Web Order Entry

Sales Force Guide

Revised - June 2002

Tupperware®

About This Guide

The purpose of this guide is to introduce you to Tupperware's Web Order Entry program. By learning this exciting new Web application, you'll have the opportunity to process your orders using the power of the Internet!

Using The Guide As A Reference

The Table of Contents provides you with an outline of the topics covered in this guide. When you're unclear about a certain topic or procedure, please do not hesitate to use this guide as a reference.

As the Web Order Entry system changes and improves, we'll update this guide and add additional chapters and publish the guide online. When viewing the online version of this guide, you may access the online Table of Contents at any time. Simply click on the desired Chapter links to view the related information. (You may also print the information for future reference.) Furthermore, we'll also post notifications of any updates/changes onto the Sales Force Web site to keep you informed.

Icons Used In This Guide

The following icons (graphics) have special meanings. We've strategically placed them throughout this guide to help draw your attention to key information, special notes, and additional tidbits of help.

Tips. These little notes are designed to help you move quickly through your order-entry process.

Shortcut. These items inform you of shortcuts you can use when implementing various kinds of procedures.

Remember. Stresses important points you should remember.

Icons Used On The Web Site

The following icon is located at the top right hand corner of most of the web pages on the Web Order Entry Web site.

Help. Clicking on Help provides you with helpful information when online.

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Chapter 1: Introduction

Welcome to Web Order Entry! By using the Sales Force Web site at Tupperware.com, you now have the ability to enter your own orders using a specially-designed, Web-based system available via the Internet.

For your convenience, we've included the following questions and answers to help inform you about the application.

What Will I Need?

You'll need three things to begin using Web Order Entry:

- Your 11-digit Consultant ID and secure personal identification number (PIN)—which Tupperware will send to you by regular mail
- Internet access through a dependable Internet Service Provider (Such as Prodigy, Earthlink, etc.)
- A personal debit/credit card to pay the cost of each order

Why Use Web Order Entry?

This exciting new system offers several benefits for both you and your customers. Because you'll be able to enter orders immediately upon the completion of parties, no waiting is involved. Also, your orders will go directly to the factory, preventing shipping delays.

Consider the following benefits of Web Order Entry. You'll:

- **Receive instant profits from your sales!** Because your customers make payments directly to you, you keep the difference between the customers' payments and your cost for each order.
- **Have more control over your business!** As long as you have access to the Internet, you can enter orders virtually anywhere, any time (except between the hours posted on the Welcome Page.)
- **Have the ability to ship orders in the United States (including Alaska and Hawaii)!** You can ship orders to yourself, to your Host, or directly to your customers (including Post Office Box and Military addresses).

- **Receive order confirmations immediately upon submitting them!** When you provide an e-mail address, you'll receive confirmation that your orders have been received by the factory, and you'll also be able to check the shipping status of the orders at any time. The Web site is updated with the shipping status of your orders every 4 hours.
- **Build a database of priceless information!** The Web Order Entry Web site will store the names and addresses of all of your Hosts and customers. This feature will save you valuable time and will assist you with customer follow-ups.
- **Have confidence knowing that information is transmitted securely!** All information, including credit card information, is "encrypted" and transmitted securely online. (This is the same system of security used by the online Tupperware Shop.)
- **Access online help whenever you need it!** Access to online help for Web Order Entry is easily available at any time.

How Does Web Order Entry Work?

It's simple! Here is the basic process:

1. **Collect** orders and payments from your Host and customers.
2. **Enter** your orders and payments online.
3. **Submit** your orders and payments online.
4. **Receive** online confirmation of your order.

For New Business Model ONLY: You'll submit orders before **2:00 p.m. local Distributorship time Wednesday** for sales to count for the current sales week

All others submit orders before **12:00 a.m. Eastern Time Tuesday** for sales to count for the current sales week.

That's all there is to it! Tupperware then ships the products for you.

What Kinds of Orders Can I Enter Online?

You may enter the following kinds of orders online:

- Customer and Host orders from partial or closed parties
- Personal orders including supplies
- Non-Party orders (not associated with a party)

- Product samples
- Partial or closed Fundraiser orders (Exclusive and Full Line)
- Obsolete credit requests (available for New Business Model only)

Which Orders Are *Not* Handled by Web Order Entry?

Ask your Distributor how to submit the following types of orders:

- Refulfillment orders
- Obsolete credit requests (available for New Business Model only)

How Do Customers Pay for Their Orders?

Your customers may pay for their orders in three ways. By:

- **Check**
  - Customers will need to make their checks payable to you or your Host. (The Host can then pay you with a check or credit/debit card.)
  - The check must have the customer's name, address, and telephone number clearly printed on it.
  - Please confirm that each check is filled out properly and signed.

- **Credit/Debit Card (VISA® MasterCard®, or Discover®) -** Make sure your customers complete the Credit Card Information section of the customer order form with the following information:
  - Cardholder's name
  - Credit/debit card number
  - Expiration date
  - Billing address
  - Signature

- **Cash -** You'll mark Cash as the Payment Type on the order form. Be sure to sign your name on the Received By line on the order form before giving the customer their copy.

Chapter 2: Preparing for Web Order Entry

You must familiarize yourself with some key information before using the Web Order Entry system for the first time. This chapter provides you with the preliminary information you'll need to make initial preparations.

