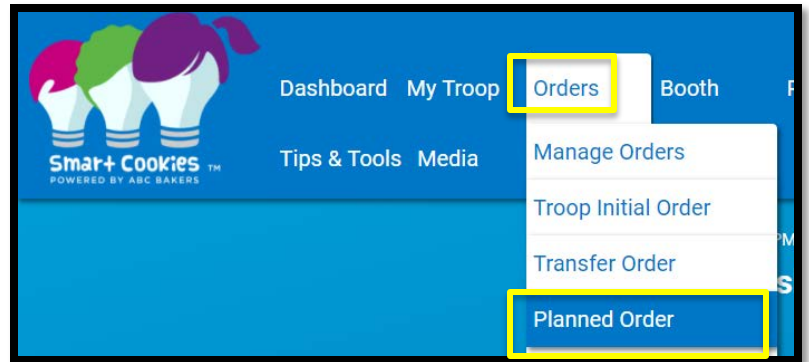


Ordering Cookies – Smart Cookies Guide

Planned Orders

After you have received your Initial Order, you will very likely need more cookies to fill girl orders or for booth sales. The Planned Order process is how you receive more cookies from a local Cookie Cupboard or Cookie Jar. In order to ensure all cupboards are stocked accurately each week, all troops are required to enter a Planned Order into Smart Cookies.

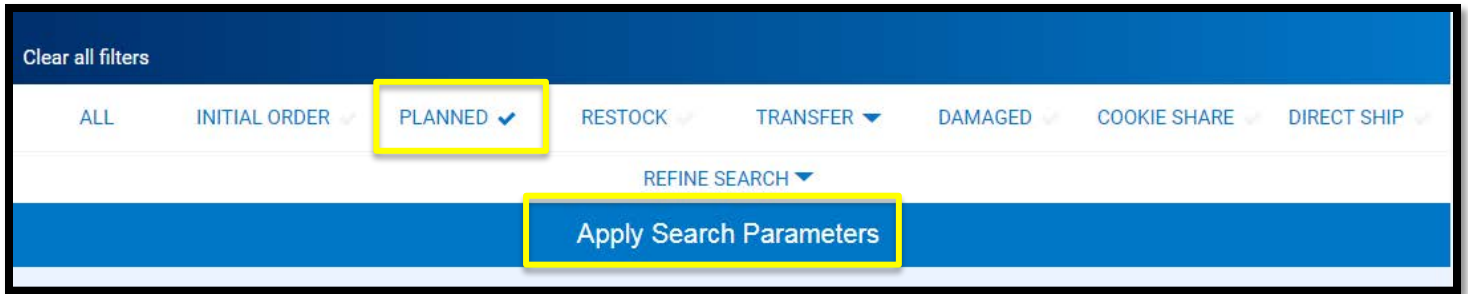


1. To place a Planned Order, log into Smart Cookies, go to the *Orders* tab, and select *Planned Order* from the dropdown.

The screenshot shows the 'Planned Order' form with three main sections: 'Pick up from: CUPBOARD', 'DATE', and 'TIME'. The 'CUPBOARD' section lists 'SuperCupboard- DesMoines' and 'Rolling-Carroll at HyVee'. The 'DATE' section shows a calendar for February with dates 13, 14, and 15. The 'TIME' section shows a grid of time slots from 8:00 AM to 6:00 PM. 'Continue' buttons are highlighted in yellow under the 'CUPBOARD' and 'DATE' sections, and a 'Save' button is highlighted in yellow under the 'TIME' section.

2. Select the desired Cupboard/Jar from the list shown on the left side of the screen and click *Continue*.
3. Select the desired pick up date and click *Continue*.
4. Select the desired pick up time and click *Save*.
5. Enter your quantities in PACKAGES by variety and click *Save*.
6. You will receive a notification at the bottom the screen that your order was successfully submitted.
7. You may enter in any notes as you see fit in the *Order Notes* field as well as print a receipt, if you would like.

8. To review your Planned Orders, go to the *Orders* tab, and select *Manage Orders*. (You can narrow down the search parameter to only show Planned Orders.)



Once your order has been picked up, the Cookie Cupboard Manager will approve your order.

The Planned Order becomes a *Cupboard-to-Troop Transfer*, which you will be able to view on your *Manage Orders* page.

Once the order is approved, the packages will then be available for you to *Transfer* to girls. Do not transfer packages from your Planned Order to girls in your troop before you have picked up your order.