girl scouts
heart of central
california

Initial Order

An Initial Order is the first order of cookies a troop receives in February. Orders should also include enough inventory for the troop's first two weekends of booth sales and some extras for girl who continue to sell in-person. Initial Orders will be available for pickup at your region's Mega Drop or Service Unit Mini Drop.

- **Older Girl Proceeds:** Must be selected before submitting the Initial Order.
- **Reward Eligibility:** The Initial Order screen displays on-hand totals only, not Direct Ship (DS) or donation-only Cookie Share (CS) orders. However, these orders will count toward rewards if entered by the deadline.
- **Notes Section:** For troop reference only. GSHCC will not review notes entered in this section.

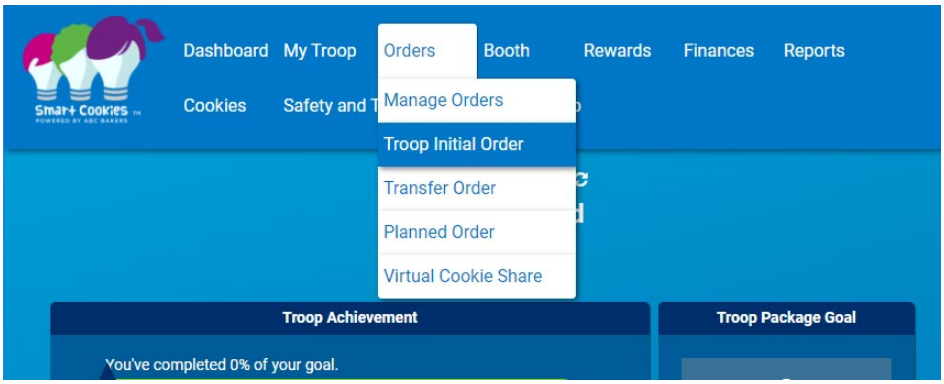
Girl Delivery orders taken in Digital Cookie will automatically show in your troop's Initial Order under the *"Pre Sale Pkgs"* column so do not include these again in the *"Inv Pkgs"* column. Troops that do enter Online Girl Delivery Orders in the Inv Pkgs column will be duplicating inventory received and they are financially responsible for all inventory ordered.

Mega Drop VIP Delivery Station – 350+ Packages Only

This station is available only to troops meeting the minimum order requirement of 350+ packages. If you manage multiple troops and at least one meets the minimum, you may combine orders and select this station. Please indicate in the notes which troop meets the 350+ package minimum.

