

Planning your Nut Order

See the *Troop M2OS Manual* at www.girlscoutsla.org/fallproduct for instructions on placing the troop's order.

Troops are not required to round up their nut order to the nearest case (12 units) in M2OS. However, we strongly encourage troops to add a small (10%) allowance to their actual orders. Keep in mind:

1. The program continues through November 24. Girl Scouts may continue taking orders and selling long after the Nut Order date has passed, as long as your troop has ordered additional product.
2. Customers will want more than they originally ordered. We see it every year, and people cannot get enough of their favorites.
3. The tins make awesome holiday and party gifts for the upcoming holiday season. They are the perfect gift of appreciation when you attend a holiday house party.
4. Troops are encouraged to order a few extra items of the most popular varieties: Butter Toffee Peanuts, Chocolate Almonds, English Butter Toffee, and Chocolate Sea Salt Caramels.
5. To order extra troop products, choose "Manage Troops and Girl Scouts" from the dashboard. Click the "+" to the left of your troop number and select "Add Extra Products" from the menu. Enter the extra units that you would like to add to your troop's order.
6. Troops cannot order more products after submitting their order. There is a possibility of transferring product in from another troop, but it product availability is not guaranteed after the order has been submitted.

To place an order:

- M2OS is where you manage your troop's sale. M2OS will send you an access email. Click the link to set up your password. View/print the *Troop M2OS Manual* from www.girlscoutsla.org/fallproduct.
- GSGLA will upload troop banking information received by late October. Troop banking information must be in M2OS prior to placing an order.
- Parents/caregivers will enter order card orders into M2OS by Oct. 27 at 11:59 p.m.
- If the parents/caregivers miss the due date, Troop Fall Product Chairs (TFPCs) must enter nut orders in M2OS by 11:59 p.m. on October 28 (**do not enter orders taken online;** they will be automatically entered by the customer).
- Customers may continue to place online orders for girl delivery and shipment through 11:59 p.m. on October 30. These orders will be rolled into the troop's order automatically and no additional entry or confirmation is needed by the troop.