



HOW

TO

ORDER

PANTRY



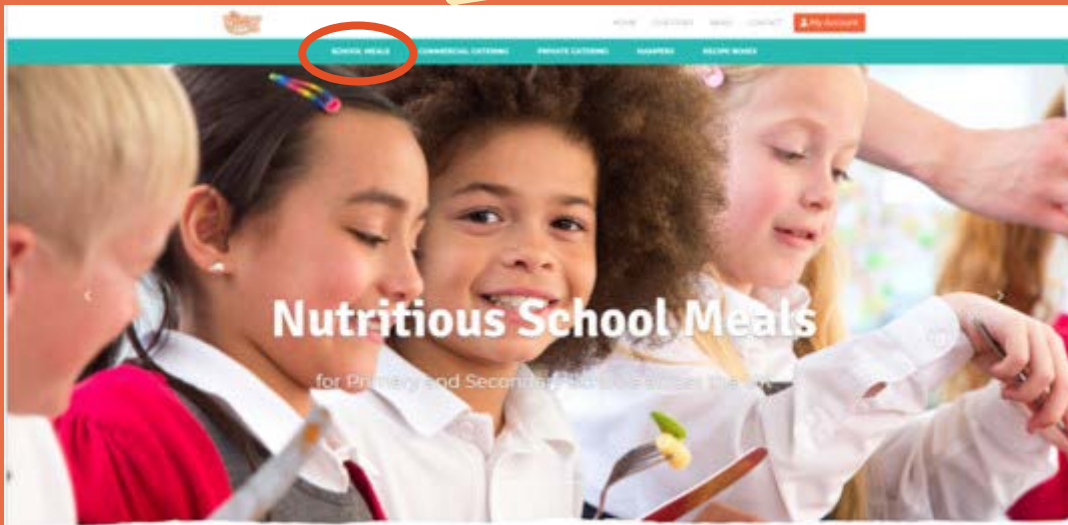
LUNCHES

STEP ONE

GO TO THE PANTRY'S HOME PAGE - WWW.THEPANTRYCATERING.CO.UK

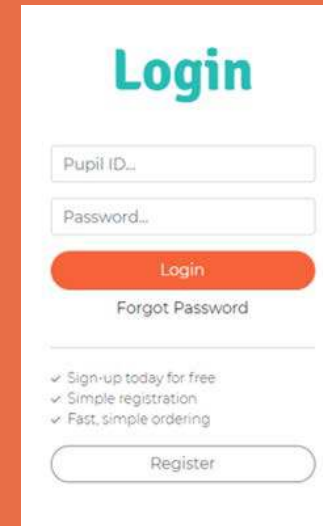
STEP TWO

CLICK 'SCHOOL MEALS'



STEP THREE

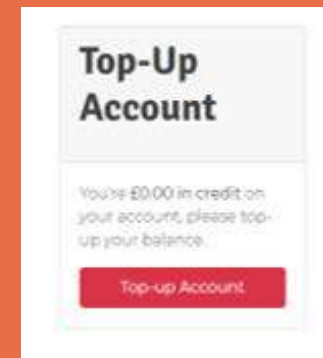
LOG INTO YOUR PANTRY ACCOUNT USING YOUR PUPIL ID AND PASSWORD. IF YOU HAVE FORGOTTEN YOUR PASSWORD YOU CAN CLICK THE "FORGOT PASSWORD" LINK, THIS WILL SEND YOU AN AUTOMATIC EMAIL TO CREATE A NEW PASSWORD. IF YOU HAVE FORGOTTEN YOUR PUPIL ID YOU CAN CONTACT OUR CUSTOMER SERVICE TEAM



The screenshot shows a white login form on an orange background. At the top, the word "Login" is written in a large, teal font. Below it are two input fields: "Pupil ID.." and "Password..". A red "Login" button is positioned below the password field, with a "Forgot Password" link underneath it. At the bottom of the form, there are three bullet points: "✓ Sign-up today for free", "✓ Simple registration", and "✓ Fast, simple ordering". A white "Register" button is located at the very bottom of the form.

