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.
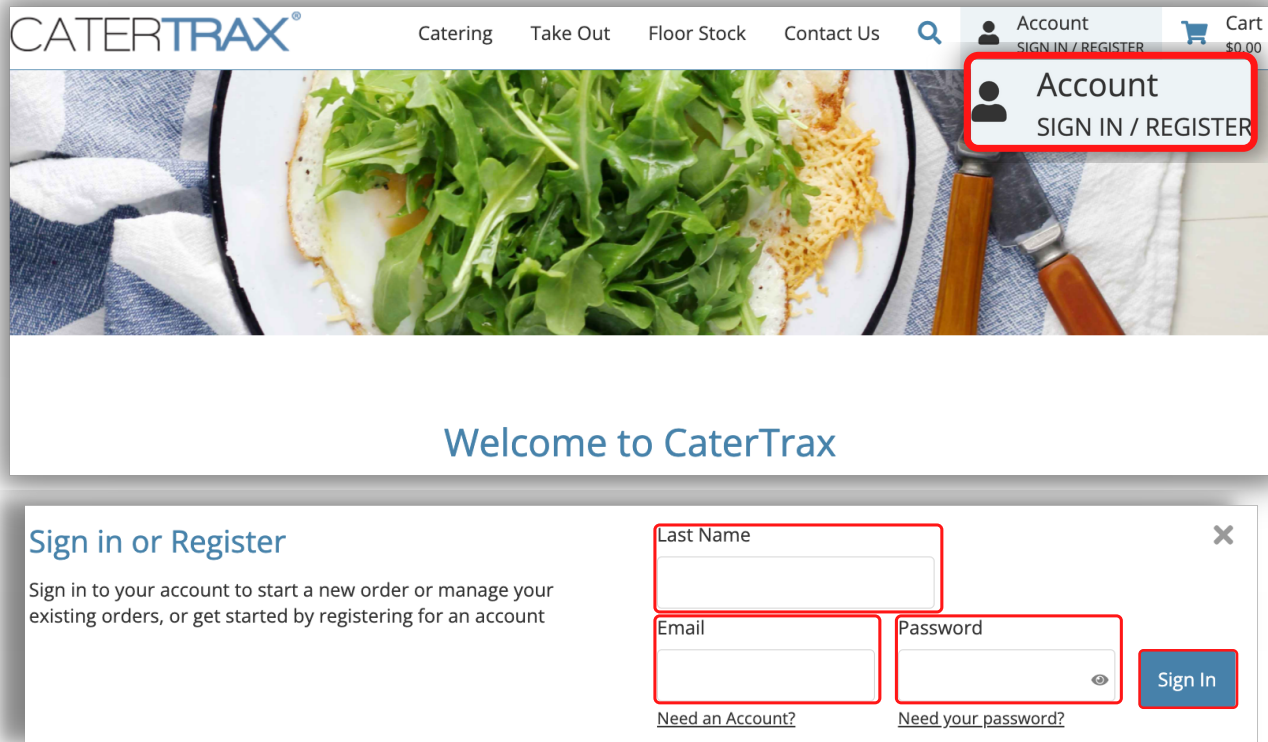
GET STARTED

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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How to Place a Floor Stock Order Online

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)

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.

