CookShop

CookShop is a program of Food Bank For New York City
foodbanknyc.org

Grocery Online Order Instructions:
Easy Market

> **GROCERY CONTACT:** Easy Market
> **GROCERY PHONE:** 516.292.2090
> **GROCERY WEBSITE:** http://www.theeasymarket.com/foodbank

1. Log into http://www.theeasymarket.com/foodbank by clicking "**Log In**" on the upper right hand side of the screen. Login information will be received via email from the vendor.
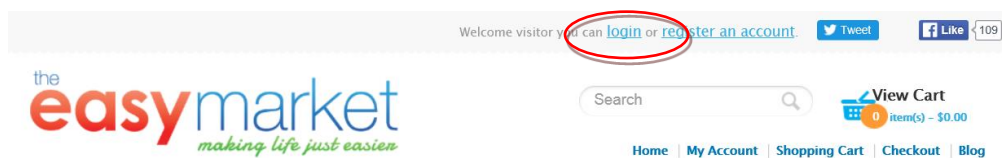
2. Enter log-in information as a "**Returning User**"
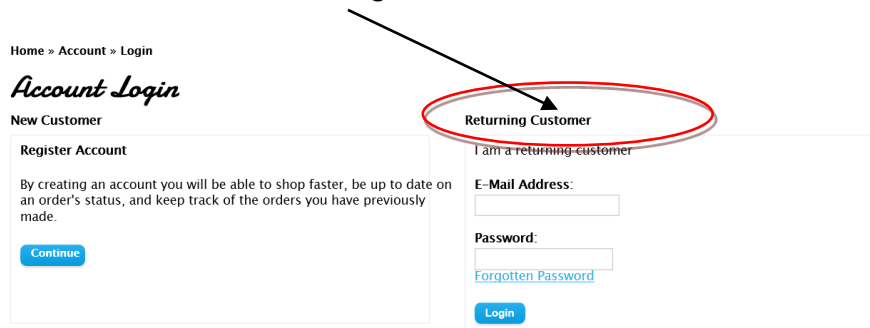
3. Once you have logged in navigate back to the '**Home Screen**'
http://www.theeasymarket.com/foodbank
be sure not to click on the EasyMarket logo or you will be logged out.

4. Reference the number of **classrooms** per grade on your completed **Grocery Order Worksheet** for **CookShop Classrooms** and **CookShop for Families**. **No additional items or quantities can be ordered without prior CookShop approval.**

   Link for Grocery Order Worksheets:
   http://www.foodbanknyc.org//news/fy-17-cces-grocery-order-form-easy-market

CookShop®

CookShop is a program of
Food Bank For New York City
foodbanknyc.org

Grocery Order Worksheet: Grades K-2

FOR REFERENCE ONLY, PLACE ORDERS ONLINE
EASY MARKET WILL NOT ACCEPT THIS FORM.

Order Date:	ALL ORDERS MUST BE PLACED 7 DAYS IN ADVANCE
Store Name:	Easy Market
Store Website:	http://www.theeasymarket.com/
	email a copy of order confirmation to:
	CookShopGroceryOrders@foodbanknyc.org
Contact:	Alex Inoa
Store Phone:	347-759-2592

CookShop *Classroom for Elementary School*

CookShop is a program of Food Bank For New York City

Step 1: Complete this table

Number of Classrooms Per Grade	
K:	3
1st:	5
2nd:	8

Step 2: Enter quantities into the Easy Market Site

	C	D
20	**Number of Classrooms Per Grade**	
21	K:	
22	1st:	
23	2nd:	

UNIT 1: Color Your Plate with Vegetables-CHEF

Note: Yellow fields will disappear once classroom numbers are added.

5. To begin your order, click on the link corresponding to the appropriate CookShop component for your school.

Foodbank Programs

Foodbank Programs

- CookShop Classroom K–2
- CookShop Classroom 3–5
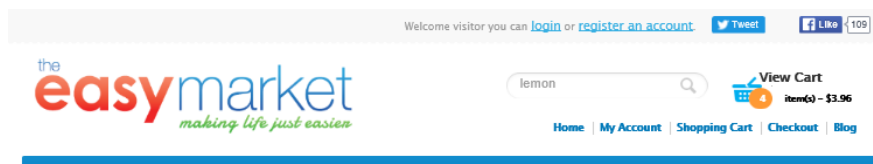- CookShop Classroom for Families

> Later (Steps 8 and 9) you must add the remaining **CookShop Classroom** and **CookShop for Families** orders. Only 1 order can be placed weekly for your school.

6. Select the corresponding grade and unit for your order i.e. 1st Grade – Unit 1 Chef*
*Remember to select the appropriate unit (chef <u>OR</u> explorer)
All of the ingredients for this lesson will appear as a bundle, be sure to order one bundle per classroom and click add to cart.

Price: $17.60

5 | Add to Cart

Let's Get Social

👍 Like 0 | Share | 🐦 Tweet
Pin it | Share

i.e. Enter the number 5 for quantity if your school has five 1st grade classrooms.

7. After you click 'Add to Cart' the quantity of items in your cart will automatically update.

Welcome visitor you can login or register an account   Tweet   Like 109

the easy market
making life just easier

lemon 🔍

🛒 View Cart
4 item(s) – $3.96

Home | My Account | Shopping Cart | Checkout | Blog

8. To continue ordering for other components, select **'Foodbank Programs'** (https://www.theeasymarket.com/foodbank)from the menu bar to navigate back to the **'Home Screen'**.

9. Finish placing your orders for each CookShop component (K-2, 3-5, and **CookShop for Families** by repeating the above steps.
*Coordinators must ensure that groceries for both components (CookShop Classroom for Elementary School and CookShop for Families) are ordered <u>together</u>.

10. Once you have placed all orders click **"View Cart"** on the upper right hand corner of the screen. The next screen will prompt you to review your cart. You may "**increase/decrease quantities**" Once you've confirmed all items in your cart are correct select "**checkout**"

Shopping Cart

Home » Shopping Cart

Image	Product Name	Quantity	Unit Price	Total
	1st Grade – Unit 1 Chef	5	$17.60	$88.00
	2nd Grade – Unit 1 Chef	6	$14.02	$84.12
	K Grade – Unit 1 Chef	6	$15.91	$95.46
	Workshop – Unit 1	1	$24.19	$24.19

What would you like to do next?

Choose if you have a discount code or reward points you want to use or would like to estimate your delivery cost.

○ Use Coupon Code

Enter your coupon here: [   ] **Apply Coupon**

Sub-Total: $291.77
Deposit-Total: $0.00
Reward Points(): $0.00
Total: $291.77

Continue Shopping   **Checkout**

12. Enter your school 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 immediately.

12. Select "**Credit Line**" for the "**Payment Method**". You will not be asked for payment. An invoice will be sent directly to CookShop.

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

A confirmation page will appear once you have placed your grocery order and will immediately be sent to your email address. Forward the email to your assigned CookShop Food Bank contact. **If the confirmation page is not generated or you do not receive an email, your order was not placed. Contact customer service 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 assigned CookShop Food Bank contact.