

# How to Place a Floor Stock Order Online

With CaterTrax online ordering, you can place a Floor Stock order any time, on any device.



Follow the steps below for a quick and easy way to manage your Floor Stock/Requisition orders. With an online account, you gain access to place and modify Floor Stock/Requisition orders.

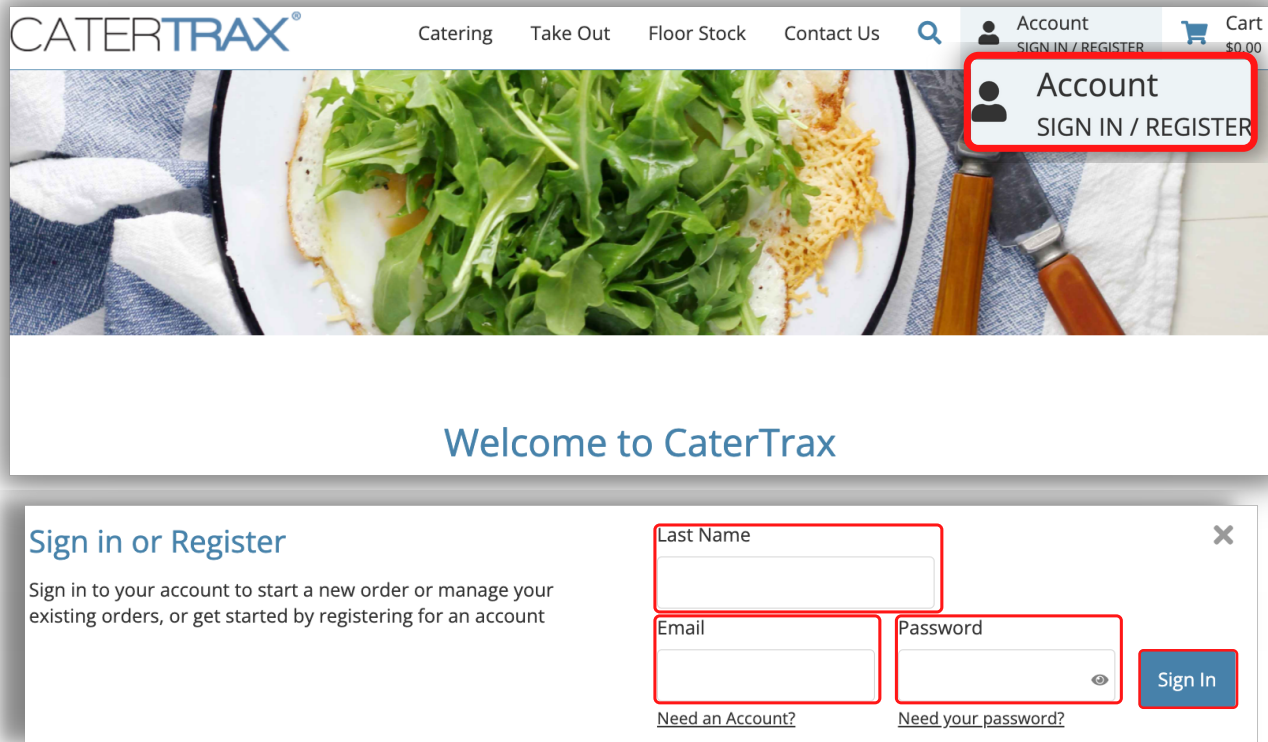
## GET STARTED

To start, visit your CaterTrax website.

1. Click **ACCOUNT SIGN IN/REGISTER** in the top right corner of the homepage.
2. Existing users, enter your registered *Last Name, Email, and Password*, then click **Sign In**.

(Figure 1)

Figure 1 - Accessing Online Ordering Account



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## GET STARTED

To start, visit your CaterTrax website.

