
WATER ORDERING INSTRUCTIONS

USC Mailing & Material Management Services (MMS) will continue to sell water coupon books used for the redemption of drinking water from our supplier, BlueTriton (ReadyRefresh), until they sell out. Beginning on August 1, 2024, drinking water can be obtained directly from the BlueTriton website with your USC Procurement Card (P-Card). Please use all of your remaining water coupons before proceeding with the P-Card purchasing process described below, as your account(s) will be converted from a water coupon account to a P-Card account.

Step 1. If you previously ordered and received delivery of drinking water and/or equipment from BlueTriton under the coupon program administered by USC MMS, you have an existing account number with BlueTriton; if you are responsible for multiple water delivery locations, you may have multiple account numbers. Please proceed to Step 3. Otherwise, please proceed to Step 2 if you would like to order for a new location.

Step 2. Please open a BlueTriton account with our BlueTriton account manager Louis Lopez at louis.lopezjr@bluetriton.com or (213) 276-4454.

Step 3. Ensure that you have a P-Card. The following link provides instructions on obtaining P-Cards: <https://sites.usc.edu/procurement/corporate-cards/procurement-cards/>

Step 4. Please contact BlueTriton VIP Customer Service by phone at 844-855-4596 or by email at enterpriseVIP@bluetriton.com to request the conversion of your water coupon account to a P-Card account. Please be prepared to provide information on your existing BlueTriton account, such as account number(s), delivery location(s), etc. Please confirm with BlueTriton the accounts that should be associated with your email address.

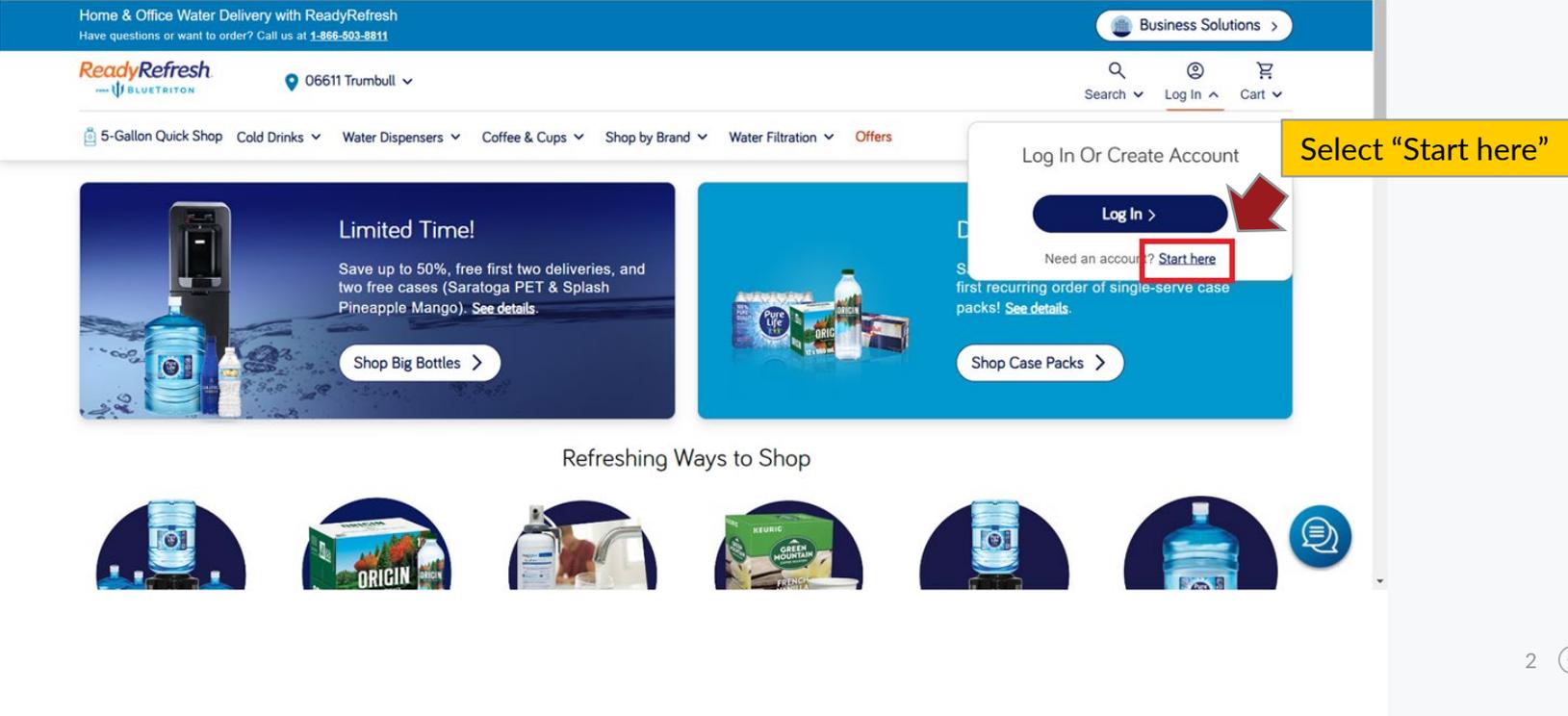
Step 5. Follow the instructions in the following slides to create a log-in for the BlueTriton website.

