



## Chapter 4: Entering Your Party Orders & Payments

Before you can begin entering orders and payments, you must first enter your party information into the system.

### Entering Your Party Information

There are three steps to entering your party information:

1. Party Setup
2. Party Shipping
3. Party Datings

#### Step 1. Party Setup

From the Welcome Page, follow these steps to set up your party:

1. Click the **Party Order** button at the bottom of the page.

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Welcome to Web Order Entry!

Important: Customer Care hours and Web Order Entry hours are different, please scroll down for complete details. Special Note: The processing week closes each Tuesday at 12:00 Midnight Eastern Time. Please click here to see [What's New!](#)

Attention! Web Order Entry is available anytime except between the hours of 4 a.m. and 8 a.m. Eastern time on Sundays.

Welcome back, Chris! Select an existing party from the list below to review or change, or click on "Party Order" to enter a new party. For non-Party orders, click on the "Non-Party Order" button. For fundraiser orders, click on the "Fundraiser Order" button.

Week# 26 Cutoff: Wednesday, July 03rd 2002 at 2:00pm ET

Ref#	Party Type	Partial Linked	Description	Host	Date	Sales Credit	Sales Total	Status
475321	Party	Partial	Hannah's Housewarming - Set 1	Hannah Hall	05/19/2002	200.00	200.00	Not Submitted
475371	Party	No	Birthday Party	Sally Barr	05/21/2002	97.00	97.00	Not Submitted
475461	Party	No	Party For Liz	Liz Wilson	05/14/2002	450.00	450.00	Not Submitted
475323	Party	No	Hannah's Housewarming - Set 1	Hannah Hall	04/28/2002	724.00	724.00	Not Submitted
474923	Party	No	Michael's Party	Hannah Hall	05/04/2002	629.00	629.00	Not Submitted
474933	Fundraiser	Partial	Cub Scout Pack 210	Cub Scout Pack 210	05/04/2002	97.00	97.00	Not Submitted

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## Step 1. Party Setup (continued)

The Party Setup page will then display in your browser and the following fields will be prefilled with system-generated information.

- **Party Ref#** - the system automatically assigns a number to each party
- **# of Orders** - the system tracks the number of orders entered
- **Datings** - the system tracks the number of datings entered



After you've entered your orders and datings, the system will automatically keep track of this information and will fill in the corresponding fields for you in the future.

Party Setup		Chris Hughes	
Party Ref#:	275597	Description:	Hannah's Housewarming - Set 1
Attendance:	14	# Orders:	1
Party Date:	05/19/2002		
# Datings:	0		
<input checked="" type="checkbox"/> Partial Party <input type="checkbox"/> Create a New Party		<input type="checkbox"/> Host Gift Program: SUMMER 2002	
Cash & Carry Pool: \$0.00		Pool Amount Applied to this Party: <input type="text"/>	
Except for direct-to customer orders, this party will be shipped to: <input checked="" type="radio"/> Host <input type="radio"/> Consultant			
<b>Home Address:</b> <input type="button" value="Host Search"/> First Name: Hannah Last Name: Hall Address: 342 Plant Street Apt/Suite: <input type="text"/> City: Winter Garden State: FL Zip+4: 34787 - <input type="text"/> E-mail: <input type="text"/> Home Phone: (407)555-1212 <input type="text"/> Estn. <input type="text"/> Work Phone: <input type="text"/> Estn. <input type="text"/>		<b>Ship Address:</b> <input checked="" type="checkbox"/> Same as Home Address First Name: Hannah Last Name: Hall Address: 342 Plant Street Apt/Suite: <input type="text"/> City: Winter Garden State: FL Zip+4: 34787 - <input type="text"/> Work Phone: <input type="text"/> Estn. <input type="text"/> Ship Instruction: <input type="text"/>	
<input type="checkbox"/> PO Box <input type="checkbox"/> Military <input type="checkbox"/> Outside City		<input type="checkbox"/> PO Box <input type="checkbox"/> Military <input type="checkbox"/> Outside City	
<input type="button" value="Previous"/> <input type="button" value="Party Summary"/> <input type="button" value="Party Orders &amp; Datings"/> <input type="button" value="Delete Party"/>		<input type="button" value="Next"/>	

2. Type your required information into the applicable fields:

- **Description** field - Type in a short description for the party.
- **Party Date** field - Type in the date the party was held (Example: 04/28/02).
- **Attendance** field - Type in the number of party attendees.

## Step 1. Party Setup (continued)

3. Check the **Partial Party** check box if the orders in this Party will be linked to another set of orders intended for the same Party. Click **OK** to confirm that you want to set up a Partial Party.



**If you don't want to create a Partial Party, please skip this step and go to Page 4-6.**



You must decide now if your Party will be a Partial Party.

Once you have entered a Host Gift or Host Pick you can't go back to create a Partial Party.



When you create a Partial Party, you'll want to create Descriptions that will help you link your sets of orders together on the Party History page. For example, *Hannah's Housewarming - Set 1, Hannah's Housewarming - Set 2*, etc.

### ***Creating a Partial Party***

Creating a Partial Party means you'll be able to enter and submit the orders while the party is still open and have the system keep track of the orders for the Host's qualification level.

**Partial Party Example** Read the following scenario for an idea of when you might want to use the Partial Party option:

#### **Vanguard Week 3**

Set up a Party with 8 orders (\$200) and 1 dating. You choose the Partial Party option because you know additional orders will be coming in for this Party. Enter and submit the orders but do not enter a Host Gift or Host Pick.

#### **Vanguard Week 4**

Set up another Party with 3 orders (\$105). You're submitting these orders now so you can get credit for the current Vanguard period. You still want to keep the Party open, however, so your Host can raise her qualification level to qualify for a Level 1 Gift. Choose the Partial Party option and choose the Week 3 Party Number from the Link to Partial Party drop down list. Enter and submit the orders without entering a Host Gift or Host Pick.