1. Click **ACCOUNT SIGN IN/REGISTER** in the top right corner of the homepage.
2. New users, click **Need an Account?** and complete the necessary fields and click **Continue**. (Figure 2)

The screenshot shows the 'Sign in or Register' page. On the left, there are tabs for 'New Customers' and 'Previous Customers'. The 'New Customers' tab is active, showing a registration form with the following fields: \*First Name, \*Last Name, Department, \*Email, \*Phone, Cell Phone, \*Password (with a note: 'Minimum 10 characters, at least 1 special character, 1 number, and 1 capital letter.'), \*Re-enter Password, and a checkbox for 'Join our mailing List'. A blue 'Continue' button is at the bottom. On the right, there is a 'Sign In' section with fields for 'Last Name', 'Email', and 'Password', a 'Sign In' button, and a link for 'Need your password?'. A red box highlights the 'Need an Account?' link, and a red line connects it to the registration form. Another red line connects a note to the asterisked fields in the form.

Sign in or Register

Sign in to your existing orders

New Customers Previous Customers

\*Required fields

\*First Name:

\*Last Name:

Department:

\*Email:

\*Phone:

Cell Phone:

\*Password:

Minimum 10 characters, at least 1 special character, 1 number, and 1 capital letter.

\*Re-enter Password:

Join our mailing List:

Continue

Last Name

Email

Password

Sign In

Need an Account?

Need your password?

Figure 2 - Registering an Online Ordering Account

**Note:** Any field with an asterisk symbol \* is required in order to complete registration.

# How to Place a Floor Stock Order Online

## CREATE A NEW ORDER

Make sure you are logged into your account.

1. Choose your **Floor Stock** menu from the listed selections.
2. Browse the menu and select the item(s) you want to order; Items will be organized by *Departments/Units*. (Figure 3)

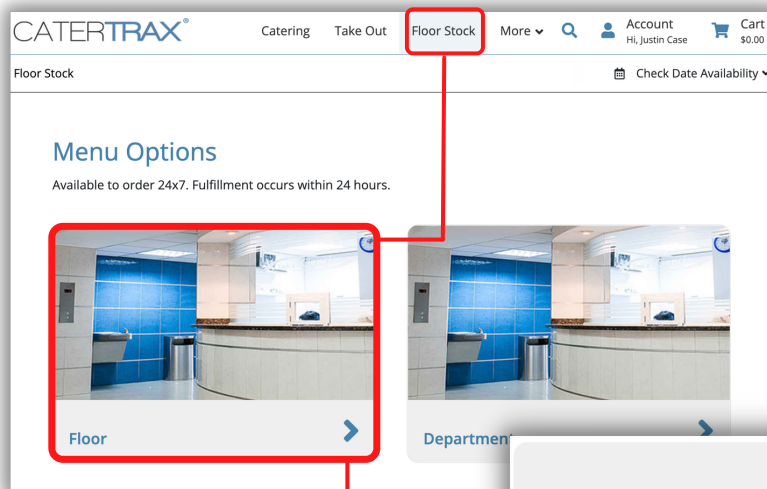
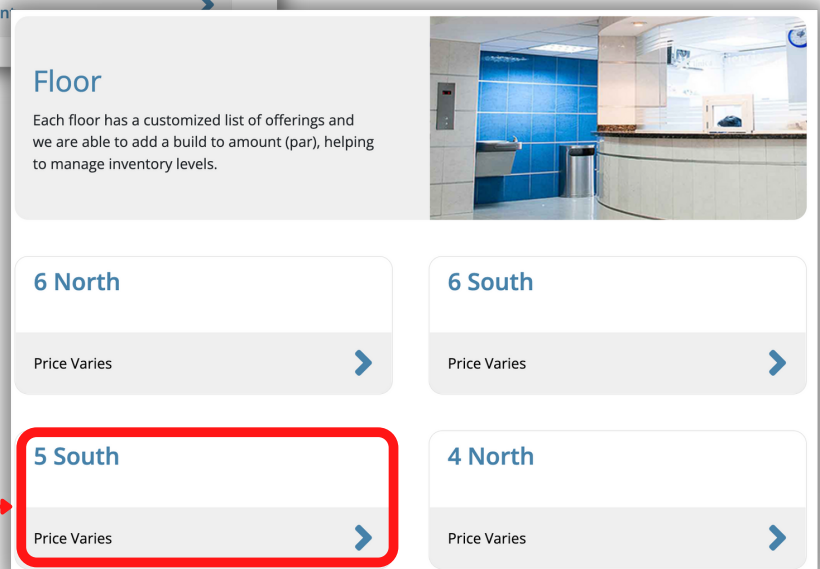


