

**Uber Eats**

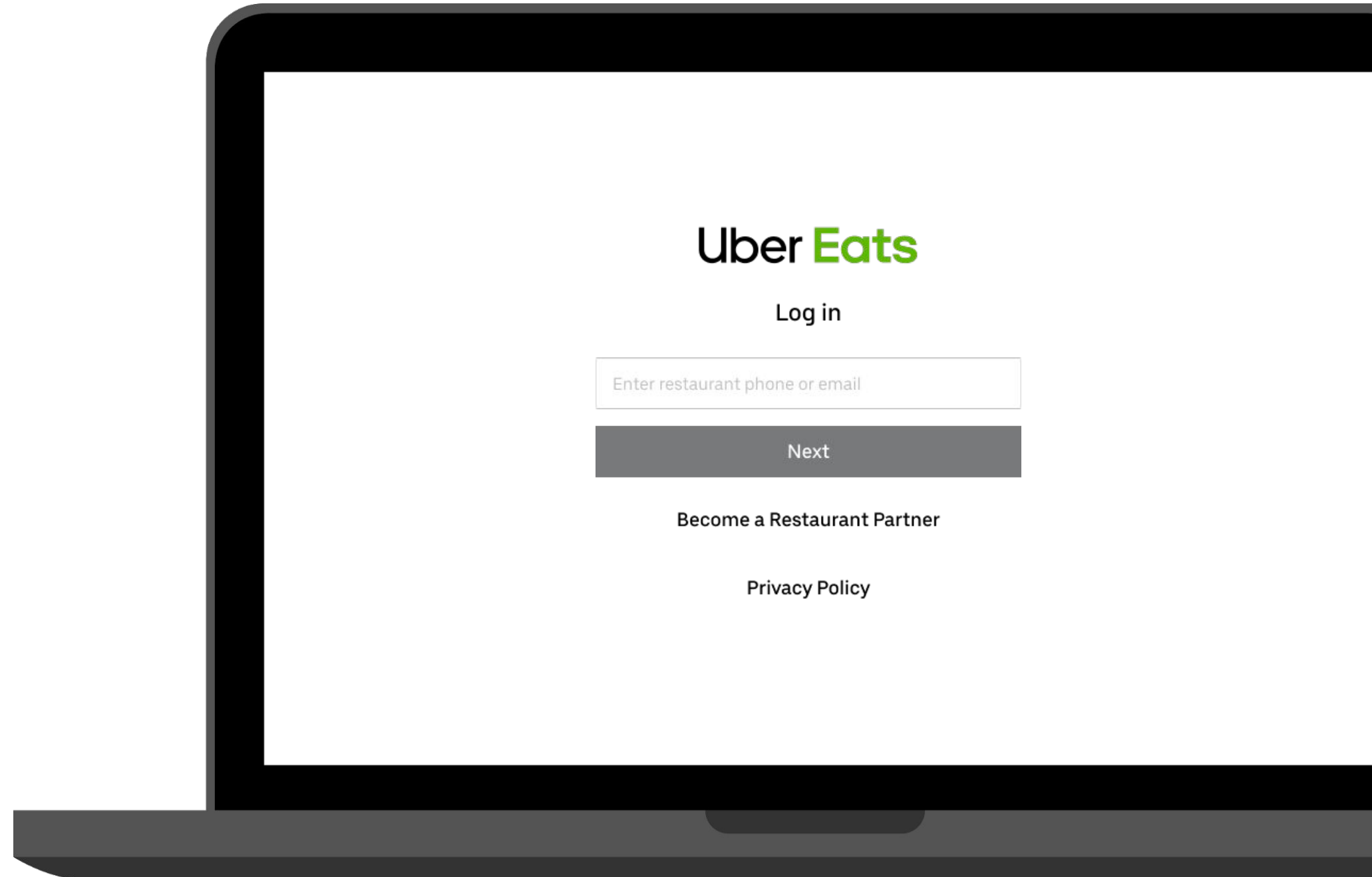
**Manager Guide  
For BYOC Delivery  
Zone Creation**

