Entering a Party

Entering Orders in the Tupperware Canada My Sales system is so easy! Just follow this simple, step-by-step guide as you enter your first Party.

What is a Party?

A Party is any order or orders you wish to enter that were taken for the same Party. The only real difference between a Party and a Non-Party is that a Party has a Host.

You can put as many Customer Orders in a Party as you like. You can also enter a Consultant Order for yourself. You must also enter a Host Order. The orders will not go to the Distribution Centre until you have submitted the Party.

***Note: You don't have to enter the whole Party at once. You can enter a few orders, then shut the computer down and go to bed. You can sign on the next day, open up the Party and continue entering orders. You can even stop half way through an order and continue later!

Sign in to the Canada My Sales system

Go to Canada My Sales in your browser.

Tupperware	My Sales Web Application - Microse	ft Internet Explorer	
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	Tupper My Sales Web		
	Please enter your Consultant m	unber and Password below:	FAQ
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	Parrword	Forget your Pareword? Click Here	Chek
	Choose Language 🛞 English	O Francaie O Espanol	Tappert
	Latin C	a	
40			Internet

Enter your 11-digit Consultant ID.

Enter your Password.

Click "Let's Go!"

This will take you to the "What's Hot" page.

Check the left side of the page to see if there is anything you need to know. Click on the item and the information will appear on the right of the screen.

To continue, click on "Next" at the top right of the screen. This will take you to the Party History page.

***IMPORTANT:

Do not use the "Back" or "Forward" buttons on your browser! Use the "Next" and "Previous" buttons at the foot of the "My Sales" screens to move back and forth between screens.

Tupperware 17/05/2006 Party History Screen

Here is a list of the last 35 Parties you entered, sorted by Party number.

(To find older parties, click on "Party Search" at the top of the screen).

Start a new Party

Click on "Start New Party" at the top-left of the screen.

Party History May Sales Month ends on Friday, May 26 2006 at 11:59 P.M. ET. Start New Party Party Search

You get the following drop-down list:



Click on "Party" to go to the Party setup screen.

Party Set UP

Welco	ome	Consultant Info		Search	Resourc	#X	Cust Care			
Party Setu	р						Karen Armstron			
Party Ref#	8057985	De	scription	Party Example Step by Step		Party Date	04/29/2006			
Attendance	5	*<	Orders	0		# Datings	0			
	upperware" Part		are Party 💌	GO Party E		Program SUMME	ER 2006/CANADA			
Home Addres	Host Sea	arch		Ship Add	ess OPrimi	ary 🔿 Alternate				
First Name	Natasha	100		First Name	Karen	Karan				
ast Name	MacDona	sid		Last Name	I set in the set of th					
Address	1374 Sar	dhill Drive		Address	2-25 FIF	TH ST.				
pt/Suite				Apt/Suite			1			
lity	Ancester			City	WELLAN	ND				
Joance	ONTARI	D	*	Province	ONTAR	0	-			
Postal Code+3	3 L96	- 45		Postal Code-	+3 L3B	- 4Z4				
OSISI CODET.				Work Phone		Eats	n.			
E-mail E-mail Eome Phone	(905)648	1145		Ship Instructi	ion		11. A			

First, enter a description for the Party. This should be something that's meaningful to you, like, Brenda Wilkinson Party etc.

Tab over and enter the Party Date.

Tab to enter number of people in attendance at the Party.

Choose the Host Gift Programme, this will normally be the current Catalogue.

Select the lead type. Just click on the arrow on the right to see a drop-down list.

Lead	Select Lead Type	~	
	Select Lead Type		
ŀ	Fair/Tradeshow Family/Friends Fundraiser		
	Internet Lead Generation Box Phone		
	Qvc Rally Guest Showcase		
9	Taste Of Tupperware Party Traditional Party		

***Note: You have to choose a Source of Party Lead for a Party Order

Host: Now you can enter the name and address of the Host.

***Note: You *must* enter a valid address for the Host!

***Note: The My Sales system saves information on Customers and Hosts. If you have entered Web Order Entry Party for this host before, you can click on "Host Search" to save having to type all her information in again.

Ship Address

Click on Primary or Alternate address to choose which of your addresses entered you wish the order shipped to.

<u>Ship Address</u>	💿 Primary 🛛 🔿 Alternate
First Name	Karen
Last Name	Armstrong
Address	2-25 FIFTH ST.
Apt/Suite	
City	WELLAND
Province	ONTARIO 🛩
Postal Code+3	L3B - 4Z4
Work Phone	Extn.
Ship Instruction	

Click "Next" to enter the Customer order.

Customer Order

Choose the "**Customer**" button for a customer order. (This button is the automatic default)

This order is for:	 Customer 	O Consultant
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Next enter the Customer name and address. If this is a customer you have already entered into Web Order Entry, you can click on Customer Search to find the information rather than retyping everything.

Customer Or	der		Karen Armstro
Party Ref#	8057985 Description	Party Example Step By Step	Party Date 04/29/2006
Order Ref#			
This order is for	Oustomer		 Consultant
	Dated a Party:	Party Date	
Home Address	Oustomer Search	Ship Address	
First Name		First Name	Faren
last Name		L-ast Name	Arristrong
Address		Address	2-26 FIFTH ST.
Apt/Suite		Apt/Suite	Contraction of the second s
City		City	WELLAND
Province	Select Province	Province Postal Code+3	ONTARIO VI
Sostal Code+3			L3B - 4Z4
3-mail		Work Phone	Extr
Home Phone		Ship Instruction	
Work Phone	Earto		

Dated a Party Check Box – If this customer has dated a party please click on the check box and fill in the party date field (month/day/year). This will be important for Host Gift qualifications

***Note: The whole Party will ship to your ship address as chosen in the Party Set Up Screen, so you cannot change the Ship Address.