Figure 3 - Adding Items to the Cart



# How to Place a Floor Stock Order Online

## ORDER CHECK OUT

Make sure you are logged into your account.

3. For each item, fill in *item quantities* along with any *additional choices* and click

**Add to Cart.** (Figure 4)

4. Once all items have been added to your cart, click on **Check Out** in the cart.

(Figure 5)

Figure 4 - Add Item to Cart

Quantity	Item Description	Price
<input type="text" value="6"/>	Apple Juice, 4 oz. (par 20) - each	\$0.13
<input type="text" value="25"/>	Cranberry Juice, 4 oz. (par 24) - each	\$0.13
<input type="text" value="10"/>	1% Milk, 4 oz. (par 8) - each	\$0.18
<input type="text"/>	Ginger Ale, 8 oz. (par 24) - each	\$0.25
<input type="text" value="2"/>	Diet Ginger Ale, 8 oz. (par 24) - each	\$0.25
<input type="text" value="12"/>	Apple Sauce, 4 oz. (par 8) - each	\$0.66
<input type="text"/>	Gelatin, 4 oz. (par 8) - each	\$0.08
<input type="text"/>	Diet Gelatin, 4 oz. (par 8) - each	\$0.08
<input type="text"/>	Saltines (par 100) - per pkg	\$0.03
<input type="text"/>	Coffee, Ground 1.7 oz., Royal Cup (par 24) - per pkg	\$0.67
<input type="text" value="10"/>	Decaf Coffee 1.25 oz., Royal Cup (par 24) - per pkg	\$0.73

**6 Item(s) in Cart** ✕

[View Related Items](#) | [Browse All](#)

- 6	+ Apple Juice, 4 oz. (par 20) - each	\$0.78	
- 25	+ Cranberry Juice, 4 oz. (par 24) - each	\$3.25	
- 10	+ 1% Milk, 4 oz. (par 8) - each	\$1.80	
- 2	+ Diet Ginger Ale, 8 oz. (par 24) - each	\$0.50	
- 12	+ Apple Sauce, 4 oz. (par 8) - each	\$7.92	
- 10	+ Decaf Coffee 1.25 oz., Royal Cup (par 24) - per pkg	\$7.30	
<b>Total</b>		<b>\$21.55</b>	

[Apply Promo Code >](#)

[Cancel Order](#)

Figure 5 - Cart Check Out

# How to Place a Floor Stock Order Online

## ORDER CHECK OUT

Make sure you are logged into your account.

5. Review the order on **Step 1** and click **Continue**. (Figure 6)

6. Select a date and time for the order on **Step 2**, complete the applicable *Pickup* or *Delivery* information and click **Continue**. (Figure 7)

