

Steps for placing an order through Catertrax

1. Access our website: <https://yorku.catertrax.com/>
2. First time users - On the left corner click LOGIN and choose: Need an Account

← → ↻ yorku.catertrax.com (0) Item(s): \$0.00

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Login Search (0) Item(s): \$0.00

YORKU KEELE CAMPUS

CLASSIC FARE CATERING
4700 Keele Street,
Central Square Basement Room 085
Toronto, ON M3J 1P3
Ph: (416) 736-2100 ext 33667
Fax: (416) 650 8468

Home Offerings Menu | Policies | Photo Gallery

Welcome

Customers that are external to York University, you can place orders through Aramark directly by creating your account.

Sm@rtBuy is York University's electronic procurement system, designed to improve purchasing processes and reduce costs!
For York community members: please login to Sm@rtBuy with your Passport York account to access Aramark Catertrax site and create/place your catering order. Thank you!
For Sm@rtBuy enquiries, please contact Procurement at 416-736-2100 ext. 22240. For Catering or Catertrax enquiries, please contact 416-736-2100 ext. 33667

ATTENTION:

3. On the next step please fill in the details need it. If you already have an account with Catertrax, choose Previous Customers.

← → ↻ yorku.catertrax.com/shopcustadminlogin.asp?custstat=new&intOrderID=&intCustomerID= (416) 650 8468

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Home | Catering Menu | Residential Offerings Menu | Policies | Photo Gallery

Sincerely,
Aramark Classic Fare Catering

Our Promise: We will not sell or rent your email address or any personally identifiable information to anyone.

New Customers Previous Customers

*Required fields

*First Name:

*Last Name:

*Field of Studies:

*Residence Address:

*Email:

*Telephone:

*Password:

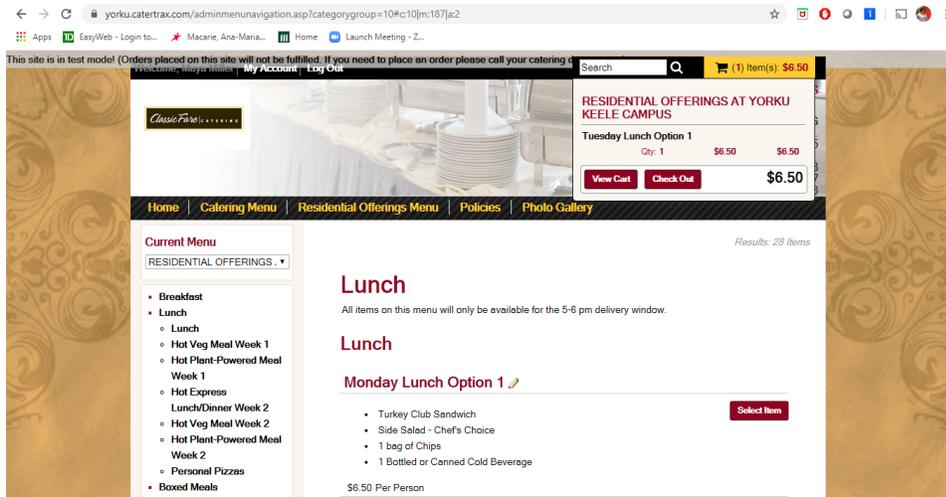
Minimum 10 characters, at least 1 special character, 1 number, and 1 capital letter.

*Re-enter Password:

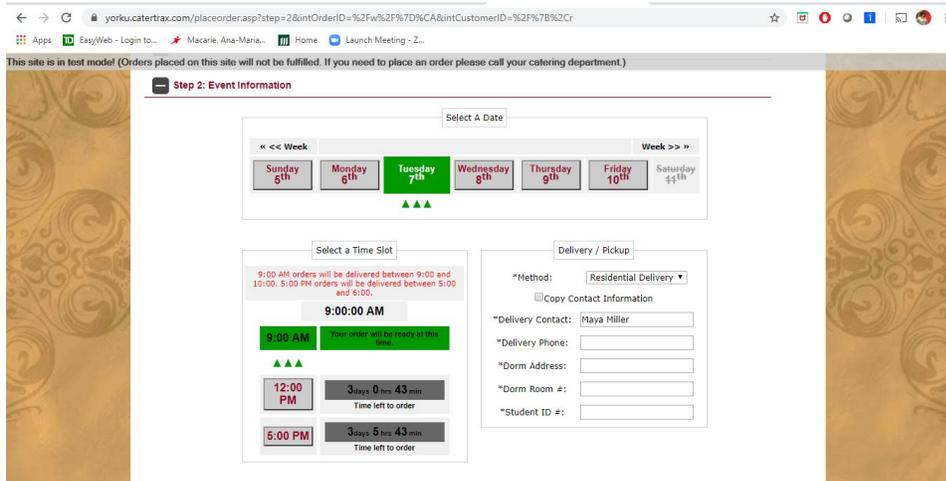
Join our mailing List:

Continue

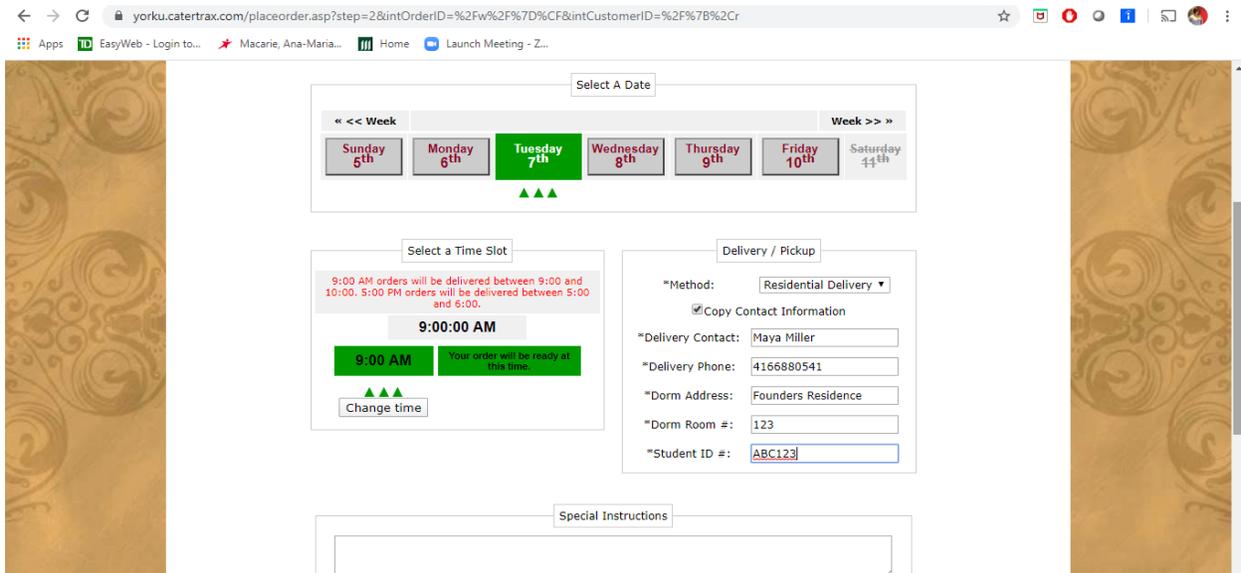
4. Once your account is created please choose the tab, Residential Offerings Menu
 - a. For Breakfast choose the Breakfast items according to the day you wanted delivered. For example, if you want Breakfast on Tuesday, choose Tuesday Breakfast from the Breakfast Menu.
5. Once you decide which meal you would like, please Select Item and proceed with the Order.
6. After you click Order, the item will appear on your Cart. See below.



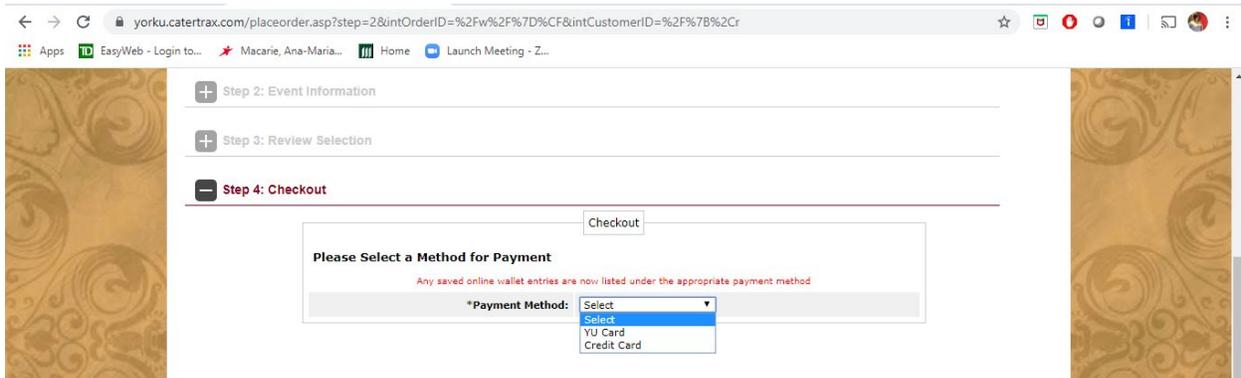
7. Click Check Out and you will be directed to a new window to select the date that you want the meal to be delivered. Please note that the menu is only available on the days as specified.



