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.

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.

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:

Select from list

► Party
► Non Party   otion
► Fundraiser

Test One Retest 9380

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

Party Set UP

| Welcome | Consultant Info | Search | Resources | Cust Care |

Party Setup   **Karen Armstrong**

| Party Ref# | 8057985 | Description | Party Example Step by Step | Party Date | 04/29/2006 |
| Attendance | 5 | # Orders | 0 | # Datings | 0 |

Host Gift Program SUMMER 2006/CANADA

"A Taste of Tupperware" Party ☐   GO Party ☐

Source of Party Lead Taste Of Tupperware Party ▾

Home Address	Host Search		Ship Address	⦿ Primary ○ Alternate
First Name	Natasha		First Name	Karen
Last Name	MacDonald		Last Name	Armstrong
Address	1374 Sandhill Drive		Address	2-25 FIFTH ST.
Apt/Suite			Apt/Suite	
City	Ancaster		City	WELLAND
Province	ONTARIO		Province	ONTARIO
Postal Code+3	L9G - 4V5		Postal Code+3	L3B - 4Z4
E-mail			Work Phone	Extn.
Home Phone	(905)648-1145		Ship Instruction	
Work Phone	Extn.			

Previous   Host Order   Party Orders & Datings   Delete Party   Next

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
- Fair/Tradeshow
- Family/Friends
- Fundraiser
- Internet
- Lead Generation Box
- Phone
- Qvc
- Rally Guest
- Showcase
- 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.

Ship Address   ⦿ 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   ○ Consultant

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.

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

Item Entry

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.

Item Entry

To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons.

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
☐	1- Regular	0112	MM SQUARE 2 CONTAINER	1	$9.75	$9.75	$15.00	$15.00
☐	1- Regular	0126	MM SQUARE SEAL/BNB	1	$3.90	$3.90	$6.00	$6.10
☐	1- Regular	0332	ONE TOUCH REM CLUSTERS/PASSION	1	$37.05	$37.05	$57.00	$57.00
☐	1- Regular	0448	1 GALLON PITCHER/BLUE BERRY	1	$20.80	$20.80	$31.00	$32.00
☐	88- Purchase w/ Purchase	881805	QUICK CHEF/PWP	1	$21.15	$21.15	$31.50	$32.50
☐	1- Regular							
☐	1- Regular							
☐	1- Regular							
☐	1- Regular							
☐	1- Regular							

[Previous]   [Item Search]   [Next 10 Items]   [Verify]   [Next]

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

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.

Customer Order Summary

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**"

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

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.

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

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

Party Orders Screen

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.

Consultant Order

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

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.

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.

Consultant Order Summary

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.

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.

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

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

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)

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

HOST REWARDS SCREEN

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

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)

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.

Party Credits	Bonus Credits	Credits Selected	Credits Remaining
$75.00	$0.00	$75.00	$0.00

Host Item Entry

"To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. (Another way to add Bonus Items is by clicking once on an item number link in the Host Bonus Items box above.) To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons. "

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
☐	5 - Host Bonus Items	8910	FIX N MIX BOWL/D/TV/8/$L/1/2	1	$3.50	$3.50	$0.00	$0.00
☐	5 - Host Bonus Items	6917	FIX N MIX BOWL W/SEAL	1	$3.50	$3.50	$0.00	$0.00
☐	2 - Host Gift Specials	8736	SUMMER CARRY ALL SET	1	$30.38	$30.38	$75.00	$75.00
☐	1 - Free Tupperware							
☐	1 - Free Tupperware							
☐	1 - Free Tupperware							
☐	1 - Free Tupperware							
☐	1 - Free Tupperware							
☐	1 - Free Tupperware							
☐	1 - Free Tupperware							

[Previous]   [Item Search]   [Next 10 Items]   [Verify]   [Next]

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.

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

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.