Step 6. Place your orders on the BlueTriton website with your P-Card: <https://www.readyrefresh.com/en/>

BLUETRITON WEBSITE REGISTRATION INSTRUCTIONS

To create an account on the BlueTriton website to enable online ordering with your P-Card, please follow these instructions.

Visit: <https://www.readyrefresh.com/en/>



Home & Office Water Delivery with ReadyRefresh
Have questions or want to order? Call us at 1-866-503-8811

Business Solutions >

ReadyRefresh
BLUETRITON

06611 Trumbull

Search Log In Cart

5-Gallon Quick Shop Cold Drinks Water Dispensers Coffee & Cups Shop by Brand Water Filtration Offers

Limited Time!
Save up to 50%, free first two deliveries, and two free cases (Saratoga PET & Splash Pineapple Mango). [See details.](#)

Shop Big Bottles >

Log In Or Create Account

Log In >

Need an account? [Start here](#)

Select "Start here"

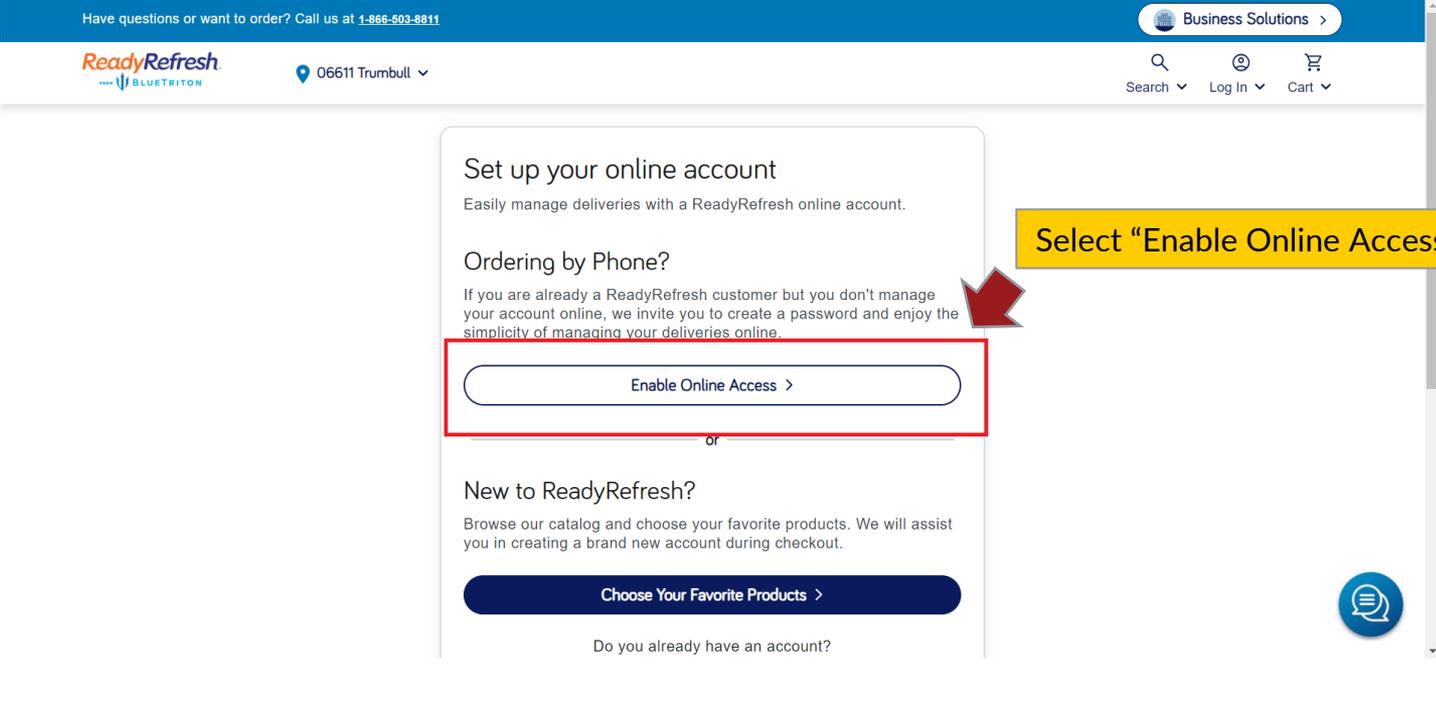
Shop Case Packs >

Refreshing Ways to Shop

2 < >

BLUETRITON WEBSITE REGISTRATION INSTRUCTIONS

If you previously ordered and received delivery of drinking water and/or equipment from BlueTriton under the coupon program administered by USC MMS, please proceed with the below. If you are ordering water for a new location, please do not select the option under “New to ReadyRefresh”. Instead, please contact our BlueTriton account manager Louis Lopez at louis.lopezjr@bluetriton.com or (213) 276-4454 to ensure that you receive discounted pricing under the USC contract with BlueTriton.



Have questions or want to order? Call us at 1-866-503-8811

Business Solutions >

ReadyRefresh
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06611 Trumbull ▾

Search ▾ Log In ▾ Cart ▾

Set up your online account

Easily manage deliveries with a ReadyRefresh online account.

Ordering by Phone?

If you are already a ReadyRefresh customer but you don't manage your account online, we invite you to create a password and enjoy the simplicity of managing your deliveries online.

[Enable Online Access >](#)

or

New to ReadyRefresh?

Browse our catalog and choose your favorite products. We will assist you in creating a brand new account during checkout.

[Choose Your Favorite Products >](#)

Do you already have an account?

