

# Instructions for Ordering and Cancelling Meals in the Online Ordering Portal



This guide will show you step by step how to order and cancel meals in our online ordering portal.

Please note: On mobile devices, some elements may appear in a different position than shown here. This is to make the page easier to read.

## Ordering Meals

### Step 1: Open the ordering portal

Go to our website:

<https://www.party-service-schoen.de/>

Under “Online-Menübestellung”, select “Bestellportal”.

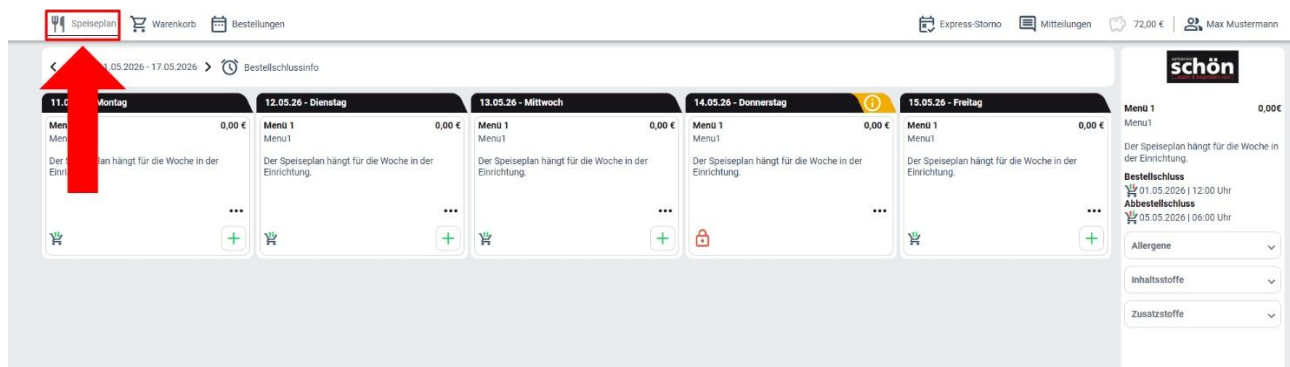
Then log in with your login details by clicking the “Einloggen” button in the top right corner.



### Step 2: Select the menu plan and the order week

Open the “Speiseplan” tab.

Select the week you would like to order for. You can use the arrows to change the week, or click directly on the date.



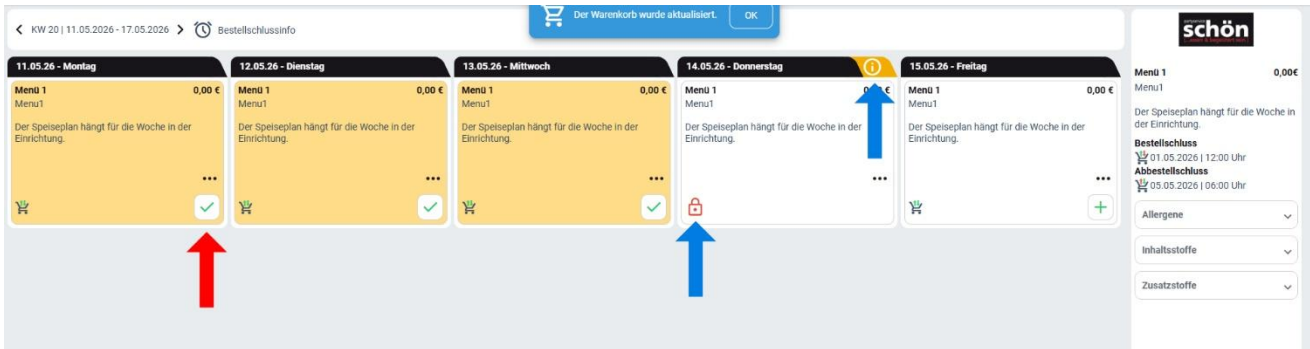
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## Step 3: Select the meal days

Select the days on which you would like to order a meal.

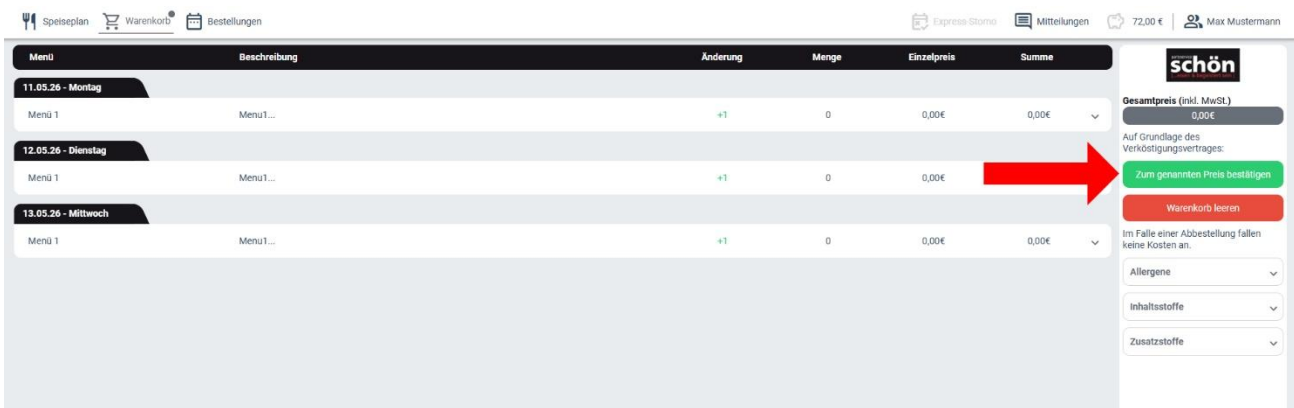
Note: If a day has a lock symbol, you cannot order a meal for this day. You can see the reason by clicking the “i” information symbol.



