

Job Aid: Ordering Meals through America To Go (ATG)

To set up an account with America To Go (ATG), you will need to send an email to ATG Customer Service at customerservice@americatogo.com asking to be added to the UVA Health account. This can take up to 3 business days.

Once you have been added as a user, proceed to Part 1.

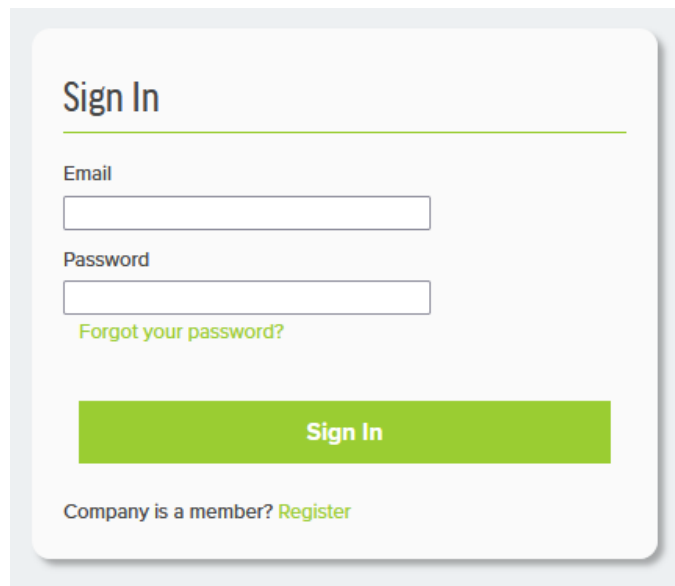
[Part 1: Placing an Order with America To Go](#)

[Part 2: Obtaining a Purchase Order Number \(PO #\) through E-Pro](#)

[Part 3: Submitting the Purchase Order Number to America To Go](#)

Part 1: Placing an Order with America To Go

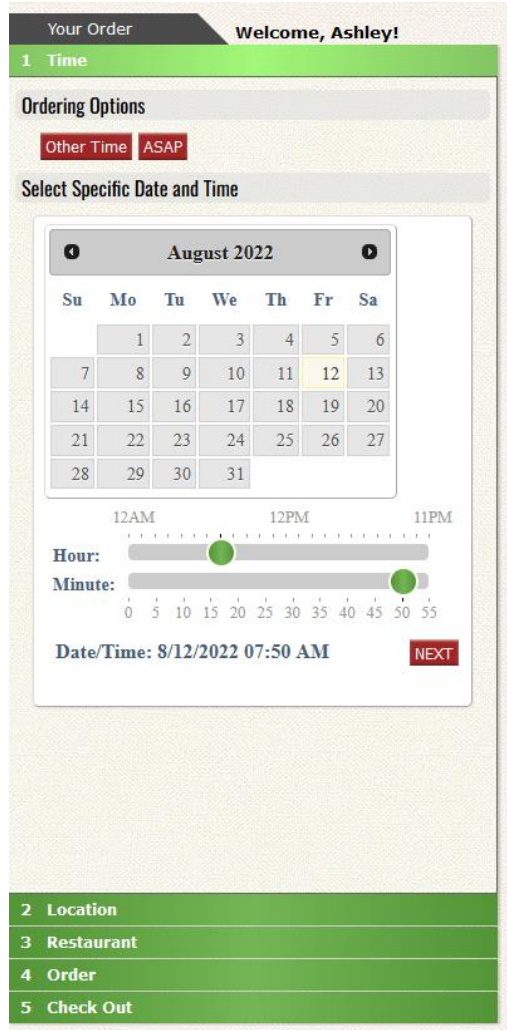
Step 1: Go to <https://www.americatogo.com/> and click “Sign In” in the top right. You will use your temporary password assigned by ATG Customer Service.



The screenshot shows the 'Sign In' page of the America To Go website. It features a white sign-in box with a light green border. At the top, the text 'Sign In' is displayed in a bold, dark font, followed by a horizontal line. Below this, there are two input fields: 'Email' and 'Password'. The 'Email' field is a simple white box with a light green border. The 'Password' field is a white box with a light green border and a small eye icon on the right side. Below the password field, there is a link that says 'Forgot your password?' in a light green font. At the bottom of the sign-in box, there is a large, solid green button with the text 'Sign In' in white. Below the button, there is a link that says 'Company is a member? Register' in a light green font.

Step 2: Once you log in, you will use the widget on the left side of the screen to begin your order selection.

