

Useful Tips and Tools found at www.my.tupperware.com

Under Quick Links

Don't forget to look under the sublinks also, appearing on the righthand side of your screen.

- **Last 14 days** – List any new or updated information on the website
- **Current Promotions** - Monthly specials overviews are found here, or look at each individually.
- **Samples and Sales Aids** – Sales credit is given to you for samples purchased, but not for sales aids. Also when you purchase samples, money goes into a party pool. You will see this when you submit orders. You can use up to \$75.00 per order to give hosts credit for cash and carry items you might sell at the party or to help her reach a goal. You do not get sales credit for the party pool-only the hosts.
- **Selling Tupperware**
 - Fundraiser Program information, and a list of fundraiser samples you may buy. You may purchase one sample per each fundraiser catalog. You receive sales credit for the samples.
 - View and print pages for the Taste of Tupperware recipe books.

Under Information

Your email and contact information is found here. Anybody that sends you an email from your website will appear under the new contacts.

Under My Sales Web Application

New window opens, showing you any news relating to sales or party updates. Click on the 'Next' button and your personal summary window will appear showing your personal retail sales for the month and your parties up information which you update yourself. The top of this page is a menu.

- The **Welcome** menu has your party history. This is where you check the status of past orders or enter new orders. You may enter a Party, Non Party or Fundraiser. The Non Party is primarily used for samples, sales aids or orders not related to a party. If you only enter samples on an order, the shipping is a flat charge of \$4.95. If you only enter sales aids on an order, the shipping is a flat charge of \$2.75. Orders that are mixed or for products, shipping is a minimum of \$2.75 or 10% whichever is higher.
- The **Reports** menu has reports you can review. You can review your sales history, your teams and DIQ team or dream team. The commission summary is here and also the earnings estimator.
- The **Resources** menu shows coupons you have earned for free or reduced priced gifts, among a lot of other things. When you have a party opened for yourself or attach an order on a party you are submitting, you can redeem your coupons by clicking on Resources, my coupons. The item number should appear on your order. Coupons appear on Friday's for that given week.

Along the top of the screen, there are some tabs that appear in gray. The **MySite** tab is where you create and edit your Tupperware website. You can use the pre-built site and select options as you progress through. You get free access to plus package for 30-days. If you want to have a web page and be able to have on-line parties, you will need to upgrade to the Plus or Gold account. Remember it is tax deductible.