Signing Up for eCollect

Because your customers will be making checks payable to you, you must prepare for the possibility of returned checks. This occasionally happens due to "insufficient funds." Should this occur, you would normally have to attempt payment collection yourself. Obviously, this can be a sensitive situation. Therefore, you may want to consider signing up with a check collection service that will handle this kind of situation for you.

Fortunately, Tupperware has contracted with Electronic Financial Group's eCollect service—a national check-collection service.

What Are the Advantages of Using eCollect?

The advantages of signing up with eCollect include:

- A one-time set-up fee of only $9.95
- No monthly minimums
- No limit on the number of checks for collection
- No special equipment is required
- All collected checks are paid to your account automatically on a weekly basis
- Collections are processed on any bank in the Federal Reserve System (consisting of the 48 contiguous states, Alaska & Hawaii) within 24 hours
- Out of town checks are handled as easily as local checks
- The process is handled electronically
- There is no long-term contract to sign
- You'll have more time to manage your business

How Do I Sign Up with eCollect?

If you choose to sign-up with eCollect, you'll need to read the Information Package and complete the necessary forms. You may obtain the information package and application forms directly from your Distributor.

Collecting Orders and Payments

Before using Web Order Entry, it's essential that you familiarize yourself with the necessary procedures for the collection of orders and payments.

Prior to the Party

You'll want to inform your Hosts prior to the party to make sure that:

- Customers will need to make their checks payable to you or your Host. (The Host can then pay you with a check or credit/debit card.)
- Sales tax is collected on the total taxable amount based on the Host's home address.

> Each check-paying customer needs to sign the disclaimer on the back of the order form if you're using the previously mentioned eCollect check collection service.

At the Party

Make sure you indicate the method of payment on each customer's order form (by check, cash, and/or credit card).

Cash: Make sure you've marked Cash as the Payment Type and that you've signed your name on the "Received by:" line.

Checks: Make sure each check is completed correctly, and:

- Includes the customer's name, address, and phone number
- Includes the date the check was written
- Is payable to you
- That all amounts are written correctly
- That the check is signed
- That the customer signs the disclaimer on the back of the order form if you're using eCollect service.

Credit / Debit Cards: Make sure the following customer information is present on each customer's order form:

- Account number and expiration date
- Type of credit card (Discover®, VISA®, or MasterCard®)
- Name of the cardholder
- Cardholder's billing address
- Daytime phone number
- Customer's signature

Make sure you verify all customer orders for completeness and accuracy.

Managing Your Money

Because your customers will be paying you directly for their orders, we strongly encourage you to open a separate personal checking account. With this account, you'll be able to separate your business finances from your personal finances. This will make it easier to organize and keep track of your business income and expenses.

☑ For information about managing your money, please refer to the Business Management section of the Tupperware Business Basics guide.

You'll deposit the following kinds of funds into your business account:

- Customer cash and check payments
- Bonus compensation payments
- Any funds directly related to your business that are owed to you

You should use this account to pay for all of your business expenses, including expenses for personal orders, samples, and business-related supplies (such as catalogs, forms, business cards, etc.) and for your cost of the order when you use your credit/debit card.

Preparing & Organizing Your Paperwork

At the party, or shortly afterwards, you'll want to scan each customer's order form to make sure:

- The customer's address and phone number(s) are included
- Item #s match the written description (regular order form)
- Items are currently available
- Order form totals are added correctly
- The customer's payment is reflected accurately (including credit card information)

Because you'll be entering free Host Tupperware separate from Tupperware purchased by the Host, you'll need to identify free items awarded to the Host. Write an "N/C" (no charge) or an "F" (free) in the Total column of the order form.

Remember: When you use Web Order Entry (New Business Model), orders entered before 2:00 p.m. local Distributorship time Wednesday will count toward sales for the current sales week.

For all *non*-New Business Model Web Orders, orders entered before 12:00 midnight (Eastern Time) on Tuesday night will count toward sales for the current sales week.

Chapter 3: Getting Started

Hardware and Software Requirements

To use Web Order Entry, you must have a computer system that meets the following hardware and software requirements:

- At least 32 MB of Random Access Memory (RAM)
- Internet capability and Web browser installed (Internet Explorer 5.0 or higher, *or* Netscape Communicator/Navigator 6.0 or higher) Macintosh users must use Netscape 6.2 or higher. **Note:** WebTV is not supported.
- Hard disk with at least 30 MB of free disk space
- VGA monitor **(minimum screen resolution of 1024 x 768, 256 colors strongly recommended)**
- Modem (minimum speed of 56 Kbps recommended)