# Log in

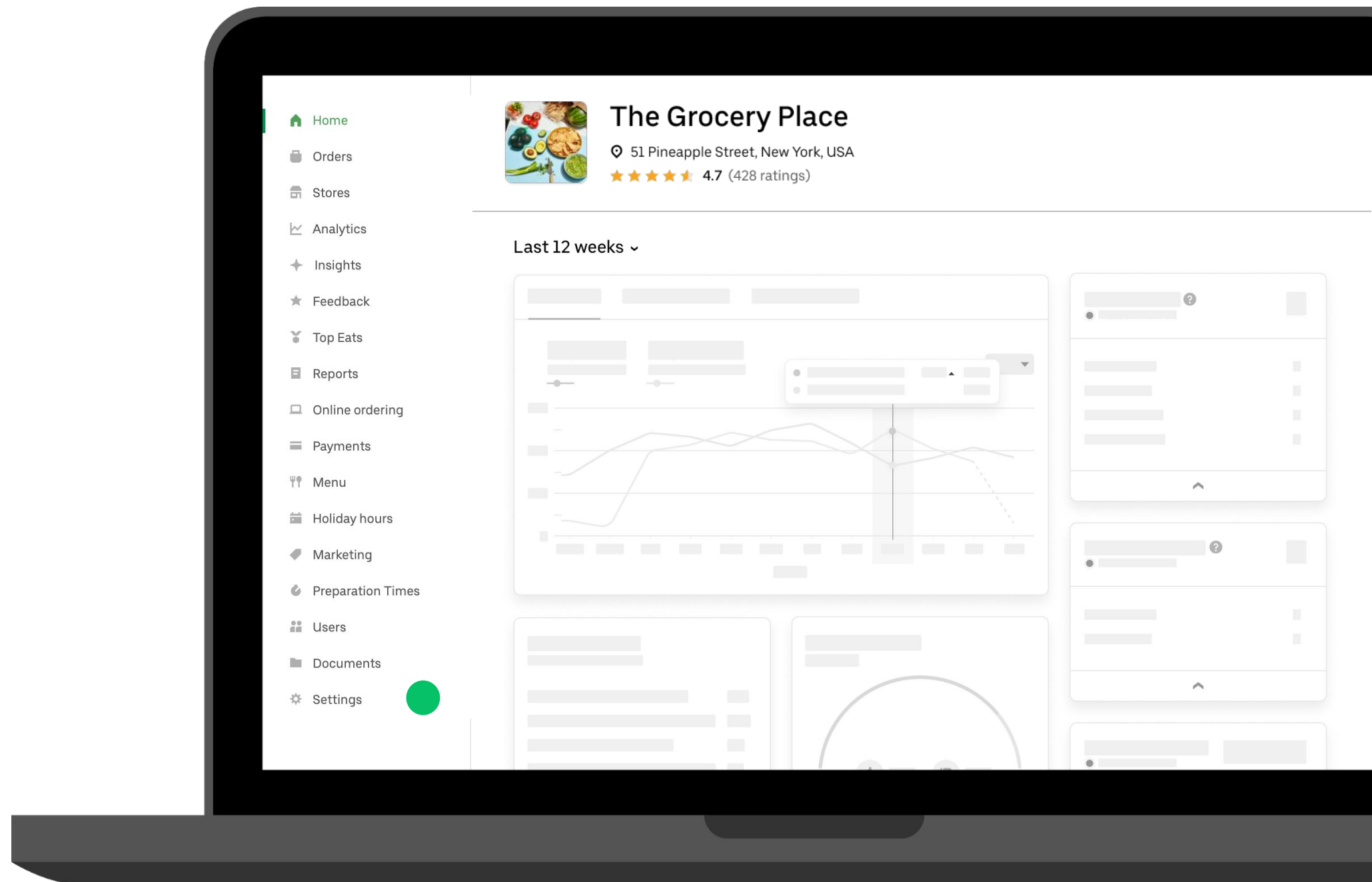
For initial setup, we recommend accessing the Manager app on your computer by visiting **restaurant.uber.com**.