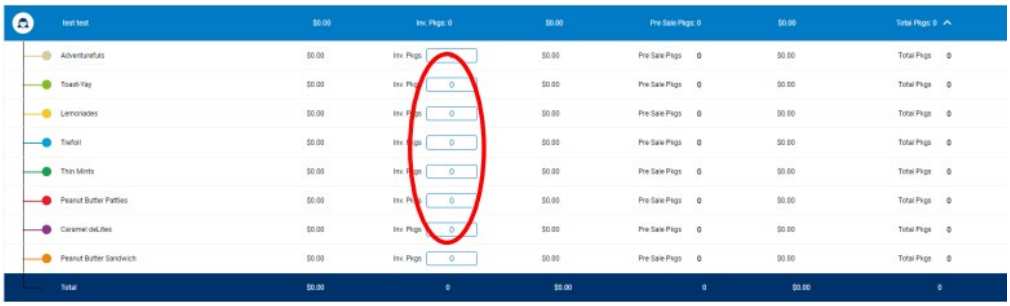
Smart Cookies Initial Order Video

1. Log in to Smart Cookies (www.abcsmartcookies.com)
2. Go to **Orders**; select **Troop Initial Order**.

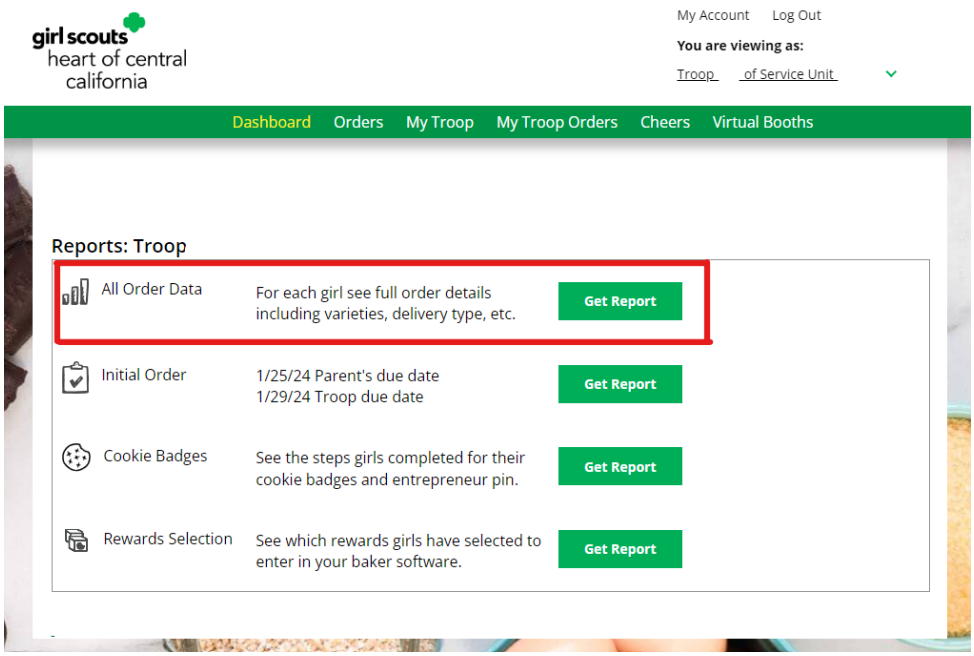


3. Select the drop-down arrow next to each girl's name and input their order card sales. *REMEMBER: Initial Orders are entered in packages and will be rounded to full cases at the end.*

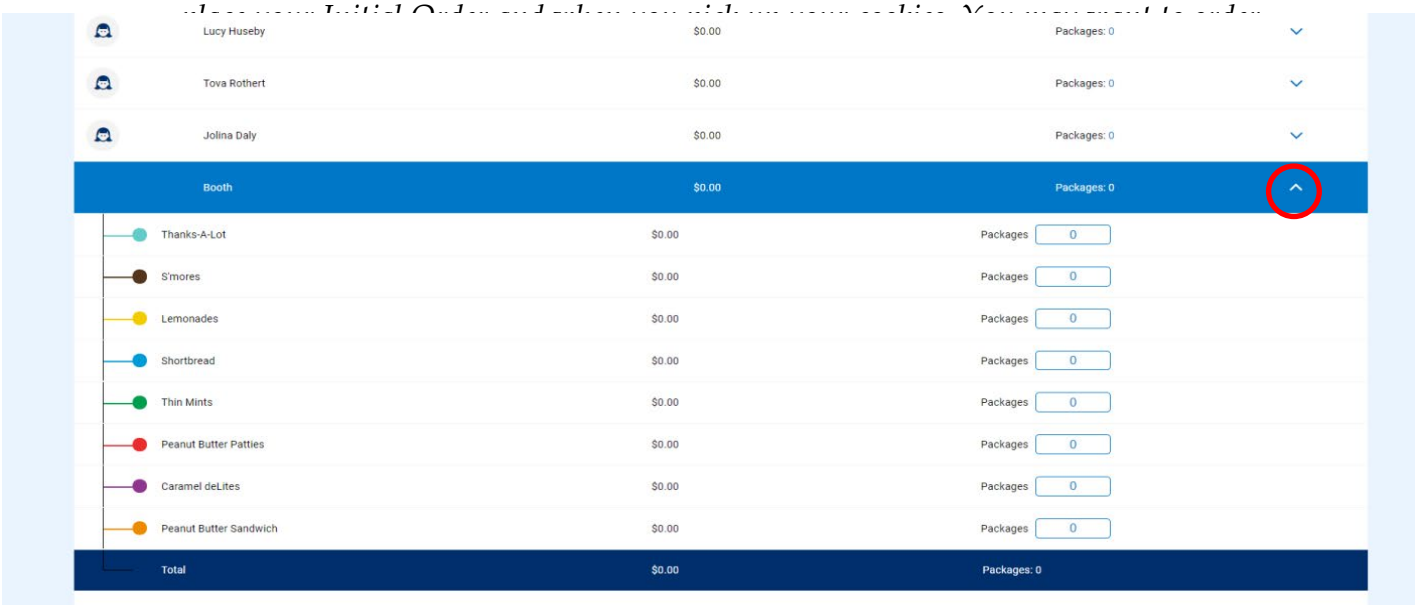
HINT: Once you are done entering these sales, mark where you left off, making sure you don't enter an order twice later.