#### **Vanguard Week 1**

Set up the last Party with 4 orders (\$100) and 1 dating. Your Host will now qualify for the \$65 or Level 1 Gift qualification level so now you can close the entire Party. Choose the Week 4 Party Number from the Partial Party drop down list. When prompted, click OK to close the Party. Enter the rest of your orders and the Host Gift and/or Host Pick items. The Host qualification is based on the orders and datings from all three sets of orders.

## *Creating a Partial Party (continued)*

Create a Partial Party and link orders by completing the following steps:

To **Enter** the First set of Orders of a Partial Party:

1. Create a New Party. On the Party Setup screen, fill in the required fields (Description, Party Date and Attendance).
2. Click the **Partial Party** option to link orders to another set of orders you'll enter at a later time. Click **OK** to confirm.

Party Setup		Chris Hughes	
Party Ref#:	275597	Description:	Hannah's Housewarming - Set 1
Attendance:	14	# Orders:	1
		Party Date:	05/19/2002
		# Datings:	0
Partial Party <input checked="" type="checkbox"/>		Create a New Party	Host Gift Program: SUMMER 2002

3. Select **Create a New Party** from the drop down list.
4. Continue to set up your Party by entering your Host information, datings and customer orders as instructed in the rest of this chapter.

**Note: Do not enter the Host order until you enter the *final* set of orders.**

5. You'll then Submit Party for confirmation. To submit your Party, once you've entered all your datings and customer orders, click the **Party Summary** button at the bottom of the Party Orders page. Then,
  - Click the **Next** button or the **Party Payment** button. Enter your payment information on the Consultant Payment Information page.
  - Click **Next** or **Submit Party**. Enter your PIN and click **OK**.
  - Print the Party Summary for your records.

To **Link** a new set of orders to the original Host and keep the Party open, complete these steps:

1. Create a New Party. On the Party Setup screen, fill in the required fields (Description, Party Date and Attendance). Make sure you indicate in the Description field that this is the 2nd set of orders for an existing Party. (For example, "Hannah's Housewarming - 2nd set".) This description displays with the Party Ref# later.
2. Click the **Partial Party** check box. Click **OK** to confirm.

## Creating a Partial Party (continued)

3. Choose the **reference number and description** of your first set of orders from the Create a New Party drop down list. Click the **Cancel** button to keep the party open. (Clicking **OK** closes the party.) The system will automatically display the Host address information.

Party Setup		Chris Hughes	
Party Ref#	275711	Description:	Hannah's Housewarming - Set 2
Attendance	14	# Orders	0
Party Date:	05/19/2002		
# Datings	0		
<input checked="" type="checkbox"/> Partial Party		Create a New Party Create a New Party 274265-Karen Walker - Set 1 274266-Hannah's Housewarming - S	
Cash & Carry Po		Host Gift Program SUMMER.2002	
Except for direct		Pool Amount Applied to this Party \$	
		Used to: <input checked="" type="radio"/> Host <input type="radio"/> Consultant	

4. Continue to set up your Party by entering your datings and customer orders as instructed in the remainder of Chapter 4.

**Note: You'll enter the Host order only if this is the last set of orders for the Partial Party.**

5. Submit your Party for confirmation as described above.

To **Link** a new set of orders to the original Host and **Close** the Party, complete the following steps:

1. Create a New Party. On the Party Setup screen, fill in the required fields (Description, Party Date and Attendance).
2. Click the **Partial Party** check box. Click **OK** to confirm.
3. Choose the reference number and description of your **most recent** set of orders from the **Create a New Party** drop down list. (For this example, Party #275720 will be linked to Party #275711 and Party #27587 is already linked to Party #275711.) Click **OK** to close the party.

Party Setup		Chris Hughes	
Party Ref#	275720	Description:	Hannah's Housewarming - Final
Attendance	14	# Orders	0
Party Date:	05/19/2002		
# Datings	0		
<input checked="" type="checkbox"/> Partial Party		Create a New Party Create a New Party 274265-Karen Walker - Set 1 274266-Hannah's Housewarming - S 275711-Hannah's Housewarming - S	
Cash & Carry Po		Host Gift Program SUMMER.2002	
Except for direct		Pool Amount Applied to this Party \$	
		Used to: <input checked="" type="radio"/> Host <input type="radio"/> Consultant	

4. Continue to set up your Party by entering your datings and orders as instructed in the remainder of Chapter 4.

**Note: You'll now enter the Host order.**

5. Submit your Party as described earlier.

## Step 1. Party Setup (continued)

4. Choose the correct Host Gift Program from the drop-down list. (This is only applicable during a Catalog transition period.)
5. Review the amount displayed in the **Cash & Carry Pool** section. If you have funds available, you may apply the desired amount to your party by typing the amount in the **Pool Amount Applied to this Party** text box.



### **What is the Cash & Carry Pool?**

When you create a **Non-Party Consultant Order** using Web Order Entry, and have the order shipped directly to you, the retail from regular, parts, sales special items, and regular sample items will be added to the Cash & Carry Pool. Then, when you enter your parties on Web Order Entry, you can apply funds from the pool toward the total party sales for Host qualification. **Note:** The funds in the pool are used for Host qualification only, and cannot be applied to personal retail sales. You already received the personal retail sales at the time that the Non-Party Consultant Order was submitted.

6. Choose your desired shipping method—to the Host or to yourself—by selecting the **Host** or **Consultant** option. (For customer-direct orders, this shipping option will be ignored—the products will be shipped directly to the customer.)
7. Type the Host's information into the fields of the Home Address section. As you enter the phone numbers, the numbers must be entered as all numbers with no separating characters (for example, 4075551212). If you enter a zip code for the Host that applies to more than one county, you'll have to choose the correct city and county combination from a drop-down list that will display.



The information you enter for your Host will be stored for future use.



Based on the Host's zip code, sales tax will automatically be calculated according to the retail value of each order. Be sure that you indicate if the Host's address is outside city limits by clicking the **Outside City Limits** checkbox.



If you've previously entered the Host's information, you can click the **Host Search** button on the Party Setup page to find and load the information instead of having to retype it each time. (See **Chapter 10: Using the Search Feature** for more details.)

