

# Adjusting Your Initial Order (Girl Paper Order Cards)

We understand that troops have had exceptional challenges regarding the cookies they ordered for Initial Order. GSHH is offering troops the option of adjusting their orders. Please adjust your order to reflect what your Girl Scouts have sold in Initial Orders and Digital Cookie Girl Delivery orders only.

We are offering all troops the opportunity to adjust their Initial Cookie Orders. Please follow the steps below:

1. Reach out to the Girls/caregivers asking them if they need to adjust their Daughter's Order Card Orders (paper order form)
2. For troops that have cookies left over from March booths, please reduce your initial order by the amount you have left over – alleviating your overstock.

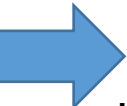
GSHH will have a Count' n' Go delivery. Varieties will be lined up, troops will pull the number of cases required, then drive to the next variety, etc. To make this a contactless delivery agents will not create troop orders. Count and Go locations will be:

- ▶ Edith Macy Conference Center, Briarcliff
- ▶ Montgomery Regional Office
- ▶ Camp Addisone Boyce, Tomkins Cove (Rockland)
- ▶ Rock Hill Camp, Mahopac
- ▶ Clancy Warehouse, Patterson
- ▶ McCollister's Warehouse, Poughkeepsie

## Steps to adjust a girl's paper order card Initial Order

**Deadline to make adjustments in eBudde is May 17, 2020. No exceptions. eBudde will be locked from any additional edits at 11:59 pm**

-----Before you begin this step we suggest that you print your original order using the Initial Order tab, click printable version button.-----



**Keep a running total of the adjustments, and the total amount to be subtracted will be the single transaction you have to do after you change girls' orders. See steps below.**

Steps to make adjustments to Girl Paper Order Card:

1. Click on **GIRL ORDERS TAB** in eBudde
2. Click on the girl you want to adjust the paper order card order
3. Click on add trans
4. In the long box, at the bottom of your screen – Troops will enter **Adjust Initial Order**
5. Enter a negative quantity for any girl that needs an adjustment In Cookies other (\$4) and Cookies special (\$5), this will remove boxes of cookies from an individual girl.
6. If the parent/caregiver turned in cookie money to the troop, you must remove the money credited to the Girl and give the money back to the parent/caregiver.
7. You MUST click the OK button (at the end of line).
  1. You MUST click the SAVE button (at the top) of the Girls eBudde page.

The above steps must be done for each individual Girl that is requesting their Paper Order Card Orders be adjusted.

## Next step

When you have completed all of the girl adjustments. Go to the **TRANSACTIONS** tab.

1. Click on **Add Transaction**
2. **Select the cupboard that you will be reassigning the cookies to.**
  - a. Troops picking up at Edith Macy will assign cookies to Edith Macy Returns
  - b. Troops picking up at Montgomery will assign cookies to Montgomery Returns
  - c. Troops picking up at Camp Addisone Boyce will assign cookies to Camp Addisone Boyce returns
  - d. Troops picking up at Rock Hill will assign cookies to Rock Hill Returns
  - e. Troops picking up at Clancy Warehouse will assign cookies to Clancy Warehouse Returns
  - f. Troops picking up at McCollister's Warehouse will assign cookies to McCollister's Warehouse Returns

## Total transaction must be in full cases.

If you want **more cookies**, create a new transaction in the delivery e.g. Edith Macy Additional, choose add cookies. Must be full cases.

3. Select **Remove** as Product Movement

Variety	Cases	Pkgs
Lemon-Ups	1	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0

**For troops that did not place an Initial Order and have Goal Getter orders to fill**, you will need to add the packages needed for the Girls in eBudde. You will add the number of packages under each individual Girl -- follow the steps above, **in step 5 you will put a positive number (example 20).**

### Booth Cookies ordered for I/O delivery

If you ordered Booth Cookies to be delivered with Initial Order please do a separate transaction of your cases. This must be done as a separate transaction from the girl orders. Use the transaction tab and enter the number of cases of each variety that you ordered in Initial Order. Product movement is **Remove**. Reassign to cupboard as described in step 2 above.

## Select a Count'n'Go delivery location

1. Click on the Delivery Tab in eBudde
2. Select who will be picking up cookies
3. Click on drop-down arrow choose a Delivery Station
4. Click on Submit My Info Button

## Steps To Print Bubble Sheet

1. Go to the **Rewards** Tab
2. You will see...

### Troop Rewards Order Forms

Initial Rewards Order	<a href="#">View</a>	<a href="#">Girl Rpt</a>
Final Rewards Order	<a href="#">View</a>	<a href="#">Girl Rpt</a>
Delivery Bubble Sheet		<a href="#">Print</a>

3. Select Print