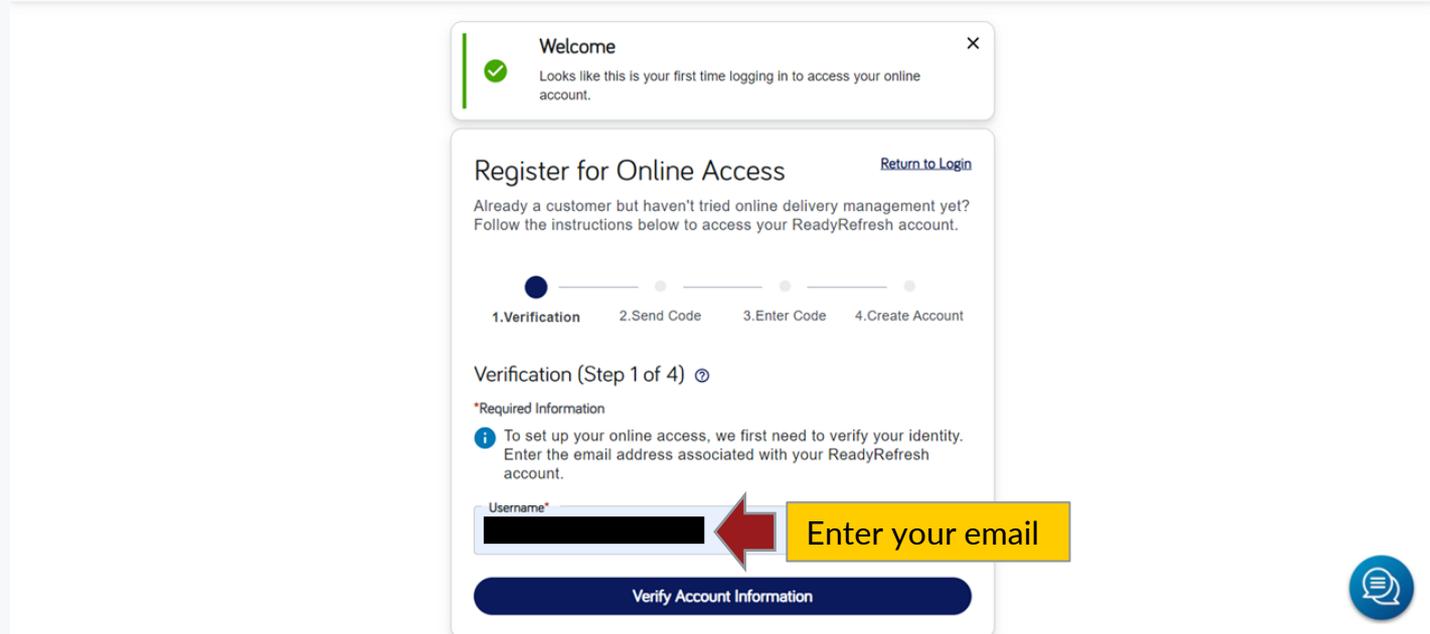
Select “Enable Online Access”

3 < >

BLUETRITON WEBSITE REGISTRATION INSTRUCTIONS

Enter the email address associated with your account(s) and proceed through the next steps on the BlueTriton website to create online access.

