

## **Grocery Online Order Instructions:** FreshDirect

<b>GROCERY CONTACT:</b>	Customer Service
<b>GROCERY PHONE:</b>	212-796-8002
<b>GROCERY EMAIL:</b>	<u>service@freshdirect.com;</u>
	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: <u>http://www.foodbanknyc.org/news/fy17-cces-grocery-order-form-freshdirect/</u>

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- 1. Log in to <u>www.freshdirect.com</u> 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.

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Sreshdirect Search	Office delivery? Help 🗘 Reorder Create Account
MEALS FRUIT VEGETABLES MEAT SEAFOOD DAIRY DELI & BAK Cheese pas	ERY & ENTERTAINING GROCERY FROZEN BABY WINES & TRY

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





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

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Grocery S Items to	tore Chec be delivered	dist	ge		Co	ordi	nator Ch	ecklist	Confirmation
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INGREDIENTS	SIZE		QUANTITY TO BE DELIVERED				1	2	Quantity Packed (Handwritten)
Whole Wheat Pitas	8 count pack	ige	2			2			
Green Bell Pepper	medium		2						
Red Bell Pepper	large		1					1	
Hummus	8-10 oz conta	ner	1						
Dish Soap	8-oz. bottle		1				1	1	
Fresh Baby Carrots	1 lb. bag		3						
Red Apples	medium		1				1		



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





- 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.
- 8. Once you have added all of your items to your online shopping cart, click "Checkout."

Damascus Bakeries Whole Wheat		
edit item add to list		
continue shoppin	g checkout	

9. 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."

Your Cart Please review your cart before checking out.	Delivary Charge: 9100 Order Subtotal: 95.07 Checko	ut >
Questions? <u>Get help online</u> or call 1-212-796-8002 Pantry Damascus Bakeries Whole Wheat Pitas (4ct, 9oz)	♥ Update cart	Empty Cart \$2.78 (1.39/ca)
Cal-Organic Organic Baby Carrots	👔 Doieta 🛶 🔳 📫	<b>\$2.29</b> (2.29/ea)
Have a promotional code? Have a new Gift Card? Enter here apply Enter here apply Go Green. Go Paperless. Get email receipts and save	Sul Delivery Fee: \$0.00 Total Tax: Added during Ch Order Subtotal: \$5.07 a tree.	stotal: \$5.07
Find out more about estimated prices,taxes, deposits, and fees, and other aspects of our customer agreement	Checko	ut >

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





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."

					(	Done
📫 DEI	LIVERY NOTICE					
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	8-11am			8-11am	8-11am
		() 11-20m	No delivery timeslots	No delivery timeslots	11-2pm	11-2pm
11-2pm	11-2pm	0	augultable	augusta har		

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



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

Billing reference/Client code Enter here Co Green. Go Paperless, Cet email receipts and save a tree.	Delivery Fee: Order Total:	\$9.99 T <b>\$74.71</b>
- Estimated Price T - Taxable Item D - State Bottle Deposit S - Special Price ind out more about estimated prices, taxes, deposits, and fees, nd other aspects of our customer agreement	•	Place Order >

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



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: <u>CookShopGroceryOrders@foodbanknyc.org</u>



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