



New
**ONLINE
ORDERING
GUIDE**

Our new ordering system is live

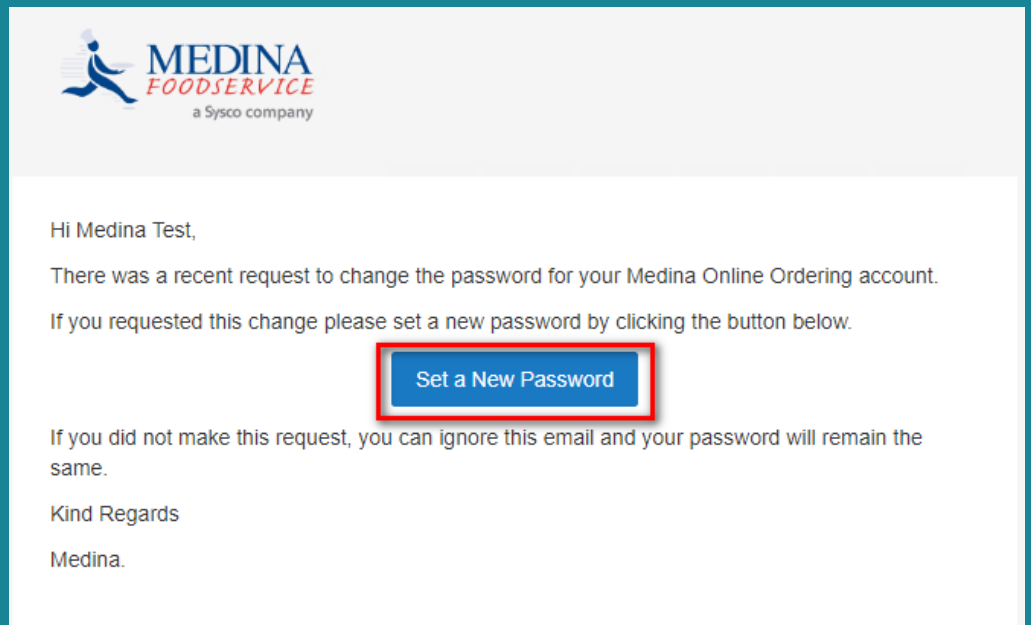
order.medinafoodservice.com

We are sure you will agree just how intuitive it is to use. The mobile-version is compatible and easy to use as well, so you don't even need to download an app!

