

Uber for Business

# Elevate in-office dining and satisfy appetites with Uber Eats meal planning

Meal planning offers a simple solution to in-office meals for the whole team. On the Uber Eats website, you can organize recurring group orders in the “Meal plan” dashboard and invite your team to choose from the options you’ve curated.



## In-office dining on autopilot

Easily schedule recurring in-office group meals with Uber Eats. Our automated invites, daily reminders, and auto-checkout feature ensures a hassle-free ordering experience for you and your team.



## Reduced costs and less waste

Each employee can select their own meal to prevent over-ordering and food waste. And to ensure that meals stay within budget, you also have the option to set spending limits.



## Diverse meal options

Add multiple restaurant choices each day, allowing employees to indulge their taste buds, accommodate dietary needs, and select their ideal lunch with flexibility.

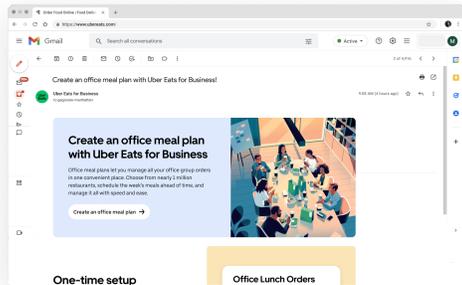


## Flexible payment

You can enable the coordinator to cover all expenses or have participants pay individually.

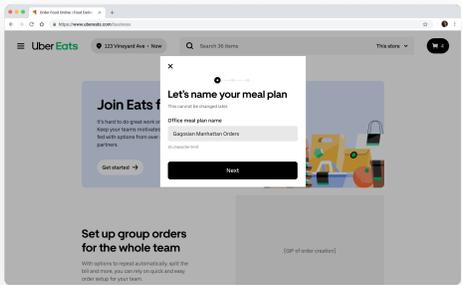
# How it works

Elevating your in-office dining with meal planning is easy. Simply complete setup and follow these instructions for a streamlined solution that will fuel and delight your team.



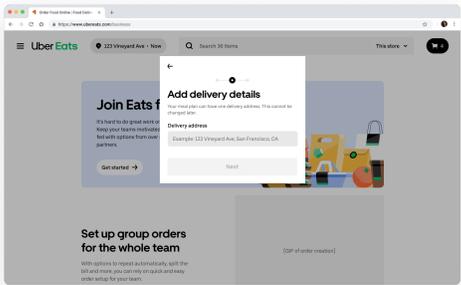
## 1. Start a meal plan

Go to [www.ubereats.com/meal-plan](http://www.ubereats.com/meal-plan) or select Meal plan from the left navigation menu on the Uber Eats website, then choose **Create a meal plan**.



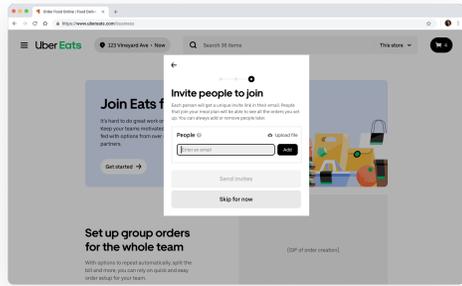
## 2. Name your meal plan

Choose something your team will recognize—this name will appear in their invitation to join the meal plan.



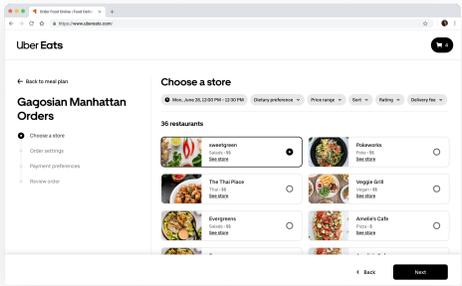
## 3. Add delivery details

Enter your delivery address.



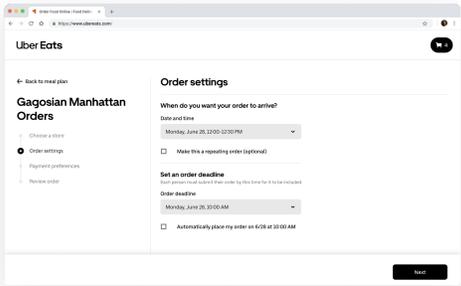
## 4. Invite employees

Add employees through a bulk upload or send individual invites.



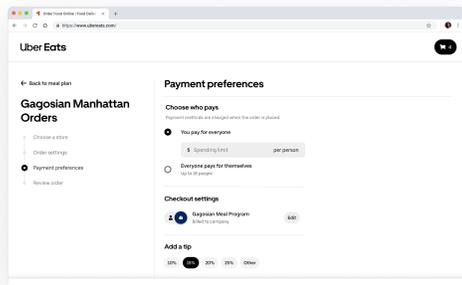
## 5. Create an order

Select **Create Order**. Then enter the date and time you'd like the order to be scheduled for and select the restaurant(s) of your choice.



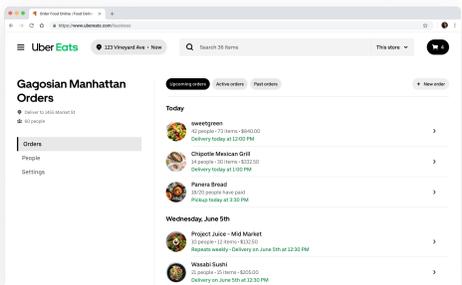
## 6. Modify order

Ensure the time is correct, add the option to repeat this order and set a deadline for when the order will be placed. You can check the box for automatically placing the order at the deadline so you can truly set it and forget it.



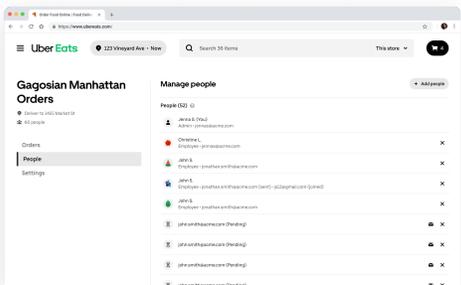
## 7. Choose payment

Provide a spending limit per person and put the bill on one tab or have each person pay for their own (up to 18 people per order).



## 8. Add more restaurant options

Repeat steps 5-7 to add more restaurant options for each day or set up the rest of your week, month, or year!



## 9. Remember to invite employees

If you haven't added employees to the order, go to the People tab and add team members. Once employees have been added, they'll receive an invite to join and add their orders according to the options you've set up.



If you don't have a meal program set up in your Uber for Business dashboard, learn more about how meal programs can help with employee engagement [here](#).



Learn more about how Uber for Business can [support your organization's meal solutions](#)