

My Distribution on My Food Web - user guide

The customers would like to know where they can buy your products. You can describe this in **My Profile / My distribution**.

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User profile

User Profile Company Description My Products **My Distribution**

☐ My Company has an own shop

Add shops of other My-Food-Web users

Search by name, city or postal code among My-Food-Webb users that have a shop

☐ Search only friends

If your **company** has a **shop** of its own, **check this box**.
The screen below will appear directly.

If your products are available for sale in shops belonging to other My-Food-Web users, you can search these users here.

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User profile

User Profile Company Description My Products My Distribution

☒ My Company has an own shop

Add Shop

Name Mijn Hoevewinkel

Country Belgium

City Herent

PostalCode 3020

Address Bergenstraat 3

Opening Hours De hoevewinkel is open op
• maandag van 9.00-12.00 uur
• donderdag van 9.00-12.00 uur
• vrijdag van 9.00-17.00 uur
• zaterdag van 9.00-12.00 uur

Save Cancel

You can add more than one shop of your own.

Fill in the opening hours.
You can copy-paste the text from another place.

Save when all info is filled in.

How to add shops of other My-Food-Web users?

Local shops or distribution points for farm products can create their own profile on My-Food-Web.

If your products are distributed for sale in other shops, invite them to become your My-Food-Web friend.

Then you can add their shops in your profile under “My Distribution”.

The consumers will see in your profile all the shops you added to My profile/My Distribution.

1. Go to **My profile / My Distribution**

The screenshot shows the 'User profile' page of a user named Maria. The 'My Distribution' tab is selected. On the left, there is a sidebar menu with options: Home, My Foodipedia, My Profile, My Friends, My Events, and My Ads. The main content area shows the 'My Shops' section with details for 'Mijn Hoefwinkel' and an 'Add Shop' button. A search box for 'Add shops of other My-Food-Web users' is open, showing a list of results for 'Jan, Debakker' in 'Herent' with postal code '3020'. Two callout boxes provide instructions: 'Start typing the name of the shop owner, the name of the city or the postal code.' and 'You will get the shop owners that match what you are typing. Select the one you are searching.'

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User profile

User Profile Company Description My Products My Distribution

☒ My Company has an own shop [Add Shop](#)

My Shops

Shop Name: Mijn Hoefwinkel
Address:
3020, Herent
Bergenstraat 3, Belgium
Opening Hours
• maandag 9.00-12.00 uur
• donderdag 9.00-12.00 uur
• vrijdag 9.00-17.00 uur
• zaterdag 9.00-12.00 uur
[Edit](#) [Delete](#)

Add shops of other My-Food-Web users
Search by name, city or postal code among My-Food-Web users that have a shop

ja

Jan, Debakker
Belgium · Herent · 3020

Jan, Debakker
Belgium · Herent · 3020

Start typing the name of the shop owner, the name of the city or the postal code.

You will get the shop owners that match what you are typing. **Select** the one you are searching.

2. You get on the profile page of the selected food provider. Before you can select a shop of this user, you have to be his or her My-Food-Web friend.
If not yet connected as friend, you can invite them to connect at this point. Jan has to confirm the friend request before adding his shop.

User profile

Jan Debakker

Company: Ambachtelijk bakken
Address: Vertegenwoordiger straat
Location: Herent, Belgium

Like Dislike

Ads

Shops

Shop Name Bakery Jan
Address: 3020, Herent
Vertegenwoordiger straat, Belgium
Opening Hours
Ma-Vr 9h00 - 17h00
Za-Zo dicht

Shop Name Voorbeeld winkel
Address: 3020, Herent
Vertegenwoordiger straat, Belgium
Opening Hours
Mo-Vr 9:00 - 17:00
Za-Zo: -

Add Shop Add Shop

While not yet added as friend, you cannot add the shop to your distribution.

User profile

Jan Debakker

Company: Ambachtelijk bakken
Address: Vertegenwoordiger straat
Location: Herent, Belgium

Like Dislike

Ads

Shops

Shop Name Bakery Jan
Address: 3020, Herent
Vertegenwoordiger straat, Belgium
Opening Hours
Ma-Vr 9h00 - 17h00
Za-Zo dicht

Shop Name Voorbeeld winkel
Address: 3020, Herent
Vertegenwoordiger straat, Belgium
Opening Hours
Mo-Vr 9:00 - 17:00
Za-Zo: -

Add Shop Add Shop

Click here to add your My-Food-Web friend's shop to your distribution.

3. The shop will appear then in your profile under “My Distribution”:

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User profile

User Profile

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☒ My Company has an own shop

Add Shop

My Shops

Shop Name Mijn Hoevewinkel

Address: 3020, Herent
Bergenstraat 3, Belgium

Opening Hours
• maandag 9.00-12.00 uur
• donderdag 9.00-12.00 uur
• vrijdag 9.00-17.00 uur
• zaterdag 9.00-12.00 uur

Edit Delete

Other Shops

Shop Name Bakery Jan

Address: 3020, Herent
Vertegenwoordiger straat,
Belgium

Opening Hours
Ma-Vr 9h00 - 17h00
Za-Zo dicht

Delete

Add shops of other
My-Food-Web users

Search by name, city or postal code among
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☐ Search only friends

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User profile

Jan Debakker




Company: Ambachtelijk bakken

Address: Vertegenwoordiger straat


Location: Herent, Belgium

Like Dislike

Ads







Shops

Shop Name Bakery Jan

Address: 3020, Herent
Vertegenwoordiger straat,
Belgium

Shop Name Voorbeeld winkel

Address: 3020, Herent
Vertegenwoordiger straat,
Belgium

Maria sees the profile of Jan Debakker:

- Company description

- Advertising

- Shops