WELCOME!
Today’s Topics

• What’s New with America To Go (ATG)?
• Upcoming Improvements and Changes to the Program
• What Can I Do Now?
• Contacts
• Questions & Answers
• Aligns campus food and drink sales with the growing science about the negative impact of excess sugar consumption on health

• UCSF among more than 30 health systems nationwide that have begun to eliminate the sale of sugary beverages.

• UCSF community and visitors will be able to bring sodas or other sugary drinks with them to campus, but will only be able to purchase healthy beverages.

• UCSF Living Well at UCSF Healthy Beverage Initiative: http://livingwell.ucsf.edu/programs/healthy_beverage_initiative
• UCSF’s sustainable food practices and spend must meet UCOP System-wide Sustainable Policy of 20% sustainable food spend by 2020.

• UC System-wide Policy on Sustainable Practices solid waste goal of zero waste by 2020. Move towards compostable items:

• UCOP Policy:  

• UCSF Sustainability:  
  [http://sustainability.ucsf.edu/](http://sustainability.ucsf.edu/)
• Must meet IRS regulations governing UC business expenses outlined by University policy and procedures (BUS 79)

• UCOP, Risk, and Environmental Health and Safety Requirements:
  • Caterer insurance
  • Health Permits
  • Fair Wages
  • Other

• Federal and/or state Funding restrictions

• Entertainment expenses have set documentation requirements.
Healthy Beverages

America To Go!

UCOP Policy Compliance

Sustainability
Increased Efficiency

Faster order turn-around times:
• Approval process automated in BearBuy
• Cost per person calculated within ATG
• Order confirmations emailed

Faster caterer payment:
• Invoices sent directly to BearBuy
• Eliminates the need for paper invoices
• Meeting & Entertainment approval process is automated

Continuously adding caterers to provide variety. Current caterers include:

<table>
<thead>
<tr>
<th>Amici’s East Coast Pizzeria-King</th>
<th>Cardel Catering LLC</th>
<th>James Standfield Catering</th>
<th>Sheng Kee Bakery Catering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amici’s East Coast Pizzeria-Lombard</td>
<td>Carmelina’s Cafe Catering</td>
<td>Kasa Indian Eatery</td>
<td>Subway - Mission Bay</td>
</tr>
<tr>
<td>Aroma Buena Catering</td>
<td>Carmelina’s Taqueria Catering</td>
<td>La Mediterranee</td>
<td>Subway - Parnassus</td>
</tr>
<tr>
<td>Aurora Catering</td>
<td>Dagwood &amp; Scoops Catering</td>
<td>May Lee Restaurant</td>
<td>Swanky Catering and Events</td>
</tr>
<tr>
<td>Bamboo Chinese Restaurant</td>
<td>Darn Good Food</td>
<td>May Lee Restaurant Catering</td>
<td>Taboun</td>
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<tr>
<td>Bamboo Restaurant Catering</td>
<td>Day Darmet Catering, Inc.</td>
<td>Oda Catering</td>
<td>Taboun Catering</td>
</tr>
<tr>
<td>Barbara Llewellyn Catering &amp; Events</td>
<td>Delicious! Catering</td>
<td>Palio Cafe</td>
<td>Taqueria Los Gallos Catering</td>
</tr>
<tr>
<td>Breaking Bread Catering</td>
<td>Extreme Pizza – Fillmore</td>
<td>Panda Express</td>
<td>The Plant Cafe Organic Catering</td>
</tr>
<tr>
<td>Cafe 24</td>
<td>Extreme Pizza - Folsom</td>
<td>Peasant Pies Cafe+Catering</td>
<td>The View Café</td>
</tr>
<tr>
<td>Cafe Bellini</td>
<td>Focaccia Market and Bakery Catering</td>
<td>Publicico Urban Taqueria</td>
<td>Toast Catering &amp; Event Management</td>
</tr>
<tr>
<td>Caffe Terzetto Catering</td>
<td>Jamba Juice Catering</td>
<td>Rolling Out Catering</td>
<td>Vive La Tarte</td>
</tr>
</tbody>
</table>
Summary- Why America To Go?

