

Cupboard Basics

After Starting Inventory Delivery day, additional cookies are stored and can be picked up from cupboards. Days and hours of operation varies from cupboard-to-cupboard. Therefore, you should check the schedule before placing an order. Also, since not all cupboard locations have phone and/or computer access, procedures may vary slightly. In order to facilitate smooth operation for all cupboards, please follow the guidelines below.

Cupboards begin to open January 30 (see eBudde for specific dates and times for each cupboard)

Guidelines for Cupboard Orders

- Troops should contact girls before placing an order at the cupboard to see if the girls have any extra inventory that the troop could use. The troop could absorb the girls' extra cookies for booth sales or to transfer to another girl.
- Troops are encouraged to seek troop to troop transfers to help sister troops before going to a cupboard for more cookies.
- Cookies ordered from the cupboard are paid for at the second ACH debit.
- Orders for cookies from the cupboard must be placed by Troop Cookie Chairs (TCC) using eBudde. Troops should not phone/email the Council or Cupboard Managers directly.
- A cookie cupboard order is not a guarantee of inventory availability.
- All cupboards will operate in WHOLE CASES ONLY through February 16. Beginning February 17, troops can pick up in individual package quantity through the end of the sale.
- TCCs should enter all authorized adults to pick up cookies on the **Troop Settings** tab in eBudde prior to the start of booting.
- Authorized adults should be prepared to show photo ID to cupboard staff when asked.
- Cupboard transactions will be paperless in some locations, using the Cupboard Keeper App. Utilizing a tablet, you will acknowledge your cookie order via your eBudde password which will send an email receipt to you. Whoever picks up cookies from the cupboard must know **their** eBudde log-on and password to complete these transactions.
- Cupboards maintain their cookie inventory based on the amount of cookies requested by troops through the eBudde pending order system.
- Enter your pending order quantities in eBudde and enter your desired pickup date. **Troops should place their cupboard pending orders 24-48 hours in advance.**

Cupboards have all 8 Varieties

- All eight cookie varieties will be stocked in the cupboards.
- Sometimes cupboards temporarily run out of a certain type of cookie, but in most cases are able to receive a delivery of additional cookies by the next day. eBudde allows us to mark it as "out of stock" so troops know up front of its availability, however, this is a manual process and there are times when the orders exceed availability inventory. We do our best to keep an eye on inventory levels and turn off varieties that are unavailable.
- Keep an eye out for cupboard inventory emails from eBudde, which will inform troops when a cupboard is out of a variety and when it is expected to be restocked.

Touch base Tuesdays

It can be hard to track how many cookies a girl still has on hand. Before a troop takes more from a cupboard, the parents should communicate weekly to see if cookies are being sold as expected. No one wants too many cookies on hand at any given time. Work as a team to manage inventories.