

How to order Groceries

1. Go to chathamdining.catertrax.com
2. Select the Grocery Tab



Welcome to Chatham University Dining Services

We hope you brought your appetite! With Chatham University Dining, you'll enjoy fresh, made-from-scratch food and menus that focus on seasonal items and provide continuous selections that change throughout the day. We're here to help you eat healthy your way.

Have your choice of a wide variety of delicious and healthy meals, featuring local and sustainable food sources, build-your-own meal concepts and special options for every diet, including vegan, vegetarian, and gluten-free.

Every day you'll walk into the sight of fresh salads, mouthwatering deli sandwiches, fresh dough pizzas, hand-cut fries, home-cooked favorites, and so much more!

Click On Image Below For More Information.



Student Employment Opportunities



3. Select View Details

Sign In Search (0) Item(s): \$0.00

chatham
UNIVERSITY

Home Click Here for Catering Site

About Us Dining Locations Our Food Catering Dining Plans Groceries

Categories

- Grocery

Grocery Results: 1 Items

Grocery

Grocery Pickup available on Tuesdays and Fridays during dinner service at the dining hall. For Pickup on Tuesday dinner service: Orders must be submitted no later than 5:00pm on Monday. For Pickup on Friday dinner service: Orders must be submitted no later than 5:00 on Wednesday.

Grocery

Grocery Pickup available on Tuesdays and Fridays during dinner service at the dining hall. For Pickup on Tuesday dinner service: Orders must be submitted no later than 5:00pm on Monday. For Pickup on Friday dinner service: Orders must be submitted no later than 5:00 on Wednesday.

[View Details](#)

4. Make your selections.

Onion - per pound \$ 3.00

Bell Pepper - per pound \$ 3.00

Cucumber - per pound \$ 3.00

Pineapple - each \$ 4.00

Cantaloupe - each \$ 4.00

Honeydew - each \$ 4.00

Dairy

Eggs - per dozen \$ 3.00

2% Milk - per half gallon \$ 3.00

Chocolate Milk - per half gallon \$ 3.00

Peach Yogurt - each \$ 0.50

Raspberry Yogurt - each \$ 0.50

Juice/Tea

Orange Juice - per half gallon \$ 2.75

Lemonade - per half gallon \$ 2.75

Iced Tea - per half gallon \$ 2.75

Meat/Cheese

Bacon - per pound \$ 6.00

Ground Beef - per pound \$ 5.00

4oz Chicken-4 Pieces \$ 8.00

Pepper Jack Cheese - per half pound \$ 3.00

American Cheese - per half pound \$ 3.00

Sliced Deli Turkey - per half pound \$ 3.00

Sliced Deli Ham - per half pound \$ 3.00

Bread/Dry Goods

White Bread - per loaf \$ 3.00

Wheat Bread - per loaf \$ 3.00

Kaiser Roll - per markano \$ 3.00

5. At bottom of page write your name and ID number (and specify payment to process: Meals, FLEX, Cougar Dollars, Combination of Meals & FLEX)
6. In Pick Up Date, write the following either Tuesday or Friday's date and write which campus for pick-up.
7. Select Order

By GiveSm x | home.classdojo.com x | Merchant Menus x | Chatham University D

5

<input type="checkbox"/>	White Bread - per loaf \$ 3.00
<input checked="" type="checkbox"/>	Wheat Bread - per loaf \$ 3.00
<input type="checkbox"/>	Kaiser Rolls - per package \$ 3.00
<input type="checkbox"/>	Gluten Free Bread - per loaf \$ 5.00
<input type="checkbox"/>	Gluten Free Pasta - per pound \$ 5.00
<input type="checkbox"/>	Pasta - per pound \$ 2.00
<input type="checkbox"/>	Rice - per pound \$ 2.00
<input type="checkbox"/>	Take and Bake Double Chocolate Chip - per half dozen \$ 6.00

Vegan Items

<input type="checkbox"/>	Boca Burger - 4 each \$ 8.00
<input type="checkbox"/>	Almond Milk - per quart \$ 5.00
<input type="checkbox"/>	Soy Milk - per quart \$ 5.00

Name and ID Number

Rachel Carson 0000000 Meals & FLEX

Pick Up Date

9/22/20 - Shadyside Campus

Order **Cancel**

8. To complete your “order” – you need to check out from your shopping cart.

The screenshot shows the Chatham University website interface. At the top, there is a purple navigation bar with a search icon, a "Sign In" link, a search input field, and a shopping cart icon containing the text "(4) Item(s): \$14.75". Below the navigation bar is the Chatham University logo and navigation links for "Home" and "Click Here for Catering Site". A secondary purple navigation bar contains links for "About Us", "Dining Locations", "Our Food", "Catering", "Dining Plans", and "Groceries". The main content area features a "Grocery" section with a "Categories" sidebar listing "Grocery". The "Grocery" section includes a detailed description of pickup services and a "View Details" button. The footer contains social media icons, navigation links, and a copyright notice for CaterTrax Inc.

