

How do I place my unit's popcorn order?

Modified on Mon, 12 May at 10:57 PM

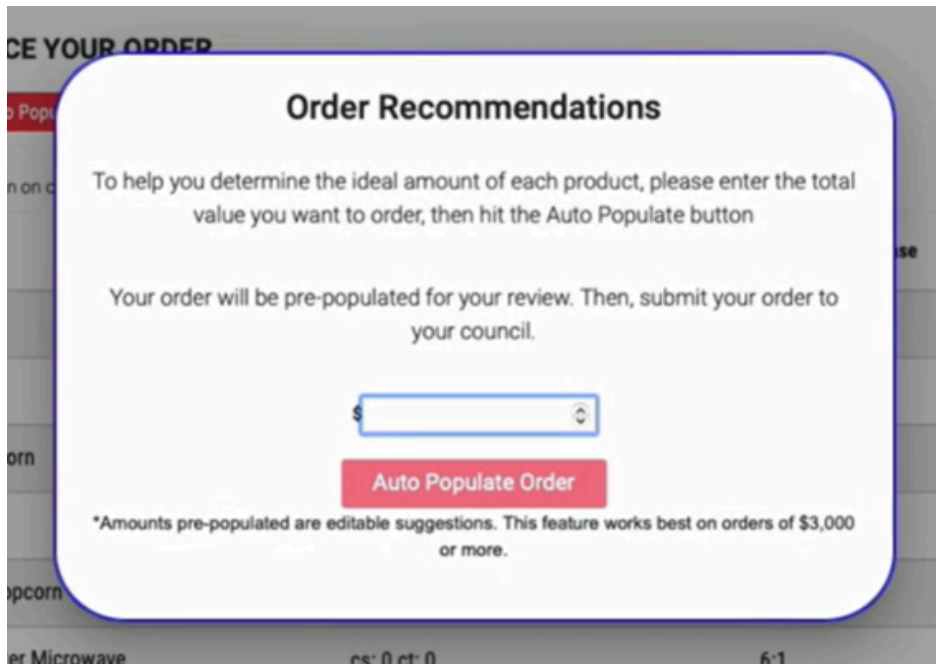
Click the 'Popcorn Orders' button at the top of the dashboard page, or click 'Popcorn Orders and Returns' from the left-hand navigation.

POPCORN ORDERS

1. Click Create New Order

Create New Order

2. Select the order type from the Choose Delivery dropdown menu.
3. On the initial order (only), a popup will appear asking the amount you would like to order.
4. Enter the dollar amount and click 'Auto Populate Order'.



5. Your product mix will auto-populate based on the suggested product mix for your Council.
6. Make necessary adjustments in the Order Adj (+ or -) column.

START HERE TO PLACE YOUR ORDER

\$ 10000 Auto Populate Order Save as Draft Submit

*Only use the Auto Populate button on orders of \$3,000 or more

Product	Total Need	Selling Units : Case	Order Adj (+ or -)	Final Unit Order
Kettle Corn	cs: 0 ct: 0	12:1	cs: 9	cs: 9
Popping Corn	cs: 0 ct: 0	9:1	cs: 4	cs: 4
Salted Caramel Corn	cs: 0 ct: 0	12:1	cs: 7	cs: 7
S'mores Popcorn	cs: 0 ct: 0	12:1	cs: 5	cs: 5
White Cheddar Popcorn	cs: 0 ct: 0	12:1	cs: 11	cs: 11
Unbelievable Butter Microwave	cs: 0 ct: 0	6:1	cs: 11	cs: 11

QTY: 47 Base Commission: 36% Earnings: \$3643.92 Total: \$10122.00

- 7. View your Final Unit Order column to confirm.
- 8. You can click 'Save as draft' to return to it later or 'Submit' the order to your Council for approval.
- 9. You will see the order show pending until your Council reviews and approves it.
- 10. Once the order is approved, you will receive an email notification and can view your invoice.

Important Invoice Information:

Your unit is placing its order through your Council, and the invoice amount is owed to them—not Trail's End. There's no need to pay upfront. As your unit earns credits from credit card sales, online commissions, and Cash to Credit™ payments, those credits will be automatically applied toward your invoice balance.

For more information, please review:

- [Understanding the Unit Invoice](#)
- [Understanding Your Unit's Accounting](#)