

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.

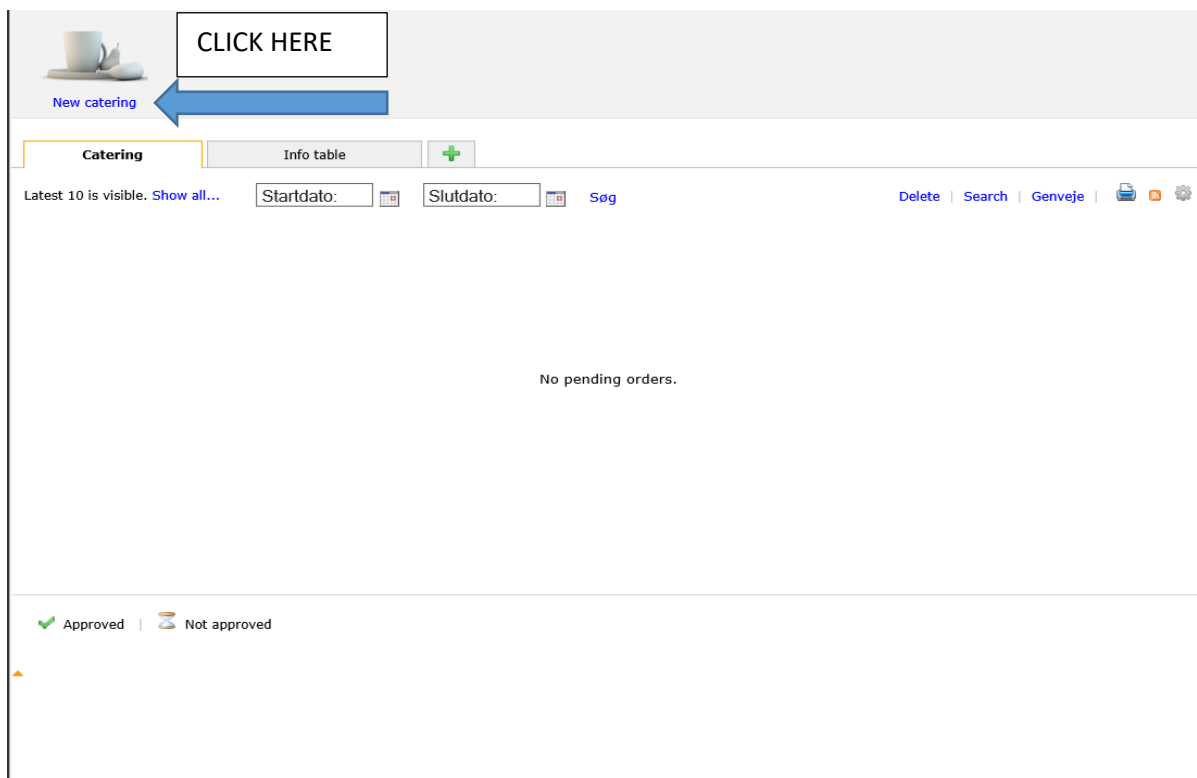
When you have created your user account, you will receive an email with a link that you must follow to complete your registration. If you don't receive an email, check your spam filter.

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*.



The screenshot shows the user interface for managing catering orders. At the top left, there is a logo of a coffee cup and saucer. Next to it is a button labeled "New catering" with a blue arrow pointing to it. A box with the text "CLICK HERE" and a blue arrow points to the "New catering" button. Below the logo, there is a navigation bar with "Catering" selected, "Info table", and a green plus sign. The main content area shows "Latest 10 is visible. Show all..." followed by "Startdato:" and "Slutdato:" fields with calendar icons, and a "Søg" button. On the right side, there are links for "Delete", "Search", "Genveje", and icons for print, mail, and settings. The main content area is empty, displaying "No pending orders." At the bottom, there is a status bar with "Approved" (green checkmark) and "Not approved" (hourglass icon).

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.

2 Service

Place settings: *

Eating in canteen: *

Pick up by myself: *

Event location: (*)

Extra services:

Number of deliveries	Service	Price per settings	Place settings	Amount
<input type="text" value="0"/>	Levering (min. 93,75 kr.)	0,00	0	0.00
				Subtotal 0.00

You can select multiple deliveries of extra services. If you want one serving, type the number "1" in the "Number of deliveries". If you want 2 servings, for example at 12.00 and 14.00, write the number "2" in the "Number of deliveries".
[See how costs for extra service is calculated.](#)

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*.

3 Payment

Invoice recipient:

Accounting: [Read about accounting](#)

Stednr.: *

Revisionsnr.:

Enter attendees: * Number of attendees (0)

Select Yes to enter attendees on the next page.

To previous page

Show order confirmation

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.

Catering > Order details > **Attendees** >

Search attendee...

Show order confirmation

Type name and company on the attendees below: **(Enter one attendee per line)**