Accessing the Web site

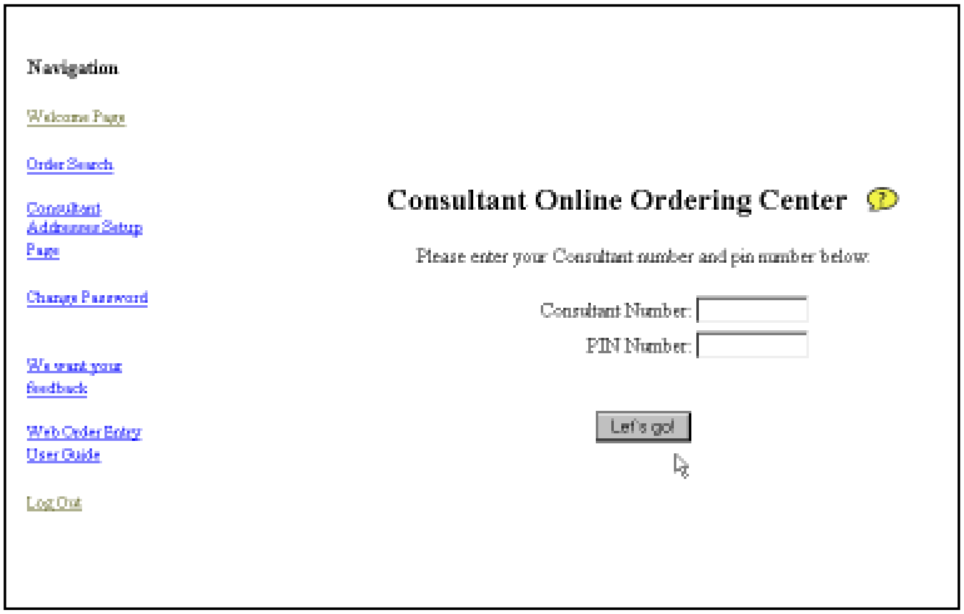
When you're ready to go to the Web Order Entry site, please have your log-in information ready. You'll need:

- Your Username and Password for the Consultants & Managers section of the Sales Force Web site.
- Your 11-digit Consultant ID Number and PIN for the Web Order Entry site.

To log in using your Internet browser, follow these steps:

1. Type `http://tupperware.com` into the Address/Location field of your Web browser.
2. Press **Enter** on your keyboard.
3. After theTupperware home page opens, click on the | Company | link that is found at the top of the screen on the menu bar.
4. Click on the **Sales Force Communications** link.
5. Enter the Username and Password in the spaces provided. Ask your Distributor for the Username and Password. (**Note:** This is not your Consultant ID and PIN.)
6. Click on the **Web Order Entry** link on the left side of your screen.

The following Web page will then open in your browser.



You may want to "bookmark" this Web page by using your Web browser's **Bookmarks** or **Favorites** option. This will allow you to go directly to the Consultant Online Ordering Center page of Web Order Entry.

7. Type your Consultant ID Number and PIN Number into the correct fields.

8. Click 

to log on to the Web Order Entry Web site.

Consultant Address Updates

The very first time that you log in to Web Order Entry, you'll be prompted with a message box requesting that you verify and/or update your address information. The addresses you'll need to verify or update include:

- *Primary Ship To Address:* This is the default address we'll use to deliver your Consultant Web Orders. This address will populate all the other address types unless you decide to change it.
- *Alternate Ship To Address:* You'll use an Alternate Ship To Address if you need to have orders sent to a different address. For example, if you're going on vacation and want the orders sent to a different delivery location.
- *Mail To Address:* This is the address where you receive your mail. In most cases, your Primary and Mail To will be the same, however, an exception would be if you use a Post Office Box to receive your mail. In that case, you would add the Post Office Box to the Mail To Address section.

Consultant Address Updates (continued)

To update an address, complete the following steps:

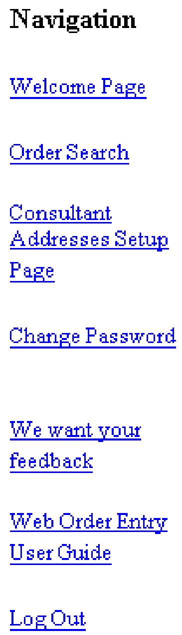
1. Click the **Consultant Addresses Setup Page** link located on the Navigation menu (left side of your screen).
2. Read the information message that appears.
3. Click the **OK** button.
4. To update the **Primary Ship To** Address:
   - Click the **Primary Ship To Address** button if it's not already chosen.
   - Update the information as needed in the fields provided. If your Zip Code is outside city limits, be sure to check the **Outside City Limits** check box. If the address is a post office box or a military address, check the appropriate check box at the bottom of the address section.
   - Click the **Save Address** button.

   ☑ **Important!** The first time you log in, you'll need to click **Save Address** even if you did not make changes to the address.

   - Click the **Next** button or the **Welcome Page** link on the left side of your screen to move to the Welcome Page.
5. To update the **Alternate Ship To** Address:
   - Click the **Alternate Ship To Address** button.
   - Update the information as needed in the fields provided. If your Zip Code is outside city limits, be sure to check the **Outside City Limits** check box. If the address is a post office box or a military address, check the appropriate check box at the bottom of the address section.
   - Click the **Save Address** button.
   - Click the **Next** button or the **Welcome Page** link on the left side of your screen to move to the Welcome Page.
6. To update the **Mail To** Address:
   - Click the **Mail To Address** button.
   - Update the information as needed in the fields provided. If your Zip Code is outside city limits, be sure to check the **Outside City Limits** check box. If the address is a post office box or a military address, check the appropriate check box at the bottom of the address section.
   - Click the **Save Address** button.
   - Click the **Next** button or the **Welcome Page** link on the left side of your screen to move to the Welcome Page.

Navigating the Web Site

After you've logged into the Web site, every page will display the following navigational links located on the left side of your screen. By clicking on the desired link with your mouse, you'll quickly move to that location of the Web site.



Navigating from Screen to Screen

When using the Web Order Entry Web site, we strongly encourage you **not** to use your Web browser's "Forward" and "Back" buttons. (Doing so will result in problems.) Instead, use the provided navigation buttons (shown below) to move backward and forward between the pages of the Web site.