Enter the credentials you used during sign-up.

For security, too many incorrect login attempts may temporarily lock your account for up to one hour.



Click on the Settings on the home page



# Settings home page

**Uber Eats**  
for Merchants

Help Log out

General Delivery Offerings

## General settings

**Contactless ordering** NEW

Customers can scan your unique QR code to view your menu, order and pay. There's no need to exchange menus, cash, or credit cards when combined with Uber Eats' dine-in offering. Combine with Dine-in for a seamless menu and ordering experience. [Learn more](#)

**Get your QR code**

---

**Enable Order Instructions** Off

Allow customers to add special instructions to their order.

---

**Enable special item instructions** Off

Allows customers to add special instructions to individual items.

---

**Edit menu hours in Restaurant dashboard?**

- Analytics
- Insights
- ★ Feedback
- Top Eats
- Reports
- Online ordering
- Payments
- Menu
- Holiday hours
- Marketing
- Preparation Times
- Users
- Documents
- Settings

# Click on Delivery

The screenshot shows the Uber Eats for Merchants dashboard. The top navigation bar includes the Uber Eats logo, a Help icon, and a Log out button. The left sidebar lists various menu items: Analytics, Insights, Feedback, Top Eats, Reports, Online ordering, Payments, Menu, Holiday hours, Marketing, Preparation Times, Users, Documents, and Settings. The main content area has three tabs: General, Delivery (which is highlighted with a dashed border), and Offerings. Under the Delivery tab, the 'General settings' section is visible. It includes a 'Contactless ordering' feature with a 'NEW' badge, a 'Get your QR code' button, and two toggle switches for 'Enable Order Instructions' and 'Enable special item instructions', both currently set to 'Off'. A partially visible heading 'Edit menu hours in Restaurant dashboard?' is at the bottom.

Uber Eats for Merchants

Help Log out

General Delivery Offerings

## General settings

### Contactless ordering NEW

Customers can scan your unique QR code to view your menu, order and pay. There's no need to exchange menus, cash, or credit cards when combined with Uber Eats' dine-in offering. Combine with Dine-in for a seamless menu and ordering experience. [Learn more](#)

[Get your QR code](#)

### Enable Order Instructions Off

Allow customers to add special instructions to their order.

### Enable special item instructions Off

Allows customers to add special instructions to individual items.

### Edit menu hours in Restaurant dashboard?

# Setting Radial Zones

# Click on Area Type Drop Down

**Uber Eats**  
for Restaurants

Help Log out

General **Delivery**

All Stores

- Home
- Analytics
- Feedback
- Reports
- Stores
- Online Ordering

Kimchi Town - Flatiron

- Payments
- Menu
- Holiday Hours
- Marketing
- Preparation Times
- Users
- Documents
- Settings**

## Delivery Settings

Upload KML File Save

### Delivery Area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

#### Create area

Area type

**Radius**

Distance: 0.0 3.0 km

Delivery fee: \$ 3 Fulfillment time: 5 to 25 mins

Minimum order: \$ 5

Cancel Finished

**Extend your delivery area**

Use Uber's delivery people to reach customers outside of your current delivery area

Enable

# Click on Add Another Range

**Uber Eats**  
for Restaurants

Help Log out

General **Delivery**

All Stores

- Home
- Analytics
- Feedback
- Reports
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- Online Ordering

Kimchi Town - Flatiron

- Payments
- Menu
- Holiday Hours
- Marketing
- Preparation Times
- Users
- Documents
- Settings**

## Delivery Settings

Upload KML File Save

### Delivery Area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

#### Create area

Area type

Radius

Minimum order

**Add another range**

Cancel **Finished**

**Extend your delivery area**

Use Uber's delivery people to reach customers outside of your current delivery area



