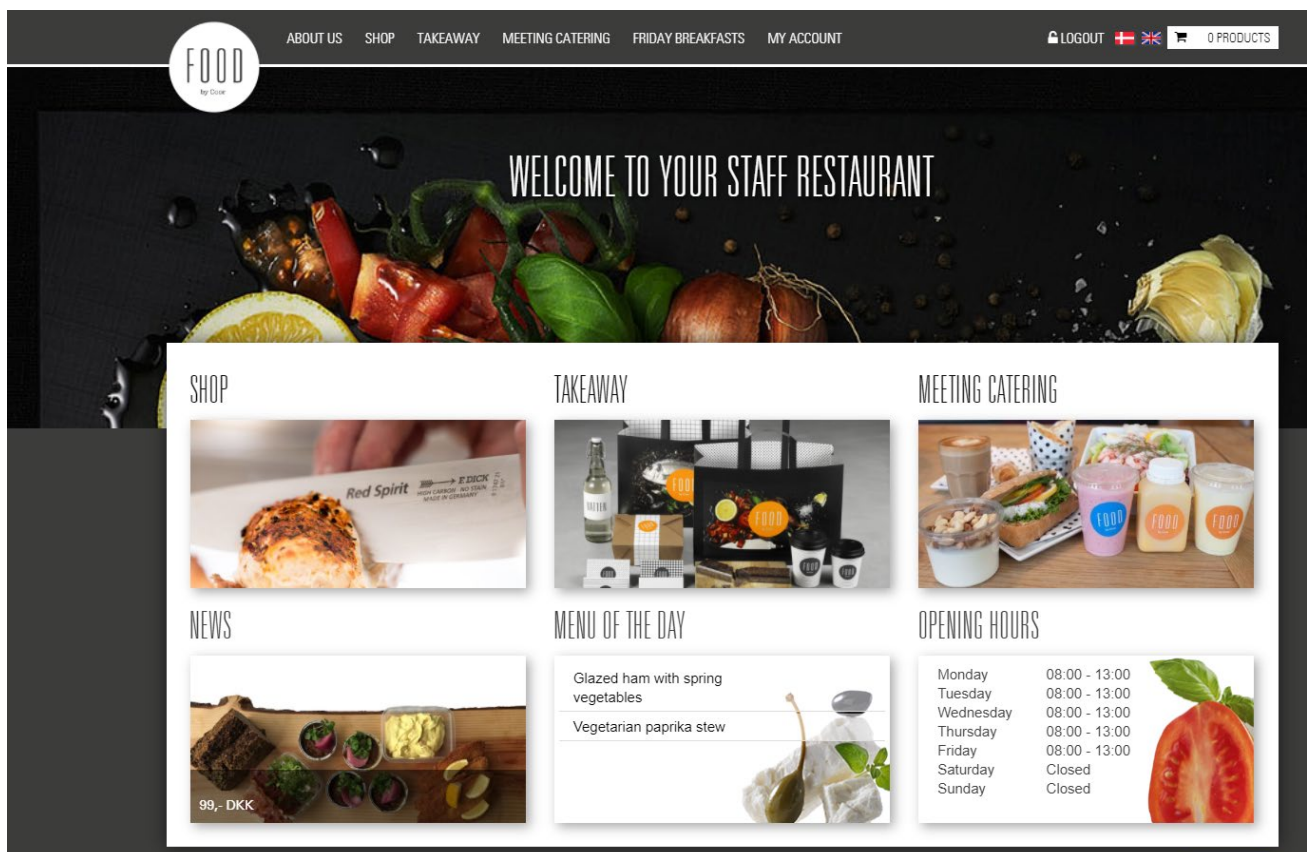


Guide

For you as a customer: A guide on how to use our webshop

Updated 25 May 2021



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FOR YOU WHO USES OUR WEBSHOP

You do not need to be registered to order from our webshop. We recommend that you register as a user and log in every time you order. That way you can delete, edit, and view your old orders.

FOR YOU WHO IS ORDERING MEETING CATERING

Meeting catering must be order via our webshop.

You must be registered as a user with your work email before you can request to order meeting catering. See how to log in and register as a user on next pages.

If you are already registered as a user, you can jump directly to page 4.

If you are registered as a user and have forgotten your password, you can go to page 6 and see how to get a new password.



