

# CookShop®



CookShop is a program of  
Food Bank For New York City

## Grocery Online Order Instructions: FreshDirect

**GROCERY CONTACT:** Customer Service  
**GROCERY PHONE:** 212-796-8002  
**GROCERY EMAIL:** [service@freshdirect.com](mailto:service@freshdirect.com);  
[CookShopGroceryOrders@foodbanknyc.org](mailto:CookShopGroceryOrders@foodbanknyc.org)

Before accessing the FreshDirect website, complete the grocery order worksheets in accordance with the corresponding lesson/workshop number you are ordering for. You will use these worksheets to order the quantity of items on the FreshDirect website.

Worksheets and worksheet instructions can be accessed here:

<http://www.foodbanknyc.org/news/fy17-cces-grocery-order-form-freshdirect/>

### Grocery Order Worksheet: Grades K-2

**CookShop**  
 Classroom  
 for Elementary School  
 Food Bank for New York City

FOR REFERENCE ONLY. PLACE ORDERS ONLINE. FRESHDIRECT WILL NOT ACCEPT THIS FORM.

Order Date: \_\_\_\_\_  
 Store Name: Fresh Direct  
 Website: <http://www.freshdirect.com/ny-ny>  
 Contact: General Customer Service  
 Store Phone: 212-796-8002

Number of Classrooms Per Grade	
K:	
1st:	
2nd:	

### Grocery Order Worksheet: CookShop Families

**CookShop**  
 for Families  
 Food Bank for New York City

FOR REFERENCE ONLY. PLACE ORDERS ONLINE. FRESHDIRECT WILL NOT ACCEPT THIS FORM.

Order Date: \_\_\_\_\_  
 Store Name: Fresh Direct  
 Store Email: [service@freshdirect.com](mailto:service@freshdirect.com)  
 Contact: General Customer Service  
 Store Phone: 212-796-8002

Delivery Date: \_\_\_\_\_  
 Delivery Time: \_\_\_\_\_  
 Delivery To (School Address): \_\_\_\_\_  
 School Contact Person: \_\_\_\_\_  
 School Contact Phone #: \_\_\_\_\_

### UNIT 1: Meet MyPlate and the Five Food Groups-Explorer

Grocery Store Checklist			Coordinator Checklist			Confirmation
Items to be delivered			QUANTITY NEEDED PER CLASS			Quantity Packed (Handwritten)
INGREDIENTS	SIZE	QUANTITY REQUIRED	K	1	2	
Apple	medium	0	1	1	1	
Whole Wheat Bread	loaf	0	1	1	1	
Broccoli	loaf	0	1	1	1	
Cultured Greens	loaf	0	1	1	1	
Carrots	1 lb bag	0	1	1	1	
Green Bell Pepper	medium	0	1	1	1	

No additional items may be ordered unless written approval from the Food Bank is attached. This institution is an equal opportunity provider and employer. This material is funded by USDA's Food Stamp Program (SNAP).

### Workshop 1: Yogurt Wrap

If your order does not meet the \$10 minimum to be eligible for CookShop Coordinator, do NOT add additional items into your cart. You are responsible for online for any excess items ordered.

Ingredient	Size	Quantity	Quantity	Reference
White Bread	loaf	2		
Yogurt	cup	1		
Shredded Cheese	cup	1		
Carrots	cup	1		
Minced Apple	cup	1		
Onion Oil	cup	1		
Salt	teaspoon	1		
Black Pepper	teaspoon	1		
White Wine Vinegar	teaspoon	1		
Black Olive	teaspoon	1		

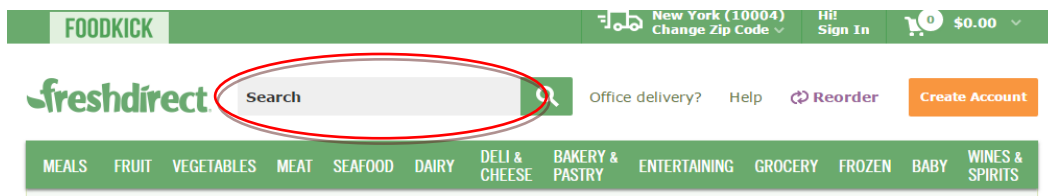
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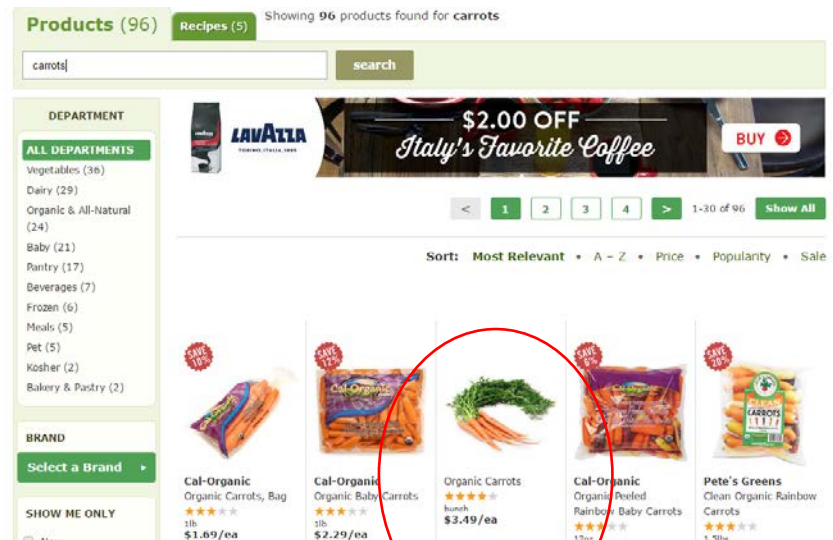


