

Cookie Consignment Process

Placing a Consignment Order

- Cookies are available on consignment through your local cupboard by submitting a Planned Order in ABC Smart Cookies.
- To request consignment, type “Consignment Order” in the notes section of your Planned Order.
- Consignment orders:
 - Are placed by the troop (not individual girls).
 - Are limited to one open consignment order per troop at a time.

Choosing a Cupboard

- Select the cupboard that best fits your schedule.
- You must pick up and return all consignment cookies to the same cupboard.
 - You may not pick up at one cupboard and return to another.
 - You may not restock at a different cupboard.

Order Guidelines

- Follow the maximum quantity limits per variety when placing your order.
 - You may take fewer than the maximum.
 - You may not exceed the maximum.
 - Please only take what your troop truly needs.
- Orders must be placed by the case (12 packages per case).
- Returns may be made by the package.

Picking Up Your Consignment Order

- Bring your consignment receipt to the cupboard at pickup.
- If someone other than the Troop Cookie Coordinator (TCC) is picking up:
 - Ensure they know the order is consignment.
 - They should confirm this with the cupboard manager at pickup.
- The Planned Order placed in ABC for consignment will be approved in ABC and adjusted if/when the troop returns any unsold cookies.
- Before taking out a new consignment order, your troop must return any unsold cookies from the previous order. This helps keep inventory accurate for both the troop and cupboard.

Returning Unsold Consignment Cookies

- All unsold consignment cookies must be returned no later than Monday, March 16.
 - You may return cookies before March 16.
 - Contact the cupboard manager to schedule your return date and time.

Condition Requirements

- Cookies must be in good condition.
- Full cases:
 - Must not be written on or marked with troop numbers or decorations.
 - Marked cases will not be accepted and will be transferred to the troop in ABC.
- Troops may not return more than the quantity listed on the consignment receipt.

Financial Responsibility

- Any cookies not returned by March 16 will be transferred to the troop in ABC Smart Cookies.
- The troop will be financially responsible for all cookies signed out on consignment.