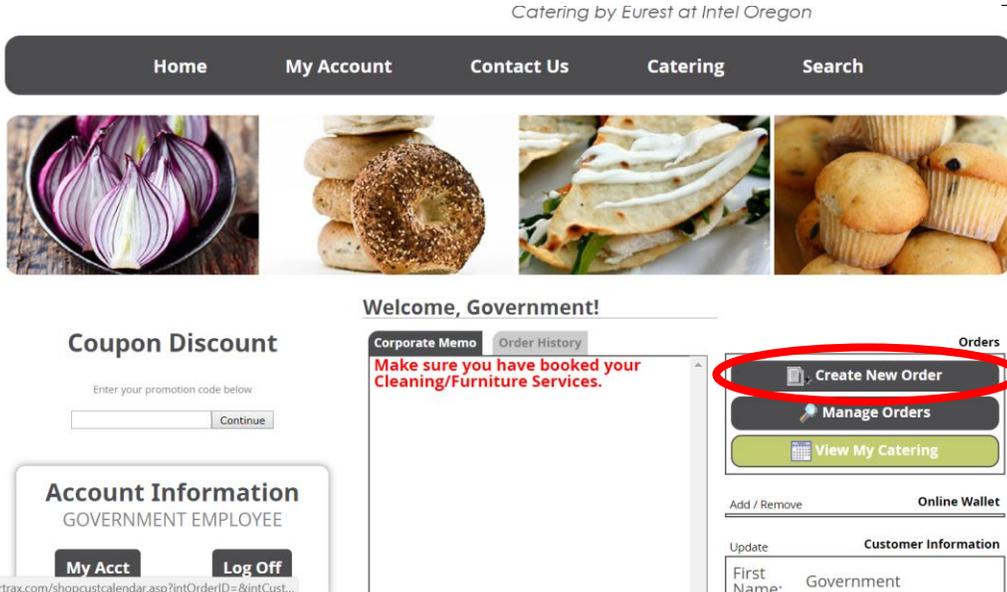


# Instructions for IXPUG Annual Fall Conference 2018 Meal Payments

If you have questions or need assistance, contact [IPCC.Program.Office@Intel.com](mailto:IPCC.Program.Office@Intel.com) attn: Shari Lawrence, Program Manager.

 <p><b>Customer Login</b></p> <p>Last Name: Employee</p> <p>Password: .....</p> <p>Login</p> <p><a href="#">Don't have an Account? Create One Now -- Need your password? Click Here</a></p> <p><b>Welcome to our Online Catering Solution</b></p> <p>Whether planning a simple breakfast or an upscale executive luncheon, you will find all of our most popular menu selections on line.</p> <p>We want to ensure that we are providing you with the very best options for you to select from, so please let us know if there is something you do not see in our order guide. We will be happy to assist you at any time with placing your food and beverage orders and can walk you through the on-line process. Choose from the featured menus or contact us to customize your event.</p>	<p>Enter URL into browser: <a href="https://inteloregon.catertrax.com">https://inteloregon.catertrax.com</a></p> <p>Login using the login information provided:</p> <p>Last Name: Employee</p> <p>Password: employee (all lower case)</p>
 <p><b>Welcome, Government!</b></p> <p><b>Coupon Discount</b></p> <p>Enter your promotion code below</p> <p>Continue</p> <p><b>Account Information</b> GOVERNMENT EMPLOYEE</p> <p>My Acct Log Off</p> <p><b>Orders</b></p> <p><b>Create New Order</b></p> <p>Manage Orders</p> <p>View My Catering</p> <p>Online Wallet</p> <p>Customer Information</p> <p>First Name: Government</p>	<p>Click "Create New Order"</p>



Click "Government Employees" button

### Account Information GOVERNMENT EMPLOYEE

My Acct

Log Off

## Catering

At Intel Oregon Catering, we are proud of our reputation for quality food and good service. Follow these simple steps to place your order online. In the event that you need assistance or don't see something that you would like to order, please call us at: 503-613-9384.

- 1 Log into your Account (or create a new account)
- 2 Select Create New Catering
- 3 Follow the Instructions to Create your Catering Order

Ingredients Master Chef Series

Breakfast

Lunch

Hors d'Oeuvres

Customize Your Lunch

Snack Hour

Beverages

Government Employees

Meal Vouchers & Safety Bucks

Return to Director Page

Ordering Tutorial

Catering

Policies

Privacy Statement



Click "View Details"

Ingredients Master Chef Series

Breakfast

Lunch

Hors d'Oeuvres

Customize Your Lunch

Snack Hour

### Government Employees

#### All Day- IPUXG

Government Employees all day refreshments, breakfast, lunch, and snacks

View Details



Select the days that you will be attending the event

Ingredients Master Chef Series

Breakfast

Lunch

Hors d'Oeuvres

Customize Your Lunch

Snack Hour

Beverages

Government Employees

Meal Vouchers & Safety Bucks

Dessert

### All Day- IPUXG

Government Employees all day refreshments, breakfast, lunch, and snacks

#### All Day Order

(Choice of 4)