3A. The Pre Sale column is not accessible to edit on the Initial Order page as it is populated with data directly from Digital Cookie. This data being transmitted over is Online Girl Delivery orders from the Girl Site. You can find a report of the Girl Delivery Orders on your Digital Cookie dashboard, "All Order Data". From this report you can filter the Order Type to "In-Person Delivery" and reconcile against the Pre Sale column numbers.

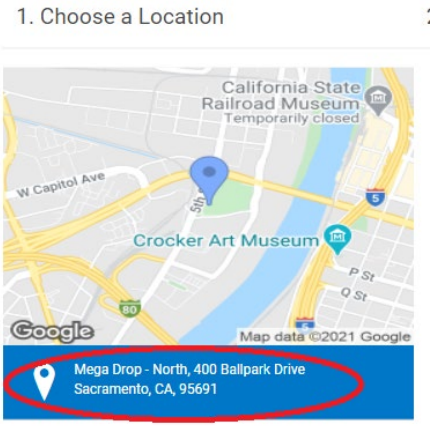


4. Once each girl's Initial Order has been entered, scroll down to move on to the Booth section. Here is where you will enter your estimated sales for your troop's first 2-3 booth sales. *Keep in mind that girls will continue to sell between when you*



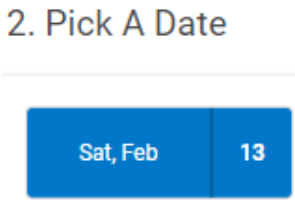
5. Once all of these order have been entered, varieties will be rounded to the nearest case in the **Extras** section. Cookies can only be distributed in full cases; there are 12 packages per case for all varieties.

6. When your order is done click **Save.**
7. You will see a pop-up window to confirm your delivery station. Your Delivery Station is your service unit's dedicated cookie pick-up locations. Click the delivery station (clicking the map will open a separate screen). Delivery stations vary by service unit.

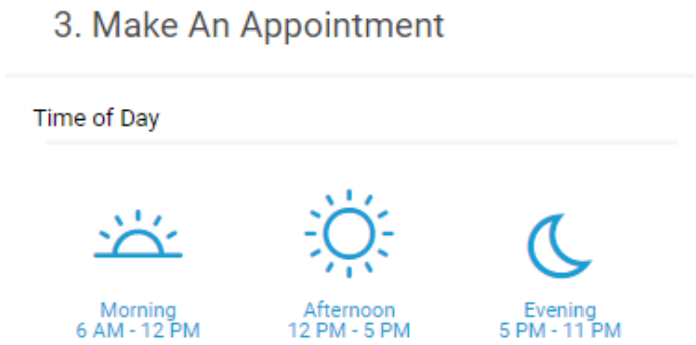


Steps 8-11 are for Mega Drop only. For other locations, such as a Service Unit Mini Drop or Home Delivery, please skip to step 12. Remember to work with your service unit cookie manager for event information for locaitons that are not a Mega Drop.

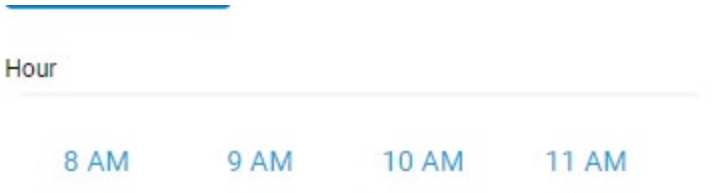
8. You will then be shown your service unit's schedulded delivery date. Click the date.



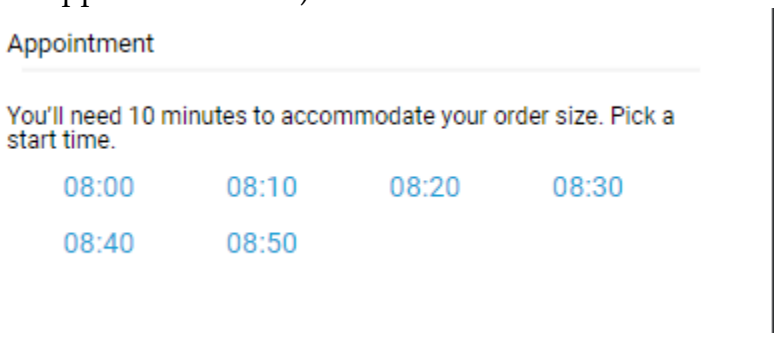
9. You will be shown options for time of day. Select your preferred time frame.



