

# Starting Inventory Order

## Determine a Starting Inventory Order (SIO)

In order for girls to have the necessary inventory on hand, it is imperative that troops order enough cookies in their starting inventories. We recommend ordering at least **75% of what you expect to sell in total**. History tells us that at least 75% of the sale happens during the first two weeks. Ordering enough cookies in your SIO means you may not have to go to the cupboard that first week, and the girls will be able to keep up with the momentum. When determining your SIO, keep these things in mind:

1. Troops must have a bank account opened before placing an SIO.
2. All troops will have access to an Excel worksheet where they can enter their troop number to view last year's number of participating girls and troop sales numbers. The worksheet will calculate a Starting Inventory Order recommendation based on last year's total troop sales and the number of girls participating this year.
3. New troops (with no prior sales history) will be provided similar guidance based on their girls' program age level and their region's per girl average (PGA).
4. The Excel file breaks down your troop order into a **suggested** variety assortment and disbursement for girls. You can modify this mix as you see fit. **The TOTAL NUMBER of CASES is the criteria to meet the SIO Reward** requirement.
5. Troops should include a starting booth sale quantity as well as inventory for girls to sell individually as part of their SIO. Remember to include inventory for a Cookie House Party, where customers purchase cookies by the case. Ideally, the troop's SIO should carry them from the Go Day through the end of the first weekend of boothing. That's a long time and a lot of cookies!
6. **Troops may not set a quota for girl to sell.** Speak to the parents about how much inventory they want to take to start. Remember that the SIO includes both individual girl cookies and boothing cookies, so don't expect to distribute all of the SIO cookies to the girls right away.
7. Consider that the cookie cupboards are very busy through the first week of booth sales.
8. Since individual girls have not started taking orders, you will not enter the SIO by girl. Instead input the order as "Other" to cover the individual sales for the girls and "Booth" to cover what is being ordered for the booth sale.

**You must both “enter” and “submit” your SIO in eBudde by the due date for your troop to receive cookies on delivery day.**

## ENTER your Starting Inventory Order

- Click on the **INITIAL ORDER** Tab.
- Enter your order as a troop, not by individual girls.
- Click on **OTHER** to input the total cookies you anticipate distributing to the girls to sell. Tab to each package to enter the number of **cases** per variety. There is no option to enter GOC orders during the SIO.
- Click on **BOOTH** to enter the troop's booth order. These are cookies that may not be distributed to the girls immediately, but will get you through the first weekend of boothing. Note: there is no GOC column for Booth orders.
- The SIO must be submitted via eBudde in **whole cases** (12 packages per case).
- Click the **OK button** on the far bottom right side of the screen.
- Click **SAVE** at top of the screen.



## **SUBMIT your Starting Inventory Order**

- Review the totals at the bottom.
- Check to make sure you don't have an extra zero or ordered packages instead of cases. (For example, if the suggestion was 7 cases of Samoas, you would enter 7 [cases], not 84 [packages].) **Once you submit your order, the cookies belong to your troop!**
- You can **EDIT** and **SAVE** as many times as you need to, but you can only **SUBMIT** your order once.
- Once you have verified that the order is accurate, click **SUBMIT ORDER**.
- Once you SUBMIT the order, you will not have access to change the order. If you discover a major error after you have submitted the order, immediately contact your Service Unit Cookie Program Chair (SUCPC).

## **Choose your Delivery Time**

Some service units will pre-assign troops to a cookie pick up schedule; others will allow troops to choose from a pre-set schedule. Your SUCPC will notify you of your SU's process.

- Click on the **DELIVERY Tab**
- Click **WHO** is picking up your troop cookies
- Click if you will be picking up for more than one troop
- If it is not already filled in, select your **DELIVERY STATION** from the drop down. Usually there is only one location option.
- If one has not already been assigned, choose a pick up time and lane (if applicable)
- Click the **SUBMIT MY INFO** button at the top of the screen

The system will confirm that your delivery information was updated. You can print the delivery confirmation for your records. It details when and where to be for delivery, the number of cases for each variety that you will receive, and how many cases will fit into your vehicle. This confirmation can be especially helpful if someone else will be picking up the cookies. It gives them complete instructions.

<b>Car type</b>		<b>Approximate Number of Cases of Cookies</b>
Compact car	Ford Focus Honda civic	22
Mid-size Sedan	Ford Fusion Chevrolet Impala	30
Small SUV	Toyota Rav4 Honda CRV	35
Station Wagon	Dodge Magnum Taurus Wagon	70
Mid Size SUV	Ford Explorer Honda Pilot	55
Mini Van	Dodge Caravan Honda Odyssey	75
Pickup Truck	6 foot bed	100
	8 foot bed	125
Standard Van	Ford Econoline Dodge Ram Van	150

# Submit Starting Inventory Reward Order

Immediately after the SIO is submitted, the TCC must also submit the Initial Reward order in order for the troop to receive the SIO rewards. **Troops will not receive SIO rewards unless this step is completed.** This reward is based on whether a troop submits the **recommended** quantity of 75% based on the SIO worksheet. **eBudde cannot automatically calculate the SIO reward order.** Therefore, qualifying troops should enter the number of rewards for the girls (one for every girl who is planning to sell; this should be the same number you used to calculate your SIO order). Your SUCPC and Product Program staff will verify this and correct eBudde as needed. Verification will be based on the number of girls who will be selling corresponding with the number of packages ordered. Troops who choose to opt out of rewards **will** receive Starting Inventory Rewards.

## SUBMIT your Starting Inventory (SIO) Rewards

- Click on the **REWARDS** Tab
- Click **FILL OUT** next to Initial Reward Order
- If you ordered the recommended number of cookies, enter the number of rewards you qualify for. The number of rewards should correspond to the number of girls you used to calculate the 75%. This number of rewards will not change, even if you increase the number of girls selling after you submit your SIO.
- Click **SUBMIT** to submit your troop's initial reward order
- Click **OK** in the pop up box to confirm your submission
- Once the girl rewards are submitted, NO changes can be made to this field.

Use the form below to fill out your initial reward order.  
Click on a girl id at the top to edit a girl's reward order.

### GIRL ORDERS:

[Edit All Below](#)

[Aloha P.](#) receives 0 rewards  
[Asmara T.](#) receives 0 rewards  
[Danielle S.](#) receives 0 rewards  
[Nicoletta B.](#) receives 0 rewards  
[Tamiko E.](#) receives 0 rewards

### TROOP ORDER:

Box Level	Quantity	Reward
0	<input type="text" value="5"/>	Moneybelt (75%) enter # of Girls Selling
	<input type="text" value="2"/>	SIO - Live Your Zest Life Plate (75%) (no more than 2)

Cancel

Submit Reward Order