

Quick guide to Event-IS Online catering – the online booking system for PACE Meeting Service

1. Click the link

- a. This can be found on the PACE website and on the PACE area page in moveoffice: <u>https://pace-meetingservice.de</u>
- b. Log in (single sign-on is required, then your log-in details are saved) Nutzername: max. eight- digit initials (e.g. mmusterm) Password: YOUR PC-Password Pop-ups must be admitted
- c. When you log in for the first time, you must accept the General Terms of Business.

The logon screen may look different

	Anmelden https://pace-m	eetingservice.de					
	Nutzername	ckrentsc					
	Passwort	•••••	•••				
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meeting	m reservation and catering booking	powered by Integral Timeout in 00:14:55					Christine Krentscher PACE Paparazzi Catering
Gatering service) Fickup	Contert PACE Events					1
Your bookin	gs						/
8/13/2021 00	9/13/2021 My book gs	All booking types Hide cancella	tions • Participant incomplete				
Free text search							/
Time + Type	Event title	Reservation for	Room	No.	Serial number	Status	Functions
No data for table available	/						
CS = Cataring service PU = Picks							Download (CSV) 🗄 Refresh 🙃
							/

Timeout indicator

Settings (language, user settings including representation, templates, General Terms of Business)

Representation:

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	+ 0	۲
Representative	Edit Cancel	
	Submit Cance	el

meeting Room	reservation and catering booking po	vered by Integral. Timeout in 00:14:54						Christine Krentscher PACE Paparazzi Catering
Catering service) Fickup	() Contact PACE Events						
Your booking	s	1000						
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No data for table avaiable								
CS = Catering service PU = Pickup								Download (CSV) 🗄 Refresh 😚

Time period selection for displaying bookings

Free text field for targeted searching



meeting_	Room reservation an	nd catering booking pow	ered by Integral Timeout in 00:14:44							Christine Krentscher PACE Paparazzi Catering
Getering service		Pickup	Contact PACE Events							
Your booki	ings									
8/13/2021 to	8/31/2021	My bookings	All booking types •	Hide cancellations •	Participant incomplet					
Free text search										
Time 4	Туре	Event title	Reservation for		Room	No.	Serial number	Sta	tus Func	tions
8/31/2021 9:00 AM-6:00 PM	cs	Test	Krentscher, Christine / PAC	E Rechnungswesen	Test	25055	Create	bos		0/98
CS = Catering service PU = P	ickup								Dow	nload (CSV) 🗄 Refresh 😳

Booking option icons

- a. Display current booking
- b. Booking balance excl. cancellation fees
- c. Edit booking
- d. Copy booking
- e. Cancel booking (greyed out if the booking can no longer be cancelled)
- f. Specification of participants (yellow all participants have been specified in full / red participants still need to be specified)





3. Complete the booking screen, including the allocation for tax purposes Catering, without room reservation:

PLEASE NOTE: The system closes automatically after 15 minutes of inactivity without saving any data.

Please enter additional data			load from term
Event otle:		Building	
Event LDr		Building	
Reserved for:		Room	
Krentscher, Christine / PACE Rechnungswesen		Ream	
Company	Add as participant		
PACE Paparazzi Catering	÷	Date:	
Invoiding type:		Delivery: End store (no pickup): ()	
Cost center		Deliverys End time (no pickup): © 970 AM 6:00 PM	
Cost center:		_ / _	
0613		Persopant thereof externally	
Tax dessification:			
The Destroyation			
Recurrence:			
0 •			
			X Cancel Forward > Summ
		/	A LINE POWER 7

a. Complete all booking details.

a. Select the building and manually enter room details under Room.



meeting	Room reservation and catering booking powered by Integral Timeout in 00:10:47			Christine Krentscher PACE Paparazzi Catering
① Event data	Booking data	/		and the second second
	Please enter additional data			load from template $\frac{1}{2}$
	Event title: Event title:		Building: Building	
	Reserved for: Krentscher, Christine / PACE Rechnungswesen		Room: (*)	And the second
	Company:	Add as participant	Dete	-
	PACE Paperazzi Catering		B/13/2021 Delivery: End time (no pickup): ①	
	Cost center Cost center		9:00 AM 0 6:00 PM Participants thereof externally	
	0613			
	Tax classification ()	•		
	thenkyou working lunch			
				× Cancel Forward > Summary >

b. The allocation for tax purposes must always be completed!

/

c. Event participants must be specified on the next page.



Participants must be specified in full after the booking has been made and the 'Participants complete' checkbox must be checked.