# Modify existing setting if required

- Enter the new radius for the 1st delivery zone
- Enter the new delivery fee, minimum order value and fulfillment time for the new zone

**Uber Eats for Restaurants** Help Log out

General **Delivery**

All Stores

- Home
- Analytics
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- Online Ordering

Kimchi Town - Flatiron

- Payments
- Menu
- Holiday Hours
- Marketing
- Preparation Times
- Users
- Documents
- Settings**

### Delivery Settings

Upload KML File Save

#### Delivery Area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

**Create area**

Area type: Radius

Delivery fee: \$ 3

Fulfillment time: 5 to 25 mins

Minimum order: \$ 5

Add another range

Cancel Finished

**Extend your delivery area**

Use Uber's delivery people to reach customers outside of your current delivery area

Enable

# Add details for new zone

- Enter the radius for the 2nd delivery zone
- Enter the new delivery fee and fulfillment time for the zone

Uber Eats for Restaurants

Help Log out

General Delivery

All Stores

- Home
- Analytics
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Kimchi Town - Flatiron

- Payments
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## Delivery Settings

Upload KML File Save

### Delivery Area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

Distance 3.0 km 4.0 km

Delivery fee \$ 4 Fulfillment time 5 to 25 mins

Minimum order \$ 5

Add another range

Cancel Finished

Extend your delivery area Enable

Use Uber's delivery people to reach customers outside of your current delivery area

# Add upto 5 radial zones

- Click on add another range to add upto 5 radii zones

Uber Eats for Restaurants

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General Delivery

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- Documents
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## Delivery Settings

Upload KML File Save

### Delivery Area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

Distance 3.0 km 4.0 km

Delivery fee \$ 4 Fulfillment time 5 to 25 mins

Minimum order \$ 5

Add another range

Cancel Finished

Extend your delivery area Enable

Use Uber's delivery people to reach customers outside of your current delivery area

# Add upto 5 radial zones

- Click finished once done

**Uber Eats for Restaurants** | Help | Log out

General | **Delivery**

### Delivery Settings

Upload KML File | Save

**Delivery Area**  
Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

**Distance** [X]

3.0 km [up/down] | 4.0 km [up/down]

**Delivery fee** ⓘ | **Fulfilment time** ⓘ

\$ 4 | 5 to 25 mins [down]

**Minimum order** ⓘ

\$ 5

Add another range

Cancel | **Finished**

**Extend your delivery area** ⓘ | Enable

Use Uber's delivery people to reach customers outside of your current delivery area

# Add upto 5 radial zones

- Save on the home page of delivery settings

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
  - General
  - Holiday hours
  - Preparation Times
  - Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfilment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

The image shows a map of Berlin with four concentric radial zones centered on the city. A settings panel is overlaid on the left side of the map, listing the following zones:

- 0.0 - 3.0 km**: \$3 · 10 - 30 mins, Minimum order: \$5
- 3.0 - 4.0 km**: \$4 · 5 - 25 mins, Minimum order: \$5
- 4.0 - 5.0 km**: \$5 · 10 - 30 mins, Minimum order: \$5
- 5.0 - 6.0 km**: \$6 · 15 - 35 mins, Minimum order: \$5

At the bottom of the settings panel is a green button labeled '+ Create area'. The map shows various districts and landmarks, with the zones extending from the city center outwards.

