HOW TO ORDER PRODUCT

PECATONICA RIVER POPCORN

How to Place a Popcorn Order

- 1. Go to www.PRPopcorn.com and access your account
- 2. Click "New Order" on the Dashboard
- 3. Choose what type of order you are entering and warehouse
 - a. Show & Sell (Due by 08/03/21)
 - **b.** Take Order (Due by 10/19/21)
- 4. Enter your order in the fields
 - a. Show & Sell (CASES ONLY)
 - b. Take Order (Cases and Containers)
- 5. At the bottom of the order page, you may add notes or comments
- 6. Click "Update" to place your order *If you do not click "Update" your order will not move forward for approval.*

Add Order	
Invoices / Te Orders / + Add Order	
Sale Season Fall 2021	
Order Type*	~
Pick Up Location*	
Select Submit	*

How to View / Edit an Order

- 1. Go to www.PRPopcorn.com and access your account
- Click "Manage Orders" on the Dashboard
 Orders can only be edited if the status states "Submitted by Unit" an approved order cannot be edited
- 3. To edit click on "Details" and then "Edit Order" you can change quantities and notes.
- 4. Once finished, click "Update" *If you do not click "Update" your order will not move forward for approval.*

Orders									
Invoices / Te Orders				Status					
+ Add Order			A	Approved by Council					
Sale Season									
Fall 2021									
Order ID	Order Type	Location	Status	Added Date	Retall Iotal		Product Order Notes		
1836295	Show & Sell	Pennsylvania Dutch Council	Approved by Council	5/11/2021	\$6,550.00	🔳 Details	test. please call me.		
Total \$6,550.00									
Records 1-1 of 1									

HOW TO ORDER PRODUCT

WHITLEY'S NUTS

Order your Show & Sell Nut Products

How to Place a Nut Order

Order your Take Order Nut Products

- 1. Go to http://padutchbsa.org and click on "Fall Product Sale"
- 2. Look for the Order Your Nuts buttons
 - a. Show & Sell (Due by 08/03/21)
 - **b.** Take Order (Due by 10/19/21)
- 3. Enter your unit information and choose the same warehouse as the popcorn order.
- 4. Enter your order in the fields
 - a. Show & Sell (CASES ONLY)
 - b. Take Order (Cases and Containers)
- 5. Click "Submit"

Please note that during Show & Sell, you will be able to place additional Show & Sell popcorn and nut orders using the same steps used in the "How to Place an Order" sections. **All Show & Sell orders must be ordered by the case**. Initial Show & Sell order product and Take Order product will be delivered to your chosen warehouse. For additional Show & Sell orders, Council will contact you with delivery/pick-up information. Additional Show & Sell orders must be **paid at pick up**.