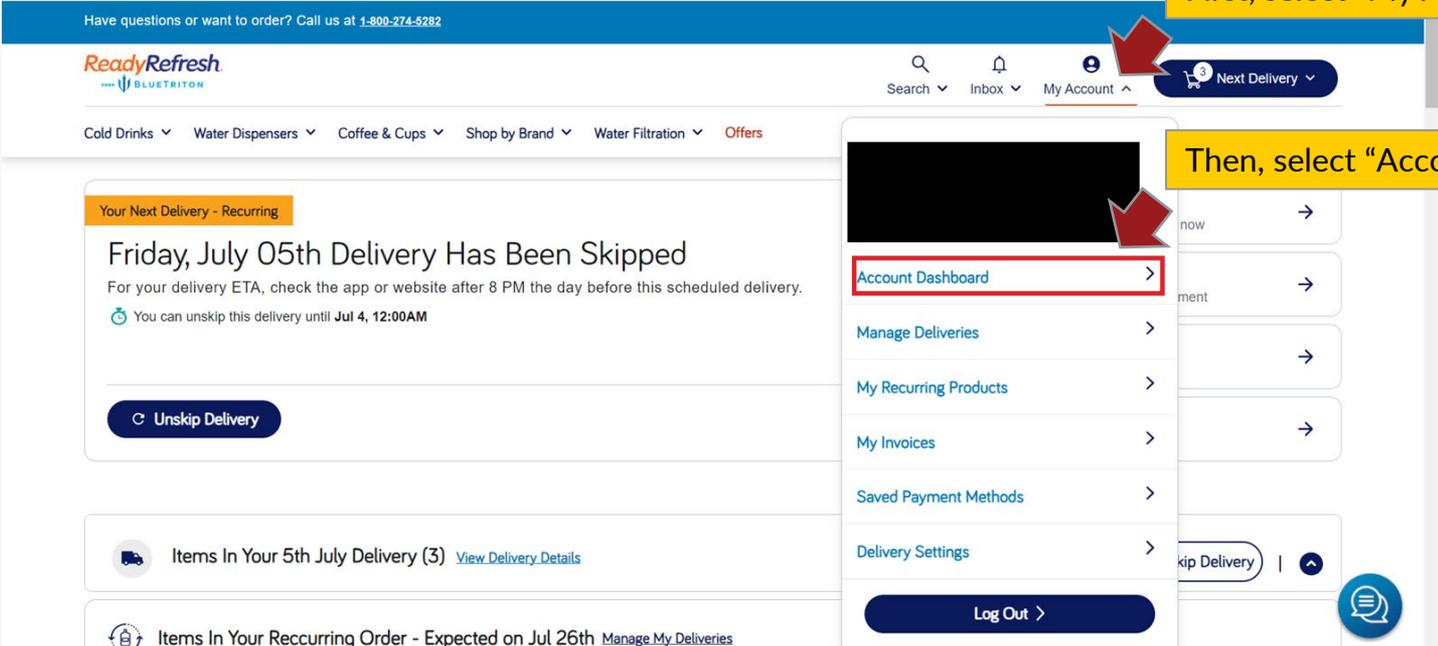
If you experience issues at the step below (e.g., "Validation Failed!"), please contact the BlueTriton VIP Customer Service by phone at 844-855-4596 or by email at enterpriseVIP@bluetriton.com for assistance.



The screenshot shows a registration interface with a progress bar at the top indicating four steps: 1. Verification (active), 2. Send Code, 3. Enter Code, and 4. Create Account. Below the progress bar, the text reads "Verification (Step 1 of 4)" and "Required Information". An information icon is followed by the text: "To set up your online access, we first need to verify your identity. Enter the email address associated with your ReadyRefresh account." Below this is a "Username*" input field, which is currently empty. A red arrow points from a yellow callout box containing the text "Enter your email" to the input field. At the bottom of the form is a blue button labeled "Verify Account Information". A chat icon is visible in the bottom right corner of the form area.

