

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

Updated April 2024

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](mailto: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](#)

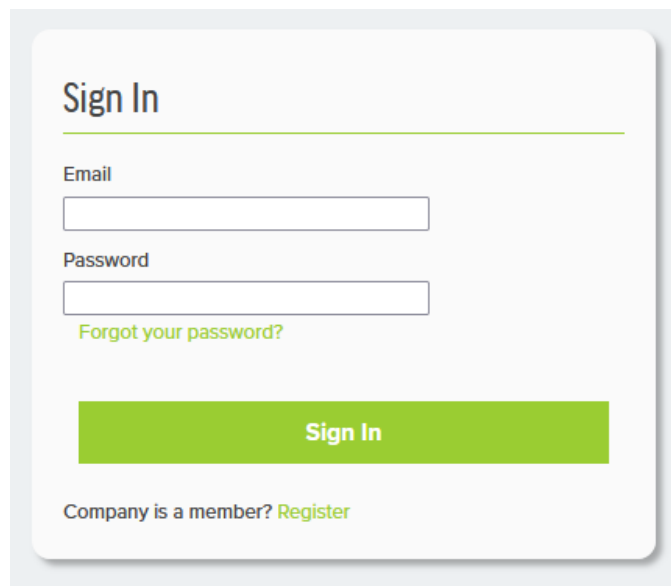
[Part 2: Obtaining a Purchase Order Number \(PO #\) through E-Pro](#)

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

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## 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.

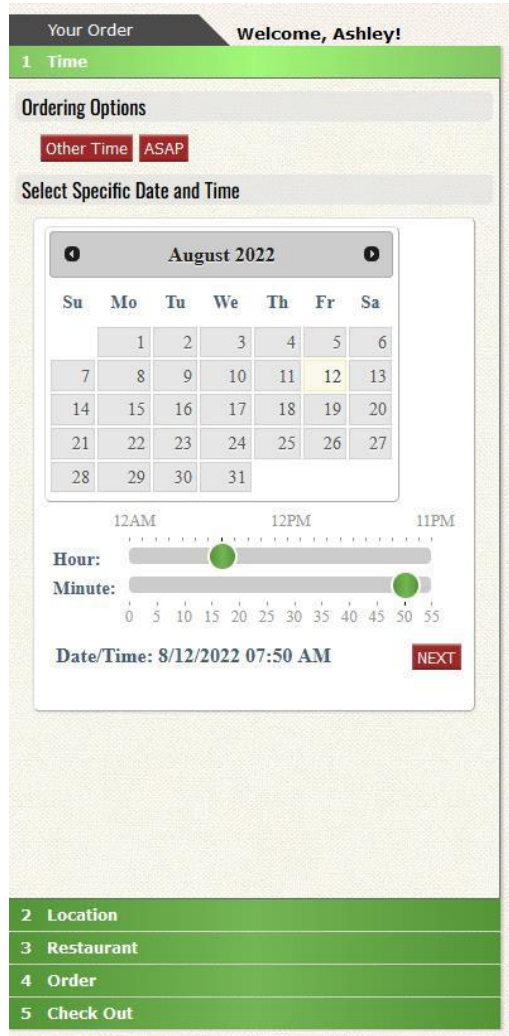


The screenshot shows a "Sign In" form with the following elements:

- Sign In** title
- Email** label above a text input field
- Password** label above a text input field
- [Forgot your password?](#) link below the password field
- Sign In** button
- Company is a member? [Register](#)** link at the bottom

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 a mobile application interface for ordering. At the top, it says "Your Order" and "Welcome, Ashley!". Below this is a green bar with the number "1" and the word "Time". Underneath is a section titled "Ordering Options" with two buttons: "Other Time" and "ASAP". The main section is titled "Select Specific Date and Time" and contains a calendar for August 2022. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates. The date 8/12/2022 is selected. Below the calendar are two sliders for "Hour" and "Minute". The "Hour" slider is set to 7 and the "Minute" slider is set to 50. Below the sliders, it displays "Date/Time: 8/12/2022 07:50 AM" and a "NEXT" button. At the bottom of the screen, there is a vertical list of steps: "2 Location", "3 Restaurant", "4 Order", and "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).

