

## America To Go Punch-out Instructions

Order Placement.....	1
Custom Orders .....	11
Delivery Charges, Service Fees, Delivery Fees, Tips.....	13

### Order Placement

**NOTES:** Put separate events on separate requests/purchase orders.

Our Contract is with America To Go. For any changes after a purchase order has been sent, such as additional meals, contact America To Go Customer Service at [customerservice@AmericaToGo.com](mailto:customerservice@AmericaToGo.com), or 866-284-8646, not the third party vendor. There is a 25% increase limit to orders. Do not phone in food orders. It is not necessary to attach a receipt from a food supplier.

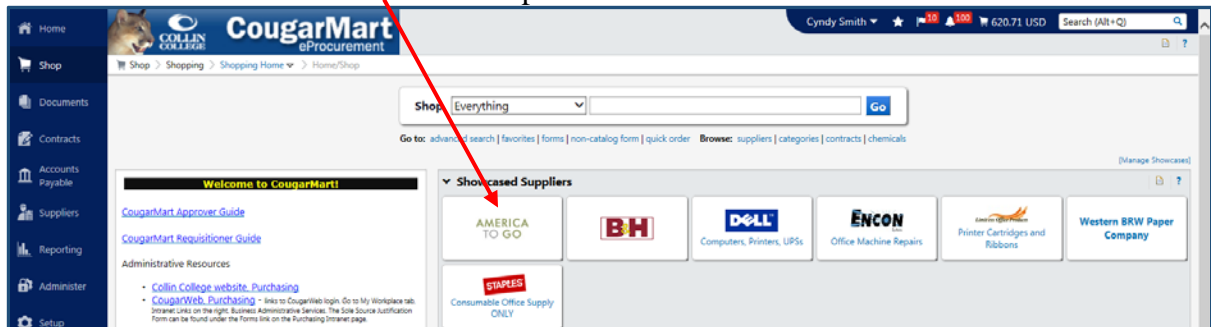
America To Go invoices are sent electronically 48 hours after events. For invoicing corrections, contact ATG's Customer Service before doing a receipt.

Our Contract is with America To Go. NO Contract should be signed with any restaurant on the America To Go Punch-out in CougarMart.

Review District Staff Meeting Reimbursement policy (see Business Administrative Services Procedures, paragraph 9.7.4) for per diem rates and purpose.

- a. Approved per diem meals are reimbursed at the current Texas per diem rate:
  - Breakfast \$11.00
  - Lunch \$16.00
  - Dinner \$24.00
- b. For approved business related meals, a receipt, a brief statement describing the business purpose of the meal, and a list of participants must be attached to the request form, or for an event open to the student body or general public, attach an event flyer.

1. Left mouse click on the **AMERICA TO GO** punch-out sticker.



## America To Go Punch-out Instructions

2. Select Date and Time for the beginning of the event from the calendar on the left.

SelectSite PunchOut

COLLIN COLLEGE | AMERICATOGO

Home My Profile My Orders Favorites Flowers & Gifts Contact Us Chat Live Log Out

Your Order

1 Time Fri, Dec 23 at 12pm

Select Date and Time  Alternate Calendar View

December 2016

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:

Minute:

