

Revising an Order

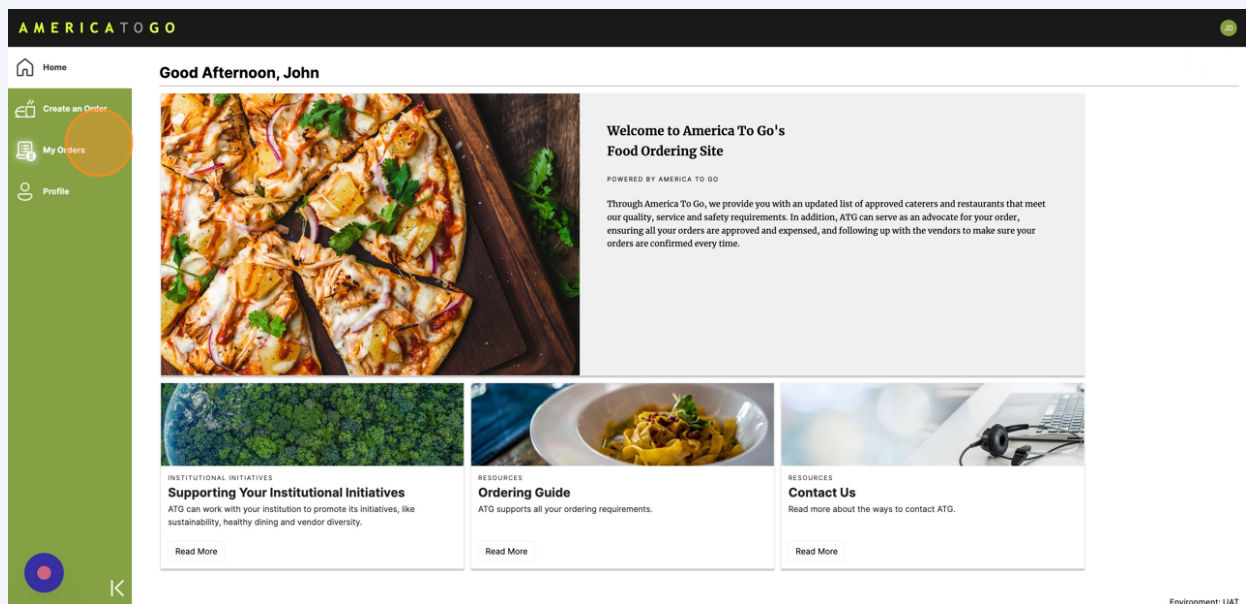
This guide provides step-by-step instructions on how to revise an order in the America To Go ordering platform.

It includes information on how to revise your order when the vendor has already confirmed the original version, including any restrictions you may have on revising your order outside the vendor's normal revision timeframe.

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

1 Go to your ATG ordering homepage.


2 Click the "My Orders" page in the side menu.



3

On the order you want to revise, click the three-dot icon or right click anywhere on the row to open the action menu.


The screenshot shows the AMERICATOGO interface. The header includes the logo and a search bar. The main content is a table titled "My Orders (John Doe)". The table has columns for ATG Id, PO Id, Deadline, Address, Vendor Name, Total, Status, Approver, Order Name, Favorite, and Actions. A single order is listed with ATG Id 18032850, Deadline Wed, 02/14/2024 12:00 PM, Address 112 West 3rd Street, Vendor Name Bread House, Total \$137.18, and Status Pending Vendor Confirmation. The Actions column for this order contains a three-dot icon, which is highlighted with an orange circle.

ATG Id	PO Id	Deadline	Address	Vendor Name	Total	Status	Approver	Order Name	Favorite	Actions
18032850		Wed, 02/14/2024 12:00 PM	112 West 3rd Street	Bread House	\$137.18	Pending Vendor Confirmation			<input type="checkbox"/>	

4

Click "Revise" or "Request Revision" in the action menu.

The screenshot shows the same AMERICATOGO interface as above, but with the action menu open for the selected order. The menu contains the following options: View Order Text, View Order History, Copy Order, Cancel, and Revise. The 'Revise' option is highlighted with an orange circle.

Deadline	Address	Vendor Name	Total	Status	Approver	Order Name	Favorite	Actions
Wed, 02/14/2024 12:00 PM	112 West 3rd Street	Bread House	\$137.18	Pending Vendor Confirmation			<input type="checkbox"/>	

- View Order Text
- View Order History
- Copy Order
- Cancel
- Revise



If your order has already been confirmed by the vendor, you will see the "Request Revision" option.