• America To Go provides an automated process for ordering and paying for catering from frequently used caterers

• America To Go ensure caterers in the Punch-out have proper insurance and health permits on file

• In addition, ATG facilitates conversations with our caterers to obtain agreement to support and comply with University initiatives and policies on sustainability and health

• ATG helps us control/cap costs such as tips and service fees

• ATG also gives access for small, diverse, local caterers to UCSF business
Managed Catering Program Update

USABILITY ENHANCEMENT SINCE GO LIVE
Improvements – Simplified Landing Page

• Simplified landing page
(all caterers accessible from one page)
### Improvements – Added Hover Over Caterer Preview

- **Simplified landing page**  
  (all caterers accessible from one page)

- **Added hover over caterer preview**
Improvements – Expanded Caterer/Restaurant Info

- Simplified landing page (all caterers accessible from one page)
- Added hover over caterer preview
- Expanded Caterer/Restaurant information now available (maps, coverage, etc).

James Standfield Catering

Please allow 2 days notice for catering.

James Standfield Catering is a reputable full service catering company. We have over 10 years experience servicing San Francisco and the greater Bay Area. We offer an extensive menu of delectable food items to meet every appetite need.

All of our ingredients come from the freshest and finest local vendors. Our service includes a professional display of all meals. Our accommodating staff can help you create a memorable event by helping to set-up, decorate and clean-up any event or special occasion.

James Standfield Catering will work with you to customize and make your event successful.

Weekend delivery is also available. Please call to arrange. The Minimum Order on Weekends may be higher.

425 Littlefield Avenue
South San Francisco, CA 94080
phone: (650) 583-3180
alt. phone: (650) 583-8639
alt. fax: (650) 583-3023

Hours
M-Su: 8am to 7pm

(minimum for delivery $150)

Price $$$$$
Improvements – Interactive Menus

- Simplified landing page (all caterers accessible from one page)
- Added hover over caterer preview
- Expanded Caterer/Restaurant information now available (maps, coverage, etc).
- Interactive Menus
Improvements – Updated Receipts

• Simplified landing page (all caterers accessible from one page)

• Added hover over caterer preview

• Expanded Caterer/Restaurant information now available (maps, coverage, etc).

• Interactive Menus

• Updated Receipts (Look & Feel)
Improvements – Order History Available

- Simplified landing page (all caterers accessible from one page)
- Added hover over caterer preview
- Expanded Caterer/Restaurant information now available (maps, coverage, etc).
- Interactive Menus
- Updated Receipts (Look & Feel)
- Order History Available in Punch-out
Managed Catering Program Update

UPCOMING PROGRAM IMPROVEMENTS AND CHANGES
Continue to Increase Process Efficiency

• Further increase process efficiency by reducing processing time in both departments and central units

• Using America To Go, we can achieve further efficiency by:
  o Eliminating need to complete a BearBuy Meeting & Entertainment Payment Request Form
  o Eliminating need to obtain insurance and health permits by departments for every order
  o Enabling electronic ordering and payment processes
Communication to Caterers

America To Go and Supply chain Management have been working closely to inform all our caterers of the upcoming changes.

Letters were sent to all caterers (ATG and non-ATG) as early as August 2015 notifying them of upcoming changes to begin December 1st.

America To Go is continually engaging with and adding new caterers in BearBuy.

If you have a preferred caterer, contact BearBuy@ucsf.edu to request adding them to ATG in BearBuy.

Note: Caterers are required to meet the University’s minimum requirements in order to participate with America To Go.
# Upcoming Changes

Communication has gone out to departments notifying them to use America To Go (ATG) beginning December 1, 2015

<table>
<thead>
<tr>
<th>Beginning</th>
<th>Current non-ATG Caterers</th>
<th>Current ATG Caterers</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1</td>
<td></td>
<td>No new orders outside of ATG Punch-out</td>
</tr>
<tr>
<td>January 1</td>
<td>No new orders outside ATG</td>
<td></td>
</tr>
<tr>
<td>February 1</td>
<td>All payments to catering suppliers no longer facilitated outside ATG</td>
<td></td>
</tr>
</tbody>
</table>

When requesting for an offsite event that requires a contract, use the BearBuy Facilities Rental Form  
- Example: conference hall rentals, bulk hotel room bookings for a conference, booking restaurants for catered events at an offsite facility, etc.

