



Chapter 6: Submitting Your Party For Confirmation

At this point, your party status is "Not Submitted". You must submit your orders for final confirmation and authorization of any credit card payments. This chapter provides you with the information you'll need to submit your party and payments.

Viewing the Party Summary

After you've entered all the orders from the party, including your Host Order and Consultant Order (if applicable), you'll be ready to submit your party for confirmation.

To access the Party Summary page, you can either click on **Next** from the Host Gift Specials and Free Tupperware page or click on **Party Summary** button from the Party Setup or Party Orders & Datings pages and click **Next** until you reach the Party Summary page.

The Party Summary page displays the following:

- Customer Orders - Customer name, order ref #, shipping number (will display after party has been submitted), total retail, Consultant cost, shipping and handling, sales tax, payment, and order total
- Consultant Order information - Consultant order ref #, shipping number (will display after party has been submitted), total retail, your Consultant cost, your shipping and handling, sales tax, payment, and order total
- Consultant cost summary and payment information for the party
- Consultant Net Commission amount (if applicable). The Net Commission is equal to the Retail cost less the Consultant Cost.
- Consultant Payment

Party Summary Chris Hughes
[Consultant Payment](#)

Party Authorization is **NOT SUBMITTED**

| Party Ref# | Party Date | Description |
|------------|------------|----------------|
| 275571 | 05/21/2002 | Birthday Party |

Customer Orders

| Customer | Order Ref# | Shipping Number | Total Retail | Cons. Cost | S + H | Tax | Payment | Total Order |
|----------------------------|------------|-----------------|--------------|------------|-------|-------|---------|-------------|
| Karen Green | 82834782 | | 97.00 | 72.76 | 9.70 | 6.40 | 113.10 | 113.10 |
| (Host) Sally Parr | 82835108 | | 420.00 | 315.00 | 20.00 | 26.40 | 466.40 | 466.40 |
| Party Retail Total | | | 517.00 | 387.76 | 29.70 | 32.80 | 579.50 | 579.50 |
| Host Gifts/Thank You Gifts | 82835108 | | 0.00 | 0.00 | 0.00 | 1.80 | 0.00 | 1.80 |
| Host Gifts Overage | 82835108 | | 0.00 | -0.03 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | | | 517.00 | 387.73 | 29.70 | 34.60 | 579.50 | 581.30 |

Consultant Order

| Customer | Order Ref# | Shipping Number | Total Retail | Cons. Cost | S + H | Tax | Payment | Total Order |
|--------------------------|------------|-----------------|--------------|------------|-------|------|---------|-------------|
| Consultant Totals | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Party Retail \$517.00 + Cash & Carry Amount \$0.00 = TOTAL PARTY SALES \$517.00

Consultant Cost Summary

| Consultant Cost | S + H | Sales Tax | Total | Card Amount thru Orders | Consultant Paid Amt. | Account Amt. Due |
|-----------------|-------|-----------|--------|-------------------------|----------------------|------------------|
| 387.73 | 29.70 | 34.60 | 452.03 | 0.00 | 0.00 | 452.03 |

YOUR NET COMMISSION (based on suggested retail) FOR THIS PARTY IS 129.24
 (517.00 + 0.00 - 387.76)



Use the scroll bar to the right of the page to view the lower half of the Party Summary page.

Consultant Payment [Party Summary](#)

Payment Amount: \$ 452.03

☐ Existing Card

☐ New Card Card Type Number Expiration

☐ Do not store credit card information

Billing Address ☐ Same as Mail To Address ☐ Same as Ship Address

First Name

Last Name

Address

Apt/Suite

City State

Zip Plus 4

email

Home Phone

Work Phone Ext.

☐ PO Box ☐ Military Address

Applying the Party Payment

You'll need to apply a party payment if the total cost of your order exceeds the total amount of credit card payments submitted.

You'll be issued a refund check if the credit card payments exceed your Consultant cost.

Enter your credit card information by selecting **New Card** and **Card Type** from the drop down menu. Then enter your 15-digit credit card number and expiration date.



Once you've entered your credit card information, you may select **Existing Card** to apply your next payment.

Verify that your Billing Address information is correct.



You can also use a temporary credit/debit card to apply your party payment. This card is only available to pay for the current order and cannot be retrieved for future orders. To use a temporary card, complete the following steps:

1. Click the **New Card** option.
2. Check the **Do not store credit card information** check box. (This prevents a temporary credit/debit card from being stored as an **Existing Card**.)

Confirming the Party

After you've entered or verified your credit card information, click **Submit Party** to proceed.

Enter your PIN number when the following message displays and click the **Submit** button.

| | | | |
|---------------------------------|----------------------|---------------------------------------|---------------------------------------|
| Please reenter your PIN: | <input type="text"/> | <input type="button" value="Submit"/> | <input type="button" value="Cancel"/> |
|---------------------------------|----------------------|---------------------------------------|---------------------------------------|

The Party Summary page now reflects that the "Party Authorization has completed Successfully" (if all the credit card payments are authorized) and will reflect your Consultant payment.

The party status now reflects an "In Shipping" status which means the order has been confirmed and transmitted to the Plant. You can view information but you can no longer make any changes to these orders.

Party History Chris Hughes ?

| Ref# | Party Type | Partial Linked | Description | Host | Date | Sales Credit | Sales Total | Status |
|------------------------|----------------------------|--------------------------------|-------------------------------|----------------------|----------------------|------------------------------|-----------------------------|------------------------|
| 775690 | Party | No | Karen's Birthday Party | Karen Bank | 05/28/2002 | 663.00 | 663.00 | Not Submitted |
| 775392 | Party | Partial | Hannah's Housewarming - Set 1 | Hannah Hall | 05/19/2002 | 262.00 | 262.00 | Not Submitted |
| 775371 | Party | No | Birthday Party | Sally Farr | 05/21/2002 | 517.00 | 517.00 | In Shipping |
| 775463 | Party | No | Party For Lois | Lois Williams | 05/14/2002 | 450.00 | 450.00 | Not Submitted |
| 775388 | Party | No | Hannah's Housewarming-Set 1 | Hannah Hall | 04/28/2002 | 724.00 | 724.00 | Not Submitted |
| 774993 | Party | No | Michael's Party | Hannah Hall | 05/06/2002 | 629.00 | 629.00 | Not Submitted |
| | | | Cathy's Secret Party | | | | | Not Submitted |

Handling Declined Credit Cards

When a credit/debit card is rejected, one of the following reasons will appear on the **Consultant Payment Information** screen:

1. Card Not Authorized - Insufficient Funds
2. Card Not Authorized By Issuer

If your credit/debit card is rejected, you'll need to contact your financial institution. If a customer's credit/debit card is rejected, you'll need to contact the customer for an alternate method of payment.

You have several options before you can resubmit the party for final confirmation. You can:

1. Contact the customer to either:
 - get a different credit card number
 - get a personal check or cash
 (you will need to re-enter the payment information)
2. Submit the customer's order with no payment and collect payment at the time the order is delivered.
3. Delete the customer's order.

To change the payment information for a customer order that has been rejected, simply click the **Previous** button on the Party Summary page. Then, click the link for the order you want to change. You do not have to delete and re-enter the order with the new payment information.

Once you've made your changes, be sure to submit the party again until you receive confirmation that the Party was successfully authorized.