If you accepted any **Girl Delivery** orders via your **Troop site** there are additional steps you must now take. *This does not apply to Initial Order Girl Delivery orders via a Girl site, those flow over into eBudde automatically and do not require any extra steps.*

girl scouts of greater new york		Log Out
Select th	e role you would like to view Role Site Lead of Troop 1234 S. Troop 1234 of Service Unit 110 CONTINUE	
Go to the Orders tab		
girl scouts of greater new york	Shop My Account Lo You are viewing as: <u>Site Lead of Troop</u> : 1234 S.	g Out

Log in to Digital Cookie as the Site Lead of the Troop Site role.

Scroll down to where it says "Orders to deliver." Click the "Select all" box and then hit the "Export Orders" button.

		Home I	Badges Learning	Site Setup	Customers	Orders	My Cookies
	••••						•••••
	5 Orders to Click on a name	o deliver to mark when t	he cookies were delive	ered. (i)			
-	🖌 Select all	Order Deliver	ed Export Orders				Show 5 Items \sim
			All 5 orders in	the list are selecte	d. clear all		
		Cookie pkgs	Deliver to	Delivery A	Address	Order Date	Initial Order 👔
	•	4	Sector 1 Sector	400 Denoshing D V	d, Providen, N	2/2/2024	
	✓ 913-9906	5		400 Deansburg R V	d. Direester, N	2/2/2024	
	Valation 🗸	10	Loon Marke	naturier off set	kama sunz	2/3/2024	
	 ••••••••••••••••••••••••••••••••••••	1	- nonper	47 Green St. Pouj	populati Ma	2/1/2024	
	 1417703 	6	Kladne Miranne a	2 Hickory Dr. Veski NY	inase i tengletes	2/1/2024	

This screen will pop up. Click "Export File"



A Microsoft Excel document will now be downloaded onto your computer. Open that document and scroll to the right until you see the cookie varieties. (If you do not have excel or have problems downloading the file please email us at

digitalcookie@girlscoutsnyc.org and a member of the Cookie Team will assist you.)

K	L	Μ	N	0	Р	Q	R	S	
Adventurefuls	Lemon-Ups	Trefoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	Girl Scout S'mores	Toffee-tastic	l
5	1	0	0	1	1	0	0	2	
C	0	3	1	1	2	1	0	0	
2	4	0	0	4	4	2	5	0	
C	0	0	4	1	0	0	0	1	
C	0	6	0	0	2	2	2	0	

These are the cookies you need to add into eBudde for your Troop Site's Girl Delivered orders.

Head back to eBudde and go to the Initial Order tab. Scroll down until you see the "Other" line.

Troop Initial Order

			Print								Submit T	roop IO
		\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	
Uses Girl DOC		GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
	Total Order	0	0	0	0	0	0	0	0	0	0	0
Imported			0	0	0	0	0	0	0	0	0	0
Other			0	0	0	0	0	0	0	0	0	0
	Last Year (Other)		7	2	1	2	8	7	6	2	0	35
Pkgs. Ordered		0	16	9	11	9	28	11	11	19	1	115
Cases To Order			2	1	1	1	3	1	1	2	1	13
Extras			8	3	1	3	8	1	1	5	11	41

Click on "Other" and you'll be taken to this screen:

		Sa
Product	Packages	
Adventurefuls \$7.00 LY-7	7	
Lemon-Ups \$7.00 LY-2	5	
Trefoils \$7.00 LY-1	9	
Do-Si-Dos \$7.00 LY-2	5	
Samoas \$7.00 LY-8	7	
Tagalongs \$7,00 LY-7	9	
Thin Mints \$7.00 LY-6	5	
S'mores \$7.00 LY-2	7	
Toffee-tastic \$ 7.00 LY-0	3	
Total	57	
	Product Adventurfuls 2120 V2-7 Lemon-Ups 2120 V2-7 Tetolis V2-7 Standow V2-7 Standow V2-7 Standow V2-7 Standow V2-7 Topical Standow V2-7	Product Packages Adventurfules \$720 7 Lesmon/Ups \$720 5 Status 9 DosSibos \$720 9 DosSibos \$720 7 Samos \$720 7 Samos \$720 7 Samos \$720 7 Samos \$720 9 Thin Nints \$720 7 Simos \$720 7 Simos \$720 7 Simos \$720 3 Total 57

This is where you will need to enter the packages from the Microsoft Excel sheet.

Other Ini	tial Orc	ler						
Cancel							Save	
		Pro	oduct			Packag	jes	
		Ad \$ 7.0	venturefuls	=7		7		
		Lei \$ 7.0	mon-Ups	=2		5		
		Tre \$ 7.0	foils	=1		9		
		Do \$ 7.0	-Si-Dos 00 LY	=2		5		
		Sa \$ 7.0	moas 00 LY:	=8		7		
		Ta \$ 7.0	galongs)0 LY	=7		9		
		Thi \$ 7.0	in Mints	=6		5		
		S'n \$ 7.0	nores 00 LY:	=2		7		
		Tof \$ 7.0	fee-tastic	=0		3		
		Tot	tal				57	
К	L	М	N	0	P	Q	R	S
Adventurefuls	Lemon-Ups	Tretoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	Girl Scout S'mores	Tottee-tastic
0	0	3	1	1	2	. 1	, 	0
2	4	0	0	4	4	2	2 5	0
0	0	0	4	1	0	0) C	1
0	0	6	0	0	2	2	2 2	0

Hit "Save" and you're done.

Now head back to the Inputting your Initial Order document to finish up.