

# Need more Cookies?

## Cookie Reorders

### Placing a Reorder

eBudde Online Version: Click Transaction Tab

eBudde Mobile App: Click on the Cookies icon, then select Troop Transactions/Pending Order

Transactions

1. Click **+ADD** to open a reorder transaction ticket.
2. Click **SELECT A LOCATION** to choose from the list of cupboards that are open when you're placing the order (Note - If a location has more than one pickup day, you'll only see one date open at a time. The next date will open after the previous one closes.).
3. When selected, the schedule will appear. Click on the **DATE BOX** to choose the date of the reorder. Then pick a time using the time clock that's within the hours that cupboard is open.
  - For Roving Cupboards, your selected time is only used for holding your spot at the reorder. These are on a first-come, first-served basis so your time is not exact.
  - For Stationary Cupboards, choose the actual time you plan to pick up cookies. This helps the manager know when to expect you.
4. Place your order in the Cookie Order Space:
  - The roving reorders are done by the case - any order for packages at these type of reorders will be rounded up to the nearest case.
  - Stationary Cupboard orders can be done case or package depending on what is in stock.
5. Once your order is complete click **SAVE**.

### After your place your reorder:

You will be returned to the Transaction tab. If you click **VIEW INFO** at the top, it will toggle cupboard info on the screen.

Your order will be listed as "Pending" until it is picked up and unpended by Council. If you don't pick it up, the order will be removed, and your troop won't be charged.

Double check your Transaction screen to make sure that your new order is in the "Pending" row. If it is not saved - it will not be on the truck!

Receipt	Type	Date	2nd Party	Pickup	Line	Rasp	Advf	Lmup	Tre	D-S-D	Sam	Tags	Tmint	Smr	Toff	Total
CL000	normal	09/26	C143	03/11		0	36	12	0	0	0	0	0	0	0	48
Init. Del.		09/21				0	132	84	108	120	156	144	192	96	72	1104
On Hand						0	132	84	108	120	156	144	192	96	72	1104
Pending (Cup Orders)						0	36	12	0	0	0	0	0	0	0	48
After Pending						0	168	96	108	120	156	144	192	96	72	1152