

## Placing a Pending Order

This is a short guide on how to place a pending order in the eBudde system. For full details view page 16 in the Volunteer Cookie Manual. Available on our website or in the eBudde Help Center.

### Ordering More Cookies

Creating a Pending Order Request when your troop needs more cookies quick and easy! Pending Orders should be placed by any troop that plans on stopping into a Cookie Cupboard to pick up multiple cases of cookies. This allows Cookie Cupboards to plan ahead and make sure all cookie varieties are available.

Pending Orders can be placed by the case, package, or a combination of both!

Pending Orders can be submitted by the Troop Cookie Coordinator or Troop Co-Leaders, and can be picked up by any Cookie Pick-up Person (pg. 17 in the volunteer manual).

### How to place a Pending Order in eBudde:

1. Click the “**Transactions**” Tab
2. Click on the “**Add a Transactions**”



3. The Cookie Transaction box will appear.

- **Pickup:** enter the date you wish to pickup the cookies. If the Cookie Cupboard has set hours, they will show under ‘Hours of Oper.’ and pickup times must be within those hours.
- **Cupboard:** choose the cookie cupboard location you will be using.
- **Variety:** fill in the quantities needed. The order can be in case and/or packages (12 packages in a case). The order can be edited at the time of pickup, if needed.
- **Contact Info:** The field can be edited for any notes you may have on the order. *For example: what or who the cookies are for in your troop.*

| Variety         | Cases | Pkgs  |
|-----------------|-------|-------|
| Savannah Smiles | 0     | 06    |
| Trefoils        | 0     | 0     |
| Do-Si-Dos       | 0     | 02    |
| Samoas          | 02    | 0     |
| Tagalongs       | 0     | 0     |
| Thin Mints      | 02    | 0     |
| S'mores         | 0     | 0     |
| Toffee-tastic   | 0     | 4 = 8 |

4. Click on the “**Save/Print**” or “**Okay**” button

**Special Note:** Any pending orders not picked up within one week of the pickup date will be removed for inventory control purposes.