

Instructions for Registration in the Online Ordering Portal

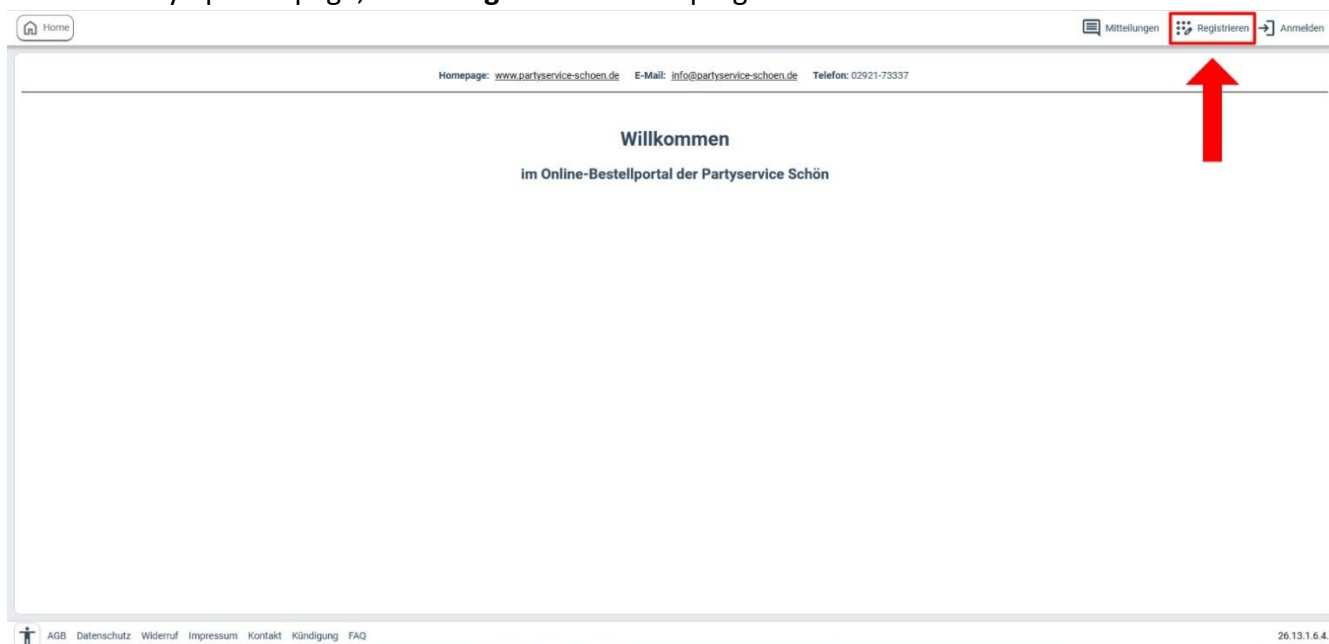
With these instructions, we will guide you step by step through the registration process in our online ordering portal. Please note that, for reasons of better readability, the arrangement of the elements on mobile devices may differ from the display shown here.

Step 1

Open partyservice-schoen.de and select the menu item **“Online Menu Ordering – Ordering Portal”**.