Date/Time: 12/23/2016 12:00 PM **NEXT**

1 matching restaurant

McAlister's Deli  
2107 Eldorado Parkway

3 non-matching restaurants nearby

Jason's Deli Catering  
1681 N Central Expressway

Rose Catering  
2100 Bloomdale Road

TEXAS LAND & CATTLE  
131 East Stacy Road

3. Left mouse click on the **NEXT** button.

4. Left mouse click on a **2 Location**. You will be taken to step **3 Restaurant**.

SelectSite PunchOut

COLLIN COLLEGE | AMERICATOGO

Home My Profile My Orders Favorites Flowers & Gifts Contact Us Chat Live Log Out

Your Order

1 Time Mon, Jan 16 at 3pm

2 Location

Existing Locations

Collin College Allen Center

Collin College Central Park Campus

Collin College Courtyard Center

Collin College Higher Ed Center

Collin College Preston Ridge Campus

Collin College Rockwall Center

Collin College Spring Creek Campus

ATG HIGHLIGHTS

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

5. The matching local restaurants will be available. Choose a **Feature** to display restaurants.

SelectSite PunchOut

COLLIN COLLEGE | AMERICATOGO

Home My Profile My Orders Favorites Flowers & Gifts Contact Us Chat Live Log Out

Your Order

Welcome, Cyndyl

1 Time Thu, Aug 31 at 12pm

2 Location Collin College Higher Ed Center

3 Restaurant 2 local restaurants match

2 matching restaurants

McAlister's Deli  
2107 Eldorado Parkway

My Hours Catering  
131 East Stacy Road

19 non-matching restaurants nearby

BGGBY Coffee  
145 West Stacy Road

Benny's Bagels Deli...  
1300 West Eldorado Parkway

Black Walnut Catering  
1225 Warren Parkway

Boston Market  
701 West 15th Street

Corner Bakery Cafe...  
1021 Preston Road

Dickey's Barbecue Pit  
18383 North Dallas Parkway

Firehouse Subs  
2890 Craig Drive

Fuddruggers  
2144 Tagley Road

Jason's Deli Catering...  
1681 N Central Expressway

Low Country Ouisine  
11881 Midway Road

MJ's Familia Catering  
6900 Alma Drive #140

On The Border  
8910 State Highway 121

Rose Catering  
2100 Bloomdale Road

Snappy Salads  
5915 Forest Lane

Spice Mart  
1201 East Main Street

TEXAS LAND & CATTLE  
131 East Stacy Road

ThaiBox Allen Catering  
190 East Stacy Road

Urban Rio Catering  
1000 East 14th Street

Wendy Krispin Catering  
128 South Park Street

Filter by Name

Services

Hours

Prices

Items

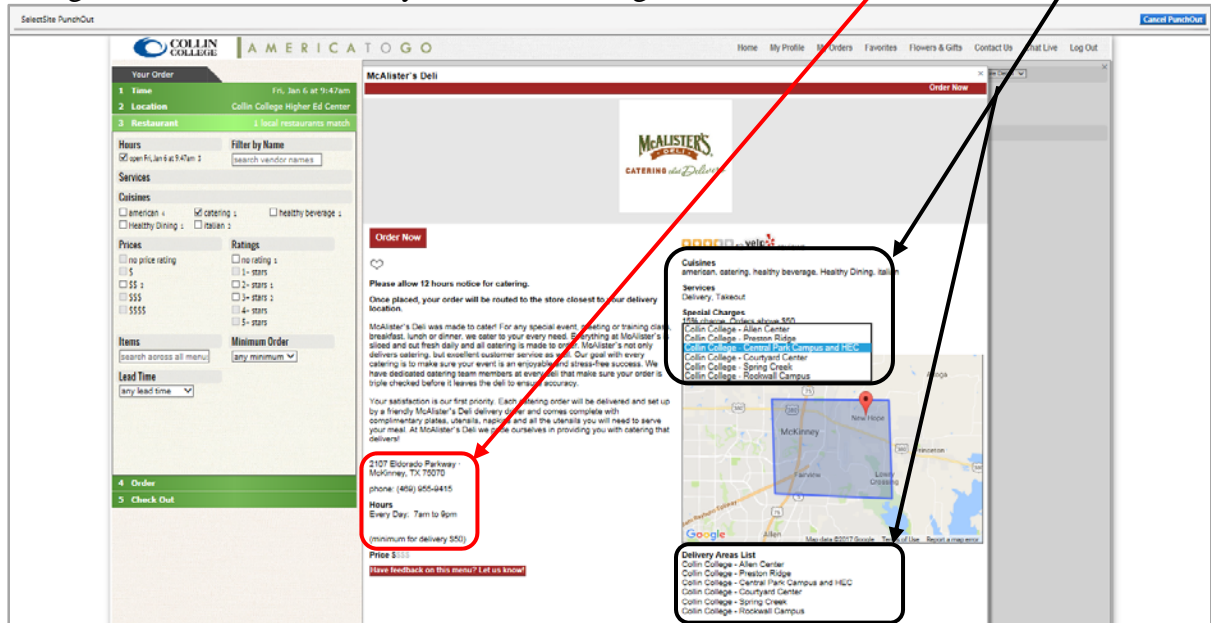
Lead Time

4 Order

5 Check Out

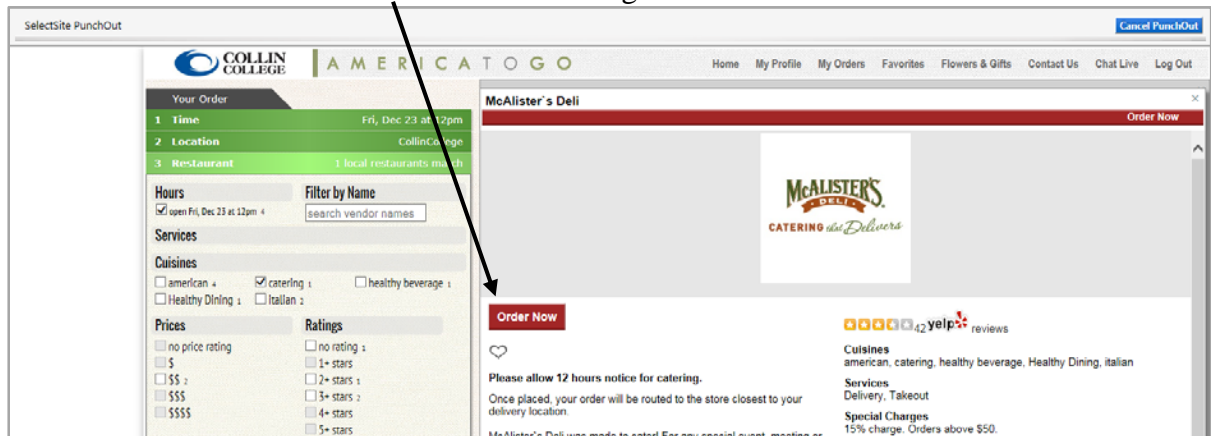
## America To Go Punch-out Instructions

6. The options available are
  - a. Prices
  - b. Ratings
  - c. Items search
  - d. Minimum Order
  - e. Lead Time
  
7. Select a **Restaurant**. Information such as advance notice requirements, location, hours, minimum for delivery, **Cuisines**, **Services**, **Special Charges**, **Delivery Areas**, **Delivery Areas List**, and additional charges are displayed. Additional Charges may include Delivery Charges, Service Fees, Delivery Fees, and serving dishes.



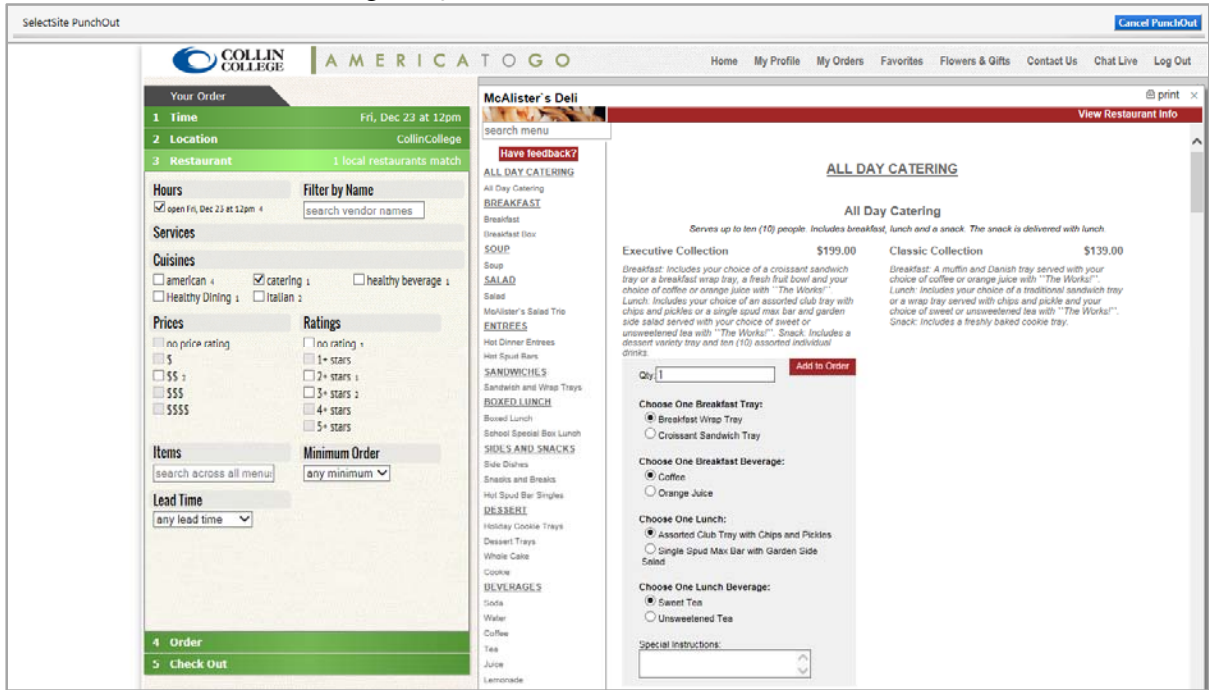
NOTE: To return to **Restaurant** selection, left mouse click on the black X in the upper right of the restaurant summary page to close it.

