

QUICK REFERENCE GUIDE

Placing a Catering Order
through ATG



AMERICA TO GO



Landing Page

From the Landing Page, you can

- ◆ Navigate through the site
- ◆ Begin an order by choosing a date and time
- ◆ Find Job Aid and FAQs

The screenshot shows the America To Go website interface. At the top, the logo 'AMERICA TO GO' is displayed. Below it, a navigation bar contains links for 'Home', 'My Orders', 'Favorites', 'Vendors', 'Contact Us', and 'Chat Live'. A red box labeled 'Navigate' with an arrow points to this navigation bar. On the left side, there is a 'Your Order' section with a 'Welcome, John!' message. Below this is a '1 Time' section with 'Ordering Options' including 'Other Time', 'ASAP', and 'Recurring'. A 'Select Specific Date and Time' section features a calendar for October 2020 with the 27th highlighted, and a time selection slider set to 11:35 AM. A red box with an arrow points to the date and time selection area. A text box below the calendar reads: 'To begin an order, enter a date and time. You will then be prompted to enter a delivery location to see available caterers.' On the right side, an 'ATG HIGHLIGHTS' section contains three cards: a chef preparing food, a 'NO FOOD LEFT BEHIND' sign with a delivery truck icon and the text 'TEXT FOOD TO 85523', and a 'POLICIES AND ORDERING' card. A red box labeled 'Find Resources' with an arrow points to the 'POLICIES AND ORDERING' card.

Filters

- ◆ Filter by cuisines, services or other criteria
- ◆ Search for a specific menu item across all menus (ie: sushi or chicken)

AMERICATOGO Home My Profile My Orders Favorites Vendors Contact Us Chat Live

Welcome, John!

1 Time Fri, Oct 30 at 12pm

2 Location Main Campus

3 Restaurant 9 local restaurants match

Hours open Fri, Oct 30 at 12pm 9

Services dine in 0 pickup 8 delivers to you 9 catering 9

Features american 7 gluten-free 1 international 2 italian 1 late night 3 mexican 3 pizza 1 vegan 1 vegetarian 1