3. Select your Restaurant. You will want to ensure there is a check box on “delivers to you” to identify all restaurants that will deliver to your location.

Your Order **Welcome, Ashley!**

**1 Time** Thu, Sep 15 at 12:30pm

**2 Location** 22903

**3 Restaurant** 64 local restaurants match

**Hours** open Thu, Sep 15 at 12:30pm 68

**Filter by name** search vendor names

**Services**

- dine in 23
- catering 67
- no fee 22
- pickup 6
- custom catering 12
- delivers to you 75
- full-service 3

**Features**

- african 1
- burgers 3
- chinese 4
- indian 3
- japanese 2
- late night 4
- middle eastern 4
- SAME DAY 20
- thai 1
- vietnamese 1
- american 51
- cakes 1
- french 6
- international 19
- korean 1
- mediterranean 11
- other 8
- spanish 2
- vegan 3
- wine 1
- catering 2
- gluten-free 3
- italian 14
- kosher 1
- mexican 7
- pizza 8
- SWaM 18
- vegetarian 1
- Zero Waste 16

**Prices**

- no price rating 31
- \$ 28
- \$\$ 18
- \$\$\$
- \$\$\$\$

**Ratings**

- no rating 11
- 1+ stars
- 2+ stars 6
- 3+ stars 21
- 4+ stars 33
- 5+ stars 4

**Items** search across all menus

**Minimum Order** any minimum

**Lead Time** any lead time

**4 Order**

**5 Check Out**

64 matching restaurants

sort by: Name view: More Detail

 <b>APimento Catering</b> 1304 East Market Street catering 4.5 (19) Reviews on yelp	 <b>Afghan Kabob Palace</b> 400 Emmet Street North catering 4.5 (194) Reviews on yelp	 <b>Afghan Palace Kabob Palace</b> 400 Emmet Street North catering 4.5 (194) Reviews on yelp	 <b>AI Carbon Ch</b> 1875 Seminole Trail catering 4.5 (552) Reviews on yelp
 <b>Anderson's Catering</b> 7256 Hatfield Acres Lane catering 4.5 (148) Reviews on yelp	 <b>Auntie Anne's</b> 104 14th Street, NW, Suite 1 catering 4.5 (3) Reviews on yelp	 <b>Avocado: A Creative...</b> 1700 East Main Street catering 4.5 (101) Reviews on yelp	 <b>Beer Run</b> 156 Carlton Road catering 4.5 (276) Reviews on yelp
 <b>Bellair Market</b> 2401 Ivy Road catering 4.5 (148) Reviews on yelp	 <b>Boylan Heights</b> 102 14th Street, NW catering 4.5 (199) Reviews on yelp	 <b>C'ville Coffee Catering</b> 1301 Harris Street catering 4.5 (101) Reviews on yelp	 <b>Carpe Donut</b> 1715 Allied Lane catering 4.5 (48) Reviews on yelp
 <b>Croby's Urban Viddles</b> 32 Mill Creek Drive catering 4.5 (495) Reviews on yelp	 <b>DaH Catering</b> 218 West Market Street catering 4.5 (17) Reviews on yelp	 <b>Domino's Pizza -5th...</b> 1147 5th Street SW catering 4.5 (7) Reviews on yelp	 <b>Duck Donuts</b> 2075 Bond Street catering 4.5 (211) Reviews on yelp
 <b>Eric Stamer Catering</b> 19 East Frederick Street catering 4.5 (83) Reviews on yelp	 <b>Extreme Pizza</b> 335 Merchant Walk Square... catering 4.5 (48) Reviews on yelp	 <b>Feast Catering</b> 416 West Main Street catering 4.5 (174) Reviews on yelp	 <b>Firehouse Subs</b> 2206 Fontaine Avenue catering 4.5 (343) Reviews on yelp