Requesting a revision means that you will need to wait for the vendor's confirmation that the order can be fulfilled as revised.

5 Edit your shopping cart as needed.

The screenshot shows the AMERICATOGO website's shopping cart interface. The cart is titled "Editing Order 18032850" and shows an "Order Total*" of \$137.18. A "Proceed To Checkout" button is visible, along with a checkbox for "No service ware needed" and a "Yogurt Topped with Fresh Fruit and Granola" item for \$52.00. A "Mini-Pastry Assortment" item for \$54.00 is also visible. The "Request Revision" option is highlighted in orange. The cart also shows a "Cancel Order" button and the text "Environment: UAT".



You may be prevented from proceeding to checkout if your revision surpasses your company's allowed revision amount. If this is the case, you will see a bolded message in the shopping cart explaining why you can't proceed.

6 Click "Proceed To Checkout"

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, onion quiche (caramelized onions and Gouda), and mushroom quiche (sauteed mushrooms, caramelized onions and Gouda).</i>	\$75.00
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		

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
Crudite Platter <i>(Serves ten (10) - fifteen (15).) A variety of seasonal vegetables including cherry tomatoes, cucumbers, carrots, red peppers and baby radishes accompanied with hummus and sour cream chive dips.</i>	\$58.00	Roasted Vegetables <i>(Serves ten (10) - fifteen (15).) Seasonal vegetables prepared in olive oil with coarse sea salt and herbs.</i>	\$78.00

Qty: [Add to Order](#)

Order Total*
\$200.33
**Includes charges and fees*

[Proceed To Checkout](#)

No service ware needed
[view service ware options](#)

Yogurt Topped with Fresh Fruit and Granola
\$52.00
1

Mini-Pastry Assortment
\$54.00
1

Crudite Platter
\$58.00
1

[Close](#)
[Cancel Order](#)

7 In the checkout page, you can edit your order information as needed.

When you are finished, click "Place Order."

AMERICATOGO

Edit Order 18032850

1 Customer John Doe (john.doe@atgtest.com)

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 \$200.33 [Change](#)

6 Expensing Expenses: none [Change](#)
Attendees List:

7 Other Info Order Name: none [Change](#)
Favorite?

Order Items 3 Items [Edit Items](#)

1	Yogurt Topped with Fresh Fruit and Granola	\$52.00
1	Mini-Pastry Assortment	\$54.00
1	Crudite Platter	\$58.00
	Subtotal	\$164.00
	Delivery	\$20.00
	Tax	\$16.33
	Total	\$200.33

No Service Ware Needed

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

Environment: UAT

8 Congratulations! You have successfully revised your order.

If you made a revision request, your order's status will be "Pending Revision" until the vendor confirms your revision.

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

The screenshot displays the AMERICA TO GO web application interface. The top navigation bar includes 'Home', 'Create an Order', 'My Orders', and 'Profile'. The main content area shows a confirmation message: 'Your order 18032850 has been updated.' Below this, there are tabs for 'Customer View' and 'Vendor View'. The order details include the order ID (18032850), a 'REVISED' status with a timestamp (02/09/2024 14:29), and the vendor name 'Bread House' with its address and phone number. Delivery information is provided for 'John Doe' at '112 West 3rd Street, New York, NY 10012', with a delivery time of '12:00 PM' on 'Wednesday, February 14, 2024'. A table lists the items ordered: 'Yogurt Topped with Fresh Fruit and Granola in Breakfast' (\$52.00), 'Mini-Pastry Assortment in Breakfast' (\$4.00), and 'Crudite Platter in Small Bites' (\$8.00). The total amount is \$200.33, with a note that it was paid with the ATG Account.

AMERICA TO GO

Home Create an Order My Orders Profile

Your order 18032850 has been updated.
An email confirmation will be sent once your order revision 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: 18032850 **Bread House**
20 East 20th Street
8662848646

REVISED 02/09/2024 14:29 UTC

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	Yogurt Topped with Fresh Fruit and Granola in Breakfast	52.00
1	Mini-Pastry Assortment in Breakfast	4.00
1	Crudite Platter in Small Bites	8.00

No service ware needed!

Subtotal	\$164.00
Delivery	\$20.00
Tax	\$16.33
Total	\$200.33
PAID with ATG Account	-\$200.33

Thank you for ordering from a Diverse vendor!

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

If you have any questions or were unable to place your revision, please contact our support team.