8. Left mouse click on the **Order Now** button to begin selection.

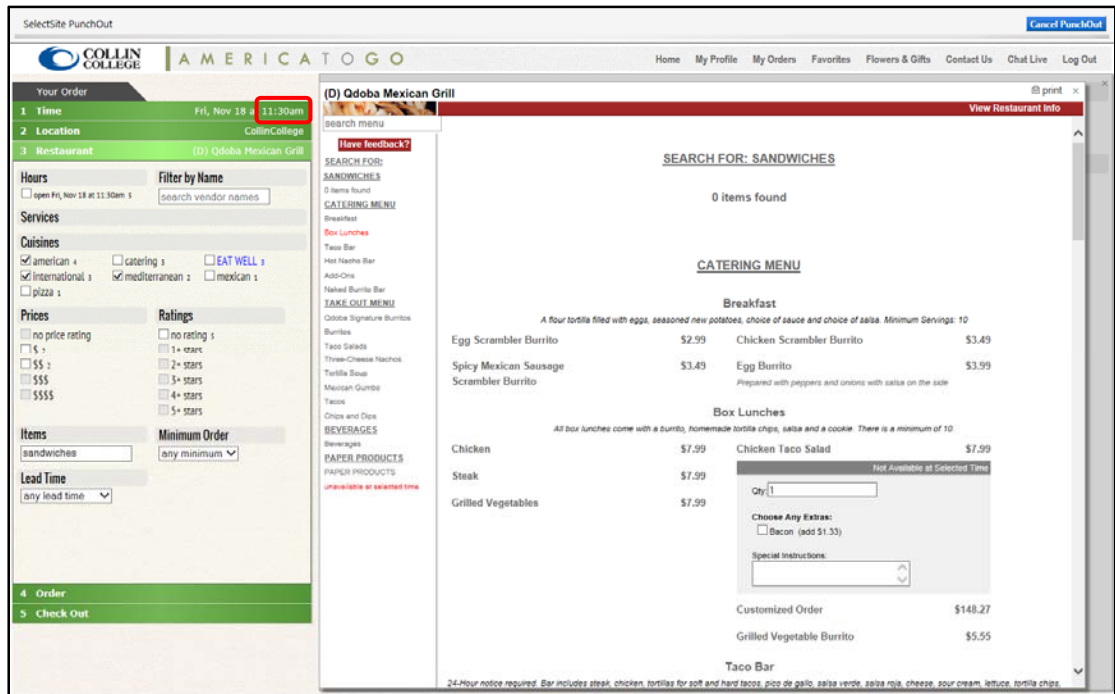


America To Go Punch-out Instructions

9. Left mouse click on item to get Qty and Special Instructions fields.

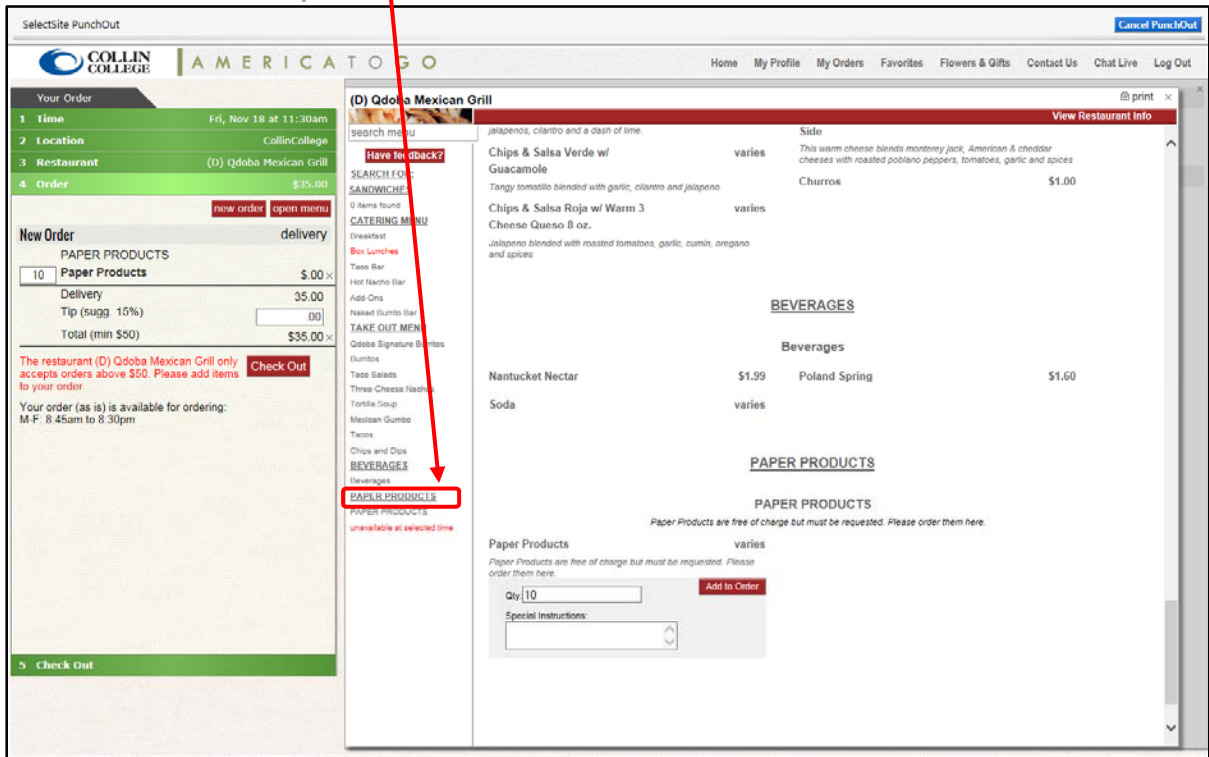


Note: The item may not be available at the requested time; therefore, you may not get the **Add to Order** button.

