

Returns / Exchanges / Consignments

- ❖ Transaction types do not overlap so the cupboard can be organized and efficient. **Please do not ask the cupboard staff to do a transaction if its time has passed or is not yet available.**
- ❖ If the last day of a transaction type occurs on a day that the cupboard is closed, the transaction type will end on the last day that the cupboard is open during that period. *For example: Even exchanges end February 26, but the cupboard you wish to visit is closed that day. Therefore, the last day to do exchanges with that cupboard would be the last day that cupboard was open before February 26.*

Returns – February 4-5

1. Troops may return up to 10 cases of cookies from their SIO on these dates, as long as the troop has not added any cookies into their inventory via cupboard pick-ups or troop-to-troop transfers.
2. Only whole cases may be returned.
3. Returning cases has two steps:
 - Record the transaction in eBudde as a cupboard transaction where you Remove Product
 - Return the cookies within the designated timeframe
4. Pick ups of additional inventory are not allowed on the same day as a return.

Even Exchanges—February 13 – 26

1. Troops may make even exchanges of damaged cookies for another package/case at any time, but only of the same variety. No eBudde transaction is needed when you are returning damaged cookies – just go to the cupboard. *Remember, melted cookies are not damaged cookies.*
2. Troops should actively pursue Troop-to-Troop transfers to resolve surplus inventory. Use the **COOKIE EXCHANGE** tool in eBudde to post about your needs or contact your SUCPC. S/he will be a great resource on troop-to-troop transfers as s/he might know if other troops are looking for product.
3. Enter exchanges in eBudde as two transactions: Add Product for what you are picking up, and Remove Product for what is being exchanged in.
4. Even exchanges of **whole cases only** (12 packages of the same variety) are permitted at designated cupboard locations only. Verify that the cupboard you plan to visit accepts exchanges (most do). All orders after the exchange period ends are final. Individual packages may not be exchanged.
5. There are no minimum or maximum number of cases required for exchanges.
6. Individual girl exchanges/returns must be done within the troop, not at the cupboard.

Consignments—March 2 – 8

1. Troops may check out up to 10 cases of cookies on consignment from designated cupboards from March 2 – 8 to support them through the last weekend of booting, while decreasing risk of having excess inventory.
 - Complete the Consignment Inventory Form available at www.girlscoutsla.org
 - Add the transaction to eBudde
 - Troops may only have one open consignment at a time
2. Consignment orders must be returned to the original cupboard during that cupboard's scheduled hours, but no later than March 10 (check that cupboard's schedule for consignment returns after March 8). Consignment cookies not returned by originating cupboard's final day will become the troop's responsibility.
3. **Best practice:** Consider doing troop to troop consignments too. It's a win-win!

The **COOKIE EXCHANGE** tab in eBudde is a great tool for troops looking for more product or who have excess product. It enables troops to list what they have, and for other troops to find troops to help by transferring product into their inventory.

- List what your troop has to offer as troop transfers.
- Remember to update your listing to reflect what you currently have available.
- The Cookie Exchange is not a guarantee that you will be able to transfer cookies to another troop;