

GIRL SCOUT COOKIE PROGRAM TIPSHEET

Pre-Order Preparation & Submission

ENTERING & SUBMITTING TROOP'S PRE-ORDER

- In eBudde, review order sheet totals submitted in Digital Cookie
- Enter any paper order sheet totals given to you directly
- Note that at times, Digital Cookie orders can take a bit to make it into eBudde. If you have a Girl Scout whom you believe should receive the pre-order reward based on an order that has not appeared in the system, please reach out to the Answer Center
- When submitting your troop's pre-order, you will also need to confirm your delivery location and time, and your pre-order rewards. This will stop pre-order rewards from continuing to calculate sales.
- Once you submit your troop's pre-order, your orders will be locked. Any additional Digital Cookie orders for girl-delivery placed after that time will need to be picked up separately or distributed using your troop's extras. Such packages after submission or approved after this time will not count toward pre-order rewards. You will be locked from entering pre-orders in eBudde at 11:59 pm CST. If you need assistance entering your pre-order, contact your Neighborhood Cookie Manager or the Answer Center on Feb. 2.
- If orders are not submitted by the troop, what is in eBudde on Feb. 2 will submit automatically

Entering Order Sheet Totals:

1. Log in to eBudde
2. Go to your Init. Order tab
3. Click on the name of the Girl Scout
4. Enter total package quantity by variety from the paper order sheet you received
5. Click Save
6. Repeat for each Girl Scout with paper order sheet sales given to you

Reviewing/Approving Order Sheet Totals Submitted through Digital Cookie:

1. Log in to eBudde
2. Go to your Init. Order tab



- If you see colored messaging that says, “Needs Review,” it means nothing has been done for that girl yet. Numbers will all be zero

Troop Initial Order

Print

Submit Troop IO

All Girl IO orders should be reviewed and Saved.

| Uses Girl | DOC | | ARCA | Advf | LmUp | Tre | D-S-D | Sam | Tags | TMint | SMr | Toff | TGOC | Total |
|-----------|-------------|---------------|------|------|------|-----|-------|-----|------|-------|-----|------|------|-------|
| ✓ | Addison B | Order Card | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | DOC Girl Del. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Total Order | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ✓ | Elizabeth C | Order Card | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | DOC Girl Del. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Total Order | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

- When a Girl Scout’s order sheet totals are entered into Digital Cookie, the messaging will change to Review Parent IO. You will need to review her order sheet totals submission; do not do this until after your parent pre-order deadline to avoid additional changes

Troop Initial Order

Print

Submit Troop IO

All Girl IO orders should be reviewed and Saved.

| Uses Girl | DOC | | ARCA | Advf | LmUp | Tre | D-S-D | Sam | Tags | TMint | SMr | Toff | TGOC | Total |
|-----------|-------------|---------------|------|------|------|-----|-------|-----|------|-------|-----|------|------|-------|
| ✓ | Addison B | Order Card | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | DOC Girl Del. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Total Order | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ✓ | Elizabeth C | Order Card | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | DOC Girl Del. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Total Order | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

- Click on the order card row that needs to be reviewed and you will be taken to the Girl Scout’s initial order totals from the order sheet

Addison B. Initial Order

Cancel

You have provided the sale values from the Girl's Order Card

| Product | Order Card |
|------------------------------------|------------|
| Gift of Caring \$ 5.00 PIO=0 | 0 |
| Adventurefuls \$ 5.00 PIO=10 | 10 |
| Lemon-Ups \$ 5.00 PIO=7 | 7 |
| Trefoils \$ 5.00 PIO=4 | 4 |
| Do-Si-Dos \$ 5.00 PIO=8 | 8 |
| Samoas \$ 5.00 PIO=12 | 12 |
| Tagalongs \$ 5.00 PIO=6 | 6 |
| Thin Mints \$ 5.00 PIO=24 | 24 |
| S'mores \$ 5.00 PIO=20 | 20 |
| Toffee-tastic \$ 5.00 PIO=1 | 1 |
| Troop GOC \$ 5.00 PIO=0 | 0 |
| Total | 92 |