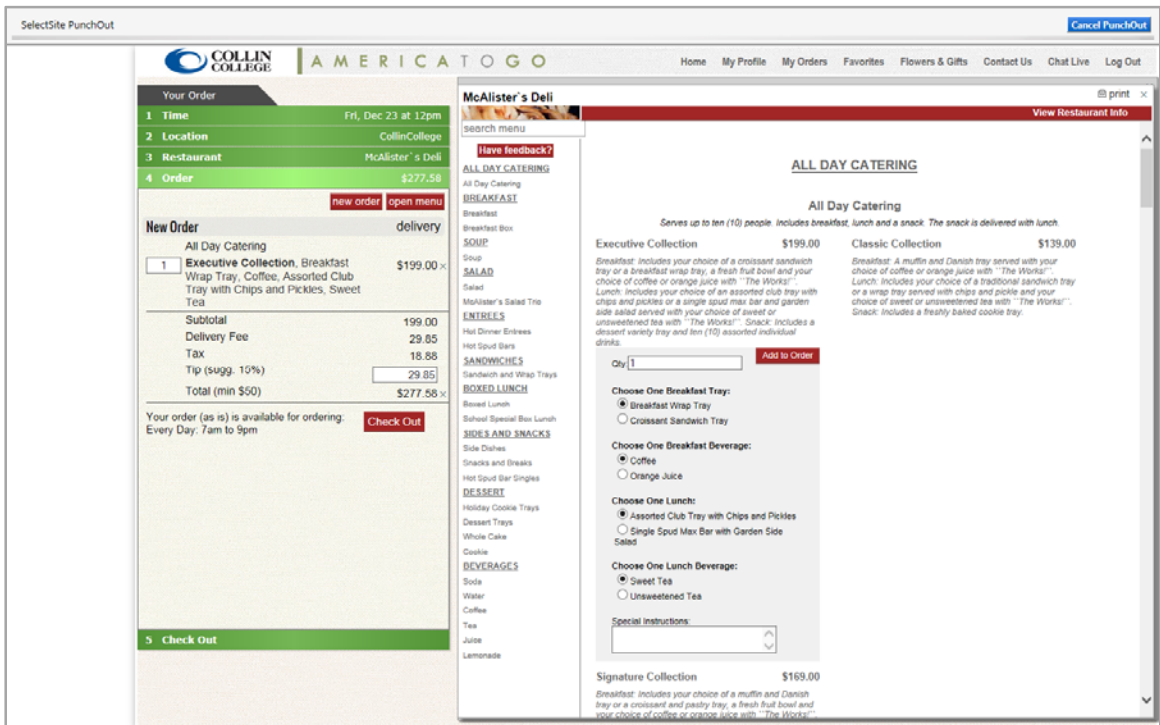


# America To Go Punch-out Instructions

10. Left mouse click on **Paper Products** at the bottom if available and needed.



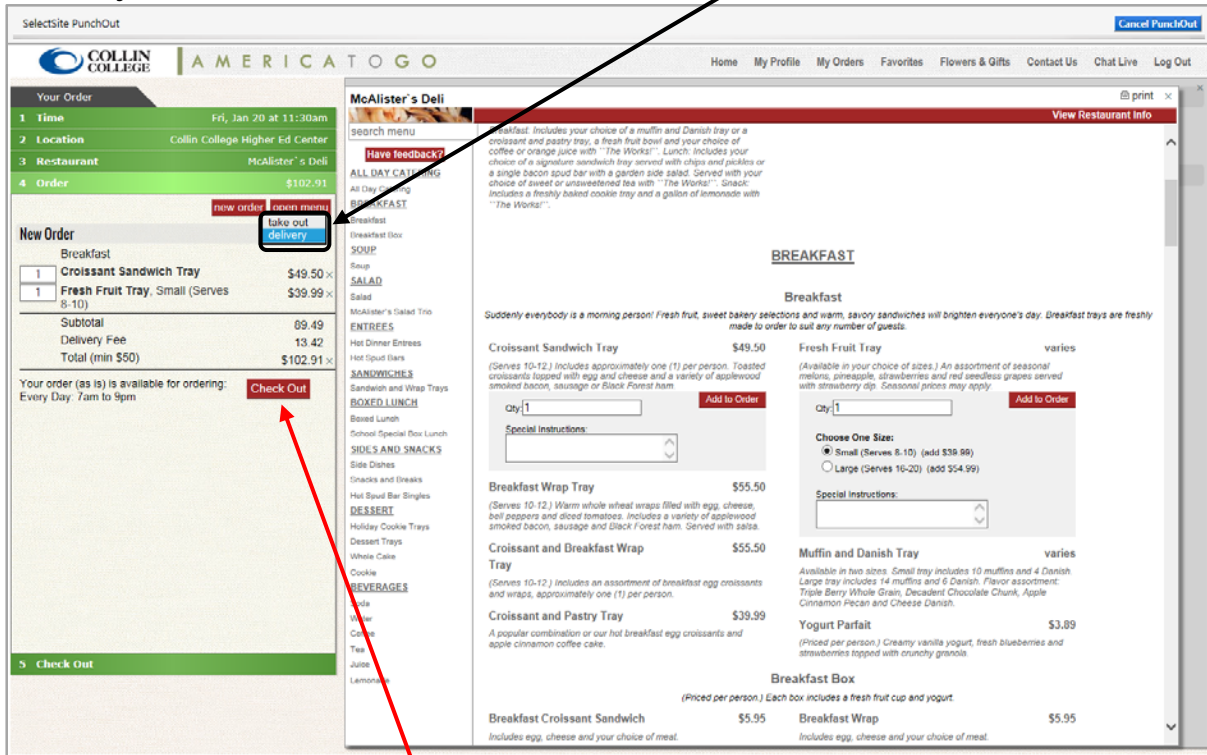
11. Left mouse click on **Add to Order** button.



Notes: A Delivery or Service Fee will be automatically added to your order.  
There may also be a suggest Tip added.

