

# Placing an Order

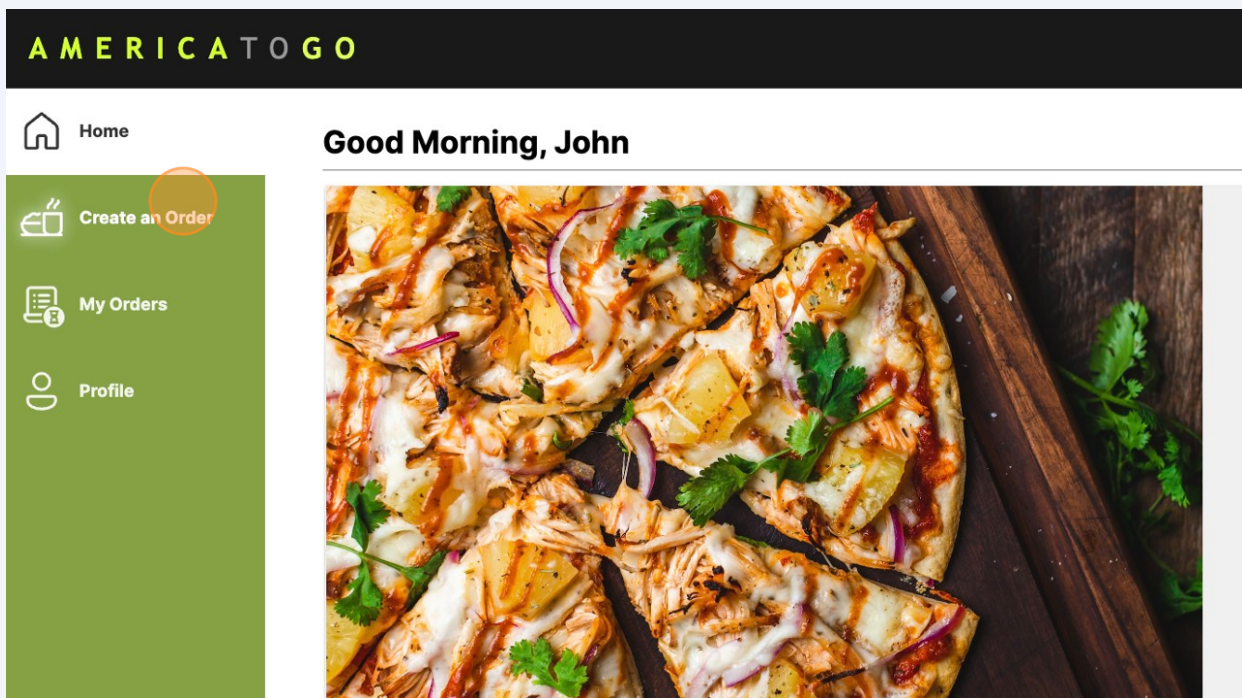
This guide provides step-by-step instructions on how to place your order using America To Go's ordering platform.

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 links: "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 orange circle highlights the "Downtown Office" option. Below the radio buttons is a blue link "Add Location". At the bottom of the form, there are two input fields: "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.

