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](https://catering.panerabread.com)
2. 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.
Placing a New Catering Order

1. Open an internet browser and navigate to https://catering.panerabread.com
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
6. 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. Select or enter your P-Card information.
13. Review items and delivery address and click Place Order
14. Sign out after confirmation your order is placed.

Using a Departmental MyPanera Account

**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.

**Past Orders**

If you are ordering for a recurring event you can revisit past orders and use your history as a template for a new event.

On the welcome screen, click From Past Orders to view previous orders and select a menu to copy.

Review menu items, delivery time, and address.

Click Place Order.