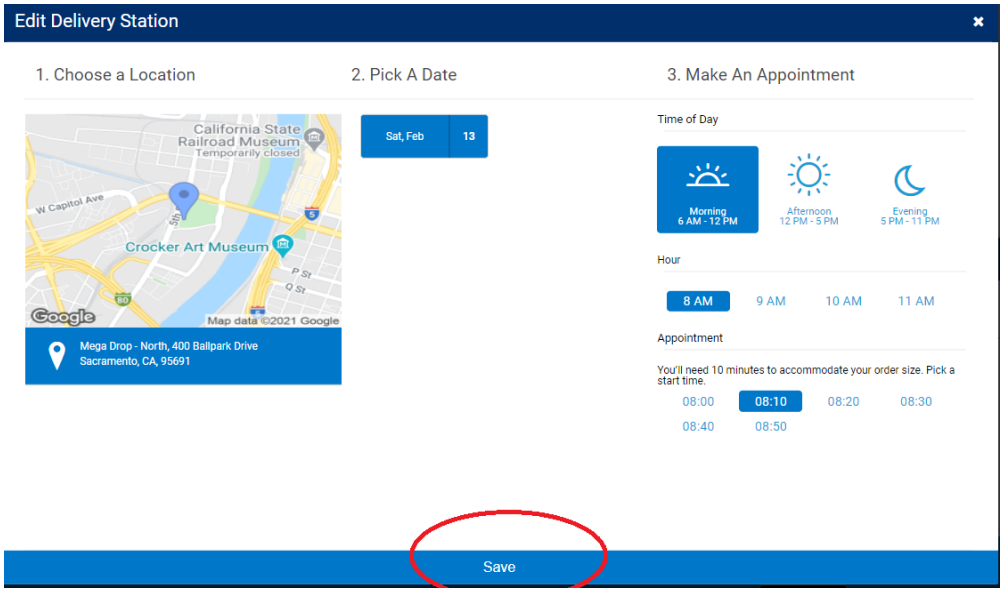
10. Next you will be shown available hours. As appointments fill up, not all hours will be available.



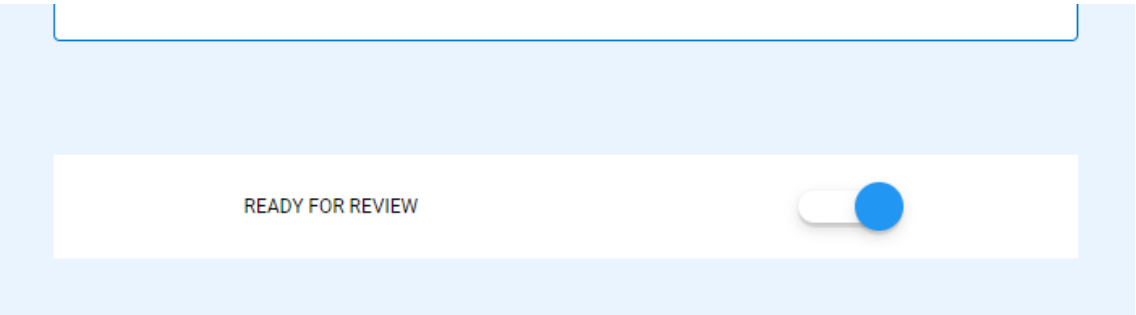
11. You will then be given available appointment times. Larger orders will be given longer appointment times. Select your preferred **start time** (this is not the total length of your appointment time).