1. Select the date and time you would like your meal.



The screenshot displays the 'Your Order' section with a welcome message 'Welcome, Ashley!'. The '1 Time' step is highlighted in green. Under 'Ordering Options', there are buttons for 'Other Time' and 'ASAP'. The 'Select Specific Date and Time' section features a calendar for August 2022, where the 12th is selected. Below the calendar, there are sliders for 'Hour' (set to 7) and 'Minute' (set to 50). The final selection is 'Date/Time: 8/12/2022 07:50 AM' with a 'NEXT' button. At the bottom, a green sidebar lists the next steps: '2 Location', '3 Restaurant', '4 Order', and '5 Check Out'.

Your Order **Welcome, Ashley!**

1 Time

Ordering Options

Other Time **ASAP**

Select Specific Date and Time

August 2022

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: 8/12/2022 07:50 AM **NEXT**

2 Location

3 Restaurant

4 Order

5 Check Out

2. **Select your location.** If you are located in the Main Hospital, use “1215 Lee Street, Charlottesville, VA 22903” as the address (this is the default address that should populate).

Leading with HEART

Once you narrow down the search, you can select the restaurant you wish to order from, and begin creating your online order by selecting “Order Now”.

For this example, we selected a taco bar from Guadalajara that serves 25 people, and have added it to the cart by selecting “Add to Order”

Taco Bar - 25 Servings **\$7.50**

(Priced Per Person, Serves 25 People) Taco bar contains chicken, beef, rice, lettuce, cheese and beans.

Minimum Servings: 25 **Add to Order**

Qty:

Choose One Tortilla:

☒ Hard Corn Tortilla

☐ Soft Flour Tortilla

Choose One Preparation:

☒ Beef

☐ Chicken

Special Instructions:

4. **Save your order:** Select “Save for Later” – ATG will hold your order up to two weeks. You will use this time to request a PO through E-pro.

New Order delivery ▼

Taco Bar (Make Your Own)

Taco Bar - 25 Servings, Hard Corn Tortilla, Beef **\$187.50 ×**

Subtotal 187.50

Tip

Total **\$187.50 ×**

Save For Later **Check Out**

ATG MESSAGE

Order Cart #11761 will be saved for two weeks. To retrieve this order, go to My Orders and select My Saved Orders.