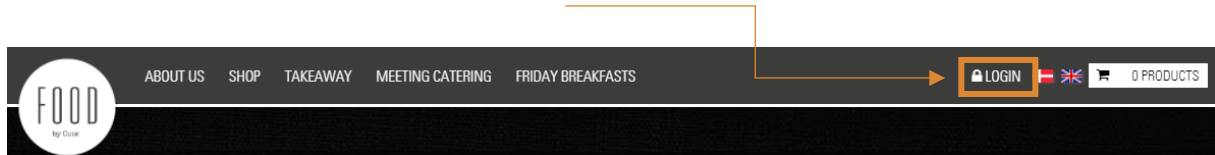
1. REGISTER AS A USER

1. Go to the webshop here

You can also copy the link into the browser (You need Chrome):

<https://gn.foodbycoor.dk/?show=p-location-redir&l=en>

2. Click on 'Log In'



COOR

Sign Up

Log In Sign Up

☐ I agree to the [terms of use](#) and [privacy policy](#).

SIGN UP >

Click on 'Sign Up'

Enter your e-mail

Enter an optional password

Accept Coor's processing of personal data

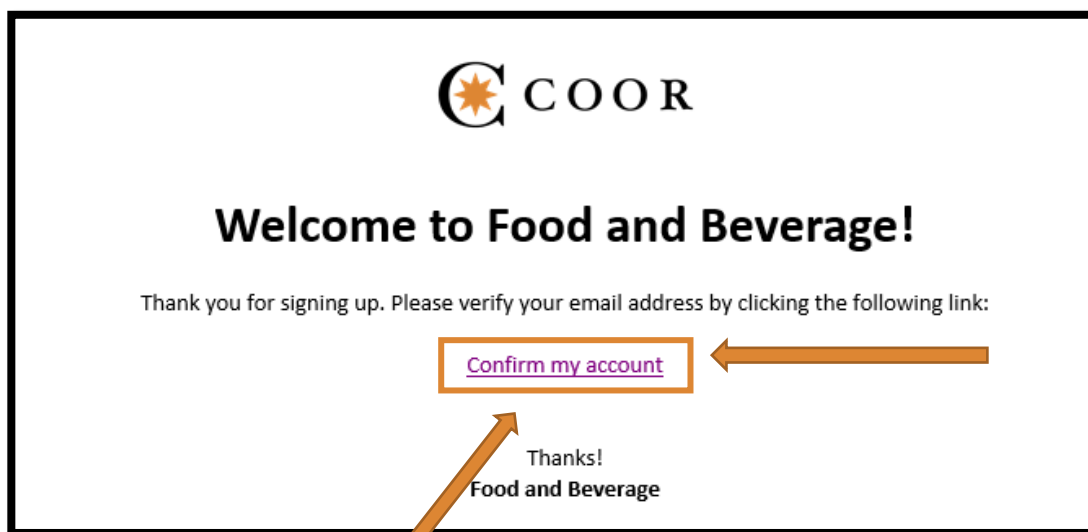
Finish with 'Sign Up'

If you do not receive the activation email in your inbox, try searching for: Coor Customer Identity noreply@coor.com in your emails.

Sometimes it ends up in junk mails.



3. You will receive an email from Coor Customer Identity, which you must activate by clicking on 'Confirm my account'



If you have problems opening the link in the email 'Confirm my account', you must:

- a) Right-click on the link and select 'Copy link'
- b) Then copy the link into a new browser

4. 'Log In' to the webshop with your e-mail and password
5. Please update your profile information with name and phone number
6. Employee number is optional
7. Accept Coor's processing of personal information as described in the Privacy Policy and end with 'Save'

PROFILE DETAILS

Welcome! Please update your profile details

Name *

Telephone *

Employee ID

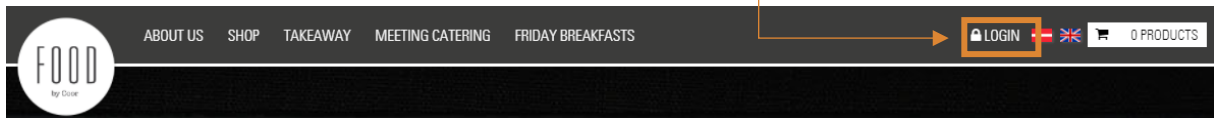
☒ I give my consent to Coor to process my personal information in accordance with the [Privacy Policy](#).