Product

Gift of Caring
\$ 5.00 PIO=0

Adventurefuls
\$ 5.00 PIO=10

Lemon-Ups
\$ 5.00 PIO=7

Trefoils
\$ 5.00 PIO=4

Do-Si-Dos
\$ 5.00 PIO=8

Samoas
\$ 5.00 PIO=12

Tagalongs
\$ 5.00 PIO=6

Thin Mints
\$ 5.00 PIO=24

S'mores
\$ 5.00 PIO=20

Toffee-tastic
\$ 5.00 PIO=1

Troop GOC
\$ 5.00 PIO=0



- 6. You will notice that there is PIO under the product name in grey. This tells you the packages that were sent from the caregiver in the Digital Cookie system. If you update the numbers in the order, you will always be able to see the original numbers that were sent. You can review the order and click Save.
- 7. If you entered a girl's order sheet totals and her caregiver submitted the order sheet totals through Digital Cookie as well, you will see a Review Parent IO message in orange. Once you review the two submissions, you can choose to use what the caregiver submitted and click on the Use Parent's button. If you do not want to use their numbers, click Save.
- 8. This will return you to the Init. Order recap screen. You will now see that the girl's initial order has been Saved. If you open her order card row, you will notice that eBudde tells you, "You have accepted the parent submission. If that situation has changed, please enter corrected values in the Order Card column and choose 'Save'."
- 9. You can make changes to order card items up through when you submit the troop's pre-order. If you have a girl with no pre-orders, you need not open her order card row to save.
- 10. If a caregiver has entered order sheet totals in Digital Cookie and saved them, but hasn't submitted them to you, you will see a red "Not in Order" message on the Order Card line. In such cases, this means these totals will not be included in your troop's pre-order; not the "0" total on the line. If you catch this before you submit the troop's pre-order, be sure to ask the caregiver to go in and click Submit in Digital Cookie.

Once you have all order sheet sales entered, reviewed and it looks good to you, click the Submit Troop IO button. Once you submit your troop's pre-order, you cannot make any changes to it.

In your Init. Order tab, you should see an Order card line with quantities, DOC (Digital Cookie) Girl Del. line and Total Order line. This is the total number of packages your troop will receive for a Girl Scout when you pick up your troop's order in February.

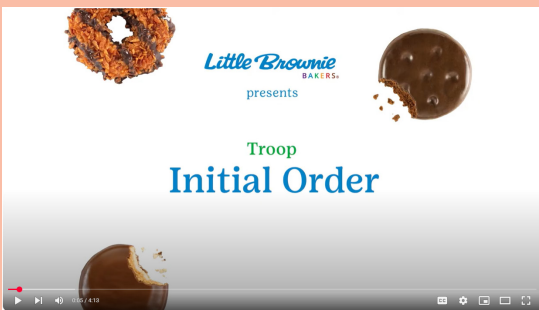
Once submitted, these totals will show up under the Girl Scout in your Girl Orders tab.

Troop Initial Order

Print

Submit Troop ID

| | | | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$6.00 | \$6.00 | |
|------|-----|-----------|---------------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|-------|
| Uses | DOC | Girl | DOC | Adv | Link | Tro | DOC | Sam | Tops | TMint | SMr | Toff | Total |
| ✓ | | Sharon C. | Order Card | Not in Order | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 0 |
| | | | DOC Girl Del. | | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |
| | | | Total Order | | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |