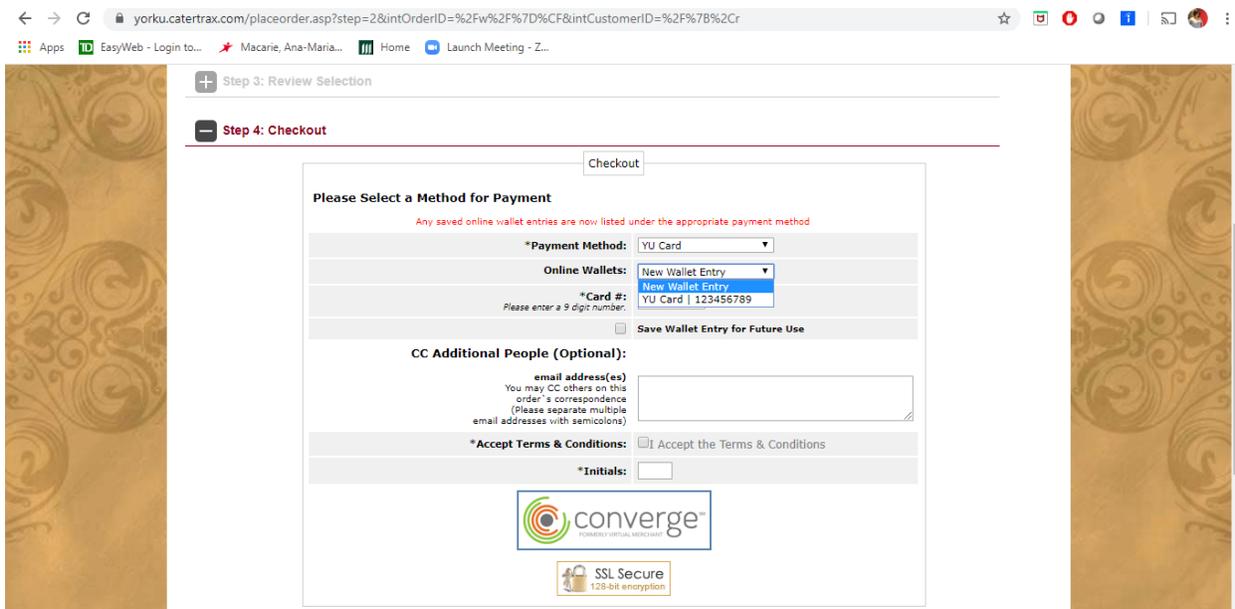
8. Once you select the date and the time accordingly, the system will ask you to review your selection and then proceed to Checkout. For this example, I will choose Tuesday, 9:00AM. (Because I selected the Tuesday Breakfast Meal) and the time when the Breakfast is delivered will be 9am-10am. After that, the next step will be the delivery information.



9. Please verify that all details are correct – Delivery Contact Name, Delivery Phone, Dorm Address, Dorm Room and your Student ID Number.
10. Next step will be to Review your selection and then Proceed to checkout.
11. On this step you will be asked to select the Method of Payment. You can pay via YU Card or Credit Card.

