Order Received—Shipped, Donated or Delivered

Here is what you need to know about orders your Girl Scouts might have received.

**Shipped/Donated orders:**

1. In eBudde you can look on the **Girl Orders** tab to see how many boxes each girl has sold. You do not need to provide any inventory to her for those orders. You will see a credit for the full amount paid for those orders.

2. You can also see the amount as a Deposit in your Payments tab in eBudde.
GSNorCal has ACH withdrawals/credits. eBudde will reflect Digital Cookie deposits already being made into your account and credited toward the troop balance due to council for all cookies sold by your troop.

### Acronyms for Digital Cookie Orders

- **DOC** = Digital Order Card
- **DOC Ship** = Shipped order
- **DOC Ship+** = Shipped and donated order
- **DOC DON** = Donated order
- **DOC In Hand** = cookies in hand order (mobile app) *In Hand assumes the inventory has already been assigned to the girl and is ONLY a financial transaction. There will not be any inventory assigned on that line to her.*
- **DOC DLVR** = In-person delivery
- **DOC DLVR+** = In-person delivery + donated order

All Digital Cookie sales will add to your troop’s total cookies sold and each girl’s total cookies sold. They will be reflected in your Sales and Per Girl Average and count towards any rewards the girl may be eligible to receive.
Troop Order received ship or deliver

Delivered Orders:

1. On your Digital Order Card troop dashboard you can see if any of your girls have pending orders. (See “Troop Dashboard” for more info). If they are pending they will not appear in eBudde until the caregiver approves the order for delivery.

2. When the caregiver approves the order, the amount the customer paid will show as a credit on the girl order tab for that girl. NOTE—it does NOT automatically assign cookies for delivered orders to the girl. You will check cookies out for all orders she needs to deliver the same way you do for traditional deliveries. In-person delivery orders are essentially a deposit only.

(See Shipped & Donated orders for a view of the payment screens)

- The amount the customer paid will also reflect in your payments tab in eBudde.
- You will need to adjust the amount of money you deposit using the sales report as a guide. OR If your council has ACH withdrawals they will adjust to reflect the deposit already being made into your account.