



Quick Bites

Creating an initial order – Order Taking Sale

You can view our video [Creating Initial Order by Girl YouTube Link](#) or follow these instructions:

- Log into Smart Cookies and navigate to Orders>Troop Initial Order.
- Click on a girl name to display all cookie varieties.
- For order taking sales, during the initial order period, your Troop initial order will populate with information from Digital Cookie. The first column (Inv) may contain packages entered by the parent from the paper order card. These numbers may be edited. The second column (pre-paid) will total all girl delivery pre-paid packages ordered from customers and is not editable. Enter any packages needed in the first column or edit if desired. To verify numbers are accurate run the All-Order Data report for girl delivery and the Initial Order report for parent entered orders from Digital Cookie.
- For unpaid Cookie Share orders in the INV column – it is a best practice to edit the packages to zero and enter the Cookie Share sales at the time the payment for the order is received. If payment has been turned in during initial order, the packages can remain.
- On the booth row at the bottom of the page, enter additional packages for your Troop to use at booth sales. The extra line will round all varieties up to full cases (not Cookie Share). Extra line is not editable. Click Save when order complete.

Troop Order Deadline: September 16, 2025 @ 11:59 PM

LAST EDITED: N/A ON: N/A

READY FOR REVIEW

Export to Excel

Build Order By: ☐ Cookies ☒ Girl

Measure By: ☐ Cases ☒ Packages

Amelia Davis	\$0.00	Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Cookie Share	\$0.00	Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Adventurables	\$0.00	Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Exploremores	\$0.00	Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Booth			\$0.00			Total Pkgs: 0
Extra					\$0.00	Total Pkgs: 0
Total					\$0.00	0.00

TOTAL ORDER VALUE: \$0.00

TOTAL CASES: 0

Order Notes

Type here (250 Characters Max)

Select Delivery Station (required)

After you have saved your Troop order, your delivery location(s) will display. Click on the name of the location for cookie pick up (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 be prompted to select the delivery station again.

Finalizing order

Once your initial order is complete, you can click ready for review to notify the Service Unit that your order is complete (not required). If you click on the ready to review button prior to the troop order due date, you will receive a confirmation message and any girl delivery orders approved after your order is submitted will **not** be included in the initial order.

Select Delivery Station

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.

Map satellite

Gateway Science Museum
California State University Chicago
Maddison Park
Chicago

Chicago Delivery Drop, 123 Main Street
Chicago, IL 60608