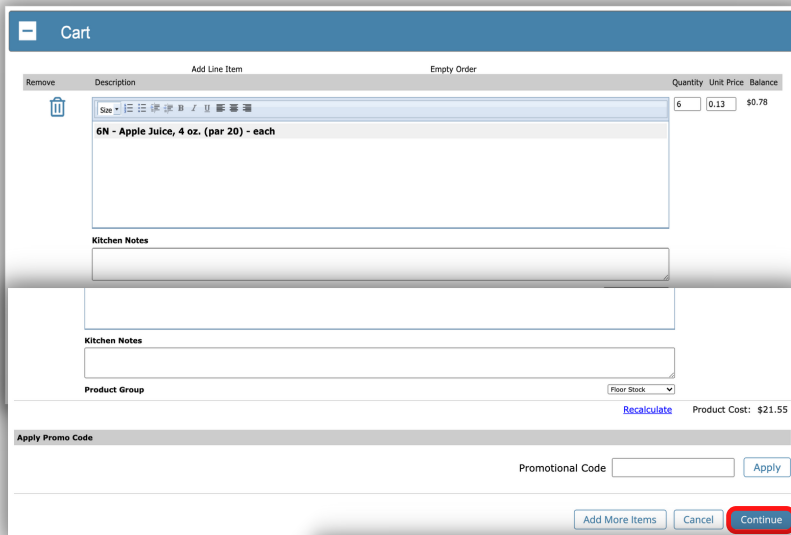


Figure 6 - Check Out Step 1

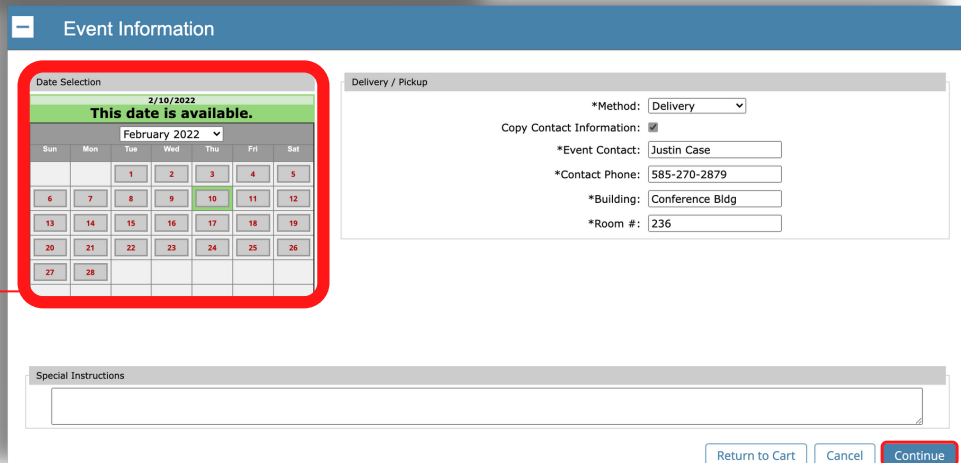


Figure 7 - Check Out Step 2

**Note:** Days highlighted in Red/Yellow indicate there is not enough lead time for your order, with a prompt to contact the foodservice team to discuss the blocked date or confirm an order date.

# How to Place a Floor Stock Order Online

## ORDER CHECK OUT

Make sure you are logged into your account.

7. Review Order Summary on Step 3 and, if correct, click **Continue**. (Figure 8)

Figure 8 - Check Out Step 3

-
Order Summary

**Customer Information**

First Name: Justin  
 Last Name: Case  
 Email: justincase274@hotmail.com  
 Phone: 585-270-2879  
 Cell Phone: 585-615-0025

**Delivery / Pickup Information**

Ordering Option: Limited Catering  
 Method: Delivery  
 Event Contact: Justin Case  
 Contact Phone: 585-270-2879  
 Building: 200W  
 Room #: 436

**Event Information**

Guest Count: 1  
 Pick-up/ Delivery Date: Friday, 1/28/2022  
 Food Delivery Time: 9:00 AM

Description	Quantity	Unit Price	Balance
6N - Apple Juice, 4 oz. (par 20) - each	6	\$0.13	\$0.78
6N - Cranberry Juice, 4 oz. (par 24) - each	25	\$0.13	\$3.25
6N - 1% Milk, 4 oz. (par 8) - each	10	\$0.18	\$1.80
6N - Diet Ginger Ale, 8 oz. (par 24) - each	2	\$0.25	\$0.50
6N - Apple Sauce, 4 oz. (par 8) - each	12	\$0.66	\$7.92
6N - Decaf Coffee 1.25 oz., Royal Cup (par 24) - per pkg	10	\$0.73	\$7.30

