



# GIRL SCOUT COOKIE PROGRAM TIPSHEET

## Cookie Cupboards

### PLACE PENDING ORDERS FOR EXTRA COOKIES FROM COOKIE CUPBOARDS

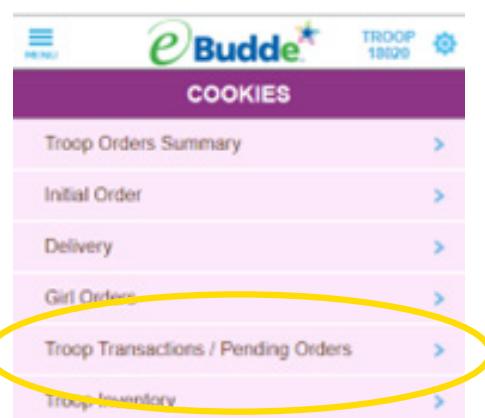
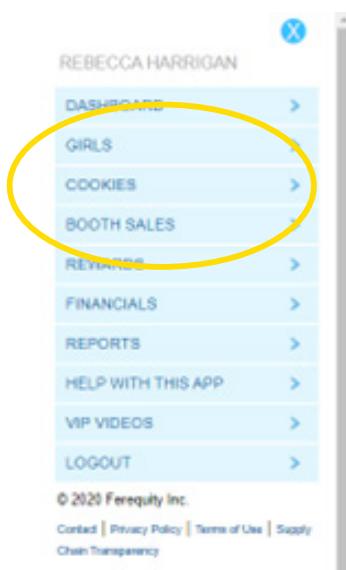
A Cookie Cupboard is a troop's source of extra cookies, whether for a booth, for Digital Cookie girl-delivery orders after you've submitted your troop's pre-order, or for continued in-person orders. Individual packages and full cases of cookies can be ordered and picked up at these locations Feb. 20-March 15. Individual cupboards set their open days and times. The GSEM Council Cupboard operates 10 am-5:30 pm M-F, and some Saturdays from Feb. 23-March 19. Any changes to cupboard locations will be communicated in weekly Product Programs emails.

Please visit the Cupboard Locations map on your eBudde dashboard to find specific location information, including address, email and phone. Having the eBudde app available can help a troop find a cupboard when they are out and about at a booth and away from their computer. Click the Data icon, then scroll to the Cupboard Locations map.

#### Placing a Pending Cookie Cupboard Order:

1. A pending order appointment is required to pick up cookies. To place a pending order, click on your eBudde Transactions tab online, or click Cookies, then Troop Transactions/Pending Orders on your app

Receipt	Type	Date	2nd Party	Pickup	Line	Rasp	Advf	Lmup	Tre	D-S-D	Sam	Tag	Tmint	Smr	Toff	Total
QI2100	normal	03/04	C63128	03/04		0	0	12	27	0	0	0	26	0	0	65
U70100	normal	03/02	C63128	03/02		0	19	0	0	0	36	0	17	6	4	82
27T000	normal	02/27	C63128	02/28		0	0	0	16	8	0	0	0	2	0	26
18 DOC shipped orders	normal	02/27	C200			60	17	2	11	16	0	31	65	12	0	214
1PM000	normal	02/20	C63128	02/21		0	24	0	0	18	15	0	12	0	0	69
4FJ000	normal	02/14	C63128	02/17		0	0	0	12	12	0	0	0	10	6	40
Grand Total																



Troops that take out cookies from a cupboard for the final Cookie Booth weekend of March 13-15 will have the option to return unsold cookies. See Cookie Booth Playbook for guidelines.

2. Make sure you are viewing All transactions. If not, click the arrow on the blue box and select All.
3. Click the +Add or “+” button on the top right to add a pending order
4. Select Normal and Cupboard
5. Click Select Location and choose your cupboard location
6. Select a date and time from those available
7. In the Cookie Order box, enter the case and/or package quantities you need. Make sure Add Product is selected to ensure the cookies get added to your eBudde inventory
8. Click Save or Create. These cookies will now be included in your troop’s inventory
9. You should receive an automatic order confirmation from eBudde in your email once you’ve placed the order. You do not have to bring this with you to pick up cookies, but you will need access to eBudde at time of pickup so you can confirm pickup of your order at the cupboard. You will not receive further confirmation of your order being ready. However, you should hear from the cupboard manager if there will be an issue with the order.
10. If you do not want to or are unable to pick up your pending order, you can designate another, trusted troop adult to do it. Unless they are already listed as a troop contact in eBudde, you must assign them the Troop Pickup User Only role in eBudde contacts. This will allow them to view the pending order on their eBudde app at time of pickup and confirm the order.
11. Once your order is picked up, it will no longer show as pending and you will receive an electronic receipt.