Navigating from Field to Field

As with most Web sites, you have two options for moving your cursor from field to field on a Web page:

- Click inside the field you wish to move to using your mouse

  -or-

- Use your keyboard's **Tab** key to move the cursor to the desired field.

> Do not attempt to use your keyboard's **Enter** key to move your cursor from field to field. (This will not work and can cause problems.)

Using the “Help” Feature

The Web Order Entry system provides you with online help.

Standard Online Help

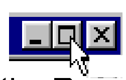
The Web Order Entry Web site is equipped with Help pages that you may access at anytime. Simply click on the "Question" icon (shown below) located in the top right hand corner of most Web pages.

Once you've clicked on the "Question" icon, a page will display with specific information concerning that page.

WebChat

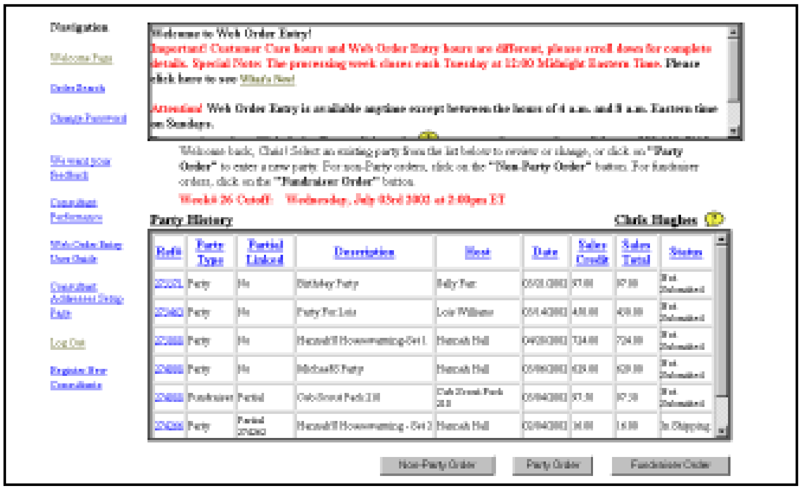
WebChat allows you to communicate any Web Order Entry questions directly to the Customer Care Representatives at Headquarters using a live online WebChat feature. (WebChat is similar to AOL Instant Messenger.) Simply complete the following steps to use WebChat:

1. Click on the WebChat link located at the bottom of every Help page. 

2. Click the middle button in the upper right corner of the smaller window—this will enlarge the WebChat window.

3. Click on the **Request NetRep** link located at the top of your screen. (It may take a moment for the screen to load.)
4. Type your message or question into the text box that appears in the upper right corner of your screen.
5. Click the **Send** button. Your message or question will appear in the upper left corner of your screen in red text. Within a moment a response from the Customer Care Representative will appear in blue text.
6. When you are done "chatting", click the "X" in the upper right corner of your WebChat window to close the application.

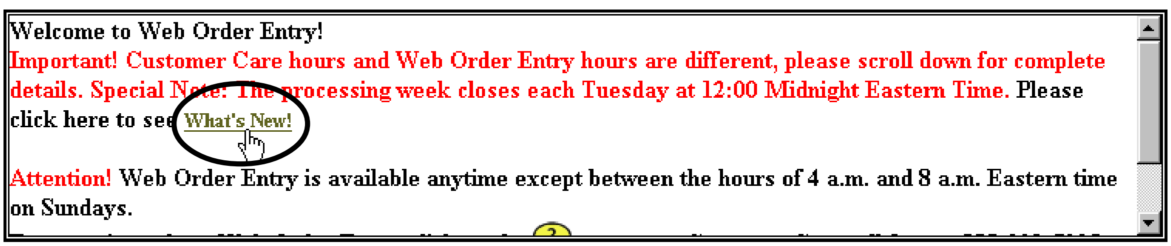
Understanding the Welcome Page

The first screen you'll see once you've entered your Consultant ID number and PIN # is the Welcome Page. **Note:** The first time you enter your 11-Digit Consultant ID number and PIN number you'll be prompted to enter your Mother's maiden name—this is for security purposes.



Message Center Box

The message center box appears at the top of the Welcome Page. This box will contain timely messages concerning the Web Order Entry Web site. This may include notification of scheduled and unscheduled maintenance to the Web Order Entry system.



Be sure you regularly check the What's New! link inside the Message Center Box. When you click this link, you will be directed to information about recent Web Order Entry enhancements that may not be documented in this guide.

Party History Box

The Party History screen allows you to view information about the most recent 50 parties you've submitted using Web Order Entry. The following columns of information display in a table on this page:

Party Ref # - Click on the Ref# assigned to that party or fundraiser to view details of orders you've already entered. You can sort the information by clicking on the column heading. The information will be sorted in descending (largest to smallest) order.

Party Type - This column reflects the type of party you've entered - a Party, Non-Party, or Fundraiser. This column can be sorted in ascending (alphabetical) order by clicking the column heading.

Partial Linked - This column contains a Party Ref # of the Partial Party linked to the Final Party you've entered. The Party Ref # will appear with the description of "Partial" or "Final." If the party is not a Partial Party or Partial Fundraiser, then "No" will appear in this column. The information in this column can be sorted in alphabetical order by clicking the column heading. (Partial Parties will be discussed in Chapter 4 of this Guide.)

Description - This column contains the description of the party or fundraiser that you filled in on the Party Setup page. This column can be sorted in alphabetical order by clicking on the column heading.