Prices no price rating 1 \$ 6 \$\$ 2 \$\$\$ \$\$\$\$

Ratings no rating 1 1+ stars 2+ stars 1 3+ stars 4 4+ stars 2 5+ stars 1

Items search across all men

Lead Time any lead time

9 matching restaurants

sort by: Name view: More Detail

Catering by Chef Mel... 3115 Stratofortress Avenue catering

Dickey's of Merced 1459 Martin Luther King Jr... catering

J & R Tacos 437 West Main Street catering

Jantz Cafe and Bakery 3361 G St, Suite A catering

Panaderia Guadalajara 1339 West 18th Street catering

Shorty's Pizza Shack 1712 South 12th Street catering

Subway - La Salle Ave 24 B La Salle Avenue 2 Reviews on yelp catering

Subway - South St 1020 South 5th Street 8 Reviews on yelp catering

The Olive Branch 215 South 2nd Street 169 Reviews on yelp catering

Port Of Subs 731 East Yosemite, Suite E catering

Curbside Burgers 4158 Government Street catering

Dannys Cajun Catering 36355 Highway 69 catering

Desiderata Kitchen 17823 Waterloo Drive catering

Domino's 990 West Lee Drive, Suite E catering

Frutta Bowls 3646 Nicholson Drive, Suite 4 catering

Fuzzy's Taco Shop 220 West Lee Drive catering

Gov't Taco 4624 Government Street catering

Hungry Howie's Pizza 5201 Nicholson Drive catering

Jason's Deli 650 Arlington Creek catering

Juban's Restaurant 3739 Perkins Road catering

Matherne's Market 85 Gateway Center Lane catering

Maxwell's Market 7620 A Corporate Boulevard catering

Mellow Mushroom (B... 4250 Burbank Drive catering

Newk's Eatery 3332 Lake Street catering

Piccadilly Catering 13702 Coursey Boulevard catering

Pita Pit Highland Road 3260 Highland Road catering

Qdoba Catering 7415 Corporate Boulevard, ... catering

Randy Montalbanos 12740 Florida Boulevard catering

Rita's Italian Ice Cust... 1082 West Lee Drive catering

Rotolo's Craft & Crust 411 Ben Hur Drive, Suite D catering

Smoothie King (High... 3272 Highland Road catering

Sullivan's Steakhouse 5252 Corporate Boulevard catering

TJ's Ribs 2524 South Acadian Thruway catering

Walk Ons Bistreaux 3838 Burbank Drive catering

Zoes Kitchen LSU 7415 Corporate Blvd, Suite ... catering

1 non-matching restaurant nearby

Use preset filters to narrow your search.

You can search across all Caterers to find a specific menu item.

Caterer's Front Page

All caterers have a front page to present a basic description of services, fees charged, minimum order and other policies specific to that caterer.

The screenshot shows the front page of the Jantz Cafe and Bakery website. At the top, there is a red navigation bar with the text "Jantz Cafe and Bakery" on the left and "Order Now" on the right. Below this is a grey header area containing the Jantz Cafe & Bakery logo. A red box labeled "View Menu" is positioned over the logo, with a red arrow pointing down to a red "Order Now" button. To the left of the "Order Now" button, a red box labeled "Add as a Favorite Caterer" has a red arrow pointing to a heart icon. The main content area is white and contains several sections of text: "Standard lead time is 18 hours notice for catering.", "Cancellation Policy: Orders may be cancelled with at least 24-hour notice with no charge incurred.", "Jantz Cafe in Merced, CA is happy to cater your special event. Whether it's a work meeting or family party, we make sure everyone is full of happiness.", "All our sandwiches are served on fresh, handcrafted breads made right here in our bakery and served with tomatoes and petite pickles.", "We use only the highest quality meats, local cheeses, and the freshest vegetables. Served on platters, with side garnish of pickles and tomatoes, along with a variety of side dishes.", "We also specialize in morning continental style breakfasts with pastries, locally roasted coffee, and juice, and we have hot breakfast items, too.", "Need a pick-me-up for the afternoon meeting? We can deliver coffee, cookies, and bars then too!", "We love to create happiness for our guests by providing everything they need in a timely manner!". Below the text is the address: "3381 G St, Suite A Merced, CA 95340" and phone number: "phone: (209) 726-5157". There is also a section for "Hours" with "M-F: 7am to 6pm" and "Sa: 7am to 3pm". A "Price \$\$\$\$" section is at the bottom left. On the right side, there is a "Features" section with "american, burgers", a "Services" section with "Pickup, Delivery", and a "Special Charges" section with "Service Fee: 15% charge. All orders.". Below this is a "Delivery Area" section with "Merced, CA area Delivery Fee: \$10" and a map of the Merced area. The map shows a blue square highlighting the Merced area and a red pin. At the bottom of the map are "Keyboard shortcuts", "Map data ©2021", and "Terms of Use".

Filters

Search for a specific menu item (ie: sushi or chicken) within a specific caterer's menu.

The screenshot displays the AMERICATOGO website interface. At the top, the logo 'AMERICATOGO' is visible on the left, and navigation links (Home, My Profile, My Orders, Favorites, Vendors, Contact Us, Chat Live) are on the right. Below the logo, a navigation bar shows 'Your Order' and 'Welcome, John!'. A search bar indicates '9 matching restaurants' and includes 'sort by: Name' and 'view: More Detail' dropdowns. The main content area is titled 'J & R Tacos' and features a search bar with 'burrito' entered. A red box highlights the search bar and a red arrow points to it with the text: 'You can search within a specific caterer's menu for an item.' Below the search bar, there are sections for 'SEARCH FOR: BURRITO' and '5 items found'. The items listed are: Shredded Chicken (\$9.50), Shredded Brisket (\$9.50), Special Ground Beef (\$9.50), and Grilled Veggies (\$9.50). A side bar on the left contains various filters: Hours (open Fri, Oct 30 at 12pm), Services (dine in, pickup, catering, delivery), Features (american, italian, pizza, gluten-free, late night, vegan, etc.), Prices (no price rating, \$, \$\$, \$\$\$, \$\$\$\$), Ratings (no rating, 1+ stars, 2+ stars, 3+ stars, 4+ stars, 5+ stars), Items (search across all men), and Lead Time (any lead time). A red box highlights the 'BOXES' section in the side bar with a red arrow and the text: 'Or use the side bar to navigate through the menu.' At the bottom, it says '1 non-matching restaurant nearby'.