## Step 2. Party Shipping

Check the Same as Home Address box if the Ship Address is the same as the Home Address. The system will fill in the Host's address information.

The screenshot shows the 'Party Setup' screen with the following details:

**Party Setup**

- Party Ref#: 275597
- Description: Hannah's Housewarming - Sat 1
- Party Date: 05/19/2002
- Attendance: 14
- # Orders: 2
- # Datings: 0
- Partial Party:  Create a New Party
- Host Gift Program: SUMMER 2002
- Cash & Carry Pool: \$0.00
- Pool Amount Applied to this Party: \$ [input field]
- Except for direct-to customer orders, this party will be shipped to:  Host  Consultant

**Home Address**

- First Name: Hannah
- Last Name: Hall
- Address: 342 Plant Street
- Apt/Suite: [input field]
- City: Winter Garden
- State: FL
- Zip+4: 34787 - [input field]
- E-mail: [input field]
- Home Phone: (407)555-1212
- Work Phone: [input field] Ext: [input field]

**Ship Address**

- First Name:  Same as Home Address
- Last Name: Hall
- Address: 342 Plant Street
- Apt/Suite: [input field]
- City: Winter Garden
- State: FL
- Zip+4: 34787 - [input field]
- Work Phone: [input field] Ext: [input field]
- Ship Instruction: [input field]

Checkboxes at the bottom:

- PO Box
- Military
- Outside City
- PO Box
- Military
- Outside City

Buttons at the bottom:

- Previous
- Party Summary
- Party Orders & Datings
- Delete Party
- Next

*Please choose the following:*

- If you choose to ship the orders to yourself, you need to enter your address information in the Ship Address area.
- Type any special delivery instructions or greetings in the Ship Instruction field at the bottom of the Ship Address area. (The Instructions/information you enter will be printed on the order's shipping labels.)
- If all information is correct, click on the **Next** button to move to the Customer Order page.
- To delete all information for a party, click on the **Delete Party** button.
- To view a summary of the party, click on the **Party Summary** button.
- To view a listing of the orders and datings, click on the **Party Orders & Datings** button.

### Step 3. Party datings and Order Setup

After clicking **Next** on the Party Setup page, the Customer Order page will display in your browser.

Customer Order		Chris Hughes 	
Party Ref#	275711	Description	Hannah's Housewarming - Set 2
Order Ref#	82835141	Party Date:	05/19/2002
This order is for:		<input checked="" type="radio"/> Customer	<input type="radio"/> Consultant
This is a direct-ship order: <input type="checkbox"/>		Dated a Party: <input checked="" type="checkbox"/>	Party Date: <input type="text" value="5/31/2002"/>
<b>Home Address</b> <input type="button" value="Customer Search"/>		<b>Ship Address</b>	
First Name	Michael	First Name	Hannah
Last Name	Elkin	Last Name	Hall
Address	90 Main Street	Address	342 Plant Street
Apt/Suite		Apt/Suite	
City	Winter Garden	City	Winter Garden
Zip+4	34787 - <input type="text"/>	Zip+4	34787 - <input type="text"/>
E-mail	<input type="text"/>	Work Phone	<input type="text"/>
Home Phone	<input type="text"/>	Extn.	<input type="text"/>
Work Phone	<input type="text"/>	Extn.	<input type="text"/>
<input type="checkbox"/> PO Box <input type="checkbox"/> Military <input type="checkbox"/> Outside City		<input type="checkbox"/> PO Box <input type="checkbox"/> Military <input type="checkbox"/> Outside City	
<input type="button" value="Previous"/>		<input type="button" value="Delete"/>	<input type="button" value="Order Summary"/>
		<input type="button" value="Next"/>	

You don't need to enter anything in the first four fields—they will be filled in automatically by the system. (The Order Ref # will be automatically assigned after you click Next on this screen.)

The system defaults to a Customer order. If desired, change the selection by clicking on the desired option (Customer, Host, or Consultant).

Customer

Host

Consultant

If your customer wishes to have the order shipped directly to her/him, and has paid the delivery charge, click inside the box so a checkmark appears.

This is a direct-ship order:



If this customer dated a party, check the **Dated a Party** checkbox. Then, enter the Party date in the **Party Date** field.

Type the required customer's first and last name. Then enter the address, phone numbers, etc. into the corresponding fields. When you enter the customer's phone numbers, the numbers must be entered as all numbers with no separating characters (for example, 4075553665).

Once you've entered this information, it will be stored for future use.

**Note:** If you select the order as a Customer Direct order, you must enter the customer's complete address information.

**Note:** The Sales Tax is based on the Host's address.

The system automatically fills in the Ship Address for the order (based on the shipping address entered in Party Setup. Click on the **Next** button to begin entering items.

## Entering Customer Orders and Payments

Once you've established your party information in the system, you may begin entering orders. There are three steps you must complete:

1. Enter items (regular, parts, sales aids, sales specials, warranty items, and obsolete items).
2. Record the customer's payment.
3. Print the order.

You'll enter the Host's order **last** after all other orders are entered.

### Step 1. Enter Items

Each Tupperware product classification available for this type of order is listed as an item type on the Item Entry page. You can enter 10 items on each page. It's important that you order items using the correct item type so the system can correctly determine your cost and that of your customer.

1. Click on the Item Type drop down list and choose from the following item types: 1-Regular, 2-Parts, 7-Sales Aids, 8-Sales Specials, 9-Warranty, and 10-Obsolete Items. (The Obsolete Items type is currently available *only* for New Business Model.)
2. Press the Tab key and enter the item number in the **Item** column as it appears on the customer's order form.
3. Use your keyboard's Tab key to move the cursor to the **Qty** column, then enter the quantity being ordered. (Continue by choosing the item type and entering the item number and quantity for each item the customer wishes to purchase.)

