

How to Submit Your Initial Order

Submitting an initial order is an important step in your Troop's cookie experience. Your Troop may submit an initial order for individual Girl Scouts and the Troop.

Submitting Initial Orders for Girl Scouts

1. Click the Init. Order tab at the top
2. You will see the Girl Scout list view – click on an individual Girl Scout to begin inputting their initial order totals
3. A new window will open to begin inputting their totals by package. If their parent/caregiver submitted an initial order via Digital Cookie, you will view those totals in grey denoted as PIO=#
4. The Parent Initial Order submitted via Digital Cookie will automatically populate in the Order Card column under each Girl Scout. You can always edit order card totals before the deadline.
5. Click Save at the top once you are finished
6. Repeat the process for each Girl Scout
7. Next to each Girl Scout's name, you will see the status highlight in yellow or red: Needs Review, Review Parent IO or Saved.
 - a. Needs Review = No parent Initial Order submitted; needs to be reviewed and saved
 - b. Review Parent IO = Parent submitted an Initial Order via Digital Cookie. Review the order and save.
 - c. Saved = You did a great job submitting the initial order!

Troop Initial Order

Print Save Troop IO

All Girl IO orders should be reviewed and Saved.

Uses DOC	Girl		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00	Total
		_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC		
✓	Addison B	Order Card	1	10	1	4	12	4	8	24	10	3	0	77
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	1	10	1	4	12	4	8	24	10	3	0	77
✓	Elizabeth C	Order Card	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
✓	Isabelle C	Order Card	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
✓	Samantina C	Order Card	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
✓	Suzie T	Order Card	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
	Imported		0	0	0	0	0	0	0	0	0	0	0	0
	Other		0	0	0	0	0	0	0	0	0	0	0	0
		Last Year (Other)	0	0	0	0	0	0	0	0	0	0	0	0
	Booth		0	0	0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)	0	36	45	43	96	45	96	24	12			408
	Pkgs. Ordered		1	10	1	4	12	4	8	24	10	3	0	77
	Cases to Order		1	1	1	1	1	1	2	1	1			10
	Other+Extra+Charity		0	2	11	8	0	0	4	0	2	9	0	44

Suzie T. Initial Order

Cancel Use Parent's Save

Product	Order Card
Gift of Caring \$3.00 PFD-6	1
Adventurefuls \$3.00 PFD-15	1
Lemon-Ups \$3.00 PFD-6	1
Trefoils \$3.00 PFD-2	1
Do-Si-Dos \$3.00 PFD-6	1
Samoaas \$3.00 PFD-12	1
Tagalongs \$3.00 PFD-5	1
Thin Mints \$3.00 PFD-23	1
S'mores \$3.00 PFD-18	1
Toffee-tastic \$3.00 PFD-1	1
Troop GOC \$3.00 PFD-6	1
Total	11



eBudde Tip Sheet



How to Submit Your Initial Order

Submitting your Troop's Initial Order

1. Click the Init. Order tab at the top
2. Towards the bottom of the screen, you will see the option for Other and Booth. Other is the initial order for extra cookies you want your Troop to have on hand. Booth is the initial order for booth cookie sales. You can use just one or both of the options – it's completely up to you!
3. If you are submitting a Booth initial order, click Booth
4. A new window will open to begin inputting the total packages per variety
5. Your last year totals are denoted in grey as LY=#, if you are a returning troop and submitted a booth initial order
6. Click Save at the top once you are finished.
7. Follow the same process if you are submitting an Other initial order
8. Once you are satisfied with your Troop's initial order (and have completed the steps for individual Girl Scouts if applicable), be sure to click Submit Order
9. A submission warning and confirmation window will appear for your approval

Member of GS Council: Becky Demo Do Little Biscuits

Dashboard | Contacts | Settings | Girls | **Init. Order** | Delivery | Gift Orders | Transactions | Tee Pickups | Cookie Exch. | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

Troop Initial Order

Uses DOC	Girl	C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	SMr	Toff	T_GOC	Total
Imported			0	0	0	0	0	0	0	0	0	0
Other			0	0	0	0	0	0	0	0	0	0
	Last Year (Other)		0	0	0	0	0	0	0	0	0	0
Booth			0	0	0	0	0	0	0	0	0	0
	Last Year (Booth)		0	0	0	0	0	0	0	0	0	0
Pkgs. Ordered		0	0	0	0	0	0	0	0	0	0	0
Cases To Order			0	0	0	0	0	0	0	0	0	0
Other*Extras*Charity		0	0	0	0	0	0	0	0	0	0	0

Other Initial Order

Cancel Save

Product	Packages
Adventurefuls \$5.00	<input type="text" value="0"/>
Lemon-Amps \$3.00	<input type="text" value="0"/>
Trefoils \$5.00	<input type="text" value="0"/>
Do-Si-Des \$5.00	<input type="text" value="0"/>
Samosas \$5.00	<input type="text" value="0"/>
Tagalongs \$5.00	<input type="text" value="0"/>
S'mores \$5.00	<input type="text" value="0"/>
Toffee-tastic \$5.00	<input type="text" value="0"/>
Total	0

Submission Warning

You are about to submit your Initial Cookie Order.

Are you sure?

Once the Initial Order is submitted it cannot be changed.

Cancel

Submit Order

Thank You!

The Initial Order for your Troop has been submitted.

Okay