BLUETRITON WEBSITE EMAIL CHANGE INSTRUCTIONS

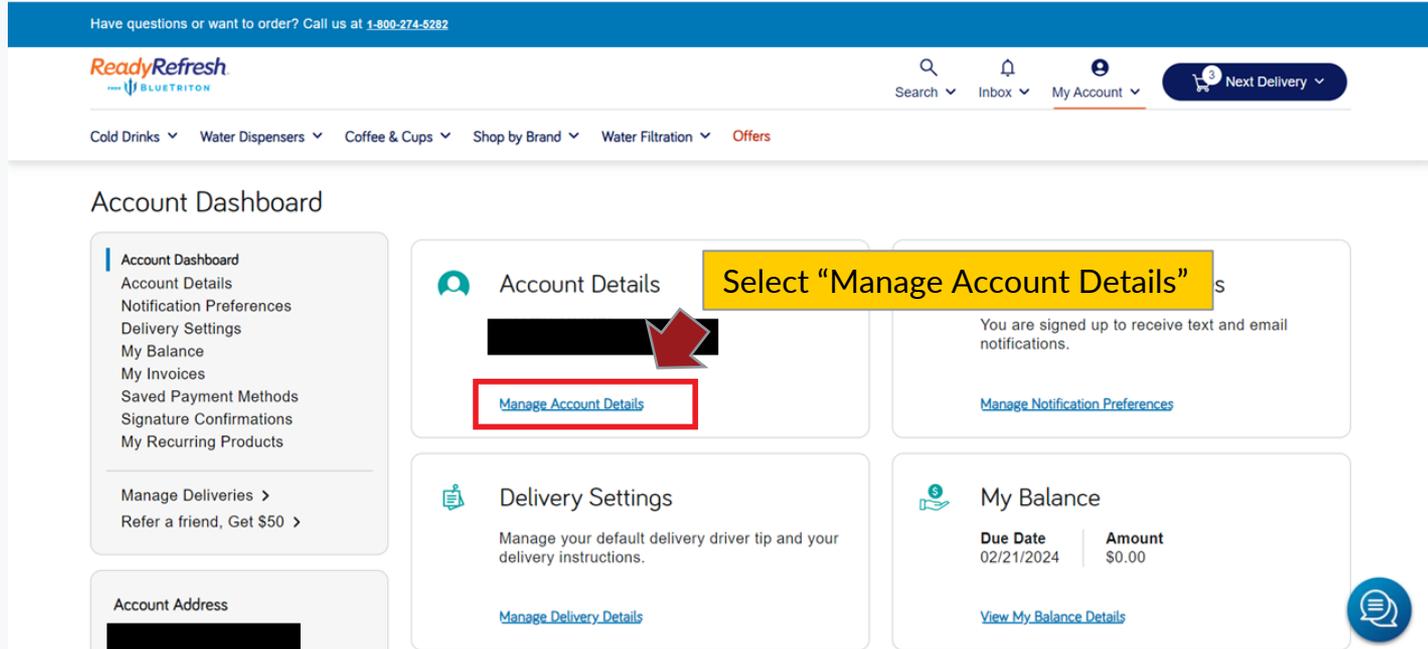
After registering your online account with BlueTriton, should you need to change the email address associated with your online account, please proceed with the following instructions. While logged in on your BlueTriton account, click on “My Account” and then select “Account Dashboard” from the drop-down.



The screenshot shows the BlueTriton website interface. At the top, a blue navigation bar contains the text "Have questions or want to order? Call us at 1-800-274-5282" on the left, and search, inbox, and "My Account" dropdown menus on the right. A yellow callout box with a red arrow points to the "My Account" dropdown, containing the text "First, select 'My Account'". Below the navigation bar, a menu of product categories is visible. The main content area features a delivery notification: "Your Next Delivery - Recurring" with a sub-header "Friday, July 05th Delivery Has Been Skipped" and a button "Unskip Delivery". A second yellow callout box with a red arrow points to the "Account Dashboard" option in the "My Account" dropdown menu, containing the text "Then, select 'Account Dashboard'". Other options in the dropdown include "Manage Deliveries", "My Recurring Products", "My Invoices", "Saved Payment Methods", and "Delivery Settings". A "Log Out" button is at the bottom of the dropdown.

BLUETRITON WEBSITE EMAIL CHANGE INSTRUCTIONS

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Have questions or want to order? Call us at 1-800-274-6282

ReadyRefresh
BLUETRITON

Search ▾ Inbox ▾ My Account ▾  Next Delivery ▾

Cold Drinks ▾ Water Dispensers ▾ Coffee & Cups ▾ Shop by Brand ▾ Water Filtration ▾ Offers

Account Dashboard

- Account Dashboard
- Account Details
- Notification Preferences
- Delivery Settings
- My Balance
- My Invoices
- Saved Payment Methods
- Signature Confirmations
- My Recurring Products

Manage Deliveries >
Refer a friend, Get \$50 >

Account Address
[Redacted]

Account Details

[Redacted]

[Manage Account Details](#)

Select “Manage Account Details”

You are signed up to receive text and email notifications.

[Manage Notification Preferences](#)

Delivery Settings

Manage your default delivery driver tip and your delivery instructions.