Host - This column will display the Host's name for a party. This column can be sorted in alphabetical order by clicking on the column heading.

Date - This column will display the date of the party or fundraiser that you filled in on the Party Setup page. This column can be sorted from the most current to the oldest party date by clicking the column heading.

Sales Credit - This column reflects the amount of sales credit applied to a party or fundraiser. For a fundraiser, this amount does not include commissions on Exclusive Fundraiser items. This column can be sorted in descending (largest to smallest) order by clicking on the column heading.

Sales Total - This column represents the total sales for a party or fundraiser. This column can be sorted in descending (largest to smallest) order by clicking on the column heading.

Status - This column allows to view the current status of your orders. This column can be sorted in alphabetical order by clicking on the column heading. The different status types are:

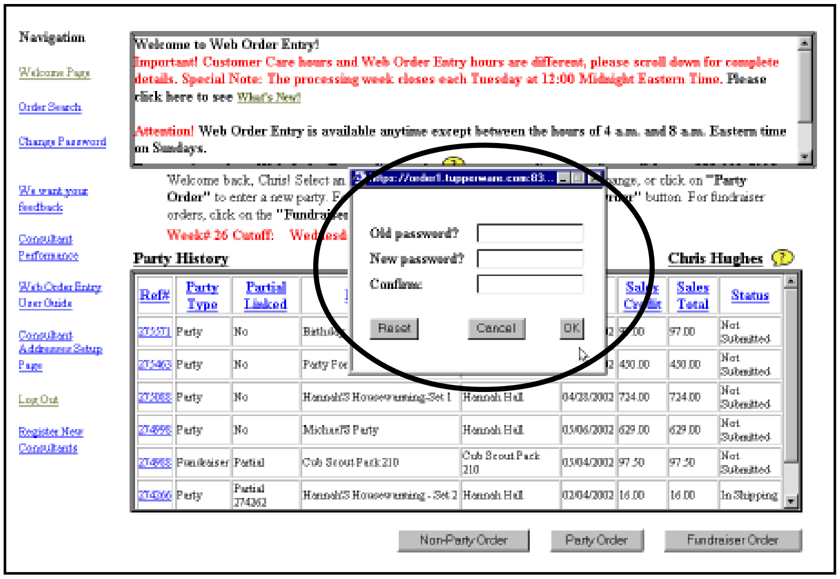
- *Not Submitted* – you've entered some or all information pertaining to this order and are waiting to submit the order for confirmation.

  Note: Orders can remain in the system with a Not Submitted status up to 14 days. Pending orders will be deleted from the system after 14 days if they haven't been submitted for final confirmation.

- *In Shipping* – the order has been confirmed and is being processed by the Distribution Center.
- *Shipped* – the order has been confirmed and all boxes associated with the order have been shipped.

Changing Your Password

You can change your password (PIN #) at any time after you log on to the Web site by clicking on the Change Password option in the Navigation section of the Web site.



1. Click on **Change Password** on the Navigation section of any Web page.
2. Type your Old Password in the field provided.
3. Type your New Password in the field provided.
4. Retype your New Password in the Confirm field.
5. Click on **OK**.

We recommend you change your password the first time you log on to the Web Order Entry Web site. Your password should be between four and six characters long and can be a combination of letters and numbers.

Logging Out of Web Order Entry

To log out of Web Order Entry, simply click the **Log Out** link in the Navigation section.

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

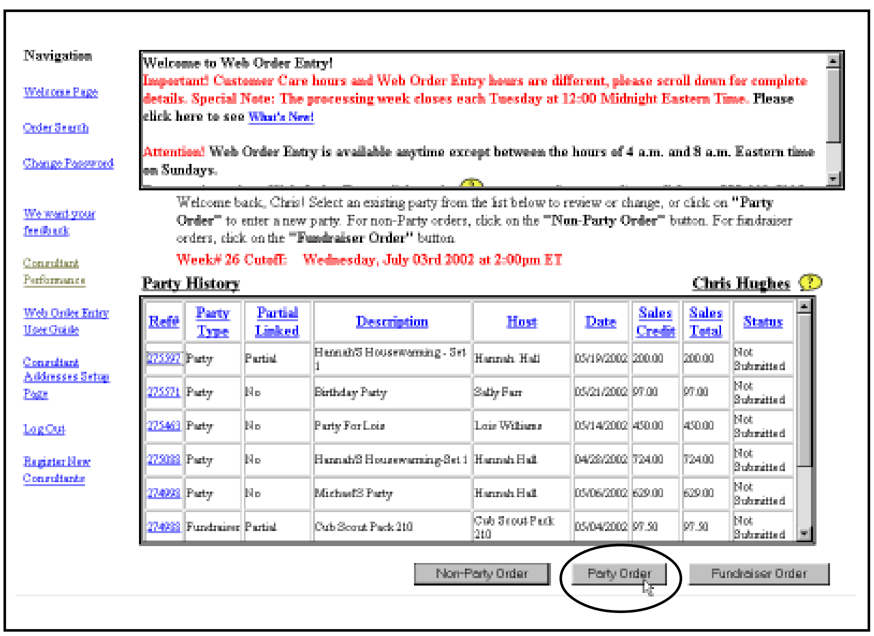
There are three steps to entering your party information:

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.