STEP FOUR

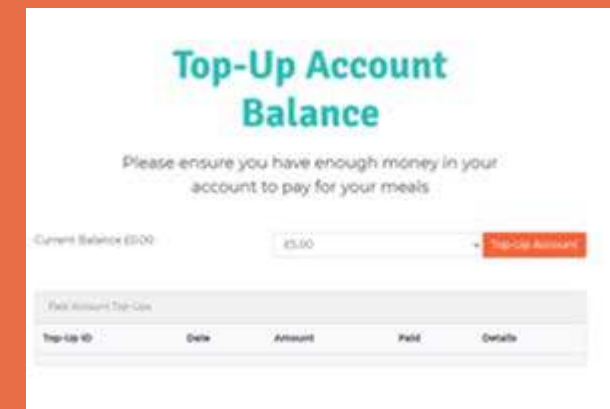
ONCE YOU HAVE LOGGED INTO YOUR PANTRY ACCOUNT, YOU WILL BE TAKEN TO AN ORDERING DASHBOARD, YOU WILL BE REQUIRED TO TOP UP YOUR BALANCE UNLESS YOUR CHILD IS IN KEY STAGE 1 (RECEPTION, YEAR1 AND YEAR 2) OR RECEIVES FREE SCHOOL MEALS. IF TOPPING UP YOUR ACCOUNT DOES NOT APPLY TO YOU PLEASE SKIP TO STEP 6.



The screenshot shows a white box with a grey header that says "Top-Up Account" in bold black text. Below the header, there is a message: "You're £0.00 in credit on your account, please top-up your balance." At the bottom of the box is a red button with the text "Top-up Account" in white.

STEP FIVE

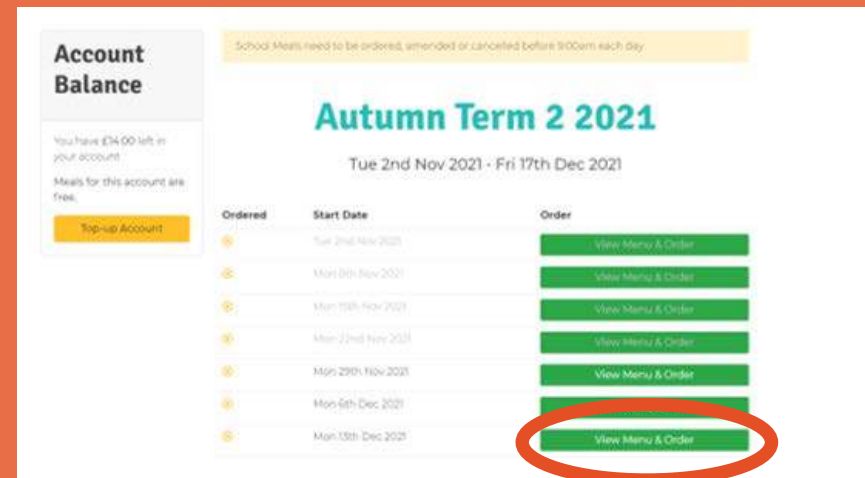
SELECT THE AMOUNT YOU WOULD LIKE TO TOP UP AND FOLLOW THE PAYMENT INSTRUCTIONS.



The screenshot shows a white page with a teal header that says "Top-Up Account Balance". Below the header, there is a message: "Please ensure you have enough money in your account to pay for your meals". Underneath, there is a section for "Current Balance £0.00" and a dropdown menu showing "£5.00" with a red "Top-Up Amount" button to its right. Below this is a section for "Paid Account Top-Ups" which contains a table with the following columns: "Top-Up ID", "Date", "Amount", "Paid", and "Details".

STEP SIX

NOW YOUR ACCOUNT IS TOPPED UP YOU CAN PLACE YOUR ORDERS. PLEASE TAKE NOTE OF YOUR SCHOOLS ORDER CUT OFF DISPLAYED AT THE TOP OF THE PAGE. YOU WILL BE UNABLE TO PLACE ORDERS, AMEND ORDERS OR CANCEL ORDERS AFTER THE ORDER CUT OFF TIME.



