

PLACING THE COOKIE ORDER

USAGSO Requirements to place a cookie order (in-person cookie sales)

- Communities must have at least two registered OCMT members, one of which is serving as a Cookie Manager.
- Access to an AAFES/NEXCOM facility that can accept cookie shipment delivery (except for the USVI)
- Access to a military installation or embassy/consulate (except for the USVI)
- Permission from the installation or embassy/consulate to sell after school hours (except for the USVI)
- If an OCMT has not met payment deadlines for previous cookie seasons, they will be required to prepay their cookie order or may be denied placing a cookie order.

Use the following steps to complete your order:

1. Decide which cookies you want to order as full pallets.
2. Decide which cookies you want to order as less than full pallets. **For these cookies, you must order in complete layers.** Determine the number of cookies by layers (*see chart on next page*). **If you are served by a depot and do not want a full layer of cookies, contact that OC's Cookie Manager or OC Chair to share a layer of cookies with them.** Email account default OC Chair: **communitynamegirlscouts@usagso.org**, OC Cookie Manager: **communitynamecookiemanager@usagso.org**
3. The total number of cases of each type of cookie is needed for processing the on-line cookie order.
4. If you have pre-arranged to share a layer of cookies, you must notify USAGSO office via email at overseascustomercare@girlscouts.org and provide the name of the OC you are sharing with and the quantities sharing. When placing the order with the on-line system eBudde, each OC sharing a layer of cookies must enter their share in their cookie order. The USAGSO Product Program Manager will make sure to combine both OC's shared quantities to complete the layer when submitting the cookie order to the baker.
5. **Place the OC Cookie Order with the on-line eBudde system.**
 - a. eBudde users must have completed the eBudde training before accessing and or placing a cookie order.
 - b. eBudde is part of the Little Brownie Cookie Tech Portal for Single Sign-On. This new system allows for easier access to all Little Brownie Tech tools. eBudde can be accessed from two ways – <https://ebudde.littlebrownie.com> or <https://cookieportal.littlebrownie.com> using your personal email address (*email address used in MyGS*) .
 - i. For access to eBudde, you must complete and submit the commitment form [HERE](#) if you haven't done so.

See Next

- c. Each user will get a welcome email to their personal email address (*email address used in MyGS*) from eBudde that has a unique link for logging into the system for the first time. This link is unique to the user, cannot be used by others and has a time limit assigned to it. Users will receive the welcome email from eBudde in October.
 - i. If the welcome email from eBudde is not received, go to <https://cookieportal.littlebrownie.com>, click “Forgot your password” and follow the reset password instructions to access the system. If the user is not able to access eBudde after following these steps, contact the USAGSO Product Program Manager, Sandra Rivera at overseascustomer@girlscouts.org.
- d. The system will direct the user to a contact information page where a new personal password can be created or updated. Once the user has completed the contact information page, the user will be given access to the system and be able to submit the cookie order.

Note: Users can only submit the cookie order ONCE! If a change needs to be made, the user will need to contact USAGSO Product Manager, Sandra Rivera at overseascustomer@girlscouts.org to make the change to an order.

Quantities for ordering **complete layers or pallets** by variety are:

Cookie Type	# cases in layers	# layers on a pallet	# cases on a pallet
ADVENTUREFULS	16	10	160
LEMON UPS	21	8	168
TREFOILS	16	10	160
DO-SI-DOS	20	10	200
SAMOAS	15	12	180
TAGALONGS	16	10	160
THIN MINTS	20	10	200
S'MORES	15	10	150
TOFFEE-TASTIC	17	12	204

Please note: An OC **is not required** to order all nine varieties of cookies.