

# Planned Orders: How to Get More Cookies

Once your troop sells through the initial order of cookies you may find that you need more! How do you get what you need in a timely manner? Snap will allow troops to place Planned Orders – this feature will allow troops to order cookies for Cookie Booths and/or additional girl needs.

- In order to make sure that all cupboards are stocked each week with the correct number of packages of each variety, ALL Troop Product Managers are required to place a Planned Order in Snap for any additional packages of cookies needed to be picked up to fulfill girl orders or for booth sales.
- **A PLANNED ORDER FOR BOOTH SALES MUST BE PLACED IN SNAP THE SUNDAY BEFORE YOUR COOKIE BOOTH FOR YOUR COOKIE CUPBOARD TO GUARANTEE THAT THEY WILL HAVE THE COOKIES THAT YOU NEED.** The dates for Booth Sales are February 17-March 18.
- Scheduled dates for Planned Orders are: February 12, 19, 26 and March 4 and 11.
- Deadline for Planned Orders is **8:00 p.m. Sunday night. Orders MUST be in by that time to guarantee your cookie order.**
- Troop Product Managers will choose the pick-up date in Snap, but will still need to set up a pick-up time with the Cupboard Manager by phone or email.
- Please note that this is a **request** for cookies, your Cupboard Manager may recommend a different amount of packages or variety based on the booth sale site location and time.
- Because your troop may need to make multiple trips to the Cookie Cupboard, it may be necessary for parents to assist in picking up cookies. If a parent volunteer will be stopping to pick up cookies for your troop, please notify the Cupboard Manager immediately. **Your parent volunteer will not be allowed to pick up cookies without Troop Leader permission either written or by phone.**

## To enter a Planned Order in Snap:

1. Click on **Cookies**.
2. Click on **Planned Order**.
3. Select a cupboard from the drop down box.
4. Select a pickup date from the drop down box.

The screenshot shows the 'Cookies PLANNED ORDER' form. At the top, there's a 'Cookies' header with a cookie icon. Below it, the form is titled 'PLANNED ORDER'. There are two dropdown menus for 'Cupboard' and 'Sales', both currently set to 'None Selected'. Below these are fields for 'Order Reference', 'Order Date' (9/8/2010 8:00:43 PM), and a note: 'All quantities are in the same UOM as of the Cupboard to Troop UOM set by the Council : Cases'. At the bottom, there's a table with columns for different cookie varieties: TLC, SC, LEM, etc., and a 'Total' column. The 'Troop Order' row shows zeros in all columns. A 'Cancel' button is at the bottom.

The screen will register the troop number, cupboard and requested date.

The screenshot shows the 'Cookies PLANNED ORDER' form after data entry. The 'Cupboard' is now 'Cleveland Cupboard' and 'Troop' is '12345'. The 'Order Date' is '9/7/2010 6:03:52 PM' and the 'Planned Date' is '9/17/2010'. The table at the bottom is the same as in the previous screenshot. At the bottom, there are 'Submit' and 'Cancel' buttons.

Enter in the number of packages for each variety that you want to pick up at the cupboard and click **submit**.

You will be able to see your Planned Order on the Order Management page. Once you commit your order, you will not be able to make any changes to it. After your Planned Order has been picked up from the cupboard, the Cupboard Manager will confirm the number of packages of each variety picked up and the Planned Order will become a cupboard to troop transfer which you will be able to view on your Order Management page. Once the transfer is complete, the packages will be available for you to transfer to girls for additional sales or for booth sale credit to girls.