Item Entry						Chris Hughes 		
Party Ref#	275597	Description	Hannah'S Housewarming - Set 1		Party Date	05/19/2002		
Order Ref#	82835098	Customer	Elizabeth Tilley		Order Date	05/28/2002		
Order Type	CUSTOMER	Shipping Method	Ship To Host					
<input type="checkbox"/>	1- Regular	0828		QTY	Cost	Cost Total	Retail Price	Retail Total
<input type="checkbox"/>	1- Regular	0834		1				
<input type="checkbox"/>	1- Regular	0836		1				
<input type="checkbox"/>	8- Sales Specials	1645		1				
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							
<input type="checkbox"/>	1- Regular							

 • You can also select item types from the list by clicking in the Item Type box and simply typing the number that precedes item type you want to enter. (Example: Type "8" for a Sales Specials item type.)

- Enter all your Regular items first so you don't have to choose a different item type each time from the drop-down list. You can hit the Tab key to move directly to the **Item** field for all regular items.



To enter more items, click the **Next 10 Items** button and continue entering items.

## Step 1. Enter Items (continued)

If you click the **Verify** button, the descriptions, prices, and totals will then display on your screen. See below.

If you've entered any invalid items, a red error message will display on the right side of the Web page and in the Description field of the invalid item.

Item Entry				Chris Hughes 					
Party Ref#	275597	Description	Hannah'S Housewarming - Set 1	Party Date	05/19/2002	The following errors have occurred. These need to be corrected before proceeding.			
Order Ref#	82835088	Customer	Elizabeth Tilley	Order Date	05/28/2002				
Order Type	CUSTOMER	Shipping Method	Ship To Host						
Id	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total	
<input type="checkbox"/>	1-Regular	0828	DECORATING BAG WITH TIE	2	\$15.00	\$30.00	\$30.00	\$48.00	
<input type="checkbox"/>	1-Regular	0834	MEASURING CUP/WHITE	1	\$9.35	\$9.35	\$12.50	\$12.50	
<input type="checkbox"/>	1-Regular	0836	MEASURING CUP/WHITE	1	\$7.15	\$7.15	\$9.50	\$9.50	
<input type="checkbox"/>	8-Sales Specials	1645	<span style="color: red;">Item is invalid.</span>	1					
<input type="checkbox"/>	1-Regular								
<input type="checkbox"/>	1-Regular								
<input type="checkbox"/>	1-Regular								
<input type="checkbox"/>	1-Regular								
<input type="checkbox"/>	1-Regular								
<input type="checkbox"/>	1-Regular								
<input type="checkbox"/>	1-Regular								

Item is invalid.

Previous [Item Search](#) Next 10 Items Verify [Next](#)

You'll need to correct any invalid item numbers before you can proceed. Click in the field which contains the invalid number and re-enter the correct item number.

In the Customer Order Summary section, you'll need to verify that the item and cost information on the summary matches the information on the customer's order form.

## Step 1. Enter Items (continued)

- If the amount in the **Total** row matches the total on the order form, click on the **Customer Payment Information** link in the upper right corner of the screen to proceed to the Customer Payment Information section of the page (or use the scroll bar).
- If the amount in the **Total** row does not match the total on the order form, first check that the total on the form is added correctly. If the total on the form is correct, review the items you've ordered by viewing the Order Summary. (See **Chapter 5: Making Changes** for additional information.)

Customer Order Summary							Chris Hughes
Party Ref# 275597 Description Hannah'S Housewarming - Set 1				Party Date 05/19/2002			Customer Payment Information
Order Form# 82835088 Shipping: Ship To Host				Customer Elizabeth Tilley			
This is a Customer order.							
Item type	Item #	Description	Qty	Retail Per	Total Retail	Consultant Cost	
Regular	0834	MEASURING CUP/SPORK	1	\$12.50	\$12.50	\$9.38	
Regular	0836	MEASURING SPOON SET/WHITE	1	\$9.50	\$9.50	\$7.13	
Regular	0828	DECORATING BAG WITH TIPS	2	\$20.00	\$40.00	\$30.00	
				<b>Subtotal</b>	<b>\$62.00</b>	<b>\$46.51</b>	
				<b>Shipping</b>	<b>\$6.20</b>		
				<b>Handling</b>	<b>\$0.00</b>		
				<b>Tax</b>	<b>\$4.09</b>		
				<b>Total</b>	<b>\$72.29</b>		

Customer Payment Information			Customer Order Summary
Payment Amount		Amount Due \$72.29	
Cash	\$	Total Paid \$0.00	
Check	\$		
Credit Card	\$		
Card Type	VISA	Number	Expiration
Billing Address			
First Name			
Last Name			
Address			



If the Total row on the Customer Order Summary does not match the total on the Order Form, check your items to be sure that you did not enter a Sales Specials item type as a Regular item type.

## Step 2. Record the Customer's Payment

On the Customer Payment Information section of the page, you'll now record the customer's method of payment.

1. Click inside the applicable Payment Amount field(s) Cash, Check, and/or Credit Card—and type in the amount of each payment. In most cases, the customer will pay using one method. (The total of the payment amount(s) that you enter should equal the figure in the Amount Due field.)

The screenshot shows the 'Customer Payment Information' section of a web order entry form. At the top, there is a table showing the order details: Regular, Item Description, Quantity, Unit Price, Subtotal, and Total. The total amount due is \$72.29. Below this, the 'Customer Payment Information' section is displayed. It includes fields for 'Payment Amount' (with 'Cash', 'Check', and 'Credit Card' options), 'Card Type' (dropdown menu), and 'Billing Address' (fields for First Name, Last Name, Address, Apt/Suite, City, Zip, Home Phone, Work Phone, State, Plus 4, Ext., PO Box, and Military Address). A large oval highlights the 'Payment Amount' and 'Card Type' fields. At the bottom of the section, there is a 'Print Order' button, which is also highlighted with a circle.

2. If the customer paid with a credit/debit card, select the card type from the **Card Type** drop-down list. Also, you're required to enter the correct billing address information (including zip code) in the applicable fields of the Billing Address section.

## Step 3. Print the Order

Follow these steps to print a copy of the order:

1. Print a copy of the order by clicking on the **Print Order** button. The Print Customer Order page will then display in your browser.
2. If necessary, click on the vertical scroll bar at the right until you can see the **Print** button at the bottom of the page. Next, click on the **Print** button to print a copy of the order. (You'll want to keep this copy, along with the customer's order form, as a record of the customer's ordered items.)

