

## Cookie Consignment Process

### **Placing the Order**

- Cookies are available on consignment through your local cupboard, by placing a planned order in ABC Smart Cookies.
  - Starting now, if you would like your planned order to be placed on consignment, you must write "Consignment Order" in the notes section of your planned order.
- Find the cupboard that your troop wants to do business with and best fits with your availability, because you must take and return from the same cupboard for all consignment transactions after placing your first consignment order.
  - This means, you cannot pickup from one cupboard and return at another or pick up from one cupboard and re-stock at another.
- Use the quantity maximums for each cookie variety as a guide to place your planned consignment order.
  - You can take less of a variety, but cannot take more than the maximum of any variety for consignment
- Planned consignment orders must be made by the case, but you can return by the package.
  - Remember there are 12 packages in each case of cookies.

### **Picking up the Consignment Order**

- Bring your consignment receipt to the cupboard when picking up your order (see attached).
  - If someone other than the TCC is picking up the order for the troop, please make sure they are aware that the order was placed for consignment and to confirm that with the cupboard.
- The planned order placed in ABC for consignment will not be approved in ABC until cookies are returned to the cupboard OR you have let the cupboard know that the cookies taken on consignment were sold.
- Your troop may pick up additional cookies on consignment without returning the first consignment allotment received, IF needed.
  - For instance, if you sell through all the Thin Mints received on the first consignment order, you can get additional Thin Mints on consignment by placing a new planned consignment order.
    - Please only take what you absolutely NEED for your troop
- Cupboards will ask if product from the original consignment order picked up has been sold and have any sold product signed off
  - For example, if you are picking up a second consignment order for more Thin Mints, the cupboard will find out how many of the original consignment order of Thin Mints have been sold and will sign off that those have been sold.

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### **Returning Unsold Consignment Cookies**

- All unsold consignment cookies must be returned by Monday March 17<sup>th</sup> at the latest.
  - Troops can return unsold consignment cookies before March 17, but the deadline is March 17<sup>th</sup>.
  - Please work with the cupboard manager to arrange a return date and time.
- All cookies returned to the cupboard must be in good condition.
  - If returning full cases, cases must not be written/drawn on or list a troop number or any other “decoration”.
    - The cupboard will not take these and they will be transferred to the troop in ABC and the troop will be responsible for these cookies.
  - The troop CANNOT return more than what was signed out on the consignment receipt.
- Cookies NOT returned to the cupboard on or before March 17<sup>th</sup> deadline will be transferred to the troop in ABC Smart Cookies and the Troop will be financially responsible for any cookies that were signed out on consignment.