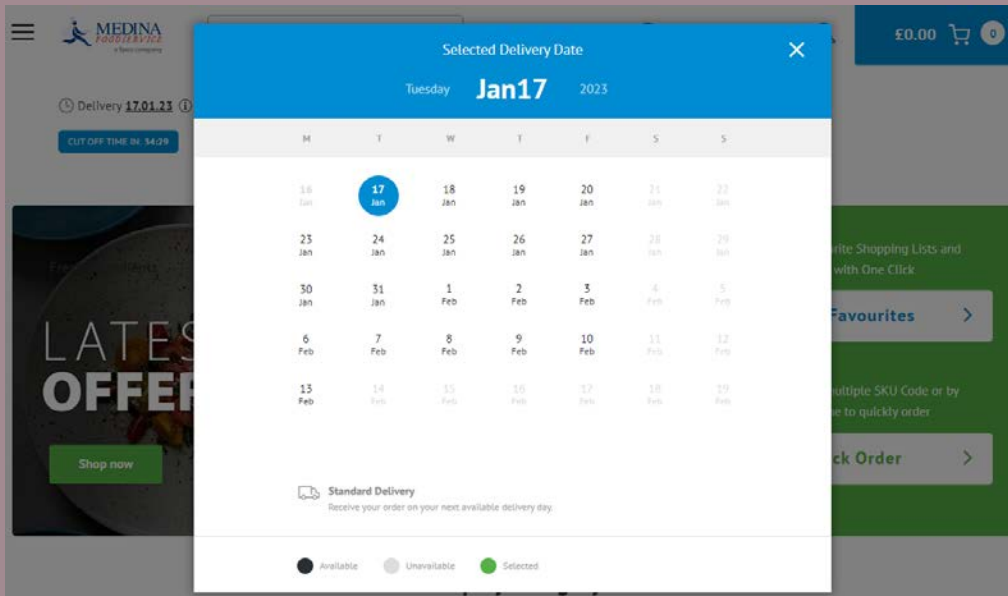
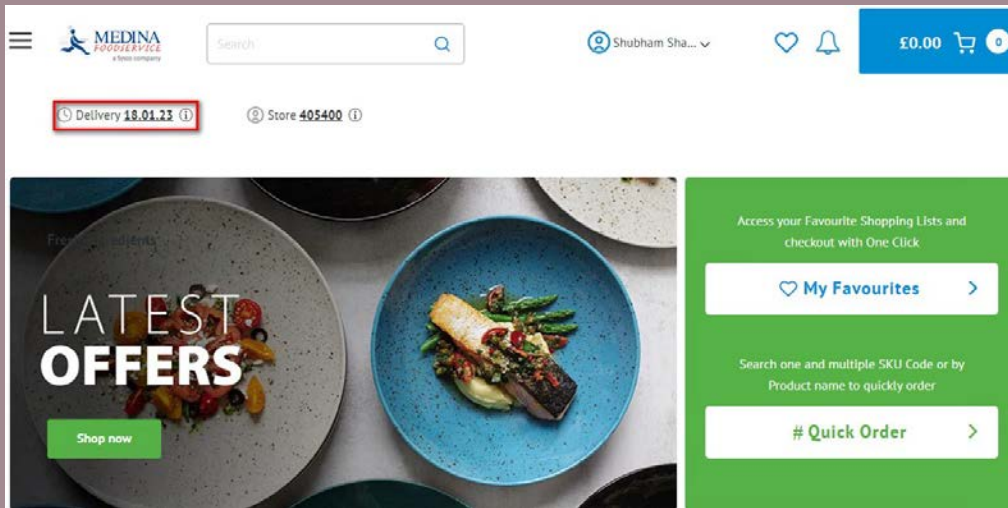
WELCOME EMAIL

Look out for a **welcome email** from us. It will contain a link where you can set your new password.

You will then be directed to a login page, where you can enter your email address and password. **If you have access to more than one account**, you will be able to select the correct one here.



order.medinafoodservice.com





Welcome
to our new online store

DELIVERY DATE
Your next available delivery date will
be selected by default.

If you wish to change the delivery date,
click on 'Delivery' to change the
delivery dates. The delivery date
calendar will pop-up, highlighting the
dates available to you.