<b>Print Customer Order</b>				<b>Chris Hughes</b> 		
Party Ref#	275597	Description	Hannah's Housewarming - Set 1		Party Date	05/19/2002
Order Form#	82835088	Shipping	Ship To Host		Customer	Elizabeth Tilley
This is a Customer order.						
<b>Bill Address</b>			<b>Ship Address</b>			
Elizabeth			Hannah			
Tilley			Hall			
78 Meadow Lane			342 Plant Street			
Orlando, FL 32802			Winter Garden, FL 34787			
H - (407)555-1212						
W -						
<b>Item type</b>	<b>Item #</b>	<b>Description</b>	<b>Qty</b>	<b>Retail Per</b>	<b>Total Retail</b>	<b>Consultant Cost</b>
Regular	0834	MEASURED CUP & SPOON	1	\$12.50	\$12.50	\$9.38
Regular	0836	MEASURING SPOON SET WHITE	1	\$9.50	\$9.50	\$7.13
Regular	0828	DECORATING RAS WITH TDS	2	\$20.00	\$40.00	\$30.00
					<b>Subtotal</b>	\$62.00
					<b>Shipping</b>	\$6.30
					<b>Handling</b>	\$0.00
					<b>Tax</b>	\$4.09
					<b>Total</b>	\$72.39

3. After printing a copy of the customer order, click on the **Next** button to go to the Party Orders & Datings page. You can enter another customer order by clicking on the **New Order** or **Next** button.

## Entering Host Orders and Payments

Entering Host orders and payments is similar to entering customer orders, except that with Host orders, you also order Host bonus items and incentive gifts. There are six steps to entering Host orders and payments:

1. Set up the Host order.
2. Enter items (regular, parts, sales specials, sales aids, warranty, and obsolete items). (The Obsolete Item type is available for New Business Model Only.)
3. Record the Host's payment.
4. Enter Host Bonus items.
5. Enter Host Gift or Host Pick items.
6. Print the order.



Make sure you enter all items for regular customer orders before proceeding with the Host's order.

### Step 1. Set Up the Host Order

1. At the bottom of the Party Orders & Datings page, click on the **New Order** button. The Customer Order page then displays in your browser.

**Customer Order**

Chris Hughes

Party Ref#:	275741	Description:	Hannah's Party	Party Date:	05/31/2002
Order Ref#					

This order is for:  Customer  Host  Consultant

This is a direct-ship order:  Dated a Party:  Party Date:

<b>Home Address</b>	<b>Customer Search</b>	<b>Ship Address</b>			
First Name	<input type="text"/>	First Name	<input type="text"/>		
Last Name	<input type="text"/>	Last Name	<input type="text"/>		
Address	<input type="text"/>	Address	<input type="text"/>		
Apt/Suite	<input type="text"/>	Apt/Suite	<input type="text"/>		
City	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>
Zip+4	<input type="text"/> - <input type="text"/>	Zip+4	<input type="text"/> - <input type="text"/>	State	<input type="text"/>
E-mail	<input type="text"/>	Work Phone	<input type="text"/>	Extn	<input type="text"/>
Home Phone	<input type="text"/>	Ship Instruction	<input type="text"/>		
Work Phone	<input type="text"/> Extn <input type="text"/>	<input type="checkbox"/> PO Box <input type="checkbox"/> Military <input type="checkbox"/> Outside City			
		<input type="checkbox"/> PO Box <input type="checkbox"/> Military <input type="checkbox"/> Outside City			

## Step 1. Set Up the Host Order (continued)

2. Because the system defaults to a Customer order, select the Host option instead.

Customer

Host

Consultant

3. If your Host wishes to have the order shipped directly to her/him when the party is not being shipped to the Host, and has paid the appropriate delivery charge, click inside the box so a checkmark appears.

This is a direct-ship order:

4. Because you've selected the Host order option, the system will automatically fill in the Host's name, address, phone numbers, etc., based on the information you entered on the Party Setup page. (If necessary, change and/or edit any of the information.) Next, click on the **Next** button to begin entering your items.



After entering your information, the system stores it for future use.

## Step 2. Enter Items

These are items paid for by the Host and are not part of the Host program. Follow these steps to enter items:

1. Click on the **Item Type** drop down list and choose from the following item types: 1-Regular, 2-Parts, 7-Sales Aids, 8-Sales Specials, 9-Warranty, and 10-Obsolete Items (for New Business Model only).
2. Press the **Tab** key and enter the item number in the **Item** column as it appears on the customer's order form.
3. Use your keyboard's Tab key to move the cursor to the **Qty** column, then enter the quantity being ordered. (Continue by choosing the item type and entering the item number and quantity for each item the customer wishes to purchase.)

- To enter more items, click the **Next 10 Items** button and continue entering items.
- You can choose the Sales Aids item type to send polybags to your Host for packing out Host-Direct orders.

4. Click the **Next** button to move to the Customer Order Summary and Customer Payment screen. (If you click the **Verify** button, the descriptions, prices, and totals will then display on your screen.)
5. Verify that all the regular, warranty, parts, sales specials and sales aids items are reflected correctly in the Summary section at the top of the page. Remember, Host incentive gifts will not be reflected at this time.

### Step 3. Record the Host's Payment

On the Customer Payment Information page, you'll now record the Host's method of payment.

1. Click the **Customer Payment Information** link to move down to the payment section. Fill in the payment information fields—use the payment amount that you received from the Host, not the amount in the Amount Due field. (Remember, you've received payments associated with Host incentive gifts but you've not entered those items yet.)