Click "Next" for the Item Entry Screen

Tupperware 17/05/2006 Item Entry

	Welcome Consultant Info		Consultant Info Search Resources				Ċ	Cust Care		
tem	Entry						K	aren A	unstrong	
Party .	Ref# 8057985 Des	cription	Party Example Ste	p By Step			Party	Date	04/29/2006	
Order	Ref# 110701645 Cur	tomer	Jane Smith	1.00			Orde	r Date	04/29/2006	ì
Order	Type CUSTOMER Ship	ping Method	Ship To Consultant	ť,						E.
Aller	ate Cash & Carry									I
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	Entry								-	
		The Trees	to see the iteration of the	des Three Cold	and here		al local to all		6.11 7	
Гоз	ld a new item, select th									
Fo a	ld a new item, select th an existing item, click	the "Del" che	eck box to the left o	of the item and	press th	e Verify	or Next I	nutton Real	S. R60	
Fo a	ld a new item, select th an existing item, click Ben Ego		eck box to the left o	of the item and				outton	S. R60	
Fo a	dd a new item, select th : an existing item, click Bes Type 1- Regular	the "Del" chi sen	eck box to the left o	of the item and	press th	e Verify	or Next I	nutton Real	S. R60	
To ad deleta 34	dd a new item, select th : an existing item, click Bes Type 1- Regular	the "Del" che	eck box to the left o	of the item and	press th	e Verify	or Next I	nutton Real	S. R60	
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This is where you enter the Tupperware Purchases for this order.

***Note: See separate guide for an explanation of the Cash & Carry Pool.

Go down to Item Entry.

See "1-Regular". Click on the arrow on the left to see the list of item classes.



You must pick the class when you enter the catalogue number.

Most entries will be 1-Regular Tupperware. But you may have to choose 8-Sales Specials or one of the other classes.

***Note: When you choose 1-Regular, it will not change the catalogue number you entered. However, choosing the other classes will add a code to the front of the catalogue number.

Examples:

Enter 1805 and choose 88-Purchase w/ Purchase, 1805 will change to 881805 when you verify the items.

Now tab over and enter the quantity.

You can press tab again to get to the next catalogue number field.

When you have entered all the items, go to the foot of the page and click on "**Verify**". This will verify that the items are entered in correctly.

84	Itom Pype	Hera	Decayden	64X	Cont	Cert Total	Retail Price	Rendi
	1- Regular 💌	D112	MM SQUARE 2 CONTAINER	1	\$9. ?5	\$9.75	\$15.00	\$35.D
	1- Regular 👻	0126	MM SQUARE SEAL/BMB	1	\$3.90	\$3.90	\$6.00	50.10
	1- Regular 👻	0332	ONE TOUCH REAL COUPTERS/PASSION	1	\$37.05	\$37.15	\$57.00	357.0
	1- Regular 💌	0448	1 GALLON PIT CHERIBLUE BEREV	1	\$20.80	\$20.10	\$31.00	\$32.00
	88- Purchase w/ Purchase 👻	881805	forece chernel	1	\$21.15	\$21.15	\$23.50	\$12.3
	1- Regular 💌]					
	1- Regular 👻]					
	1- Regular 💌]					
	1- Regular 💌							
	1- Regular		1					

If there's a problem you'll get an error in red.

tem En	ny						Ka	ren A	mstrong		
Error Se	ction										ł
followin	g Error(s) occur	ed in :									4
VOE-970	4 Item requires mi	rimum of \$	100 retail a	ales							
arty Refi	8057985	Description	1	Party Example Step By Step					04/29/2006		-
Order Ref	# 110701645	Customer		Jane Smith			Order	r Date	04/29/2006	-	
Order Typ	CUSTOMER	Shipping N	fethod	Ship To Consultant							
Pool	Balance: \$.00		The max	innun amount which can be a	rder. The r pplied to a amount appl		1.1.1	00	Update		
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Look at the top of the screen for a more detailed explanation of the problem.

When you have entered and verified all the items on the order, click "**Next**" at the bottom right of the page to go to the Order Summary.

Tupperware 17/05/2006 Customer Order Summary

Welcone		Consu	ultant Info Sea	arch		Resources	Cust Care	Log Out
ustomer Ord	er Sum	mary	,				Karen Armstrong	
dotomer ore	er eann	near y					Customer Payment Information	FAQ
								1014
Party Ref#	8057985	8057085 Order Humber		110701645	1			Help
Host Hame	Netestre M	acdonal	d This order is a	Ship To Consulta	rt.			1.000
This order is for	Ceneda Sa Customer	iestores	Dated Party	05/05/2006				Chet
0-117-								Support
Sold To Jane Smith			Ship To Karen Armstrong					
2022 Cestiand Drive Ancester Ontario LSL-3 eMail: Home Phone: (805)55: Work Phone:			2-23 PFTH ST. WELLAND ONTARIO L3B-4 eMail: Home Phone: Work Phone: Shipping Instructions:	Z4				PAYMENT HEL
Show Consultant D	etail							
Order Detail								
Item Type	Remá	= Oty	Description	Price	Total			
Regular	0448	1	1 Gallon Pitcher/Blue Berry	\$32.00	\$32.00			
Regular	0332	1	One Touch Rein Chisters/Passion	\$67.00	\$67.00			
Purchase with Purchase	1805	1	Guidk Chef/Pwp	\$32.50	\$32.50			
Regular	0112	1	Mm Square 2 Container	315.00	\$15.00			
Regular	0125	1	Min Square Seal/Brib	\$6.00	\$6.00			
Order Summary					T.			
Retail Price of Custom	er Rems				\$142.50			
			Subto	al	\$142.50			
Shipping					\$3.95			
Тах					\$21.97			
			Total Amount Due from Custom	er	\$168.42			
Was a credit card use	d to pay for th	ne orde	r? C Yes @ No					
Previous				t Order			Next	

Check the Order Summary against your copy of the Customer Order From to be sure everything is included.

