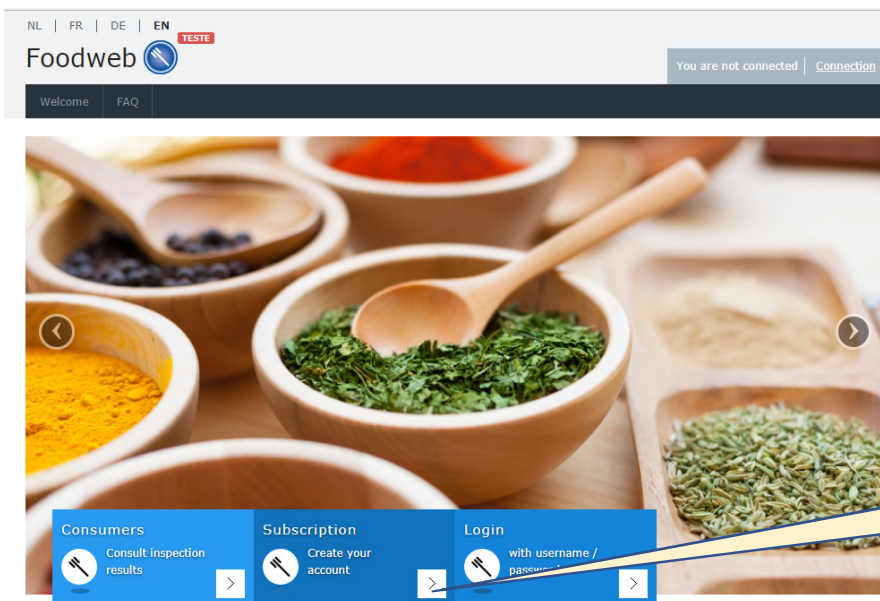


QUICK START GUIDE FOODWEB – REQUEST ACCESS

Please find below the steps you have to follow to request a secured access to our FOODWEB portal (www.foodweb.be)

1



2

Enter the CBE number (enterprise number or business unit number) of the operator on whose behalf you want to act and click on "Next"

The screenshot shows the 'Access request 1/3' form in the Foodweb portal. The form has a header with the Foodweb logo and language options. Below the header, there is a section titled 'Access request 1/3'. The main part of the form is a text input field labeled 'CBE number' with the prompt 'For which operator do you want to take action?'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Next'.



The CBE number consists of 10 digits. You can enter this number either without full stops (e.g. 0123456789) or with full stops (e.g. 0123.456.789). All other combinations or special characters will generate an error message. If you act as natural person or as a checkpoint, you have to enter the identification number (BOOD-ID) you received from the FASFC.

3 Check the address of the operator you entered and click on "Next" if this address is correct.

NL | FR | DE | EN **TESTE**

Foodweb

You are not connected | [Connexion](#)

Welcome | [FAQ](#)

Access request 2/3

For which operator do you want to take action?

The procedure to be followed as well as your login details will be send to the following address:

If the address of this operator is not correct, please rectify this at the CBE. In the opposite case, follow-up request via button "next".

[Previous](#) [Next](#)

The operator's address registered at the FASFC



We copy our operators' addresses from the CBE. So, if the address is not correct, make sure to change it in the CBE.

4 Enter the requested information and click "Send"

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You are not connected | [Connexion](#)

Welcome | [FAQ](#)

Request access 3/3

For which operator do you want to take action?

Gender * Mister Madam

Name *

First name *

Email *

Robot * I'm not a robot

All fields marked with an asterisk (*) are mandatory.

[Cancel](#) [Send](#)

Fill in your:
- term of address
- name
- first name
- email
and confirm that you are not a robot

5 You will receive a confirmation letter at the following address.

When you have received this confirmation letter, you can log onto Foodweb by following the steps described in the Quick Start Guide enclosed with your letter.