[Manage Delivery Details](#)

My Balance

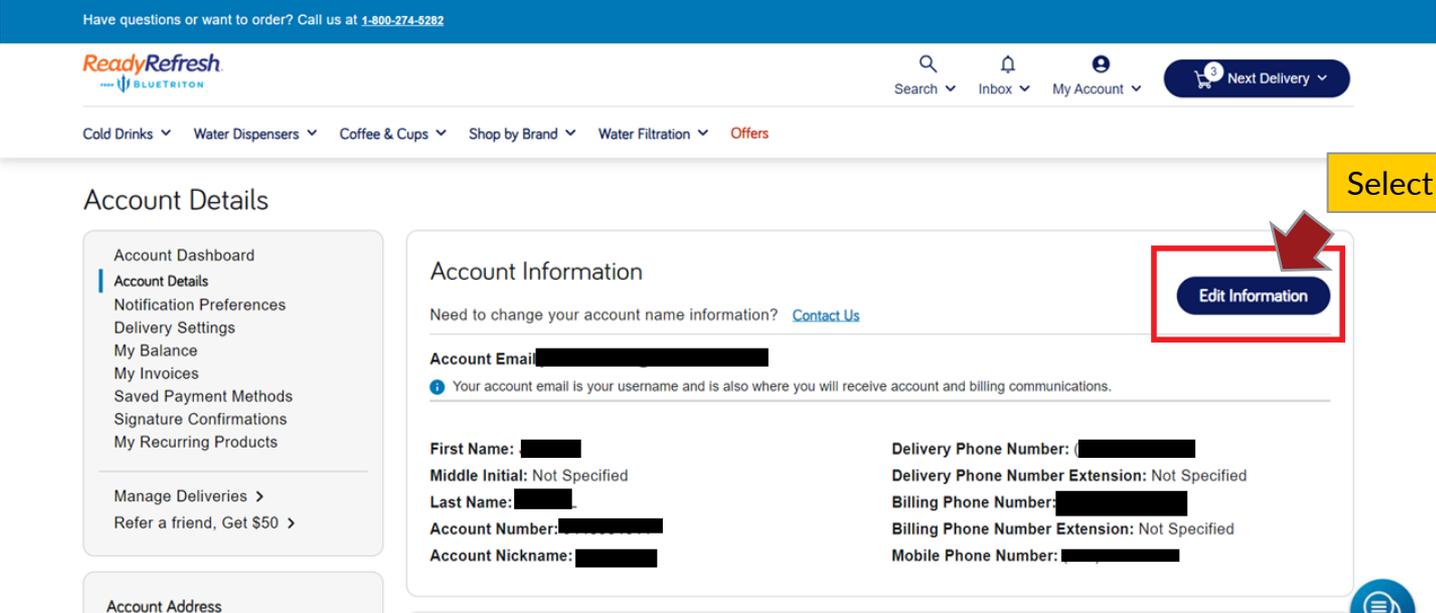
| Due Date | Amount |
|------------|--------|
| 02/21/2024 | \$0.00 |

[View My Balance Details](#)



BLUETRITON WEBSITE EMAIL CHANGE INSTRUCTIONS

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Have questions or want to order? Call us at 1-900-274-5282

ReadyRefresh
BLUETRITON

Search ▾ Inbox ▾ My Account ▾ Next Delivery ▾

Cold Drinks ▾ Water Dispensers ▾ Coffee & Cups ▾ Shop by Brand ▾ Water Filtration ▾ Offers

Account Details

- Account Dashboard
- Account Details**
- Notification Preferences
- Delivery Settings
- My Balance
- My Invoices
- Saved Payment Methods
- Signature Confirmations
- My Recurring Products

Manage Deliveries >
Refer a friend, Get \$50 >

Account Information

Need to change your account name information? [Contact Us](#)

Account Email [REDACTED]

i Your account email is your username and is also where you will receive account and billing communications.

| | |
|--------------------------------------|---|
| First Name: [REDACTED] | Delivery Phone Number: [REDACTED] |
| Middle Initial: Not Specified | Delivery Phone Number Extension: Not Specified |
| Last Name: [REDACTED] | Billing Phone Number: [REDACTED] |
| Account Number: [REDACTED] | Billing Phone Number Extension: Not Specified |
| Account Nickname: [REDACTED] | Mobile Phone Number: [REDACTED] |

