

Placing an Order

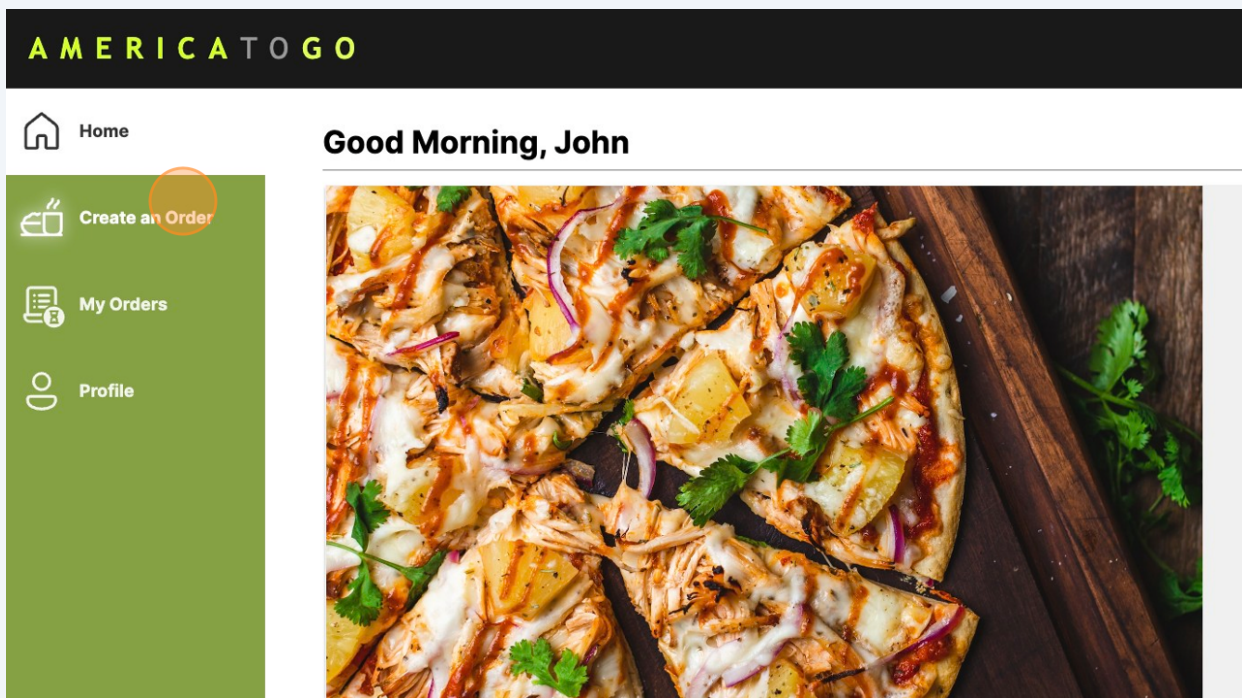
This guide provides step-by-step instructions on how to place your order using America To Go's ordering platform.

It includes information on how to select delivery or pickup, select from existing locations, set your order time, find a vendor, order from their menu, and expense your order.

Finally, you will see how to track your order and get help from ATG Customer Service if you need.

1 Go to your ATG ordering homepage.

2 Click "Create an Order."



3 Select your service type and order address.

The screenshot shows a web application interface for finding restaurants and caterers. The page title is "Find Restaurants and Caterers". On the left, there is a green sidebar with navigation options: Home, Create an Order, My Orders, and Profile. The main content area has three tabs: "Delivery" (selected), "Pick Up", and "Dine In". Under the "Delivery" tab, there is a "Deliver To" section with a location pin icon. Below this, there are three radio button options for different office locations, each with an "edit" link: "ATG Office 1180 Avenue of the Americas, 10th Floor, New York, NY 10036", "Brooklyn 134 North 4th Street, 3rd Floor, Brooklyn, NY 11249", and "Downtown Office 112 West 3rd Street, New York, NY 10012". An "Add Location" link is also present. At the bottom of the form, there are input fields for "Date" and "Time".



If ordering delivery, the address you select will be the exact address sent to the vendor. You have the option to add or edit your addresses and these changes will only apply to your account.

