for Business

DOORDASH FOR BUSINESS ADMIN WELCOME GUIDE

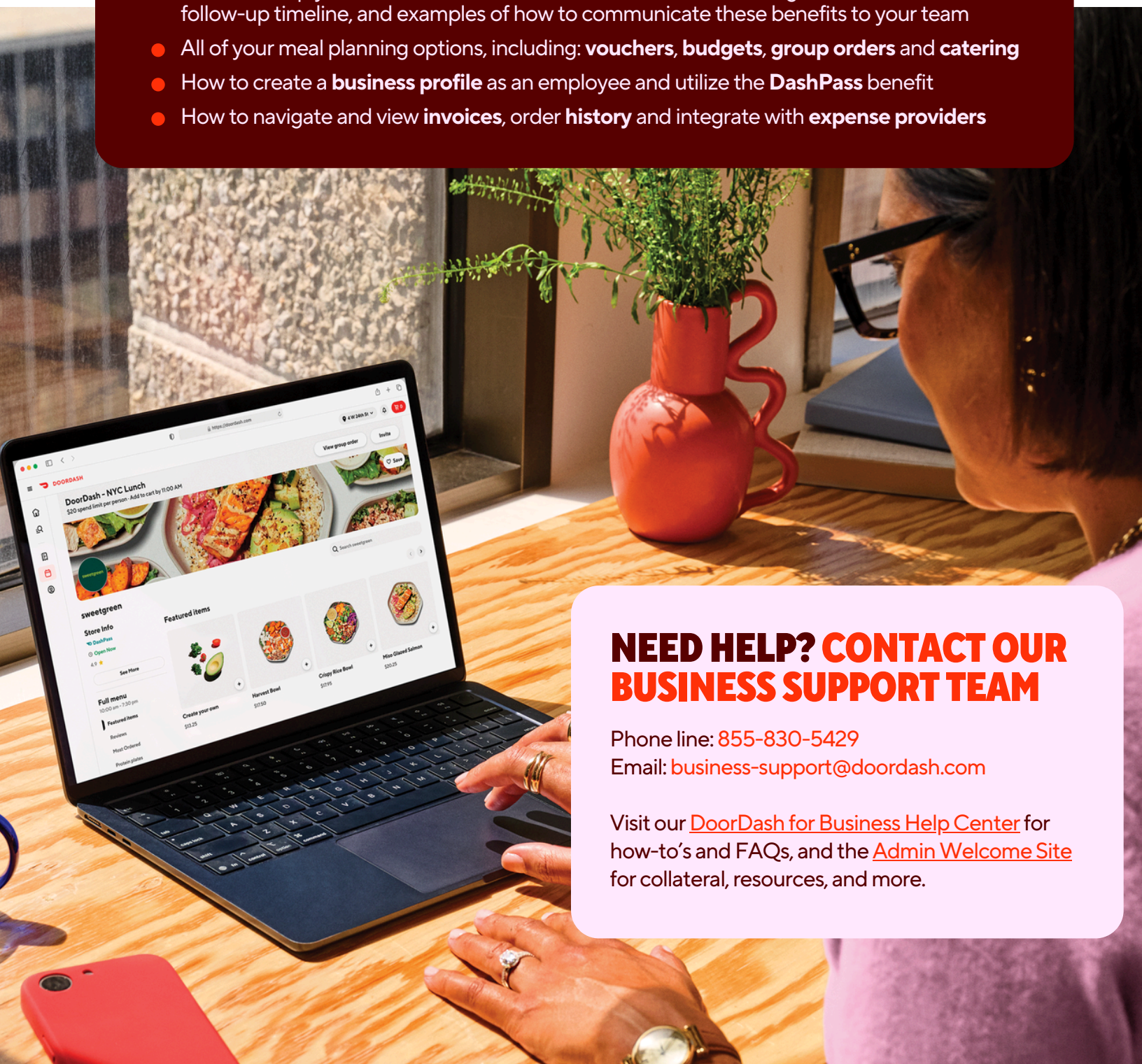
READY, SET, LUNCH

GET STARTED ENJOYING MEALS WITH YOUR TEAM

This guide will walk you through the DoorDash for Business Admin Portal, a user-friendly tool for managing employees and extending meal benefits seamlessly.

You will learn:

- How to set up your DoorDash for Business **Admin Portal**, including launch checklists, a follow-up timeline, and examples of how to communicate these benefits to your team
- All of your meal planning options, including: **vouchers**, **budgets**, **group orders** and **catering**
- How to create a **business profile** as an employee and utilize the **DashPass** benefit
- How to navigate and view **invoices**, order **history** and integrate with **expense providers**



NEED HELP? CONTACT OUR BUSINESS SUPPORT TEAM

Phone line: 855-830-5429
Email: business-support@doordash.com

Visit our DoorDash for Business Help Center for how-to's and FAQs, and the Admin Welcome Site for collateral, resources, and more.

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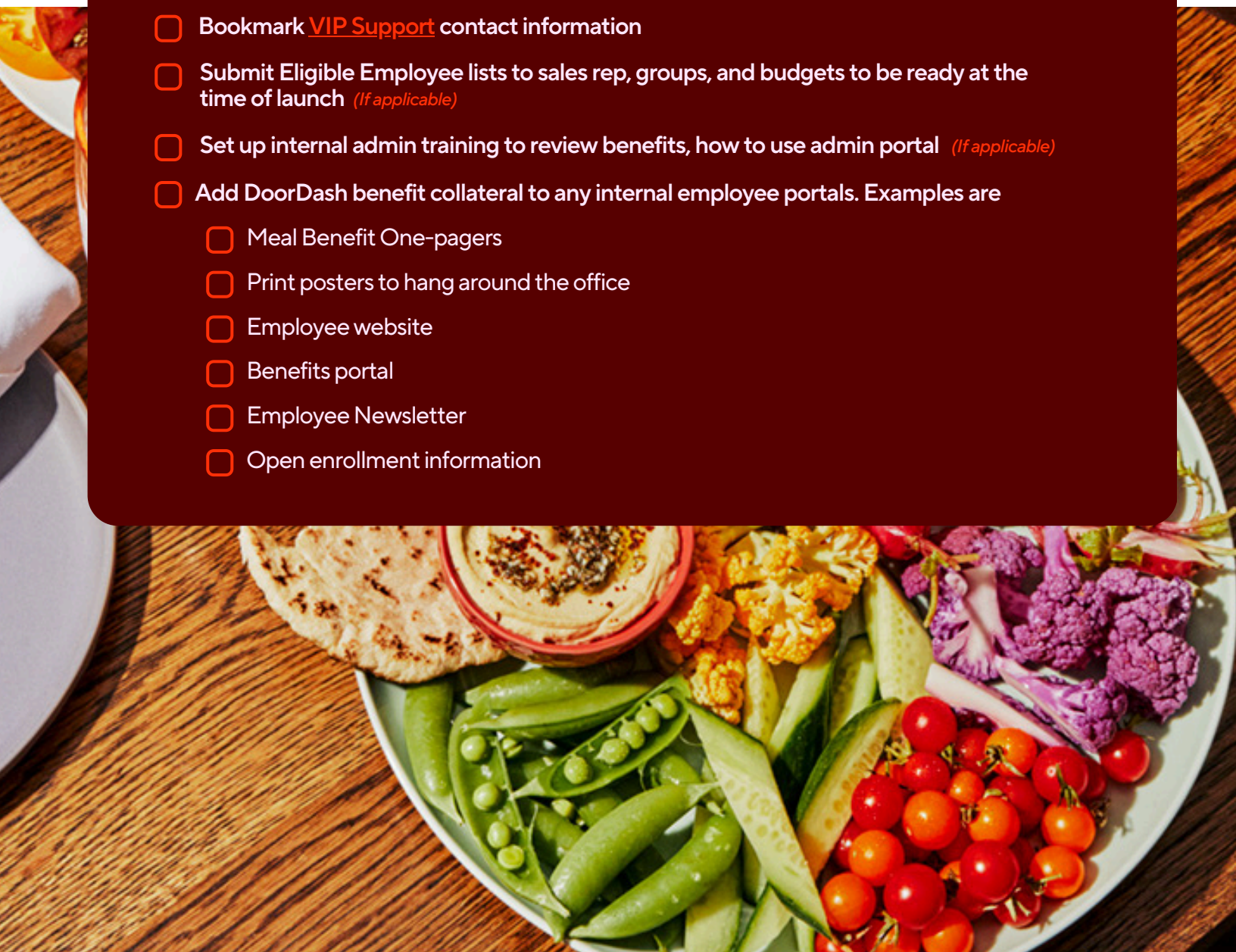
for Business

PRE-LAUNCH GUIDEBOOK

PRE-LAUNCH

ADMIN CHECKLIST

- [ ] Finalize Program Launch Date with your DoorDash Sales Representative Create DoorDash account using your work email address
- [ ] Review and align on Internal Communication Plan
- [ ] Review Admin Launch Guide
- [ ] Allow-list DoorDash IP addresses with your IT department
- [ ] If you have a central IP address, share your IP organization's IP addresses and hostname for allowlisting to DoorDash
- [ ] Bookmark Help Center Resource website
- [ ] Bookmark VIP Support contact information
- [ ] Submit Eligible Employee lists to sales rep, groups, and budgets to be ready at the time of launch *(If applicable)*
- [ ] Set up internal admin training to review benefits, how to use admin portal *(If applicable)*
- [ ] Add DoorDash benefit collateral to any internal employee portals. Examples are
  - [ ] Meal Benefit One-pagers
  - [ ] Print posters to hang around the office
  - [ ] Employee website
  - [ ] Benefits portal
  - [ ] Employee Newsletter
  - [ ] Open enrollment information



PRE-LAUNCH

COMMUNICATION CHECKLIST

TO ADMINS

- [ ] **Email to Admins to prepare them for managing the Admin portal and launch day**
  - [ ] Let them know they will receive an email from DoorDash once added as an Admin in the DoorDash for Business Admin Portal
  - [ ] Encourage admins to review Admin Guide to set up their Admin Portal

TO EMPLOYEES

- [ ] **Admin email to employees preparing for Launch Day**
  - [ ] Include a screenshot of the benefits
  - [ ] Let them know to look out for an email from leadership on Launch Day
  - [ ] Users can enroll in benefits via the email DoorDash sends them on Launch Day

PRE-LAUNCH

IP ADDRESSES AND HOSTS

Please work with your IT department to allowlist the following IP addresses and hosts. Doing so ahead of your launch date will ensure that all necessary launch emails are not blocked by internal security protocols such as firewalls.