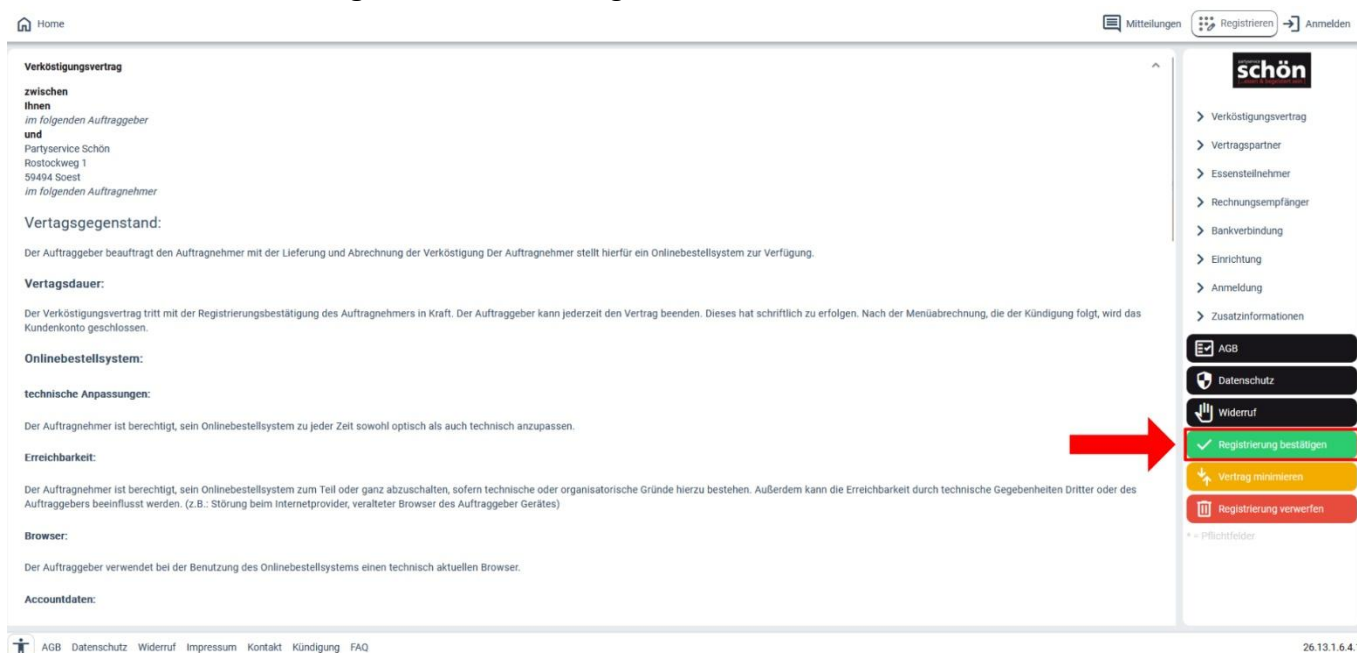
Step 2

On the newly opened page, click **“Register”** in the top right corner.



Step 3

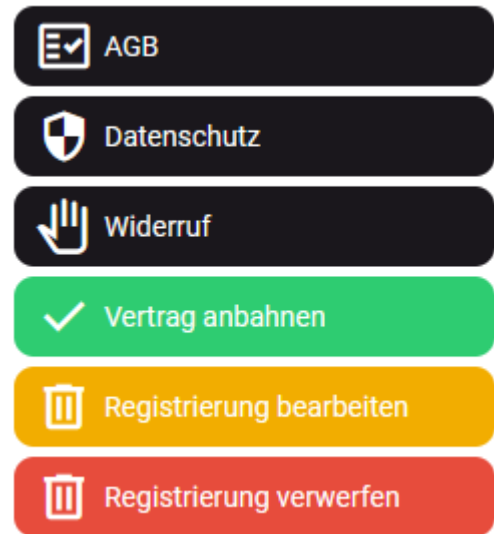
On the next page, you will find the terms of contract. Fill in all the requested information completely and then click **“Confirm registration”** on the right-hand side.



Step 4

Check the information you have entered and then click **“Initiate contract”**.

Alternatively, you can select **“Edit registration”** to make changes. In this case, please repeat Step 3.



Step 5

A pop-up window will open with the message: **“We have sent you an email.”**

Open your email inbox and confirm your email address by clicking on the link included in the email.

Please note that it may take up to 5 minutes for the email to be sent.

If you have not received an email, please also check your **spam folder**. If there is no message there either, please repeat the process.

Please note that processing your documents may take **1–2 business days**. After the registration has been successfully completed, your customer number will be sent to you.

