

Placing a Cupboard Order

Place a Pending Order for Cupboard Pickup, Exchange, Return, or Consignment

Cookie cupboards need a pending order to help ensure cookies are available. If inventory at your local cupboard runs low, troops that do not submit a pending order 24-48 hours in advance may be asked to wait until all pending orders are filled. The pending order system does not guarantee cookie availability, but it is the best method to help us to manage the cookie inventory.

Placing a pending order 24-48 hours in advance of your needs helps us plan for distribution.

Troops create pending cookie order requests for a cupboard on the **Transactions** tab. Enter one order for the entire troop instead of separate orders for each girl. Follow these steps to enter a pending order:

For all transactions

- Click on the **TRANSACTIONS** Tab
- Click **ADD A TRANSACTION**. A new Cookie Transaction Window appears.
- Click **PICKUP** to enter the date and time of your planned cupboard visit. The system will only allow pickups to be scheduled on days and times during which the cupboard is open. See the Hours of Oper. Section for that cupboard's schedule.
- Choose your desired Cupboard from the **SECOND PARTY** drop down. Click the **Map it** link to get the address and map.
- Enter your cookie order in cases and packages, as applicable. Note, you may only order in whole cases until February 17.

Enter a pick up

- For **PRODUCT MOVEMENT**: Choose **ADD PRODUCT**

Enter a return

- For **PRODUCT MOVEMENT**: Select **REMOVE PRODUCT**

Enter exchanges

You must enter two transactions for an exchange — an Add Product and a Remove Product, with the added product being more than or equal to the removed product.

- In the Receipt field, place the curser in front of the auto-generated receipt number and type EXCH-IN for product being returned, and EXCH-OUT for product being picked up. Example: EXCH-IN PHB100; EXCH-OUT PHB200

Enter consignments

- For **PRODUCT MOVEMENT**: Follow the directions above for picking up or returning cookies.
- In the Receipt field, add the word CONSIGN in front of the auto-generated receipt number.
- Click **Okay**, then click **SAVE**. Your pending order is now placed with the cupboard.
- You also have the option to print your order, please do so and bring it to the cupboard.

When you view the Transactions tab, you will see a “yes” under the Pending column. This is your indicator that this order is still awaiting pickup at the cupboard and may be edited or deleted if necessary. Troops are not financially responsible for cookies until they have been picked up.