Save

2. REQUEST TO ORDER MEETING CATERING

1. Choose which canteen you want to order from. Once you are registered and approved to order, you can order from all the canteens

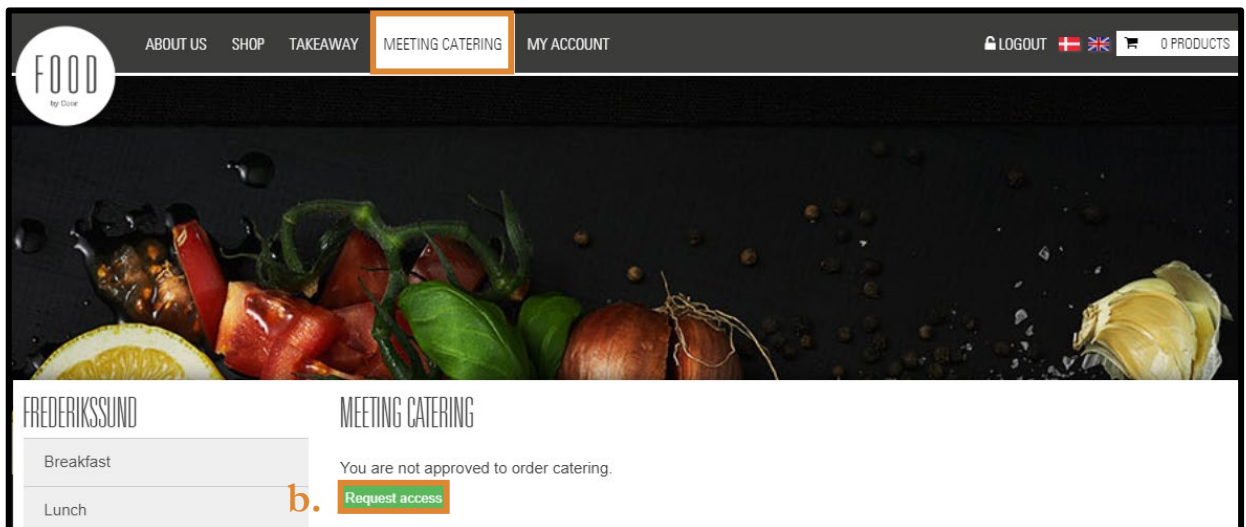
2. 'Log in'



- 3.

- a. Click on 'Meeting catering'
- b. Then click on 'Request Access'
- c. Now await an approval
- d. The chef in the canteen will approve you in the system. If the approval is urgent, you are welcome to contact the head chef or WASPdk@coor.com
- e. You will receive an email from Coor Service Management once the request is approved

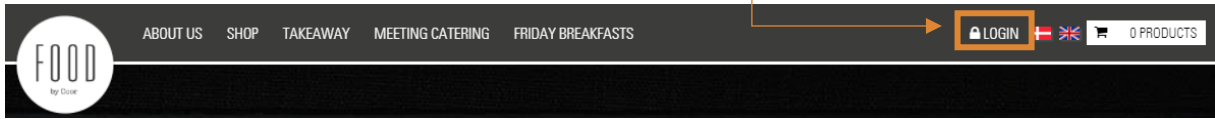
a.



Remember to log in and out again after your approval has gone through

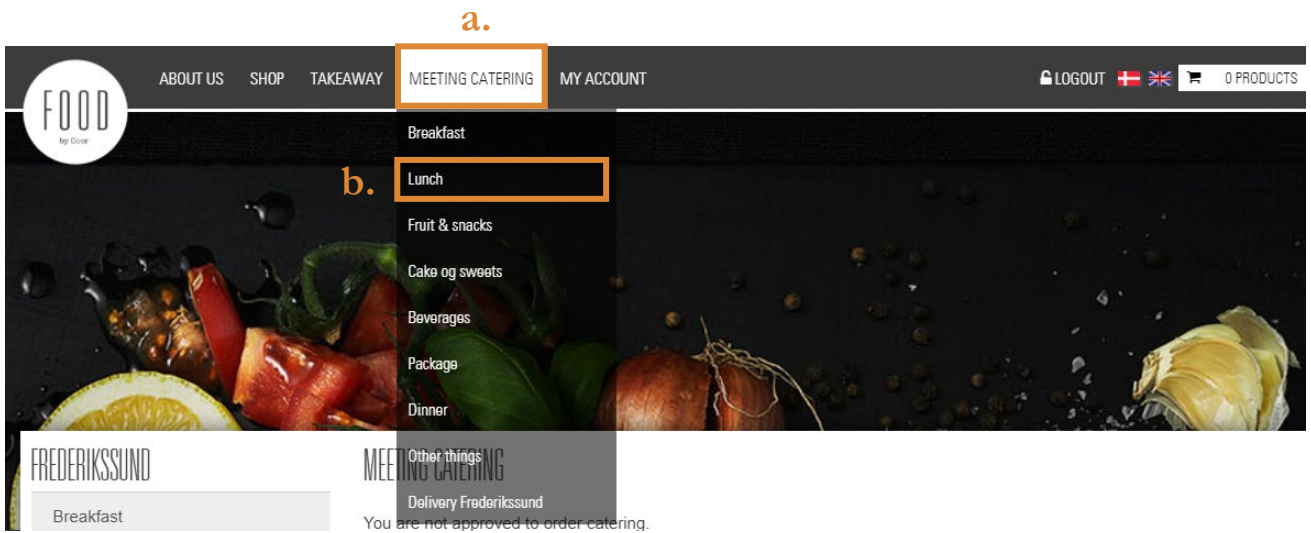
3. CREATE AN ORDER

1. Choose which canteen you want to order from and 'Log in'







2.