EBUDDE VOLUNTEER TRAINING:
TROOP INITIAL ORDER

vr.girlscoutsem.org/TroopInitialOrder

Pre-order Tips

1. Be sure to check each girl's order sheet for accuracy and to make sure she did not include any Digital Cookie online, paid orders on it. Digital Cookie online orders for girl delivery will automatically record, and will show as DOC Girl Del., for each girl on the eBudde Initial Order tab and submit as part of your troop's pre-order. Digital Cookie shipped or donated packages record automatically on the eBudde Girl Order tab because your troop will not physically receive these packages; they will count toward a girl's pre-order rewards though.
2. To enter order sheet orders for donations to Project Thank You, use the first column PTY. You will not receive these packages in your physical inventory because the council is responsible for ordering and delivering these cookies to the donation partners at the end of the Cookie Program. TGO, Troop Gift of Caring, is where you will record donation packages if your troop has chosen a different charity for donation cookies. For TGO, the troop is responsible for ordering extra packages and donating them to the chosen organization. These cookies can be added as troop extras, come from booth cookies, or be picked up from a cupboard.
3. Be sure to click the Save button each time you enter a Girl Scout's order sheet totals to ensure you do not lose anything. You can save as many times as needed, but you can only Submit once. Do not click Submit Troop IO until you're sure everything has been entered. Once you submit your order, you cannot make changes.
4. If your troop would like to order extra cookies at pre-order time for booths or in anticipation of additional orders in February and March, click on Booth at the bottom of the Initial Order tab. Enter your booth order in packages by variety. View Cookie Booth section and FAQs for guidance on ordering extras for booths.
5. Troop pre-orders will only come in full cases, so eBudde will automatically round up your troop order to the nearest full case (12 boxes/case) for each cookie variety. The Others+Extras+Charity line at the bottom of your Initial Order tab will show the number of packages added to make a full case. These cookies can be used to fulfill gift of caring donations, continued orders, booth sales or additional Digital Cookie girl-delivery orders.
6. If you need to make changes to your troop's pre-order after submitting, contact your Neighborhood Cookie Manager or the Answer Center by Feb. 3 for assistance.
7. If your troop doesn't officially click Submit IO for their pre-order, and there are digital cookie orders for any girls in the Init. Order tab, it will be submitted automatically on Feb. 2. This includes any round-up packages automatically in there. All cookies must be picked up in February.
8. If you want to print/save your troop's pre-order report, simply click the Printable Version on your Init. Order tab in eBudde. You can also print an pre-order pickup sheet from your Reports tab.



SELECTING A PRE-ORDER PICKUP DATE/TIME/LOCATION

1. Once you submit your troop's pre-order, you must select a location, date and time for picking up your troop's order. This selection cannot be made until you submit the initial order.
2. Troops in Districts 15, 16, 17; D11/N2 and D18/ N3, should select their local delivery option. Your Neighborhood Cookie Manager will contact you to schedule a specific pickup time.
3. Click on the Delivery tab
4. You will see the summary of your troop's order on the left. It will be listed in total cases, which determines how many pickup slots you need.
5. In the box on the left, select who will pick up your troop's cookies and indicate if you are picking up another troop's cookies.
6. On the Delivery Station and Time box, you'll see how many slots you need. It's based on case count and approximate amount of time needed to count and load your cookies. You can scroll through the dates and locations. Many locations have multiple pickup lines, so you can click the arrow to the side of the Line # to the right to view more options. As much as possible, please select a time adjacent to another troop to avoid long time gaps.
7. You will need to look for enough slots to accommodate the number eBudde says you need. Once you find them, simply click on the time and it will automatically put your troop down for those slots.
8. Click the Submit button
9. You will be able to print a delivery confirmation at this time.

Delivery Pickup

| Variety | My Troop |
|--|-----------|
| Adventurefuls | 6 |
| Lemon-Ups | 3 |
| Trefoils | 6 |
| Do-Si-Dos | 8 |
| Samoas | 14 |
| Tagalongs | 12 |
| Thin Mints | 21 |
| S'mores | 6 |
| Toffee-tastic | 2 |
| Troop Total | 78 |
| Pickup Total including any other pickups | 78 |

Who is picking up your cookies?

☒ Someone from my Troop

☐ Some other Troop (or my SU)

Will you be picking up for more than one troop?

☐ Yes ☒ No

Delivery Station and Time
Please choose your Delivery Station

MON 2-12 63045 Co. house (63045-2-12)

You need 2 contiguous slots.

