

# How to order as a holiday guest at my-Regio.shop

You spend your **vacation in a house** that gives you **the opportunity to order goods ONLINE.**

So you can order comfortably during your stay - the **supplier will then bring the goods to your accommodation.**

The **billing** will be done **by the host directly on site.**

## 1. Log in to my-Regio.shop

You will receive an email from your host with a link.

**Click** on the link in the **confirmation mail** or alternatively: click on the **link of your host** and **insert the access key**, which your host created when entering the Guest Data for your stay.

### To the order form

Dear guests! On this page you can see the products that you can order from us during the holiday period. The access code will be sent to you in good time before the start of your holiday.

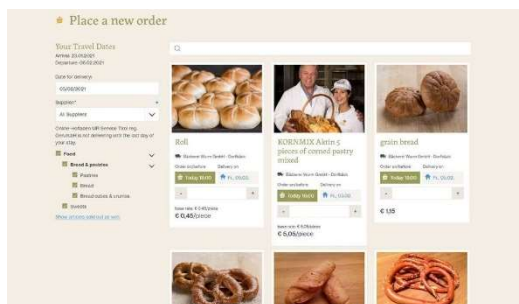
### Your Access Key

To the order form

## 2. Place a new order

After logging in you will immediately be able to order.

- First you can see your **travel dates** on the left - you can order during this period.
- Next you select **when the delivery should arrive.**
- You can **sort and search for products.**



- Please pay attention to the **order deadline** and the **delivery date** for the products!
- **Add the goods** to the orange shopping cart by **pressing the + button** or **entering a quantity**. The product quantity will then be

displayed in the orange shopping cart.

## Symbol explanation

Symbol	Meaning
	In shopping cart, but not yet ordered.
	Bindingly ordered. The order can be changed until the order deadline.
	Product has been ordered bindingly and can not be changed. The order is placed with the supplier.
	Product has been ordered bindingly and can not be changed. The order is placed with the supplier.
	Product was delivered. The process is finished.
	On the evaluation page  next to any completed order, there is a conflict symbol . Click on it and give a reason for the conflict (e.g. "Product was not included in the delivery.") and enter the quantity delivered in the quantity field. The supplier receives a notification about this conflict and possibly corrects the invoice accordingly.

## 3. Check shopping cart an submit order

The screenshot shows a shopping cart interface with the following details:

- Shopping Cart** header
- Your Travel Dates:** Arrival: 23.05.2021, Departure: 02.06.2021
- My Cart:** Birkenhof - Gaudergasse 22, 6280 Zell am Ziller, Österreich
- Delivery on Monday, 31.05.2021**
- Supplier:** Biskerei Wurm GmbH - Dorfbräu
- Order Deadline:** Place orders for Monday, 31.05.2021 before Sunday, 30.05.2021 before 19:00!
- Items:**
  - Item 1: 5 units, € 2.25 each, total € 11.25
  - Item 2: 1 unit, € 5.05 each, total € 5.05
- Delivery Surcharge:** € 0.50
- Total incl. VAT:** € 7.80
- Order chargeable:** € 7.80

To complete your order, check the shopping cart again by clicking on the orange shopping cart.

Here you will find a summary of your selected products.

Click on **ORDER FOR A CHARGE** below and the goods will be delivered to your accommodation.

**After the order deadline, a confirmation will be sent by email.**

**Billing will be carried out by the host directly on site at the end of the trip.**