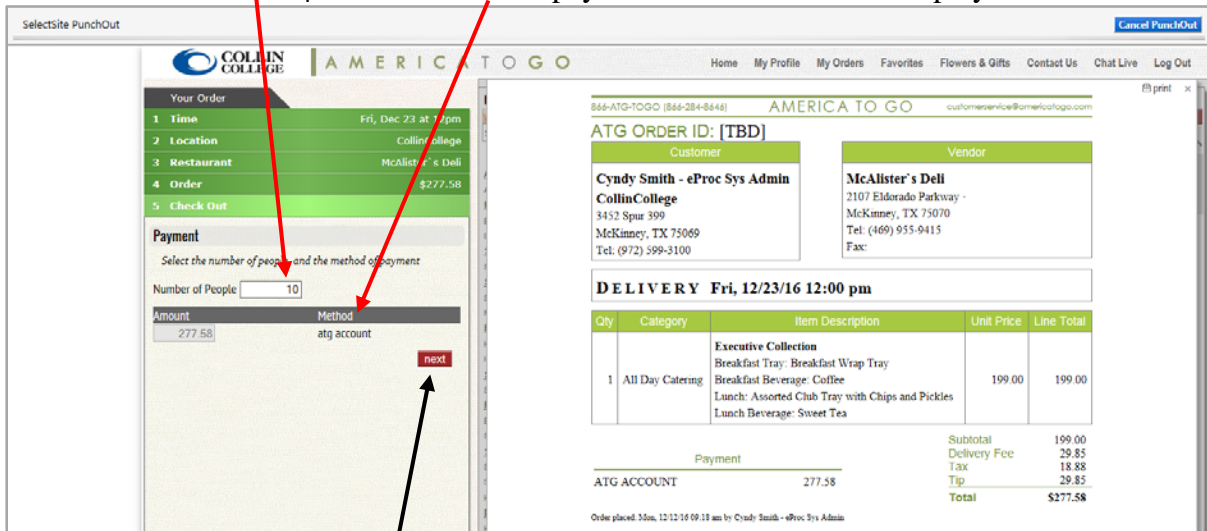
America To Go Punch-out Instructions

12. To change the delivery method, left mouse click on the dropdown to change from the default of delivery to take out.



13. Left mouse click on the **Check Out** button. You will be taken to Step 5 **Check Out**.

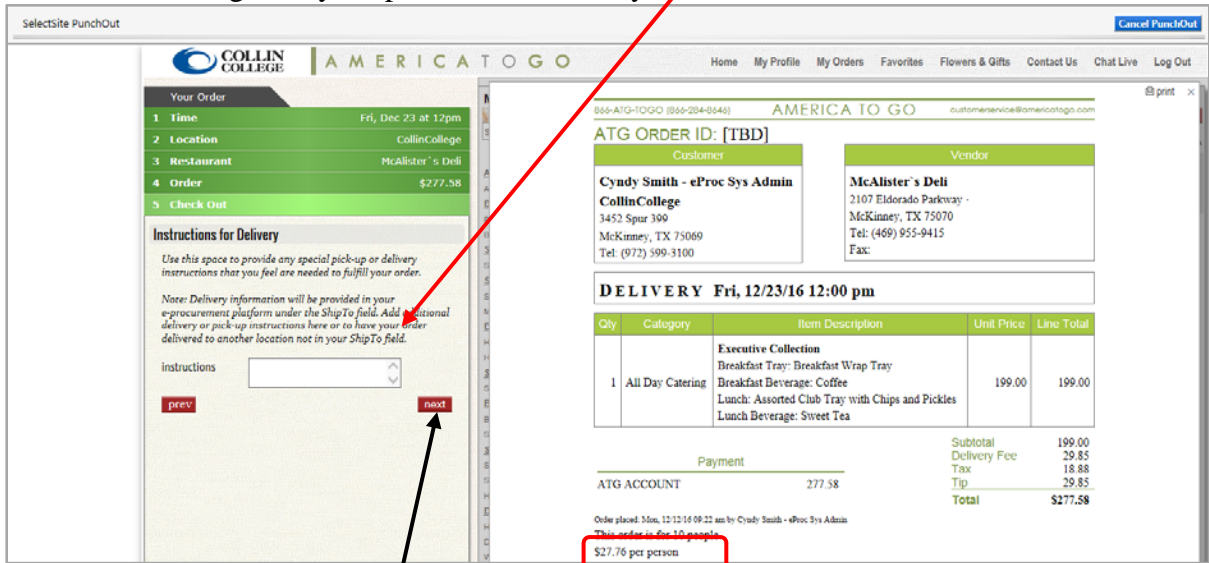
14. Enter the Number of People. The method of payment and order will be displayed.



15. Left mouse click on the **next** button.

# America To Go Punch-out Instructions

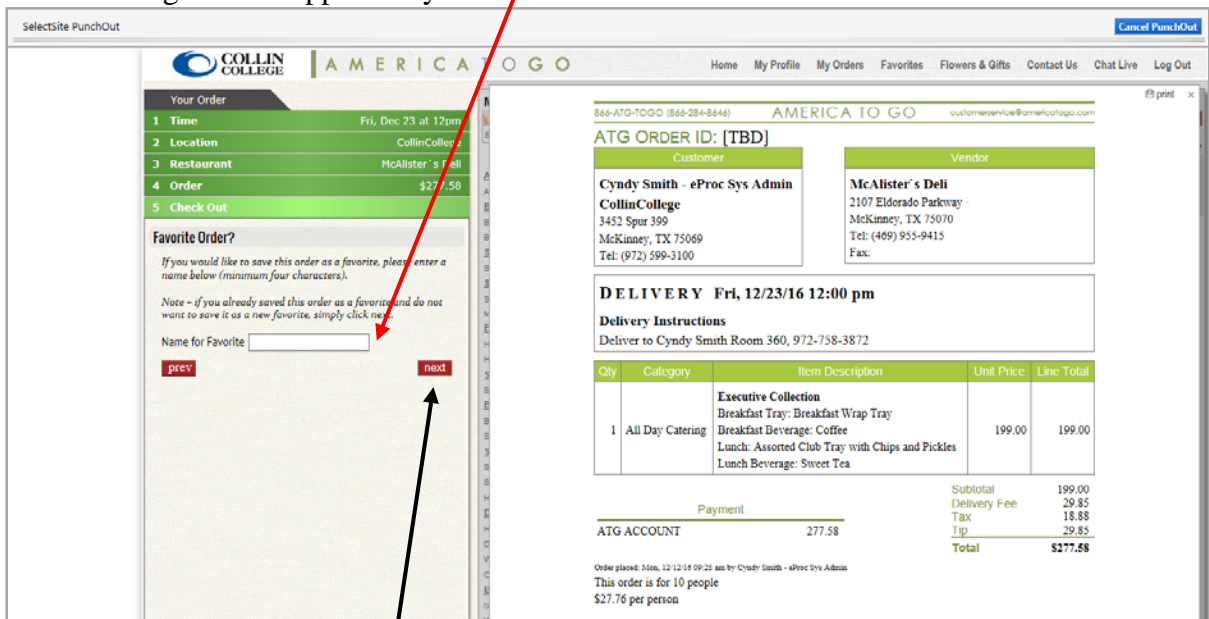
16. You will be given the opportunity to provide **Instructions for Delivery** including your room number, all ten digits of your phone number and your name.



Note: Your order will display the cost per person at the bottom.

17. Left mouse click on the **next** button.

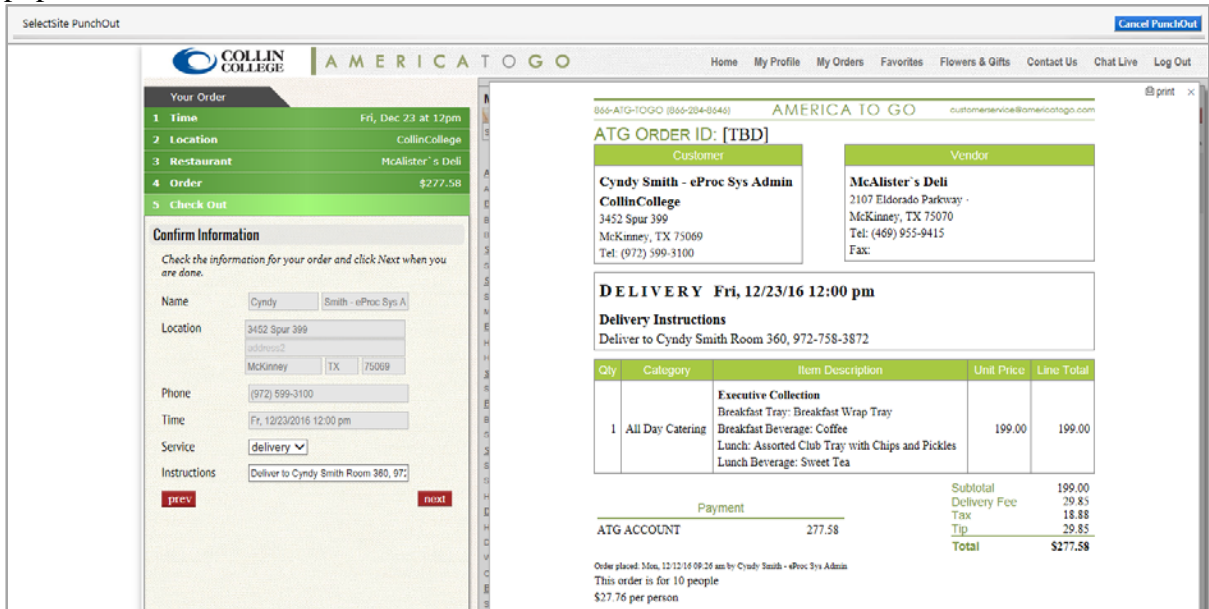
18. You will be given the opportunity to name and save as a favorite.