Remember, in Web Order Entry, you pay the full retail on every order. Tupperware will send you a commission cheque every week, provided you place orders.

To view the Consultant Costs and Profit Summary for this Customer Order Click the button "**Show Consultant Detail**"

Jane Smith 3322 Oakland Drive Ancaster Ontario L8L-3V5 eMail: Home Phone: (905)555-1234 Work Phone:	Karen Armstrong 2-25 FIFTH ST. WELLAND ONTARIO L3B-4Z4 eMail: Home Phone: Work Phone: Shipping Instructions:
Show Consultant Detail	

Now you can view the Consultant Costs, Profit Summary and Sales Credit for this Customer Order.

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ustomer Orde	r Sumn	nary	(aren Arm		100000000
							2	ustoner Peymen	t Information	PA8
Party Rela	8057985		Order Bumber	110701645						Help
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Jane Smith Karen Armstrong 3322 Oaland Drive J2-25 FFTH ST. Ancester OntarioL.83V5 VELLAND ONT ARD L3B-424 eMail: Home Phone: (305)555-1234 Home Phone: Work Phone: Work Phone: Shipping Instructions:										PAYMENTHE
Hole Consultant Detail	1									
Order Detail				Censul Con		Sales Cr	realit			
Item Type	item#	Oty	Description	Price	Total	Paise	Tetal	Price	Total	
Regular	0449	1	1 Onlini Pitcher/Blue Berry	\$32.00	\$32.00	\$20.60	\$20.80	\$32.00	\$32.00	
Regular	0332	1	One Touch Rein Chisters Passion	\$67.00	\$57.00	\$37.05	\$37.05	\$57.00	\$67.00	
Purchase with Purchase	1805	1	Quick CheftPwp	\$32.90	\$32.90	\$21.13	E21.13	\$32,50	\$32.50	
Regular	0112	1	Min Square 2 Container	\$16.00	\$16.00	\$9.75	\$9.75	\$15.00	\$15.00	
Regular	0126	1	Min Square Seal/Enh	\$6.00	1 6.00	\$390	\$3.90	86.00	\$5.00	
Order Summary						Profit Summa	ry .		-	
Retail Price of Customer	Items			1 - 2	\$142.50	Retail Total			\$1 42.50	
			Subter	cal	\$142.50	Consultant Co	at		-\$92.63	
Shipping					\$3.95			Total	\$49.87	
Tax		_			\$21.97				2	
			Total Amount Due from Custom	HEN .	\$168.42	Sales Credit				
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		e orde	rž⊂ vez (€ No			1		Total	1142.54	
Was a credit card used t	e pay for the					The state of the	10			
Was a credit card used t	e pay for the					Consultant An	nount bue			

If the Customer paid you by Credit Card, you can enter it here.

Simply click the "**YES**" button and a Customer Payment Information Screen will appear. Enter the credit card information Tupperware will pick up the funds and credit your Party immediately.

Stational	\$547,00	Consultant Cost		-\$100.00
Shipping	\$3.95	frances consistent and the second sec	Total	\$10.4
Tas	\$22.54			_
Total Amount Day from Castorner	\$173,58	Saleo Grodit		
		Rotail Salen Credit		\$147.00
Map a credit card as adds pay for the order? If you C to			Tetal	\$147.00
		Consultant Amount Day		
		Contractor Address Contractor	Total	53.01
Customer Payment Information			Castoner Onle	-
Pagiment Amount				
Great Cand g 173.69 Amount Due 5 172.59	8			
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Last Name Processin	-			
Address 1374 Sendel Dive	-			
	-			
Apt/Sade				
City Ancaster				
Workce (0674/90)				
Pestal Code LDG Plus 2 (115				
Dreaf				
Hote Proce				

You must enter the billing address for the credit card being used.

Please note: credit cards will be authorized upon Party Submission at the end.

The system checks the billing address while verifying that the card has sufficient funds. **So be sure to get the billing address from the Customer!**

If the customer has paid by cash or cheque, you may skip this part as the system does not record Cash or Cheque payments and you will be able to pay for all cash and cheques collected on your credit card upon submitting the entire party at the end.

If you wish you can print this order by clicking the "**Print Order**" button at the bottom of the page

	None Prone	Ext	
Previous		Print Order	Mest

Click "**Next**" to continue to the Party Orders page.

Party Orders Screen

Walcon Party Orders		Cereskant Info	Search		Researces	e Calvert	Leg Dat
Party Bef	790814	9 Destription	Non-Porty Step By Step 3	Party Date		9.2006	PAD
Order *	Shipping #	Curismor	Curtomer Type	Order Date	Order Total	Status	Help
109983729		Customer One	Costomer	02/27/2006	\$224.77	Peniksg	One
							Stationt
		1					
						_	
		1					
		1	1 1	1	11 11		
Panioas	Dos	an U	p New Order	Raty Sann	and,	Next	

This is a list of orders currently entered into the Party.