192.174.89.73	mta-174-89-73.doordash.sparkpostmail.com
192.174.89.74	mta-174-89-74.doordash.sparkpostmail.com
156.70.2.41	mta-70-2-41.doordash.sparkpostmail.com
156.70.2.44	mta-70-2-44.doordash.sparkpostmail.com
156.70.2.40	mta-70-2-40.doordash.sparkpostmail.com
156.70.63.205	mta-70-63-205.doordash.sparkpostmail.com
156.70.63.209	mta-70-63-209.doordash.sparkpostmail.com
156.70.63.223	mta-70-63-223.doordash.sparkpostmail.com
156.70.2.39	mta-70-2-39.doordash.sparkpostmail.com
156.70.63.224	mta-70-63-224.doordash.sparkpostmail.com
192.174.89.241	mta-174-89-241.doordash.sparkpostmail.com
156.70.63.222	mta-70-63-222.doordash.sparkpostmail.com
156.70.2.42	mta-70-2-42.doordash.sparkpostmail.com
156.70.63.130	mta-70-63-130.doordash.sparkpostmail.com
156.70.63.228	mta-70-63-228.doordash.sparkpostmail.com
156.70.53.142	mta-70-53-142.doordash.sparkpostmail.com
156.70.63.230	mta-70-63-230.doordash.sparkpostmail.com
156.70.63.229	mta-70-63-229.doordash.sparkpostmail.com
156.70.63.203	mta-70-63-203.doordash.sparkpostmail.com
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156.70.3.62	mta-70-3-62.doordash.sparkpostmail.com
156.70.63.226	mta-70-63-226.doordash.sparkpostmail.com
192.174.89.71	mta-174-89-71.doordash.sparkpostmail.com
192.174.82.188	mta-174-82-188.doordash.sparkpostmail.com
192.174.89.72	mta-174-89-72.doordash.sparkpostmail.com
156.70.12.124	mta-70-12-124.doordash.sparkpostmail.com
156.70.63.206	mta-70-63-206.doordash.sparkpostmail.com
156.70.2.43	mta-70-2-43.doordash.sparkpostmail.com
156.70.63.193	mta-70-63-193.doordash.sparkpostmail.com

156.70.63.134	mta-70-63-134.doordash.sparkpostmail.com
156.70.2.45	mta-70-2-45.doordash.sparkpostmail.com
156.70.63.231	mta-70-63-231.doordash.sparkpostmail.com
147.253.212.143	mta-253-212-143.doordash.sparkpostmail.com
156.70.63.108	mta-70-63-108.doordash.sparkpostmail.com
156.70.3.166	mta-70-3-166.doordash.sparkpostmail.com
156.70.2.48	mta-70-2-48.doordash.sparkpostmail.com
192.174.89.78	mta-174-89-78.doordash.sparkpostmail.com
192.174.82.249	mta-174-82-249.doordash.sparkpostmail.com
156.70.72.94	mta-70-72-94.doordash.sparkpostmail.com
192.174.89.75	mta-174-89-75.doordash.sparkpostmail.com
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156.70.63.227	mta-70-63-227.doordash.sparkpostmail.com
156.70.2.46	mta-70-2-46.doordash.sparkpostmail.com
192.174.89.76	mta-174-89-76.doordash.sparkpostmail.com
167.89.42.110	N/A
168.245.8.0	N/A
50.31.52.210	N/A
N/A	consumer.mail.doordash.com
N/A	send.doordash.com
N/A	em1317.identity.doordash.com
N/A	em7504.trycaviar.com
N/A	em4260.trycaviar.com

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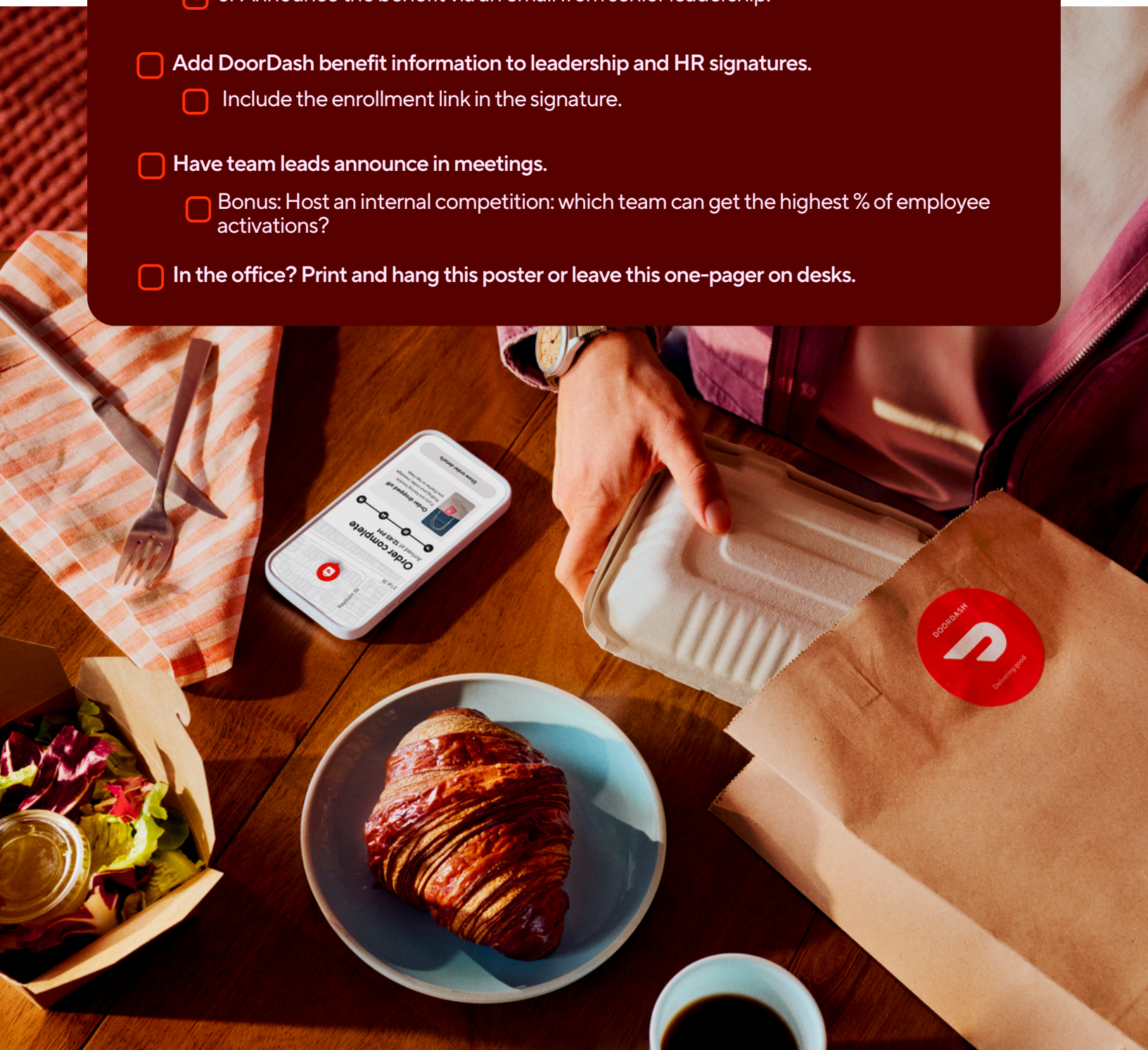
LAUNCH DAY GAME PLAN

LAUNCH DAY

STARTING STRONG

FOR THE DAY OF LAUNCH

- [ ] **Send an instant message (such as Slack, Teams, etc.) to all eligible employees:**
  - [ ] Announce the benefit on the day of launch. If possible, have someone from senior leadership send the message.
  - [ ] or Announce the benefit via an email from senior leadership.
- [ ] **Add DoorDash benefit information to leadership and HR signatures.**
  - [ ] Include the enrollment link in the signature.
- [ ] **Have team leads announce in meetings.**
  - [ ] Bonus: Host an internal competition: which team can get the highest % of employee activations?
- [ ] **In the office? Print and hang this poster or leave this one-pager on desks.**



POST-LAUNCH

FOLLOW-UP TIMELINE

THE DAY AFTER LAUNCH

- [ ] Send an instant message (such as Slack, Teams, etc.) to all eligible employees, for templates see Post-Launch Reminders in the Launch Day guide.
- [ ] Add benefit information to any internal employee portals.

TWO WEEKS

- [ ] Resend employee DoorDash for Business benefit invites to those who have not completed enrollment through Admin Portal.

THREE WEEKS

- [ ] Admins resend employee DoorDash for Business benefit invites to those who have not completed enrollment through Admin Portal.
  - [ ] Admins login to their Admin Portal, **select employees** from the left side menu, then **click the 'Resend Invites'** button within the gray bar.

ONE MONTH AND BEYOND

Great work! After a month you should be getting great feedback from your employees about the DoorDash benefit. Here are other things you can try to spread the word at your organization:

- [ ] Host an activation challenge between teams.
- [ ] On holidays and long weekends, remind your employees they can use their DashPass benefit for at-home celebrations/get-togethers.
- [ ] Include the benefit information in an All Hands meeting.
- [ ] Include DashPass information in all internal newsletters.
- [ ] Hang flyers or posters around the office.
- [ ] Add benefit information to your recruitment materials.