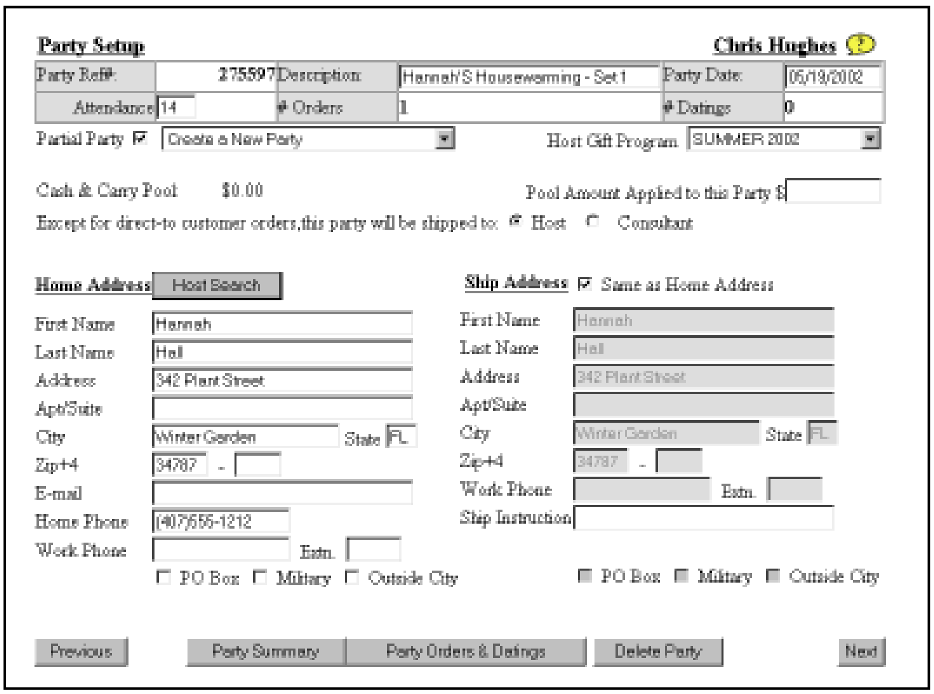


Step 1. Party Setup (continued)

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.



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

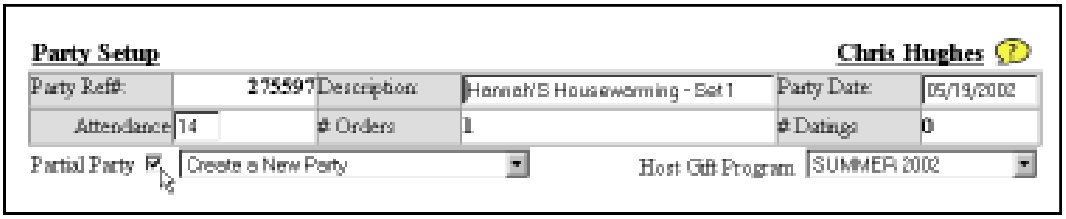
Set up the last Party with 4 orders ($100) and 1 dating. Your Host will now qualify for the $65 or Level 1 Gift qualification level so now you can close the entire Party. Choose the Week 4 Party Number from the Partial Party drop down list. When prompted, click OK to close the Party. Enter the rest of 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.



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.

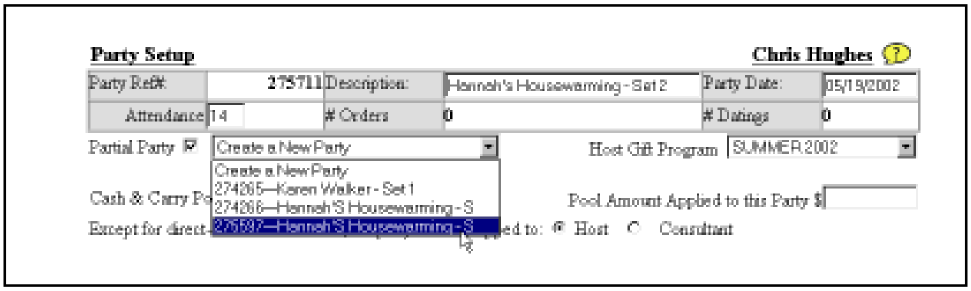
   Note: Do not enter the Host order until you enter the *final* set of orders.
5. You'll then Submit Party for confirmation. To submit your Party, once you've entered all your datings and customer orders, click the **Party Summary** button at the bottom of the Party Orders page. Then,
   - Click the **Next** 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.



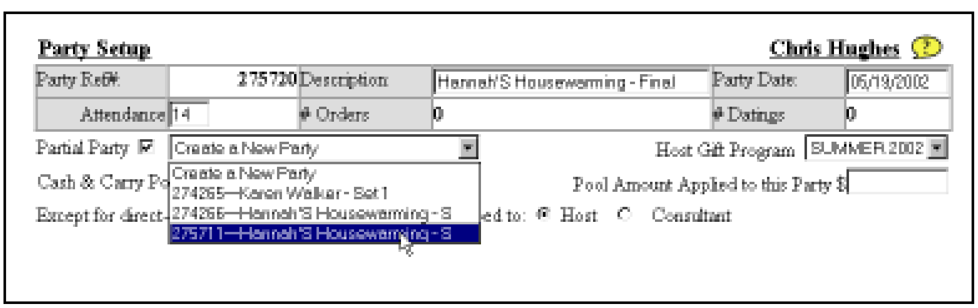
4. Continue to set up your Party by entering your datings and customer orders as instructed in the remainder of Chapter 4.

