

# Entering Orders

Go to: [www.my.tupperware.com](http://www.my.tupperware.com)

Fill in User Name    tab  
Fill in Password    tab  
Press Enter or Click on Login

My sales web application

**What's Hot in My Sales** - messages & info            next

**Personal Summary** - enter number of parties up for each week            update

Next

## Welcome Page

Start New Party

Party

**Party Set Up:** enter description, party date, attendance, source of party lead, ship to host or consultant, Host name & address Use TAB key between fields or click on appropriate boxes. Also click on the Boxes for "A Taste of Tupperware" Party or GO Party if applicable.            Next

## Customer Order

If it's a consultant order, click on that circle.

If you want the order shipped directly to this customer, and it is part of a party that is going to either you or the host, click on the box for "This is a direct ship order". Just this one order will be shipped directly to the customer, and there will be an extra \$4.00 charge. (this is NOT common)

If this customer has dated a party, click on the box and fill in the party date.

Enter Customer Name

You only need something in the first and last name section, and you could fill in as little info as one letter in each field. If you fill in more info, it will be stored for you to access later.            Next

Enter item Numbers & Quantity (use tab key between fields - change the first column as needed) If more lines needed, use 'next 10 items'

Verify - when everything is correct, Next

### **Customer Order Summary**

Enter payment (all that is needed is \$1 in cash, otherwise enter customer's personal credit card)

Next

### **Party Orders and Datings**

Click on Additional Datings to add datings without an order, New Order to enter additional orders, or Host Order to complete party.

### **Host Order**

Click on the appropriate box if order is a direct ship (this is NOT common), or if they have dated a party.

### **Item Entry**

The first screen of the host order is product they are actually ordering for themselves, or coupon numbers the next part is their FREE stuff.

When done on the first screen, verify & click next to enter free stuff.

### **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 appropriate field.

Verify

Next

### **Customer Order Summary**

Enter payment information

Next

### **Party Summary**

Add consultant payment if necessary

Submit Party

Enter password and click on submit

**Party summary**

If it comes up as successful - you're done!

If not successful - check the error messages to correct. Usually this only happens if there's a problem with a customer credit card.

\*\*\*\*\*

Other types of orders:

Consultant Non-party - samples & coupon offers/awards;

Non-Party - outside orders

Fund Raiser.

Other ordering info:

When you place a non-party consultant order for samples, the retail amount will go into your cash & carry pool. You can pull up to \$75 from your cash & carry pool to apply to any party, which would increase that party's sales and give your host added host credit and bonuses. You do not get sales credit on the cash & carry pool amount, you already received credit for these sales when you ordered them.

When a party is less than \$75, there may be an additional \$4 shipping charge.

Until you enter your password and click on submit party, you can go back and make changes. You have to go through the host order again, before you can submit, and if you make changes that affect the host order, you will have to re-enter that order.

No computer access?

To phone your orders in please call: 1-800-818-1138 and a Customer Service Representative will help you with ordering.