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ADMIN PORTAL SETUP GUIDE

CONFIGURING THE ADMIN PORTAL

LOGGING IN TO YOUR ADMIN PORTAL

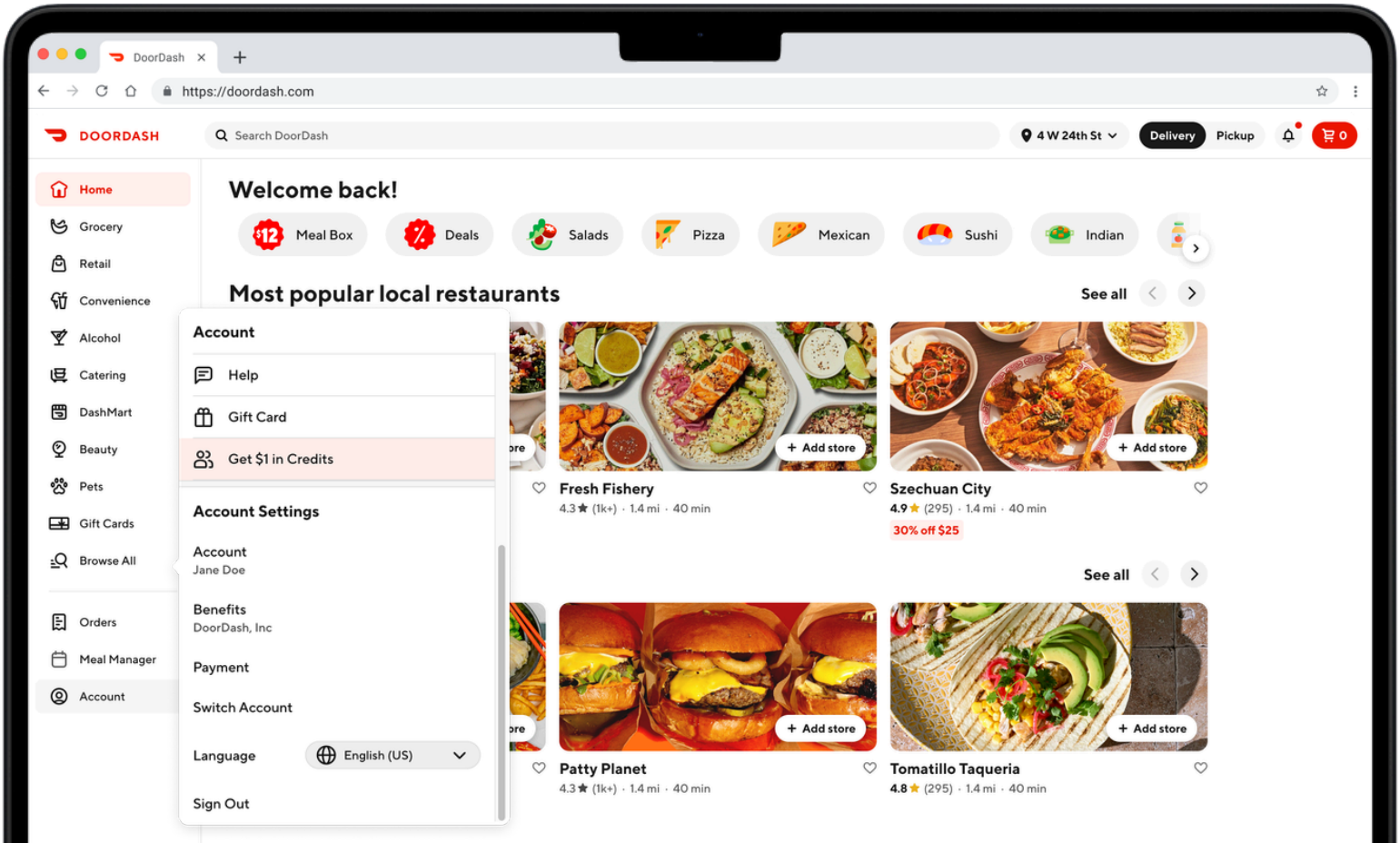
1. Enter your company **email address** and **password** to access DoorDash.
2. On the left side, navigate to **Account**.
3. Choose the **Benefits** tab from the list of options.
4. Click **Go to Admin Portal**.

VIDEO TUTORIAL
Watch How to Access the Admin Portal

ADDING CREDIT CARDS AS A PAYMENT METHOD

1. A credit card must be added before employees can use any meal budgets. Select the **Payment Methods** tab.
2. Enter credit card details.
3. If you want to move to invoicing or require another payment method to be added, reach out to your Sales Rep or contact Dedicated Business Support.

VIDEO TUTORIAL
Watch How to Add a Credit Card



ADDING EMPLOYEES IN THE ADMIN PORTAL

If you are using only **Vouchers** or creating **Group Orders**, you can skip this step.

1. Select the **Employees** tab.
2. Click the **Add Members** button.
3. Enter an employees **email addresses** and click the **Add** button to confirm.
4. In this section you can also manage employee benefits and roles.
   - To remove employees that **no longer qualify** for the benefit, click the **trash can icon** next to their name.
   - To add employees as an admin, click the **pencil icon** next their name, giving them **Admin Portal permissions** such as managing **employee benefits**, creating **budgets** or **vouchers** and **viewing invoices**.

VIDEO TUTORIAL
How to Manage Employee Benefits

MANAGING TEAMS IN THE ADMIN PORTAL

You can manage **multiple teams** from one account.

1. **Navigate** between them by **clicking on your company name** in the upper left corner to see a dropdown list.
2. **Select** which team you would like to manage to be taken to that dashboard.
3. Manage **invoices**, expense **reporting** and **payment methods** for each team separately.
4. To add a **new team**, contact your DoorDash Sales Representative or reach out to Business Support.

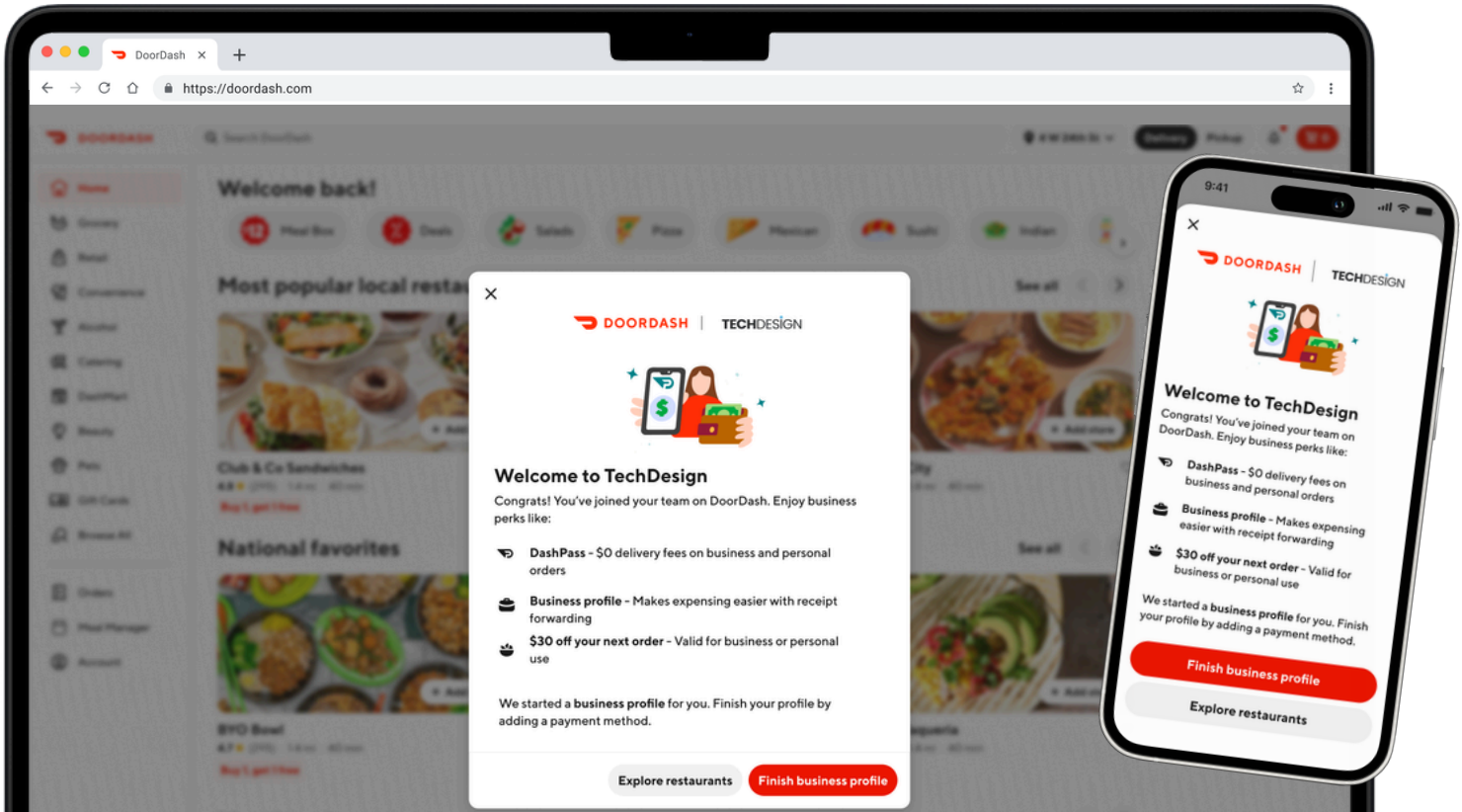
COMPLETING EMPLOYEE ENROLLMENT

1. Once employees have been added to the Admin Portal and there is an active benefit, they will receive an invitation from DoorDash with instructions on how to accept their invitation and activate their DoorDash benefits
   - If DashPass, invite will send as soon as employees are added to admin portal.
   - If meals only, invite will be sent on budget start date.
2. If employees can't find the email they can go to www.doordash.com/teams/join, enter their company email address and an invite will be re-sent.
3. Employees can sign-up for a new DoorDash account with their company email or use an existing account with their personal email to enroll in meal benefits.
   - If you wish to restrict employees from using personal emails, please reach out to your DoorDash Sales Representative.

SETTING UP BUSINESS PROFILES

Business profiles allow you to easily switch between your **personal** and **work** payment methods. In order to use a **company budget** or link with an **expense provider**, you need to use a business profile.

1. Navigate to **Account Settings**, select **Account Profile** and click on **Create Profile**.
2. Add your preferred **payment method**, include an **email address** for receipts to be sent to when orders are placed on your **Business Profile**, and click **Create Profile**.
3. Link your **expense provider** account. You can also link it later by going to **Edit Profile** and selecting **Expense Provider**.



