Cookie Cupboard Guidelines

GSWCF cookie warehouses/cupboards are paperless. All troops, regardless of chosen cookie warehouse or cupboard pick-up location, must enter a pending order for all additional cookie pick-ups. All troop pick-ups **are signed for electronically via the eBudde login before leaving the cupboard location**.

Troops must submit a pending order for all additional cookie pick-ups. To submit a pending order:

Step 1: Log into eBudde.

Step 2: Click "Transactions" tab.

Step 3: Click "Add a Transaction" and complete the required steps on the Cookie Transaction form:

- **Date**
- **Pick up**: Select the date and time of pick up
- **Type**: Select "Normal"
- **2nd Party:** Select "Cupboard"
- **Product Movement:** Select "Add Product"
- **Variety:** Enter the desired quantities of cookies in cases only

Remember: cookies must be ordered in cases. There are 12 packages in a case.

Step 4: Review the order and make any changes (eBudde totals the information, but please verify for accuracy).

Step 5: Double-check "Pending Transaction" is showing under the "Transactions" tab.

How far in Advance do Troops Need to Enter Pending Orders?

Main Warehouse or Cupboard Locations: Troops must enter pending orders at least 24 hours before pick-up. Any warehouse-specific details are outlined in eBudde for the delivery agent.

Mobile Cupboard Locations: Troops must submit a pending order 24 hours before the scheduled pick-up to ensure it is processed and added to the delivery truck.

Add 'Troop Pick-Up Only Users:' Troops can add any adults who will be picking up cookies from a cupboard to eBudde. Troop cookie managers and troop leaders with eBudde access can also record the information.

- A 'Troop Cookie Pick up Only User' can be a caregiver or other adult in charge of picking up product from a cupboard.
- Troop leaders and cookie chairpersons should **NOT** add themselves to this user type.
- This user can **ONLY** sign for the cookies received at a cupboard.