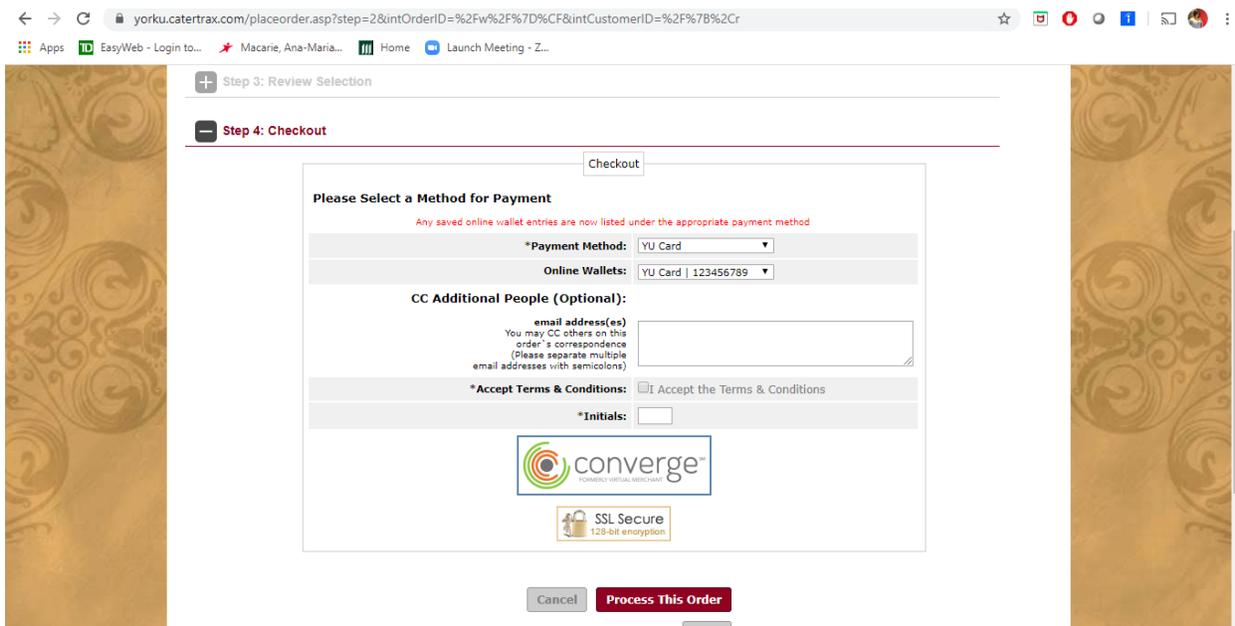


12. The next window is where you will add the details on the payment.



The Online Wallet will keep the details of your previous method of payment. You can change that at any time by selecting New Wallet Entry. Or Save Wallet Entry for future Use, if you decide to use the same credit card or YU card.

13. Next step, after adding the payment details, will be Process This Order.



14. Once the order is processed you will see a window like this:

← → ↻ yorku.catertrax.com/shopthanks.asp?intOrderID=%2Fw%2F%7D%CF&intCustomerID=%2F%7B%2Cr&sendCustomerEmail=True&recurTempStore=&i... ☆ 📄 📧 📧 📧 📧 📧

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This site is in test mode! (Orders placed on this site will not be fulfilled. If you need to place an order please call your catering department.)

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Home | Catering Menu | Residential Offerings Menu | Policies | Photo Gallery

Thank you for your reference

*Please note: You will receive an email reviewing the details of your order.

Printable Reference | Add to Outlook

 RESIDENTIAL OFFERINGS AT YORKU KEELE CAMPUS <small>4700 Keele Street, Toronto, ON M3J 1P3 416.736.2100 ext. 33667</small>		REFERENCE #49271 <small>Tuesday, 4/7/2020 Ordered On: 4/3/2020 Confirmed</small>
Customer Information First Name: Maya Last Name: Miller Residence Address: Founders City: Toronto Name of the Department: John Smith Treasurer: Email: macarie-anamaria@aramark.ca Telephone: 4166880541 Work Phone: 4166880541 Department: Faculty of Science	Delivery Information Select Location: RESIDENTIAL OFFERINGS AT YORKU KEELE CAMPUS Method: Residential Delivery Delivery Contact: Maya Miller Delivery Phone: 4166880541 Dorm Address: Founders Residence Dorm Room #: 123 Student ID #: ABC123	Event Information Delivery Date: Tuesday, 4/7/2020 Delivery Time: 9:00 AM :9:00 AM
Payment Information		

You will receive a generic email from the system informing you that the order went through.

15. After we review your order you will receive another email from the Catering Admin which will actually confirm your delivery (order).

16. A few notes to keep in mind:

- a. We recommend that you select the meals according to the days and delivery times. Every meal should be on separate orders. Breakfast Meals to be selected for the 9:00AM delivery. A separate order for Lunch Meal to be placed on another order with 12:00PM delivery. The Dinner Meals should be on another separate order with the 5:00PM delivery time.
- b. Please note that we require at least 24 hours notice for an order to be fulfilled during the week. For orders to be delivered Fridays, Saturdays, Sundays and Mondays please submit the order the latest by Thursday at 4:00pm.

17. If you have any questions you can email us at yorkucatering@aramark.ca or you can text/call 416-688-0541 from Mon to Fri, 9am-4pm.