- a. Click on 'Meeting catering'
- b. Select the category you would like to order from, e.g. 'Lunch'



3.

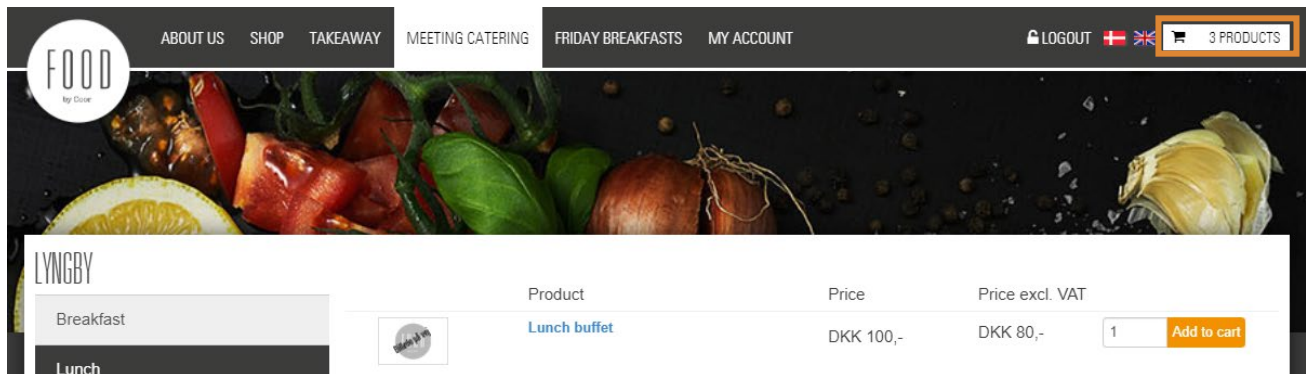
- a. Put the number of products in the basket you want to order
- b. Click on 'Add to cart'
- c. Continue until you have placed all the products in the basket you want

LYNGBY		Product	Price	Price excl. VAT	a.	b.
Breakfast		Lunch buffet	DKK 100,-	DKK 80,-	1	Add to cart
Lunch		Sandwich	DKK 31,25	DKK 25,-	5	Add to cart
Cake og sweets		Cold cuts on rye bread	DKK 100,-	DKK 80,-	1	Add to cart
Fruit & snacks		Lunch with herring & cheese	DKK 156,25	DKK 125,-	5	Add to cart
Beverages						
Package						

4.

