



How To: Transfer/Trade Cookies With Other Troops

Transferring and trading cookies with other Girl Scouts of Northeast Texas (GSNETX) troops is a great way to work with local troops in your area to help manage your inventory and support other Girl Scouts. All Troop to Troop trades and transfers must be entered by the troop receiving the cookies within 24 hours.

How to Trade / Transfer with other GSNETX Girl Scout Troops

1. Check the TCM Cookie Exchange GSNETX Group on Facebook

This group is a great resource to find out what troops in your area have cookies that they are looking to trade or transfer, as well as the opportunity for you, as a Troop Cookie Manager, to post cookie inventory that you may be looking to trade or transfer, in or out, to your troop. Posts can be for individual packages and/or full cases.

2. Arrange Trade / Transfer

In arranging a trade or transfer of cookies with another troop, make sure that you are trading/transferring with another Troop Cookie Manager, not a parent or troop volunteer who does not have the access and authority to facilitate the trade/transfer. Set a date, time and location that works for both parties for the trade/transfer.

3. Complete Trade / Transfer

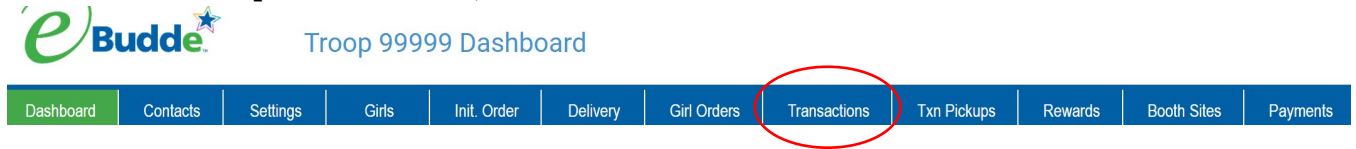
Make sure to count to ensure accuracy in the counts and varieties that are being traded or transferred. Check to ensure the packages were manufactured by Little Brownie Bakers (LBB) and not ABC Bakery (ABC). Also verify the expiration date on the bottom of the packaging has a date listed that has not passed and expires in 2023. Using a cookie receipt book provided by Girl Scouts of Northeast Texas, write down the name, troop number and phone number for both volunteers who are trading/transferring cookies, as well as the varieties and counts of each cookie being traded or transferred. A receipt should be written and signed for each transaction that will be entered in eBudde.

For example, if Troop 1234 is trading cookies with Troop 9876. Troop 1234 is transferring 4 cases of Trefoils to Troop 9876 and Troop 9876 is transferring 4 cases of Lemon Ups to Troop 1234. Even though this is an even trade because both Trefoils and Lemon Ups are \$5 for each package, two receipts should be written, and two entries will be required in eBudde.

4. Transfer Cookies In eBudde

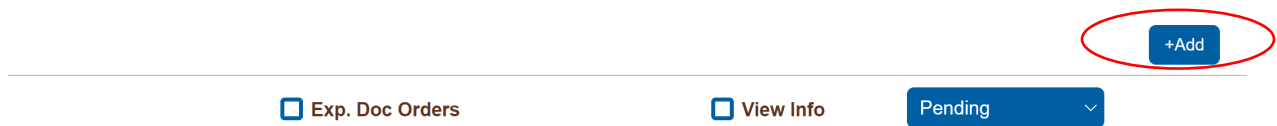
The troop receiving the cookies should enter the transaction in eBudde within 48 hours of the transfer.

1. Log into [eBudde](#).
2. From the troop dashboard, select the “Transactions” tab.



3. Click “Add+”.

Transactions



4. Make sure **Type** is “Normal”, **2nd Party** is “Troop” and enter the troop number that you received the cookies from. Make sure **Product Movement** is set to “Add Product”. It is not necessary to enter a pick up date. Enter the transfer in cases and/or packages depending on your received.

- 5.

Time & Place

The screenshot shows the 'Time & Place' form. At the top, there are fields for 'Date: 01/15/2023' and 'Receipt: A6J000'. Below these are four tabs: 'Normal' (circled in red), 'Booth', 'Adjustment', and 'Return'. Underneath are three more tabs: 'Troop' (circled in red), 'Service Unit', and 'Cupboard'. There is a 'Troop:' text input field. Below that is a 'Pickup' section with 'Date:' and 'Time:' input fields. At the bottom, there is a 'Contact Info' dropdown menu showing 'AshleighLee', 'alee@gsnetx.org', and '6001 Summerside Drive'.

Cookie Order

The screenshot shows the 'Cookie Order' table. At the top, there are two buttons: 'Add Product' (circled in red) and 'Remove Product'. The table has three columns: 'Product', 'Cases', and 'Packages'. The products listed are Raspberry Rally, Adventurefuls, Lemon-Ups, Trefoils, Do-Si-Dos, Samoas, Tagalongs, Thin Mints, S'mores, and Toffee-tastic. Each product has input fields for 'Cases' and 'Packages', all containing the number '0'. At the bottom, there is a 'Totals' row with 'Cases' set to '0' and 'Packages' set to '0'.

6. Review the order to ensure it is accurate, then click “Save”.
7. The transaction will now appear in the transactions list in white.