19. Left mouse click on the **next** button.

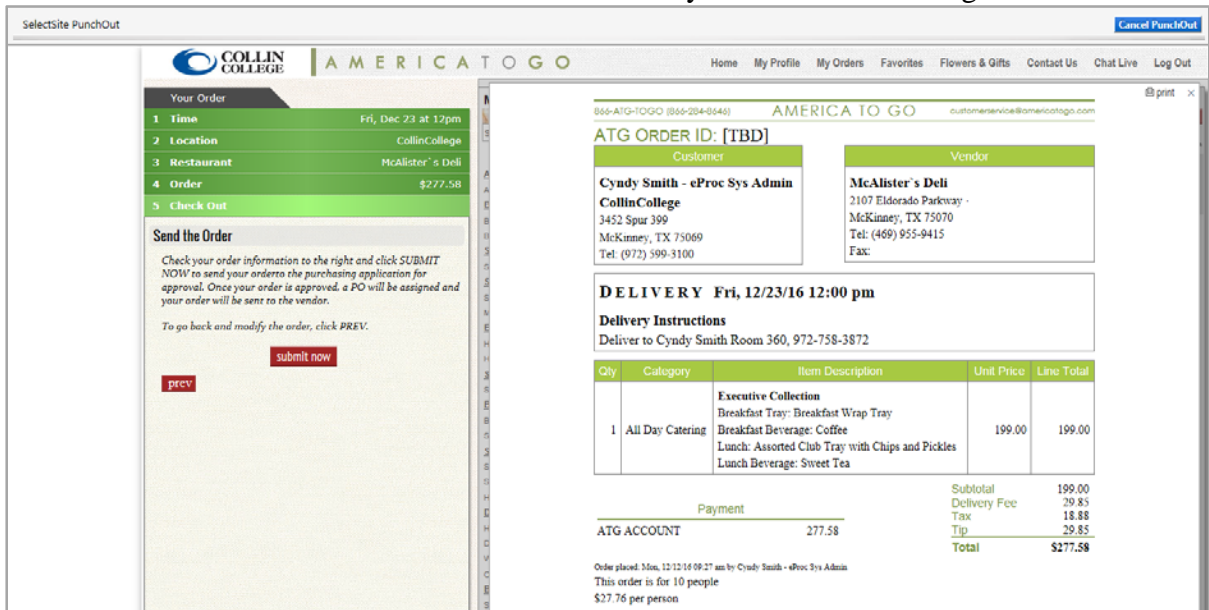
America To Go Punch-out Instructions

20. You will be given the opportunity to **Confirm Information**. This information is pre-populated.



21. Left mouse click on the **next** button.

22. Left mouse click on the **submit now** button to return your order to the CougarMart draft cart.





## America To Go Punch-out Instructions

23. Your ATG Order ID will be displayed on the left.

The screenshot shows the CougarMart eProcurement interface. The user is logged in as Cyndy Smith - eProc Sys Admin. The cart is titled 'Shopping Cart for Cyndy Smith - eProc Sys Admin'. The cart contains one item: '12/23/2016 McAlister's Deli 10 ppl \$27.76 each'. The 'Part Number' 14280904 is highlighted with a red box. The total amount is 277.58 USD. The interface also shows a message: 'You cannot access the item(s) on the supplier's PunchOut site because it did not originate from a PunchOut session. What does this mean?'. The 'Proceed to Checkout' button is visible.

24. Once you left mouse click on the **Proceed to Checkout** button and follow normal requisition steps, be sure to include a business purpose in the **Internal Notes and Attachments** area for this event. (This is **Required**.)

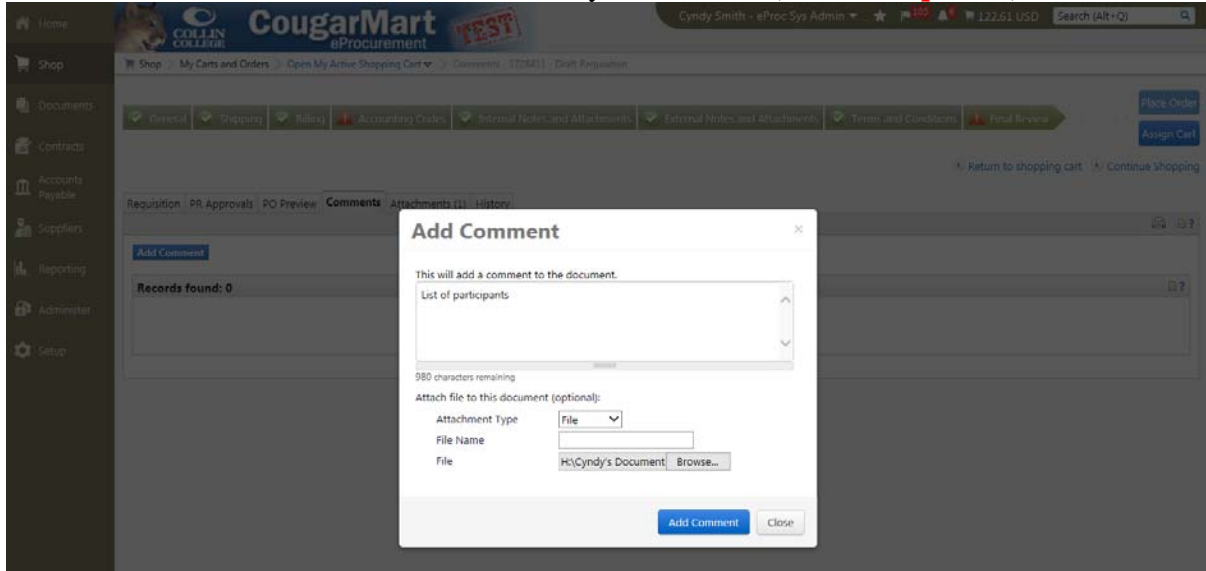
The screenshot shows the 'Internal Notes and Attachments' section of the CougarMart eProcurement interface. A modal window is open for adding an internal note. The 'Internal Note' field contains the text 'Purchasing Staff Meeting'. The 'Description' field is empty. The 'Save' and 'Cancel' buttons are visible at the bottom of the modal.