6N - Apple Juice, 4 oz. (par 20) each  
 6N - Cranberry Juice, 4 oz. (par 24) - each  
 6N - 1% Milk, 4 oz. (par 8) - each  
 6N - Diet Ginger Ale, 8 oz. (par 24) - each  
 6N - Apple Sauce, 4 oz. (Par 8) - each  
 6N - Decaf Coffee 1.25 oz., Royal Cup (par 25) - per pkg

**Product Cost: \$21.55**

Delivery Charge	0.00
Service Charge	0.00
Late Fee	0.00
Discount	0.00
Coupon Discount	0.00
Tax (0%)	0.00
<b>Balance:</b>	<b>\$21.55</b>

Recalculate

<< Add Another Order
Back
Cancel
Continue

# How to Place a Floor Stock Order Online

## COMPLETE ORDER CHECK OUT

Make sure you are logged into your account.

8. Step 4 will have you Select your *Payment Method*, complete the required details, and click **Place Your Order**. (Figure 9)

Figure 9 - Check Out Step 4

# How to Place a Floor Stock Order Online

## MODIFYING EXISTING ORDERS

Make sure you are logged into your account.

1. Access the **Account** located at the top right corner of the page.
2. Click on **Manage and Repeat Orders** or **View All Account Options**. (Figure 10)

Figure 10 - My Account: Manage and Repeating Orders

The screenshot displays the CaterTrax user interface. At the top, the navigation bar includes 'CATERTRAX', 'Catering', 'Take Out', 'Floor Stock', and 'More'. A user profile dropdown is visible with the text 'Account Hi, Justin Case'. Below this, the 'Account Management' section offers options: 'Create New Order', 'Manage Online Wallet', 'Update Account Information', and 'View All Account Options'. A red box highlights the 'Manage And Repeat Orders' link. Below the account management section, a 'Welcome, Justin!' message is shown. The 'Manage Orders' section is active, showing a table of orders. A red box highlights the 'Action' column in the table, which contains edit and delete icons for each order row.

Order ID	Event Date	Name	Paid	Processed	Total	Action
2235	7/21/2022	Q3 Meeting			\$121.88	
2231	2/21/2022				\$7.29	
2226	2/15/2022	AM			\$89.90	



# How to Place a Floor Stock Order Online

## MODIFYING EXISTING ORDERS

Make sure you are logged into your account.