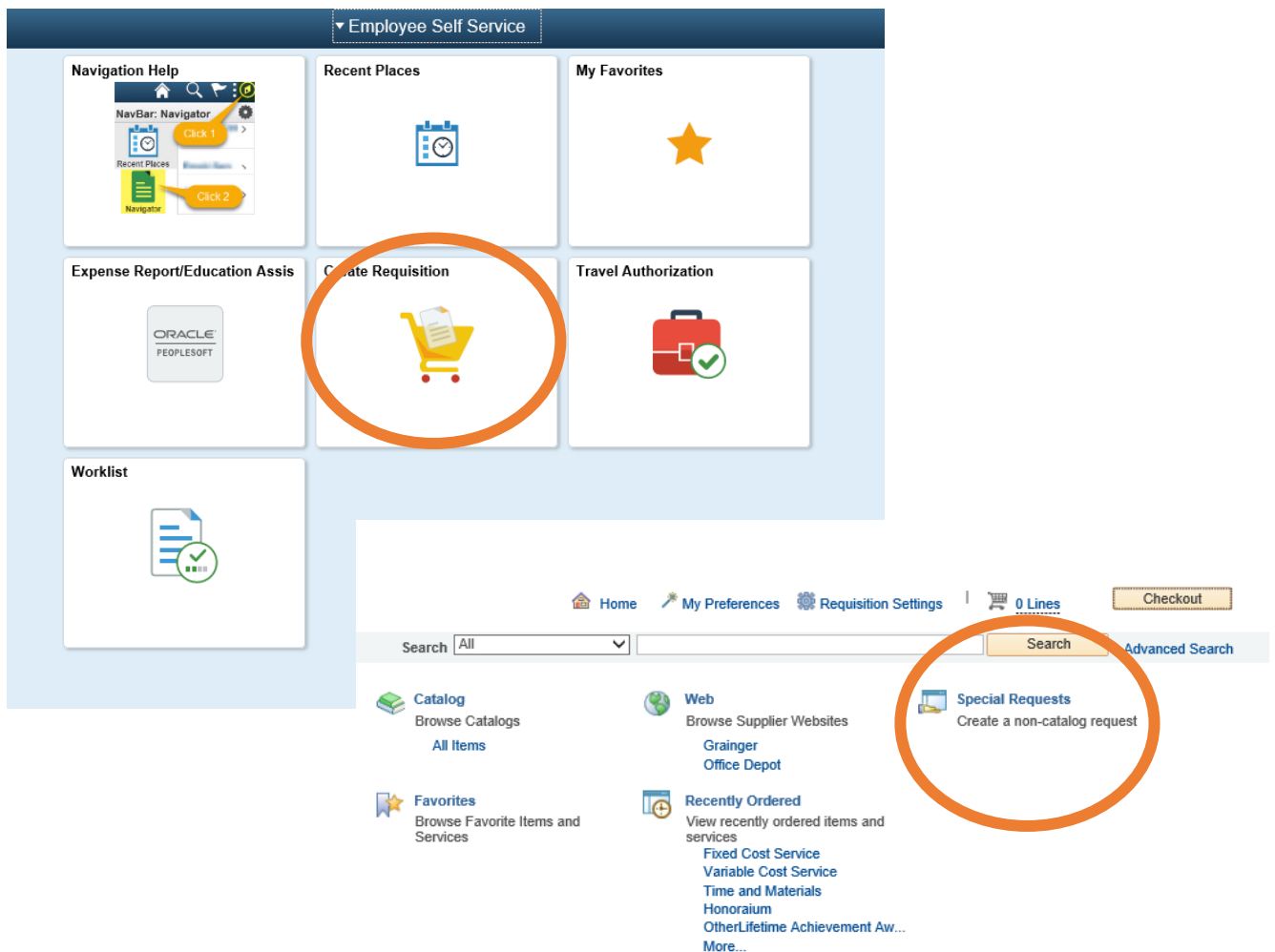
ok



Part 2: Obtaining a Purchase Order Number (PO #) through E-Pro

Step 1: Go to KnowledgeLink (<https://www.healthsystem.virginia.edu/klink/>) and locate the “Finance (ePro)” section. Click the link and use your UVA ID and Password to log-in.

Step 2: Use the “Create Requisition” widget, and select “Special Request”.



The screenshot displays the UVA Health E-Pro system interface. At the top, a dark blue header bar contains the text "Employee Self Service". Below this, the main content area is divided into several sections. On the left, there is a "Navigation Help" section with a "NavBar: Navigator" and a "Recent Places" section. In the center, there is a "Create Requisition" widget, which is highlighted with an orange circle. To the right of the "Create Requisition" widget is a "Travel Authorization" widget. Below the "Create Requisition" widget is a "Worklist" section. On the right side of the interface, there is a "Special Requests" section, which is also highlighted with an orange circle. This section contains the text "Create a non-catalog request". The bottom of the interface features a navigation bar with links for "Home", "My Preferences", "Requisition Settings", "0 Lines", and "Checkout". Below the navigation bar, there are several sections: "Catalog" (Browse Catalogs, All Items), "Web" (Browse Supplier Websites, Grainger, Office Depot), "Favorites" (Browse Favorite Items and Services), and "Recently Ordered" (View recently ordered items and services, Fixed Cost Service, Variable Cost Service, Time and Materials, Honorarium, OtherLifetime Achievement Aw..., More...).

Step 2: Complete the following line items:

- **Item Description** – Ex: “Lunch for 5W Team Meeting”
- **Price** – Ex: \$187.50
- **Quantity** – 1
- **Unit of Measure** – EA
- **Category** – MSC
- **Supplier ID** – 0000046438
- **Supplier Name** – AMERICA TO GO LLC (this will pre-populate when you enter the ID #)
- **New Medical Device?** No
- **Is this an Imaging Device?** No
- **Additional Information** – “I need a PO # for America To Go order please”

[Home](#)
[My Preferences](#)
[Requisition Settings](#)
|
 [0 Lines](#)
[Checkout](#)

Search All [Search](#) [Advanced Search](#)

Special Requests ?

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description	<input type="text" value="Lunch for 5W Team Meeting"/>		
*Price	<input type="text" value="187.50"/>	*Currency	<input type="text" value="USD"/>
*Quantity	<input type="text" value="1"/>	*Unit of Measure	<input type="text" value="EA"/>
*Category	<input type="text" value="MSC"/>	Due Date	<input type="text" value="08/18/2022"/>

Supplier

Supplier ID	<input type="text" value="0000046438"/>
Supplier Name	<input type="text" value="AMERICA TO GO LLC"/>
Supplier Item ID	<input type="text"/>

New Medical Device?