25. If the participants for the business meeting are known at the time of the request, add the list as an attachment;

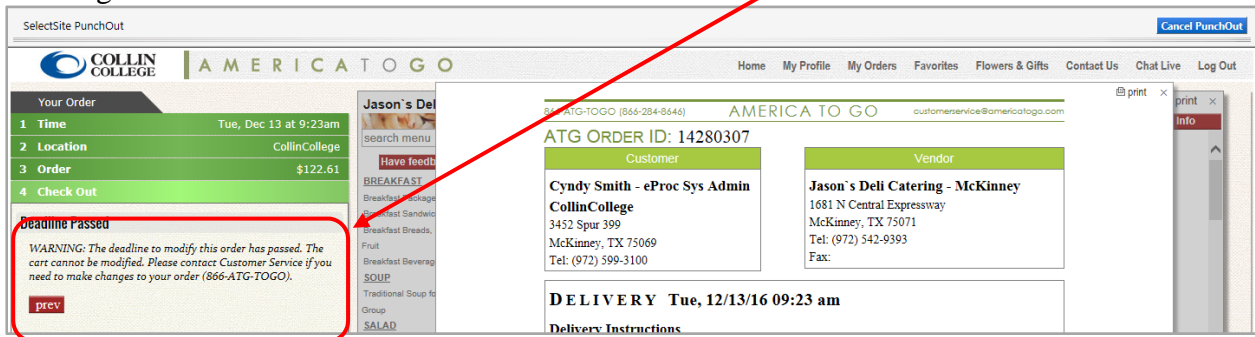
The screenshot shows the 'Internal Notes and Attachments' section of the CougarMart eProcurement interface. The 'Internal Attachments' area shows a list of attachments, including 'List of Participa... (15K)'. The 'External Notes and Attachments' section shows a note to all suppliers and attachments for all suppliers. The 'Purchasing Use Only' section shows various fields for bid information, including 'Event Title', 'Event Award Date', 'Event Close Date', 'Event Issue Date', and 'Event Name'.

## America To Go Punch-out Instructions

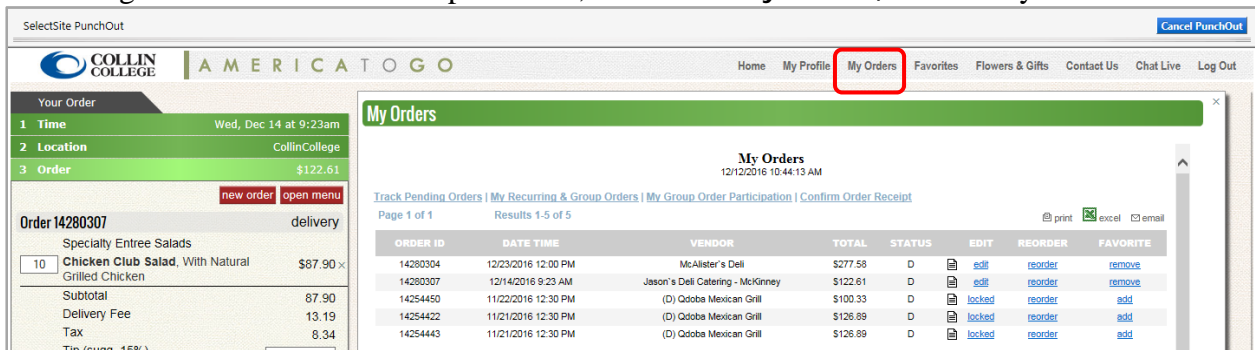
If the participants for the business meeting are NOT known at the time of the request, they can be added thru the **Comment** tab when they are known. (This is **Required.**)



You may get the following message because there is a minimum 24 hours advance notice for ordering.



You can go to the America To Go punch-out, choose the **My Orders**, to review your orders.



## Custom Orders

NOTE: Custom Ordering is the only case where a restaurant should be contacted directly.

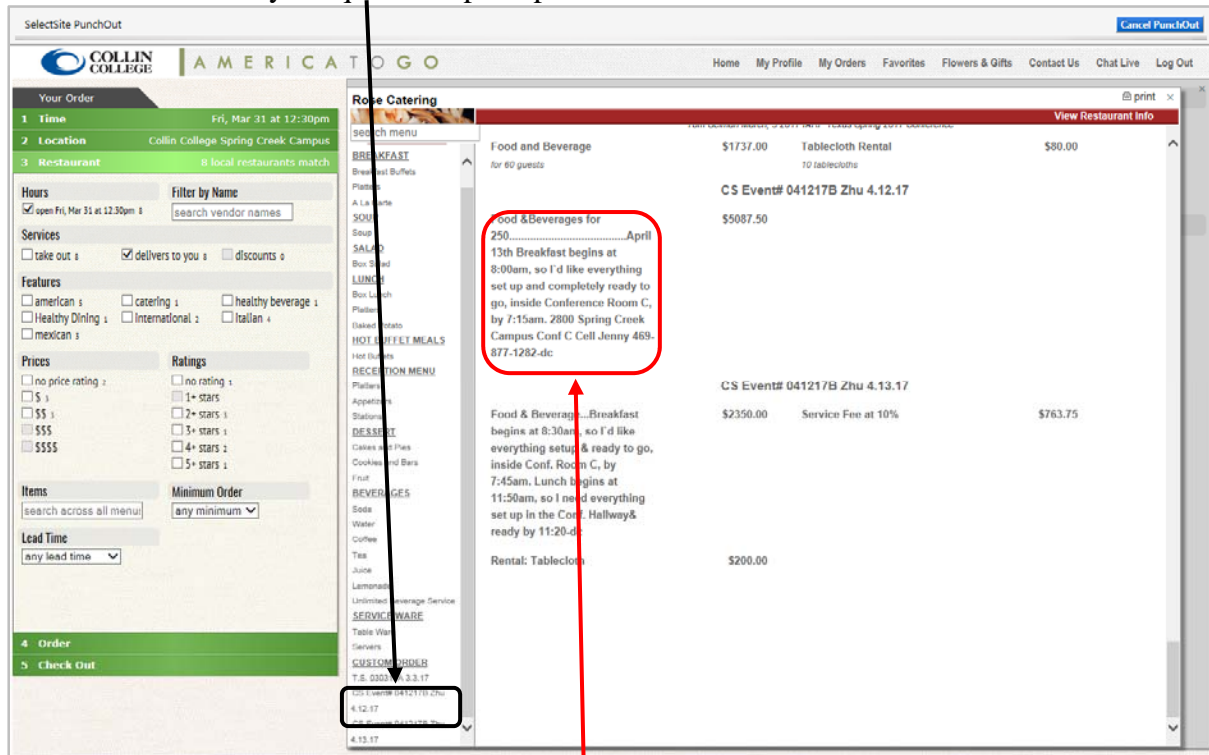
To access a custom orders for America To Go restaurants, follow steps 1 thru 9 then