The screenshot shows the 'Customer Payment Information' page. At the top, there is a summary table with the following data:

Subtotal	\$23.00	\$1.88
Shipping	\$4.00	
Handling	\$0.00	
Tax	\$1.63	
Total	\$28.63	

Below the summary is the 'Customer Payment Information' section. It includes fields for 'Payment Amount' (Cash: \$28.63, Check: \$28.63, Credit Card: \$28.63), 'Card Type' (VISA), and 'Billing Address' fields (First Name, Last Name, Address, Apt/Suite, City, Zip, State, Plus 4, Home Phone, Work Phone, Ext., PO Box, Military Address). At the bottom are 'Previous', 'Print Order', and 'Next' buttons.

If the Host paid with a credit/debit card (Visa®, MasterCard®, or Discover®), click on the **Card Type** drop-down list and select the card type. Also, enter the correct billing address information in the applicable fields of the Billing Address section.

2. Click the **Next** button to move to the Party Orders screen.

## Step 4. Enter Host Gift Items

Follow these steps to enter Host Gift items:

1. Click on the **Party Summary** button at the bottom of the Party Orders & Datings page. The Host Gift Program page then displays.

**Host Gift Program**

Party Ref#	275690	Description	Karen's Birthday Party		Party Date	05/28/2002
Order Ref#	82835104	Customer	Karen Bank		Order Date	05/28/2002
Order Type	HOST	Shipping Method	Ship To Host			

Chris Hughes

Party Retail Amount: \$ 768.00

Cash & Carry Amount: \$ 0.00 Pool Balance: \$0.00

Total Party Sales: \$ 768.00 + 2 Datings

Congratulations! Your Host has qualified for party sales from \$700.00 to \$774.00. Your Host qualifies for \$125.00 Host Gift credit OR the appropriate Exclusive Host Gift Special(s). (Press the button below to view the Host Gift Chart)

[Host Gift Chart](#)

Previous Verify Host Gift Chart Next

2. The Total Party Sales amount displays the total amount of sales and the datings entered for the Party. The party sales qualification is based on these numbers.
3. If necessary, click on the **Host Gift Chart** button to review the current Host Gift chart. (The Host's qualification level is highlighted.)



If the Host has not qualified for any Host gifts, then click the **Next** button.

## Step 4. Enter Host Gift Items (continued)

4. **Host Bonus Items** are additional incentive items the Host may qualify for if the Party reaches specific sales, attendance, and/or dating challenges. These items are in addition to the normal Host Gift Program.

When a Host qualifies, the applicable Host Bonus Items will display on the Host Bonus page. If the Host has requested a Bonus Item(s), you'll choose items using one or both of the methods listed below:

- Click on the circle next to the bonus item that your Host has requested. If your Host does not want the bonus item(s), choose the "None Selected" option.
- In the Honored Host Bonus section, enter the quantity of 40 Percent Off Honored Host Bonus Items that the Host has requested.

**Note:** There are separate boxes for each Host Bonus Challenge (i.e. sales, attendance, dating). Please verify that you've selected the proper items.

Host Bonus				Chris Hughes 																												
Party Ref#	275690	Description	Karen's Birthday Party	Party Date	05/28/2002																											
Order Ref#	82835104	Customer	Karen Bank	Order Date	05/28/2002																											
Order Type:	HOST	Shipping Method:	Ship To Host																													
<table border="0"> <tr> <td colspan="2">Birthday Weeks Host Offer 400/2</td> <td colspan="2">Birthday Weeks Host Offer 550/2</td> </tr> <tr> <td><input type="radio"/> Birthday Weeks \$400/2 Host Bonus</td> <td><input type="radio"/> Birthday Weeks \$550/2 Host Bonus</td> <td><input type="radio"/> \$60 Select Your Own</td> <td><input type="radio"/> \$30 Select Your Own</td> </tr> <tr> <td><input checked="" type="radio"/> None Selected</td> <td><input checked="" type="radio"/> None Selected</td> <td colspan="2"></td> </tr> </table>						Birthday Weeks Host Offer 400/2		Birthday Weeks Host Offer 550/2		<input type="radio"/> Birthday Weeks \$400/2 Host Bonus	<input type="radio"/> Birthday Weeks \$550/2 Host Bonus	<input type="radio"/> \$60 Select Your Own	<input type="radio"/> \$30 Select Your Own	<input checked="" type="radio"/> None Selected	<input checked="" type="radio"/> None Selected																	
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<input checked="" type="radio"/> None Selected	<input checked="" type="radio"/> None Selected																															
<table border="0"> <tr> <td colspan="2">Post Birthday Weeks Host Offer</td> </tr> <tr> <td><input type="radio"/> Wonderker Bowl Set</td> <td><input type="radio"/> None Selected</td> </tr> </table>						Post Birthday Weeks Host Offer		<input type="radio"/> Wonderker Bowl Set	<input type="radio"/> None Selected																							
Post Birthday Weeks Host Offer																																
<input type="radio"/> Wonderker Bowl Set	<input type="radio"/> None Selected																															
<table border="0"> <tr> <td colspan="4">Modular Mates Pasta &amp; Rice Center Promo</td> </tr> <tr> <td><input type="radio"/> Modular Mates Pasta &amp; Rice Center (blue)</td> <td><input type="radio"/> Modular Mates Pasta &amp; Rice Center (green)</td> </tr> <tr> <td><input type="radio"/> Modular Mates Pasta &amp; Rice Center (black)</td> <td><input checked="" type="radio"/> None Selected</td> </tr> </table>						Modular Mates Pasta & Rice Center Promo				<input type="radio"/> Modular Mates Pasta & Rice Center (blue)	<input type="radio"/> Modular Mates Pasta & Rice Center (green)	<input type="radio"/> Modular Mates Pasta & Rice Center (black)	<input checked="" type="radio"/> None Selected																			
Modular Mates Pasta & Rice Center Promo																																
<input type="radio"/> Modular Mates Pasta & Rice Center (blue)	<input type="radio"/> Modular Mates Pasta & Rice Center (green)																															
<input type="radio"/> Modular Mates Pasta & Rice Center (black)	<input checked="" type="radio"/> None Selected																															
<table border="0"> <tr> <td colspan="3">Honored Host Bonus</td> </tr> <tr> <th>Item</th> <th>40% Off</th> <th>Quantity</th> <th>Item</th> <th>40% Off</th> <th>Quantity</th> </tr> <tr> <td>Melamine Dinnerware 4 Pc. Setting</td> <td>\$21.00</td> <td><input type="text"/></td> <td>Melamine Charger</td> <td>\$9.00</td> <td><input type="text"/></td> </tr> <tr> <td>Melamine Dinnerware 20 Pc. Set</td> <td>\$105.00</td> <td><input type="text"/></td> <td>20 Pc. Flatware Set</td> <td>\$60.00</td> <td><input type="text"/></td> </tr> <tr> <td>Placemats (set of 4)</td> <td>\$30.00</td> <td><input type="text"/></td> <td>Napkins (set of 4)</td> <td>\$15.00</td> <td><input type="text"/></td> </tr> </table>						Honored Host Bonus			Item	40% Off	Quantity	Item	40% Off	Quantity	Melamine Dinnerware 4 Pc. Setting	\$21.00	<input type="text"/>	Melamine Charger	\$9.00	<input type="text"/>	Melamine Dinnerware 20 Pc. Set	\$105.00	<input type="text"/>	20 Pc. Flatware Set	\$60.00	<input type="text"/>	Placemats (set of 4)	\$30.00	<input type="text"/>	Napkins (set of 4)	\$15.00	<input type="text"/>
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Placemats (set of 4)	\$30.00	<input type="text"/>	Napkins (set of 4)	\$15.00	<input type="text"/>																											