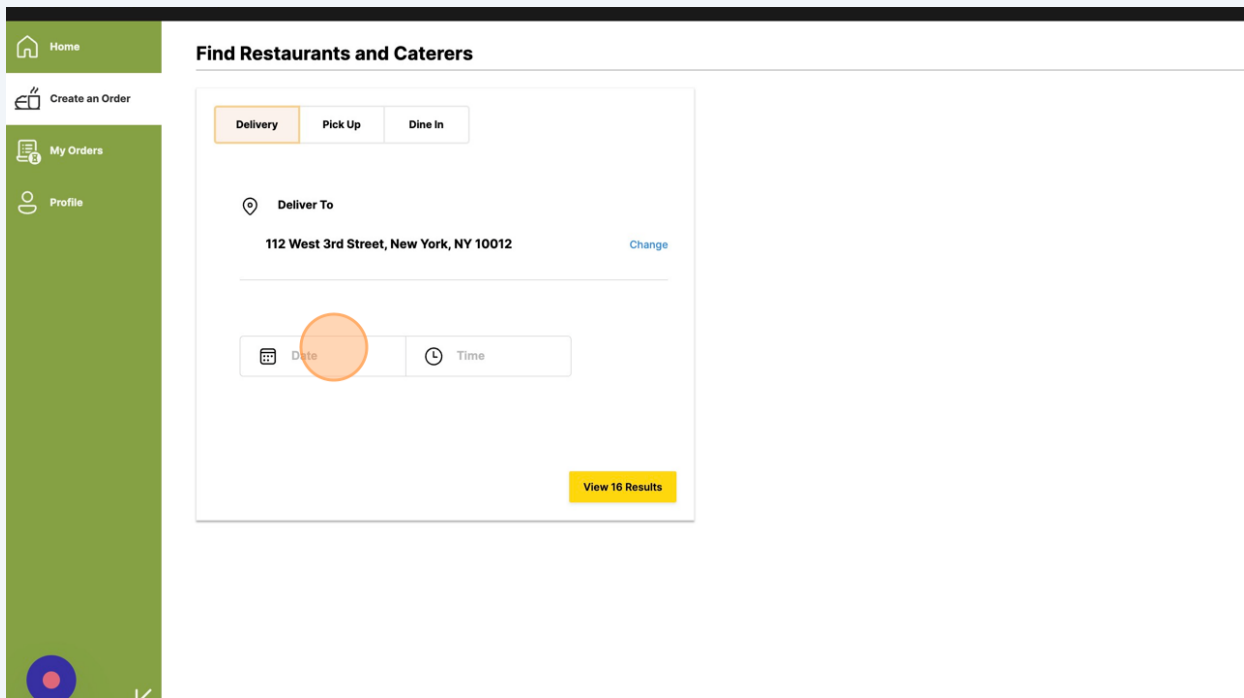
When adding or editing a location, you can fill out additional information, such as building name, floor, room number, phone number, and delivery instructions.



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.