# Setting Free Shape Zones

# Click on Create Area

Uber Eats  
for Restaurants

Help Log out

General **Delivery**

## Delivery Settings

Upload KML File Save

### Delivery Area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

0.0 - 3.0 km  
\$3 · 10 - 30 mins  
Minimum order: \$5

+ Create area

Extend your delivery area ⓘ  
Use Uber's delivery people to reach customers outside of your current delivery area Enable

All Stores

- Home
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Kimchi Town - Flatiron

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# Select Custom for free shape zones

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for Restaurants

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General Delivery

## Delivery Settings

Upload KML File Save

### Delivery Area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

Draw area Delete area Undo

**Create area**

Area type  
Custom

Radius  
Custom

Postcode

Delivery fee \$ 3 Fulfilment time 5 to 25 mins

Minimum order

Cancel Finished

**Extend your delivery area**

Use Uber's delivery people to reach customers outside of your current delivery area

Enable



Edit zone as required by clicking on the polygon

The screenshot displays the Uber Eats for Restaurants interface, specifically the 'Delivery Settings' page. The 'Delivery Area' section is active, showing a map of New York City with a red polygon overlaid on the Flatiron district. A 'Create area' modal is open, allowing configuration of the area's name, type, delivery fee, and fulfillment time.

**Uber Eats for Restaurants** (top left)

Help | Log out (top right)

General | **Delivery** (tabs)

**Delivery Settings** (main heading)

Upload KML File | Save (buttons)

**Delivery Area**

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

**Create area** (modal title)

Area type: Custom (dropdown)

Name: Area 1 (text input)

Delivery fee: \$ 3 (input)

Fulfilment time: 5 to 25 mins (dropdown)

Minimum order: (input)

Cancel | Finished (modal buttons)

Map controls: Draw area, Delete area, Undo (top right)

Map labels: North Bergen, West New York, Union City, Weehawken, Manhattan, Midtown East, Flatiron, Chelsea, Hoboken, New York, Brooklyn, Greenpoint, Sunnyside, etc.

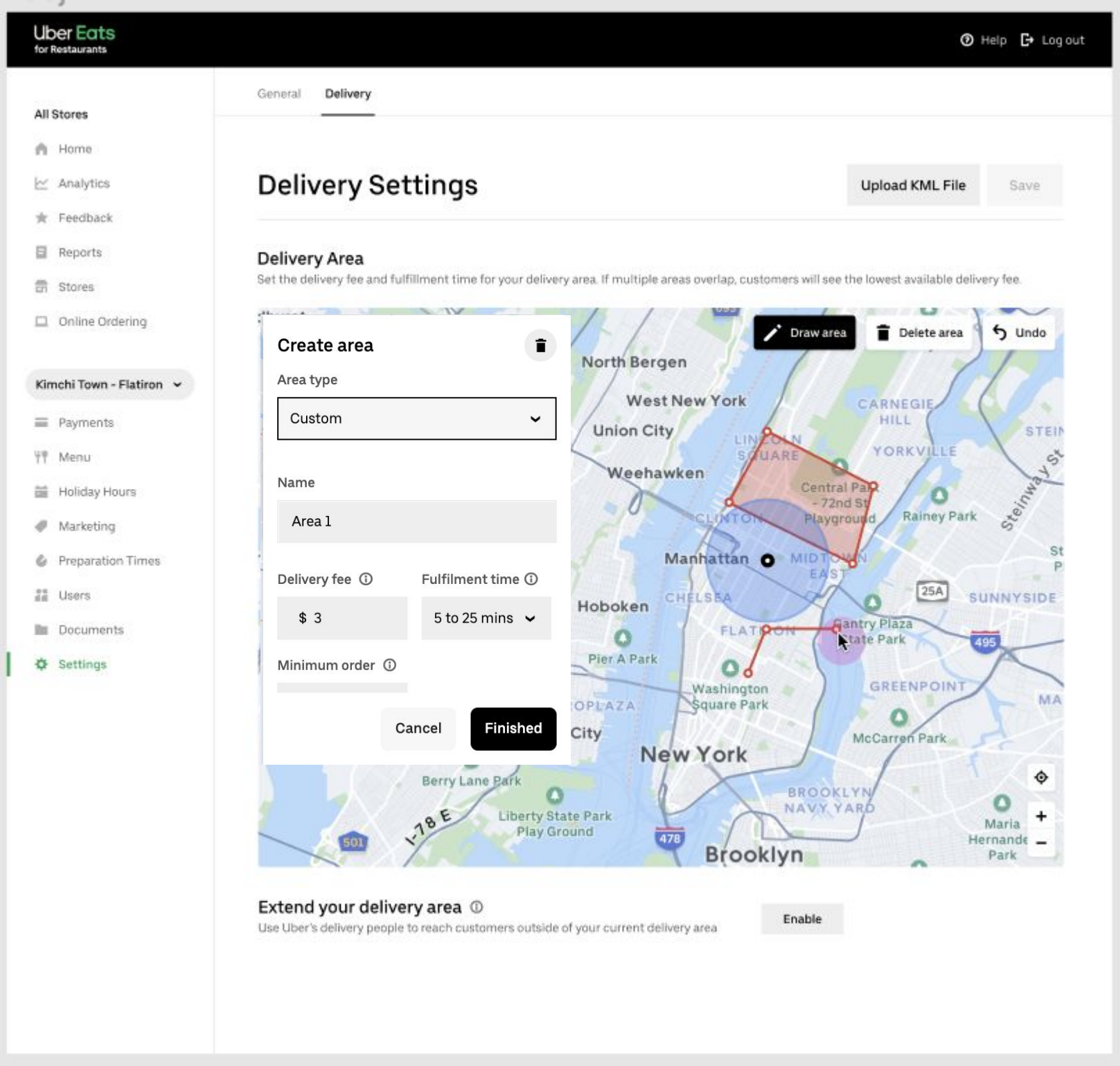
**Extend your delivery area** (section title)