Click "New Order" at the foot of the page to enter a new order.

Tupperware 17/05/2006 Consultant Order

You can choose whether the order is for yourself or a Customer at the first page of a new order.

Customer Order				Julie Calvert
Party Ref#	7908149 Description	Non-Party Step By Step 3	Party Date	02/19/2006
Order Ref#				
This order is for:	🔿 Customer		 Consultant 	

Just click the appropriate circle.

When you choose Consultant, the address box is greyed out. The system already knows your address!

Now you can go ahead and enter your own order. The Item Entry screen is no different than for a Customer order, with one exception -

Samples

As you can see, "**5-Samples**" is added to the drop-down Class box.



You can order one of any sample in any given month. The system keeps track of your sample ordering. If you try to order this sample again the system will give you an error.

lten	1 Entry								
				ype the item # in the Item fi k box to the left of the item	A CONTRACTOR OF A CONTRACT		and the second second second second		eld. To
Þa	ttan Ty	g-i	Ites	Decipion	Qty	twi	Cori Tetil	Botail Price	Retail Total
	1- Regular	~	0481	CLEAR BUD MED BOWL SET	2	\$19.11	\$38.36	\$29.50	\$139.00
	1- Regular	~	1614	KALEDOSCOPE SNACK CUP SET	2	\$10.41	320.80	\$10.00	\$32.0
	5- Samples	~	058521	POOH CARDSTER SET/SAMPLE	1	\$15.61	\$15.60	\$26.00	\$26.0
	5- Samples	~	058518	ARTEL LONCH SET/SAMPLE	1	\$10.21	\$30.20	\$17.00	\$17.0
	1- Regular	~]					
	1- Regular	2]					
					1	5		1.	

Just go ahead and enter your order in the same way we described on the previous pages.

When you have entered and verified your order, click "**Next**" at the bottom right of the page to go to the Order Summary.

Tupperware 17/05/2006 Consultant Order Summary

						Resources		Cust Care	0.112.102.102.102.20	Log Ou
Sustomer Ord	ler Sum	mar	У				Ka	aren Arm	strong	107
			And the second s							
Party Rel#	8043363	-	Order Bumber	110683343						-
Host Name			This order is a	Ship To Consults	rt					
This order is for	Canada S Consultant		Dated Party	No						
Sold Te			Ship To							1
Karen Armukrong 2-25 FFTHST. WELLAND ONTARIOLS eMail: Mome Phone: Work Phone:	iB-4Z4		Fares Amistrong 2-25 FFTH ST. YIELLAND ONTARIO L3B-1 eMail: Home Phone: Work Phone: Shipping Instructions:	424						PAY
Hide Consultent Del	lei									
Order Detail						Consul		Sales G	edit	
жена Туре	Resat	. Oty	Description	Price	Total	Price	Total	Price	Total	
Regular	0481	2	Clearing, Meil Bowl Set	\$29.50	\$69.00	\$19.18	\$38.36	\$29.50	\$59.00	
Reputer	1614	2	Katelskoscope Sneck Cup Set	\$16.00	\$32.00	\$10.40	\$20.80	\$16.00	\$32.00	
	8621	4	Pooh Canister Set/Sample	\$15.60	\$15.60	\$15,60	\$15.60	\$26.00	\$29.00	
		1	Ariel Lunch Set/Sample	\$10.20	\$10.20	\$10.20	\$10.20	\$17.00	\$17.00	
Hast Offe (Special)	8618	1		010.20			- Second			
Hast Offic (Special) Hast Offic (Special) Order Summary	8618	1.5		0.020		Profit Summar	ny	control.		
Host Offic (Sjoedial) Host Offic (Sjoedial) Order Summary	040	1.5		1	5116.00	Profit Summar Retail Total	ny	in the second	\$91.00	
Host Offic (Sjoedial) Host Offic (Sjoedial) Order Summary	040		Suble	I	\$116.30 \$195.36	and the second second second			\$91.00 -\$59.16	
Host Offis (Special) Host Offis (Special) Order Summary Retail Price of Custon	040			I	and the surgery of	Retail Total		Total		
Host Offic (Special) Host Offic (Special) Order Summary Retail Price of Custon Shipping	040			I	\$195.30	Retail Total		Total	-\$59.16	
tost Orite (Special) tost Orite (Special) Order Summary Retail Price of Custon Shipping	040				\$195.30 \$3.95	Retail Total		Total	-\$59.16	
Host Offe (Speciel) Host Offe (Speciel)	040		Subter		\$195.36 \$3.95 \$20.42	Retail Total Consultant Co	ot	Total	-\$59.16	

As you can see, this summary shows the total on Consultant Cost for your samples, not retail. This is a compromise due to Sales Aids, Samples and the like.

In fact, you will pay the retail on 0481 and 1614, and the Consultant cost on 8521 and 8518. However, you must pay the tax on the full retail, because at some point you either will sell the sample item or keep it for yourself.

This is a detail from the Party Summary page on the next page.

Orders					Custome	r Due De	etail		s Aids / lost Pro	Samples / gram	Profit De	rtail
Order Humber	Shipping Number	Customer	Credit Card	Total Retail	Order Shipping	Sales Tax	Customer Due Amt	Rem Cost	Sales Tax	Consultant Due Amt	Consultant Cost	Sales Credit
110693343	110663380	Katen Armstrong		91.00	3.95	13.97	108.92	25.80	6.45	32.25	59.16	134.00
110701534	110683380	Natasha Macdonald		147.00	3.95	22.64	173.59				95.56	147.00
		Totals===========>	0.00	238.00	7.99	36.61	282.51	25.80	6.45	32.25	154.72	281.00

See the line for the Consultant, Karen Armstrong – Order number 110693343.

