girl scouts
heart of central
california

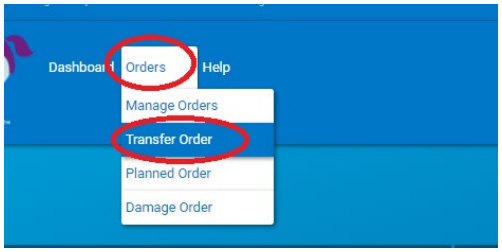
Unplanned Orders

If your Cupboard is accepting Unplanned Orders, it is important to remember that Planned Orders get priority.

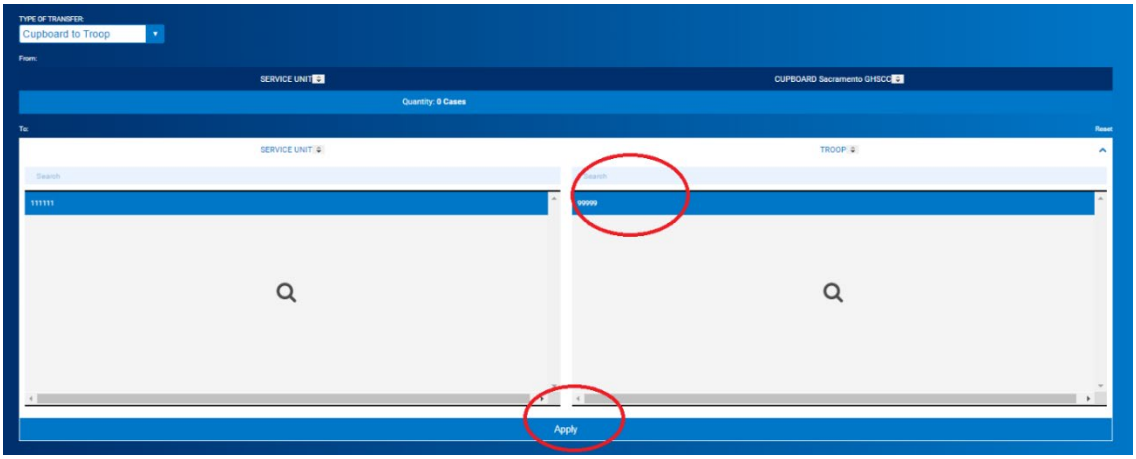
- Planned Orders should be pre-staged, if possible, to give you an idea of how much inventory is available for Unplanned Orders.
- Please keep in mind that your extra inventory will also be needed to correct damages, overages and shortages which also get priority above Unplanned Orders.
- Unplanned Orders are entered as Cupboard to Troop (C2T) Transfer Orders.
- Enter Unplanned Orders as soon as possible. You can enter orders right after pick-up if possible, but if not, they should all be entered by the end of each night.

Enter an Unplanned Order:

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Orders**; click **Transfer Order**.



3. From the **Troop** dropdown, type in the troop number. Click on it (should be highlighted in blue). Then click **Apply**.

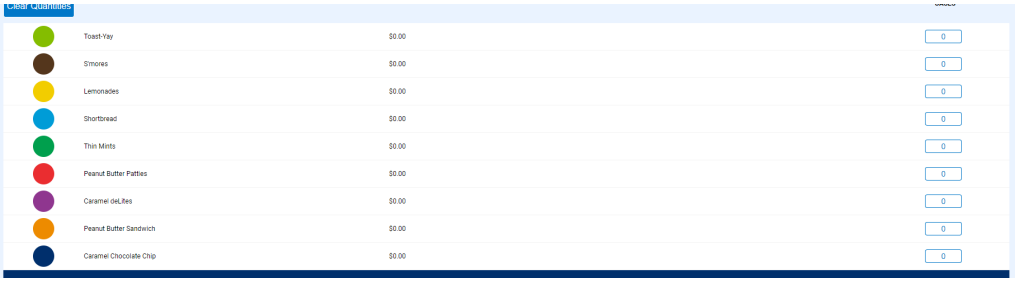


girlscoutshcc.org

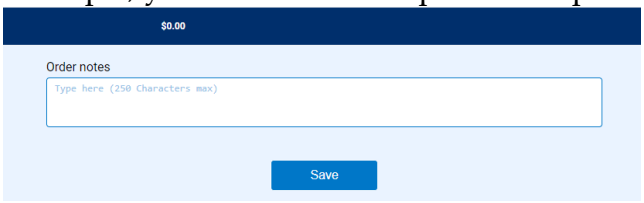
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4. Enter the varieties the troop is picking up.



5. Enter notes about the damage to help with record keeping in case of inventory discrepancies. For example, you can enter "troop 99999 unplanned order 2/28".



6. Click **Save**.

Receipts: Please be sure to write out receipts for all Unplanned Orders. Write down troop number and date of pick-up. Note what varieties the troop picked up (1). Troops cannot pick up individual packages so packages column (2) will be left blank. Notate name of person picking up (4). Once order is transferred to Smart Cookies, write down the **Order Number** which will be shown at the top of the order screen. Keep the white copy and provide the troop with the yellow copy.

MONEY AND/OR COOKIE RECEIPT
(IMPORTANT: BE SURE TO WRITE TROOP NUMBER ON ALL RECEIPTS)

TROOP # / NAME _____ S.U. _____ DATE _____

NO. OF CASES	NO. OF PKGS.	VARIETIES	MONEY
		THANKS-A-LOTS	
1	2	GIRL SCOUT S'MORES	3
		LEMONADES	
		SHORTBREAD	$
		THIN MINTS	
		PEANUT BUTTER PATTIES	
		CARAMEL deLITES	
		PEANUT BUTTER SANDWICH	
		CARAMEL CHOCOLATE CHIP - gf	
		TOTAL	

RECEIVED BY _____ TROOP # _____
RECEIVED FROM _____ 4 _____ TROOP # _____
M3 7/18

