

How to Place a Pending Order

[NEW THIS YEAR!] Our Council will be using "Pending Order" feature on eBudde for all orders picked up from Cookie Buffers on Oahu and Kauai. Here what you will need to do before picking up cookies from the buffer!

Ordering more Cookies

Creating a Pending Order request when your troop needs more cookies is quick and easy! Pending Orders should be placed by any troop that plans on stopping by the Cookie Buffer to pick up cases of cookies. All orders placed must be in CASES.

Pending Orders can be submitted by the Troop Cookie Manager or Troop Co-Leaders and can be picked up by any Cookie Pick-Up Person (see next page for details on how to designate a Cookie Pick-Up Person).

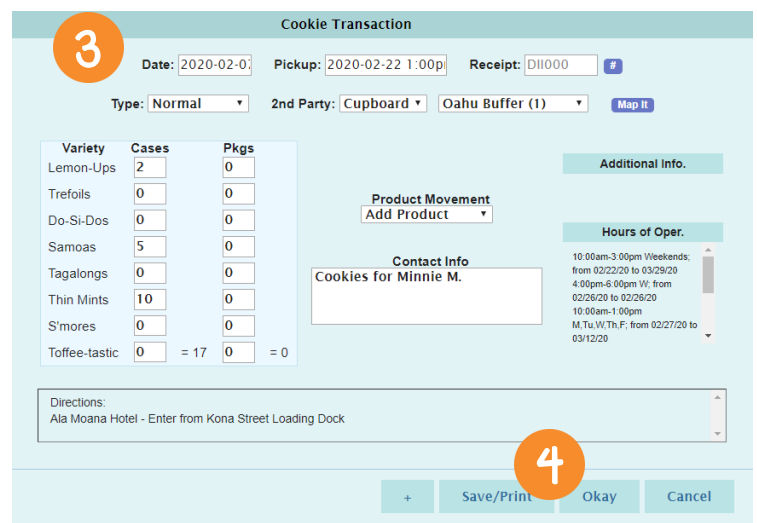
How to place a Pending Order in eBudde:

1. Click the “**Transactions**” Tab
2. Click on the “**Add a Transactions**”



3. The Cookie Transaction box will appear.

- **Pickup:** Enter the date you wish to pick-up the cookies. Hours for the Cookie Buffer will show under the “Hours of Oper.” and pick-up times must be within these hours.
- **Cupboard:** choose the cookie buffer location you will be picking up from.
- **Variety:** Fill in the quantities needed. All orders must be in CASES. Only exception will be for girls who need to fulfill IN-PERSON GIRL DELIVERY Digital Cookie orders.
- **Contact Info:** This field can be edited for any notes you may want to have on the order. For example: what or who the cookies are for in your troop.



Cookie Transaction

Date: 2020-02-0; Pickup: 2020-02-22 1:00p; Receipt: DII000 #

Type: Normal; 2nd Party: Cupboard; Oahu Buffer (1); Map It

Variety	Cases	Pkgs
Lemon-Ups	2	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	5	0
Tagalongs	0	0
Thin Mints	10	0
S'mores	0	0
Toffee-tastic	0	0
= 17		= 0

Product Movement: Add Product

Contact Info: Cookies for Minnie M.

Hours of Oper. 10:00am-3:00pm Weekends, from 02/22/20 to 03/29/20; 4:00pm-6:00pm W, from 02/26/20 to 02/28/20; 10:00am-1:00pm M,Tu,W,Th,F, from 02/27/20 to 03/12/20

Directions: Ala Moana Hotel - Enter from Kona Street Loading Dock

+ Save/Print Okay Cancel

4. Click on the “**Save/Print**” or “**Okay**” button

Special Note: Submitted orders can be edited at the time of pickup if needed. If you forget to place your order prior to coming to the buffer, orders can be taken directly at the buffer, however, you may have to wait as your cookie order is pulled.