QUICK REFERENCE GUIDE

Placing a Catering Order through ATG

AMERICA TO GO
BobcatBuy
From the Landing Page, you can

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

To begin an order, enter a date and time. You will then be prompted to enter a delivery location to see available caterers.
Filters

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

Use preset filters to narrow your search.

You can search across all Caterers to find a specific menu item.
All caterers have a front page to present a basic description of services, fees charged, minimum order and other policies specific to that caterer.

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Caterer's Front Page

View Menu

Add as a Favorite Caterer
Filters

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

You can search within a specific caterer’s menu for an item.

Or use the side bar to navigate through the menu.
Add items to your cart, including any special instructions for each item. You can check out now or save the order to submit later.

**Special Instructions:**
condiments on the side, no onions

Include special instructions for individual items
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
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.
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.

Submit Order

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