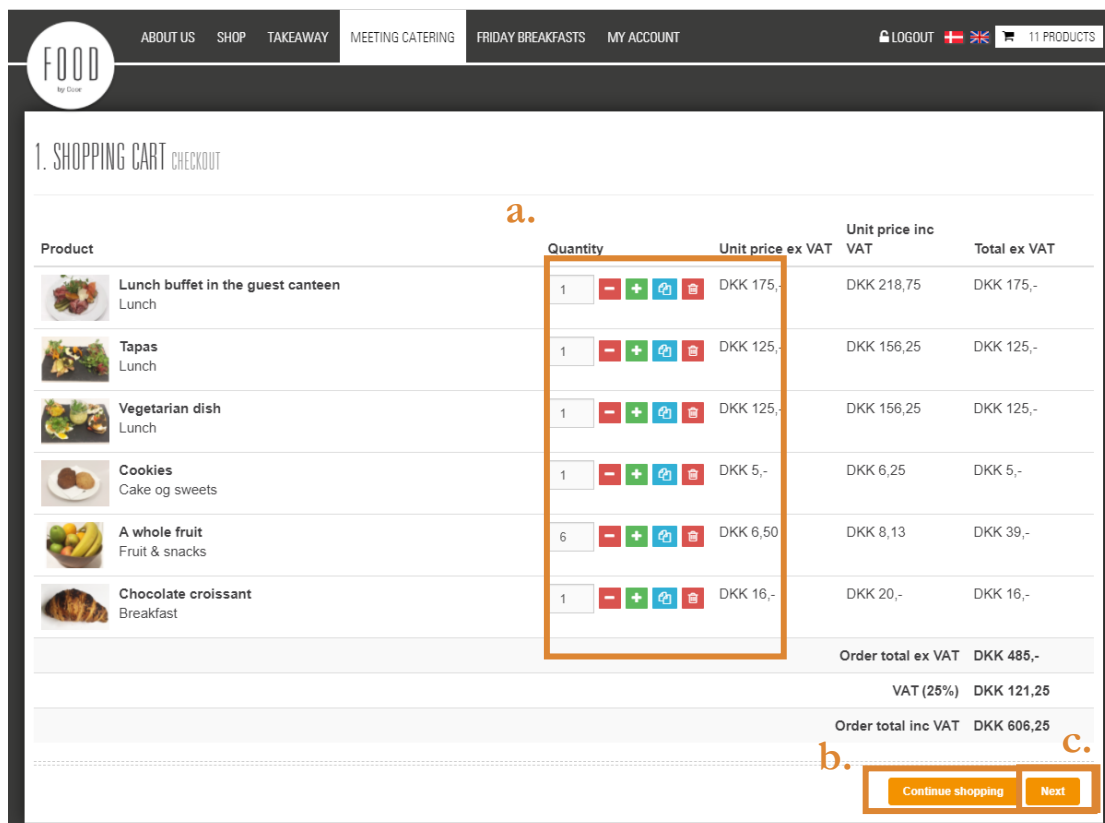


- a. When you have finished your order, click on 'Shopping Cart'



5.

- a. Check if the order is correct. You can remove and add the number of products by clicking '+' and '-'. You can delete products by clicking on the trash
- b. If you need to order something, click on 'Back to the shop'
- c. Finish with 'Next'



6.

a. Fill out 'Order details' (Order details may vary from customer number to customer number)

b. It is optional if you want to put a meeting manager on the order.

Remember that the e-mail and telephone number must be filled in if you enter a name - otherwise it is optional

- If you put a meeting manager on the order, the meeting manager will also receive an order confirmation

c. Click on 'Next'

2. ORDER DETAILS CHECKOUT a.

MEETING INFO

Date of meeting *

Meeting start Meeting end

14:00 14:00

Meeting responsible (if different from buyer)

Meeting responsible name Meeting responsible email Meeting responsible phone

Room

Meeting/project

Number of participants *

Optional comment relevant for the delivery of the order
(no personal data may be entered here).

250 characters at most

ORDER INFO

Name *

E-mail *

Phone *

b.

Customer number *

Choose customer number

c.

Previous Next

7.

FOOD

KANTINEN SHOP TAKEAWAY

MØDE OG GÆSTEFORPLEJNING

ORDRE BRUGERE

LOG UD 23 PRODUKTER

3. GODKENDELSE CHECKOUT

Produkt	Antal	Stk. pris ex. moms	Stk. pris inkl. moms	Total ex. moms
<div> <div>EGO Appelsin-Mango øko 33 cl.</div> <div>31/10 2019 06:30 ▼ a.</div> </div>	2	DKK 15,-	DKK 18,75	DKK 30,-
<div> <div>EGO Lemon-Lime øko 33 cl</div> <div>31/10 2019 06:30 ▼</div> </div>	1	DKK 15,-	DKK 18,75	DKK 15,-
<div> <div>Anretning med 4 elementer på årets råvarer m. brød og smør</div> <div>31/10 2019 06:30 ▼</div> </div>	5	DKK 68,-	DKK 85,-	DKK 340,-
<div> <div>EGO Æble-Solbær øko 33 cl</div> <div>31/10 2019 06:30 ▼</div> </div>	2	DKK 15,-	DKK 18,75	DKK 30,-
<div> <div>Kaffe (Kande til 4 personer)</div> <div>31/10 2019 06:30 ▼</div> </div>	2	DKK 25,60	DKK 32,-	DKK 51,20
<div> <div>Kildevand, 0,5 L</div> <div>31/10 2019 06:30 ▼</div> </div>	5	DKK 8,-	DKK 10,-	DKK 40,-
<div> <div>Sing te i kande inkl. sukker og mælk</div> <div>31/10 2019 06:30 ▼</div> </div>	1	DKK 25,60	DKK 32,-	DKK 25,60
<div> <div>Croissant</div> <div>31/10 2019 06:30 ▼</div> </div>	5	DKK 12,-	DKK 15,-	DKK 60,-
Ordre total ex. moms				DKK 551,80
Moms (25%)				DKK 147,95
Ordre total inkl. moms				DKK 739,75

KUNDEOPLYSNINGER

MØDE INFO

Mødedato

31-10-2019

Mødestart

06:30

Møde slut

13:00

Mødeansvarlig (hvis forskellig fra bestiller)

Mødeansvarlig navn

Mødeansvarlig email

Mødeansvarlig telefon

Lokale

2. sal - VIP

Møde/projekt

Meeting type

Internt

Antal deltagere

2

Eventuel kommentar

BESTILLER INFO

Navn

Rikke Hildberg

Email

Rikke.Hildberg@coor.com

Mobil

44778862

Kundenummer

HQ

Forretningsenhed

Direktionen

Ansvarnummer

123456

b.

