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.*

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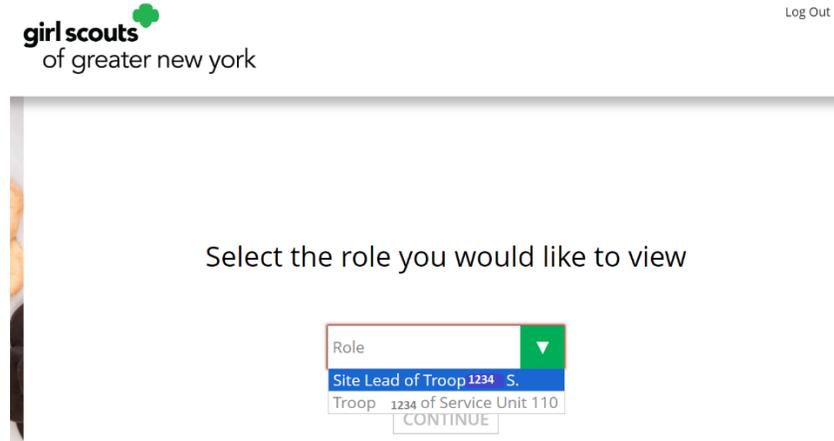
Go to the Orders tab

Scroll down to where it says "Orders to deliver." Click the "Select all" box and then hit the "Export Orders" button.
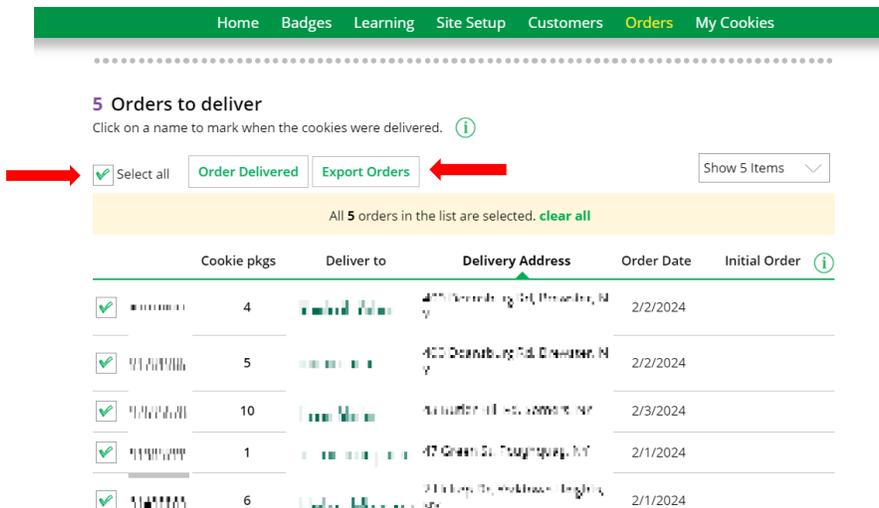
This screen will pop up. Click "Export File"

Export your list of cookie orders that are ready for delivery

Saving a list of the cookie orders that need to be delivered is easy. When you select the "Export File" button, a file will download to your device with the name "CookieOrderDelivery".

Export File
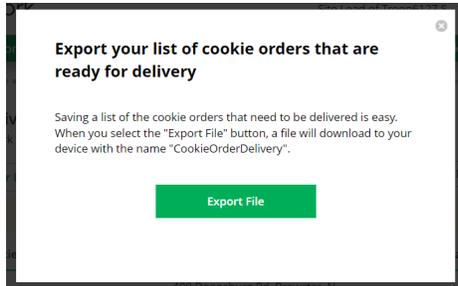
A Microsoft Excel document will now be downloaded onto your computer. Open that document and scroll to the right until you see the cookie varieties. (If you do not have excel or have problems downloading the file please email us at digitalcookie@girlscoutsnyc.org and a member of the Cookie Team will assist you.)

K	L	M	N	O	P	Q	R	S
Adventurefuls	Lemon-Ups	Trefoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	Girl Scout S'mores	Toffee-tastic
5	1	0	0	1	1	0	0	2
0	0	3	1	1	2	1	0	0
2	4	0	0	4	4	2	5	0
0	0	0	4	1	0	0	0	1
0	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 Troop IO

Uses DOC	Girl		GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
			$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	$7.00	
	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:

Other Initial Order

Cancel		Save

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**

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

Other Initial Order

Cancel   Save

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**

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

Hit "Save" and you're done.

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