MANAGE EMPLOYEE BENEFITS WITH SFTP

(SECURE FILE TRANSFER PROTOCOL)

HOW IT WORKS

1. Add new employees as a new row in the file, and remove employees that no longer qualify for the benefit.
2. Upload the file to the SFTP server. Once new employees are processed, they will be able to access their benefits.
3. Generate a pair of SSH Keys and share the public key with your DoorDash Sales Representative. Our engineering team will set up a customer directory for your team on our SFTP server and you will be notified once it has been completed.

FILE FORMATS

- Employees can be managed via a single .CSV file.
- The file must be a comma-delimited .CSV file.There are no requirements on file naming — all .CSV files uploaded to the SFTP server will be processed.
- **Email** and **Team_Account_Name** are the only **required** column headers. If you need to give different benefits to teams of employees, multiple team accounts can be managed via a single file.

LOGGING IN WITH SINGLE SIGN-ON

DoorDash for Business now offers single sign-on (SSO) verification through Okta to streamline and secure admin access to the Admin Portal. With this feature, you have stronger security, a simplified admin experience using existing work credentials, and centralized IT control.

SETTING UP YOUR OKTA SSO

1. Tell your DoorDash representative of your intent to **enable SSO** for your account.
2. **Setup** your organization.
   - Provide DoorDash with your **company name and domain** that will be used by admin users.
   - Our engineers will create an organization for your company. You will receive your OrgID and SSO URL from DoorDash.
3. **Verify** your domain.
   - DoorDash provides a secret token.
   - Add a TXT record containing the secret to your domain's DNS.
   - Notify DoorDash once the TXT record is added.
   - DoorDash verifies the domain ownership.
4. **Configure** the OKTA application.
   - In Okta, create a custom OIDC application integration.
   - Share the OIDC application configuration, including the URL, Client ID, and Client Secret, with DoorDash.
5. DoorDash engineering **updates your organization's configuration** with the provided Okta details.
6. Conduct a **login test** to ensure SSO is functioning correctly.

INFORMATION NEEDED TO CONFIGURE YOUR SSO

- **Identity Provider:** Okta
- **Authentication Protocol:** OpenID Connect
- **Domain Verification:** DNS TXT record update
- **Admin Rights:** To configure apps in Okta

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MEAL BENEFITS PRODUCT GUIDE

MEAL PROGRAMS IN THE ADMIN PORTAL

CHOOSING THE BEST ORDERING METHOD

Not every meal-planning situation can be catered to equally. Before you start your order, take the following into account: **number** of people, **payment** methods, **frequency** and **setting**. This information will help determine which meal benefit type best suits the needs of your business.

If you need individual orders to appear in the Admin Portal and on your invoice for expensing, please use **meal budgets** or **vouchers**.

MEAL BUDGETS

ANYTIME ORDERS FOR EMPLOYEES

Create group orders with a per-person budget for in-office staff, or let remote employees place their own orders.

Admins love this for:

1. Daily meals for everybody
2. Overtime meals
3. Address-restricted orders

VOUCHERS

ONE-TIME ORDERS FOR ANYONE

Send one-time meal vouchers to employees and clients for special occasions, and only pay for redeemed spend.

Admins love this for:

1. Meetings, off-sites or trainings
2. Onboarding candidates
3. Gift Card alternative

GROUP ORDERS

RECURRING MEALS FOR EMPLOYEES

Manage daily meal orders for in-office employees from a curated list of restaurants that specialize in large orders.

Admins love this for:

1. Meal program management
2. Simplified catering
3. Specific dietary needs

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ORDERING FOR IN-OFFICE GROUPS

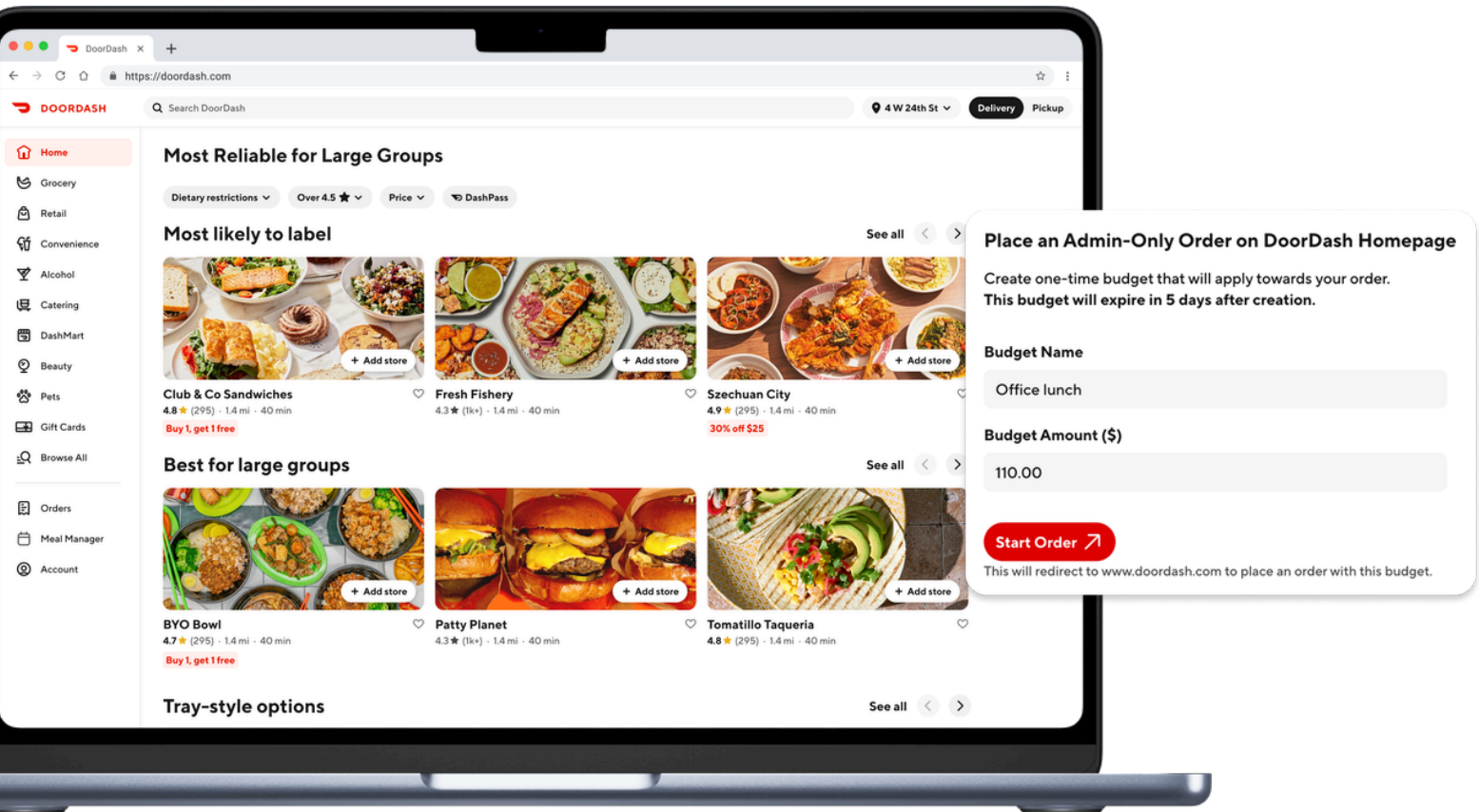
GROUP ORDERING METHODS FOR ADMINS

ORDERING ONE-TIME MEALS IN THE ADMIN PORTAL

Use this option if you want to place an order on DoorDash and have it appear on your invoice or billing history.

1. Click **Order with a budget on DoorDash**.
2. Create a one-time budget that will automatically apply towards your order.
   - This budget will only be available to you, the creator of the budget.
   - If using the budget to place a group order, you must pay for the entire order.
   - Enter a budget name, which will appear in your billing history and invoice (if applicable).
   - Enter a budget amount that is comfortably over what you think you'll spend. You will only pay for what you actually spend.
3. Click **Start Order** in the Admin Portal. This will send you directly to DoorDash to select a vendor from our list of preferred merchants and begin your order.

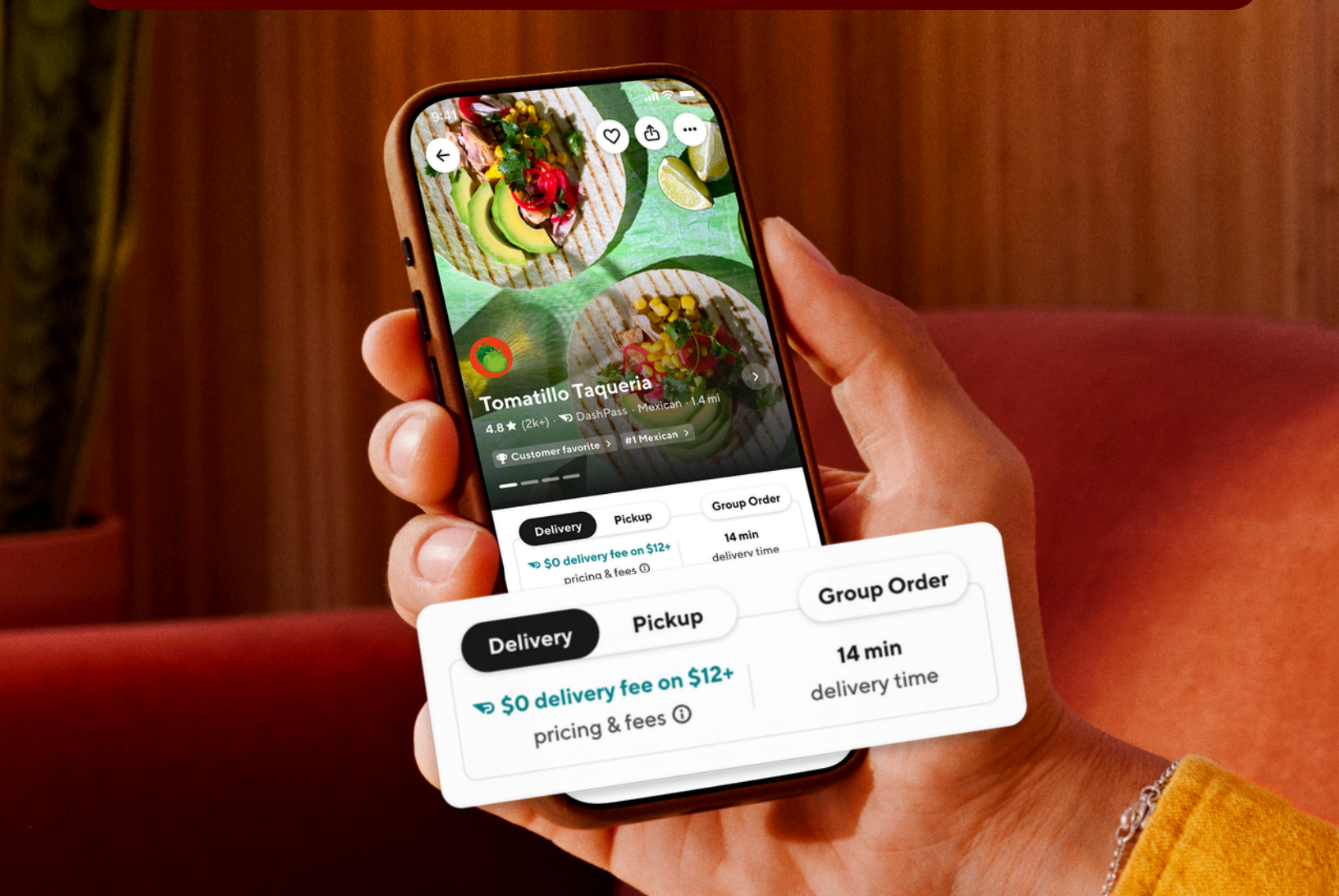
VIDEO TUTORIAL
How to Order using Admin Budget