Use Uber's delivery people to reach customers outside of your current delivery area (description)

Enable (button)

# Create new zones as required

- Enter the delivery fee, minimum order value and fulfillment time for the zone created



Create new zones as required and save

- One can create upto 7 free shape zones

**Uber Eats**  
for Restaurants

Help Log out

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### Delivery Settings

Upload KML File **Save**

#### Delivery Area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

| Area   | Delivery Fee | Fulfillment Time | Minimum Order |
|--------|--------------|------------------|---------------|
| Area 4 | \$5          | 10 - 30 mins     | \$9           |
| Area 5 | \$3          | 10 - 30 mins     | \$5           |
| Area 6 | \$6          | 50 - 70 mins     | \$10          |
| Area 7 | \$5          | 35 - 55 mins     | \$12          |

**Extend your delivery area** ⓘ

Use Uber's delivery people to reach customers outside of your current delivery area **Enable**

# Setting Postcode Based Zones

# Click on Create Area for adding a new delivery zone

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
  - General
  - Holiday hours
  - Preparation Times
  - Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfilment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

The image shows a map of Berlin with a purple circular delivery area centered on the city. A popup window in the top-left corner of the map displays the following information: a purple circle icon, the text '0.0 - 3.2 km', '\$5 · 10 - 30 mins', and 'Minimum order: \$5'. Below this information is a green dashed border containing a green plus sign and the text 'Create area'. The map shows various streets and landmarks, including 'Landsberger Allee', 'Märkische Allee', and 'Blumberger Damm'. The Uber Eats logo is visible in the bottom-left corner of the overall image.

# Click on the drop down under Area Type

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
  - General
  - Holiday hours
  - Preparation Times
  - Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfilment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

