

ENTERING ORDERS INTO MY SALES

Step 1:

Go to: www.tupperware.ca
Click Sales Force
Click English
Fill in User Name "fresh"
Fill in Password "start"
Click My Sales

Step 2:

Fill in User Name "fresh"
Fill in Password "start"
Press or Click "Login" button

Step 3:

You will see the sales force home page, click the MySales tab
Enter consultant ID
Enter password
Click "Let's Go!"

Step 4:

What's Hot in My Sales (message and info) will appear.
Check out what is new
Click the "next" button

Step 5:

Welcome Page
Click Welcome > Party History
Click "Start New Party" button
Click "Party" button

Step 6:

Party Set Up
Enter Description, Date and number of guests
Click ship to host or consultant
Enter Host Name and Address. Use the tab key between fields or click on appropriate boxes
Click "Next" button

Step 7:

If customer dated party click and enter the party date
Enter Customer's Name
Click "Next" button

Step 8:

Enter item numbers and quantity. Use the tab key between fields; change the first column as needed)
If there are more than 10 items, use "Next 10 items" button
Click "Verify" button. Verify that everything is correct
Click "Next" button

Step 9:

Customer Order Summary
If customer used credit card click "yes" and then fill in credit card information
Click "Next" button

Step 10:

Party Orders and Datings
Click on "Additional Datings" button to add dating without an order
Click on "New Order" to enter additional orders
Click on "Host Order" to complete a party (it's best to enter this last, as host bonuses change with every customer order)

Step 11:

Host Order
Click and enter date party if they dated another party
Verify Shipping Address

Step 12:

Item Entry
The first screen of the host order is product they are actually ordering for themselves and paying for.
If they ordered something enter item number and quantity.
Click "verify", and verify everything is right
Click "Next"
A window will pop up and you can order bags. Click on the link for the bags you would like to order.
Click "Next"

Step 13:

Host Rewards
Box on the right show the bonus offers, just click on the item number to order it
Enter item numbers for Free Tupperware, Host Gifts or ½ price selections, change the first box to the (on left under sales type) appropriate field.
Verify
Click "Next" button

Step 14:

Customer Order Form
Enter payment information
Click "Next" button

Step 15:

Party Summary
Add consultant payment if necessary
Click "Submit Party" button
Enter Password and click "Submit" button
If the Party Summary comes up successfully, you've done!
If not successful, check the error message to correct.
Usually this happens if there's a problem with a customer's credit card.

If you don't have computer access, call Customer Care for help.
1-866-376-7513