Select internal participants from the dropdown menu, specify external participants manually.



d. As you continue, you can book food through the menu on the left.

e/ When you have finished making the booking, click Summary to check the details you have entered and confirm the booking!

27	eeting_	Room	v exervation and catering booking powered by Integral. Timeout in 00.14.36			Christine PACE Papara	Krentscher zzi Catering
ø						E	Cost 0,00 €
38	Add participants	/		/			
÷	Food		supply period				
P	Logistics		920 AM ⊖ ④ Add timesiot				
Q			▼ Food Packages		selected: 0,00	Costs:	0,00 E
			Paket 1 Frührstick 🛈 🧿		buce bei fen	5.50 € <	0 >
			Polet 2 Stack 🕐 🧿		buce bes ber	7.50 € 💙	0 >
			Paket 3 Lunch mit Huhn 🕐 🍥		price per pos	10,00 € <	0 >
			Package 3 lunch with tofu)			10.00	• >
			Package 3 lunch with 0 0		price per pcs	10.00 €	0 >
			Paker & Kaffee () ()		price per pica	5.80 € K	
				<	Back × Cancel	Forward >	Summary >

	An overview of the b	hanking					
	BOOKED BY						
	Name:	Krentscher					
	Firstname:	Christine					
	Email:	christine.krentscher@pace.berlin					
	Company:	PACE Paparazzi Catering					
	w Booking dat	a					
	Event title:	Test					
Summary	Reserved for:	Krentscher, Christine / PACE Rech	nungswesen				
	Company:	PACE Paparazzi Catering					
	Invoicing type:	Cost center					
	Cost center:	0613					
	Tax classification:	working lunch					
	Building:	Axel Springer Hochhaus Altbau (A)				
	Room:	test					
	Date:	8/31/2021					
	Delivery:	9:00 AM					
	End time (no pickup)						
	Participants:	2					
	thereof externally:	0					
	Cost summa	ary					
	Food		33.00 €				
	Logistics		7.50 €				
	Total cost (net)		40.50 €				
	The food is delivered PACE. There is NO co	d with disposable dishes, which is mac ollection of the dishes.	e of the natural material bagasse. The existing cro	kery in the coffee kitchens must be used. The delivery doe	s not include crockery, cutlery etc.	and cannot be ordered at	
	Booked artic	cles					
				Number	Unit price	Total price EUR	
	Provide at 9:00 AM						
	Food Packages						
	Pa	aket 1 Frühstück swahl an Mini-Craissant / Mini Plunder / Fruit Smo	the	6.00	5.50 €	33.00 €	
	Logistics						
	De	elivery fee a delivery fee only includes the delivery of the food		1.00	7.50 €	7.50 €	
	Options						+
	Save as template:						



4. General tips

- a. Please take care to avoid typos when entering the cost centre or contract number, and confirm your selection.
- b. For external orders, the associated billing address must always be specified by selecting External billing address and clicking the booker name.

Invoicing type:	
External invoicing address	*
Cost center	
Order number	
Project number	
External invoicing address	

Address									×
							+	2 P Q Search	
Company	Ŧ	Matchcode 🛛 🔻	Surname 🔻	Firstname 🔻	Street 🔻	Zip Code 🛛 🔻	City 🔻	Room / Floor	
٩		٩	Q	٩	Q,	Q	٩	Q	

- c. Place for delivery Select the correct building from the dropdown list. Please specify the room number exactly. For example: Axel Springer Skyscraper, Old Building and New Building: Building/Floor/Room number e.g. A1433 and Axel Springer New Building: Level/Department/Room number e.g. 1.f.40.1. Delivery can only be guaranteed when the details we receive are correct. Please do not indicate rooms by room names.
- d. For catering, several deliveries at different times can be entered. Note: All items must be booked for the corresponding time at which they are to be provided.
- e. The booker always receives confirmation directly by email (not 'reserved for'). The documents are all saved in the booking system.
- f. Food will be delivered on disposable tableware produced from a natural material called bagasse. As needed, crockery from the department's own kitchenette must be used. No crockery, cutlery etc. are included with the delivery and these cannot be ordered from PACE. NO collection takes place.



5. Tips on selecting the items to be ordered under the headings

- a. Items that are greyed out are not available because of the time at which they are being ordered.
- b. When you click the 'Summary' button, the booking can still be changed.
- c. Complete the booking by clicking 'Book'. Confirmation is sent by email.
- d. The booking can be cancelled and amended as specified in our General Terms of Business.
- e. Invoices and receipts are provided by email after the catering event.
- f. Costs are posted at the end of the month. In the case of external orders, the invoice is sent to the address indicated in the system.