



Chapter 7: Entering Non-Party Orders & Payments

A non-party order is any order not associated with a party. An example would be if you were to place an outside order received over the telephone.

Setting Up The Non-Party

Once you've collected the orders and payments, you're ready to set up the non-party to allow you to begin entering orders. There are 2 steps you'll need to follow:

1. Set up the Non-Party
2. Confirm the Shipping

Step 1. Non-Party Setup

Follow the steps below to set up a non-party:

1. Click on the **Non-Party Order** button at the bottom of the Welcome Page. (The Non-Party Setup page—shown below—will then display in your browser.)

Non Party Setup		Chris Hughes	
Party Ref#:	275695	Description:	Outside Orders
# Orders:	0	Party Date:	06/28/2002
Except for Direct to Customer Orders, products will be shipped to the CONSULTANT. Please select a CONSULTANT address for shipping.			
<input checked="" type="radio"/> Primary Ship To		<input type="radio"/> Alternate Ship To	
First Name:	Chris		
Last Name:	Hughes		
Address:	14801 Gold		
Apt/Suite:			
City:	Orlando	State:	FL
Zip+4:	32837 -		
Work Phone:			
	<input type="checkbox"/> PO Box <input type="checkbox"/> Military Address <input type="checkbox"/> Outside City Limits		
<input type="button" value="Previous"/>		<input type="button" value="Party Summary"/>	<input type="button" value="Party Orders"/>
		<input type="button" value="Delete Party"/>	<input type="button" value="Next"/>

2. Enter a brief description of the non-party in the Description field.
3. Enter the date in the Party Date field.

Step 3. Confirm the Shipping Information

Except for Customer-Direct orders, products will be shipped directly to you.

- If the address information is correct, then click on the **Next** button to continue to the Non-Party Shipping page.
- If you need to change the address information, then click on the **New Address** button and make your changes. Next, click on the **Next** button to go to the Customer Order page.



If you are ever on another page, and wish to go to the Customer Order page, you can access it by doing the following:

1. Return to the Welcome Page of the Web Order Entry Web site. (If you are already in the system, you can simply click on the Welcome Page link found in the top left corner of the browser screen.)
2. On the Welcome Page, click on the **Party Type** column heading to sort and find the desired non-party.
3. In the **Ref #** column, click on the link of the desired non-party. (The Party Setup page will then display in your browser.)
4. Click on the **Party Orders** button to load the Party Orders page.
5. Click on the **New Order** button to load the Customer Order page.

Entering Non-Party Orders and Payments

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

1. Set up the order.
2. Enter items (regular, sales specials, warranty items, etc.).
3. Record the customer's payment.
4. Print the order.

Step 1. Set Up the Non-Party Order

Follow these steps to set up the non-party order:

1. The system defaults to a Customer order. If desired, change the selection by clicking on the desired option (Customer or Consultant). You can use the Consultant type to enter Consultant orders. For more information, see **Chapter 8: Entering Your Consultant Orders.**)
2. 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:
3. Type the customer's name, address, phone numbers, etc. into the corresponding fields, then click the **Next** button to begin entering items. Once you've entered this information, it will be stored for future use.

Note: The tax for Non-Party orders shipped directly to the customer is based on the ship-to zip code.

Step 2. 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. For a Customer Non-Party order, 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, 10-Obsolete Items (available for New Business Model only).
2. Hit 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 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.)

Item Entry				Chris Hughes 			
Party Ref#	275695	Description	Outside Orders	Party Date	05/28/2002		
Order Ref#	82835111	Customer	Jamie Woodward	Order Date	05/28/2002		
Order Type	CUSTOMER	Shipping Method	Ship To Consultant				
Id	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price
1	1-Pegular						
2	1-Pegular						
3	1-Pegular						
4	1-Pegular						
5	1-Pegular						
6	1-Pegular						
7	1-Pegular						
8	1-Pegular						
9	1-Pegular						
10	1-Pegular						

4. Click the **Next** button to move to the Order Summary screen. (If you click the **Verify** button, the descriptions, prices, and totals will then appear on your screen.)
5. On the Customer Order Summary and Customer Payment screen, you'll need to verify that the item and cost information on the summary matches the information on the order form.
 - If the amount in the **Total** row matches the total on the order form, click on the **Next** button to proceed to the Customer Payment Information page.
 - 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 clicking on the **Previous** button to go back and review the entered items. (See **Chapter 5: Making Changes** for additional information.)

