



## About This Guide

The purpose of this guide is to introduce you to Tupperware's Web Order Entry program. By learning this exciting new Web application, you'll have the opportunity to process your orders using the power of the Internet!

### Using The Guide As A Reference

The Table of Contents provides you with an outline of the topics covered in this guide. When you're unclear about a certain topic or procedure, please do not hesitate to use this guide as a reference.

As the Web Order Entry system changes and improves, we'll update this guide and add additional chapters and publish the guide online. When viewing the online version of this guide, you may access the online Table of Contents at any time. Simply click on the desired Chapter links to view the related information. (You may also print the information for future reference.) Furthermore, we'll also post notifications of any updates/changes onto the Sales Force Web site to keep you informed.

### Icons Used In This Guide

The following icons (graphics) have special meanings. We've strategically placed them throughout this guide to help draw your attention to key information, special notes, and additional tidbits of help.



**Tips.** These little notes are designed to help you move quickly through your order-entry process.



**Shortcut.** These items inform you of shortcuts you can use when implementing various kinds of procedures.



**Remember.** Stresses important points you should remember.

### Icons Used On The Web Site

The following icon is located at the top right hand corner of most of the web pages on the Web Order Entry Web site.



**Help.** Clicking on Help provides you with helpful information when online.