*Note: On-Campus orders placed through Moffitt Catering are not affected*
ATG Step-by-Step Ordering Process

Scenario:
• You need to place a catering order for an upcoming event

Once logged into BearBuy:
1. Select the America To Go Punch-out sticker
2. Select a delivery/pick-up time and date
3. Select a campus location
4. From the available caterer options, select the caterer sticker that best fits your catering needs
5. Add items to order and modify (if needed). Include tip if desired
6. Enter expense (entertainment) information
7. Review order and information entered
8. Submit order in ATG → Adds ATG catering order to your active BearBuy cart

Links:
• Quick reference guide available at: http://supplychain.ucsf.edu/america-go
# Post Event Process

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Non-ATG Caterers</th>
<th>ATG Caterers</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1, 2015</td>
<td><strong>Shoppers/Requesters:</strong>&lt;br&gt;- Complete the BearBuy Meeting &amp; Entertainment Payment Request Form&lt;br&gt;- Attach supporting documentation (BUS79)&lt;br&gt;<strong>AP Processors Reviewing Payment</strong>&lt;br&gt;- Process payments for outstanding non-ATG catering invoices&lt;br&gt;- Notify user through a comment on the invoice to use the ATG for future catering orders</td>
<td><strong>Shoppers/Requesters:</strong>&lt;br&gt;- Shops ATG Punch-out&lt;br&gt;- Must select a past event date (back date)&lt;br&gt;- Attaches quote and additional entertainment documentation to the BearBuy cart (if applicable)</td>
</tr>
<tr>
<td>January 1, 2016</td>
<td><strong>P-Card Holders</strong>&lt;br&gt;- Details to follow</td>
<td><strong>P-Card Holders</strong>&lt;br&gt;- Can no longer use p-card to purchase or pay for on-campus catering</td>
</tr>
<tr>
<td>February 1, 2016</td>
<td><strong>Shoppers/Requesters:</strong>&lt;br&gt;- Can no longer facilitate payments for non-ATG catering invoices.</td>
<td></td>
</tr>
</tbody>
</table>
Post Event Step-by-Step Process - ATG Caterers

Scenario:
• You placed an order directly with an ATG caterer (not through the BearBuy ATG Punch-out), and
• The caterer has stated that your order is available in ATG as a custom order listed under your initials and date of event

Once logged into BearBuy:
1. Select the America To Go Punch-out sticker
2. Select actual date of the past event and time (CRITICAL)
3. Select a campus location
4. Expand Caterer menu in question and navigate to the Custom Order menu header
5. Add custom order (Naming convention – Staff Initial + Event Date)
6. Enter expense (entertainment) information
7. Review order and information entered
8. Submit order in ATG → Adds ATG catering order to your active BearBuy cart

Links:
• Job Aid: http://tinyurl.com/ucsfatgqrf
How Can You Help with the Managed Catering Program?

Start using America To Go today

Help spread the word

Reach out to your favorite caterers and encourage them to sign up!
RESOURCES & SUPPORT
Contacts

Order related questions: America To Go
  • 24x7 Customer Support
  • 1-866-284-8646

All other questions: Supply Chain Management
  • E-Mail: BearBuy@ucsf.edu
Additional Resources

America To Go Frequently Asked Questions
  • http://supplychain.ucsf.edu/america-go-faqs

BearBuy Newsletter signup:
  • http://bit.ly/UCSFBearBuyNewsletter

Controller’s Office Newsletter signup:
  • http://controller.ucsf.edu/newsletter/newsletter_031114.asp#how_sign_up_mail_list

Business 79, Meetings and Entertainment Policy:
  • http://policy.ucop.edu/doc/3420364/BFB-BUS-79

BearBuy Training Materials:
  • http://supplychain.ucsf.edu/training
Questions?