Line: ◀ Line 2 ▶

| | |
|---------|----------------|
| 7:30am | T1479 |
| 7:40am | (T1479) |
| 7:50am | T2246 +T3293 |
| 8:00am | (T2246 +T3293) |
| 8:10am | (T2246 +T3293) |
| 8:20am | T936 |
| 8:30am | (T936) |
| 8:40am | T488 |
| 8:50am | (T488) |
| 9:00am | (T488) |
| 9:10am | (T488) |
| 9:20am | (T488) |
| 9:30am | (T488) |
| 9:40am | (T488) |
| 9:50am | (T488) |
| 10:00am | (T488) |



**EBUDDE VOLUNTEER TRAINING:
TROOP DELIVERY CONFIRMATION**

vr.girlscoutsem.org/TroopDelivery



TROOP PRE-ORDER PICKUP LOCATIONS*

**Locations and times subject to change; final information is in eBudde*

Important Delivery Location Update

Our long-time delivery partner, A-Mrazek Moving Solutions, is now McCollister’s Global Services. They moved to a new location in Chesterfield/Maryland Heights area.

| DATE/TIME | LOCATION | TYPE OF PICKUP |
|----------------------------------|---|-------------------------|
| Tues., Feb. 17, TBD | Farmington 63640 | Drop |
| Wed., Feb. 18, 7:30 am-3:30 pm | Walmart, Fenton 63026 | Drive-up |
| Wed., Feb. 18, 7:30 am-5:30 pm | Schnucks, Chesterfield 63017 | Drive-up |
| Wed., Feb. 18, 2-5 pm | Walmart, Troy 63379 | Drive-up |
| Wed., Feb. 18, 12:30-5:30 pm | Schnucks 63109 | Drive-up |
| Thurs., Feb. 19, 7:30 am-5:30 pm | Grant’s Farm 63123 | Drive-up |
| Thurs., Feb. 19, 7:30 am-5:30 pm | McCollister’s Warehouse 63146 | Drive-up |
| Thurs., Feb. 19, 9 am-5:30 pm | Lowe’s, Wentzville 63385 | Drive-up |
| Fri., Feb. 20, 7:30 am-6 pm | McCollister’s Warehouse 63146 | Drive-up |
| Fri., Feb. 20, prior to 2 pm | Camp Cedarledge, Pevely 63070 | Drop |
| Fri., Feb. 20, 7:30 am-5:30 pm | Cord N American Warehouse 63045 | Mega pickup; drive-thru |
| Sat., Feb. 21, 7:30 am-6 pm | The Rock Church 63021 | Drive-up |
| Sat., Feb. 21, 8-11 am | West Side Missionary Baptist Church 63021 | Drive-up |
| Sat., Feb. 21, 7:30 am-1:30 pm | Fox C-6 Service Center 63010 | Drive-up |
| Sat., Feb. 21, 7:30 am-4:30 pm | Washington West Elementary School 63090 | Drive-up |
| Sat., Feb. 21, 8 am-12:30 pm | Schnucks, University City 63130 | Drive-up |
| Sun., Feb. 22, 11 am-2 pm | Hillsboro Courthouse, Hillsboro 63050 | Drive-up |
| Sun., Feb. 22, 11 am-3 pm | McCollister’s Warehouse 63146 | Drive-up |
| Sun., Feb. 22, TBD | Ste. Genevieve, Bunker Firehouse, Potosi | Drop |

TYPE OF PICKUP KEY

DROP

Delivery company will drop off the cookies at the location and troops will be given a window of time in which they must pick up their orders; no appointments required

DRIVE-UP

Trucks with cookies parked at the location, then troops drive to assigned line/truck, get out and count cookies with workers who load the cookies in vehicle

MEGA DRIVE-THRU

Large-scale pickup initiative where troops will drive through a line of cookie pallets and workers will load cookies into your vehicle along the way, while another worker counts the cookies as they are loaded