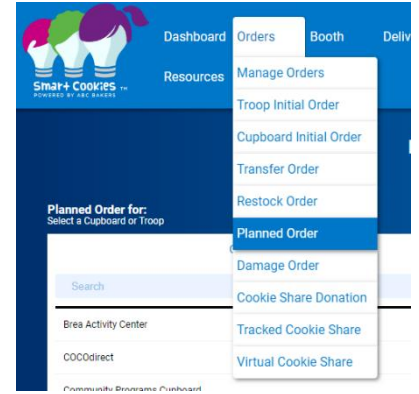


Guide to Consignment Orders

Placing Your Troop's Planned Consignment Order

1. Select Orders in ABC Smart Cookies and start a Planned Order, by selecting "Planned Order" from the drop-down menu.
2. Select the Cupboard location, date and time.
 - Remember all consignment transactions must be done with the same cupboard that the first consignment order is placed at.



Maximum Consignment Cookies Allowed in order:

- 24 pkgs = 2 cases Adventurefuls
- 12 pkgs = 1 case Toast-Yay!
- 36 pkgs = 3 cases Lemonades
- 24 pkgs = 2 cases Trefoils
- 72 pkgs = 6 cases Thin Mints
- 48 pkgs = 4 cases PB Patties
- 60 pkgs = 5 cases Caramel deLites
- 24 pkgs = 2 cases PB Sandwiches

- 300 pkgs = 25 cases total









Order can be placed for less, but can not exceed max on any variety



3. Select the number of CASES you would like to order on consignment from the cupboard.

- Please review the maximum number of packages allowed for consignment order on the consignment receipt.

4. Guide to Consignment Orders

Clear Quantities			CASES
	Adventurefuls	\$144.00	<input type="text" value="2"/>
	Toast-Yay	\$72.00	<input type="text" value="1"/>
	Lemonades	\$216.00	<input type="text" value="3"/>
	Trefoil	\$144.00	<input type="text" value="2"/>
	Thin Mints	\$432.00	<input type="text" value="6"/>
	Peanut Butter Patties	\$288.00	<input type="text" value="4"/>
	Caramel deLites	\$360.00	<input type="text" value="5"/>
	Peanut Butter Sandwich	\$144.00	

5. Write "Consignment Order" in the Order Notes.

6. Save the order to submit.

7. Receive confirmation email from the cupboard you selected.

Totals \$1,800.00

Order Notes

8. Pick up your consignment order from the cupboard, and bring your completed consignment receipt.

- Be sure that whoever is picking up the order knows that it is a consignment order and has the completed receipt. (both top and bottom should be completed, Troop keeps one half and cupboard keeps the other)

CONSIGNMENT RECEIPT (Troop Copy)

Print Name: _____ Phone: _____ Date: _____
 Service Unit Name & #: _____ Troop #: _____
 Date of Return: _____ Time of Return: _____ Order #: _____

Max Pkgs Allowed	Cookie Variety	Packages Received	Packages Received	Packages Returned	Packages Sold
24	<u>Adventurefuls</u>				
12	<u>Toast Yays</u>				
36	Lemonades				
24	Trefoils				
72	Thin Mint				
48	Peanut Butter Patties				
60	<u>Caramel deLites</u>				
24	Peanut Butter Sandwich				
300	TOTAL				

Cookies Received – Troop Signature: _____ Cupboard Manager Signature: _____
 Cookies Returned – Troop Signature: _____ Cupboard Manager Signature: _____

Remaining inventory must be returned to the same cupboard from which it was checked out.

9. Sell Girl Scout Cookies!

10. Email the cupboard to arrange date/time to return any unsold cookies or let them know that everything was sold (woohoo!)

- 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.

11. Place another consignment order (IF needed)

- Follow the same steps above for re-stock of any needed cookies

12. Return unsold consignment cookies at arranged day/time to cupboard

- All unsold consignment cookies must be returned by Monday March 17th at the latest.
- The troop CANNOT return more than what was signed out on the consignment receipt.

13. Celebrate a successful Cookie Program!