TRANSACTIONS

Pending

RECEIPT	2ND PARTY	PICKUP	TOTAL
VQ2100	C300	10/16	12 >
1R2100	C999	10/31	12 >
4R2100	C250	10/15	12 >
7Q2100	C999	10/15	10 >
IP2100	C250	09/09	12 >
EP2100	C250	09/10	12 >

ADD TRANSACTION

CREATE

TIME & PLACE

Date: 10/30/2020 Receipt: #

Normal Booth Adjustment Return

Troop Service Unit Cupboard

Select Location

Pickup Date: Time:

Contact Info: REBECCA HARRIGAN test@becky.lbb.com

COOKIE ORDER

Add Product Remove Product

Product	Cases	Packages
Lemon-Ups	0	0

Add Transaction

Cancel

Time & Place

Date: 11/09/2023 Receipt: UHI000 #

Normal Booth Adjustment Return

Troop Service Unit Cupboard

63021-2 Jeff M... (63021-2) XX XX XX XX XX XX

Pickup

Date: Time:

Contact Info: MichelleJohnson mjohnson@girlscoutsem.org 2300 Ball Drive

Product	Cases	Packages
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoa	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee Tastic	0	0

## EBUDDE VOLUNTEER TRAINING: TROOP PENDING ORDER TRANSACTIONS



[vr.girlscoutsem.org/PendingOrder](http://vr.girlscoutsem.org/PendingOrder)

## COOKIE CUPBOARD LOCATIONS

NAME	LOCATION
Joyce Trost	St. Louis 63128
Natalie Walker	St. Louis 63112
Mandy Franke	St. Peters 63376
Melania Covey	St. Charles 63301
Gail Meyer	St. Ann 63114
Mary Anne Hughes	Creve Coeur 63141
Jeff Miller	Ballwin 63021
Marni Ziegler	Florissant 63031
Kaylee Monroe	Festus 63028
Dawn Hendricks	Farmington 63601
Carolyn Pickel	Ballwin 63021
Robin Ackermann	Washington 63090
Sarah Pearman	O'Fallon 63366
Laura Castaneda	St. Peters 63376
Nicole Marshall	Kirksville 63501
Teresea Turgeon	Canion 63435
Deb Ziebarth	Macon 63552
Tammy Riley	Hannibal 63401
Karen Diamond	Moscow Mills 63362
GSEM Council Cupboard	2300 Ball Dr., St. Louis 63146





## ADD NEW COOKIE PICKUP USER IN eBUDDE

Troop Cookie Pickup Only user is a contact type available on the troop level to allow for other trusted adults outside of the Troop Cookie Manager or Troop Leader to pick up cookies from Cookie Cupboards. This user type has very limited access in eBudde—they can only access the contacts tab and will be able to confirm pickup using the eBudde app.

Note: If you are already in eBudde as a Troop Leader or Troop Cookie Manager, you can pick up cookies from cupboards. DO NOT add yourself as a troop pickup user; you will lose access to other tabs in eBudde.

Troop Cookie Pickup Users must be free from any financial restrictions

1. In eBudde, click on the Contacts tab
2. Select +Add
3. Select Troop Cookie Pickup User Only from the drop down role menu
4. Enter the name and email of the adult being allowed access as a Troop Cookie Pickup user. Don't worry about the GSUSA ID if you do not have that information. Make sure "Active" and "Receives Email" are checked to ensure the adult gets the order confirmation and can pick up the cookies
5. Click Save
6. The adult added as a Troop Cookie Pickup User will receive an email from eBudde to set up their account and create a password
7. When your troop has a pending Cookie Cupboard order, the Troop Cookie Pickup User will be able to log into the app and confirm the order. Be sure to communicate the Cupboard procedures to all Troop Cookie Pickup Users and ensure that they understand they must count the cupboard order and confirm the quantities before leaving

The screenshot shows the eBudde software interface. The top navigation bar includes tabs for Contacts, Settings, Girls, Inst. Order, Delivery, Girl Orders, Transactions, Cookie Exch, and Trox Pickups. The left sidebar lists contacts grouped by name, such as 'Johnson (15)', 'Johnson (16)', 'Johnson (17)', 'Johnson (18)', and 'Johnson (999)'. The main content area is titled 'Add a Troop Contact' and contains the following fields:

- Role:** A dropdown menu showing 'Troop Leader' as the selected option, with other options including 'Troop Leader', 'Troop Cookie Chair', 'Troop Booth Recorder Only User', 'Troop Cookie Pickup Only User', and 'Troop View Only User'. The 'Troop Cookie Pickup Only User' option is highlighted.
- Email:** An input field for entering the email address.
- Global ID:** An input field for entering the global ID.
- Active?**: A checked checkbox.
- Receives email?**: A checked checkbox.
- Primary?**: An unchecked checkbox.
- Add to all seasons?**: An unchecked checkbox.

At the bottom right of the dialog box is a 'Save' button.



## CONFIRMING CUPBOARD ORDER AT PICKUP

When picking up an order at a cupboard, the troop representative must be able to confirm pickup through eBudde at that time. Cupboards only use this electronic receiving process. Please ensure anyone picking up for the troop has access to do this. The eBudde app is recommended, as the web-version is not mobile-friendly.

### DAY OF PICKUP, IN EBUdde APP

1. Open eBudde App
2. Go dashboard for troop you are picking up
3. Tap calendar
4. Tap Confirm Order

*(This process is available on the same day only. See instructions below for late confirmation.)*

### DAY OF OR DAYS AFTER PICKUP, IN EBUdde APP

1. Open eBudde App
2. Click Cookies at the bottom of the screen
3. Tap Troop Transactions/Pending Orders
4. Click View By arrow to Ready for Pickup or All
5. Tap transaction picking up
6. Tap Confirm Pickup

*(This process is available in the app any time after pickup.)*

### DAY OF OR DAYS AFTER PICKUP, ON EBUdde WEBSITE

1. Log into eBudde
2. Click Txn Pickups tab
3. Click Confirm for each transaction that has already been picked up

