	USER MANUAL FOR THE QUOTA SYSTEM BAR IAA	Creación: 01/05/2023
		Actualización:
		Versión: 01

WELCOME IAA PARENTS!

It is a pleasure to greet you on behalf of the LÚCUMA team. We are the BAR and LUNCH service provider for the INTERAMERICAN ACADEMY.

This document is a guide on how to use the Lúcumá Cafeterías website for managing the purchase of vouchers, making reloads, and assigning vouchers to students, parents, and staff members for later consumption at the school bars.




The following steps are necessary for the activation and allocation of consumption vouchers:

1. Go to the link: www.cafelucuma.com/menu-iaa



2. Upon entering our website, you can review our BAR MENU, LUNCH MENU, and purchase "CONSUMPTION CREDITS" for your dependents. The credits can be used for both the Bar and Lunch Service (\$3.30+VAT).
3. To make a purchase, scroll down to the bottom of the webpage until you reach "MANAGE YOUR CONSUMPTION QUOTA HERE" ("GESTIONE SU CUPO DE CONSUMO AQUÍ"), then select "Click here" (Click aquí) under number 3. This will take you to the landing page where you can manage the purchase of bar quota or the number of lunches you desire.

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GESTIONE SU CUPO DE CONSUMO AQUÍ

Si desea asignar un cupo de consumo, siga los siguientes pasos:


1. Abonar un cupo de consumo, con su forma de pago preferida: Tarjeta de Crédito, Tarjeta de Débito.
2. Recibirá en su correo un «Código de verificación», el cual debe presentar el usuario (consumidor) en nuestra «Caja del Bar» una única vez.
3. Para seleccionar método de pago [Click aquí](#)

4. Once the user is on the landing page, they should select their preferred IAA QUOTA and choose the quantity of quotas they wish to purchase.



	Producto	Precio	Cantidad	Subtotal
×	CUPO IAA <small>Vale por: \$40.00 + IVA</small> 	\$40.00	- 1 +	\$40.00 + iva

5. After selecting the "IAA QUOTA" and proceeding with the process, when clicking on the shopping cart to make the payment, the system will request your information for the invoice issuance. Both registered and non-registered users on the Lúcumá website can manage the purchase of "IAA QUOTA"; the difference is that registered users can view their purchase history and do not need to enter all their information again for future purchases.

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If the user has previously logged into the system and does not remember their password, they can recover it by clicking on "Forgot Password" link. "¿Olvidaste tu contraseña?".

INICIAR SESIÓN

Correo electrónico *

Contraseña *

INICIAR SESIÓN

Recuérdame.

[¿Olvidaste tu contraseña?](#)

REGISTRATE

Correo electrónico *

Sus datos personales se utilizarán para mejorar su experiencia en este sitio web, para administrar el acceso a su cuenta y para otros fines descritos en nuestra [política de privacidad](#).

REGISTRATE

DETALLES DE FACTURACIÓN

Nombre	Apellido
Nombre de Compañía	Cédula / RUC

Ecuador

Número de la casa y nombre de la calle


Apartamento, habitación, etc. (opcional)

Ciudad

Guayas

TU PEDIDO


Producto	Subtotal
CUPO IAA \$40 x 1	\$4.00 + iva
Subtotal	\$4.00 + iva
iva	\$4.80
Total	\$44.80

Tarjeta de crédito 

Paga con tu tarjeta de crédito a través de Paymentez.

Sus datos personales se utilizarán para procesar su pedido, mejorar su experiencia en este sitio web y para otros fines descritos en nuestra [política de privacidad](#).

- It is important to provide the student's name, last name, and ID number in the "ADDITIONAL INFORMATION" field in order to assign the quota at the school's bar.

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Teléfono

Email

INFORMACIÓN ADICIONAL

Nombre de alumno: María Bustamante / Cl. 0000000000

- Upon completing the payment, the parent will receive a confirmation of purchase and an order number via email.


PROCEDER AL PAGO

Café Lúcumá / Proceder Al Pago

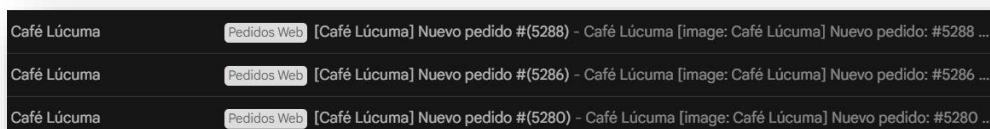
NÚMERO DEL PEDIDO:	FECHA:	TOTAL:	MÉTODO DE PAGO:
5253	ENERO 23, 2023	\$11.20	TARJETA DE CRÉDITO

Su pago se ha realizado con éxito. Muchas gracias por su compra

[← Volver a la Tienda](#)

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- At the same time, the Bar Administrator will receive all the Cupos de Consumo purchases via email, which will be recorded in the Lúcumá Bar's order system.



- Parents and staff members can make their Cupo purchases online through the website using credit or debit cards (Visa and MasterCard). They can also make purchases at our point of sale (Bar) using all major credit cards, debit cards, or cash.
- Parents can check the available balance for their child by contacting a designated WhatsApp number or by calling the extension attended by the Bar Administrator. The information will be provided in real time.
- The consumption of the purchased meal plans can only be done in person by the student/employee, using a fingerprint reader for registration. Every student/employee must register at the school's Bar to have their fingerprint taken and complete the procedure.
- We provide our customer support email at soporteiaa@cafelucuma.com, and additionally, on our website, you will find a direct contact phone number for the school's Bar.