

# 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>
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



Image 1 Panera Catering Home

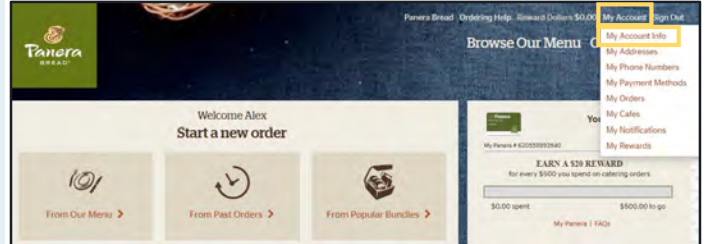


Image 2 Panera Catering Welcome Page

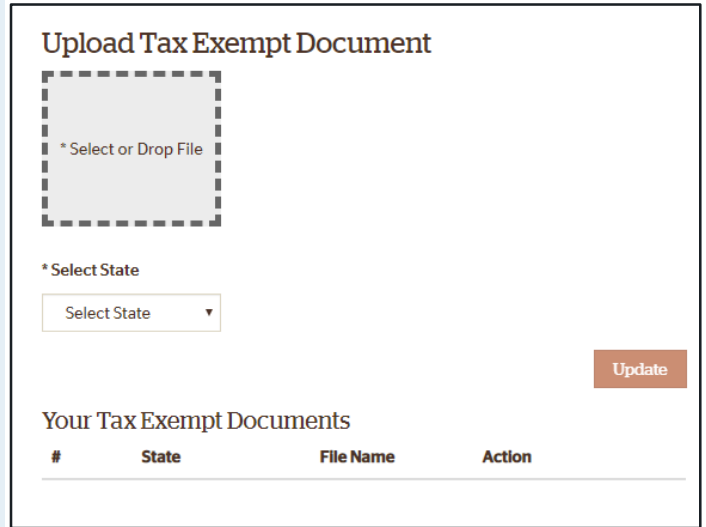


Image 3 My Account Info Tax Exempt

### Tips for MyPanera Accounts

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

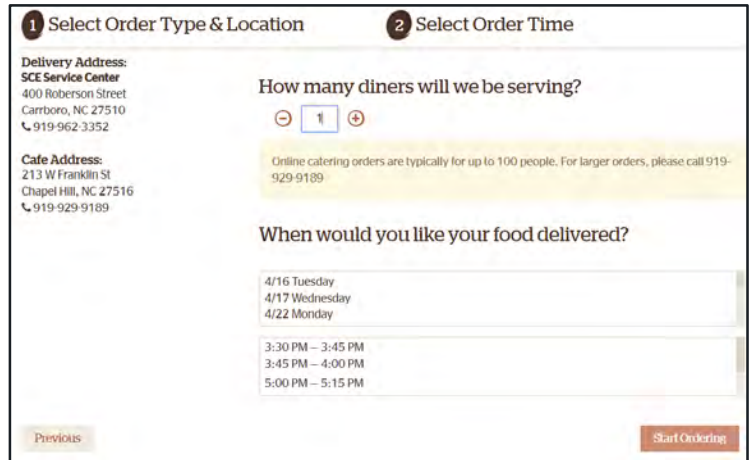
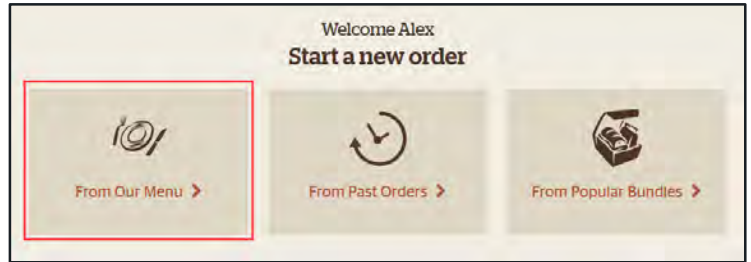
When leaving for a new position, transfer the MyPanera Account to a new user within the department by clicking **My Account** then **My Account Info**. Replace your name and email with the new user's information.



Image 4 My Payment Methods

## 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. Check **Tax Exempt** below the Order Summary
- Note:** On orders of \$150 or more enter **SAVE10** 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 **SAVE10** (case sensitive) in the **Special Codes** box below special instructions.

Click **Apply**

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