ORDERING DIRECTLY FROM A MERCHANT STOREFRONT

1. Click on the **Group Order** button on the restaurant page.
2. **Select** payment method and choose **who is paying** for the order:
   - **You pay for the order:** you will checkout the cart and pay for everyone's order and can use an **admin only budget** to cover the cost.
   - **Everyone pays separate:** each person will pay for their own portion of the order. If the individual has a meal budget or voucher, they can use that to cover the cost of their order and charge any remaining balance to their personal credit card
3. Set the order **deadline** for people to add their meal selections to the cart and decide if you want to checkout **automatically**, or **manually**:
   - **Automatically: y**our order with be placed at the set deadline. If everybody pays separately, each person must complete payment in order for the cart to automatically checkout.
   - **Manually:** at the order deadline, you will be reminded to checkout and place your order.
4. Confirm order details and double check the **address**, **delivery window**, and **instructions**.
5. Click on **Start Group Order** to generate a link, which you can send to employees.

VIDEO TUTORIAL
How to Create a Group Order using Merchant Storefront



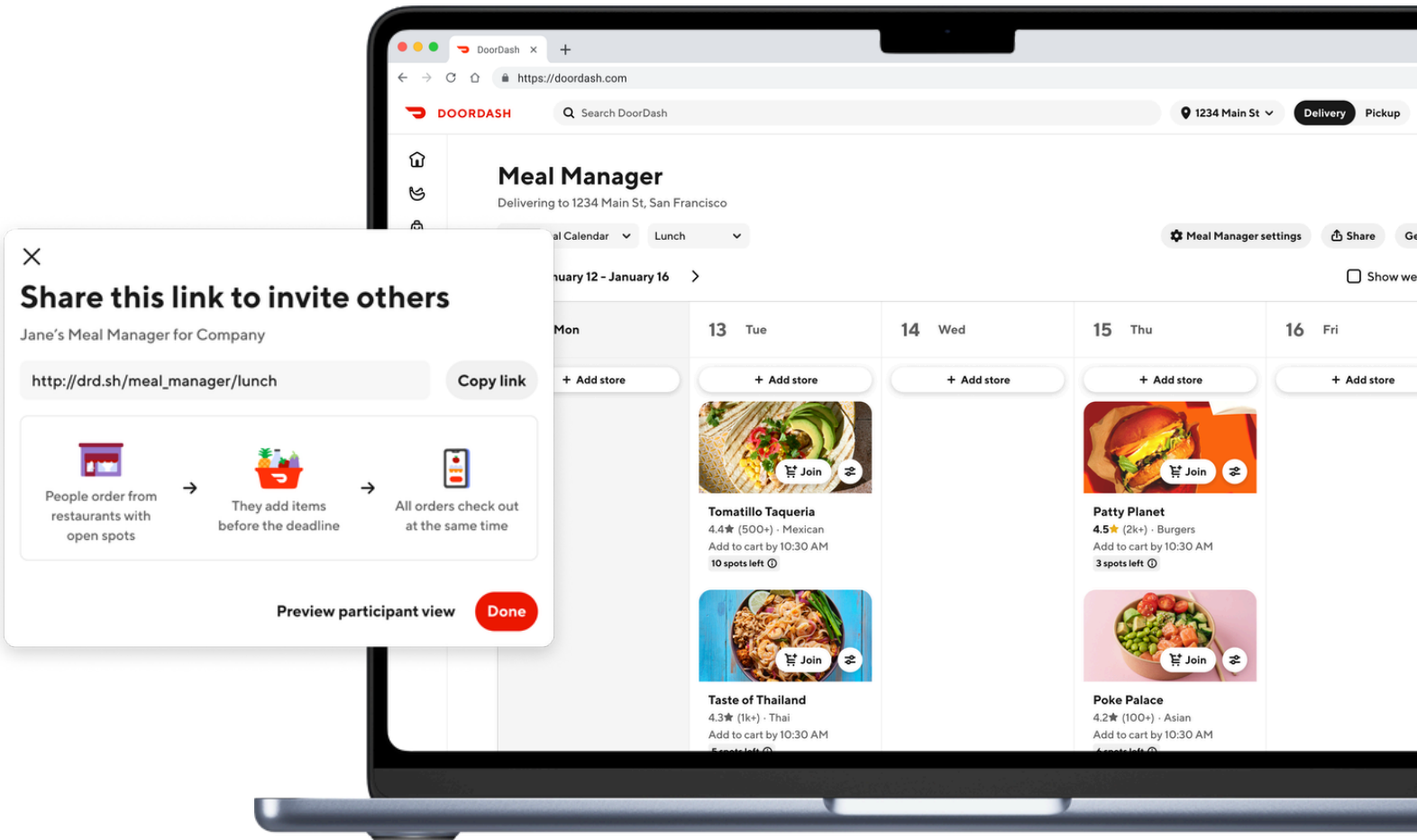
SETUP RECURRING ORDERS WITH A MEAL CALENDAR

Give employees a curated selection of stores to order from each day. These stores have low cancellation rates, specialize in large quantity orders and are delivered by our top Dashers.

Meal Calendars can be created up to **two weeks out**, the carts are **automatically created** the day before and must be completed **90 minutes prior** to mealtime. Set spending limits and choose between paying **centrally** or everybody **paying separately**, which allows employees to use their **meal budgets**.

1. Navigate to the **Group Orders** tab to add restaurants to your **Team Calendar**.
2. Select your **delivery date**, scheduled **delivery window**, and choose **who is paying**.
3. Click the **Share Meal Calendar** button to generate a link to send to employees. This link goes **directly to your calendar**, rather than a specific date, so it can be bookmarked by employees for future use.
4. Employees **select their restaurant** and **add their meals** to the cart.
5. Checkout each cart prior to the **order by time**. Double check the delivery **address**, scheduled **time** and **instructions** are correct.
6. Choose your **payment method**, if needed you can add **expense codes** and **notes** about this order. Add your **Dasher tip**, any applicable **deals** and click **Place Order**.

VIDEO TUTORIAL
How to Setup Recurring Group Orders



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VOUCHERS AND MEAL BUDGETS

CREATING GROUPS AND MEAL BUDGETS

CREATE RECIPIENT GROUPS

1. Navigate to the **Groups** tab of the admin portal and select **Create New Group**.
2. Enter the **group name** and **description**, when finished, click **Create**.
3. After creating the group, click **Add Members** to select the recipients. If you attempt to add an employee that was not yet added to the Admin Portal team account, you will receive a pop-up notifying you that the employee is not on the team account.

VIDEO TUTORIAL
How to create a group

OUTLINE THE BUDGET SETTINGS

1. Select the **Expensed Meals** tab from the left hand, then click **Create Budget** button.
2. Enter the **budget name,** which will appear in billing history and on your invoice.
3. Enter the **spending limit per person**. Determine if the meal budget is recurring or one-time, and the **start and end date** for the meal delivery.
4. Click on **Order restrictions** to set important meal budget parameters, then choose the group of employees who should receive the meal budget. If no group is specified, all employees on the team account (in the employees tab) will receive the benefit.
5. Select the **days and times** the recipient can receive their meal.
6. Add an **address restriction**, if you wish to restrict where employees can order delivery to while using the meal budget.
7. After confirming all details, click **Save**. Employees will receive an email notification on the date the budget is set to start.

VIDEO TUTORIAL
How to Create a Meal Budget

VIDEO TUTORIAL
How to Create a Group Budget

CREATING MEAL VOUCHERS

CREATING VOUCHERS IN THE ADMIN PORTAL

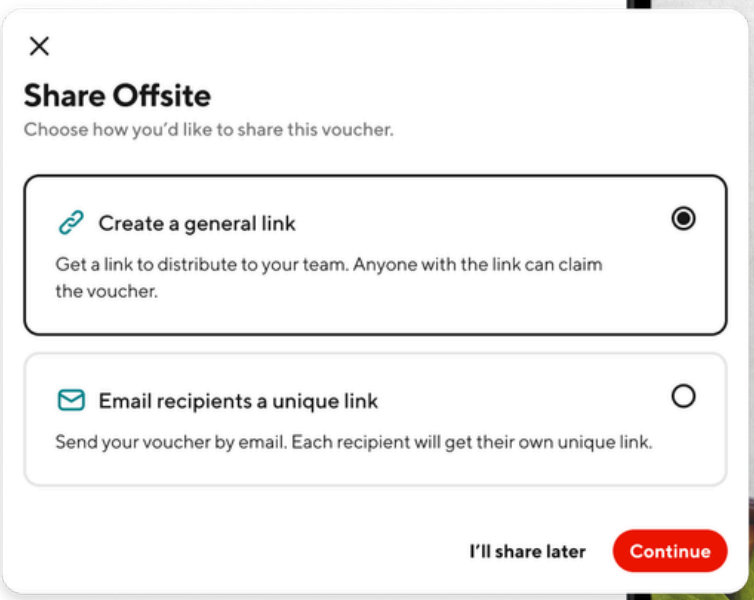
1. Select the **Vouchers** tab from the left hand, then click **Create Voucher** button.
2. Enter a **voucher name,** then set the number of **recipients**, **spent amount** per recipient, and **timeframe** for usage.
3. When finished, click **Create voucher** and choose to distribute a general link, or email recipients a unique link.
4. Track who has redeemed their voucher and for how much, only pay for redeemed spend.