Shopping Cart

Add items to your cart, including any special instructions for each item. You can check out now or save the order to submit later.

AMERICATOGO Home My Profile My Orders Favorites Vendors Contact Us Chat Live

Welcome, John!

Your Order

1 Time	Wed, Aug 4 at 12:50pm
2 Location	Main Campus
3 Restaurant	Jantz Cafe and Bakery
4 Order	\$97.45

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

New Order [delivery](#)

Lunch

5	Boxed Lunch - Signature Sandwiches , Oven-Roasted Turkey, Cheddar, Sea Salt Potato Chips, Chocolate Chip, condiments on the side, no onions	\$69.95 x
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Subtotal 69.95
Service Fee 10.49
Delivery 10.00
Tax 7.01
Total \$97.45 x

[Save For Later](#) [Check Out](#)

Your order (as is) is available for ordering:
M-F: 7am to 6pm
Sa: 7am to 3pm

Jantz Cafe and Bakery

search menu

[Have feedback?](#)

CATERING
Breakfast
Lunch
Desserts
Beverages

INDIVIDUAL MENU

SOUP
Soup

SALAD
Salad

SANDWICHES
Sandwiches
Wraps
Hot and Toasted
Burgers

SIDES
Side Dishes

DESSERT
Cookies

BEVERAGE
Beverages

CATERING
Catering

Hot Sandwiches \$11.99
Includes choice of classic BLT, French dip, Italian panini, Philly cheese steak, Reuben, BBQ roast beef, toasted turkey, tri tip and a tuna melt.

Boxed Lunch - Signature Sandwiches \$13.99
Includes choice of chicken salad, Black Forest ham and cheese, oven-roasted turkey and cheese, sliced roast beef and cheese, meat supreme and cheese, and veggie. Served with your choice of side and cookie.

Qty: [Add to Order](#)

Choose One Sandwich:
Oven-Roasted Turkey

Choose One Cheese:
Cheddar

Choose One Side Dish:
Sea Salt Potato Chips

Choose One Cookie:
Chocolate Chip

Special Instructions:
condiments on the side, no onions

Potato Salad \$3.99
(Per Serving) All items are individually packaged.

Macaroni Salad \$3.99
(Per Serving) All items are individually packaged.

Chips \$2.49
Includes your choice of individual servings of chips.

Fresh Fruit \$3.99
Prepared with cantaloupe, honeydew, grapes, and pineapple.

Baby Back Ribs varies
Available in two (2) rack and four (4) rack sizes. Two (2) racks serve ten to fifteen (10-15) and four (4) racks serve thirty to thirty-five (30-35). The racks are served with one cup (1/4 of 1) of City Boy

[Chat with us!](#)

Check Out Process

After clicking “Check Out” a series of screens will prompt you to enter:

- ◆ Number of Guests
- ◆ Meal Type
- ◆ Purpose of Meeting

This information will also display on your order.

You can also:

- ◆ Save as a Favorite Order


AMERICA TO GO

[Home](#) [My O](#)

Your Order
Welcome, John!

1 Time	Wed, Aug 4 at 12:50pm
2 Location	Main Campus
3 Restaurant	Jantz Cafe and Bakery
4 Order	\$97.45
5 Check Out	

Expense Order

THE GUEST LIST MUST BE ATTACHED TO THE REQUISITION WHEN YOU RETURN TO BOBCAT BUY.

