



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

Customer Orders

Customer	Order Ref#	Shipping Number	Total Retail	Cost	S + H	Tax	Payment	Total Order
Karen Green	82834785		97.00	72.76	9.70	6.40	113.10	113.10
[Host] Sally Farr	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	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 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)

Consultant Payment

Payment Amount: \$ 452.03

Existing Card

New Card Card Type:

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:

Submit

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
275690	Party	No	Karen's Birthday Party	Karen Banks	05/28/2002	663.00	663.00	Not Submitted
275592	Party	Partial	Hannah's Housewarming - Set 1	Hannah Hall	05/19/2002	262.00	262.00	Not Submitted
274371	Party	No	Birthday Party	Sally Parr	05/21/2002	517.00	517.00	In Shipping
275463	Party	No	Party For Lois	Lois Wilsons	05/14/2002	450.00	450.00	Not Submitted
274088	Party	No	Hannah's Housewarming-Set 1	Hannah Hall	04/28/2002	724.00	724.00	Not Submitted
274923	Party	No	Michael's Party	Hannah Hall	05/06/2002	629.00	629.00	Not Submitted
			Click Repeat Back					Not

Non-Party Order **Party Order** **Fundraiser Order**

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.