



# Quick Bites

## Creating an Initial Order – Direct Sale

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

Log into Smart Cookies and navigate to Orders>Troop Initial Order. Troops participating in a Direct Sale will place their order by total cases. Once you have opened the order screen, enter the number of cases by variety that your Troop wants to pick up at initial orders. You will see information on financial responsibility and comparison to prior year's sales performance.

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

After you have saved your Troop order, your delivery location(s) will display. Click on the name of the location you will pick up cookies (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 must select the delivery station again.

Once your initial order is complete, you can click ready for review to notify the Service Unit that your order is complete.

1. Choose a Location      2. Pick A Date      3. Make An Appointment

The selected delivery station does not require an appointment. Press save to continue.

Chico Delivery Drop, 123 Main Street  
Chico, CA, 95298