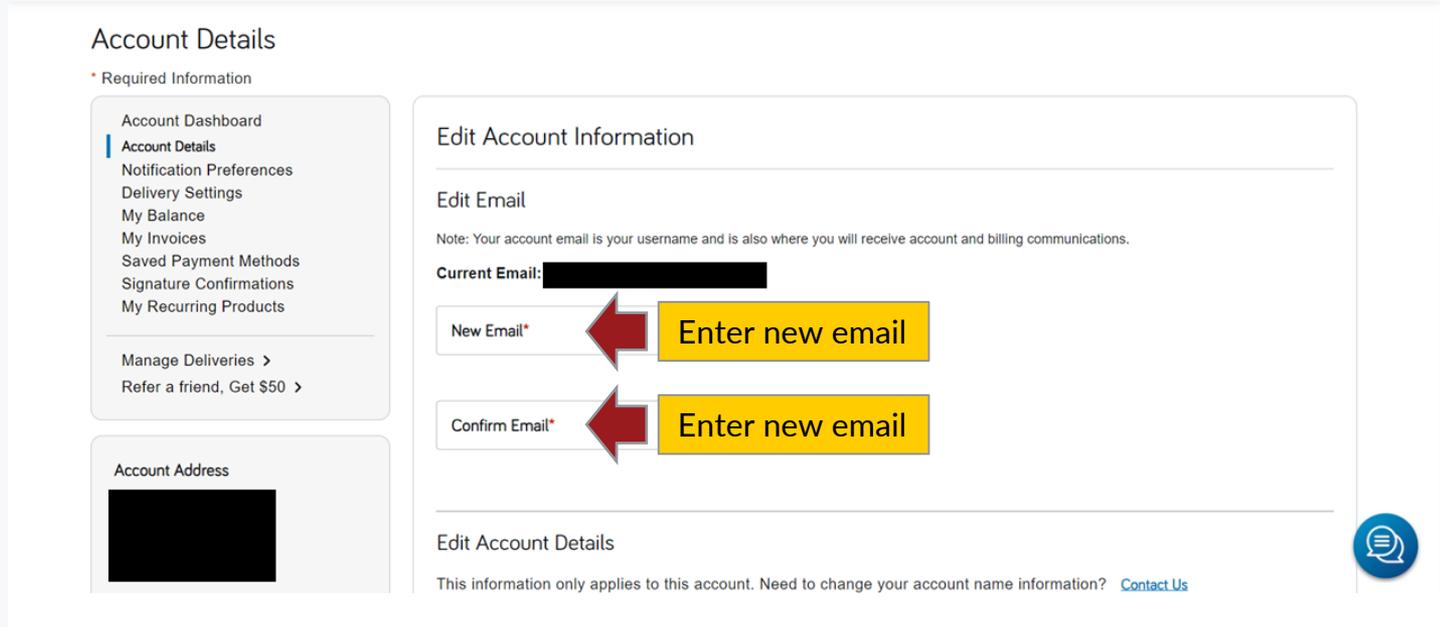
Edit Information

Account Address

Select “Edit Information”

BLUETRITON WEBSITE EMAIL CHANGE INSTRUCTIONS

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Account Details

- * Required Information
 - Account Dashboard
 - Account Details**
 - Notification Preferences
 - Delivery Settings
 - My Balance
 - My Invoices
 - Saved Payment Methods
 - Signature Confirmations
 - My Recurring Products
- Manage Deliveries >
- Refer a friend, Get \$50 >

Account Address

[Redacted]

Edit Account Information

Edit Email

Note: Your account email is your username and is also where you will receive account and billing communications.

Current Email: [Redacted]

New Email*  

Confirm Email*  

Edit Account Details

This information only applies to this account. Need to change your account name information? [Contact Us](#)