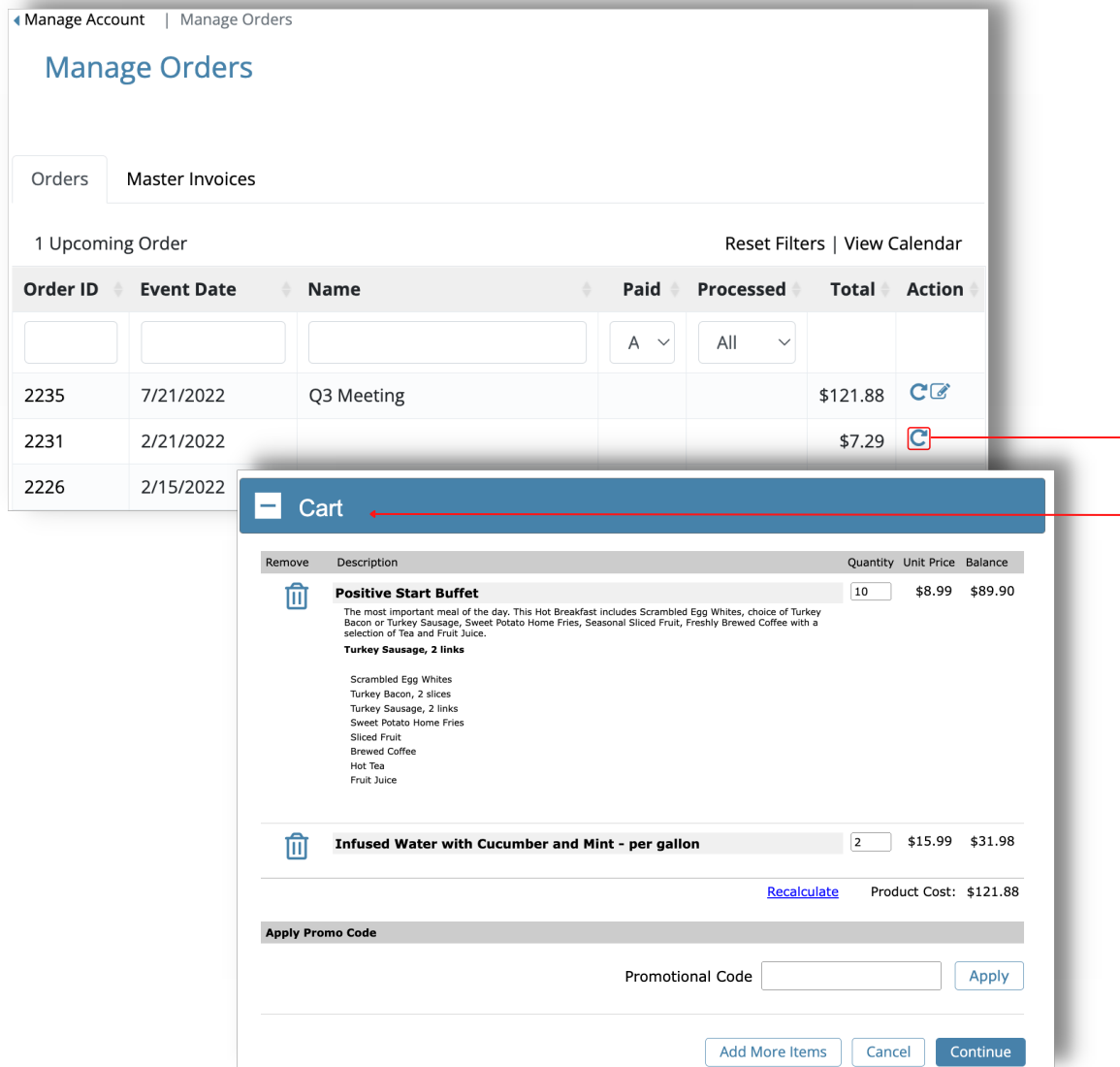
3. To quickly *Repeat* an order, click on the **Repeat Order** icon  under the *Actions* column, adding all existing items from the previous items to your cart to begin Step 1 of the check out process. (Figure 11)

Figure 11 - Repeat Past Orders





Manage Account | Manage Orders



### Manage Orders

Orders | Master Invoices

1 Upcoming Order Reset Filters | View Calendar

Order ID	Event Date	Name	Paid	Processed	Total	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	A <input type="text"/>	All <input type="text"/>		
2235	7/21/2022	Q3 Meeting			\$121.88	
2231	2/21/2022				\$7.29	
2226	2/15/2022					

**Cart**

Remove	Description	Quantity	Unit Price	Balance
	<b>Positive Start Buffet</b> <small>The most important meal of the day. This Hot Breakfast includes Scrambled Egg Whites, choice of Turkey Bacon or Turkey Sausage, Sweet Potato Home Fries, Seasonal Sliced Fruit, Freshly Brewed Coffee with a selection of Tea and Fruit Juice.</small> <b>Turkey Sausage, 2 links</b>  Scrambled Egg Whites Turkey Bacon, 2 slices Turkey Sausage, 2 links Sweet Potato Home Fries Sliced Fruit Brewed Coffee Hot Tea Fruit Juice	<input type="text" value="10"/>	\$8.99	\$89.90
	<b>Infused Water with Cucumber and Mint - per gallon</b>	<input type="text" value="2"/>	\$15.99	\$31.98

[Recalculate](#)    Product Cost: \$121.88

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**Apply Promo Code**

Promotional Code

# How to Place a Floor Stock Order Online

## MODIFYING EXISTING ORDERS

Make sure you are logged into your account.

