



Chapter 8: Entering Your Consultant Orders

As a Consultant, you may order any item available to your customers and Hosts, as well as business supplies at Consultant cost. In addition, you may order Samples at the reduced sampling cost (when available). You have two options when placing your Consultant order. You can:

- Enter your order using the Non-Party Order option, or
- Include your personal order with a Party Order

When "Consultant" is selected as the order type, you can access the additional item type of Samples.



You'll be charged sales tax (where applicable) based on your home address for Non-Party Orders and the Host's address for Party Orders.

This chapter will explain the options available when placing your Consultant order, as well as how to order Samples.

Adding Your Order to a Party Order

Once you've set up the party, you can add your Consultant Order. You have the option to have your order shipped to:

- The Host along with the other party orders
- Your home address along with the other party orders
- You directly (you'll be charged the appropriate Shipping and Handling charge.)

An example of when you might want to include your personal order with those from a party might be if you sold a customer an item from your product display in order to give the Host party credit and ordered a replacement product.

Entering Your Order as a Non-Party Order

You can use the Non-Party Order option to enter your Consultant order alone or along with other outside orders not associated with a party. You must first set up the Non-Party . (Refer to **Chapter 7: Entering Your Non-Party Orders** for further details).



Orders associated with a Non-Party Order are shipped to, and taxed, based on your home address.

Non-Party orders shipped directly to the customer are charged sales tax based on the Customer's Ship To zip code.

Ordering Sales Aids

There are a variety of sales aids and business supplies available to you as a Consultant. You can obtain a list of these items from your Distributor or you may perform an Item Search to view the available items. When you're ready to place your order you must:

Step 1. Set Up Your Order

From the Party Setup or Non-Party Setup Page, follow these steps:

1. Click the **Party Orders** button at the bottom of the page.
2. Click the **New Order** button at the bottom of the page.
3. Enter a description and date.
4. Select "Consultant" as the order type.
5. Indicate if you'd like to have the order direct shipped.
6. Verify or change your address information and click **Next** to proceed to the Item Entry screen.



Important! If you use the Non-Party option to order Sales Aids, you'll pay a \$2.25 Shipping & Handling fee for a sales aids-only order. Be sure you enter your sales aids using an order type of **Consultant** and that you enter the items using the **7-Sales Aids** item type. **If you enter other items on the order, you'll be charged the normal shipping fees.**

Step 2. Order Your Items

1. Choose the **7-Sales Aids** item type from the Item Type drop-down list.
2. Enter the item number and quantity of the sales aids you wish to order. Finish entering the remaining items you wish to order.
3. Click the **Next** button to proceed to the Order Summary page to review and print a copy of your order.

Step 3. Submit Your Order

Submit your order along with any other orders associated with the Party or Non-Party for final confirmation. (**Refer to Chapter 6: Submitting Your Orders** for further details.)

Ordering Samples

You may order samples of new products, sales specials, limited releases, Host Gift Specials, etc. at the reduced sampling cost on the Sample Items page. You can place your Consultant order for the sample on **Tuesday after the Monday announcement rally**. See your Distributor for the sampling dates.

Step 1. Set Up Your Order

From the Party Setup or Non-Party Setup Page, follow these steps:

1. Click the **Party Orders** button at the bottom of the page.
2. Click the **New Order** button at the bottom of the page.
3. Enter a description and date.
4. Select "Consultant" as the order type.
5. Indicate if you'd like to have the order direct shipped.
6. Verify or change your address information and click **Next** to proceed to the Item Entry page.

Step 2. Enter Your Items

1. Choose the **5-Samples** item type from the Item Type drop-down list.
2. Enter the item number and quantity of the Samples you wish to order. Finish entering the remaining items you wish to order.
3. Proceed to the Order Summary page to review and print a copy of your order.

Ordering Samples

Step 3. Submit Your Order

Submit your order along with any other orders associated with the Party or Non-Party for final confirmation. (Refer to **Chapter 6: Submitting Your Orders** for further details.)



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.**