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1. Log in to [www.freshdirect.com](http://www.freshdirect.com) by clicking "Sign In" on the upper right hand side of the screen. Login information was sent from Fresh Direct.
2. Reference your completed **Grocery Order Worksheets for CookShop Classrooms and CookShop for Families** to know which ingredients and quantities to order on FreshDirect.com.
3. Type the individual ingredients from the order forms into the search bar. Click Go.  
\*Select only the ingredients listed.



4. Click the item you want to order. It is the coordinator's responsibility to select the lowest cost items.



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5. Transpose the number of ingredients listed in the "Quantity" row. Then click "Add to Cart."

Grocery Store Checklist Items to be delivered			Coordinator Checklist			Confirmation
INGREDIENTS	SIZE	QUANTITY TO BE DELIVERED	QUANTITY NEEDED PER CLASS			Quantity Packed (Handwritten)
			1	2	3	
Whole Wheat Pitas	8 count package	2				
Green Bell Pepper	medium	2				
Red Bell Pepper	large	1		1		
Hummus	8-10 oz container	1				
Dish Soap	8-oz. bottle	1		1	1	
Fresh Baby Carrots	1 lb. bag	3				
Red Apples	medium	1		1		



## Cal-Organic Organic Baby Carrots

\$2.29/ea 2 for \$4.00

1lb

★★★★★

Total: \$6.00

6. After you click "Add to Cart" you will be notified that the ingredient is in your cart. Click "Continue Shopping."

### NOW IN CART:

#### Cal-Organic Organic Baby Carrots

Quantity: 3.0  
Options: 1lb  
Est. Price: \$6.00



Order Total: \$6.00  
*Estimated*

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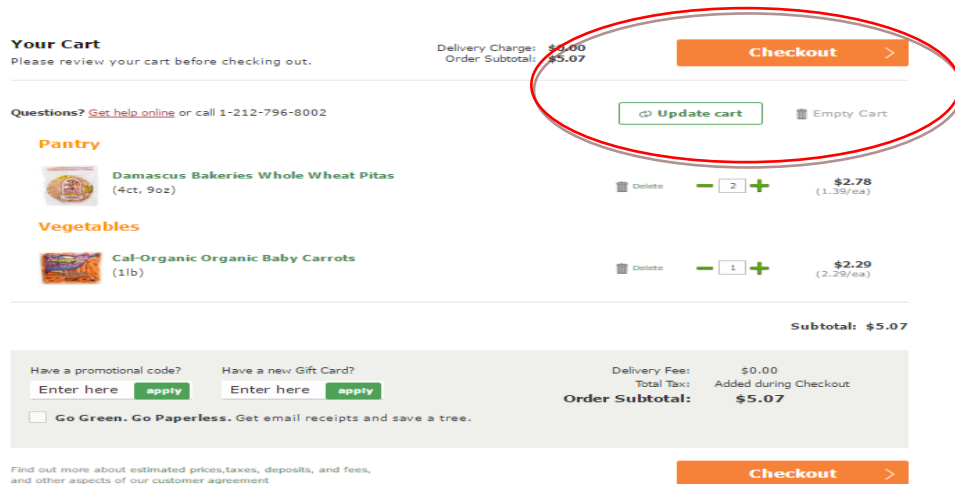


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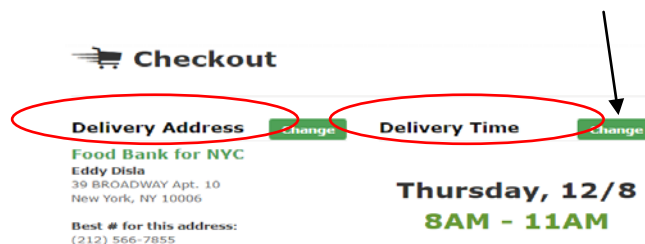
- Repeat steps 4-6 until you have added all of the items to your cart.  
\*Coordinators must ensure that groceries for both components (CookShop Classroom for Elementary School and CookShop for Families) are ordered together.
- Once you have added all of your items to your online shopping cart, click "Checkout."



