

DOC DLVR Orders

Digital Cookie girl-delivered orders (DOC DLVR) show in eBudde with zeroes for each variety and a negative payment. All DOC DLVR orders need to be entered as a transaction into eBudde. Please see the linked video for a walkthrough: [DOC DLVR Allocation.mp4](#)

[DOC DLVR Allocation Spreadsheet](#)

[All Orders Cookie Allocation Spreadsheet](#)

Rewards- the girl delivered cookies won't show in the My Rewards tab in Digital Cookie until they are allocated in eBudde.

Draft Sites- any Girl Scouts in your troop with a site listed as 'Draft' will need to publish their site to take orders.

Allocation- Page 12 of the Troop Cookie Manager Guide has a full walkthrough for DOC DLVR allocation. What we recommend is write down the order numbers you're allocating cookies for, then tally up by variety and enter one transaction for all orders that week. Don't forget to give the Girl Scout the cookies for those orders.

Here's the step by step for allocating Digital Cookie Orders- DOC DLVR orders:

- - All DOC DLVR orders (Digital Cookie orders approved for girl-delivery) need to be entered into eBudde for those cookies to count towards the total sold.
 - The order will show up in eBudde with all 0's for varieties and a negative balance.
 - Download the report under the 'Reports' tab called 'Girl Delivery- Varieties Only- By Girl' in eBudde.
 - Go to the 'Girl Orders' tab.
 - Click on the Girl Scouts name.
 - Click '+Order'.
 - In the comment section, add the transaction # for the DLVR order.
 - Add the number of packages by variety.
 - For the 'Financials' section, leave the paid amount at \$0. The positive 'Bal. Due' cancels out the negative amount.
 - Click 'Save'.
 - Repeat for all DLVR orders for each Girl Scout.
 - Check with the caregiver that they have enough cookies for the orders.

