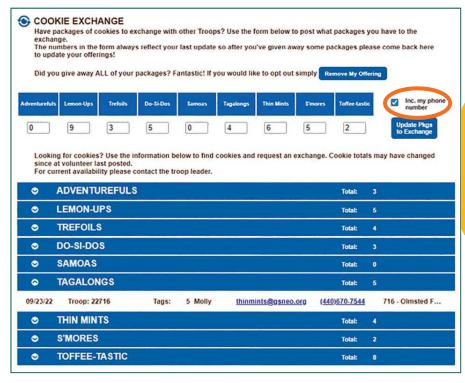


## Cookie Exchange & Troop to Troop Transfers

Need more cookies but don't want a full case? Have cookies left over from your booth sales? To let other troops know of your requirement/excess packages, use eBudde's Cookie Exchange!

- Post the extra packages you have by completing the top row. Select your extras for other troops to see. You can edit at any time by changing the number in a variety and selecting Submit again. Keep it current so other troops know what you have.
- Need a specific variety? Select the drop-down arrow to the left of the variety and you can email a troop who has the extras you need. NOTE: This list shows troops in the whole Council and indicates their Service Unit in the last column. If you do not know where a Service Unit is located, use the Zip Code Reference page in the Help Center under the Cookie Exchange & Transfers section to help you find troops near you. You can email that Cookie Manager directly to arrange a pickup.



Troop Cookie Managers can select to include their phone number with the troop's cookie exchange listing. This number is pulled from the cell phone line on the Contacts tab.

Remember that there must be a transfer in eBudde when troops exchange cookies. This way the troop/girlthat has the customer receives credit and profit for the cookies. DO NOT PAY CASH to another troop if you pick up cookies. The eBudde transaction should be done by the troop giving away the cookies.

After selecting the Transactions tab, select on the right.

- 1. Select Troop from the Select Troop from t
- 2. Enter the accepting troop's 5-digit number.
- 3. Select Remove Product (you are removing from your troop and adding to theirs).
- 4. Enter number of cases and/or packages given to the other troop.
- 5. Click Save to complete the transaction
- 6. You will see the negative number under Packages Received on your Sales Report and the gaining troop will now show them on their bill.