

# CookShop



CookShop is a program of  
Food Bank For New York City

## Grocery Online Order Instructions

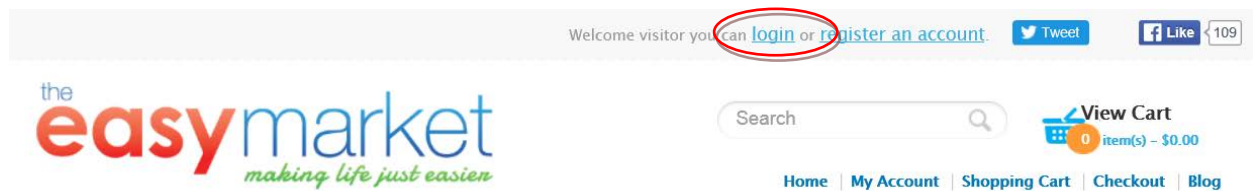
**GROCERY WEBSITE:** <http://www.theeasymarket.com/foodbank>

**GROCERY DELIVERY:** Order 7 days before desired delivery date

Please note: **CookShop for After-School** and **CookShop for Families** orders must be placed as 1 combined order to be delivered together no later than 7 days in advance of the requested delivery date. Only 1 order should be placed weekly for your site (6 orders total for the whole program).

### Instructions:

1. Log in to <http://www.theeasymarket.com/foodbank> by clicking "Login" on the upper right hand side of the screen. Your login information will be sent via email from CookShop.



2. Enter log-in information as a "Returning Customer"

A screenshot of the "Account Login" page on the website. The page has a breadcrumb trail "Home » Account » Login" and a heading "Account Login". There are two main sections: "New Customer" with a "Register Account" button and a "Continue" button, and "Returning Customer" with a radio button selected, an "E-Mail Address:" field, a "Password:" field, a "Forgotten Password" link, and a "Login" button. An arrow points from the text "Returning Customer" in the instructions to the "Returning Customer" radio button, which is circled in red.

3. Once you are logged in you must navigate back to <http://www.theeasymarket.com/foodbank> by using the 'Back' button on your browser

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4. Select CookShop Classroom for After-School.

## CookShop Programs

### CookShop Programs

- [CookShop Classroom for After-School](#)
- [CookShop for Families](#)

NOTE: Later in step 8 you will return to this page and add items for **CookShop for Families**. **CookShop Classroom for After-School** and **CookShop for Families** ingredients must be ordered together.

5. Select which lesson you are ordering for.

The screenshot shows three lesson options, each with the Food Bank logo and a truncated title:

- CookShop Classroom for After-School – Lesson 1**  
MyPlate ..
- CookShop Classroom for After-School – Lesson 2**  
Fruit ..
- CookShop Classroom for After-School – Lesson 3**  
Vegetables ..

6. All ingredients per lesson are bundled. Each bundle contains all of the necessary ingredients for the specific lesson. You will order one bundle per classroom. (For example: 5 classrooms, QTY=5).
7. Repeat steps 5 and 6 to order for **CookShop for Families**. You will only order 1 bundle for CookShop for Families.
8. Once the correct quantities for **CookShop for After-School** and **CookShop for Families** have been added click "**Checkout**"

The screenshot shows the website navigation bar with a search box, a shopping cart icon showing 42 items for \$96.08, and a navigation menu with links for Home, My Account, Shopping Cart, **Checkout** (circled in red), and Blog.



9. Enter your delivery address. Make sure to enter cross street or any special delivery instructions. Click "Save changes." Your address should appear here Confirm it is correct. If the address is not correct, email [cookshop@foodbanknyc.org](mailto:cookshop@foodbanknyc.org) immediately.

### Checkout

**Payment address**

**Shipping method**

Please select the preferred shipping method to use on this order.

**Total-Based Shipping**

- Shipping \$0.00

**Payment method**

Please select the preferred payment method to use on this order.

