

SU Delivery Station Locations

Service Unit Delivery Stations

A delivery station is the location your Troop’s Initial Cookie Orders will be delivered for sorting and dispersing to the troops in your Service Unit.

Cookie Delivery

- Cookie delivery will run from: **February 10 – February 18, 2021**
- Delivery Agent will contact the SU CSC with delivery date & time.
GSDH does not have control of scheduling delivery. If you have any preferences, be sure to note that in the notes section in eBudde. The agents deliver to a large area and are on a tight timeframe.

How to determine a Delivery Station:

Delivery Agent Guidelines

- No Stairs—they will use carts and pallet jacks to unload cookies.
- Clear of snow and ice.

A Safe Environment for Storage of Product

- Clean & Dry
- Well lit - outside as well as inside
- Animal/Insect Free
- Secure – locked

Easily Accessible for Volunteers

- Near main roads
- Safe neighborhood
- Nearby for a majority of volunteers & parents

Other

- How much space do you need and for how long will you need it?
You can see what the Service Unit sold in prior years in the 2018-19 eBudde drop down menu.

Pallet Measurements

ITEM		cs/L	#/L	cs/PLT	#/PLT	H/PLT (")
263-LEMON-UPS	8201110263	21	7	147	875	76
601-TREFOILS	8201199417	16	10	160	1,370	96
603-DO-SI-DOS	8201160300	20	10	200	1,535	92
604-SAMOAS	8201199420	15	12	180	1,337	92
606-TAGALONGS	8201160600	16	10	160	1,130	94
602-THIN MINTS	8201199419	20	10	200	1,720	91
128-S'mores	8201110128	15	10	150	1,162	71
067-Toffee-Tastics	8201110067	17	12	204	1,230	94
AVG/PLT				175	1,328	92

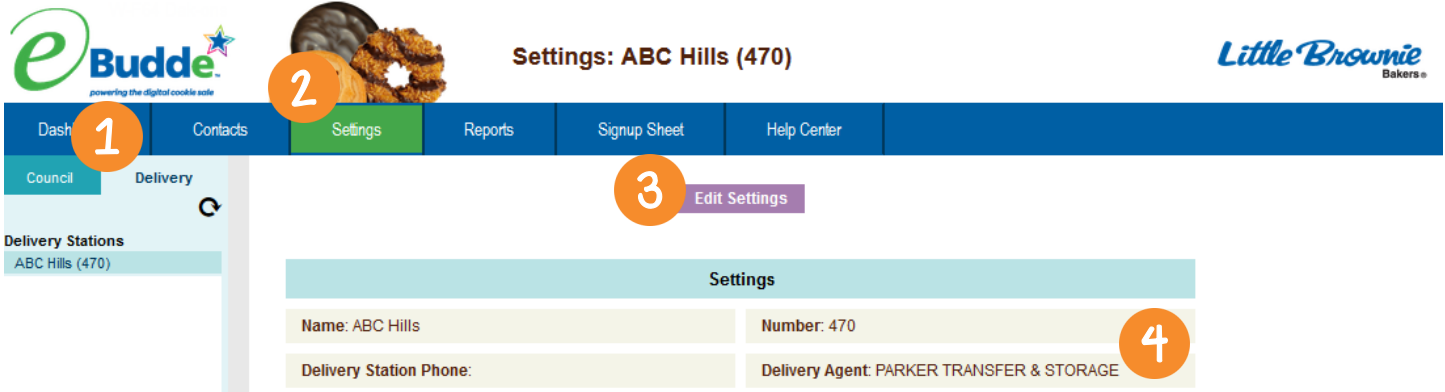
Cs/PLT is how many cases (cs) of cookies this type of pallet (PLT) will hold.

Example: your SU has 364 cases of Thin Mints ordered. One pallet of Thin Mints is 200 cases, so you will have 2 pallets total of Thin Mints.

Special Note: for smaller orders, the Delivery Agent may combine types per pallet to save room.

How to set your Delivery Station in eBudde

1. Click on “**Delivery**” Column (columns on left)
2. Click on the “**Settings**” Tab (across top)
3. Click on the purple “**Edit Settings**” button
4. Check to make sure the correct Delivery Agent is listed for your area.



When editing your information:

- Fill in all information circled in **green** to the right.
- If you have any special requests or information for the Delivery Agent, place them in the “**Delivery Ticket Spec. Instr.:**” box.
- If you have special instructions you want your Troops to see in their Delivery Tab, place them in the “**Comments for SU/Troops:**”.
- This could include info on where they are picking cookies up or about delivery day schedule.

Other

- Do not change the Delivery Station Type or the “Serv. Units” Selection. These should be pre-chosen for you.
- If you want to use eBudde for your Troops to schedule pick up times, this is where you can set that as well!