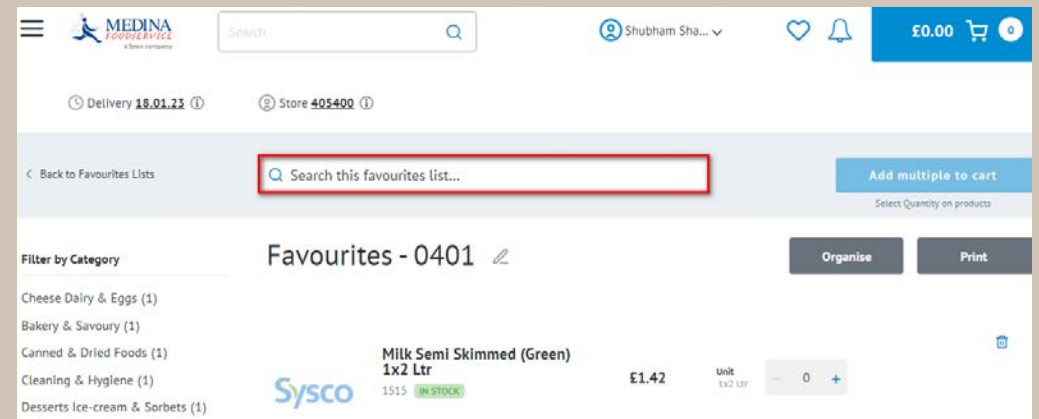
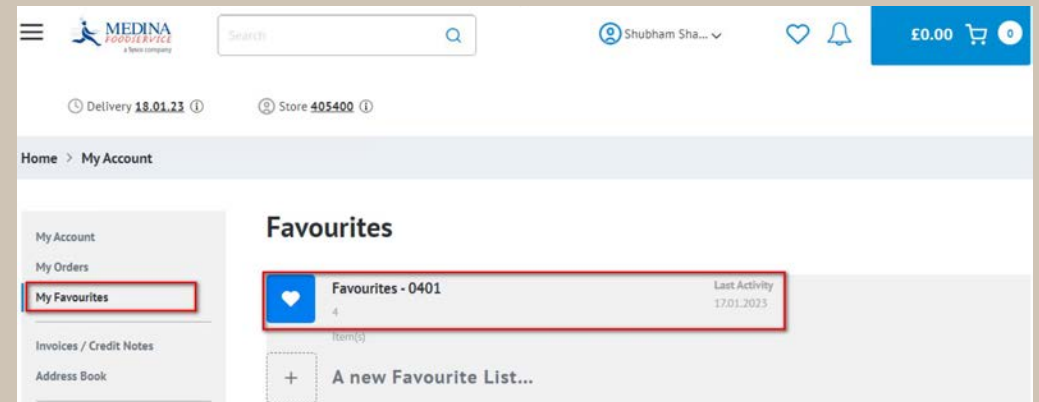
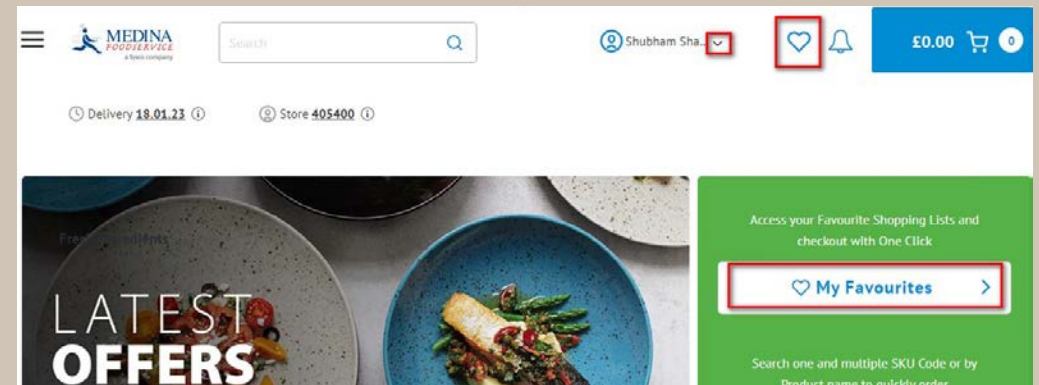
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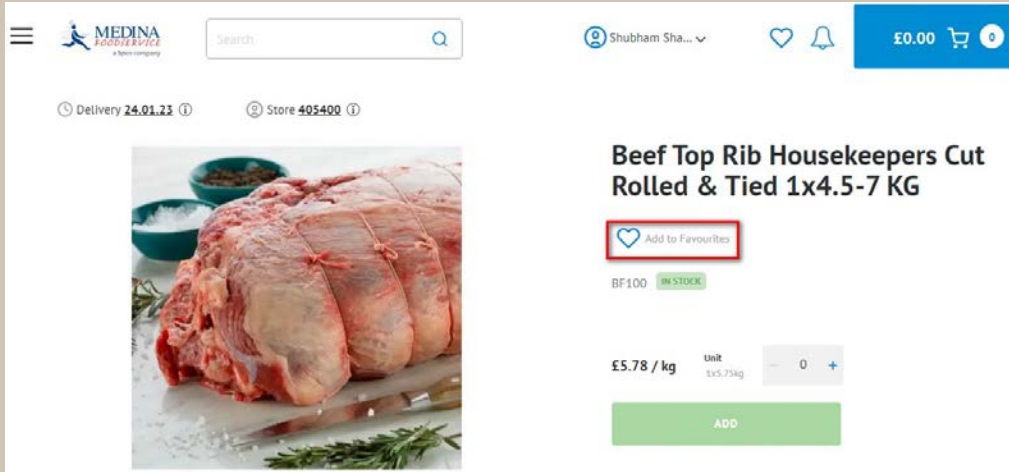
FAVOURITES LIST

If you want to order using your Favourites List, you can click on  **My Favourites** on the home page or the  icon next to the bell icon.