Tilbage

Bekræft

KONTAKT

the 1000hours.com

TAKEAWAY

Address of host/owner

OM VÆRSTEDET

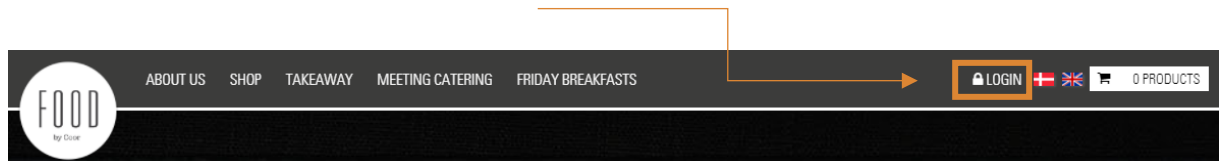
Prisliste/Menu

Se kontrol rapport

- a. Here you can select different delivery times for each product
- b. Finish with 'Confirm'. You will then receive an order confirmation

4. SEE SALES AND MEETING ORDER

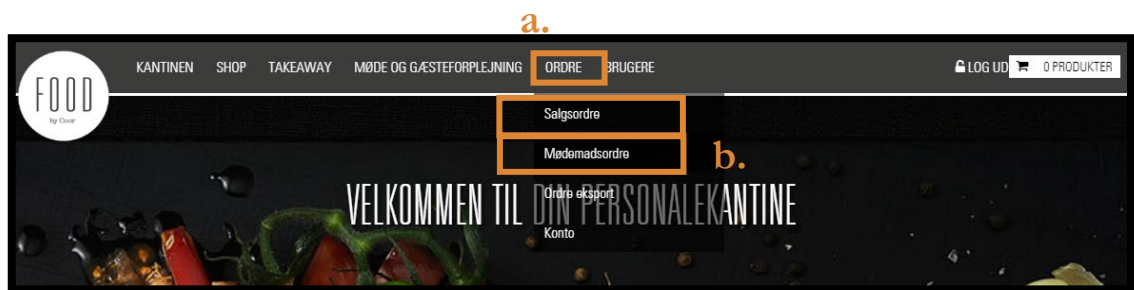
1. 'Log In'



2.

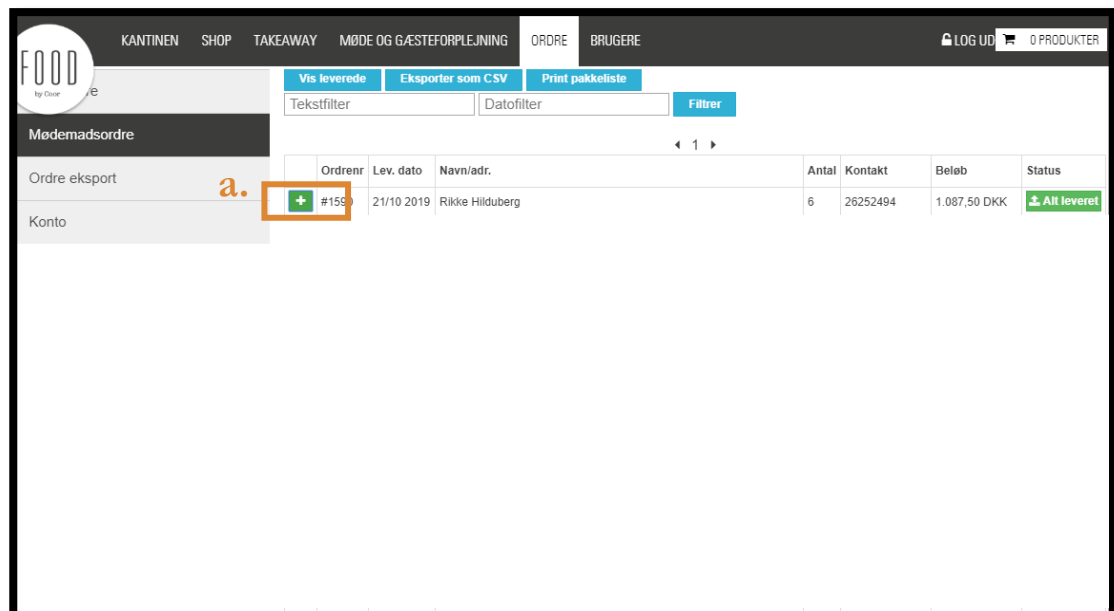
a. Click on 'Order'

b. Select 'Sales Orders' or 'Meeting Orders'



3.