Retail:	\$91.00
Shipping/Handling:	\$3.95
Tax at 15%:	\$13.97
Subtotal:	\$108.92
Samples Cost:	\$25.80
Tax at 15% on retail	\$6.45
Subtotal:	\$32.25

Now click on the "Next" button to return to the Party Orders & Datings Screen.

Welc	ome	Consultant Info	Search	F	esources	Cus	t Care
Party Orde	ers & Datin	gs				Kar	en Armstrong
Party Ref#	80	43249 Description	Requirements Tes	t	Party Date		04/29/2006
Order #	Shipping #	Customer	Customer Type	Order Date	Order Total	Status	Dating Date
110692789		Cust #1	Customer	04/29/2006	\$878.54	Pending	05/25/2006
110692790		Natasha Macdonald	Host	04/29/2006	\$0.00	Pending	
Datings		Cust #2	Dating				05/15/2006
						<u></u>	
					2		
_							_
		-					
					-		
						-	_
						-	_
						-	
							_

As you can see, the Consultant Order has been added to the list.

In the event you have had a customer date a party and not purchase any items, you can enter your hostess additional datings, by choosing "**Additional Datings**" on the Party Orders & Datings page.

ADDITIONAL DATINGS

	Welcome	Con	nzultant Info	Search	Re	XOMICS X	Cust Care	Log Out
Addit	ional Datings						Karen Armstrong	
Party I	lef#	8057985	Description	Party Example Ste	p By Step	Party Date	04/29/2006	FAQ.
Attend	ance	5	Orders			4 Datings	2	Help
Del	Party Date		23	Name		Addres	ss Status	(real)
	05/05/2006	Jane Sm	ith				15	Chet
	05/16/2006	Jackie N	fontgomery					Suppor
							194	autopa
<	B-+- D-+-	1					2	
	Party Date First Name				Ť			
	Last Name							
	Address				-			
	Apt/Suite							
	City	Ĩ						
	Province		Select Province	*		11		
				100.0				
	Postal Code	e [Plus	3			
	Email			Plus	3			
				East	3			

Simply complete the Additional Datings information and press "Add".

When you are finished entering your additional datings simply press "**Next**" to return to the Party Orders & Datings Screen.

Now you can choose to enter more orders by pressing "**New Order**" or once you have finished entering your Customer Orders, you can click on "**Host Order**" to enter your Host Order.

HOST ORDER

Welcome	Consultant Info	Search	Resources	G	ist Care
Host Order				Ka	ren Armstron
Party Ref#	8057985 Description	Party Example Step By Step	Pa	r ty Date	04/29/2006
Order Ref#					
	Dated a Party.	Party Date			
	Dated a Febry.	Pad by 17ale			
Home Address		Ship Address			
First Name	Natasha	First Name	Haren		
Last Name	Macdonald	Last Name	Amistrong		
Address	1374 Sandhill Dr	Address	2-26 FIFTH ST.		
Apt/Suite		Apt/Suite			
City	Appaster	City	WELLAND		
Province	OMTARIO 🖌	Province	ONTAPIO	1	
Postal Code+3	L9G . 4V6	Postal Code+3	L3B - 4Z4		
5-mail		Work Phone		Extn.	8
Home Phone	(906)648-1146	Ship Instruction			
Work Phone	Extn.				

As soon as you choose "**Host Order**" from the Party Orders and Datings Screen the address fields for the host is automatically filled in, so you simply need to press "**Next**"

Your next screen will be the Item Entry Screen for Host Regular Purchases.

HOST ITEM ENTRY (Regular Purchases)

		ne Consu	tast Info	Search	Resource	•		Cast Case	
ten	Entry						K	aren An	instrong
art	Reft	9057985 Descriptio	a	Party Example Step By Step			Party	Date 0.	1/29/2006
Drd	r Ref#	110701840 Curtomer		Natasha Macdonald			Orde	r Date 04	1/29/2006
Ord	r Type	HOST Shpping	dethod	Ship To Consultant					
	-								-
-	Charles Courts	ish & Carry	- 1 - I -						
				n to apply sales credit to this ximum amount which can b				which c	an be
	D. I.D.d.	ance \$ 00	Distant Di	ol Amount \$ 00 Po	ool amount applie	1		100	Update
	L OCT DER	ance p.00	ofdet Pe	of Minounic p. (co. P.	oor ansoure appar	u to mis o	ages & P		opuare
ter	Entry	6							
		w item, select the Ite		type the item # in the Item					eld. To
			Del" che	ck box to the left of the iten	n and press the	e Venty	or Next	· · · · · · · · · · · · · · · · · · ·	
lek			Del" cho am	ck box to the left of the iten Beaution	n and press the Quy	e Venty tea	ton Next	Benil Box	Real Total
c c		isting item, click the '				1	Cod	Real	
	te an exi	isting item, click the ' Bea Type Iar				1	Cod	Real	
	te an exi	isting item, click the ' Bas Yop lar & lar &				1	Cod	Real	
	te an exi 1- Regul 1- Regul	isting item, click the ' Hen Type lar * lar * lar *				1	Cod	Real	
lek	te an exi 1- Regul 1- Regul 1- Regul	isting item, click the ' Bea Type ler * Ler * Ler * Ler *				1	Cod	Real	
	te an exi 1- Regul 1- Regul 1- Regul	isting item, click the ' item Type ler * ler * ler * ler * ler *				1	Cod	Real	
	te an exi 1- Regul 1- Regul 1- Regul 1- Regul 1- Regul	isting item, click the ' item type ler * ler * ler * ler * ler * ler * ler *				1	Cod	Real	
	te an exi 1- Regul 1- Regul 1- Regul 1- Regul 1- Regul 1- Regul	isting item, click the ' item type ler * ler * ler * ler * ler * ler * ler * ler * ler *				1	Cod	Real	
	te an exi 1- Regul 1- Regul 1- Regul 1- Regul 1- Regul 1- Regul 1- Regul	isting item, click the ' item type lar * lar * lar * lar * lar * lar * lar *				1	Cod	Real	
	te an exi 1- Rugul 1- Rugul 1- Rugul 1- Rugul 1- Rugul 1- Rugul 1- Rugul 1- Rugul	isting item, click the ' item type for * for *				1	Cod	Real	