#### Create area

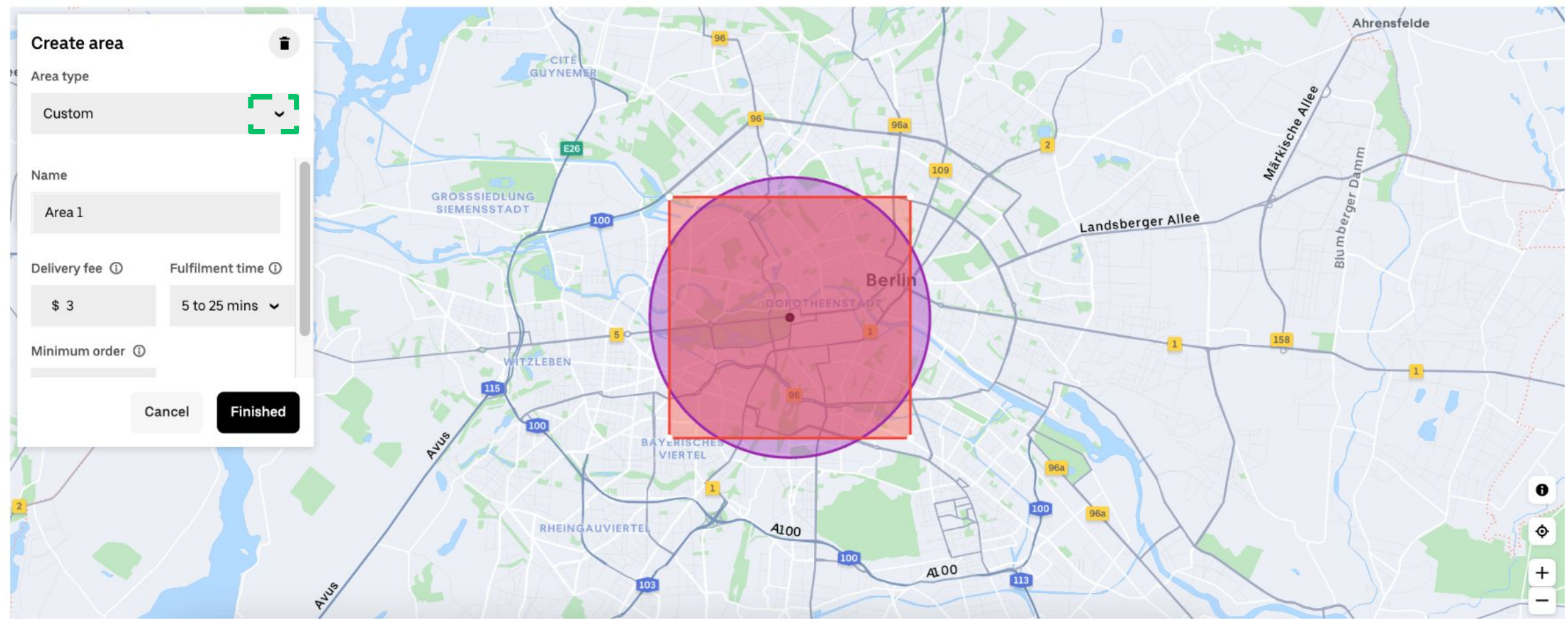
Area type  
Custom

Name  
Area 1

Delivery fee  $\$ 3$  Fulfilment time 5 to 25 mins

Minimum order

Cancel Finished



The image shows a map of Berlin with a red circular area overlaid, representing a delivery zone. The map includes labels for various districts like CITE GUYNEMER, GROSSIEDLUNG SIEMENSSTADT, WITZLEBEN, BAYERISCHES VIERTEL, and RHEINGAUVIERTEL. Major roads like Landsberger Allee, Märkische Allee, and Blumberger Damm are also visible. The red circle is centered in the city, covering parts of Dorotheenstadt and other central areas.

# Select Postal code from the drop down

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
- General
- Holiday hours
- Preparation Times
- Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfilment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

#### Create area

Area type

Custom

Radius

Custom

Postcode

Delivery fee \$ 3

Fulfilment time 5 to 25 mins

Minimum order

Cancel Finished

# Enter postal codes manually or select from the list

Press enter after each postal code if manual entry

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
  - General
  - Holiday hours
  - Preparation Times
  - Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfilment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

The screenshot displays the 'Delivery area' configuration interface. A map of Berlin is shown with a purple circular area selected. A 'Create area' modal is open, showing options for 'Postcode', 'Name' (Area 1), and 'Enter multiple postal codes' (with a search bar). Delivery fee and fulfilment time fields are also visible.