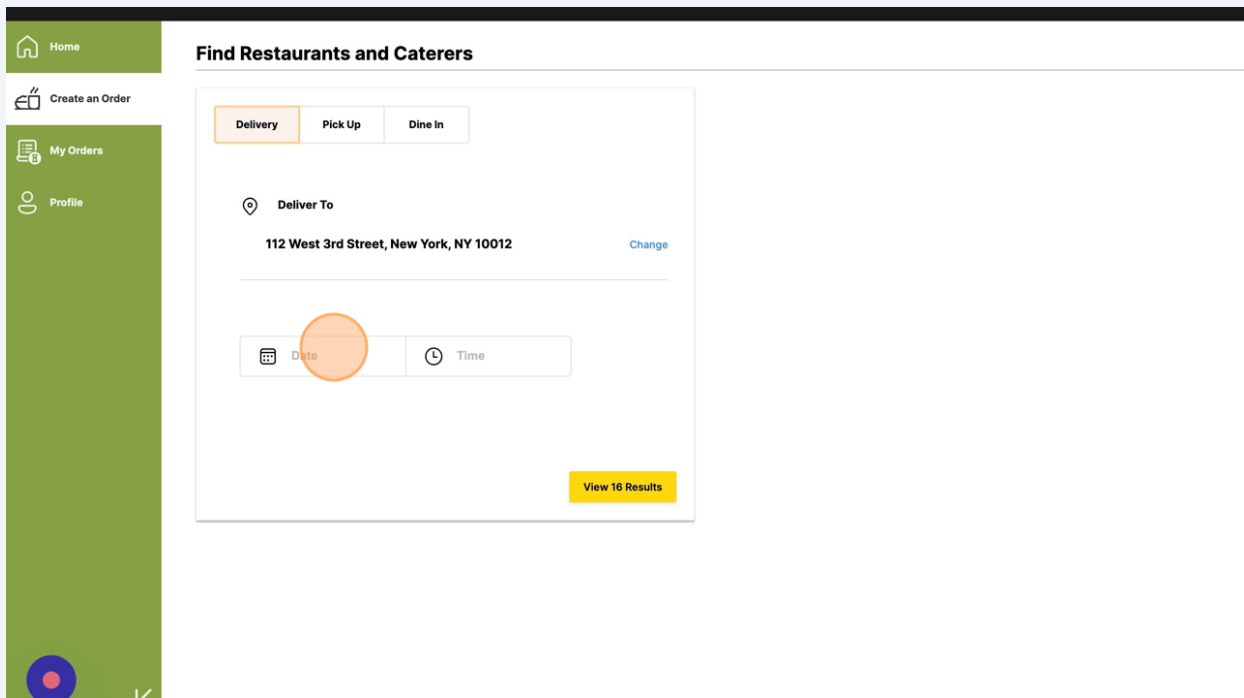
When adding or editing a location, you can fill out additional information, such as building name, floor, room number, phone number, and delivery instructions.



Please do not use the delivery instructions field to provide a contradicting address. This will cause confusion for the vendor and risk delivery to the wrong location.

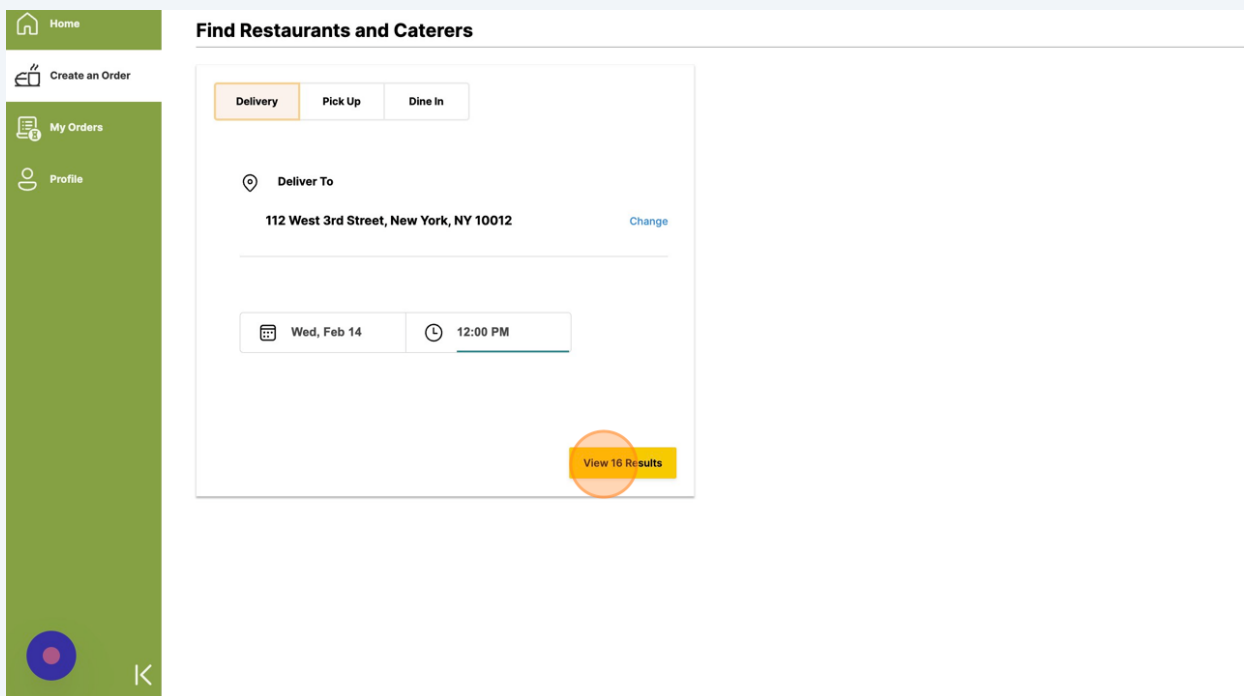
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You can optionally select a date and time to further filter your results



