

Podio X2

Replenishment Guide



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Operator machine guidance website

Scan the QR code for all Operator machine guidance



Access includes:



Guides

- Replenishment
- Alarm guide
- Drink Preparation



Compliance

- MSDS & COSHH
- Daily compliance log*
- Health & Safety



Videos

- Drink preparation
- Machine overview
- Daily cleaning
- Descale
- Filter change

*Subject to in market set-up

1. Stock Replenishment

Replenish as and when required:



Costa Coffee Capsules



Espresso Takeaway cups/lids



Takeaway cups/lids



Espresso Solo Cup/
Saucer/Espresso
Spoon



Crockery Cup/
Saucer/Teaspoon



Latte Glass/Saucer/
Long Handled
Spoon



Cortado Glass/
Saucer/Teaspoon



White, Brown
Sugar & Sweetener
Sachets



Chocolate Dusting
Sachets/Costa
Chocolate Shaker &
Stencil*



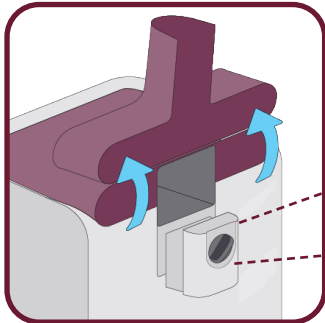
Stirrers

*Subject to market

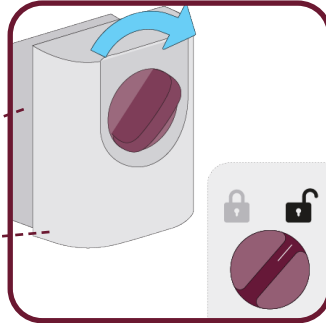
2. Milk Product Replenishment

Replenish as and when required:

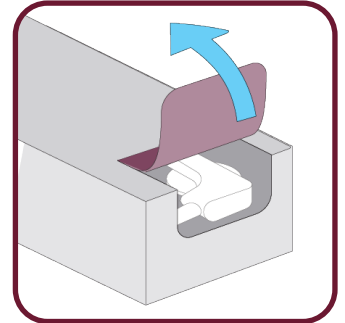
Each *BiB when scanned by the machine will have a 10 day lifespan after which point you will be prompted to replenish with a new BiB.



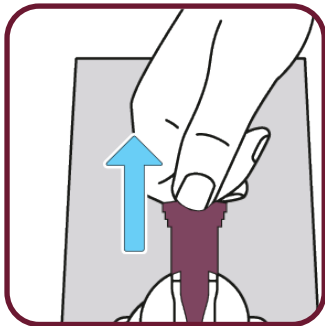
1. Open the front hood of the machine using the key.



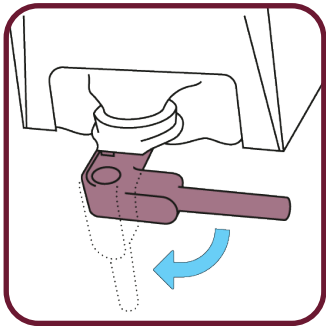
2. Turn dial to open the door.



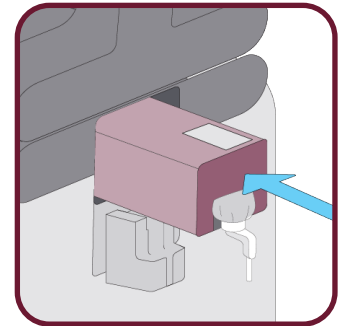
3. Tear entry flap from BiB and pull out the foam dispenser.



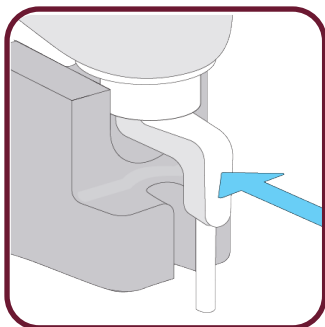
4. Pull the orange clip to remove.



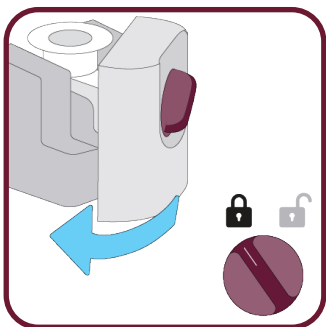
5. Turn the foam dispenser 90 degrees.



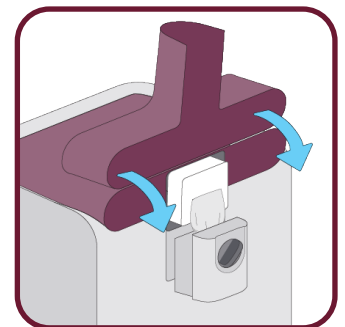
6. Place BiB into the machine with foam dispenser directly downwards and barcode label facing upwards.