You can select the Favourites List to access the list of products.

You may either search your product within your Favourite List's search bar or scroll down the list.

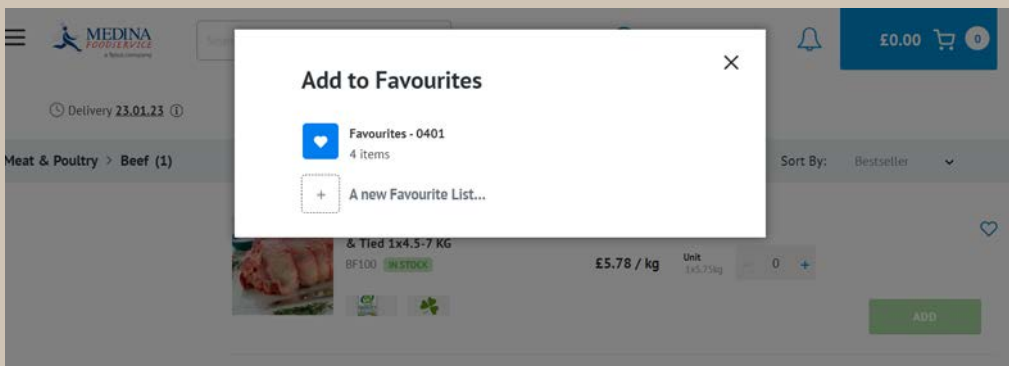




ADDING ITEMS TO YOUR FAVOURITES LIST

You can click on the  icon to add a product to a Favourites List, either from the Product Page or List Page

Once you click on the , you can either **add the product on your existing Favourite List** or **create a new Favourites List.**



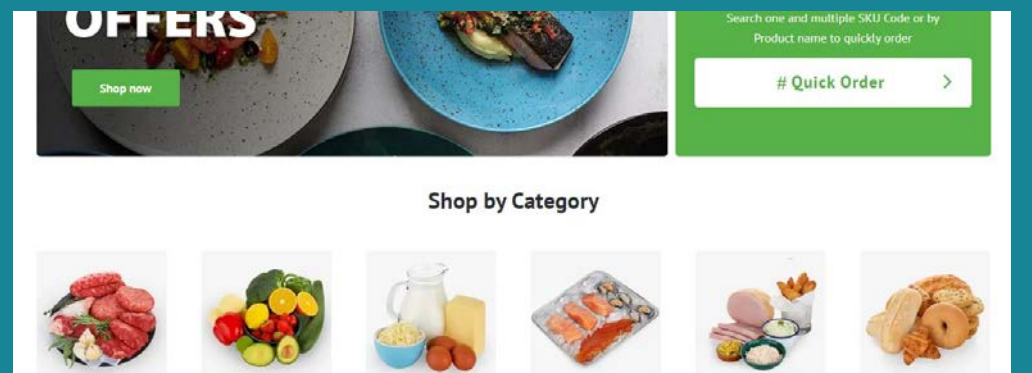
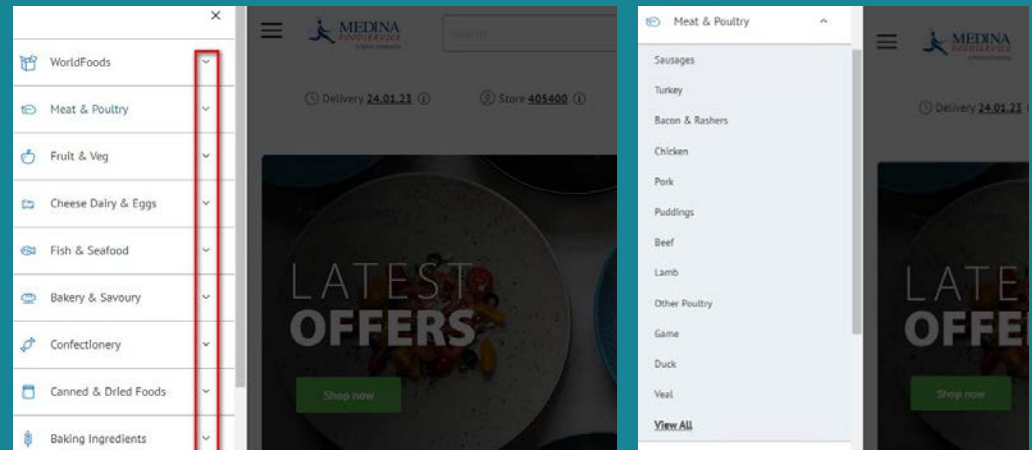
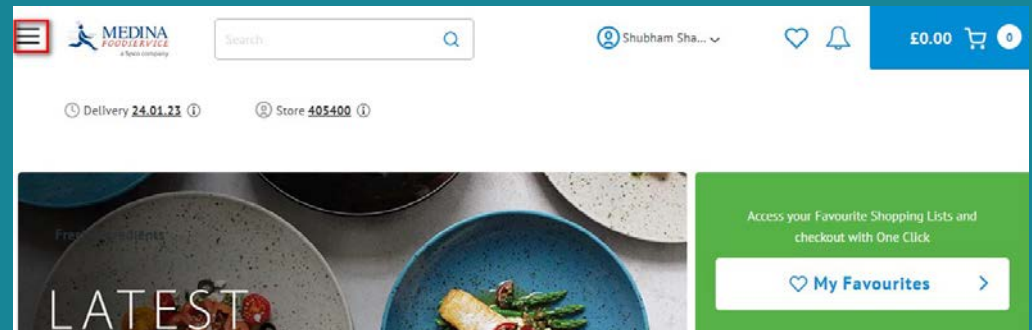
ACCESSING CATEGORIES