Please Note: If your host has not purchased any regular item from the catalogue and/or brochure then simply push "**Next**".

HOST REWARDS SCREEN

Welcone		Consultant Info Sea		arch Resources		Cust Care			
Host Rewa	ds					Karen Armstrong			
Party Ref#	8057985	Description	Party Example :	Step By Step		Party Date 04/29/2000			
Order Ref#	110701840	Customer	Natasha Macde	anald		Order Date 04/29/200			
Order Type	HOST	Shipping Method	Ship To Consult	taut					
Party Retai	l/Cash & Ca	ny		Host Bonus	i Items				
Enter amount in the Party Pool Amount: field and press Update button to apply to party sales. Pool Balance: \$ 0.00 Party Retail Amount: \$ 500.50 Order Pool Amount: \$ 0.00 Party Pool Amount: \$ 0.00 Party Pool Amount: \$ 0.00 Total Party Sales: \$ 500.50 * \$ 500.50 Update \$ 0.00				Click once on an item number to add it to the Host Item Entry section below. (To enter HGS, Free Tupperware, or 1/2 Off items, seroll directly down to the Host Item Entry section.) Double Thank You Gift - 2nd FreezeSmart(TM) Large 1 Container When Hests hold a party and have \$130 or more in party seles & 2 or more during, they receive a 2nd PreezeSmart(TM) Large 1 Container Section 2nd PreezeSmart(TM) Large 1 Container PEEP 5905 FREEZESMART LG 1/2+TYG/\$150 MM Host Offer - Kaleidescope Set					
Your Host qualifies for \$75.00 Host Credits			February 25 - April 28 may purchase the Kalaidoscope Set for only \$22.00. <u>1894</u> RALEIDOSCOPE SET						
					fer - Impressions Ca ormore in party siles and	ke Taker Set 2 or nore dating during April 1 - 💌			
Credit Info	rmation								
Party Credit	s are the arrest	and of Hout Card	to annual /Pas		London and second action	ve.) Bonus Credits			

The first part of the Host Rewards Screen tells you about the Total Party Sales and Datings that you have inputted into the system.

& Carry	
124 23223	l Amount: field and press y sales.
\$	0.00
\$	500.50
\$	0.00
\$	0.00 Update
\$ 500.50	+ 2 Datings
or \$75.0	0 Host Credits
	Party Poo ply to part \$ \$ \$ \$ \$ \$ \$ \$ \$

Based on the customer orders entered under this party, the total retail sales are \$500.50 and 2 datings. Now your host is entitled to \$75.00 Host Credits.

***Note: See separate guide for an explanation of the Cash & Carry Pool.



The next half of the Host Rewards Screen, tells you about the different Host Rewards that are available for your host. Simply click on the product # and the item will automatically be inserted into the Item Order part of the screen. (This is a scrolling screen, which you may browse by clicking on the browse bar)

-	dit Information							1000
ndie Cree	y Credits are the amount of rate the amount of addition- lits Remaining, simply click much remains	al credit when of	ffered through specia	promotions.	To see t	he Credi	ts Select	ed and
	Party Cretits	Bernes Credit	ts .	Credits Selected	1	0	relitis Results	ing .
	\$75.00	\$0.00		\$0.00			\$75.00	
Hos	t Item Entry							
(Ano	add a new item, select the other way to add Bonus Ite lelete an existing item, click	ms is by clicking	gonce on an item mu	nber link in th	e Host I	Bonus Ite	ans box	above.)
84	lima Type	Nen.	Description	Qty	Cost	Cest Total	Relati Paice	Retal Tota
	1 - Free Tupperware 🔽							
	1 - Free Tupperware							
	1 - Free Tupperware 💉							
	Lane and Lane and Lane and							
	1 - Free Tupperware 🛛 🕙			1				
	1 - Free Tupperware 💉							
1990	A second se							
	1 - Free Tupperware 💌							
	1 - Free Tupperware 🗴 1 - Free Tupperware 👻							
	1 - Free Tupperware 1 - Free Tupperware 1 - Free Tupperware							

The credit information portion of the Host Rewards Screen indicates the amount of Party Credits Available, Bonus Credits Earned, Credits Selected and Credits Remaining.



Host Item Entry allows you to choose the Host reward item category.

When choosing your Host Item Entry you must select the appropriate category.

This screen is where you will enter all Host Thank You Gifts, Host Bonus Items, Exclusive Host Gift Specials, Free Tupperware and Half Off Items Chosen.