Customer Order Summary				Chris Hughes 	
Party Ref#	275695	Description	Outside Orders	Party Date	05/28/2002
Order Form#	82835111	Shipping	Ship To Consultant	Customer	Jamie Woodward
This is a Customer order.					
Item type	Item #	Description	Qty	Retail Per	Total Retail
Regular	0617	1-Pegular	1	\$12.00	\$12.00
Regular	0715	1-Pegular	1	\$32.50	\$32.50
				Subtotal	\$44.50
				Shipping	\$0.00
				Handling	\$0.00
				Tax	\$0.00
				Total	\$44.50

Customer Payment Information			Customer Order Payment	
Cash	<input type="text"/>	Amount Due	<input type="text" value="\$44.50"/>	
Check	<input type="text"/>	Total Paid	<input type="text" value="\$0.00"/>	
Credit Card	<input type="text"/>			
Card Type	<input type="text" value="VISA"/>	Holder	<input type="text"/>	Expiration
Billing Address				
First Name	<input type="text"/>			
Last Name	<input type="text"/>			
Address	<input type="text"/>			
Apartment	<input type="text"/>			

Step 3. Record the Customer's Payment

On the Customer Payment Information section, 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.)

Regular	0795	PACK IN TACK	1	\$32.50	\$32.50	\$24.38
				Subtotal	\$44.50	\$33.38
				Shipping	\$5.50	
				Handling	\$0.00	
				Tax	\$3.00	
				Total	\$53.00	

Customer Payment Information

Customer Order Summary

Payment Amount

Cash \$ Amount Due \$53.00

Check \$ Total Paid \$0.00

Credit Card \$

Card Type: Number: Expiration:

Billing Address

First Name:
Last Name:
Address:
Apt/Suite:
City: State:
Zip: Plus 4:
Home Phone: Work Phone:
 PO Box Est Military Address

If the customer paid with a credit card (Visa®, MasterCard®, or Discover®), click on the Payment 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.

Step 4. Print the order.

Follow these steps to print a copy of the order:

1. Click 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 order form, as a record of the ordered items.)

Print Customer Order		Chris Hughes 																																																									
Party Ref#	275695	Description	Outside Orders																																																								
Order Form#	82835111	Shipping	Ship To Consultant																																																								
Party Date 05/28/2002																																																											
Customer Jamie Woodward																																																											
This is a Customer order.																																																											
Bill Address		Ship Address																																																									
Jamie		Chris																																																									
Woodward		Hughes																																																									
66 Tree Lane		14901 Soft																																																									
Orlando, FL 32802		Orlando, FL 32837																																																									
H -		O -																																																									
W -																																																											
<table border="1"> <thead> <tr> <th>Item type</th> <th>Item #</th> <th>Description</th> <th>Qty</th> <th>Retail Per</th> <th>Total Retail</th> <th>Consultant Cost</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>0607</td> <td>COMPUTER-MOUSE-16 BIT</td> <td>1</td> <td>\$12.00</td> <td>\$12.00</td> <td>\$9.00</td> </tr> <tr> <td>Regular</td> <td>0795</td> <td>BAK'N TAK</td> <td>1</td> <td>\$32.50</td> <td>\$32.50</td> <td>\$24.38</td> </tr> <tr> <td colspan="2"></td> <td>Subtotal</td> <td></td> <td>\$44.50</td> <td>\$33.38</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Shipping</td> <td></td> <td>\$5.50</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Handling</td> <td></td> <td>\$0.00</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Tax</td> <td></td> <td>\$3.00</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Total</td> <td></td> <td>\$53.00</td> <td></td> <td></td> </tr> </tbody> </table>				Item type	Item #	Description	Qty	Retail Per	Total Retail	Consultant Cost	Regular	0607	COMPUTER-MOUSE-16 BIT	1	\$12.00	\$12.00	\$9.00	Regular	0795	BAK'N TAK	1	\$32.50	\$32.50	\$24.38			Subtotal		\$44.50	\$33.38				Shipping		\$5.50					Handling		\$0.00					Tax		\$3.00					Total		\$53.00		
Item type	Item #	Description	Qty	Retail Per	Total Retail	Consultant Cost																																																					
Regular	0607	COMPUTER-MOUSE-16 BIT	1	\$12.00	\$12.00	\$9.00																																																					
Regular	0795	BAK'N TAK	1	\$32.50	\$32.50	\$24.38																																																					
		Subtotal		\$44.50	\$33.38																																																						
		Shipping		\$5.50																																																							
		Handling		\$0.00																																																							
		Tax		\$3.00																																																							
		Total		\$53.00																																																							
<input type="button" value="Previous"/>		<input type="button" value="Print"/>	<input type="button" value="Next"/>																																																								

3. Upon printing a copy of the order, click on the **Next** button to return to the Party Orders page. You can enter another customer order by clicking on the **New Order** button.
4. When all orders have been entered, Click the **Party Summary** button to view the summary information then proceed with submitting your non-party for confirmation. (Refer to **Chapter 6: Submitting Your Party For Confirmation.**)



Important! If you use the Non-Party option to order Consultant samples, you'll pay a \$4.95 Shipping & Handling fee for a sample-only order. Be sure you enter your samples using an order type of **Consultant** and that you enter the items using the **5-Samples** item type. **If you enter other non-sample items on the order, you'll be charged the normal shipping fees.**