- Credit Line
- PayPal / Credit or Debit card (Online) **PayPal**
- Cash, EBT, Credit or Debit On Delivery **Cash on Delivery**

**Delivery address**

Please select Delivery Date and Time.

Delivery Date :

Time Of Delivery :

Notes :

Product Name	Quantity	Unit Price	Total
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10. Select "Credit Line" for the "Payment Method". You will not be asked for payment. An invoice will be sent directly to CookShop.

11. Review your order one last time and click on "Confirm Order."

Add Comments About Your Order

I have read and agree to the [Terms of Service](#)

**Confirm Order**

In the comment section you may add your name, direct phone number and any specific delivery instructions.

12. A confirmation page will appear once you have placed your grocery order and will immediately be sent to your email address. Forward the confirmation E-mail to [CookshopGroceryOrders@foodbanknyc.org](mailto:CookshopGroceryOrders@foodbanknyc.org)  
**If the confirmation page is not generated or you do not receive an email, your order was not placed. Contact customer service immediately.**

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## Item Checklist for Delivery

To determine the ingredients and quantities of items to be delivered, complete the grocery order worksheets in accordance with the corresponding lesson/workshop number you are ordering for. You will use these worksheets upon grocery delivery as a reference to ensure all items are received, and ingredients can be correctly divided amongst each classroom.

Order form examples:

**Grocery Order Form**

Site Name: Abraham House  
 Order Date:   
 Store Name: East Market  
 Website: <https://www.easymarket.com/foodbank>  
 email a copy of Order Confirmation to: [cookshop@foodbanknyc.org](mailto:cookshop@foodbanknyc.org)  
 Contact: Alex Inoa  
 Store Phone: 347.759.2592

**Grocery Order Form: CookShop Families**

Site Name: Please select Site Name Here  
 Order Date:   
 Store Name: East Market  
 Website: <https://www.easymarket.com/foodbank>  
 email a copy of Order Confirmation to: [cookshop@foodbanknyc.org](mailto:cookshop@foodbanknyc.org)  
 Store Contact: Alex Inoa  
 347.759.2592

**Lesson 1: Meet MyPlate & The Food Groups**

Delivery Date:   
 Delivery Time:   
 Delivery Location (Site Address):   
 Coordinator Contact and Number:   
 Site DSN #:   
 Number of CookShop Classrooms for After-School Classrooms:   
 Fill In:   
Page 1

Delivery Date:   
 Delivery Time:   
 Deliver To (Site Address):   
 Coordinator Name and Phone:   
 Site DSN #:   
Page 1

**Items to be delivered for CookShop**  
Lesson 1: Meet MyPlate & The Food Groups

INGREDIENTS	QTY	SIZE	QUANTITY TO BE DELIVERED	QUANTITY RECEIVED
Example	1	16.1oz	0	
Refined Fat Free White	1	8 ounce container	0	
Whole Milk Yogurt	1	64 oz	0	
Cheddar	1	1 pound container	0	
Chicken Breast	2	12 ounce package	0	
Whole Wheat Flour	2	5 lb bag	0	
Black Soap	1		1	
Peanut Tossel	1		1	

No additional items may be ordered unless written approval from the Food Bank is attached.

**Workshop 1: Veggie Wrap**

Ingredient	Size	Quantity	Quantity Delivered
White Beans	16 ounce	2 cans	
Lemon	medium	1	
Romaine Lettuce	medium	1 head	
Cucumber	medium	1	
Michigan Apple	medium	1	
Olive Oil	1.5 quart	1 bottle	
Salt	25 ounce	1 bottle	
Black Pepper	2.5 ounce	1 bottle	
Whole Wheat Tortilla	large	1 package	
Black Soap	16 ounce	1 bottle	

\*Please ensure to only purchase items and quantities listed on the order forms. Any unapproved purchases (including, but not limited to excessive ingredients and/or items not listed) will be billed to and is payable by your Site.