IDUNC FINANCE AND OPERATIONS Finance

Panera Bread Catering: Using a P-Card with MyPanera Account

UNC Purchasing enables campus users to add a P-Card to a MyPanera Account to order catering for campus and departmental events. This allows you to review previous orders and to earn rewards on each purchase.

Note: All coupons and rewards must be used for UNC-CH purchases only and not for personal use. It is recommended that departments set up a MyPanera Account for their orders.

Creating a MyPanera Account and Adding a P-Card

- 1. Open an internet browser and navigate to https://catering.panerabread.com
- Click Register. If your department already has a MyPanera Account, click Sign In. (*Image 1*)
- 3. Enter your email, password, name and address for your departmental MyPanera Account
- 4. Click Create Account
- 5. On the welcome page, click My Account (Image 2)
- 6. Click My Account Info (Image 2)
- 7. Upload the UNC-CH Tax Exempt Letter to your account at the bottom of the **My Account Info** page (*Image 3*)
- 8. Click My Addresses
- 9. Verify your addresses are correct
- 10. Click My Payment Methods
- 11. Click Add Credit Cards (Image 4)
- 12. Enter the P-Card number and expiration date
- 13. Enter a Card Nickname to identify your P-Card
- 14. Click Save
- 15. Select your default credit card (Image 4)
- **16**. Click the Panera Bread icon in the upper left to return to the welcome page

Tips for MyPanera Accounts

Keep a physical record of your username (email) and password securely in your desk.

When leaving for a new position, transfer the MyPanera Account to a new user within the department by clicking **My Account** then **My Account Info**. Replace your name and email with the new user's information.



Image 1 Panera Catering Home

б Талега		Panera Bread	Ordering Help Reward Dollars 50.00 Browse Our Menu G	My Account Info My Account Info My Addresses My Phone Numbers My Phone Numbers
	Welcome Alex Start a new order		You Vig Parents # 6201510992940	My Orders My Cafes My Notifications My Rewards
IOI From Our Menu >	From Past Orders >	From Popular Bunches >	EARN A 520 RET for every \$500 you spend or 50.00 spent My Paners 1 F	AARD catering orders \$500.00 to go

Image 2	Panera	Catering	Welcome	Page	

Uplo	ad Tax Exem	pt Document	
* Sele	ct or Drop File		
* Select	State		
Selec	t State 🔹		
			Update
Your	Fax Exempt Do	cuments	

Image 3 My Account Info Tax Exempt

My Credit Cards		Add Credit Card
UNC Finance P-Card Sample MAST 4502 Exp 02/20		
ODefault Credit Card	Edit	Delete
UNC P-CARD TEST VISA 7699 Exp 06/21		9 0001 0100 1 0 401 0 101 0 0 0 0 1 0 1
Default Credit Card	Edit	Delete

Image 4 My Payment Methods

Placing a New Catering Order

- 1. Open an internet browser and navigate to <u>https://catering.panerabread.com</u>
- 2. Click Sign In
- 3. Sign in with your department email and password
- 4. Click From Our Menu
- 5. Select Delivery or Pickup

Note: There is no delivery charge for pickup orders

- For Pickup, select the closest Panera Bread Café and pickup time
- 7. For **Delivery**, select your delivery address and delivery time including any necessary instructions for the driver
- 8. Select your desired menu items from the Panera Catering menu for the cheapest price
- 9. Customize your order as desired.
- 10. Click Add Item
- 11. Review Items in your cart to the right and click Check Out
- 12. Check Tax Exempt below the Order Summary

Note: On orders of \$150 or more enter **UNCCH10** under **Special Codes** to save \$10

- 13. Select or enter your P-Card information.
- 14. Review items and delivery address and click Place Order
- **15**. Sign out after confirmation your order is placed.

Using a Departmental MyPanera Account Discounts

MyPanera Rewards

Panera Bread will provide a \$20 coupon for every \$500 dollars spent by the department. These coupons are for UNC-CH business purchases only and are not to be used for personal meals.

Panera Bread will provide frequent user coupons. These coupons are for UNC-CH business purchases only and are not to be used for personal meals.





Special Codes

Panera offers \$10 off of orders greater than \$150 dollars for UNC employees. To use this discount enter **UNCCH10** (case sensitive) in the **Special Codes** box below special instructions.

Click Apply

Note: Only one discount code may be applied to an order.

ncluded in Your Order Napkins, utensils, plate	es and/or bowls, etc. for 2 people
🧻 💋 Go Green! I will use my own reusabl	e Items.
Go Greent I will use my own reusable My Panera Card Number:	e Items. Special Code
Go Greent I will use my ewn reusable My Panera Card Number: 620558993340	Special Code

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