



Getting Additional Cookies/Placing an Order for your Cookie Cupboard

Your troop is assigned to a Cookie Cupboard; you'll be able to see the location, date and times your cupboard is open.

Cupboard times may vary; many Service Units have their own cupboards for just the troops in that Service Unit. If that is the case, the cupboard is run by a volunteer.

The deadline to order each week is Sunday, 9 pm.

These orders are called PLANNED ORDERS because you're planning to pick them up.

To place a planned order, login to abcsmartcookies.com

1. Hover over the orders tab and click on planned order
2. Your cupboard options will be listed
3. Select a date and time and click save. You may edit by picking edit under each category
4. Enter your order. Planned orders are always in cases. Each case has 12 packages
5. Click save
6. **OPTIONAL:** click print receipt at the bottom. You will not need it to pick up your order; it's for your reference only. Also, note that it will say Not Approved which means the order hasn't been picked up. Once you pick up the order and the Cupboard Manager enters it in Smart Cookies the order is approved* You can delete the order by clicking delete
7. We allow two planned orders per week. If you need to edit your order you may do so if it is before the deadline (9 pm, Sunday) by visiting the Manage Order screen under orders

*Please give Cupboard Managers 72 hours to approve your order. You may go ahead and distribute cookies to girls and complete troop to girl transfers in Smart Cookies. Remember that this may make your on-hand inventory number (on your dashboard) become a negative number – that's ok during the cookie season.