	Perty Crodits		ous Crediis		ulits Sciented		Crofilis Renaining			
	\$75.00		\$0.00			\$0.00				
los	t Item Entry									
Ano	add a new item, select the other way to add Bonus It lelete an existing item, clic	ems is by cl	licking once on an	item numb	er link in t	he Host I	Bonnis Ite	ms box	above.)	
84	Ján: Type	liters Type Hers Docuption.		ion.	Qty Co		Cast Total	Retuil Price	Batal Tota	
	5 - Hest Banus Items ⊻	2910	FIGN MIX BOWLO TVO	NELSING	1	38.50	\$8.30	\$.00	\$.00	
	5 - Hest Bonus Items ⊻	6917	FECH MECBOWL WIEL	T	1	\$3.50	\$8.J0	\$.00	\$.00	
	2 - Host Gift Specials 🛩	8736	SUMMER CARRY ALL S	ET	1	\$30.39	150.33	\$ 75.00	\$75.00	
	1 - Free Tupperware 💉][
	1 - Free Tupperware 👻][
	1 - Free Tupperware 💌]							
	1 - Free Tupperware									
	1 - Free Tupperware 😽]							
	1 - Free Tupperware 🖌]				1	1		
	1 - Free Tupperware 😽									

When finished entering your Host Rewards press "Next"

Like the Customer Order Summary, the Host Order Summary shows you all items ordered and items redeemed, plus a special section for Host Program Costs.

Welcome		Cons	ultant Info	Search			Researces		Cust Care		Leg Dut
ustomer Ord	er Sum	mar	v					K	aren Arn	nstrong	
									ustoner Payner		PAQ
A STATE OF A	11100000000			10101000000							
Party Ref#	8067906		Order Banaber	1107018							theip
Host Hame	Nateshan			Ship To 0	ans.	ant					
This order is for	Canada S	miestorc	e Hout Dated Party	14a							Chet
Solel To			Ship To								Support
Natasha Mandonald 1374 Sendini Dr Ancester Ortexto L90-4 eMait Hense Phone: (305)648 Work Phone:			Karen Armstrong 2-25 FETH ST. 945,LAND ONTAPIC offiail: Home Phone: Work Phone: Shipping instructio								PAYMENT H
Hide Consultant Det	-										
Order Detail							Consultant Sal		Sales C	redit	
Rem Type	Rem#	Oty	Descaption	11	ne.	Total	Price	Total	Price	Total	
Bonus Herns	6910	1	Fix N Mix Bow/Dtyp91 90/2		00.00	\$0.00	\$2.69	\$3.60	\$0.00	90.00	
Cloring Herne	6917	1	Pix N Mix Bowd V//Seni	- C. 3	00.08	\$0.00	\$3.59	\$3.50	\$0.00	\$0.00	
Host Otto (Opecial)	6736	1	Summer Cerry All Set	5	15.00	875.00	\$30.38	630.36	\$76.00	175.00	
Order Summary						-	Profit Summa	ry.			
Retail Price of Custom	er kenns					10.00	Retail Total 30.00			30.00	
Host Program Rema						\$75.00	Consultant Cost \$0.00			\$0.00	
Host Creekte						-\$75.00	Total \$6.08			\$0.00	
				Sethtotal		10.00	Concession of the local division of the loca				
Shipping						\$0.00	Sales Cresili				
Tax						\$0.00	A contractor produced and the second se			\$76.00	
			Total Amount Due from Co	stomer		\$0.00	Heat Credits	·		-\$75.00	
							1		Total	\$0.00	
Was a credit card use	d to pay for t	the orde	TT Yes P No.				Consultant Ar	and the second			
							Hest Frogram			137.30	
							in our our and		Subtotal	\$27.38	
							Tax			\$2.62	
							1949/2010		Total	\$ 40.00	

Make sure to review your Host Rewards Section to ensure you have ordered all your Host Products and redeemed all your Host Rewards. If you host has paid for her regular items, Host Bonus Items and Half-Off items by Credit Card simply click the "**Yes**" button and continue to enter your host's credit card information.

To finish up your Party Entry simply press "**Next**" and advance to the Party Summary Screen.