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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)
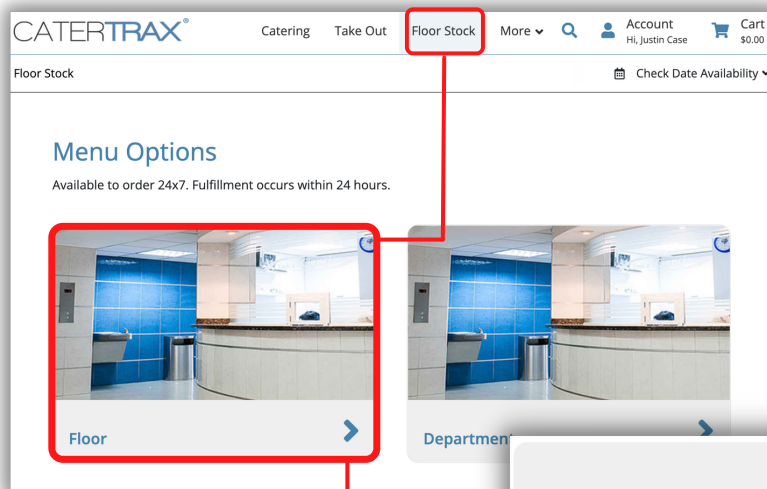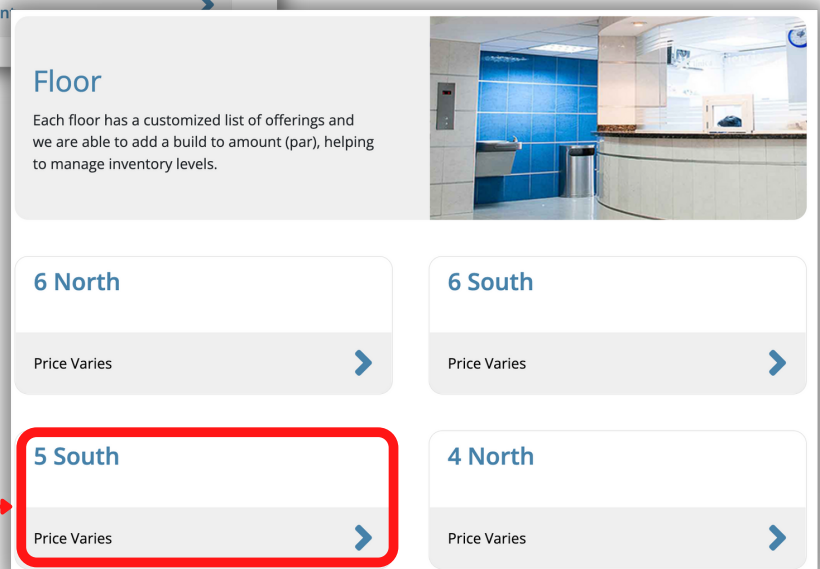

Figure 3 - Adding Items to the Cart

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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

6	Apple Juice, 4 oz. (par 20) - each	$0.13
25	Cranberry Juice, 4 oz. (par 24) - each	$0.13
10	1% Milk, 4 oz. (par 8) - each	$0.18
	Ginger Ale, 8 oz. (par 24) - each	$0.25
2	Diet Ginger Ale, 8 oz. (par 24) - each	$0.25
12	Apple Sauce, 4 oz. (par 8) - each	$0.66
	Gelatin, 4 oz. (par 8) - each	$0.08
	Diet Gelatin, 4 oz. (par 8) - each	$0.08
	Saltines (par 100) - per pkg	$0.03
	Coffee, Ground 1.7 oz., Royal Cup (par 24) - per pkg	$0.67
10	Decaf Coffee 1.25 oz., Royal Cup (par 24) - per pkg	$0.73

Cancel | Add to Cart

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	🗑

Total $21.55

Apply Promo Code ›

Cancel Order | **Check Out**

Figure 5 - Cart Check Out

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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)
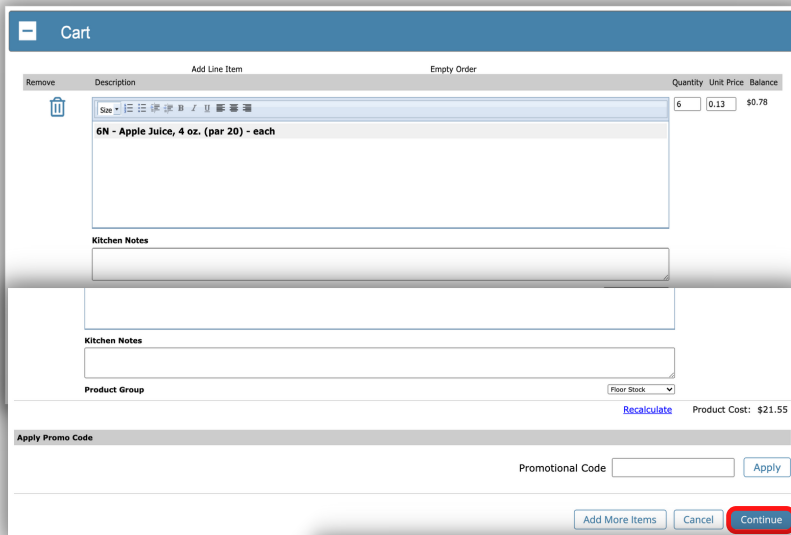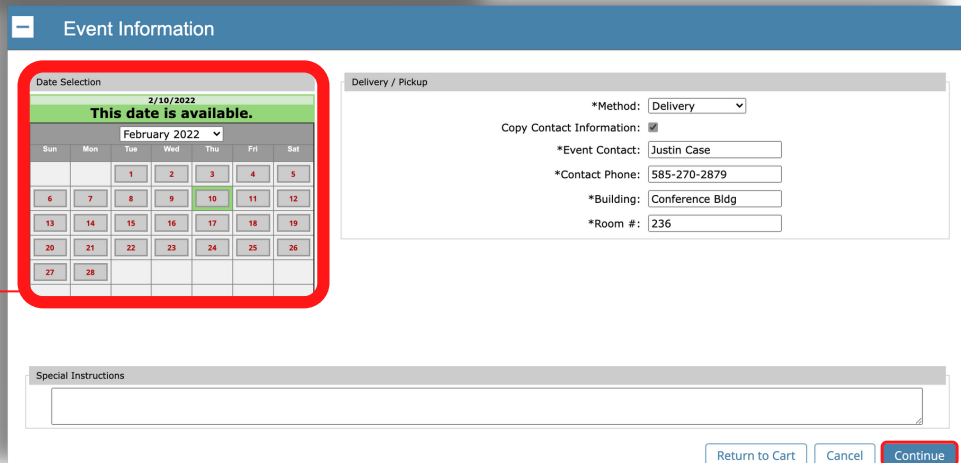
Figure 6 - Check Out Step 1