(* indicates a required field)

Codes	Business Purpose
Meal Type <input type="text" value="Lunch (\$47pp)"/>	
Activity Type <input type="text" value="Business Meeting"/>	
Alcohol? <input type="text" value="No"/>	<input type="text" value="Monthly Staff Meeting"/>
Host Name <input type="text" value="John Smith"/>	
Participate in NFLB? <input type="text" value="Yes"/>	

prev
next

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

ATG ORDER ID: [TBD]

Customer	Vendor
John Smith UC Merced 5200 North Lake Rd Merced, CA 95343 Tel: (000) 000-0000 Email:	Jantz Cafe and Bakery 3361 G St, Suite A Merced, CA 95340 Tel: (209) 726-5157 Fax:

DELIVERY Wed, 8/4/21 12:50 pm

Qty	Category	Item Description	Unit Price	Line Total
5	Lunch	Boxed Lunch - Signature Sandwiches Sandwich: Oven-Roasted Turkey Cheese: Cheddar Side Dish: Sea Salt Potato Chips Cookie: Chocolate Chip special instructions : condiments on the side, no onions	13.99	69.95

	Subtotal	69.95
	Service Fee	10.49
	Delivery	10.00
	Tax	7.01
	Total	\$97.45

	Payment	
ATG ACCOUNT	97.45	

Order placed: Tue, 7/27/21 06:08 pm by Eduardo Torres

This order is for 5 people
\$19.49 per person

Instructions For Delivery

Include any important delivery instructions for delivery staff:

- ◆ Street Address (if different than displayed in Customer box)
- ◆ Building | Room
- ◆ Any other information required for delivery or set up instructions.
- ◆ Provide a cell number for delivery contact.

Your Order **Welcome, John!**

1 Time	Wed, Aug 4 at 12:50pm
2 Location	Main Campus
3 Restaurant	Jantz Cafe and Bakery
4 Order	\$97.45
5 Check Out	

Instructions for Delivery

Use this space to provide any special pick-up or delivery instructions that are necessary to fulfill your order. This field is optional.

Note: Do not specify your shipping address below. You must select your actual delivery address in the Ship-To section of your Bobcat Buy cart.

instructions	arrival 222-222-1234
cell number for delivery	222-222-1234

prev next

866-ATG-TOGO (866-264-8646) AMERICA TO GO customerservice@americatogo.com

ATG ORDER ID: [TBD]

Customer	Vendor
John Smith UC Merced 5200 North Lake Rd Merced, CA 95343 Tel: (000) 000-0000 Email:	Jantz Cafe and Bakery 3361 G St, Suite A Merced, CA 95340 Tel: (209) 726-5157 Fax:

DELIVERY Wed, 8/4/21 12:50 pm

****Delivery Instructions****

Deliver to Building A, Room 241. Contact John upon arrival 222-222-1234

Contact: 222-222-1234

Qty	Category	Item Description	Unit Price	Line Total
5	Lunch	Boxed Lunch - Signature Sandwiches Sandwich: Oven-Roasted Turkey Cheese: Cheddar Side Dish: Sea Salt Potato Chips Cookie: Chocolate Chip special instructions : condiments on the side, no onions	13.99	69.95

Payment		Subtotal	69.95
		Service Fee	10.49
		Delivery	10.00
		Tax	7.01
ATG ACCOUNT 97.45		Total	\$97.45

Expenses

100% (\$97.45)	Meal Type: Lunch (\$47pp) Activity Type: Business Meeting - Conference Alcohol?: No Host Name: John Smith Participate in NFLB?: Yes	Business Purpose: Monthly Staff Meeting
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Order placed: Tue, 7/27/21 06:59 pm by Eduardo Torres
This order is for 5 people
\$19.49 per person

Finalizing Order

Before submitting, re-check details for accuracy.

To make changes to your order:

◆ Use the **prev** button to go back to check out screens.

◆ Use the **Green Navigation Bars** to go back your **Order** to change menu items and quantities or to change **Time** and date.

The screenshot shows the 'Your Order' summary and the 'Send the Order' section. A red arrow points to the 'Restaurant' bar, which is labeled 'Navigation Bars'. Another red arrow points to the 'submit now' button, labeled 'Submit Order'. A third red box contains the text: 'Once your order is approved and then confirmed by caterer, you will receive an email confirmation.'

Your Order Welcome, John!

