

There are three parts to ensuring a Girl Scout receives credit for a Girl Delivery Order in eBudde:

1. **Payment confirmation of transaction**
2. **Order packages to fulfill transaction**
3. **Credit girl with packages from the Girl Delivery order**

There are two scenarios during the Cookie Program that a Girl Scout/Troop would receive a Girl Delivery order during the Initial Order period.

1. **Individual Girl Scout receives order during Initial Order period**
2. **Troop Site receives Girl Delivery order during Initial Order period**

Depending on the scenario, eBudde will either automatically fulfill the three part requirement of a Girl Delivery order or you as the Troop Cookie Chair will have to make manual entries.

**Automatic** – eBudde transfers all data from Digital Cookie and there is nothing you need to do

**Manual** – You will need to add entries to eBudde to ensure the Girl Delivery order is accurately documented

## **Why is Girl Delivery different from other cookie orders?**

eBudde and Digital Cookie are two separate platforms that both have the ability to place orders for Girl Scout Cookies.

- For direct shipped and online donations, Digital Cookie facilitates both the payment collection and cookie fulfillment of those orders.
- For in-person orders, Troop Cookie Chairs use eBudde to calculate & track payments and order cookies to fulfill the in-person orders.
- Girl Delivery orders use Digital Cookie for payment collection but uses eBudde to order the cookies.

*The processes outlined in these instructions are in place to ensure that a girl/troop is not getting charged for a Girl Delivery order that has already been paid for by the customer.*



# Individual Girl Scout receives order during Initial Order period

## 1. Payment confirmation of transaction - Automatic

- Recorded on Girl Order, Payments and Sales Report tab

## 2. Order packages to fulfill transaction - Automatic

- Recorded on Initial Order tab

## 3. Credit girl with packages from the Girl Delivery order - Automatic

- Recorded on Initial Order, Girl Order (Cookie/Spec Other column) tab

### Initial Order Tab

	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00	
	GOC	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Order Card	0	0	0	0	0	0	0	0	0	0
DOC Girl Del.	0	4	5	4	2	10	17	2	3	47
<b>Total Order</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>10</b>	<b>17</b>	<b>2</b>	<b>3</b>	<b>47</b>

### Girl Order tab

\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00	\$ 5.00				
GOC	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	♦Total	Total Due	Paid	♦Bal. Due
8	0	0	33	0	0	3	44	\$ 372.00	\$ 372.00	\$ 0.00

### Girl Order tab - Click on Girl Scouts name

♦DOC	♦Comment	♦Cookie Initial	♦Spec Initial	♦GOC	♦Cookie Booth	♦Cookie Other	♦Spec Booth	♦Spec Other	♦Total	♦Total Due	♦Paid	♦Bal. Due
✓	DLVR 36020662	0	0	0	0	0	0	0	0	\$ 0.00	\$ 21.00	\$ -21.00
✓	DLVR 36018985	0	0	0	0	0	0	0	0	\$ 0.00	\$ 32.00	\$ -32.00
✓	DLVR 36036296	0	0	0	0	0	0	0	0	\$ 0.00	\$ 16.00	\$ -16.00
✓	DON 36036296	0	0	1	0	0	0	0	1	\$ 4.00	\$ 4.00	\$ 0.00
✓	SHIP 36137864	0	0	0	0	7	0	1	8	\$ 33.00	\$ 33.00	\$ 0.00
✓	SHIP+ 36032720	0	0	1	0	3	0	1	5	\$ 21.00	\$ 21.00	\$ 0.00
✓	SHIP 36571542	0	0	0	0	9	0	0	9	\$ 36.00	\$ 36.00	\$ 0.00
✓	SHIP 37703692	0	0	0	0	7	0	0	7	\$ 28.00	\$ 28.00	\$ 0.00
		0	0	8	0	33	0	3	44	\$ 179.00	\$ 372.00	\$ -193.00

From this view you will see the payment for DLVR has been recorded however, there are no package credits showing for these orders. This is because credit for these packages is housed on the Initial Order tab. Once the initial order has been submitted, the total initial order amount for the Girl Scout will show on the Girl Order tab and will balance out the “Balance Due” for the Girl Scout.

**REMINDER:** Girl Delivery orders **MUST NOT** be included in in-person order counts as they are already recorded in eBudde.

**REMINDER:** Parents/caregivers that if their Girl Scout has a Digital Cookie girl delivered orders, they approved within 5 days of receiving.



# Troop Site receives Girl Delivery order during Initial Order period

## 1. Payment confirmation of transaction - Automatic

- Recorded on Girl Order, Payments and Sales Report tab

## 2. Order packages to fulfill transaction - Manual

- See instructions below

## 3. Credit girl with packages from the Girl Delivery order - Manual

- See instructions below

### Step 1 - Log into Digital Cookie to approve and view Girl Delivery Orders

- After you have set up your Digital Cookie Troop Site and turned on the Girl Delivery option (*see instructions at the end of this guide*), you will need to approve Girl Delivery orders within 5 days of the orders being placed.

### Step 2 - Order packages to fulfill transaction - Manual

- At the end of the Initial Order period, total the amount of packages by flavor and add them to your initial order.
  - Option 1 - Add these package amounts to your actual Girl Scouts initial order amounts. Remember the amount you add for each girl and be sure you do not collect payment from the girl/family for these packages.
  - Option 2 - Click "Other" on the initial order tab and add the total amount of packages you need to fulfill the Girl Delivery orders from your troop site. After you submit the Troop's initial order, follow the instructions outlined in step three.

### Step 3 - Credit girl with packages from the Girl Delivery order - Manual

- If you selected Option 1 from Step 2, the girls have already been credited with the packages
- If you selected Option 2 from Step 2, you can credit your Girl Scouts with these packages. We recommend you evenly credit these packages to each girl selling:
  - Navigate to the Girl Orders tab in eBudde
  - Click on the name of the girl you want to credit packages too
  - Click "Add Trans."
  - In the Comment box, label the transaction DLVR(order#) - Troop Site
  - Enter the total number of \$4.00 packages in "Cookie Other" column and the total number of \$5.00 packages in the "Spec Other" column
  - When finished, click "ok"
  - Click "Save" before moving to another girl's name

**Do not mark** a payment for these packages. A financial transaction will already be listed under the girl's name from Digital Cookie as being paid. The image below shows what a Girl Delivery order will look like on the Girl Order tab in eBudde.

Destiny B.	\$ 4.00	\$ 5.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00				
◆Comment	◆Cookie Initial	◆Spec Initial	◆GOC	◆Cookie Booth	◆Cookie Other	◆Spec Booth	◆Spec Other	◆Total	◆Total Due	◆Paid	◆Bal. Due
DLVR 36020662	0	0	0	0	0	0	0	0	\$ 0.00	\$ 21.00	\$ -21.00

**REMINDER:** Digital Cookie girl delivered orders, need to be approved within 5 days of order being placed by customer.