7. Ensure foam dispenser is firmly installed.



8. Close the door and turn the dial to locked position.



9. Ensure BiB is firmly inserted, close the hood of the machine.

*BiB: Bag in box

The machine is equipped with an autonomous system for storing, managing and dispensing milk.
The machine allows the exclusive use of milk containers specially designed for this machine referred to as a BiB (Bag in box).



ATTENTION! Only milk contained and stored in “Lattiz” containers may be used. No other milk of a different brand and/or supplier may be used.

Safety regulations:

- Only use milk contained in the original “Lattiz” BiB containers.
- Use only milk stored in accordance with specifications and not beyond the expiry date.
- It is forbidden to refill and/or replace the milk contained in “Lattiz” BiB containers.
- If there is any suspicion that the milk is spoiled, replace it with new milk in good condition.
- Service the milk circuits as prescribed in the manual and carry out all cleaning as indicated by the machine.
- Install the milk container according to the instructions in the manual.
- Dispose of milk containers (BiB) and any residual milk in accordance with environmental regulations in force in the country of use.



ATTENTION! If a BiB container has not been stored properly or is damaged, it must NOT be used for dispensing drinks.

The BiB milk container must be kept in a cool place away from direct sunlight or heat sources.

- The BiB contains the milk which is used to prepare the drinks.
- After a number of days set by the manufacturer, the BiB must in any case be replaced in order to maintain the high level of drinks dispensed by the machine.
- If the dispenser does not close correctly it means that the plastic dispenser has NOT been inserted correctly and fully; recheck installation. DO NOT force closing as this could damage the system.
- The empty BiB when removed from the machine must be disposed of as indicated by the manufacturer.



ATTENTION! When the BiB is replaced the machine must do a milk rinse to dispense milk based drinks. Follow the process in the Operator Manual before being able to dispense milk based drinks.

*BiB: Bag in box

3. Goods Received and Storage

Every member of staff is responsible for ensuring all Costa Coffee ingredients are kept in store in perfect condition.

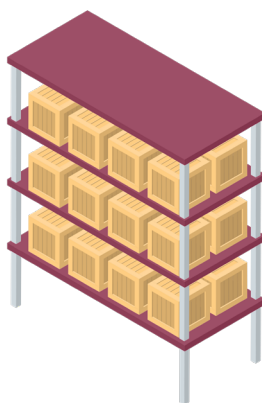
3.1 Top Tips:

- All food products such as coffee capsules have a 'Use By'/'Best Before' date on each individual pack. All 'Use By'/'Best Before' dates should be valid upon receipt of the goods.
- For any food products such as sugar sachets or choco dust that do not have a 'Use By' or 'Best Before' date on each individual packet, please ensure all stock is kept in the original packaging for 'Use By'/'Best Before' dates.
- On arrival, goods can only be accepted if all packaging is in good condition, dry and clean.
- Any packaging that shows damage should be rejected/disposed of.

Once you have received your stock, ensure all points on the goods received procedure have been followed.

3.2 General Storage:

- Neatly store all Costa Coffee products in a designated location in your storeroom. This must be in a cool and dry location.
- Ensure all boxes are stored up off the floor and heavy boxes are in easy to reach places.
- Keep all products in their original boxes. It will make it easier to store the products neatly and locate important reference numbers, should they be needed.
- No stock should be stored in the Costa Coffee machine.
- Ensure that a stock rotation system is in place to ensure the oldest product is used first.



4. Required Products

4.1 Table of Products required:

Product	Description
Milk Product BiB (Bag in box)	<ul style="list-style-type: none"> It is recommended to have a minimum holding of 5 BiB's at any one time. (Subject to market availability)
Caffitaly system descaler	<ul style="list-style-type: none"> It is recommended to have a minimum holding of 2 bottles at any one time. (Subject to market availability)
Takeaway Cups and Crockery	<ul style="list-style-type: none"> Espresso Takeaway Cups Cortado Takeaway Cups Takeaway Cups Espresso Solo Cups Cortado Crockery Cups Crockery Cups <p>(Please contact your Costa Coffee Representative for pack sizing, cups subject to market availability).</p>
Lids	<ul style="list-style-type: none"> Espresso Lids Cortado Lids Universal Lids <p>(Please contact your Costa Coffee Representative for pack sizing).</p>
Wooden Stirrers	1 x 5000
Teaspoons	<ul style="list-style-type: none"> Espresso Spoons Teaspoons Long Handled Spoons <p>(Please contact your Costa Coffee Representative for pack sizing).</p>
Condiments	<ul style="list-style-type: none"> White sugar sachets Brown sugar sachets Choco dusting and stencil <p>(Please contact your Costa Coffee Representative for pack sizing, choco dusting subject to market availability).</p>
Disposable paper towels	Provided by site to complete daily cleaning tasks.
Disposable cleaning cloths	Provided by site to complete daily cleaning tasks.
Sanitiser (Costa Approved)	Provided by site to complete daily cleaning tasks. Full approved list available on Operator machine guidance website.

*Subject to market

