

Quick Bites

Creating a Planned Order

View this video: <u>Creating a Planned Order- YouTube Video</u> or follow the instructions below:



Log into Smart Cookies and navigate to Orders>Planned Order. Be sure to enter all planned orders by the cut-off date outlined by your Council.

Select the cupboard for pick up. Then select the date and time for pickup. Enter the order in cases or packages as determined by your Council. Unit of measure will display just above the boxes for quantity. Enter any notes in the notes field and click save.

Planned Order				
Planned Order for:				
Troop: 102	Name: Chris McDaniel	Phone: (unavailable)	Email: centralmaryland.troop@outlook.com	
Pick up from: CUPBOARD		DATE	ТІМЕ	
Oursho and 6009	9 m 15	ctober 18	2:00 PM - 3:00 PM 3:00 PM - 4:00 PM	
Criboosid anno	Fri 20		4:00 PM - 4:30 PM	
3149 Weakington Bird Balineer, 40, 21200 Edit		ontinue	Save	
Clear Order			CASES	
Thanks-A-Lot	\$240.00		5	
Simores	\$240.00		5	
Lemonades	\$240.00		5	
Shortbread	\$240.00		5	
Thin Minta	\$240.00		5	
Peanut Butter Patties	\$240.00		5	
Caramel deLites	\$240.00		5	
Peanut Butter Sandwich	\$240.00		5	
Totale	\$1 <u>,</u> 920.00		40	
	Order Notes Planned Order for Girls Door to Door Orders and upcoming I	both Events.		
		ave		

After Pick-up: After your Troop has picked up the cookies from the cupboard, the cupboard manager will approve and the order will be converted to a transfer. Then the Troop volunteer will receive an email receipt.