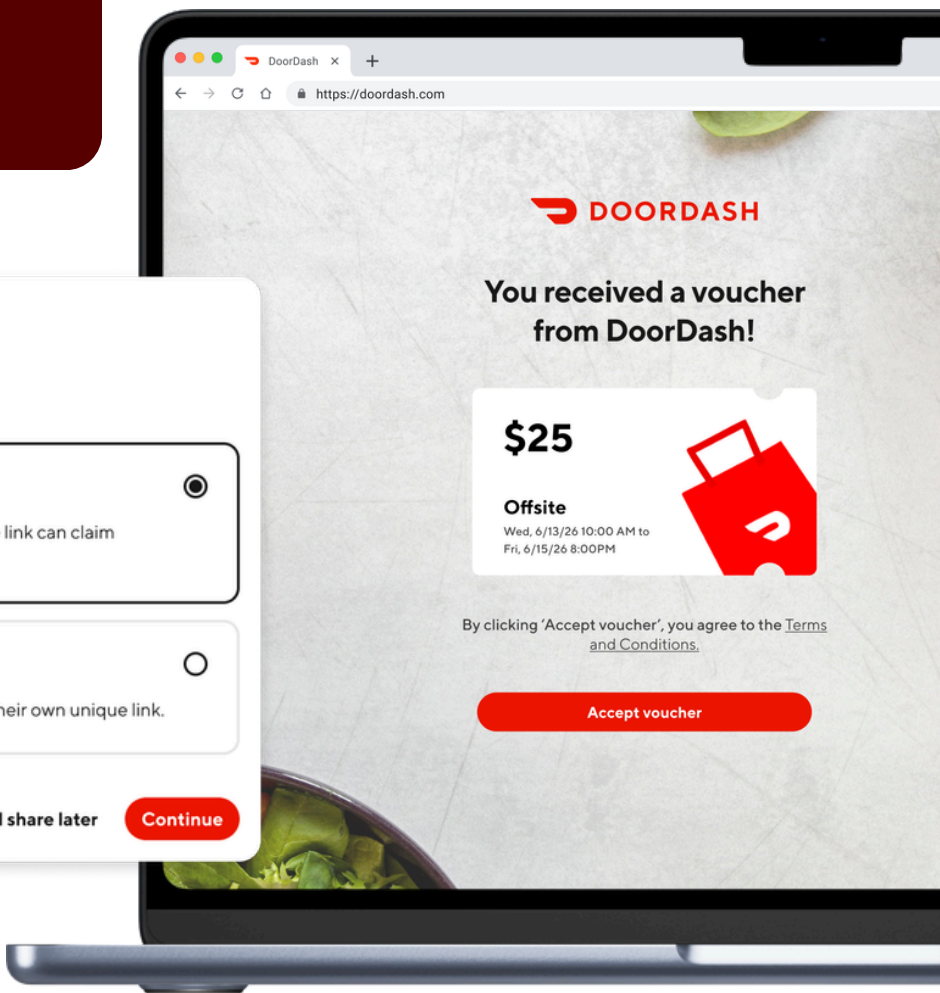
VIDEO TUTORIAL
Watch How to Create a Voucher

REDEEMING VOUCHERS AS A RECEPIENT

1. Click on **Accept Voucher** via email or shared link.
2. Sign in or sign up for DoorDash to claim the voucher. Upon sign-in, the voucher will be added to their account.
3. Recipient selects voucher from the **Company Pays** section at checkout.

VIDEO TUTORIAL
How to Order using a Voucher





COMMON ISSUES YOU MAY RUN IN TO

BUDGET IS NOT AVAILABLE FOR USE AT CHECKOUT

- Double check that you are logged into DoorDash with the email address you enrolled with your benefits with, i.e. your company email or personal email if you used an existing account. If you have not created a DoorDash account and enrolled in your team's Admin Portal, please do so at www.doordash.com/teams/join
- Your budget may have an address restriction, so be sure the delivery address entered matches the allowed delivery address on the budget. To confirm the address restriction, select **Account** on the left hand navigation, then **Benefits**. Under **Expensed Meal Budgets** your budget will show the restricted address, if any.
- Items in your cart may be ineligible for benefits. Alcohol, grocery and convenience items are not available for all budgets. Check with your Admin if you have questions about using the budget to cover these items.

ORDER CANCELLATIONS

- In the case of cancellations, DoorDash can re-deliver the food or refund the order. For redelivers, please call our Dedicated Business Support team at 855-830-5429 and they can assist you right away.
- For credit and refunds, email business-support@doordash.com and a representative will get back to you within 24 hours.

CHECKOUT ERRORS

- Your cart may contain an inactive menu item. We recommend removing the item from the order and having your team select another available item.
- Missing budget or missing payment method, double check that you have selected the appropriate payment method at checkout.
- The restaurant you selected is closed at time of checkout, select a new restaurant.

for Business

MANAGING EXPENSES

SIMPLIFY FINANCES WITH EXPENSE CODES

STREAMLINED BULK UPDATES

Manage **thousands of changing codes** using **CSV** or **SFTP**, eliminating manual entry and reducing overhead.

ERROR-FREE EXPENSE ENTRY

Employees **select from a searchable list**, guaranteeing codes are valid and reducing billing errors.

AUDIT-READY COMPLIANCE

Required notes and valid codes **ensure billing accuracy**, policy enforcement, and simplify audit processes.

MANAGING EXPENSE CODES WITH SFTP

SFTP (Secure File Transfer Protocol) is a secure, encrypted method for transferring files between systems. With DoorDash for Business, SFTP allows your team to automate the upload of important data like expense codes, without logging into a dashboard.

This integration ensures fast, secure, and consistent updates directly into your Admin Portal, ensuring your company stays aligned with the latest expense policies and procedures.

HOW TO GET STARTED

1. **Generate** a pair of SSH keys.
   - A SSH RSA key needs to be generated (public + private), and the public key needs to be sent to us.
   - An example of how this key pair can be generated: ssh-keygen-trsa-b-4096
2. **Share** public key DoorDash, our engineering team will set up a customer directory.
3. **Build** expense codes. After you receive confirmation that the customer directory has been setup, you create expense codes directory in SFTP server for file upload.
   - You can access via key based authentication with the following information:
     User name: [Your name]
     Private key: [Your private key]
     Host: s-ebb872a7eb7445bfa.server.transfer.us-west-2.amazonaws.com
     Port number: 22
   - You must create a directory to drop file in SFTP server with the case-sensitive name "expense_codes"
4. **Review** file formats. Prepare file and and upload to the expense codes directory in the SFTP server.

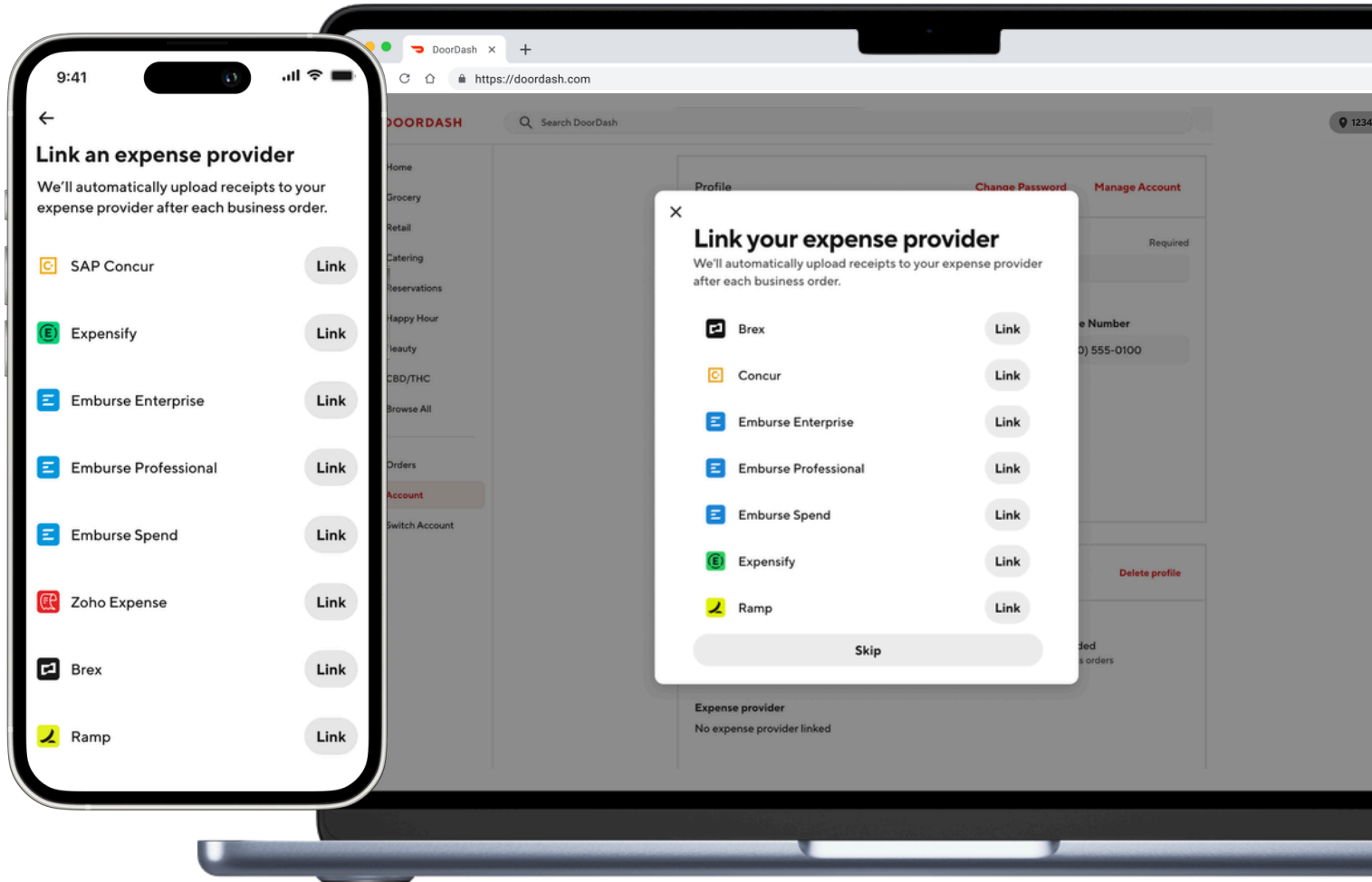
EXPENSE PROVIDER INTEGRATION

ADDING INTEGRATIONS IN THE ADMIN PORTAL

1. Log in to the **Admin Portal** and select **Settings** in the menu.
2. Scroll down to **Expense provider integration** and **select your provider** from the dropdown menu.
3. If your provider is not available, click **Link** and **select your provider**.
4. **Log in to your account** to connect it to the **Admin Portal**, you can unlink it at any time.

