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# How to order a vegetable box

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More and more people are using the internet to do their shopping from the comfort of their own homes, including getting a variety of fresh seasonal vegetables delivered to their door. In this online guide we will take you step-by-step through what you need to do to choose your box of fresh vegetables, set up an account, and place your first order.

We're going to use <u>Riverford Organics</u> as an example of this kind of website. However, there are other similar sites such as Abel & Cole that you can visit to buy your vegetables as well as a variety of other grocery shops.

#### You'll need:

- a computer with an internet connection
- a debit or credit card for payment

#### Follow these step-by-step instructions to order a vegetable box

**Step 1:** Open your browser and go to <a href="http://www.riverford.co.uk">http://www.riverford.co.uk</a>. As you'll see from their home page, Riverford do much more than just sell vegetables, and once you've decided on a vegetable box you might want to spend some time browsing before you finally place your order. But, for now, let's have a look at the vegetable boxes.

Step 2: Click on boxes in the menu towards the top of the screen.



**Step 3:** You will see that the boxes come in a variety of sizes from Small to Bumper. For this guide we are going to chose medium.



**Step 4:** Next you need to check what sort of box you might like, just veg, veg and fruit or veg, fruit and meat – there is quite a bit of choice. For this guide we will choose the original veg box but do have a look at the choices as they change constantly depending on what is in season. If you want to know what sort of veg will be in the box, click on the image.



**Step 5:** The contents of the box will display showing what is available this week (don't forget these are seasonal vegetables so they will change from week to week). On the left hand side under **Also consider** you will see additional vegetables that you can add to your order. If this box is what you need click on **Add** 



Doing this will save the details of this item until you're ready to go to the checkout, just as if you'd put a product into your shopping trolley. The default quantity is set to one box, but you can increase this, or reduce it again, by clicking on + or - next to the quantity.

**Step 6:** Your basket will appear at the top of the page on the right-hand side, where you can also make changes to the goods you've selected by clicking on edit your basket and then clicking on + or - next to the item. After editing your basket and if you have finished shopping you can click on **checkout**. Don't worry, just as in a supermarket or shop, you still have time to change your mind and reduce or increase the quantities.



**Step 7:** The next screen will ask you to confirm the postcode for your delivery. Enter your full postcode and then click on **Next.** 

New to River ord?	Already a customer?
Please enter your postcode	Please login
Post code eg. TQ11 0LD	Email
NEXT	Password

**Step 8:** You will now get confirmation on screen of the day that deliveries take place in your area. You will also be asked how often you would like deliveries you have a choice of weekly, fortnightly, every three weeks, every four weeks or if you just want to try it out you can choose **one off.** To the right of the screen you'll see a tick sheet with your delivery postcode ticked, and your delivery schedule highlighted. You'll also see a picture of your vegman or woman, their name, telephone number and an email link to them. If all of this is OK then click on **next** 

Vour deliver We deliver to your	y day area on a Tuesday.	
Don't worry if you're n us where to leave your	ot home - most of our customers are out when we delive order if you're not in.	er. On the next page you can t
Vour ba Please choose how How often weekly	sket v often you would like a delivery and your first Your first delivery Tuesday 12th December V	delivery date.
Your order	Medium veg box (original)	
ADD TO THIS ORDE	R	NEXT

**Step 9:** This screen asks for your delivery address where you enter your name, delivery address, contact phone number, special instructions required to help find you, and instructions for where Riverford should leave the box if no one is in. (You must fill in all this information, but don't worry, if you miss an item you'll be prompted and not allowed to go further until you've completed the page.) When you're ready, click **next** to move on. Delivery address on the 'tick sheet' will now also be ticked.

our details		1 Delivery postcode
Your details	Contact phone number	Your delivery postcode is
Please enter your name	Please provide at least one contact number	2 Delivery date
Select title *	Home	starting on Tuesday 12th December 2017
Forename(s) *	Work	3 Delivery address
Surname *	Mobile	
		4 Billing address
Delivery address		5 Confirm your order
Your postcode is <u>(change your delivery</u>	postcode)	¥ 1.1
		Your vegman or lady
Please select your address		
Please select your address	<ul> <li>You can manually input your address</li> </ul>	

**Step 10:** Next you will be asked to confirm your billing address (which must be the address registered to your credit/debit card). This need not be the same as the delivery address, but if it is you can copy it over, or enter a different one if necessary. You're asked then to enter an email address twice (a second time to confirm accuracy) and password, which you should choose carefully so that no-one can guess it.

is your billing address the same as your delivery a	address?
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- Yes copy over my delivery address
- No I'll add my billing address

## Website registration details

Your email address will be your username, so you can log back in to make or amend future orders.

Email address \*

Enter email address again

Password \*

Your password must be at least 6 characters.

**Step 11:** You're almost there! If you don't want to receive information about your box contents or Riverford offers and promotions, click in the check box to remove the tick. If you're a vegetarian, you can click a box and opt out of mailings about meat.

There's a final dropdown menu asking how you first heard about Riverford; click to make your choice. Finally there's a window where you can type in details of any offer or promotion that you might be responding to. When all of this is done click on **next**.

**Step 12:** You're now ready to check your order. Clicking here brings up a screen where you'll see a summary of your order, and be offered two options for payment:

**Buy Now** (this is for a one-off payment) or **Set Up A Regular Paymen**t (this would be useful if you intend order on a regular basis such as weekly or fortnightly). At the moment we will click on **Buy Now.** 



**Step 13:** Enter your card details on the secure payment page. Check the details are correct and the amount you are paying is the same as previous pages. Once you are happy click on **Pay £.** 

RIV	ERFORD IIC FARMERS		
R	Recipe boxes   Bo	xes   Fruit &	veg   Meat   Dairy   Farm shop
your order			
Order summary For delivery on 12th D	ecember 2017		
Medium veg box (original)		1	£13.95
			This order total: £13.95
			Current account balance: £0.00
			Total due now: £13.95
PAY NOW			SET UP A REGULAR PAYMENT
		If you se exact pay	et up a regular payment method, we'll take ment for your order overnight before your delivery day.

**Step 14:** At this point, if you've signed up for 3-D Secure – an added layer of security for online credit and debit card transactions – such as Visa's 'Verified by Visa' and MasterCard's 'SecureCode', you might be asked for another password. Enter this as required. Your order will start to be processed as soon as you've entered your payment information successfully and you'll see a confirmation message on screen. You'll also receive a confirmation email and a separate email containing your online account login details.

You can also buy food boxes from these websites too:

- <u>https://cook.gousto.co.uk</u>
- <u>https://www.farmison.com/meat-boxes</u>
- <u>https://www.simplycook.com</u>
- https://www.mindfulchef.com

Thanks for reading our guide on How to order a vegetable box! If you have some time we recommend that you look at our other shopping guides in the Next Steps links below. Happy shopping!

#### **Next steps**

- How to save money online
- Internet shopping: how to buy online
- How to shop safely online

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