- Tuesday, September 25 - per person - \$25.00
- Wednesday, September 26 - per person - \$25.00
- Thursday, September 27 - per person - \$25.00
- Friday, September 28 - per person - \$25.00

#### Special Instructions

ORDER

"Special Instructions" Please advise of any dietary restrictions

Click "Order"



**Catering Menu**

- Step 1**  
Confirm Selection
- Step 2**  
Event Information
- Step 3**  
Review Selection
- Step 4**  
Checkout

**Intel Oregon**  
2501 NW 229th Ave  
Hillsboro, OR 97124  
Ph: (503) 613-9384

Remove	Description	Quantity	Unit	Price	Balance
	<b>All Day- IPUXG</b> Government Employees all day refreshments, breakfast, lunch, and snacks • Friday, September 28 - per person - Add \$25.00 • Thursday, September 27 - per person - Add \$25.00 • Wednesday, September 26 - per person - Add \$25.00 • Tuesday, September 25 - per person - Add \$25.00	1		\$100.00	\$100.00
					Product Cost: \$100.00

- << Add More
- Continue >>**

Review order and "Add More" or click "Continue"

**Current Selection**

[1] All Day- IPUXG  
\$100.00 X 1 = \$100.00  
Subtotal \$100.00

**Intel Oregon**  
2501 NW 229th Ave  
Hillsboro, OR 97124  
Ph: (503) 613-9384

- Step 1**  
Confirm Selection
- Step 2**  
Event Information
- Step 3**  
Review Selection
- Step 4**  
Checkout

Date Selection  
9/25/2018  
**Date Good To Go!**  
September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<b>24</b>	25	26	27	28	29
30						

Delivery / Pickup  
\*Method: Government Employees  
 Copy Contact Information  
\*Delivery Contact: Government Employee  
\*Delivery Phone: 503-264-5678  
\*Building: JFCC  
\*Room # / Name: JFCC

Event Details  
Additional service times may be available by prior arrangement. Please contact us to discuss your needs.  
\*Food Delivery Time: 8:00 AM  
\*Event Start Time: 8:00 AM  
\*Event End Time: 5:00 PM  
\*Food Clean-up Time: 5:00 PM  
\*Guest Count: 1

Special Instructions

**Continue**

- From the calendar picker, select the first day of the event, September 25, 2018
- "Method" drop down, select "Government Employees"
- Delivery Phone: Type phone number 503-264-5678
- Building: "JFCC"
- Room#/Name: "JFCC"
- Event Details: Select 8am; 8am; 5pm; 5pm
- Guest Count: "1" Click "Continue"

**Current Selection**

[1] All Day- IPUXG  
\$100.00 X 1 = \$100.00  
Subtotal \$100.00

- Step 1**  
Confirm Selection
- Step 2**  
Event Information
- Step 3**  
Review Selection
- Step 4**  
Checkout

Review your Selection

**Order Name: IXPUG Conference**

<b>Customer Information</b> First Name: Government Last Name: Employee Email: ronlercatering@Intel.com Phone: 000-000-0000 Click To View Policies Initial to Accept: GE Cell Phone: 000-000-0000	<b>Delivery / Pickup Information</b> Method: Government Employees Delivery Contact: Government Employee Delivery Phone: 503-264-5678 Building: JFCC Room # / Name: JFCC
<b>Event Information</b> Guest Count: 1 Pick-up/Delivery Date: Tuesday, 9/25/2018 Food Delivery Time: 8:00 AM Event Start Time: 8:00 AM Event End Time: 5:00 PM Food Clean-up Time: 5:00 PM	

Order Name: "IXPUG Conference"

Final review of charges  
Click on "Proceed to Checkout"

Description	Quantity	Unit Price	Balance
<b>All Day- IPUXG</b>	1	\$100.00	\$100.00
Government Employees all day refreshments, breakfast, lunch, and snacks			
<ul style="list-style-type: none"> <li>• <b>Friday, September 28 - per person</b> - Add \$25.00</li> <li>• <b>Thursday, September 27 - per person</b> - Add \$25.00</li> <li>• <b>Wednesday, September 26 - per person</b> - Add \$25.00</li> <li>• <b>Tuesday, September 25 - per person</b> - Add \$25.00</li> </ul>			
Product Cost:			\$100.00
Balance			\$100.00

**\*Please Note: The final invoice may be re-calculated to satisfy special requests or additions to standard offer.**

**You MUST click the Process This Order 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: Credit Card ▼

[Click here to enter a new credit card](#)

**CC Additional People (Optional):**

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



Payment Method: select "Credit Card"

Click "Click here to enter a new credit card"

Fill out appropriately with your name AND your email address where you want receipt emailed to

Click "Process This Order"