

Delivery Station – Smart Cookies Guide

Entering Delivery Stations for Service Units Product Chairs (SUPCs)

One of the main responsibilities of SUPCs is securing delivery locations for the Initial Order. Once a delivery location has been secured, SUPCs will need to enter it into Smart Cookies as a *Delivery Station*.

1. To enter in the delivery location, log into Smart Cookies, go to the *Delivery* tab, and then select *Manage Delivery Stations*.
2. Click on the pencil to the far right to edit the *Delivery Station* with the delivery location for the service unit.

The screenshot shows the Smart Cookies dashboard with a blue header. The 'Delivery' menu item is highlighted with a yellow box, and a sub-menu 'Manage Delivery Stations' is visible below it. Below the header is a table titled 'Manage Delivery Stations' with columns for Active, Delivery Station, Delivery Agent, City, Phone, and Email. A row is shown for 'SU Des Moines' with agent 'Ace World Wide of IA' and location 'Urbandale'. A yellow box highlights a pencil icon in the rightmost column of this row.

3. Verify the delivery station address, add/edit as needed.
4. Verify your manager contact information, add/edit as needed.
5. Verify the location contact information (the person who will be there the day of the delivery, if different from the manager contact information,) add/edit as needed.
6. Include any important instructions for the *Instructions* box for the delivery agent. *(The Notes box is for internal use only – this box does not show up on the delivery ticket.)* Information to include in the *Instructions* box could be any date/time restrictions, or instructions the delivery drivers may need to know before arriving.
7. If you do not know your delivery agent and that field is blank, contact us at info@gsiowa.org so we may assist. Do not enter anything in the *Receiving Date* field.
8. Click *Save*.

The 'Edit Delivery Station' form has two main sections. The first is 'Delivery Station Address' with fields for Address 1 (10715 Hickman Rd), City (Urbandale), State (IOWA), and Zip (50322). The second section is 'Manager Contact Information' with fields for First Name (Samantha), Last Name (Digmann), Email (info@gsiowa.org), and Phone ((800) 342-8983).

The 'Location Contact Information' form has fields for First Name, Last Name, and Email. Below these are fields for Address 1, Address 2, City, State (None Selected), and Zip. There are also fields for Phone, Fax, and Mobile. At the bottom, there is a 'Delivery Station Details' section with a large text area for 'Instructions/Note: Printed on Delivery Ticket'. A yellow box highlights the 'Save' button at the bottom right.