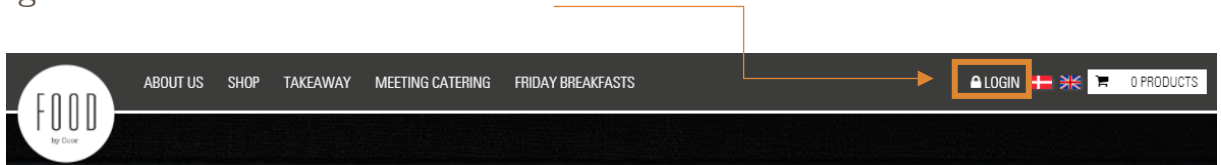
a. Click on the white '+' to extend the order



5. RE-ORDER, EDIT, PRINT, DELETE AN ORDER

You can always print and delete an order. Note that you can only edit or reorder orders ordered with an invoice (meeting catering).

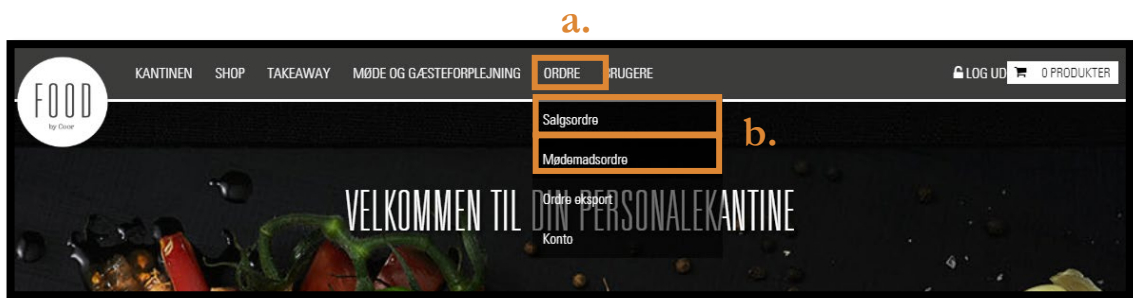
1. 'Log In'



2.

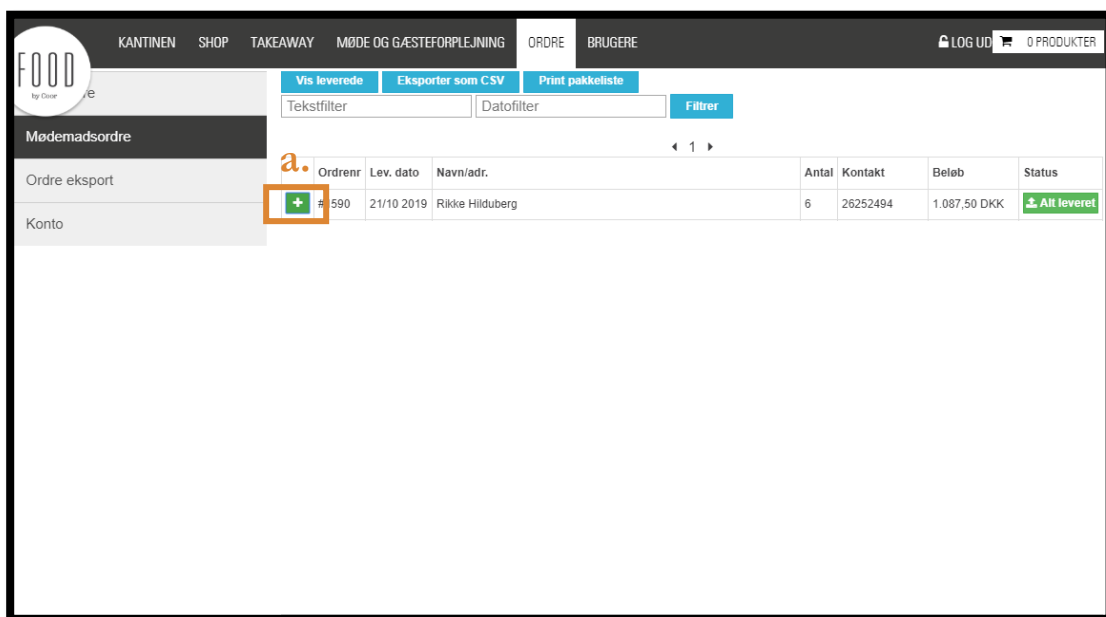
a. Click on 'Order'

b. Select 'Sales Orders' or 'Meeting Orders'



3.

a. Click on the white '+' to extend the order



4.

