

Planned Cookie Orders via ABC Snap

After you have received your initial cookie order, you very likely will need more cases of cookies to fill additional girl orders or for booth sales. In order to make sure that all cupboards are stocked each week with the correct number of cases of each variety, you have the *option* to enter a Planned Order for any additional cases of cookies that you need to pick up to fulfill your girls orders, or for booth sales.

Planned orders are meant for large Troop or Service Unit orders. If you only need to pick up a couple boxes of cookies CSC's, Troops or parents are welcome to just stop by the local Cookie Cupboard.

Troops planned orders must be entered by Sunday evening at midnight in order to guarantee availability at the cupboard by Friday. The cupboard coordinator will contact the Troop once the order is available for pickup.

Once a Planned Order is confirmed in Snap, the Snap system will automatically make the transfer from the Cupboard to the appropriate Troop. The Troop is responsible to transfer down to the girl level.

To enter a Planned Order:

- Click on the Cookies icon
- Click on Planned Order
- Select a cupboard from the drop down box
- Select a pickup date from the drop down box

Once you select the time, the screen will register the Troop number, cupboard and requested date.

Note the unit of measure just above the order grid: Enter in the number of packages/cases for each variety that you want to pick up at the cupboard

- Click Submit
- You will be asked to confirm your order.

Troop Order	CSC	LCN	SP	OR	TR	PR	HS	Total
Totals in Cases:	0	0	0	0	0	0	0	0

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You will be able to see your Planned Order on the Order Management page. After your Planned Order has been picked up from the cupboard, the cupboard manager will confirm the number of cases of each variety picked up and the Planned Order will become a cupboard to troop transfer which you will be able to view on your order management page. Once the transfer is complete, the packages will be available to you to transfer to girls for additional sales or for booth sale credit to girls.

The final two weeks of the cookie sale March 12-24, 2012 cookies will be available at the Cookie Cupboards on a first come first serve basis. GSDH will NOT be reordering cookies to stock the cupboards. Any Troops needing cookies to fill orders MUST place a Planned Cookie Order if they need varieties that the cupboard does not have available. Troops are financially responsible for any cookies orders placed via a Planned Order.

NOTE: The FINAL Planned Order will be accepted on Sunday March 18, 2012 at midnight for delivery by Friday March 23, 2012.