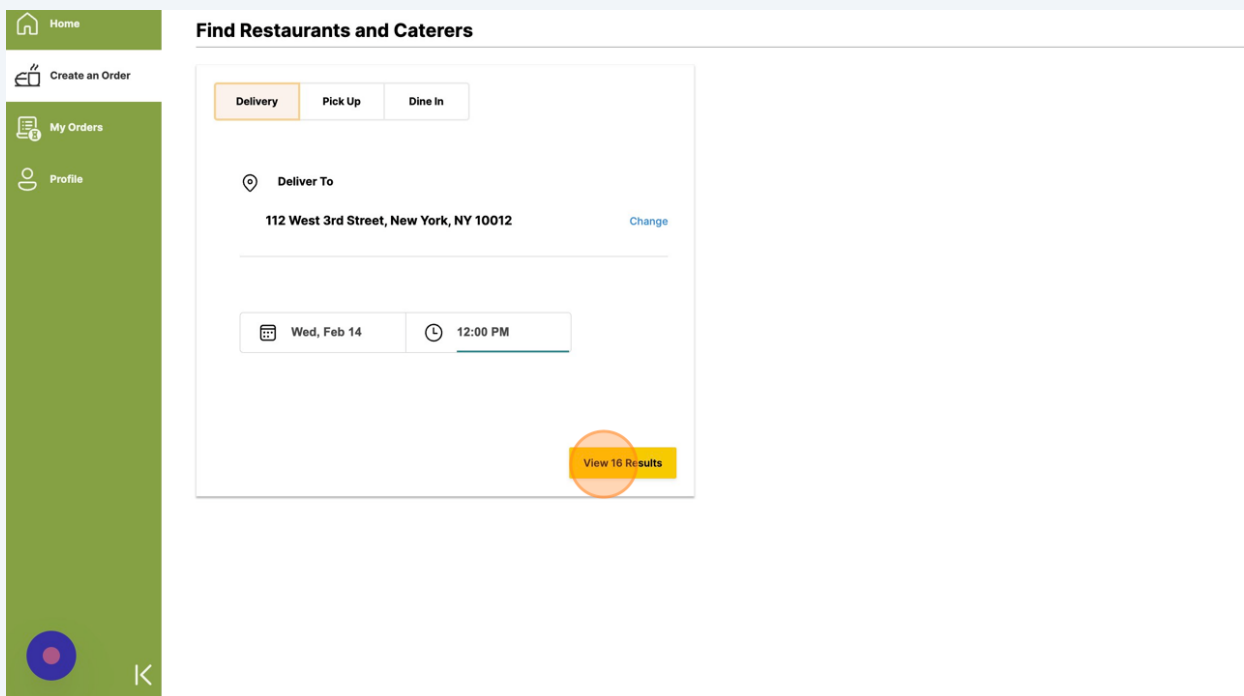
4

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 a navigation bar with options for 'Delivery', 'Pick Up', and 'Dine In'. The current date and time are 'Wed, Feb 14' and '12:00 PM', and the location is '112 West 3rd Street, New York, NY 10012'. On the left side, there is a sidebar with navigation options: 'Home', 'Create an Order', 'My Orders', and 'Profile'. Below these are filter sections for 'Services', 'Hours', 'Lead Time', 'Initiatives', and 'Categories'. The main area shows a grid of vendor cards. Each card includes the vendor's logo, name, address, price range, and a 'Menu' button. The vendors shown are Bread House, Cirano's, Exceptional Catering, Harry's Bagels, Harvest Farms, and Hello Burger. Each card also lists services like 'Dine In', 'Take Out', 'Delivery', and 'Catering', along with their respective lead times and delivery charges.



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

WICHES  
iches  
SPREADS  
reads  
RE

**BREAKFAST**

**Breakfast**

**Mini-Pastry Assortment** \$54.00  
*(Fifteen (15) pieces.) Includes mini-croissant, mini-pain au chocolat and mini-pain au raisin. (Contains nuts.)*

Qty:

Special Instructions:

**Mini-Quiche Assortment** \$75.00  
*(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).*

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

**SMALL BITES**

**Small Bites**

**Mini-Burekas Assortment** \$68.00  
*(Thirty (30) pieces.) Includes cheese (feta, cream cheese and sour cream), spinach and cheese (spinach, feta, cream cheese and onion) and potato.*

**Swiss Muesli Brie Bites** \$52.00  
*(Twenty-five (25) pieces.) Swiss muesli bread sliced and topped with Brie and walnuts.*

**Cheese Straw Bites** \$52.00  
*(Sixty-five (65) pieces.) A bite size version of our famous puff pastry bites prepared with Gouda cheese.*

**Salmon Crostini** \$66.00  
*(Eighteen (18) pieces.) Toasted challah triangles topped with cream cheese and Atlantic smoked salmon, garnished with capers and chives.*



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' in a green circle. Below this, the 'Order Total\*' is displayed as '\$137.18' in red, 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 checked checkbox for 'No service ware needed' and a link to 'view service ware options'. The main content area is titled 'BREAKFAST' and lists several items: 'Breakfast' for \$54.00, 'Mini-Quiche Assortment' for \$75.00, and 'Yogurt Topped with Fresh Fruit and Granola' for \$52.00. Each item has an 'Add to Order' button. A 'Close' button is located at the bottom right of the item list.

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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 area is titled 'Checkout' and contains several sections: 1. Customer: John Doe (john.doe@americatogo.com). 2. Delivery Address: 112 West 3rd Street, New York, NY 10012 (212) 398-3500. 3. Delivery Time: Wednesday, February 14, 2024 at 12:00 PM EST. 4. Vendor: Bread House, 20 East 20th Street. 5. Payment Method: ATG Account \$137.18. 6. Expensing: A section with 'Expenses: add expense' and an 'Attendees List' field. 7. Other Info: 'Order Name:' field with a placeholder 'for easy lookup later' and a 'Favorite?' checkbox. An orange circle highlights the 'Order Name' field. On the right, there is a summary box titled 'Order Items 2 Items' with a table listing 'Mini-Pastry Assortment' (\$54.00) and 'Yogurt Topped with Fresh Fruit and Granola' (\$52.00). Below the table, the 'Subtotal' is \$106.00, 'Delivery' is \$20.00, 'Tax' is \$11.18, and the 'Total' is \$137.18. A 'No Service Ware Needed' message is also present. At the bottom right, there are 'save for later' and 'Place Order' buttons.



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: Valentine's Brunch 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
<b>Total</b>		<b>\$137.18</b>

No Service Ware Needed

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

Environment: UAT

## 11 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
<b>Total</b>	<b>\$137.18</b>
PAID with ATG Account	-\$137.18

Thank you for ordering from a Diverse vendor!  
created Thu, 08 Feb 2024 12:22:40 GMT

**i** 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.