

Classic 2017 Cookie Campaign: Timeline for Ordering, Delivery and Invoicing

The dates below are deadlines that need to be met by National office to ensure timely completion of required tasks and fulfillment of contractual obligations. All provinces must meet these deadlines. To meet these key dates, your Provincial Council may set earlier deadlines.

OCTOBER 2016	
14	Update/Open sales aids orderers position information in iMIS - collaborate with iMIS administrators
NOVEMBER	
1-14	Cookie Advisers to update online ordering website, delivery points for sales aids and cookie orders, cookie orderers positions
14	Cookie ordering site opens for sales aids orders
28	Cookie ordering site closes for sales aids orders
DECEMBER	
1-12	Network to review delivery windows for input
2	Update/Open cookie orderers position information in iMIS - collaborate with iMIS administrators
5	Signed sales aids order summary to cookie department due to national
12	Deadline for network to provide feedback/input on proposed delivery windows
JANUARY 2017	
11	Deadline to update cookie orderers information in iMIS
11	Deadline for updating cookie delivery points on Cookie site
13	Network receives instructions on how to order cookies using Cookie ordering site
16	Online ordering site opens for cookie ordering
23	Delivery of sales aids orders begin
30	Online ordering site closes for cookie ordering. This is the last day to edit cookie orders
FEBRUARY	
3	Signed cookie order summary to cookie department due to national

6	Network receives their province's cookie order summary and delivery notification contact list for review
13	Deadline for network to submit changes to the delivery notification contact list to cookie department
24	Carriers begin sending delivery notifications via email confirming actual delivery dates (approx.)
28	Network to receive reminders on delivery process, including procedures, delivery guidelines, DRF, notification process – included in Cookie campaign update
MARCH	
4	Delivery of cookie orders begin
25	Delivery of cookie orders completed (approx.)
APRIL	
8-9	Cookie Days in Canada (TBD)
7	Network submits requests for wish list orders
MAY	
2	Cookie All Stars Rewards and Recognition ordering site closes
5	Network receives draft invoice and PAD agreement, and invoice for extra delivery charges, if any
16	Deadline for network to submit reconciled draft invoice and all supporting documentation to cookie department
31	Network receives final invoice
JUNE	
1	Deadline for network to submit signed PAD agreement for EFT payment to the finance department
8	Provincial bank accounts are debited for final payment of cookie orders
mid	Shipping of Cookie All Stars rewards and recognition packages begins