 <b>Fuzzy's Taco Shop</b> 435 Merchant Walk Square, ... catering 4.5 (132) Reviews on yelp	 <b>Glorious Foods Cate...</b> 1709 Allied Lane catering 4.5 (17) Reviews on yelp	 <b>Great Harvest Bread...</b> 1701 Allied Lane catering 4.5 (83) Reviews on yelp	 <b>Guadalajara</b> 2206 Fontaine Avenue catering 4.5 (79) Reviews on yelp
 <b>Hank's Barbecue an...</b> 49 Bloomer Springs Road catering 4.5 (403) Reviews on yelp	 <b>Harvest Moon Catering</b> 3352 Berkmar Dr catering 4.5 (152) Reviews on yelp	 <b>Ivy Provisions Catering</b> 2206 Ivy Road catering 4.5 (152) Reviews on yelp	 <b>Jersey Mikes</b> 2040 Abbey Rd, Suite catering 4.5 (27) Reviews on yelp
 <b>Kona Ice</b> 47 Mill Ln catering 4.5 (36) Reviews on yelp	 <b>L'Etoile Custom Cate...</b> 5857 Jarman's Gap Road catering 4.5 (36) Reviews on yelp	 <b>Lucky Blue's</b> 223 West Main Street catering 4.5 (22) Reviews on yelp	 <b>Marco's Pizza</b> 930 Olympia Drive, S... catering 4.5 (19) Reviews on yelp
 <b>Mel's Cafe</b> 719 West Main Street catering 4.5 (351) Reviews on yelp	 <b>Mellow Mushroom C...</b> 1321 West Main Street catering 4.5 (283) Reviews on yelp	 <b>Mezeh Mediterranean...</b> 2015 Bond Street catering 4.5 (196) Reviews on yelp	 <b>Milan Indian</b> 1817 Emmet Street catering 4.5 (320) Reviews on yelp
 <b>Mission BBQ</b> 3912 Lenox Avenue catering 4.5 (210) Reviews on yelp	 <b>Mochiko Cville</b> 365 Merchant Walk Square ... catering 4.5 (118) Reviews on yelp	 <b>Moe's Original Bar-B...</b> 2119 Ivy Road catering 4.5 (114) Reviews on yelp	 <b>Mona Lisa Pa</b> 921 Preston Avenue catering 4.5 (45) Reviews on yelp
 <b>Orzo Kitchen and Wi...</b> 416 West Main Street catering 4.5 (289) Reviews on yelp	 <b>Panera Bread #4427</b> 1121 Emmet Street North catering 4.5 (76) Reviews on yelp	 <b>Papa Johns - (PJ 760)</b> 2171 Ivy Road, Suite 1 catering 4.5 (21) Reviews on yelp	 <b>Potbelly Sandwich Works</b> 853 West Main Street catering 4.5 (21) Reviews on yelp
 <b>Qdoba - C'ville</b> 3918 Lenox Avenue catering 4.5 (21) Reviews on yelp	 <b>Red Hub Food Co. C...</b> 202 10th Street NW catering 4.5 (101) Reviews on yelp	 <b>Roots Natural Kitchen</b> 1400 Wertland Street catering 4.5 (296) Reviews on yelp	 <b>Sandy Motley</b> 1701 Allied Street, Su... catering 4.5 (17) Reviews on yelp
 <b>Sticks Kebob Shop</b> 917 A Preston Avenue catering 4.5 (102) Reviews on yelp	 <b>Take it Away Catering</b> 115 Ellewood Avenue catering 4.5 (140) Reviews on yelp	 <b>Take it Away Sandw...</b> 115 Ellewood Avenue catering 4.5 (140) Reviews on yelp	 <b>The Barbequ</b> 102 Martinsburg Aven... catering 4.5 (556) Reviews on yelp

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:

Take a screenshot of your order to include later in the requisition (Part 2)

