Jespers Torvekøkken is the new supplier for the canteen at the IT corner at Katrinebjerg. The following is a guide on how to order catering for meetings, events, etc.

Creating a user account

When you make your first order, you must create a user account here: https://bestil-nu.net/au-incuba/ny-bruger. Fill in the relevant data and register. You can switch to English at the bottom of the page.

When you have created your user account, you will receive an email with a link that you must follow to complete your registration. If you don’t receive an email, check your spam filter.

Click on the link in the email and choose username and password. Click activate and choose language, Danish or English.

Order catering

Go to https://bestil-nu.net/ and log in with your username and password. This will take you to the start page:

To make a new order click New catering.
Set **Delivery time** (you select date on the next page). Find the products you want, either in the menu on the left or by searching for the product in the search field. Type number of units and click **Next page**.

On the next page you must give your event a meaningful name so it is clear what the catering is for. **Contact person** and **email for confirmation** are already filled in with your data.

Select **Event start time** and **Event end time** for your event and **Delivery date** (**Delivery time** was chosen on the previous page, but can be changed here).
If you want your catering delivered, you must fill in *Event location* with building number, address and room number.

Now you must select the receiver of the invoice. Find *ST ENG Inst. for Ingeniørvidenskab – Finlandsgade – 5798000420083* in the dropdown menu.

Under *stednr.* select 2502 in the dropdown menu.

You **MUST include an order number**. Use the following form: project number-activity number (e.g. xxxxx-yyyyy).

Select yes under *Enter attendees*. 
List the participants.

Tick off *Show order confirmation* if you wish to check your order before final confirmation.

Click *Next page* and your order is now complete.