5

Click "View Results"



6

To begin placing an order, click "Menu" on the restaurant you want to order from.

The screenshot displays a mobile application interface for finding and ordering from nearby vendors. At the top, it shows '16 Vendors Near You (15 matching)'. Below this is a search bar and navigation options for 'Delivery', 'Pick Up', and 'Dine In'. The current date and time are 'Wed, Feb 14' at '12:00 PM', and the location is '112 West 3rd Street, New York, NY 10012'. On the left, there is a sidebar with 'Home', 'Create an Order', 'My Orders', and 'Profile'. The main area is divided into two columns: filters and vendor cards. The filters include 'Services' (Dine In, Take Out, Delivery, Delivers To You, Catering, Full-Service), 'Hours' (open at order time), 'Lead Time' (works for this order), 'Initiatives' (Diverse, SWaM, Food Trucks), and 'Categories' (american, brazilian, burgers, cakes, chinese, indian). The vendor cards are arranged in a grid, each showing the vendor's name, address, price range, and menu options. The vendors shown are Bread House, Cirano's, Exceptional Catering, Harry's Bagels, Harvest Farms, and Hello Burger. Each card includes a 'Menu' button.



You can easily search and filter your results by using the filters on the left hand side of your screen.

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On the restaurant's menu, add food to your shopping cart by clicking an item and then clicking "Add to Order."

House [Go to Vendor Info](#)

MENU

BREAKFAST

Breakfast

Mini-Pastry Assortment <i>(Fifteen (15) pieces.) Includes mini-croissant, mini-pain au chocolat and mini-pain au raisin. (Contains nuts.)</i>	\$54.00	Mini-Quiche Assortment <i>(Twenty (20) pieces.) Includes Mediterranean quiche (Gouda, mozzarella, caramelized onions, zucchini, tomato and za'atar), goat cheese quiche (caramelized onions and Gouda), and mushroom quiche (sauteed mushrooms, caramelized onions and Gouda).</i>	\$75.00
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Qty: [Add to Order](#)

Special Instructions:

Yogurt Topped with Fresh Fruit and Granola <i>(Twelve (12) cups.) Greek yogurt cups filled with homemade jam and seasonal fruit accompanied with a bag of our signature granola. (Contains nuts.)</i>	\$52.00
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SMALL BITES

Small Bites

Mini-Burekas Assortment <i>(Thirty (30) pieces.) Includes cheese (feta, cream cheese and sour cream), spinach and cheese (spinach, feta, cream cheese and onion) and potato.</i>	\$68.00	Swiss Muesli Brie Bites <i>(Twenty-five (25) pieces.) Swiss muesli bread sliced and topped with Brie and walnuts.</i>	\$52.00
Cheese Straw Bites <i>(Sixty-five pieces.) A bite size version of our famous puff pastry bites prepared with Gouda cheese.</i>	\$52.00	Salmon Crostini <i>(Eighteen (18) pieces.) Toasted challah triangles topped with cream cheese and Atlantic smoked salmon, garnished with capers and chives.</i>	\$66.00



If you have not met the restaurant's order requirements, you may see a message explaining why, and you will not be able to proceed to the checkout page.

For example, some restaurants require that you choose a service ware option before proceeding.

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Once you have finished adding items to your shopping cart, click "Proceed To Checkout."

The screenshot shows a shopping cart interface. At the top right, there is a shopping cart icon with a '2' and a user initials 'JD'. Below it, the 'Order Total*' is \$137.18, with a note '*Includes charges and fees'. A yellow 'Proceed To Checkout' button is highlighted with an orange circle. Below the button, there is a checkbox for 'No service ware needed' and a link to 'view service ware options'. The main area is titled 'BREAKFAST' and lists items under 'Breakfast':

- Mini-Pastry Assortment: \$54.00, quantity 1, with a trash icon.
- Yogurt Topped with Fresh Fruit and Granola: \$52.00, quantity 1, with a trash icon.