4. To make changes to an upcoming order, click the **Request Change** icon  under the *Actions* column.

4a. Make changes to the necessary fields, then click **Submit Changes**. (Figure 12)

*\*All requested changes and notations will be displayed in the **Order Tracking** section of the order.*

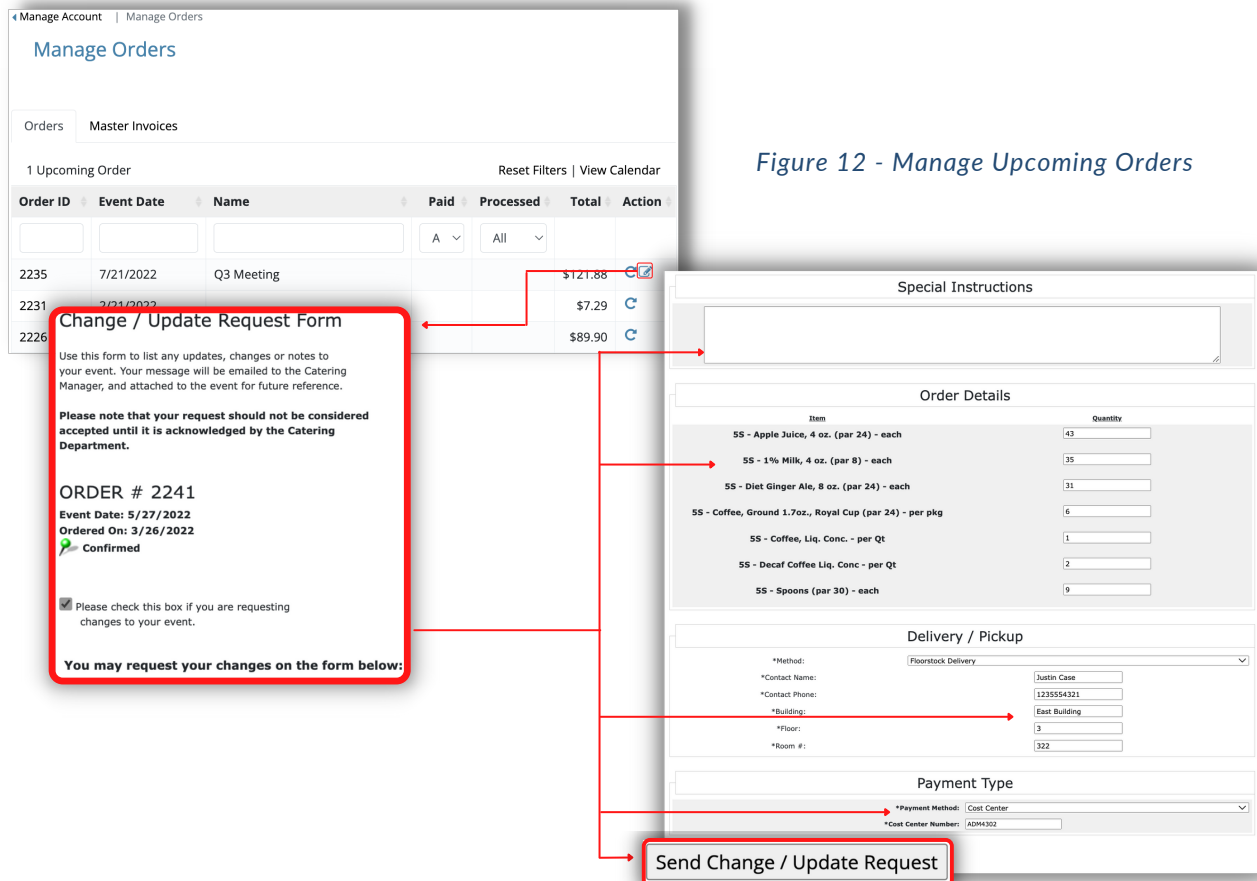


Figure 12 - Manage Upcoming Orders

## QUESTIONS?



Contact your local food services team.