

Ordering More Cookies: Pending Orders

Pending Orders must be placed by any troop that plans to get more cookies from a Cookie Cupboard. This allows Cookie Cupboards to plan ahead and move cookies to best meet demand and manage inventory.

- Pending Orders can be placed by the case, package, or a combination of both.
- They can be edited once you arrive at the cookie cupboard if you discover you need a different amount.
- Pending Orders can be submitted by the Troop Cookie Coordinator or Troop Co Leader and can be picked up by any Cookie Pickup person (see reverse side for details).

How to place a Pending Order in eBudde:

- 1. Click the "Transactions" tab
- 2. Click on the "+Add" button, a new screen with two boxes (Time & Place and Cookie Order) will appear.
- 3. Ensure that "Cupboard" is selected.
 - 3a. Complete the highlighted areas shown (and explained below the graphic).
- 4. Click on the "Save" button

ashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sales	Payments	Sales Report	Reports	Help (
uncil Cu Hide li kota Horizo	upboard Deliv nactive Troops ons		Fransact	tions				1						2	+Add
	Time & Place Date Receipt 02/14/2024 JP1000 # Normal Booth Adjustment Return 						Cookie Order Add Product Remove Product					Special Notes If you arrive to get cookies and have not placed a Pending Order, you will be asked to place			
[Troop Service Unit Cupboar Select Location 						Product Adventurefuls Lemon-Ups	Cases 0 0	Packages 0 0			provided. Make s have the app on phone!			ire you your
	Date: Time:					Trefoils Do-Si-Dos	0	0			Pendi up wi rem	ng order thin one oved for	lers not picked ae week will b or inventory purposes.		
3	Contact Info					Samoas	0	0			C				

- Select Location: use the pull-down menu to select which Cupboard you will be picking up from.
- Pickup: enter the date / time you wish to pickup the cookies noting the schedule of your selected cupboard.
- **Contact Info:** Your contact info may pre-populate but the field can be edited for any notes you may want on the order. For example: what or who the cookies are for in your troop.
- Cookie Order: Add Product button: fill in the quantities needed. Order can be in cases or packages. There are 12 packages in a case.



Picking Cookies up at a Cupboard

You've placed your Pending Order, now it's time to get the cookies at the Cookie Cupboard! Who's picking them up? A troop helper, spouse, grandparent or neighbor?

Any individual picking up cookies must be authorized to do so through eBudde. This authorized person is called the **Cookie Pickup Person**. Using an authorized Cookie Pickup Person provides protection to the troop in controlling inventory since troops are financially responsible for all cookies picked up.

Special Notes:

- If you are a Troop Co-leader but also a Cookie Pickup Person for a different troop, the other troop MUST use a different email address for you! Using the same email will 'demote' you in the system. Cookie Pickup People only have access to the cookie order and the "Contacts" tab. You need to be removed from that troop to get your troop level access restored.
- Troops may have more than one designated pickup person.
- You must enter your Cookie Pickup Person in eBudde **before** sending them to the cupboard.
 - Once entered, they will receive an email with a link to eBudde. Following the link, they will login using their email and **create** their own password.

If you have been 'demoted' in

eBudde and not sure which

troop added you—contact

GSDH

Member Services:

1-800-666-2141 or

help@qsdakotahorizons.org

т

Т

Т

• The Cookie Pickup Person should download the eBudde App and sign in prior to coming to the cookie cupboard for quick and easy pick up.