You can access product categories by clicking on the **3-line button on the top-left side of the page.**

A list of product categories will be opened on the left side of the home page. To further explore the sub-categories, you can click on the drop-down button in front of each category.

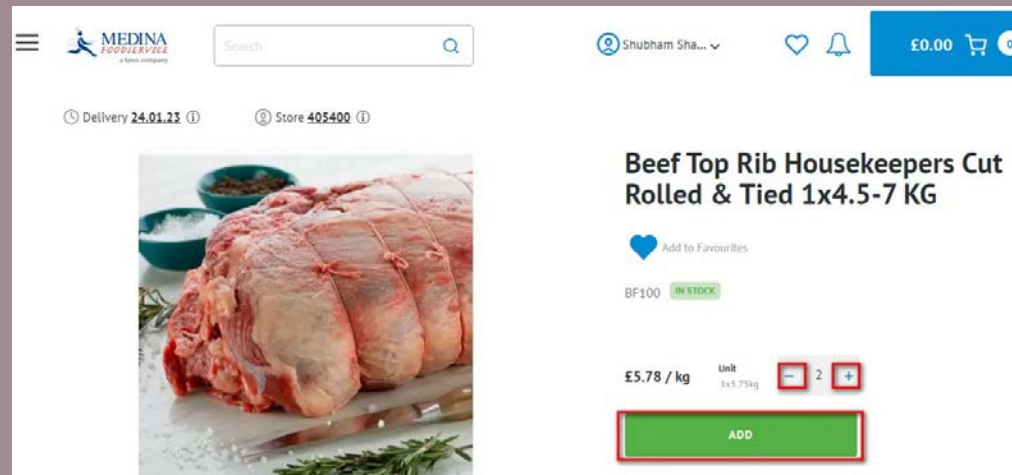
You can either select a particular sub-category or you may click on 'View All' to go to the Category home page.

Featured categories are also available on the home page.



