If the order is approved, call ATG Customer Service. ATG will confirm the change with the vendor.
- ▶ The Buyer that originated the order **MUST** correct the PO amount in the Panther Express System ASAP using the **Create Change Request** feature.

PantherExpress

Purchase Orders Search (Alt+Q) 0.00 USD

Purchase Order • P00004000 Revision 0

Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts **Invoices 1** Comments Attachments 1 History

Records found: 1, Totaling: 70.78 USD

Invoice No.	Supplier Invoice No.	Invoice Date	Due Date	Type	Payment Status	Credit Total	Invoiced By
2012234	adsfdfsdfdsa	11/17/2021	12/17/2021	Invoice	Payable	70.78 USD	Eisel, Davinna

Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Invoice Qty/Cost	Status
1	Joe to Go	16296984	26.99 USD	1 EA	26.99 USD	1 / 26.99 USD	Net Invoiced
2	Bagels by the Dozen	16296984	31.99 USD	1 EA	31.99 USD	1 / 31.99 USD	Net Invoiced
3	ServiceFees	16296984	11.796 USD	1 EA	11.80 USD	1 / 11.80 USD	Net Invoiced

Completed

Details

Supplier Status
Sent To Supplier

Supplier
America To GO

Total (70.78 USD)

Subtotal 70.78
Shipping 0.00
Handling 0.00
70.78

Related Documents

[Requisitions: 3402550](#)
[Invoices: 2012234](#)

INVOICING

- ▶ ATG will invoice PITT 48 hrs. after date/time of delivery.
- ▶ Payment Terms for ATG orders are set to immediate payment.

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Home My Profile My Orders Favorites Contact Us Log Out

Your Order Welcome, Cathy!

1 Time

Select Date and Time

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
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29	30	31				

12AM 12PM 11PM

Hour:

Minute:




2 Location

3 Restaurant

4 Order

5 Check Out

Some of the new

Contact Us

To contact us by phone, please call 866-ATG-TOGO or 212-790-9587.

If you would like to send us an email, we can be reached at customerservice@americatogo.com.

HELP

ATG Customer Service

- ▶ Phone: 866-ATG-TOGO or 212-790-9587
- ▶ Email customerservice@americatogo.com
- ▶ Contact Customer Service if you need assistance with a specific order or have any questions regarding the ordering process.



RESOURCES

Frequently Asked Questions

- ▶ Review the [FAQ document](#) for additional information about ordering through the ATG punchout via the PantherExpress System.

Purchase, Pay & Travel website

- ▶ Review the Catering and Restaurant Services section of the [Conferences & Events page](#).