![eBudde™ logo] *Quick Tips*

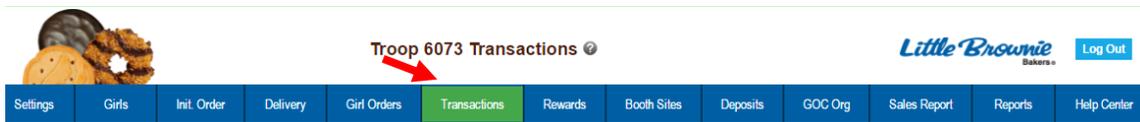# Create Pending Cupboard Order Requests and Troop-to-Troop Transfers

If troops need additional cases of cookies, a troop can create a cookie cupboard order request.
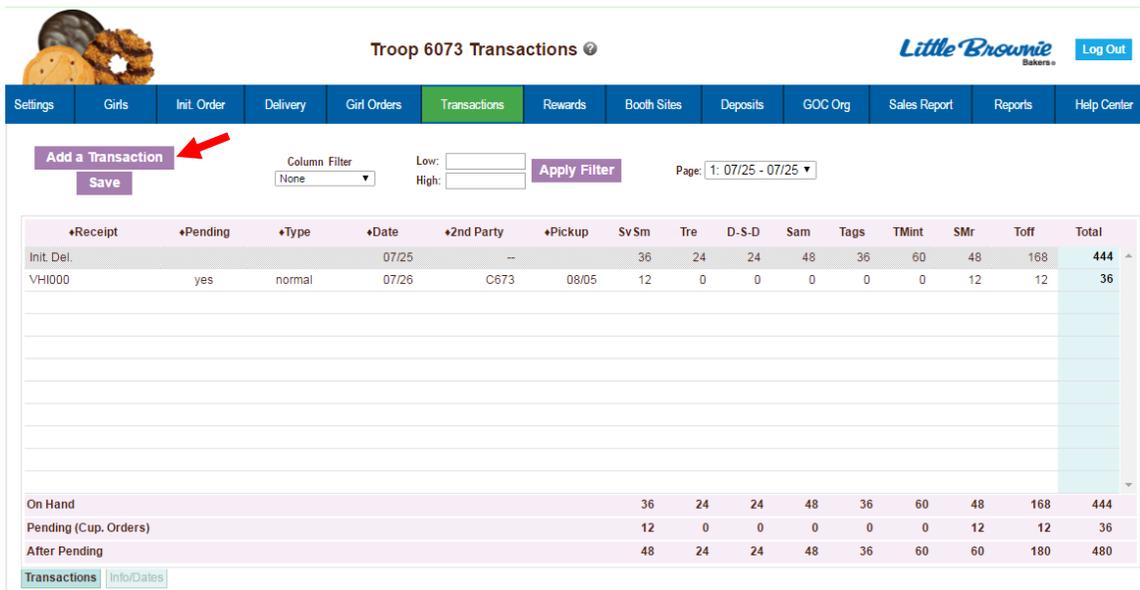
Pending Cupboard Order Request

Step 1:

- Login to eBudde™ - **https://ebudde.littlebrownie.com/**
- Click **Transactions** tab

Step 2:

- Click **Add a Transaction** button

Step 3:

Complete the required steps on the Cookie Transaction form:

- **Pickup:**
  - Enter preferred pickup date and time *(Cupboard requires troops to select a date and time when the cupboard is open for business.)*
- **Type:**
  - Click the drop down arrow
  - Select **Booth** *(Transaction is for a booth sale. Adjustment, Return, and Reorder types are not utilized by Girl Scouts of Utah.)*

- **2nd Party:**
  - o Click the drop down arrow
  - o Select **Cupboard**
  - o Click the drop down arrow in the box immediately to the right *(Lists available cupboard locations)*
  - o Select desired cupboard location *(i.e. Salt Lake, American Fork, Ogden)*
- **Product Movement:**
  - o Click the drop down arrow
  - o Select **Add Product** *(The system defaults to Add Product.)*
- **Variety:**
  - o Enter the desired quantities of cookies in **cases only**

Step 4:

- Review order, make any changes *(Even though eBudde™ totals the information, verify for accuracy.)*
- Click one of the following:
  - o **Okay** button to submit the transaction without printing a receipt
  - o **Cancel** button to leave the form without saving
  - o **Save/Print** button to submit the transaction and print a receipt

NOTE: *Must save entered transaction(s). If not, eBudde™ will warn you that form will not be saved.*

Important Information:

- Each cupboard is stocked individually, based on the orders placed for that week.

- Do not place orders with multiple cupboard locations. This hinders the council's ability to properly manage cupboard inventory and causes over-ordering.

A cupboard requires the pickup date and time be within the hours of operation. If the scheduled pickup time is not within that timeframe, a "Transaction Error" message will appear. Until a valid date and/or time is entered, the transaction (cupboard order) cannot be saved.
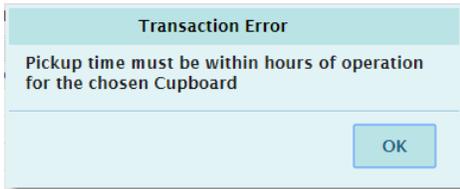
Important Information

- Troops have **only 48 business hours** to pick up their cupboard order before the inventory becomes available for other troops.

- Once the troop has picked up their cupboard order, the Cupboard Clerk will verify the number of cases picked up and remove the "pending" status from the order. The "yes" will disappear in the "Pending" column and the transaction is locked to any changes/cancelations.

- Troops are financially responsible for picked up cupboard orders.