1 Time	Wed, Aug 4 at 12:50pm
2 Location	Main Campus
3 Restaurant	Bakery
4 Order	\$97.45
5 Check Out	

Send the Order

Check your order information to the right and click **SUBMIT NOW** to send your order. Bobcat Buy 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**.

submit now **prev**

Navigation Bars (points to Restaurant bar)

Submit Order (points to submit now button)

Once your order is approved and then confirmed by caterer, you will receive an email confirmation.

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

ATG ORDER ID: [TBD]

Customer		Vendor	
John Smith UC Merced 5200 North Lake Rd Merced, CA 95343 Tel: (000) 000-0000 Email:		Jantz Cafe and Bakery 3361 G St, Suite A Merced, CA 95340 Tel: (209) 726-5157 Fax:	

DELIVERY Wed, 8/4/21 12:50 pm

****Delivery Instructions****
Deliver to Building A, Room 241. Contact John upon arrival 222-222-1234
Contact: 222-222-1234

Qty	Category	Item Description	Unit Price	Line Total
5	Lunch	Boxed Lunch - Signature Sandwiches Sandwich: Oven-Roasted Turkey Cheese: Cheddar Side Dish: Sea Salt Potato Chips Cookie: Chocolate Chip special instructions : condiments on the side, no onions	13.99	69.95

Payment		Expenses	
ATG ACCOUNT	97.45	Meal Type: Lunch (\$47pp)	
		Activity Type: Business Meeting - Conference	Business Purpose: Monthly Staff Meeting
		Alcohol?: No	
		Host Name: John Smith	
		Participate in NFLB?: Yes	

Subtotal 69.95
Service Fee 10.49
Delivery 10.00
Tax 7.01
Total \$97.45

100% (\$97.45)

Order placed: Tue, 7/27/21 06:59 pm by Eduardo Torres
This order is for 5 people
\$19.49 per person

Order History

Under the “Order History” tab, you can view and print orders. For orders still in “Draft”, you can also edit or cancel the order. Note that orders in draft have not been sent to the Caterer.

AMERICA TO GO Home My Profile **My Orders** Vendors Contact Us Chat Live Log Out

My Orders

10/28/2020 10:46:05 AM

[Track Pending Orders](#) | [My Recurring Orders](#) | [My Saved Orders](#) | [Confirm Order Receipt](#)

Page 1 of 1 Results 1-8 of 8

print excel email

ORDER ID	DATE TIME	VENDOR	Meal Type	NOTE	TOTAL	STATUS	ACTIONS
15999972	10/27/2020 10:25 AM	(D) Au Bon Pain			\$318.98	Confirmed	select action...
15999966	10/26/2020 2:00 PM	(D) Mediterranean Grill			\$86.53	Confirmed	select action...
15971787	9/3/2020 12:30 PM	(D) Fresh City			\$13.18	Cancelled	select action...
15971786	9/3/2020 1:00 PM	(D) Baker's Best			\$110.92	Cancelled	select action...
15971784	9/4/2020 2:00 PM	(D) Mediterranean Grill			\$39.03	Cancelled	select action...
15971679	9/4/2020 2:00 PM	(D) Au Bon Pain			\$13.20	Draft	select action...
15965331	9/2/2020 11:30 AM	(D) Fresh City			\$51.42	Draft	select action...
15965330	9/1/2020 11:30 AM	(D) Au Bon Pain			\$17.60	Cancelled	select action...

- edit
- reorder
- add favorite

2 Location
3 Restaurant
4 Order
5 Check Out

Contact Us

UNIVERSITY OF CALIFORNIA **MERCED** | **AMERICATOGO** Home My Profile My Orders Favorites Vendors **Contact Us** ← Log Out

Your Order **Welcome, John!**

1 Time

Ordering Options

Other Time ASAP Recurring

Select Specific Date and Time

October 2020

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: 10/28/2020 10:45 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

  

If you need assistance with a specific order or have any questions regarding the ordering process, please contact our Customer Service team:

866-284-8646 customerservice@americatogo.com

We are available 7 days a week, 365 days a year.

Chat with us!