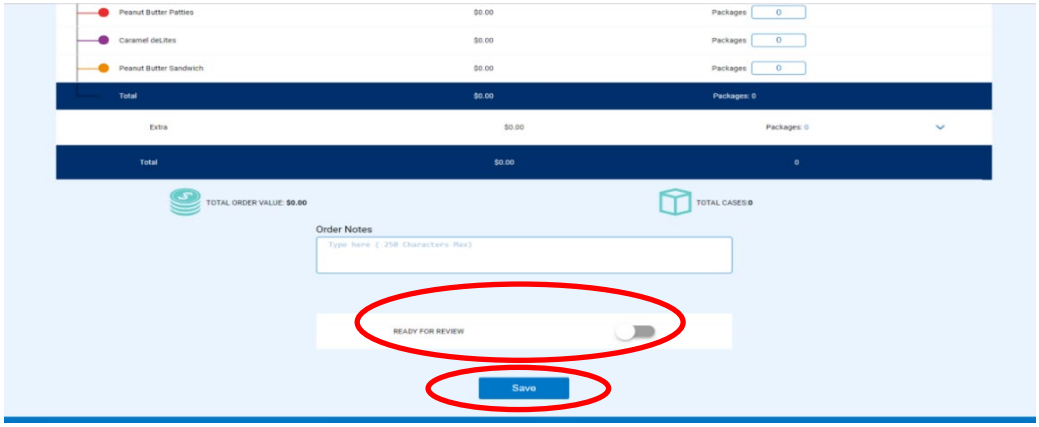
12. Click Save.



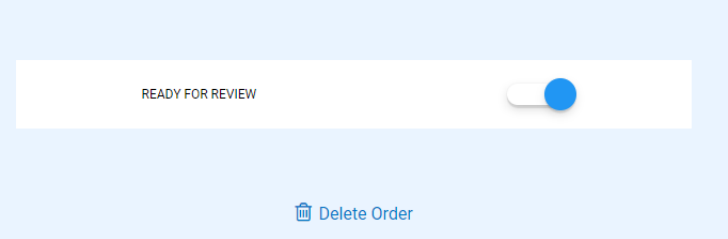
13. You will be taken back to the Initial Order screen. Your selected appointment will be shown at the bottom of the screen. Click Edit Delivery Location if you would like to change this and follow steps 7-12.
14. Once your order is complete and your appointment is selected, click the **Ready for Review** toggle button at the bottom of the screen.



15. Click **Save** again**.** You will see a pop-up message confirming your order has been submitted.



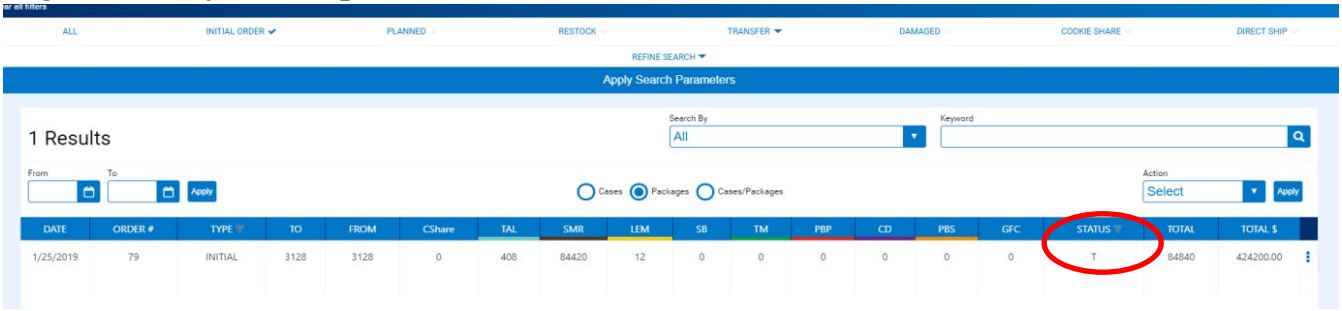
16. You will now see a **Delete Order** option. This lets you know the order was successfully submitted.



17. If any additional edits are needed, click the **Ready For Review** button and make edits. Remember to submit your order again.
18. You can verify your order has been submitted by going to **Manage Orders** and selecting **Initial Order** then clicking **Apply Search Parameters**. Ensure your status shows as "**T**".

Your order status should show as **"T".** A "Saved" status means the order has not been submitted. A **"U"** under Status means "Uncommitted", an **"R"** means the order needs Review, a **"T"** means the order has been committed by the Troop. Once your service unit cookie manager submits your order, the status will change to **"S".**

Remember to create an Early Order Recognition after you submit your Initial Order, regardless of your troop's Proceed Plan.



Additional Note: Cookies assigned to girls in the Initial Order are credited to them already and do not need an additional transfer order. All cookies in the **Booth** and **Extras** section of the Initial Order will show as Troop On Hand Inventory on your Smart Cookies Dashboard and On Hand Inventory Reports. This means inventory is available to transfer. Once that inventory is sold at booths or transferred to girls, remember to enter the appropriate transfer type so inventory credits to girls and does not show as available inventory.