Sign In Search (4) Item(s): \$14.75

chatham UNIVERSITY Home Click Here for Catering Site

About Us Dining Locations Our Food Catering Dining Plans Groceries

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9. Select Check Out

Sign In Search (4) Item(s) \$14.75

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Home Client

About Us Dining Locations Our Food Catering Dining Plans

Categories

- Grocery

Grocery

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[View Details](#)

Item	Qty	Unit Price	Total Price
Eggs - per dozen	1	\$3.00	\$3.00
Lemonade - per half gallon	1	\$2.75	\$2.75
Bacon - per pound	1	\$6.00	\$6.00
Wheat Bread - per loaf	1	\$3.00	\$3.00

[View Cart](#) [Check Out](#) \$14.75

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DARKHURST

10. Create an "account", select Continue

Sign In Search (4) Item(s): \$14.75

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Home Click Here for Catering Site

About Us ▾ Dining Locations ▾ Our Food ▾ Catering Dining Plans Groceries

Before you can complete your Purchase you must first login.

New Customers Previous Customers

*Required fields

*First Name:

*Last Name:

*For whom are you making a purchase?:

*Email:

*Phone:

*Password:

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

*Re-enter Password:

Join our mailing List:

Continue

f t i Home | Contact Us | My Account | Policies

11. Confirm Selection; Select Continue

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Home Click Here for Catering Site

About Us ▾ Dining Locations ▾ Our Food ▾ Catering Dining Plans Groceries

Step 1 - Confirm Selection

Your Selection

Remove	Description	Quantity	Unit Price	Total	Date
	Dairy - Eggs - per dozen • Rachel Carson 0000000 Meals & FLEX - (Name and ID Number) • 9/22/20 - Shadyside Campus - (Pick Up Date)	1	\$3.00	\$3.00	
	Juice/Tea - Lemonade - per half gallon • Rachel Carson 0000000 Meals & FLEX - (Name and ID Number) • 9/22/20 - Shadyside Campus - (Pick Up Date)	1	\$2.75	\$2.75	
	Meat/Cheese - Bacon - per pound • Rachel Carson 0000000 Meals & FLEX - (Name and ID Number) • 9/22/20 - Shadyside Campus - (Pick Up Date)	1	\$6.00	\$6.00	
	Bread/Dry Goods - Wheat Bread - per loaf • Rachel Carson 0000000 Meals & FLEX - (Name and ID Number) • 9/22/20 - Shadyside Campus - (Pick Up Date)	1	\$3.00	\$3.00	

Receipt Summary Cost: \$14.75

<< Add More **Continue >>** Cancel

12. Select Grocery order from the drop down, and complete information; Select continue

Welcome, Test Test | My Account | Log Out Search

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UNIVERSITY Home [Click Here for Catering Site](#)

About Us ▾ Dining Locations ▾ Our Food ▾ Catering Dining Plans Groceries

+ Step 1 - Confirm Selection

- Step 2 - Order Information

Student Information

*Method:

*Student E-mail:

*Provide the name for who will receive this order:

Student ID Number:

Meal Plan Purchase Details

Please allow one business day for funds to be added to your account.