- The next screen will prompt you to review your cart. You may increase/decrease quantities and items on this screen. Be sure after making any changes to click on "Update Cart". Click "Checkout."



- Select your school's delivery address. Click "Delivery Time" and "Change."



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11. Select the delivery date and time slot which you would like to have the items delivered. Certain time slots may not be available and will be blocked out. Select delivery time and click "Done."

WED Dec 7	THU Dec 8	FRIDAY Dec 9	SAT Dec 10	SUN Dec 11	MON Dec 12	TUE Dec 13
		Order by 7pm Thursday				
8-11am	8-11am	<input checked="" type="radio"/> 8-11am	Sorry! No delivery timeslots available.	Sorry! No delivery timeslots available.	8-11am	8-11am
11-2pm	11-2pm	<input type="radio"/> 11-2pm			11-2pm	11-2pm
2-4pm	2-4pm	<input type="radio"/> 2-4pm			2-4pm	2-4pm

12. You will now be at the Payment Information screen. Do not update any of the payment information.

Delivery Address [Change](#) Delivery Time [Change](#) Payment Method [Cancel](#)

**Amex**  
XXXX9670 Exp. 01/2021

Name on card  
Food Bank

Billing address  
23-30 Borden Avenue  
Long Island City, NY 11101

[Add Method](#)

[Done](#)

**Cart Details** [Make Changes](#)

13. Under "Billing Reference/ Client Code" you will enter the Classroom Component and Lesson Number (i.e. Lesson1). Then click on "Place Order."

Billing reference/Client code

Enter here

Delivery Fee: \$9.99 T

**Order Total: \$74.71**

[Place Order >](#)

- Estimated Price T - Taxable Item D - State Bottle Deposit S - Special Price  
Find out more about estimated prices, taxes, deposits, and fees,  
and other aspects of our customer agreement

14. You will be able to review your order one last time and click on "Place Order."

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A confirmation page will appear once you have placed your grocery order and will immediately be sent to your email address. You must then forward the emailed confirmation to:  
[CookShopGroceryOrders@foodbanknyc.org](mailto:CookShopGroceryOrders@foodbanknyc.org)

If you do not see the Order number or do not receive a confirmation email, your order was not placed.

Your order has been placed. Thanks for using FreshDirect.

<b>Order #15937910988</b>	
Order Subtotal	\$61.93
Total Tax	\$2.93
State Bottle Deposit	\$0.30
Delivery Charge	\$14.99T
<b>ORDER TOTAL: \$80.15</b>	

**What's Next?**

- **View Your Order:** Check order status and make changes by visiting Your Account > Your Orders.
- **Final Order Total:** An estimated total is provided here. On delivery day, we'll weigh and assemble your goods and email you the final total.
- **Tiping:** You are under no obligation to tip but have the option of providing a tip if you feel that you've received exceptional service. FreshDirect delivery personnel are not permitted to solicit tips under any circumstances. The delivery fee is not a gratuity for any FreshDirect employee who delivers or is otherwise involved with the delivery of your order and will not be given to any such employee as a gratuity.

Delivery Address	Delivery Time	Payment Method
<b>Food Bank for NYC</b> Elizabeth Astudillo 39 BROADWAY Apt. 10 New York, NY 10006  <b>Best # for this address:</b> (212) 566-7855	<b>Friday, 1/15</b> <b>8AM - 11AM</b>	<b>Amex</b> XXXX9670 Exp. 09/2021  <b>Name on card</b> Food Bank  <b>Billing address</b> 23-30 Borden Avenue Long Island City, NY 11101

On the day of delivery your CookShop Coordinator at your school will confirm all ingredients have been delivered correctly and are of good quality. If you do not receive confirmation contact your CookShop Coordinator at the Food Bank For New York City. If there are any issues with the ingredients provided to the school, contact Fresh Direct immediately.

If you have any questions or concerns about your grocery orders your first contact is your Grocery Store Representative. If you have questions or concerns about your Grocery Store representative, please contact your CookShop Coordinator at the Food Bank For New York City.

### Grocery Ordering Agreement:

<http://www.foodbanknyc.org/files//dmfile/FY17GroceryAgreement.pdf.pdf>