Party Summary

Amount Date Summary Profit Summary Customer Due Amt - Tatal 1568.93 Subtotal 3588.93 Customer Credit Card Payments 1000 Total Subtotal 3588.93 Procenter of this order is subject to the prior MCE agreement made with Tuppervane Canada. 1588.93 Customer Credit Card Payments Consultant Cost Procenter of this order is subject to the prior MCE agreement made with Tuppervane and raise transaction shallow made between Tuppervane and negativitians of the prior MCE agreement and of againtians of the prior MCE agreement and the prior MCE agreement agreement and the prior MCE agreement and the prior MCE	Log Out
Party Athenic in NOT SUBMITED: aty data 0x00x00 0x00x	trong
arty Bath D027025 Party Date D020200 Description Party Complex (34p by 2ap) Drivers Control Shipping Castameer	
arty Rafe 2027/205 Party Date 94/202000 Description Party Complex 2 Step by 2app Index Code Shipping Castement Castement File Sales Adds 2 Samples 7 Profit Date 1000000000000000000000000000000000000	and the second sec
Order Sales Acids / Samples (*) Port D Order Sales Acids / Samples (*) Provide / Sales / Samples (*) Provide /	Help
Outline bilaguing in the second in addition of the second in a second in a second addition of the second in addition of the second in a second in a second addition of the second in a second in a second addition of the second in a second in a second addition of the second in a second in a second addition of the second in a second in a second addition of the second in a second in a second addition of the second in addition of the second in a second in a second addition of the second in a second addition of the second in a second in a second addition of the second in a second in a second addition of the second in a second in a second addition of the second in a second addition of the second in a second in a second addition of the second in a second in a second addition of the second in a second in a second in a second addition of the second in a second addition	Chut
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100302522 100701632 three densities of the former of	
10721645 10721652 uns Setti 142.60 3.96 21.95 160.04 0.83.85 10721645 10721652 uncleich Modeumerz, 380.00 3.96 64.26 416.34 0.73.8 2.65 0.23.70 10721645 10721652 uncleich Modeumerz, 64.00 586.56 11.85 75.86 686.37 77.38 2.65 40.00 22.33 5.86 77.38 2.65 40.00 22.33 5.86 77.38 2.65 40.00 22.33 5.86 77.38 2.65 <t< td=""><td>Credit</td></t<>	Credit
100302020 100701602 4x05h Mixodommerz 368.00 396 44.26 416.24 37.8 2.66 400.00 222.70 100701602 140701632 4x05h Mixodom 6.60 564.56 11.86 76.86 57.8 2.66 400.00 222.70 Amount Doe Sammary Interview 569.56 11.86 76.86 588.58 72.33 5.66 77.38 125.13 Contormer Oredit Carl Payments Suitoria 508.53 100.00	
100701930 100701932 10070193 <t< td=""><td>a principal de la construcción de la constru</td></t<>	a principal de la construcción de la constru
Totals====== 6.00 546.59 11.85 76.58 588.30 77.39 125.33 Amount Dae Sammary Destormer Dae Ant. Tatal 1569.31 1569.31 1569.31 1569.31 1569.31 Destormer Dae Ant. Tatal 1569.31 1569.31 1569.31 1661.5 1661.5 1661.5 Destormer Cardelt Card Paymento 100.01	200.00
Amount Dise Sammary Luctomer Dire Annt - Tatal Suitonal	510.50
untormer Due Annt. Tietal 1508.01 Party Cootts untormer Cireckit Card Paymentitis 10.01 Consistant Cost - housement of this order is mathed to the proceed means with Tuppervoine Careds 10.01 Other Expenses 00.01 pervoine and listither agree that any clains were mean and safet framatilities as principale. 00.01 Safet Au 30.01 safes Creditt Total Bulance Bue 1958.05 Other Expenses 00.01 generation shalls much between Tuppervoine and not spatial any other third party 00.01 Safet Au 30.00 safes Creditt Total Bulance Bue 1950.05 Safet Au 30.00 safes Creditt Total Bulance Bue 1950.05 Safet Au 30.00 safet Creditt Total Bulance Bue 1950.05 Safet Au 30.00 safet Creditt Total Bulance Bue 1950.05 Safet Au 30.00 safet Creditt Total Bulance Bue 1950.05 Safet Au Safet Au safet Creditt Total Bulance Bue 1950.05 Safet Au Safet Au safet Creditt Total Bulance Au <td></td>	
Subtools 5488.81 1000 Tetal Retail Concentrant Cost Concost Cost Concentrant Cost Con	
Sales Credit 0.0 Consultant Cost 0.0 Total Bulance Bue B580.91 Groos Prefit from this party 0 Incomment of White order is subject to the prior WCE agreement made with Tuppervises Canada, uppervises and leagues that we will effect into all purchases and asks transactions as principale, uppervises and the any clinic we may have as iteration of against any other third party. 0 Office Expresses Sales Credit Total \$580.59 00.0 Samples uppervises and me and not against any other third party. 0 Samples uppervises and me and not against any other third party. 0 Samples uppervises and me and not against any other third party. 0 Samples uppervises and me and not against any other third party. 0 Samples uppervises and me and not against any other third party. Samples uppervises and me and not against any other third party. Samples uppervises and the Annt Samples uppervises and me and not against any other third party. Samples uppervises and the Annt Samples uppervises u	and the second
Total Balance Buce 1582.01 Groos Prefit from this party Incoment of this order is adject to the prior MCE agreement made with Dappervans Canada. Uppervans and Ingree that we well enter this all parchase and asks transaction shalles made belower. Tagetrivers and near of against any other that party. Other Expenses Sales Credit 000 Sales Credit 000 Total Balance Buce 000 Sales Credit 000 Sales Credit 000 Total Balance 000 Sales Credit 000 Total Sales 000 Sales Credit 000 Total Sales 000 Total Sales 000 Total Sales 000 Sales Credit 000 Total Sales 000 Sales </td <td>\$500.50</td>	\$500.50
Parcement of this order is mubject to the prior VICE agreement make with Tuppervane Canada Top provise and larges this way obtains we may have are a result of a purchase and naise transaction shaltse made between Tuppervanes and real of against any other thid party. Sales Credit Total \$360.59 Consultant Payment Consultant Payment Consultant Payment Sales and adding Credit Card New Covi Cont Type VISA Marker Expenses Sales and States and adding Credit Card New Covi Cont Type VISA Marker Expenses Sales and States and adding Credit Card Sales and States and States and States and States and States and States States and States and States States and S	4325.33
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Your Party Summary Screen will list all customer orders entered, any consultant orders entered and give you a breakdown of Total Sales Credit, Profit Summaries, Other Expenses and your Net Party Profit.

Check the figures, and then pay using your Credit Card, after you have entered your credit card information press "**Submit Party**". This will submit the order to the Distribution Centre for Packing and Shipping.

That's all there is to it!

At the end of each week Tupperware will issue you a cheque for your Commission, assuming you have placed at least one order.

***Note: The only difference between a Party and a Non-Party is the Host order.