5. Click the **Next** button.

## Step 4 Enter Host Gift Items (continued)

6. The Host Gift Specials And Free Tupperware page allows you to order any Free Tupperware, Host Gift Specials, and Half-Off Items your Host has qualified for.

7. Click the **Item Type** field and choose an item type (1-Free Tupperware, 2-Host Gift Special, 3-Half-Off Items, or 4-Half-Off Seals) from the drop-down list.
8. Enter the item number in the **Item** field. (*If you're not sure of the Item Number, you can do an Item Search to find the number by pressing the **Item Search** button at the bottom of the screen.*)
9. Press the Tab key to move to the Quantity field. Enter the quantity in the space provided. If you need to order more items, click the **Next 10 Items** button at the bottom of the page.
10. Scroll to the bottom of the screen. Click the **Next** button to go to the Party Summary screen.

## Step 4. Enter Host Gift Items (continued)

Party Summary									Chris Hughes 	<a href="#">Consultant Payment</a>	
Party Authorization is NOT SUBMITTED.											
Party Ref#275690	Party Date	05/28/2002	Description						Karen'S Birthday Party		
Customer Orders											
Customer		Order Ref#	Shipping Number	Total Retail	Cons. Cost	S + H	Tax	Sales Payment	Total Order		
Joe Goodman		<a href="#">82835097</a>		455.00	341.25	20.00	28.50	503.50	503.50		
Sally Baker		<a href="#">82835101</a>		280.00	210.00	20.00	18.00	318.00	318.00		
[Host]Karen Banks		<a href="#">82835104</a>		33.00	24.76	4.00	2.22	39.22	39.22		
Party Retail Total		=	=	768.00	576.01	44.00	48.72	860.72	860.72		
Host Gifts/Thank You Gifts		<a href="#">82835104</a>		0.00	0.00	0.00	3.00	0.00	3.00		
Host Gifts Overage		<a href="#">82835104</a>		0.00	0.00	0.00	0.00	0.00	0.00		
Total		=	=	768.00	576.01	44.00	51.72	860.72	863.72		
Consultant Order											
Customer		Order Ref#	Shipping Number	Total Retail	Cons. Cost	S + H	Tax	Sales Payment	Total Order		
Consultant Totals				0.00	0.00	0.00	0.00	0.00	0.00		
Party Retail \$768.00 + Cash & Carry Amount \$0.00 = TOTAL PARTY SALES \$768.00											
Consultant Cost Summary											
Consultant Cost				S + H	Sales Tax	Total	Card Amount thru Orders	Consultant Paid Amt.	Account Amt. Due		
576.01				44.00	51.72	671.73	0.00	0.00	671.73		

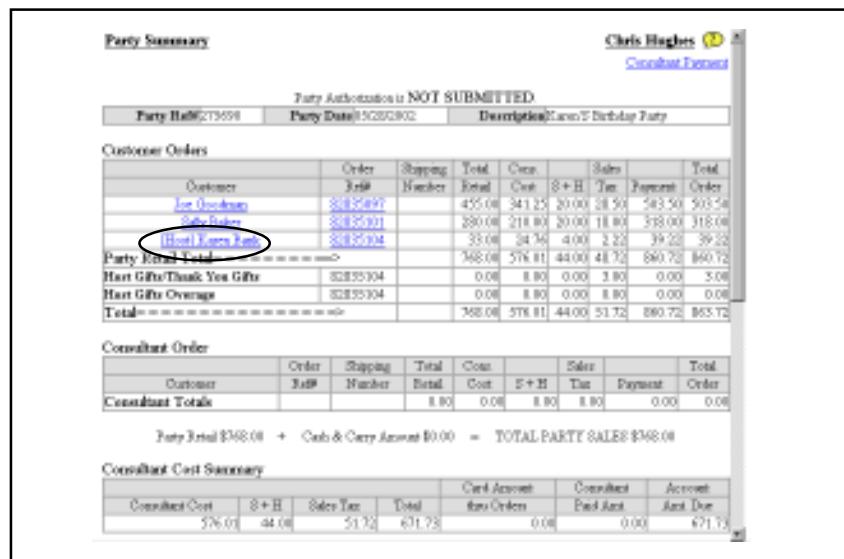


- If the items selected by your Host are less than the credit, your Consultant Cost will not change. If the items are greater, then you'll be charged the standard Consultant Cost of the overage.
- When you click on the **Verify** button, you'll be able to see the retail value of the items selected, the remaining credits available, the gift credits used, and the balance.

## Step 5. Print the Order

Follow these steps to print a copy of the order:

1. Click on the **Party Orders** button.
2. Select the Host's order by clicking on the Host's name on the Party Summary page.