## Step 4: Confirm your order

Open the “Warenkorb” tab.

Then click “Zum genannten Preis bestätigen” to complete your order.



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## Cancelling Meals

### Step 1: Open the ordering portal

Go to our website:

<https://www.partyservice-schoen.de/>

Under “Online-Menübestellung”, select “Bestellportal”.

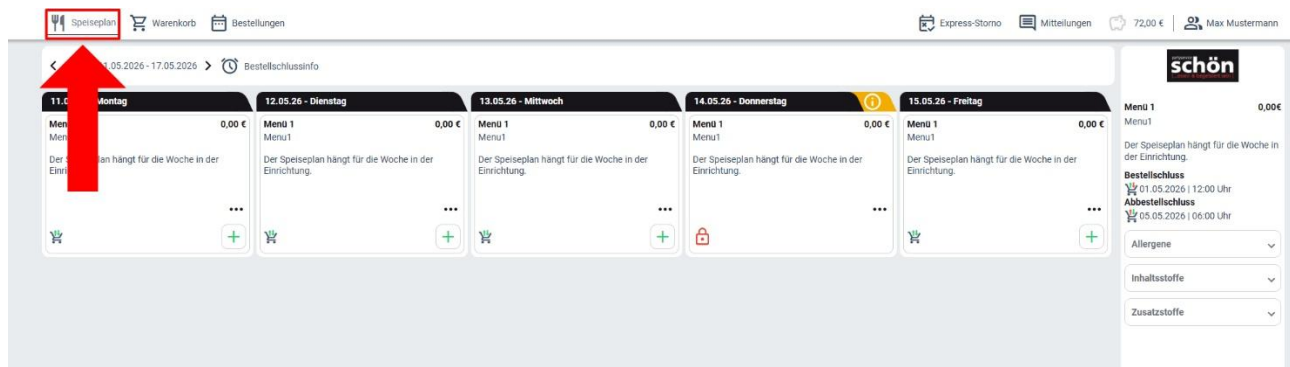
Then log in with your login details by clicking the “Einloggen” button in the top right corner.



### Step 2: Select the menu plan and the order week

Open the “Speiseplan” tab.

Select the week you would like to cancel meals for. You can use the arrows to change the week, or click directly on the date.

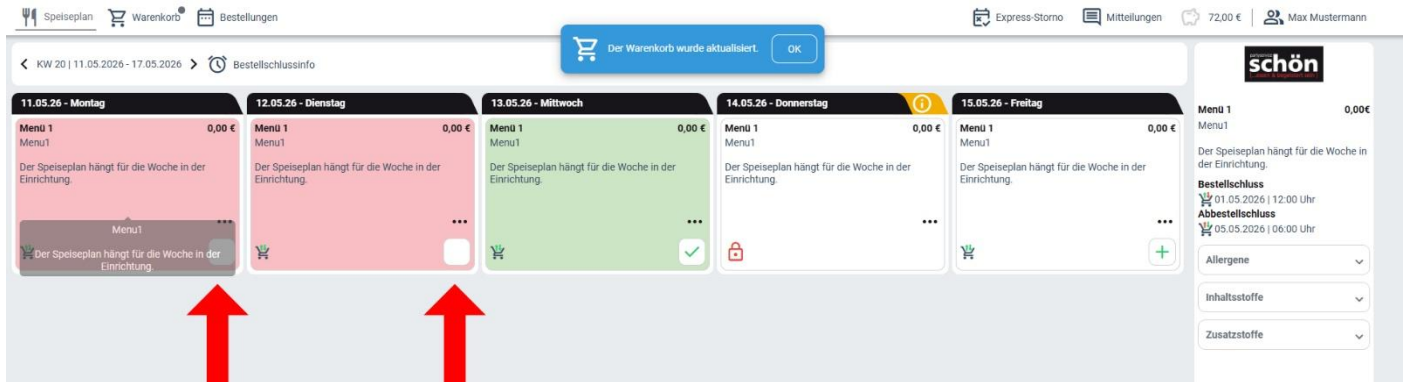


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## Step 3: Deselect the meal days

Select the days on which you would like to cancel the meal.



## Step 4: Confirm the cancellation

Open the "Warenkorb" tab.

Then click "Zum genannten Preis bestätigen" to complete your cancellation.