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 ×

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Subtotal 187.50

Tip

Total \$187.50 ×

**Save For Later** **Check Out**

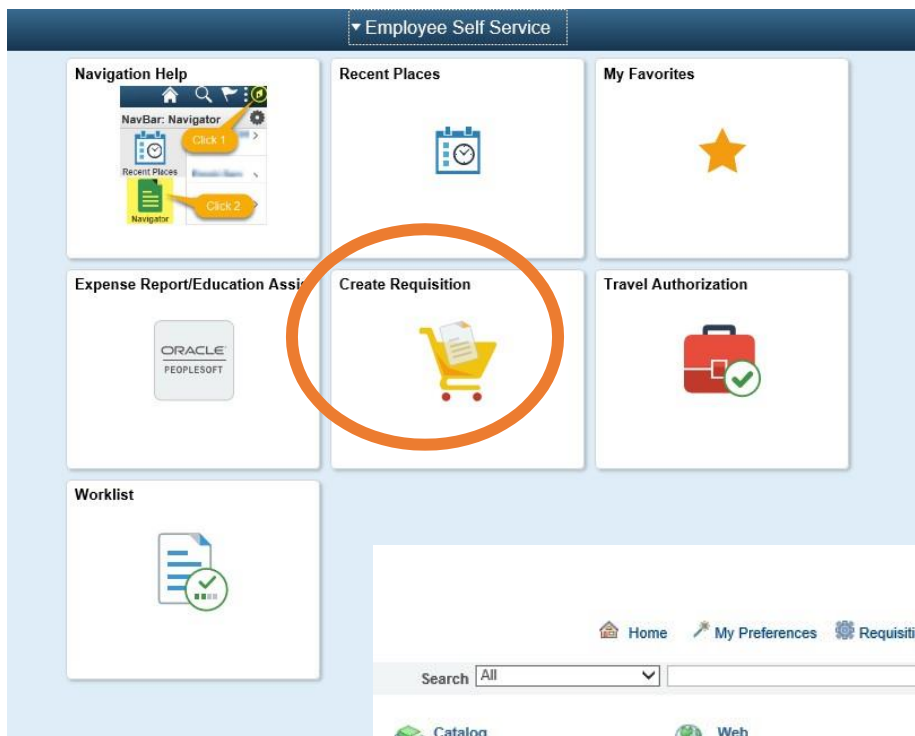
**ATG MESSAGE**

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

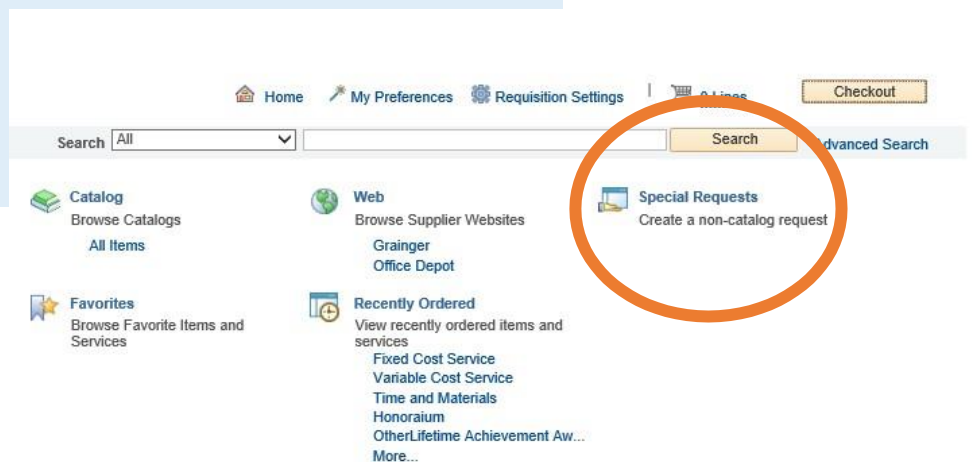


## Part 2: Obtaining a Purchase Order Number (PO #) through E-Pro

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”.



Step 2: Complete the following line items:

- *Item Description* – Catering/Food-Operating (this will pre-populate when you select the Category)
- *Price* – Ex: \$187.50
- *Quantity* – 1
- *Unit of Measure* – EA
- *Category* – DMNDPAY\_FOOD
- *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”

**Special Requests** 

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

**Item Details**

*Description	Catering/Food-Operating	*Currency	USD
*Price	187.50	*Unit of Measure	EA
*Quantity	1	Due Date	12/12/2022
*Category	DMNDPAY_FOOD		

**Supplier**

Supplier ID	0000046438
Supplier Name	AMERICA TO GO LLC
Supplier Item ID	

New Medical Device?	No	<a href="#">Business Meal Certification Form</a>
Is This an Imaging Device?	No	<a href="#">New Medical Device Request</a>
Image device includes X-ray, ultrasound, Gamma, CT, MRI, etc		

