



Cookie Cupboards

How do you order MORE cookies?

It's EASY! eBudde has a **Pending Order** feature that will allow you to place your cookie request electronically to your chosen cupboard location. By using the Pending Order process, your eBudde transaction is directly linked to a cookie cupboard—allowing you to pick up exactly what you need, when you need it! Remember—all cookies ordered and received are the property of the troop for which its members are financially responsible.

1. Click on the TRANSACTIONS tab
2. Click the ADD A TRANSACTION button for a transaction ticket to appear
3. Click in the Pick-up field and select when (day and time) you will be coming to pick-up your order. REMEMBER: ALL locations are closed on Sundays. Each location has listed hours and days of operation as well as the time they are closed for lunch where applicable.

4. Skip the following fields—they have already been filled in for you:
 - Date = date you are entering the transaction
 - Receipt = your unique receipt number
 - Type = Normal
 - 2nd Party = Cupboard

Edit if necessary:

- Contact Info = Contact information of person logged into eBudde entering the additional order is pre-filled and should only be changed if someone else is picking up the order.

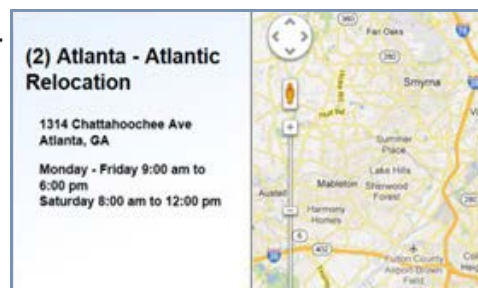
5. Complete the fields as follows:

- Select your specific pick-up location from the drop-down menu (locations are listed by the city in which they are located)
- Cases = quantity of each variety you would like to pick-up. Tip: Use the tab key on your keyboard to sum to varieties as you move to the next field.

IMPORTANT: Although there is a Pkgs column available for data entry, **GSGATL is ONLY honoring reorders placed in the Cases column** as troops are only able to order varieties in full case counts.

- Product Movement = Leave as is (Add Product)

A location MUST be chosen in order to process your request. When choosing your pick-up location, please be mindful of the hours of operation. The exact physical address and any special instructions for the site can be viewed using the MAP IT feature.



6. Click "OKAY" when you have completed the entire transaction | receipt. If you would like a print out of your order, instead of clicking OKAY, click the "SAVE/PRINT" button.