ADDING INTEGRATIONS IN THE DOORDASH APP

1. **Log in** to the DoorDash app and select the **Me** tab.
2. Click on **Settings** and scroll down to **Account Settings**, then select **Business Profile**.
3. Under **Expense Provider** click the **Link** button, select **your provider**.
4. **Login to your account** to connect it to DoorDash, you can unlink it at any time.

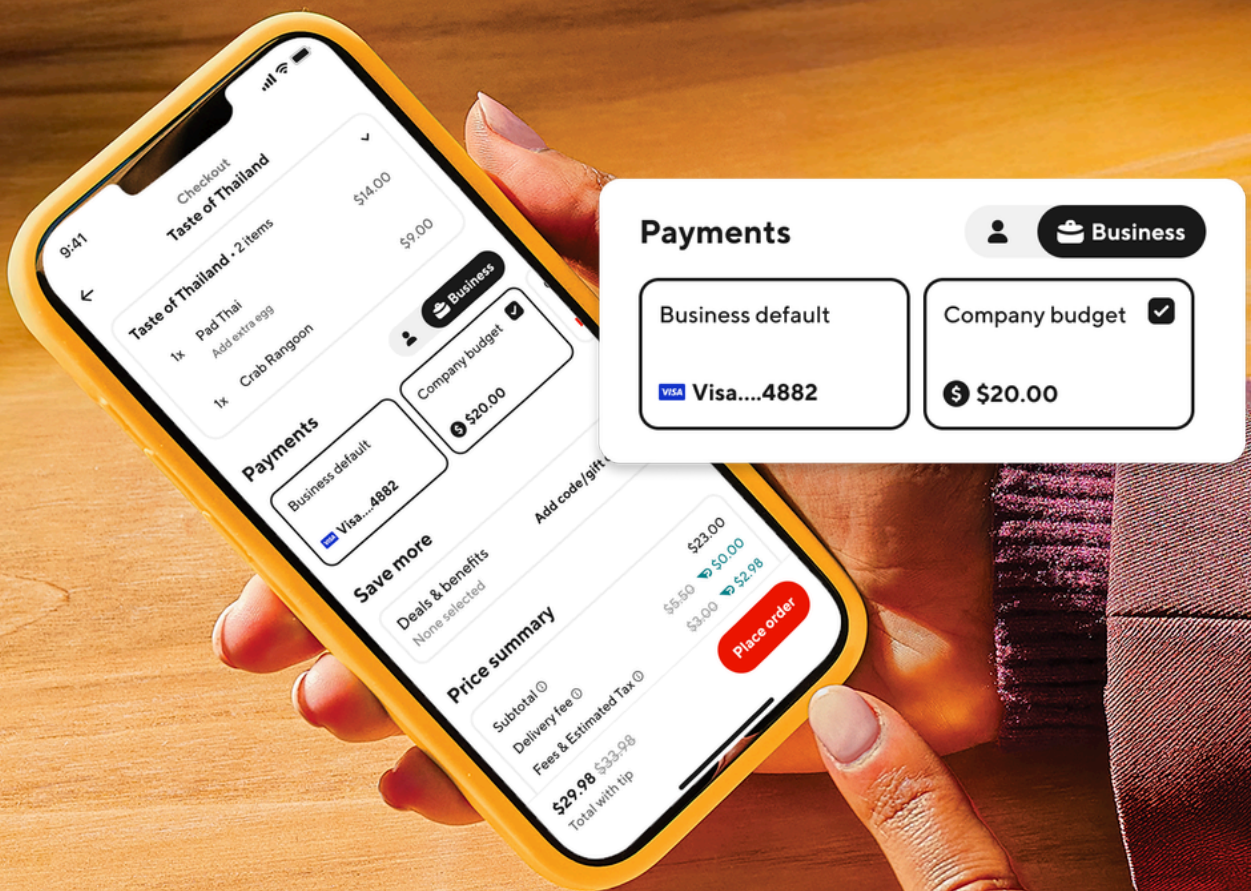


AUTOMATICALLY EXPENSING ORDERS

ORDERING WITH YOUR BUSINESS PROFILE

1. **Select a restaurant** and ensure the **delivery address** at the top is correct.
2. Build a cart with your desired items and select **Checkout**.
3. Review your order, delivery address and provide delivery instructions. Select your **credit card, voucher** or **company budget** under your **Business Profile.**
   - If you have a **DashPass subscription**, you automatically receive free delivery and reduced service fees.
4. Place your order and your receipt will automatically be sent to your linked expense provider.

VIDEO TUTORIAL
How to order with a business profile



for Business

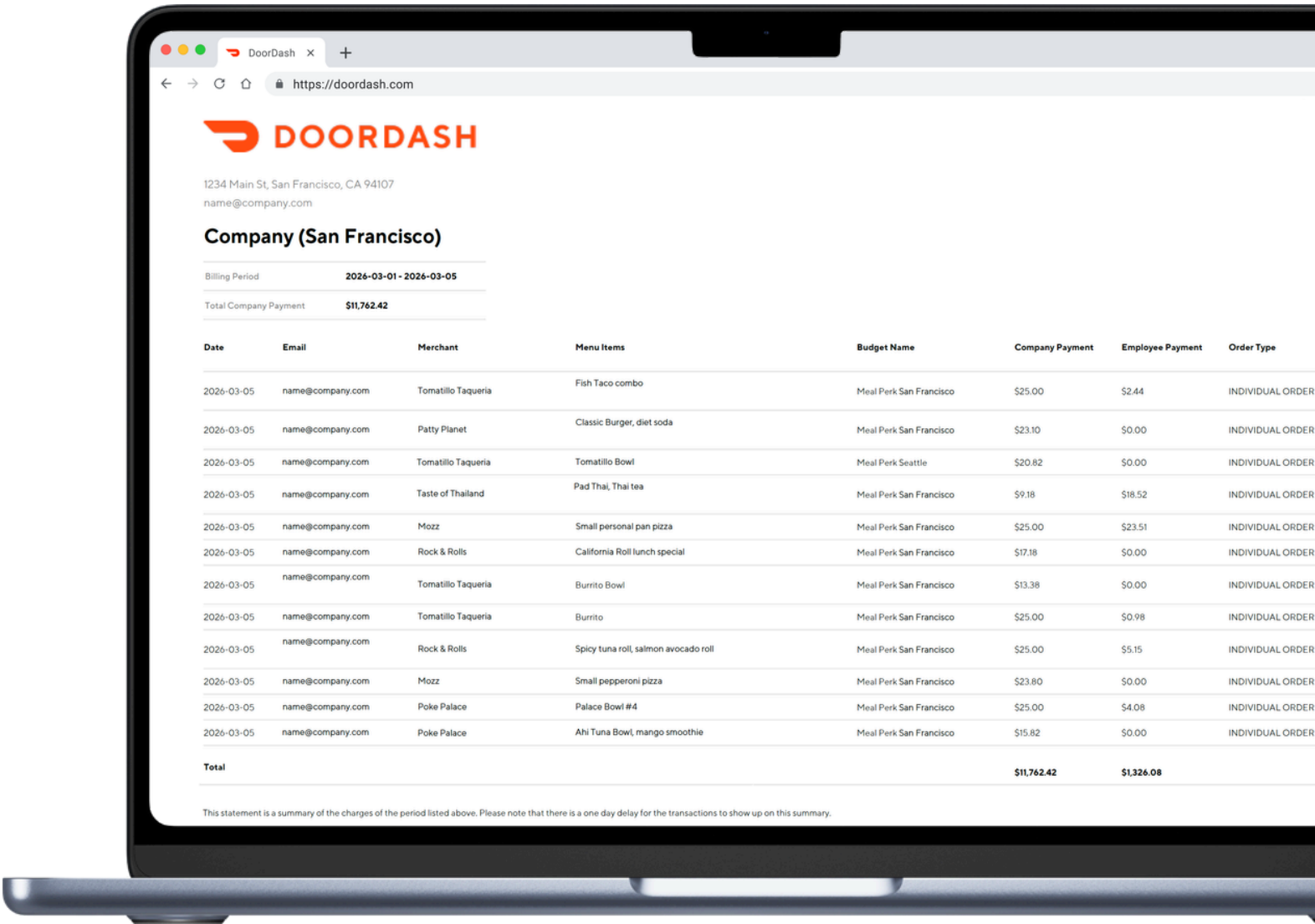
MANAGING YOUR FINANCES

REVIEWING YOUR BILLING HISTORY

VIEWING YOUR FINANCIAL SUMMARY

1. Open the **Admin Portal** and click on **Billing History** on the lower left side.
2. Here you will see invoices from the last quarter. In the column labeled **Expensed Meals & Vouchers**, you can download your order history in a **.PDF or .CSV format**.
   - If downloading a .PDF, your totals will be on the last page.