STEP SEVEN

ON YOUR ORDER DASHBOARD YOU WILL SEE A BREAKDOWN OF WEEKLY MENU'S - YOU CAN ORDER DAILY, WEEKLY, MONTHLY OR TERMLY, WHICHEVER OPTION WORKS BEST FOR YOU

SELECT THE "VIEW MENU & ORDER" BUTTON PENDING THE WEEK YOU WISH TO ORDER FROM - THE DATE INDICATES THE STARTING DATE OF THAT WEEK. YOU WILL NOT BE ABLE TO VIEW



STEP EIGHT

ON THE DAYS YOU WISH TO ORDER PLEASE SELECT THE TICK BOX TO LOAD THE MENU. IT IS VERY IMPORTANT TO SELECT THIS TICK BOX AS YOUR ORDER WILL NOT PROCESS CORRECTLY WITHOUT THIS BEING DONE

The screenshot shows a menu for the week commencing 6th Dec 2021. The menu is organized by day: Tue 7th Dec, Wed 8th Dec, Thu 9th Dec, and Fri 10th Dec. Each day's menu items are listed in a grid. A yellow arrow points to the 'Select Meal' tick box on the Tue 7th Dec menu. A red circle highlights the 'Katsu Style Chicken served with Long Grain Rice' option on the Tue 7th Dec menu. Another red circle highlights the 'Fruit Jelly (vegetarian)' option on the Tue 7th Dec menu. A large yellow arrow points to the 'Save Choices' button at the bottom of the screen.

Menu for Autumn Term
2021
Week Commencing 6th Dec 2021 week #49 of 2021

Mon 6th Dec	Tue 7th Dec	Wed 8th Dec	Thu 9th Dec	Fri 10th Dec
<input checked="" type="checkbox"/> Select Meal	<input checked="" type="checkbox"/> Select Meal	<input checked="" type="checkbox"/> Select Meal	<input type="checkbox"/> Select Meal	<input type="checkbox"/> Select Meal
Prime Lamb Burger served with Seasoned Corn. Dishes containing gluten, Soy, Sesame seeds, Soya, Sugar, Alcohol	Katsu Style Chicken served with Long Grain Rice. Dishes containing gluten, Soy, Milk	Roast Turkey served with Crispy Potatoes & Crispy Carrots. Soy, Milk, Sesame	Homemade Lamb Lasagne with Seasoned Chunks of Meat. Dishes containing gluten, Soy, Milk	Chilli Fingers & Mashed Potatoes. Dishes containing gluten, Soy
Mexican Vegetable Burrito Bake with Wholegrain Rice. Dishes containing gluten	Cheese & Tomato Pinwheel served with Crunchy Salad. Dishes containing gluten, Eggs, Soy, Milk	Winter Vegetable Wellington served with Herby Potatoes & Crispy Carrots. Dishes containing gluten, Eggs, Soy, Sesame seeds	Crab Cakes with Spring Onion Dressing. Dishes containing gluten, Milk	Salmon & Potato Cakes. Dishes containing gluten, Soy
Jacket Potatoes with Baked Beans	Jacket Potatoes with Baked Beans	Jacket Potatoes with Baked Beans	Jacket Potatoes with Baked Beans	Jacket Potatoes with Baked Beans
Jacket Potatoes with Tuna Mayo and Egg, Fish	Jacket Potatoes with Tuna Mayo and Egg, Fish	Jacket Potatoes with Cheese & Beans. Milk	Jacket Potatoes with Cheese & Beans. Milk	Jacket Potatoes with Cheese & Beans. Milk
Egg Mayo and Sandwich. Dishes containing gluten, Eggs, Sesame seeds, Soya	Egg Mayo and Sandwich. Dishes containing gluten, Eggs, Sesame seeds, Soya	Egg Mayo and Sandwich. Dishes containing gluten, Eggs, Sesame seeds, Soya	Egg Mayo and Sandwich. Dishes containing gluten, Eggs, Sesame seeds, Soya	Egg Mayo and Sandwich. Dishes containing gluten, Eggs, Sesame seeds, Soya
Carrots & Peas	Broccoli & Green Beans	Carrots & Broccoli	Peas & Cauliflower	Peas & Cauliflower
Fruit Yogurt. Milk	Fruit Jelly (vegetarian)	Body Rice Crisps. Tapioca. Dishes containing gluten, Soy, Milk	Body Rice Crisps. Tapioca. Dishes containing gluten, Eggs, Soy, Milk	Body Rice Crisps. Tapioca. Dishes containing gluten, Eggs, Soy, Milk
Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit
Allergen Dessert Served	Allergen Dessert Served	Allergen Dessert Served	Allergen Dessert Served	Allergen Dessert Served

Back Save Choices

STEP NINE

SELECT YOUR CHILD'S MAIN MEAL AND DESERT OPTION, CLICKING THE SMALL ROUND BUTTON ABOVE THE FOOD OPTION AND THEN SELECT THE SAVE CHOICES BUTTON AND WAIT FOR IT TO SAVE