



Quick Bites

Creating an Initial Order – Direct Sale

View this video: <https://youtu.be/tFZsIGTokl4> or follow the instructions below.

- Navigate to **Orders>Troop Initial Order**.
- Orders will be placed in full cases.
- Enter the number of cases by variety for troop initial order.
- Information on financial responsibility and a comparison to prior year's sales performance will be shown.
- Click save.

		Troop Order	Total Cases
Adventurefuls	\$0.00	0	0
Exploremores	\$0.00	0	0
Lemonades	\$0.00	0	0

Select Delivery Station (required)

- Delivery location(s) will display.
- Click on the blue box with the name of the location where you will pick up initial order (you may only have one option).
- If the location schedules appointments, you will have the opportunity to select an appointment time.
- Save the delivery location.
 - If you make changes to your Troop order, you may need to select your delivery station again.

- Once your initial order is complete, click the Ready for Review bar (this step is optional)