**Additional Information**

I need a PO # for America To Go order please

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

Step 4: Add a Requisition Name in the top right (Ex: “Lunch for 5W Team Meeting”)

Step 5: Add the screenshot you took of your order in ATG during Part 1 as an attachment in the Comments section (Comments→Add)

Step 6: Write in the comments section “I need a PO # for America To Go order please”

Step 7: 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

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Catering/Food-Operating		AMERICA TO GO LLC	1.0000	Each	187.5000	187.50		Add	

Shipping Line 1

\*Ship To: NSDOCK29

Address: UVA Health, 4257 Seminole Trail, 29 Recv Dock for NS Deliveries, Charlottesville, VA 22911

Attention To: Bourne, Tamara

Due Date: 05/02/2023

Accounting Lines

Distribute By: City SpeedChart

Account	Alt	Oper Unit	Fund	Dept
5055	6442			2234

Select All / Deselect All    Select lines to:    Add to Favorites    Add to Template(s)    Delete Selected

Total Amount 187.50 USD

**Requisition Comments**

Enter requisition comments

I need a PO # for America To Go order please

Send to Supplier     Show at Receipt     Shown at Voucher

**Approval Justification**

Enter approval justification for this requisition

Save & submit    Save for Later    Add More Items    Preview Approvals

## 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. Enter your supervisor’s email in the “Approver Email” section, and you will select “Next”



**AMERICATOGO**

Your Order **Welcome, Tamara!**

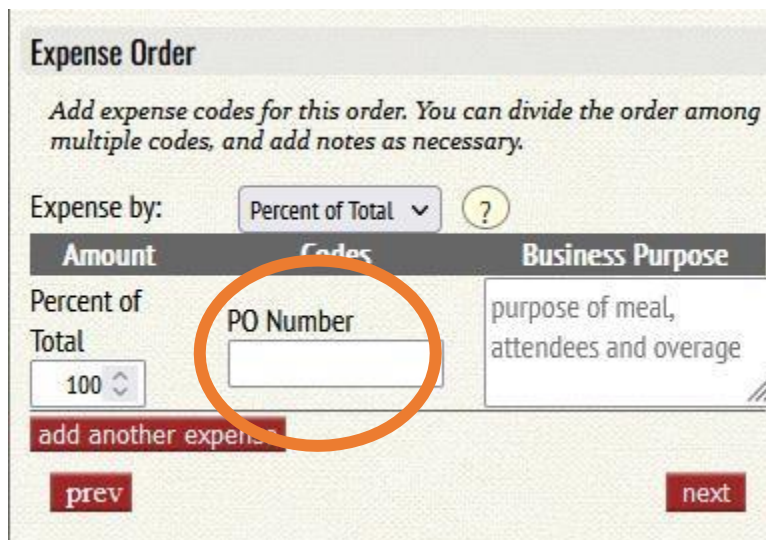
1 Time	Mon, Dec 5 at 5:30pm
2 Location	5 West
3 Restaurant	Guadalajara
4 Order	\$187.50
5 Check Out	

Enter your approver's email address.

approver email

**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 you received from your UVA Buyer and for “Business Purpose” you will include the reason for the meal and the names of the UVA Team Members who will be partaking in the business meal. Then, 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:  ?

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

**add another expense**

**prev** **next**





Step 3: Instructions for Delivery: “Deliver to UVA Loading Dock” and enter a cell phone number for whom the delivery driver can call when they arrive.



**AMERICATOGO**

Your Order **Welcome, Tamara!**

1 Time	Mon, Dec 5 at 5:30pm
2 Location	5 West
3 Restaurant	Guadalajara
4 Order	\$187.50
5 Check Out	

**Instructions for Delivery**

*Use this space to provide any special instructions that you feel are needed to fulfill your order.*

Instructions

cell number for delivery

**prev** **next**

Step 4: Ensure all the information you submitted for the order is correct, and select “Submit Now” to place your order. You will receive an email copy of your order confirmation.



**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**.*

**submit now**

**prev**

For questions regarding ordering through America To Go, please email [AskHR@virginia.edu](mailto:AskHR@virginia.edu).