At the bottom right, there is a 'Close' button. The left side shows a list of items with 'Add to Order' buttons.

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On the checkout page, please review all of your order information before proceeding. All aspects of your order can be edited at this point.

The screenshot shows a checkout page. On the left is a green sidebar with navigation options: Home, Create an Order, My Orders, and Profile. The main content is titled 'Checkout' and contains the following sections:

- 1 Customer:** John Doe (john.doe@americatogo.com)
- 2 Delivery Address:** 112 West 3rd Street, New York, NY 10012 (212) 398-3500. Includes a 'Change' link and 'Delivery Instructions: none'.
- 3 Delivery Time:** Wednesday, February 14, 2024 at 12:00 PM EST. Includes a 'Change' link.
- 4 Vendor:** Bread House, 20 East 20th Street. Includes a 'Change' link and a note: 'Thank you for ordering from a Diverse vendor!'.
- 5 Payment Method:** ATG Account \$137.18. Includes a 'Change' link.
- 6 Expensing:** Includes an 'Expenses' section with an 'add expense' link and an 'Attendees List' text area. Includes a 'Close' link.
- 7 Other Info:** Includes an 'Order Name' field with a placeholder 'for easy lookup later' and a 'Favorite?' checkbox. Includes a 'Close' link.

On the right, there is an 'Order Items' summary table:

Order Items 2 Items		Edit Items
1	Mini-Pastry Assortment	\$54.00
1	Yogurt Topped with Fresh Fruit and Granola	\$52.00
Subtotal		\$106.00
Delivery		\$20.00
Tax		\$11.18
Total		\$137.18

Below the table, it says 'No Service Ware Needed'. At the bottom right, there are 'save for later' and 'Place Order' buttons. The 'Place Order' button is highlighted with an orange circle.



You may be required to fill out additional information, such as expensing, before placing your order. All required information will be bolded in red.

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Once you have reviewed your order and filled out all required information, click "Place Order."

AMERICATOGO

Home | Create an Order | My Orders | Profile

Checkout

1 **Customer** John Doe (john.doe@americatogo.com) [Change](#)

2 **Delivery Address** 112 West 3rd Street, New York, NY 10012 (212) 398-3500 [Change](#)
or choose pickup
Delivery Instructions: none

3 **Delivery Time** Wednesday, February 14, 2024 at 12:00 PM EST [Change](#)

4 **Vendor** Bread House 20 East 20th Street [Change](#)
Thank you for ordering from a Diverse vendor!

5 **Payment Method** ATG Account \$13718 [Change](#)

6 **Expensing** [Expenses:](#) [add expense](#) [Close](#)
[Attendees List:](#)

7 **Other Info** Order Name: for easy lookup later [Close](#)
Favorite?

Order Items 2 Items [Edit Items](#)

1	Mini-Pastry Assortment	\$54.00
1	Yogurt Topped with Fresh Fruit and Granola	\$52.00
	Subtotal	\$106.00
	Delivery	\$20.00
	Tax	\$11.18
	Total	\$137.18

No Service Ware Needed

[save for later](#) [Place Order](#)

Environment: UAT

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Congratulations! You have successfully placed an order.

You will receive an email from ATG confirming that your order was placed successfully.

For customers that use an e-procurement system, you will be navigated back to your company's system to finish placing your order there.

AMERICA TO GO

Home

Create an Order

My Orders

Profile

Thank you for placing your order with America To Go!
An email confirmation will be sent once your order is confirmed with the vendor. You can also track this order or review all of your orders via [MY ORDERS](#).

Customer View **Vendor View**

866.ATG.TOGO **AMERICA TO GO** customerservice@americatogo.com

ATG Order ID: 18032837 **Bread House**
20 East 20th Street
8662848646

Deliver to
John Doe
America To Go
112 West 3rd Street
New York, NY 10012
(212) 398-3500

Deliver at
12:00 PM
Wednesday, February 14, 2024

Qty	Item	Price
1	Mini-Pastry Assortment in Breakfast	\$4.00
1	Yogurt Topped with Fresh Fruit and Granola in Breakfast	\$2.00

No service ware needed!

Subtotal	\$106.00
Delivery	\$20.00
Tax	\$11.18
Total	\$137.18
PAID with ATG Account	-\$137.18

Thank you for ordering from a Diverse vendor!

created Thu, 08 Feb 2024 12:22:40 GMT



To track the progress of your order, go to "My Orders."

If you have questions or received an error message, please contact our customer support team.