   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.



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.

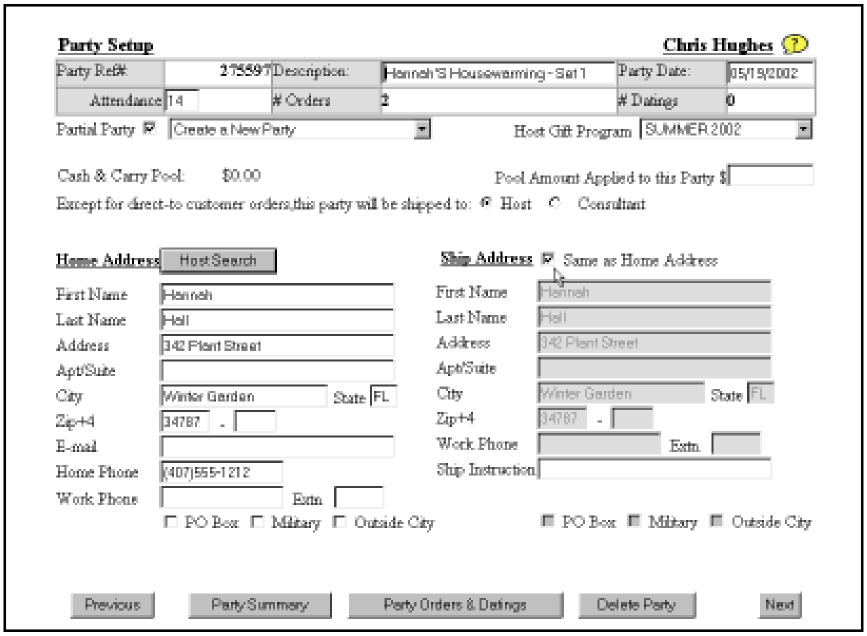
The information you enter for your Host will be stored for future use.

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.

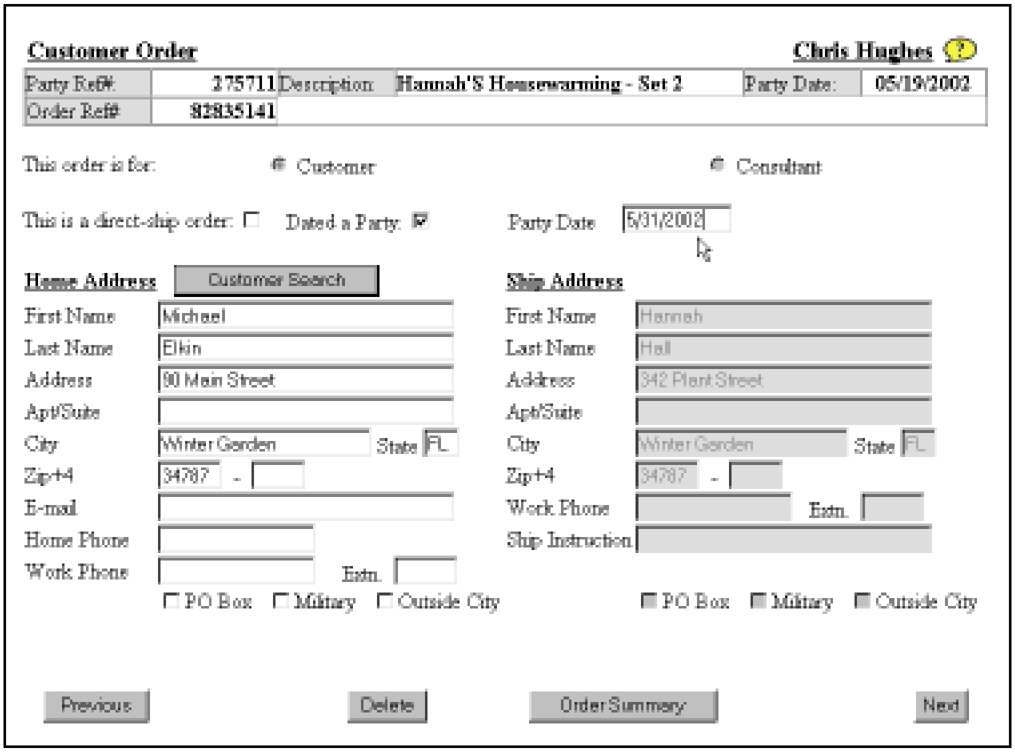


Please choose the following:

- 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

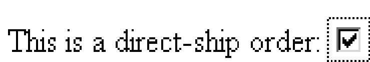
After clicking **Next** on the Party Setup page, the Customer Order page will display in your browser.



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).

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.