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.

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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

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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

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MODIFYING EXISTING ORDERS

Make sure you are logged into your account.

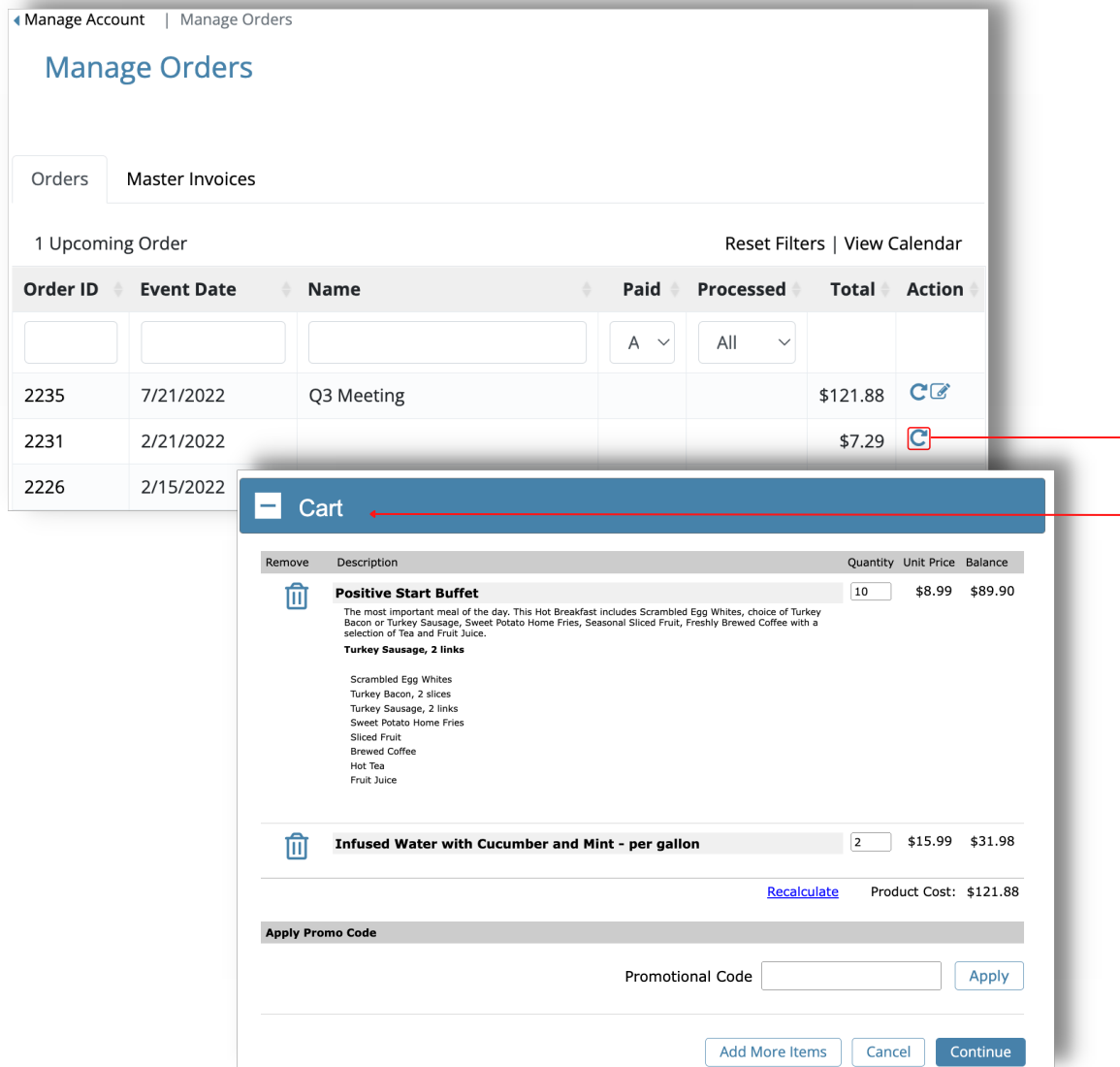1. Access the **Account** located at the top right corner of the page.