# Enter postal codes manually or select from the list

Press enter after each postal code if manual entry

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
  - General
  - Holiday hours
  - Preparation Times
  - Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfilment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

**Create area**

Name: Area 1

Enter multiple postal codes

Q 1011

- 10119
- 10117
- 10115

Minimum order ⓘ

Cancel Finished

# Enter postal codes manually or select from the list

Press enter after each postal code if manual entry

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
  - General
  - Holiday hours
  - Preparation Times
  - Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfilment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

#### Create area

Name: Area 1

Enter multiple postal codes: 10119 10117

Delivery fee: \$ 3 Fulfilment time: 10 to 30 mi...

Minimum order: [input]

Cancel Finished

# Update delivery fee, fulfillment time & minimum order for the zone

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
  - General
  - Holiday hours
  - Preparation Times
  - Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

The screenshot shows the Uber Eats Manager interface. On the left is a navigation menu with options like Home, Stores, Orders, Performance, Marketing, Menu, Payments, Users, and Settings. The 'Settings' menu is expanded to show 'General', 'Holiday hours', 'Preparation Times', and 'Documents'. The main content area is titled 'Delivery settings' and has tabs for 'General' and 'Delivery'. The 'Delivery' tab is active, showing a 'Delivery area' section. Below this is a map of Berlin with a purple circular area highlighting a specific zone. A 'Create area' dialog box is overlaid on the map, containing a search bar for postal codes (10119 and 10117 are entered), a 'Delivery fee' field set to \$3, a 'Fulfillment time' dropdown set to '10 to 30 mi...', and a 'Minimum order' field set to \$5. The dialog box has 'Cancel' and 'Finished' buttons.

# Click on "Finished" when done

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
  - General
  - Holiday hours
  - Preparation Times
  - Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfilment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

#### Create area

Enter multiple postal codes

10119 10117

Delivery fee \$ 3 Fulfillment time 10 to 30 mi...

Minimum order \$ 5

Cancel Finished

# Create zones by clicking on "Create Area" & repeating above steps

Home

Stores

Orders

Performance ▾

Marketing

Menu

Payments

Users

Settings ▾

General

Holiday hours

Preparation Times

Documents

## Delivery settings

General **Delivery**

Upload KML file

Save

### Delivery area

Set the delivery fee and fulfillment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

0.0 - 3.2 km  
\$5 · 10 - 30 mins  
Minimum order: \$5

Area 1  
\$3 · 10 - 30 mins  
Minimum order: \$5

**Create area**

The screenshot shows a map of Berlin with two delivery zones. A purple circle covers a large area around the city center, labeled '0.0 - 3.2 km' with a \$5 fee and 10-30 min fulfillment time. A red square covers a smaller area in the center, labeled 'Area 1' with a \$3 fee and 10-30 min fulfillment time. A 'Create area' button is highlighted with a green dashed box. The map shows various streets and landmarks like 'CITE GUYNEMER', 'GROSSIEDLUNG SIEMENSSTADT', 'WITZLEBEN', 'BAYERISCHES VIERTEL', 'RHEINGAUVIERTEL', 'Landsberger Allee', 'Märkische Allee', and 'Blumberger Damm'. The Uber Eats logo is visible in the bottom left corner.

# Edit zones by clicking on Edit icon & adding / deleting postal codes

- Home
- Stores
- Orders
- Performance
- Marketing
- Menu
- Payments
- Users
- Settings
  - General
  - Holiday hours
  - Preparation Times
  - Documents

## Delivery settings

Upload KML file Save

General Delivery

### Delivery area

Set the delivery fee and fulfilment time for your delivery area. If multiple areas overlap, customers will see the lowest available delivery fee.

**Create area**

Enter multiple postal codes

10119 x 10117 x

Delivery fee ⓘ \$ 3

Fulfilment time ⓘ 10 to 30 mi... v

Minimum order ⓘ \$ 5

Cancel Finished