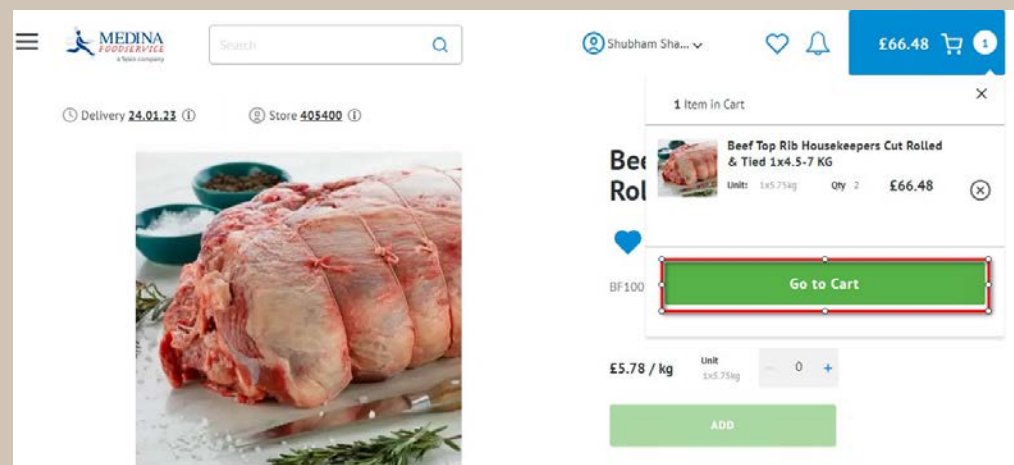
CREATING YOUR ORDER

You can place the order for a product by **increasing or decreasing the quantity of the item and then adding it to the cart** - this can be done from when results are displayed in a list, or when you select a particular product.



VIEWING YOUR CART

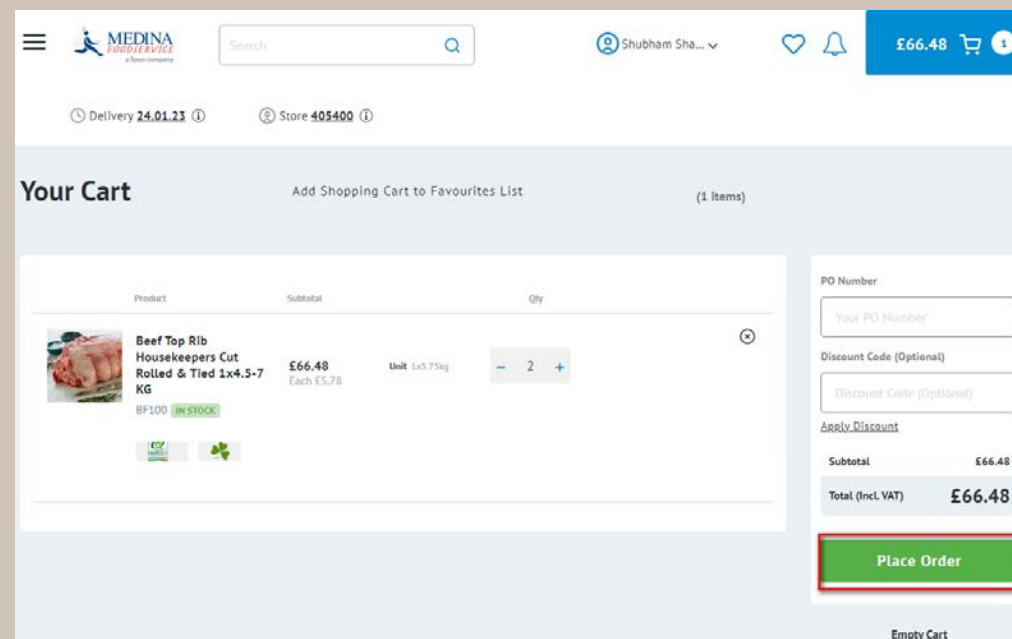
Once the product is in the cart you can check the product in cart by clicking on the blue box and then click on 'Go to Cart'. It will take you to the Cart page.



PLACING YOUR ORDER

On the Cart Page, you have to click on 'Place Order' to checkout.

You will have the option to pay on checkout, according to your account status.





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