Is This an Imaging Device? Image device includes X-ray, ultrasound, Gamma, CT, MRI, etc

[Business Meal Certification Form](#)
[New Medical Device Request](#)

Additional Information

☐ Send to Supplier
 ☐ Show at Receipt
 ☐ Show at Voucher

Request New Item

☐ Request New Item
 A notification will be sent to a buyer regarding this new item request.

[Add to Cart](#)

Step 4: Add to Cart, then select “Checkout” in the top right.

Step 5: Add a Requisition Name in the top right (Ex: “Lunch for 5W Team Meeting”)

Step 6: If you wish to use your own departmental funds, then you are all set. Just scroll down and select “Save and Submit”. Your buyer will email you the PO number once it’s available, and you will move to **Part 3** of the job aid.

If you wish to use the central recognition funds (\$\$/FTE), you will need to select the grey arrow to the right of line 1, and expand the “Accounting Lines” by selecting the other grey arrow. Select the “Chartfields 2” tab, and change the department code to “2234”. Then select “Save and Submit”. Your buyer will email you the PO number once it’s available, and you will move to **Part 3** of the job aid.

Cart Summary: Total Amount 187.50 USD

Expand lines to review shipping and accounting details + Add More Items

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Del
1	Lunch for 5W Team Meeting		AMERICA TO GO LLC	1.0000	Each	187.5000	187.50	

Shipping Line 1

*Ship To NSDOCK

Address Medical Center Loading Dock
0 Lane Road
Charlottesville, VA 22908

Attention To Noguera, Ashley

Due Date 08/18/2022

Quantity 1.0000

Price 187.5000

Price Adjustment
Pegging Inquiry
Pegging Workbench

Accounting Lines

*Distribute By City

SpeedChart

Accounting Lines

Personalize | Find | View All | First 1

Chartfields1 Chartfields2 Chartfields3 Details Details 2 Asset Information Asset Information 2

Account	Acct	Oper Unit	Fund	Dept
5143	6422			2234

☐ Select All / Deselect All

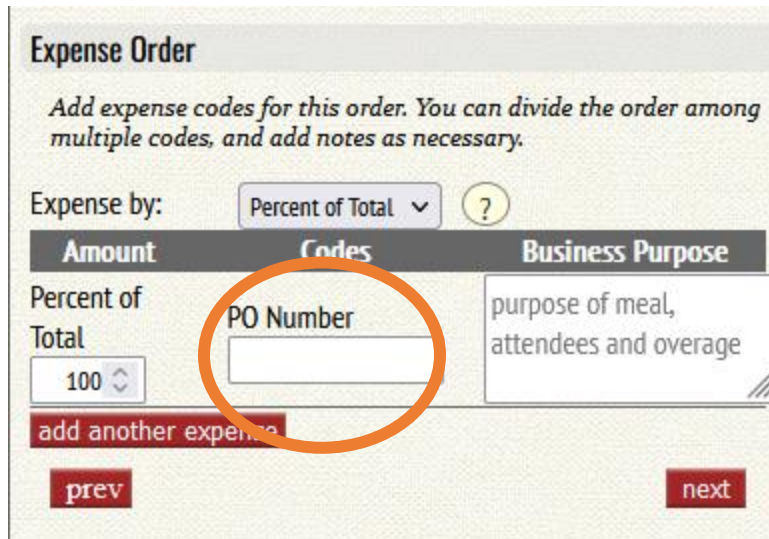
Select lines to: + Add to Favorites + Add to Template(s) Delete Selected

Part 3: Submitting the Purchase Order Number to America To Go

Once you have the PO number from your buyer via email, you will go back into your Saved Orders on America To Go <https://www.americatogo.com/>.

Step 1: Pull up your saved order, and go to the “Check Out” tab. You should see a pre-populated ATG approver email listed, and you will select “Next”

Step 2: Select the number of people you are feeding, and then select “Next”. On the next screen you will submit the PO Number, and click “Next” to review your order and include your cell phone number for delivery.



Expense Order

Add expense codes for this order. You can divide the order among multiple codes, and add notes as necessary.

Expense by: Percent of Total ?

Amount	Codes	Business Purpose
Percent of Total 100	PO Number <input type="text"/>	purpose of meal, attendees and overage

[add another expense](#)

[prev](#) [next](#)

Step 3: Ensure all the information you submitted for the order is correct, and select “Submit Now” to place your order.



Send the Order

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

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

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

For questions regarding ordering through America To Go, please email AskHR@virginia.edu.