2. Click on **Manage and Repeat Orders** or **View All Account Options**. (Figure 10)

Figure 10 - My Account: Manage and Repeating Orders

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

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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)

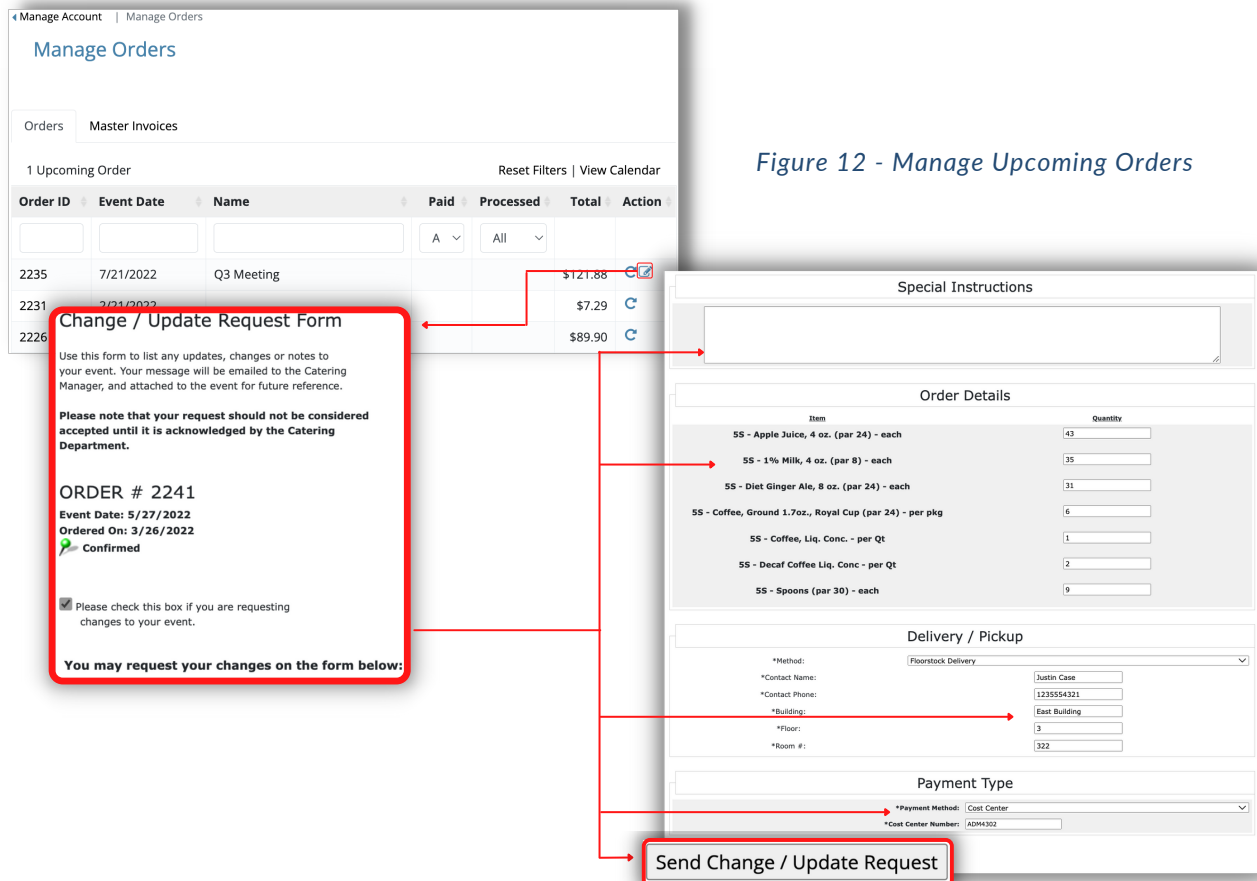*All requested changes and notations will be displayed in the **Order Tracking** section of the

order.

Figure 12 - Manage Upcoming Orders

QUESTIONS?

Contact your local food services team.