The screenshot shows the 'Party Summary' page with the following details:

**Party Information**  
 Party Ref# 273698 Party Date 05/25/2002 Description Karen's Birthday Party

**Customer Orders**

Customer	Order Ref#	Shipping Number	Total	Cost	Sales	Total
Joe Rodriguez	30825097		425.00	341.25	20.00	59.50
Sabrina	30825001		280.00	218.00	20.00	38.00
<b>(Host) Karen Rodriguez</b>	<b>30825004</b>		<b>35.00</b>	<b>24.75</b>	<b>4.00</b>	<b>2.25</b>
<b>Party Total</b>			<b>740.00</b>	<b>574.00</b>	<b>44.00</b>	<b>66.75</b>
<b>Host Gifts/Thank You Gifts</b>	30825104		0.00	0.00	0.00	0.00
<b>Host Gifts Overage</b>	30825104		0.00	0.00	0.00	0.00
<b>Total</b>			<b>740.00</b>	<b>574.00</b>	<b>44.00</b>	<b>66.75</b>

**Party Total \$740.00 + Cash & Carry Amount \$0.00 = TOTAL PARTY SALES \$740.00**

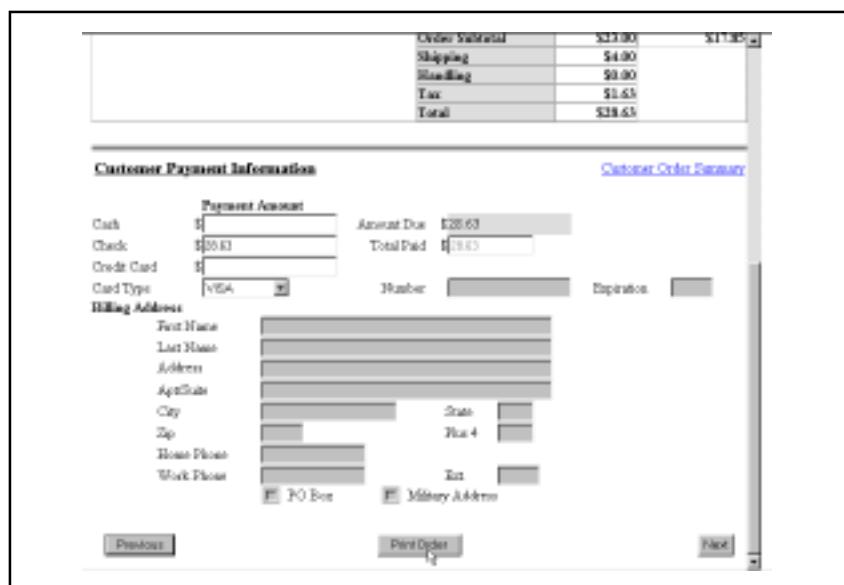
**Consultant Order**

Customer	Order Ref#	Shipping Number	Total	Cost	Sales	Total
Consultant Totals			0.00	0.00	0.00	0.00

**Consultant Cost Summary**

Consultant Cost	S+B	Sales Tax	Total	Cust Account	Consultant	Account
574.00	44.00	51.75	671.75	0.00	0.00	671.75

3. Click the **Order Summary** button. (The Host Gifts display on the Order Summary section of the Order Summary and Customer Payment screen.)
4. Click on the **Customer Payment Information** link to move to the bottom of the page. Click the **Print Order** button.



The screenshot shows the 'Customer Order Summary' and 'Customer Payment Information' pages:

**Customer Order Summary**

Order Subtotal	\$23.00	\$113.00
Shipping	\$4.00	
Handling	\$0.00	
Tax	\$1.65	
<b>Total</b>	<b>\$28.65</b>	

**Customer Payment Information**

Payment Amount: \$28.65

Cash: \$28.63

Check: \$28.63

Credit Card: \$28.63

Card Type: VISA

Billing Address:

First Name: [Redacted]  
 Last Name: [Redacted]  
 Address: [Redacted]  
 Apt/Unit: [Redacted]  
 City: [Redacted]  
 Zip: [Redacted]  
 Home Phone: [Redacted]  
 Work Phone: [Redacted]

State: [Redacted]  
 Plus 4: [Redacted]  
 PO Box: [Redacted]  
 Military Address: [Redacted]

Print Order

## Step 5. Print the Order (continued)

5. Click on the **Print** button at the bottom of the page to print a copy of the order. (You'll want to keep this copy, along with the Host's order form, as a record of the Host's ordered items.)

Winter Garden, FL 34787		Winter Garden, FL 34787	
H -			
W -			
<b>Item Type</b>	<b>Item #</b>	<b>Description</b>	<b>Qty</b>
Regular	0012	MM ROUND 2 CONTAINER WITH ICE	2
Regular	0013	MM ROUND 3 CONTAINER WITH ICE	2
Regular	0029	MM ROUND SEAL HUNTER GREEN	4
Sales Aids	6016	LARGE POLYBAG WITH HANDLE	1
			<b>Sales Total</b>
			\$23.00
<b>Gift Chosen: \$65.00</b>			<b>\$17.88</b>
Pick Items	0711	IMPRESSIONS CLASSIC BOWL SET	3
			\$25.00
			\$75.00
			\$56.25
			<b>Gift Subtotal</b>
			\$0.00
			<b>Pick Subtotal</b>
			\$75.00
			<b>\$56.25</b>
			Credit Gifts
			-\$65.00
			<b>\$48.78</b>
			Additional Credits
			-\$10.00
			<b>-\$7.50</b>
			Host Order Subtotal
			\$0.00
			<b>-\$0.03</b>
			Overage
			\$0.00
			<b>-\$0.03</b>
<b>Host Order Consolidation</b>			
			<b>Order Subtotal</b>
			\$23.00
			<b>\$17.85</b>
			Shipping
			\$4.00
			Handling
			\$0.00
			Tax
			\$1.63
			<b>Total</b>
			\$28.63

[Previous](#) [Print](#) [Next](#)



You can now go back and add your Consultant personal orders to the party and not affect the Host qualification level.