- a. Click on 'Reorder', to order the product again (meeting food orders only)
- b. Click on 'Edit order', to edit the order (meeting food orders only)
- c. Click on 'Print order' to print the order
- d. Click on 'Delete this order' to delete the order

FOOD by Coor

KANTINEN SHOP TAKEAWAY MØDE OG GÆSTEFORPLEJNING ORDRE BRUGERE

LOG UD 33 PRODUKTER

Salgsordre

Mødemadsordre

Ordre eksport

Konto

Vis leverede Eksporter som CSV Print pakkeliste

Tekstfilter Datofilter Filtre

Ordrenr.	Lev. dato	Navn/adr.	Antal	Kontakt	Beløb	Status
#1500	21/10 2019	Rikke Hilduberg	6	26252494	1.087,50 DKK	Alt le

Dato 15-10-2019 10:10

Betalingsmetode Faktura

Navn Rikke Hilduberg

E-mail Rikke.hilduberg@coor.com

Mobil 26252496

Besked

Lokale 2. sal - Star 2

Mødeansvarlig navn Louise Gyllenswärd

Møde/projekt WASP team meeting

Mødeansvarlig telefon 26252494

Mødeansvarlig navn loulise.Gyllensward@coor.com

Kundennummer 0000

Mødedato 21-10-19

Mødestart 09:00

Mødeslut 17:00

Antal deltagere 6

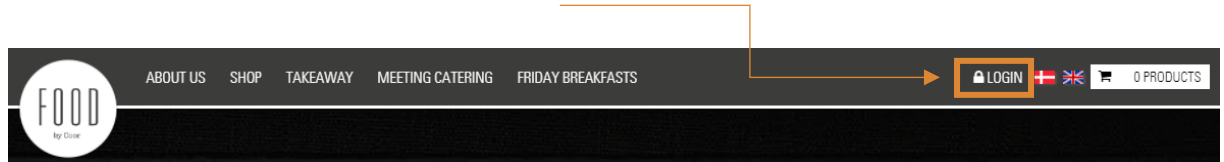
Tid	Produktnavn	Antal	Pris	Sum	Leveret
21. Oct 09:00	Eftermiddagsmøde inkl. Frokost	6	181,25 DKK	1.087,50 DKK	Alt le

Genbestil Rediger ordre Print ordre Slet denne ordre Alt le

#1571	21/10 2019	Blanca Larsen	9	44778806	545,63 DKK	Alt le
#1573	21/10 2019	Blanca Larsen	4	44778806	152,00 DKK	Alt le
#1503	22/10 2019	Blanca Larsen	19	44778806	4.750,00 DKK	Alt le

6. NEW CODE

1. Go to the website and click on 'Log In'



- 2.

 A screenshot of the login page for 'COOR Food and Beverage'. At the top is the Coor logo (a stylized 'C' with a star) and the text 'COOR Food and Beverage'. Below this are two tabs: 'Log In' (selected) and 'Sign Up'. There are two input fields: one for email (containing 'yours@example.com') and one for password (containing 'your password'). Below the password field is a link that says 'Don't remember your password?'. This link is highlighted with an orange rectangular box. At the bottom of the form is an orange button that says 'SIGN UP >'.


Click on 'Don't remember your password?'

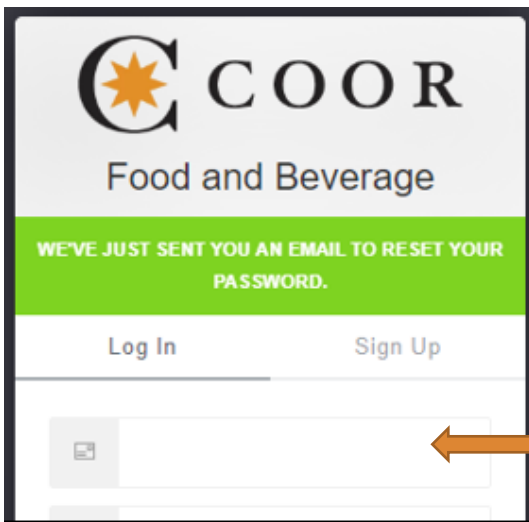
- 3.

 A screenshot of the 'Reset your password' page for Coor. At the top is the Coor logo and the text 'Reset your password'. Below this is a message: 'Please enter your email address. We will send you an email to reset your password.' There is an input field for the email address. Below the input field is an orange button that says 'SEND EMAIL >'.


Enter the email you registered with



Click on 'Send email'



You will receive an email with a link to reset your password

4. If you do not receive the 'Reset your password email' in your inbox, try searching for: Coor Customer Identity noreply@coor.com in your emails. Sometimes it ends up in junk mails
5. If you have problems opening the link from the 'Reset your password email', you can:
 - a. Right-click on the link and select 'Copy link'
 - b. Copy the link into a new browser

