Before We Start

- The presentation will be recorded. All event participants and registrants will receive an email with a link to the recording. The recording will also be available on the Purchase, Pay & Travel website following the session.

- All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.

- Enter any questions you have into the chat feature of Zoom throughout the presentation, and we will address them when time permits.
Ordering from America To Go

University of Pittsburgh
On Today's Call

- America To Go
  - Holly Sirois, Account Manager
  - Vivian Bordon, Account Manager

- University of Pittsburgh
  - Melissa Andreychek, Sourcing Specialist, Strategic Sourcing
  - Jennifer Barnes, Supplier Sustainability & Diversity Coordinator, Purchasing Services
Meet America To Go

• America To Go (ATG) improves the way institutions manage catering and food ordering - reducing costs and risk, increasing compliance, and streamlining invoicing

• ATG connects users to a network of approved caterers and restaurants on a single customized platform, allowing them to conveniently create catering orders, all supported by 24/7 customer service
Benefits of Using ATG

- User-friendly interface
- Customer service and account management
- Ensures vendors meet Pitt’s insurance requirements
- Automates tipping and tax-exempt policies
- Provides transparency for delivery and service fees
- Maintains consistency with pricing
- Supports campus supplier diversity initiatives
New Pitt Diverse Spend Goals

- In FY20, Purchasing Services updated Pitt's goal for diverse spend. Our goal has been to spend at least 10% of eligible non-construction spend with diverse suppliers and we had exceeded that goal for the previous three fiscal years.

- The process to create the updates included meeting with each RC and stakeholders.

- Catering and restaurant purchases was identified as a major opportunity area for buyers at Pitt to help achieve this goal.

<table>
<thead>
<tr>
<th>FY25 Diverse Spend Goal</th>
<th>FY25 Black-Owned Spend Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>5.5%</td>
</tr>
</tbody>
</table>
Vendors

• Primary catering – Pitt Catering Co. (Compass)
• 13 diverse local vendors and growing
• Enables the University to address almost any strategic priority, including supporting diverse local vendors and sustainability initiatives.
Benefits of ATG Site

- Automated order confirmations
- View copies of past orders in My Orders
- Manage current and pending orders from My Orders
- Save favorite menus
- Tag favorite caterers
- Automated survey feature for post-delivery feedback
- Live Customer Service support by phone or email
Checking Out

- When you assign an account code to the order, you must use sub code 6301.

- The order will follow standard workflow approval. Follow up with the approver, based on the urgency of your order.

- For changes to orders, the Buyer that originated the order must correct the PO amount in the PantherExpress System using the Create Change Request feature.

- List of attendees for the event is still required. Use the Attachments feature in the PantherExpress System to attach a copy of an attendees list to the Purchase Order.
Need Help?

• For assistance with a specific order to questions regarding the ordering process, contact ATG Customer Service
  • Phone: 866-ATG-TOGO or 212-790-9587
  • Email: customerservice@americatogo.com

• Visit the Purchase, Pay & Travel website: ppt.pitt.edu

• For assistance with PantherExpress System questions, contact Purchase, Pay & Travel Customer Service online or by Phone: 412-624-3578 (4-3578 or “HELPU”)
Questions & Answers
Coming Up

• Future dates for additional virtual training sessions are under consideration. We will share information via email, if so.

• We're planning an exclusive, invite-only vendor tasting that will be held on campus this summer. Attendees from these training sessions will be entered into a drawing for a chance to attend the tasting.
Thank You!