1. Scroll to the bottom left of the ordering window to see CUSTOM ORDER.

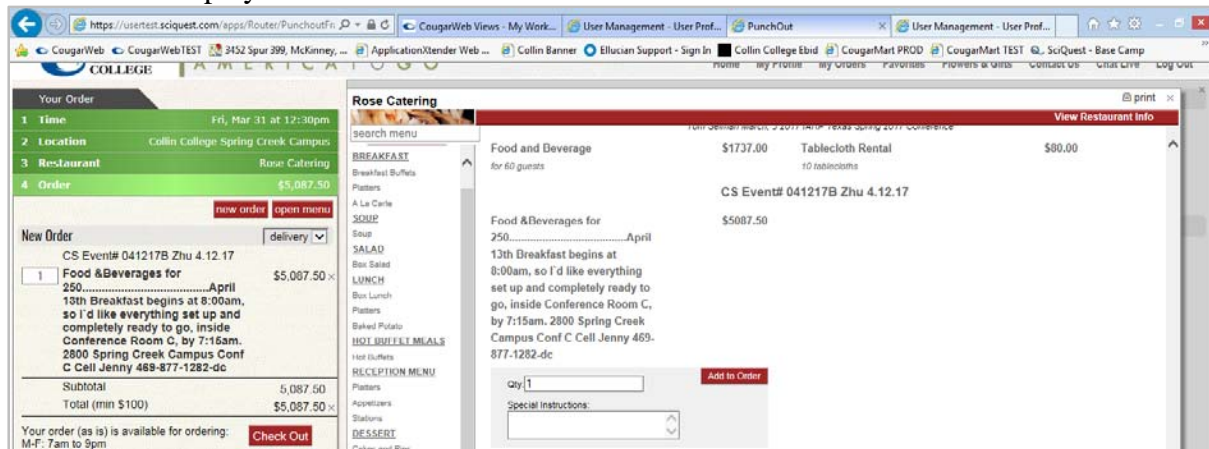
The screenshot shows the America To Go website interface. On the left, there's a sidebar with filters for 'Your Order' (Time, Location, Restaurant), 'Hours', 'Services', 'Features', 'Prices', 'Ratings', 'Items', and 'Lead Time'. The main area displays the 'Rose Catering' menu with categories like BREAKFAST, LUNCH, DESSERT, BEVERAGES, and SERVICE WARE. At the bottom left of the menu area, a red box highlights the 'CUSTOM ORDER' link. The menu items include Breakfast Buffets, Continental Breakfast (\$6.95), Breakfast Buffet (\$8.95), Bakery Assortment Platter (\$3.25), Fruit Tray (\$3.25), Assorted Muffins (\$1.50), Croissants (\$1.95), Assorted Danish (\$1.95), Bagels (\$1.95), Assorted Scones (\$1.95), Smoked Salmon and Bagels (\$4.50), and SOUP...

## America To Go Punch-out Instructions

2. Left mouse click on your quote to open up the event.



3. Left mouse click on the item to get the Add to Order button and Special Instructions field. The item will be displayed on the left under **4 Order**.



4. Follow steps 10 to 26.

## Deposits for Large Orders

When a Food Supplier requires a deposit for a large order, use the following process.

1. Obtain quote from supplier and send to ATG to create the custom order
2. Punch-out to the supplier and add the first custom order (deposit) to your cart and return to CougarMart.

## America To Go Punch-out Instructions

3. Punch-out to the supplier and add the second custom order (balance) to your cart then return to CougarMart. This will create two line items.
4. Once you are notified with the purchase order number, do a receipt for the deposit, and send a CougarMart Comment from the purchase order to Accounts Payable letting them know you need a check for the deposit and when you need it by.

## Delivery Charges, Service Fees, Delivery Fees, Tips

Additional Charges may include Delivery Charges, Service Fees, Delivery Fees, Tips, and may be automatically added to your order. Some charge fees whether picked up or delivered. There may also be a suggested Tip added. The tip may be editable. You should review your order for charges, and if included in the order, not pay any additional tip.

SelectSite PunchOut Cancel PunchOut

**COLLIN COLLEGE** | **AMERICA TO GO** Home My Profile My Orders Favorites Flowers & Gifts Contact Us Chat Live Log Out

---

**Your Order**

1 Time	Fri, Dec 23 at 12pm
2 Location	CollinCollege
3 Restaurant	McAlister's Deli
4 Order	\$277.58

[new order](#) [open menu](#)

**New Order** delivery

1 Executive Collection, Breakfast Wrap Tray, Coffee, Assorted Club Tray with Chips and Pickles, Sweet Tea	\$199.00 x
Subtotal	199.00
Delivery Fee	29.85
Tax	18.88
Tip (sugg. 15%)	29.85
<b>Total (incl. tax)</b>	<b>\$277.58 x</b>

Your order (as is) is available for ordering: Every Day: 7am to 9pm [Check Out](#)

---

**McAlister's Deli** print x

Search menu [View Restaurant Info](#)

[Have feedback?](#)

**ALL DAY CATERING**

All Day Catering

**BREAKFAST**

Breakfast

Breakfast Box

**SOUP**

Soup

**SALAD**

Salad

McAlister's Salad Trio

**ENTREES**

Hot Dinner Entrees

Hot Spud Bars

**SANDWICHES**

Sandwich and Wrap Trays

**BOXED LUNCH**

Boxed Lunch

School Special Box Lunch

**SIDES AND SNACKS**

Side Dishes

Snacks and Breaks

Hot Spud Bar Singles

**DESSERT**

Holiday Cookie Trays

Dessert Trays

Whole Cake

Cookie

**BEVERAGES**

Soda

Water

Coffee

Tea

Juice

Lemonade

---

**ALL DAY CATERING**

**All Day Catering**

Serves up to ten (10) people. Includes breakfast, lunch and a snack. The snack is delivered with lunch.

<b>Executive Collection</b>	<b>\$199.00</b>	<b>Classic Collection</b>	<b>\$139.00</b>
-----------------------------	-----------------	---------------------------	-----------------

**Executive Collection**  
Breakfast: Includes your choice of a croissant sandwich tray or a breakfast wrap tray, a fresh fruit bowl and your choice of coffee or orange juice with "The Works!"  
Lunch: Includes your choice of an assorted club tray with chips and pickles or a single spud max bar and garden side salad served with your choice of sweet or unsweetened tea with "The Works!"  
Snack: Includes a dessert variety tray and ten (10) assorted individual drinks.

**Classic Collection**  
Breakfast: A muffin and Danish tray served with your choice of coffee or orange juice with "The Works!"  
Lunch: Includes your choice of a traditional sandwich tray or a wrap tray served with chips and pickle and your choice of sweet or unsweetened tea with "The Works!"  
Snack: Includes a freshly baked cookie tray.

Qty: 1 [Add to Order](#)

**Choose One Breakfast Tray:**

- Breakfast Wrap Tray
- Croissant Sandwich Tray

**Choose One Breakfast Beverage:**

- Coffee
- Orange Juice

**Choose One Lunch:**

- Assorted Club Tray with Chips and Pickles
- Single Spud Max Bar with Garden Side Salad

**Choose One Lunch Beverage:**

- Sweet Tea
- Unsweetened Tea

Special Instructions:

**Signature Collection** **\$169.00**

Breakfast: Includes your choice of a muffin and Danish tray or a croissant and pastry tray, a fresh fruit bowl and your choice of coffee or orange juice with "The Works!"