VIDEO TUTORIAL
How to view billing history



DoorDash

https://doordash.com

DOORDASH

1234 Main St, San Francisco, CA 94107
name@company.com

Company (San Francisco)

Billing Period	2026-03-01 - 2026-03-05
Total Company Payment	$11,762.42

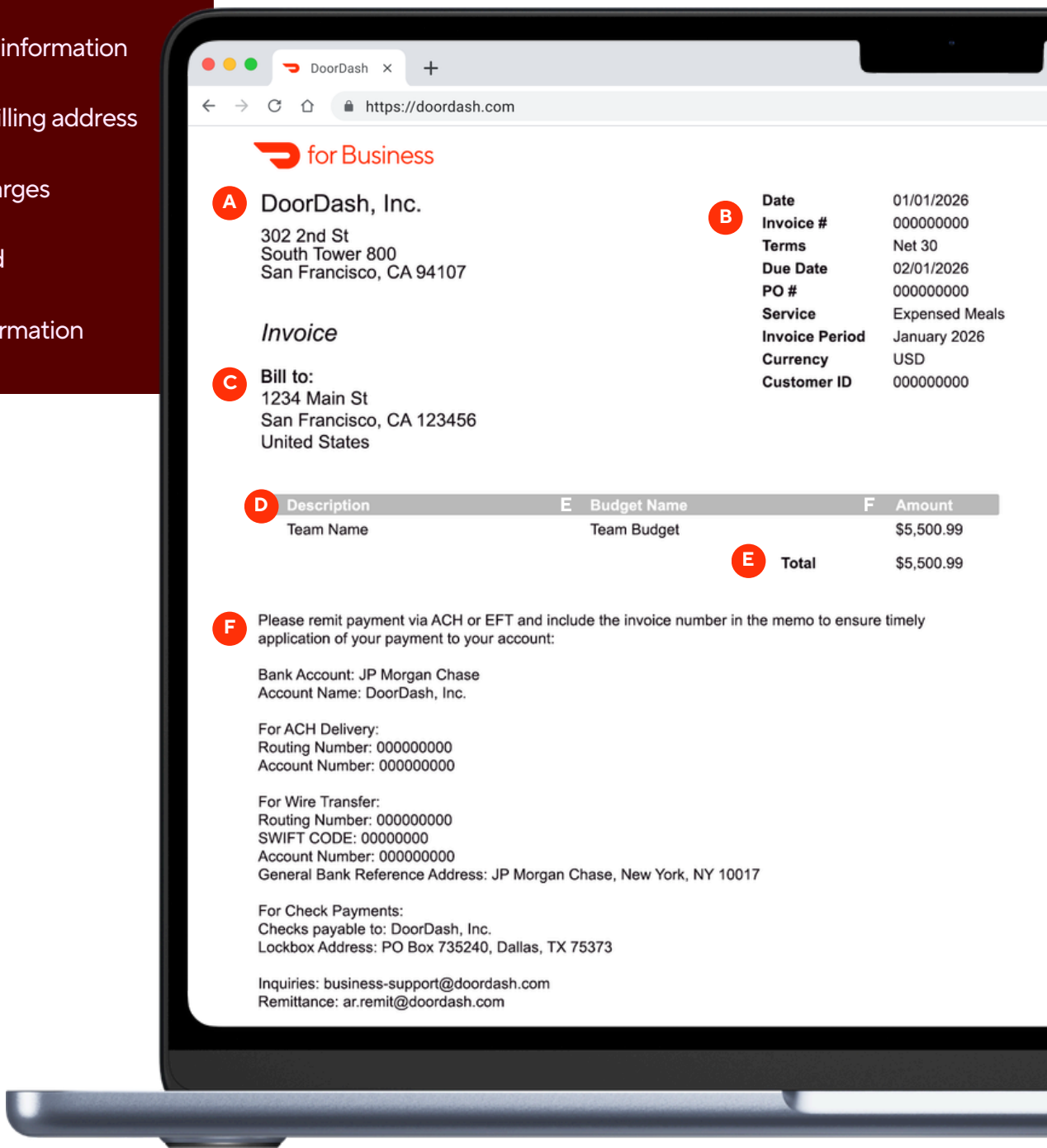
Date	Email	Merchant	Menu Items	Budget Name	Company Payment	Employee Payment	Order Type
2026-03-05	name@company.com	Tomatillo Taqueria	Fish Taco combo	Meal Perk San Francisco	$25.00	$2.44	INDIVIDUAL ORDER
2026-03-05	name@company.com	Patty Planet	Classic Burger, diet soda	Meal Perk San Francisco	$23.10	$0.00	INDIVIDUAL ORDER
2026-03-05	name@company.com	Tomatillo Taqueria	Tomatillo Bowl	Meal Perk Seattle	$20.82	$0.00	INDIVIDUAL ORDER
2026-03-05	name@company.com	Taste of Thailand	Pad Thai, Thai tea	Meal Perk San Francisco	$9.18	$18.52	INDIVIDUAL ORDER
2026-03-05	name@company.com	Mozz	Small personal pan pizza	Meal Perk San Francisco	$25.00	$23.51	INDIVIDUAL ORDER
2026-03-05	name@company.com	Rock & Rolls	California Roll lunch special	Meal Perk San Francisco	$17.18	$0.00	INDIVIDUAL ORDER
2026-03-05	name@company.com	Tomatillo Taqueria	Burrito Bowl	Meal Perk San Francisco	$13.38	$0.00	INDIVIDUAL ORDER
2026-03-05	name@company.com	Tomatillo Taqueria	Burrito	Meal Perk San Francisco	$25.00	$0.98	INDIVIDUAL ORDER
2026-03-05	name@company.com	Rock & Rolls	Spicy tuna roll, salmon avocado roll	Meal Perk San Francisco	$25.00	$5.15	INDIVIDUAL ORDER
2026-03-05	name@company.com	Mozz	Small pepperoni pizza	Meal Perk San Francisco	$23.80	$0.00	INDIVIDUAL ORDER
2026-03-05	name@company.com	Poke Palace	Palace Bowl #4	Meal Perk San Francisco	$25.00	$4.08	INDIVIDUAL ORDER
2026-03-05	name@company.com	Poke Palace	Ahi Tuna Bowl, mango smoothie	Meal Perk San Francisco	$15.82	$0.00	INDIVIDUAL ORDER
Total					**$11,762.42**	**$1,326.08**	

This statement is a summary of the charges of the period listed above. Please note that there is a one day delay for the transactions to show up on this summary.

HOW TO READ YOUR BUDGET INVOICE

NAVIGATING YOUR INVOICES

- **A** DoorDash's billing address
- **B** Billing period information
- **C** Company's billing address
- **D** Individual charges
- **E** Total invoiced
- **F** Payment information



DoorDash

https://doordash.com

for Business

A DoorDash, Inc.
302 2nd St
South Tower 800
San Francisco, CA 94107

Invoice

C Bill to:
1234 Main St
San Francisco, CA 123456
United States

B

Date	01/01/2026
Invoice #	000000000
Terms	Net 30
Due Date	02/01/2026
PO #	000000000
Service	Expensed Meals
Invoice Period	January 2026
Currency	USD
Customer ID	000000000

D Description	E Budget Name	F Amount
Team Name	Team Budget	$5,500.99
	E Total	$5,500.99

F Please remit payment via ACH or EFT and include the invoice number in the memo to ensure timely application of your payment to your account:

Bank Account: JP Morgan Chase
Account Name: DoorDash, Inc.

For ACH Delivery:
Routing Number: 000000000
Account Number: 000000000

For Wire Transfer:
Routing Number: 000000000
SWIFT CODE: 00000000
Account Number: 000000000
General Bank Reference Address: JP Morgan Chase, New York, NY 10017

For Check Payments:
Checks payable to: DoorDash, Inc.
Lockbox Address: PO Box 735240, Dallas, TX 75373

Inquiries: business-support@doordash.com
Remittance: ar.remit@doordash.com

for Business

DOORDASH FOR BUSINESS FAQS

ORDERS

HOW DO I GET HELP WITH A LIVE ORDER?

Please call our Dedicated Business Support line: **855-830-5429**

WHO DO I CONTACT ABOUT REFUNDS OR CREDITS?

Please call our Dedicated Business Support line at **855-830-5429**, or email them at **business-support@doordash.com**

CAN I ORDER ON MY MOBILE DEVICE?

Yes, place your order as your normally would and select your Business Profile during checkout to use your company payment methods.

CAN I CANCEL AN ORDER IF MY LOCATION CHANGES?

Once an order is placed you cannot change the delivery address on record for the order.

However, you can use the DoorDash app or website to communicate with your delivery service provider to add or modify instructions that will help them successfully deliver your order.

You can also contact the DoorDash support line at **(855) 830-5429.**

FINANCIALS

HOW DO I RE-INVITE AN EMPLOYEE?

You can direct them to: **www.doordash.com/teams/join** or you can resend the invite email from the **Employees** tab of the Admin Portal.

HOW DO I CHECK IF AN EMPLOYEE HAS ACCESS TO A BUDGET?

Make sure the employee is showing as **active** in the Admin Portal to ensure they will have access to any budget. If you are assigning a budget to a specific group, please double check that all employees who should receive a credit are added to that group.

WHY IS MY EMPLOYEE'S BUDGET NOT APPLYING TO THEIR ORDER?

Ensure that the employee status is **active** in the Admin Portal. If they are still marked **pending** direct them to complete enrollment using this link: **www.doordash.com/teams/join**

If active, ensure that the employee is scheduling their order within the timeframe selected when setting the budget.

CAN AN EMPLOYEE USE THEIR BUDGET ON A PICKUP ORDER?

Yes, they can use their budget for both delivery and pickup orders.

DOES THE BUDGET COVER TIPS AND SERVICE FEES?

The budget can be applied to your meal, tips and any delivery and service fees.

WHAT IF THE BUDGET CAN'T COVER THE FULL AMOUNT?

The individual will pay the remainder of the order cost that is not covered by the budget. The breakdown of who pays what amount will be displayed during the checkout process.

IF THEY HAVE MULTIPLE, CAN AN EMPLOYEE SELECT WHICH BUDGET THEY WANT TO USE?

Yes, they can select which budget they would like to use during checkout.

CAN AN EMPLOYEE USE MULTIPLE BUDGETS IN ONE ORDER?

No, only one budget can be applied to an order at a time.

for Business