+ Step 3 - Review Order

+ Step 4 - Checkout

13. Review your order, select "proceed to check out".

- Step 3 - Review Order

Review your selection

Customer Information	Student Information
First Name: Test	Method: Grocery Order
Last Name: Test	Student E-mail: cblood@chatham.edu
For whom are you making a purchase?: For Me	Provide the name for who will receive this order: TEST
Email: cblood@chatham.edu	Student ID Number: 0000000
Phone: 0000000000	

Meal Plan Purchase Information

Order Date: Saturday, 9/19/2020

Earliest Pick-Up Time: N/A

Latest Pick-Up Time: N/A

Description	Quantity	Unit Price	Total Due
Dairy - Eggs - per dozen • Rachel Carson 0000000 Meals & FLEX - (Name and ID Number) • 9/22/20 - Shadyside Campus - (Pick Up Date)	1	\$3.00	\$3.00
Juice/Tea - Lemonade - per half gallon • Rachel Carson 0000000 Meals & FLEX - (Name and ID Number) • 9/22/20 - Shadyside Campus - (Pick Up Date)	1	\$2.75	\$2.75
Meat/Cheese - Bacon - per pound • Rachel Carson 0000000 Meals & FLEX - (Name and ID Number) • 9/22/20 - Shadyside Campus - (Pick Up Date)	1	\$6.00	\$6.00
Bread/Dry Goods - Wheat Bread - per loaf • Rachel Carson 0000000 Meals & FLEX - (Name and ID Number) • 9/22/20 - Shadyside Campus - (Pick Up Date)	1	\$3.00	\$3.00
Meal Plan Cost:			\$14.75
Total Due:			\$14.75

+ Step 4 - Checkout

14. Select **Meal Plan** from drop down box, **fill out student number**, make sure to **click the box to save your account information** (so you don't have to create an account each time), Select "Process this purchase".

+ Step 3 - Review Order

- Step 4 - Checkout

You MUST click the Process This Purchase button below to complete this order.

Checkout

Please Select a Method for Payment

Any saved online wallet entries are now listed under the appropriate payment method

*Payment Method: Meal Plan

*Student ID Number: 00000000

Save Wallet Entry for Future Use

CC Additional People (Optional):

email address(es)
You may CC others on this order's correspondence
(Please separate multiple email addresses with semicolons)

vantiv / integrated payments

SSL Secure
128-bit encryption

Back **Process this Purchase** Cancel

15. You can print your invoice from the dining site.

Thank You for your Order

[Printable Invoice](#) [Add to Outlook](#)

PARKHURST DINING Chatham University Dining
Anderson Dining Hall, Woodland Rd., Pittsburgh, PA 15232
(412) 365-1659

INVOICE # 81
Saturday, 9/19/2020
Ordered On: 9/19/2020
Confirmed

Customer Information
First Name: Test
Last Name: Test
For whom are you making a purchase?:
Email: cblood@chatham.edu
Phone: 0000000000

Student Information
Method: Grocery Order
Student E-mail: cblood@chatham.edu
Provide the name for who will receive this order:
TEST
Student ID Number: 0000000

Payment Information
Payment Type: Meal Plan | 00000000

Meal Plan Purchase Information
Order Date: Saturday, 9/19/2020
Earliest Pick-Up Time: N/A
Latest Pick-Up Time: N/A

GROCERY	Qty.	Price	Ext.
Dairy - Eggs - per dozen • Rachel Carson 0000000 Meals & FLEX • (Name and ID Number) • 9/22/20 - ShadySide Campus • (Pick Up Date)	1	\$3.00	\$3.00
Juice/Tea - Lemonade - per half gallon • Rachel Carson 0000000 Meals & FLEX • (Name and ID Number) • 9/22/20 - ShadySide Campus • (Pick Up Date)	1	\$2.75	\$2.75
Meat/Cheese - Bacon - per pound • Rachel Carson 0000000 Meals & FLEX • (Name and ID Number) • 9/22/20 - ShadySide Campus • (Pick Up Date)	1	\$6.00	\$6.00
Bread/Dry Goods - Wheat Bread - per loaf • Rachel Carson 0000000 Meals & FLEX • (Name and ID Number) • 9/22/20 - ShadySide Campus • (Pick Up Date)	1	\$3.00	\$3.00

Order Totals
Sub Total \$14.75

16. You will receive a confirmation email that looks like this. If you do not receive an email, we do not have your order. If you have any questions, email parkhurst@chatham.edu – we would advise not to contact the number on the invoice, as that phone isn't always checked.

Online Ordering System
Sat 9/19/2020 10:32 AM
To: Courtney Blood

[Print Invoice](#)

Dear Test Test,

New From Home with Love

Thank you for your order with Chatham University Dining. **Please do not reply to this email!** *Important* If you have any questions, please contact the catering office.

Thank you.

PARKHURST DINING
Chatham University Dining
Anderson Dining Hall, Woodland Rd., Pittsburgh, PA 15232
(412) 365-1659

Invoice # 81