

**Just  
-in-  
Time**



*Cookie Manager*

# Delivery Stations

## 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 9 – February 17, 2022**
- Delivery Agent will contact the SU CM 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, 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 and 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 2020-21 eBudde drop down menu.*

## Pallet Measurements

ITEM		cs/L	#/L	cs/PLT	#/PLT	H/PLT (")
120 - ADVENTUREFULS	06120	16	10	160	1,063	94
263--LEMON-UPS	98243	21	8	168	992	87
601-TREFOILS	98254	16	10	160	1,436	96
603-DO-SI-DOS	98247	20	10	200	1,535	93
604-SAMOAS	98256	15	12	180	1,196	92
606-TAGALONGS	98248	16	10	160	1,170	94
602-THIN MINTS	98255	20	10	200	1,638	93
<b>AVG/PLT</b>				<b>175</b>	<b>1,290</b>	<b>93</b>
128-S'mores	98237	15	10	150	1,159	71
067--Toffee-Tastics	98236	17	12	204	1,305	94

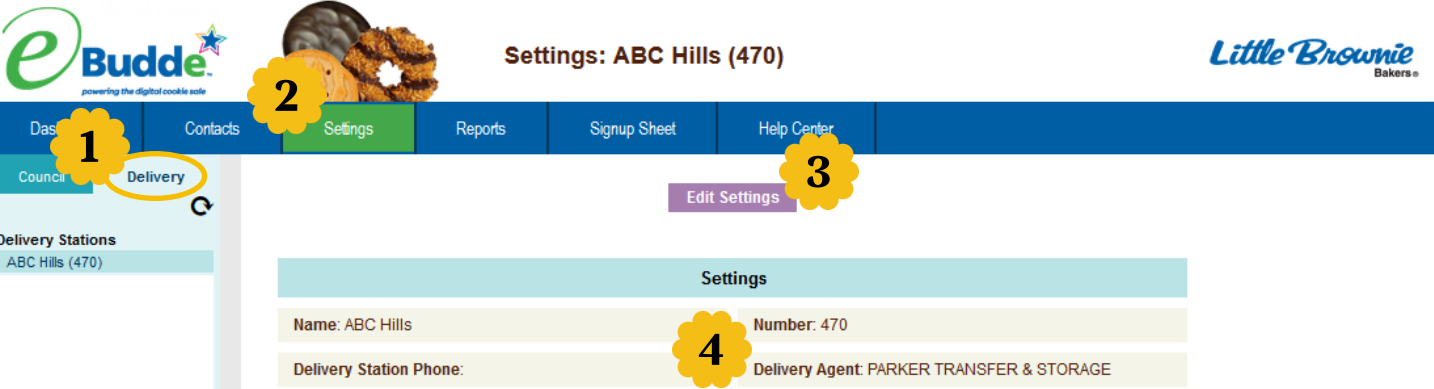
**Cs/PLT** is how many cases (cs) of cookies this pallet (PLT) has.

**Example:** your SU has 364 cases of Thin Mints ordered. One pallet of Thin Mints holds 200 cases, so you will have one full pallets and one partial pallet of Thin Mints, two total.

**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.



This is a detailed view of the Settings form. Fields are highlighted with purple and yellow circles. The 'Name' field contains 'Ada / Borup' and the 'Number' field contains '353'. The 'Delivery Station Phone' field is empty. The 'Delivery Agent' dropdown menu is set to 'Whalen's Moving & Storage'. The 'Contact Person' field is empty and circled in purple. The 'Line name' field is empty and circled in yellow. The 'Delivery Ticket Spec. Instr.' field is empty and circled in green. The 'Comments For SU/Troop' field is empty and circled in yellow. The 'Delivery Ticket Date/Time' field is empty. The 'Confirmation code' field is empty. The 'CONTACT:' section has 'Name' and 'E-mail' fields, both empty and circled in purple. The 'DELIVER TO:' section has 'Name', 'Address', 'Address2', 'City', 'ST', 'MN', 'Zip', 'Hm Phone', 'Wk Phone', and 'Cell Phone' fields, all empty and circled in purple. The 'City' field contains 'Ada', 'ST' contains 'MN', and 'Zip' contains '56510'.

**When editing your information:**

- Fill in all the information circled in purple 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**

This is a detailed view of the bottom section of the Settings form. The 'C1 name' field is empty. The 'Delivery Station Type' dropdown menu is set to 'Regular'. Below this is a section titled 'Select all of the SU's and Cupboards that will use this Delivery Station:'. To the right of this section is a 'Serv. Units' dropdown menu with options: 'Ada / Borup (353)', 'Belcourt (110)', and 'Brookings County (503)'. Below this section are three input fields: 'Time allotment' (minutes), 'Troop Case Overflow' (200), and 'Number of Pickup Stations' (1). At the bottom of the form are two checkboxes: 'I know the delivery date' and 'I know the delivery time'.

- 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!