Placing a Cupboard Order

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

Troops must place cupboard orders in eBudde at least 48 hours prior to coming to the cupboard. The pending order system does not guarantee cookie availability, but it is the best method to help us to manage the cookie inventory.

> Note: Troops that are formed before December 1 must place a Starting Inventory Order (SIO) in order to pick up at the cupboard before the first Saturday that cupboards are open. Troops that don't place an SIO must wait until the first Saturday that cupboards are open to pick up cookies at a cupboard. Troops formed on or after December 1 are exempted from this restriction and may pick up starting the first day the cupboards open.

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 new Cookie Transaction Window appears.
- Leave the transaction type as **Normal.**
- Choose your desired Cupboard from the **Select Location** drop down list.
- Select 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.
- Enter your cookie order in cases and packages, as applicable. **Note, you may only order in whole cases during a specific timeframe, even though eBudde will allow you to enter individual packages before that date.**

Enter a pick-up
- o   For **PRODUCT MOVEMENT:** Choose **ADD PRODUCT**

Enter a return (SIO Return, Exchange-In)
- o   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.
- o   In the Receipt field, place the cursor in front of the auto-generated receipt number and type EX-IN for product being returned, and EX-OUT for product being picked up. Example: EX-IN PHB100; EX-OUT PHB200

Enter consignments
- o   Follow the directions above for picking up or returning cookies.
- o   In the Receipt field, add the word CON in front of the auto-generated receipt number.

- 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.