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:

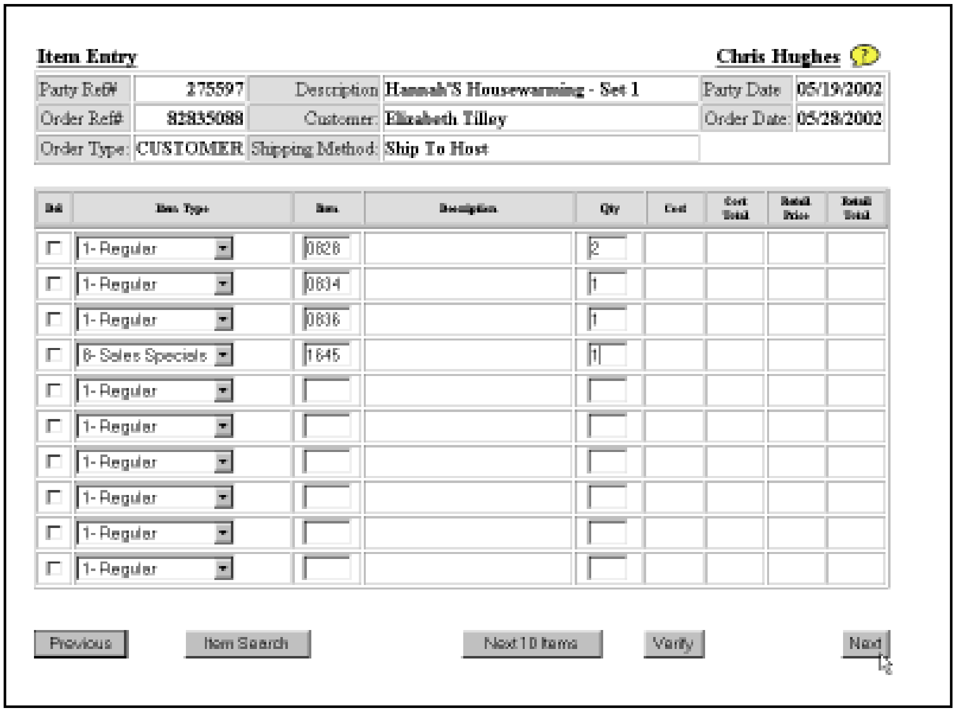
1. Enter items (regular, parts, sales aids, sales specials, warranty items, and obsolete items).
2. Record the customer's payment.
3. Print the order.

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.)

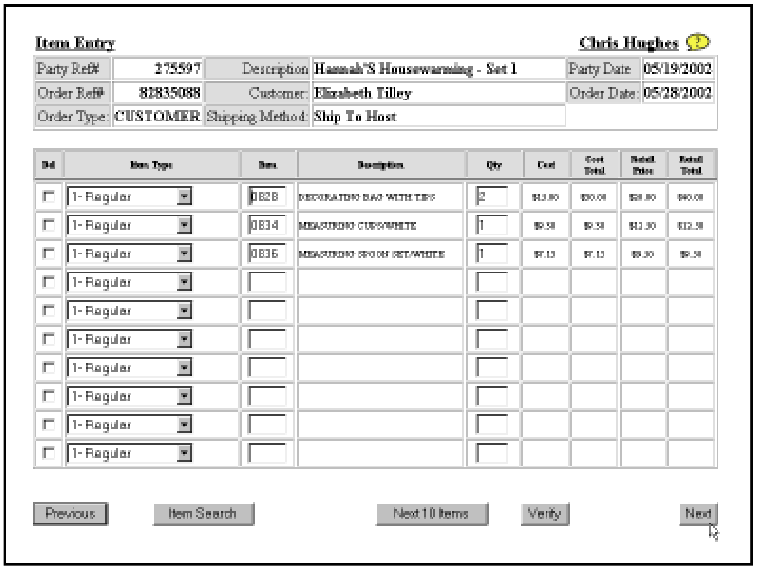


- You can also select item types from the list by clicking in the Item Type box and simply typing the number that precedes item type you want to enter. (Example: Type “8” for a Sales Specials item type.)
- Enter all your Regular items first so you don't have to choose a different item type each time from the drop-down list. You can hit the Tab key to move directly to the **Item** field for all regular items.

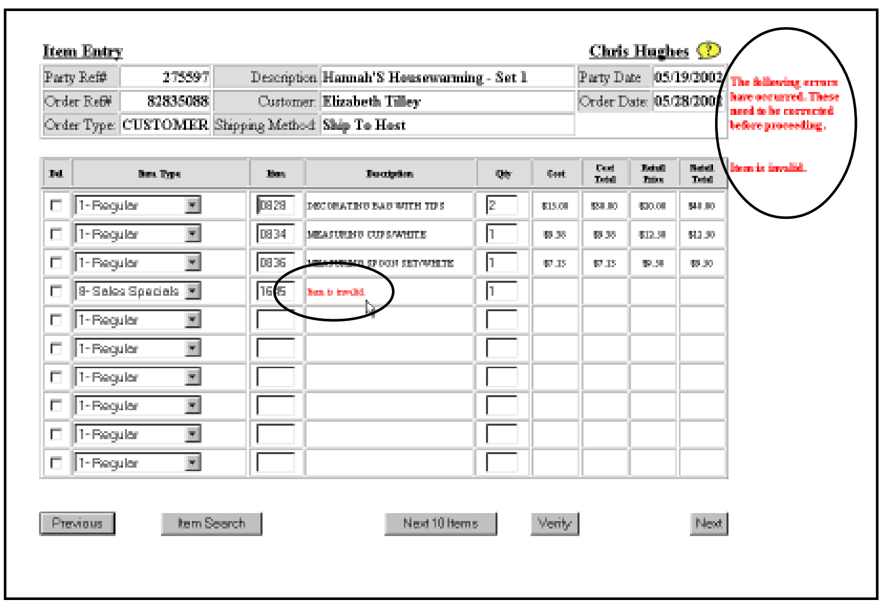
To enter more items, click the **Next 10 Items** button and continue entering items.

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.

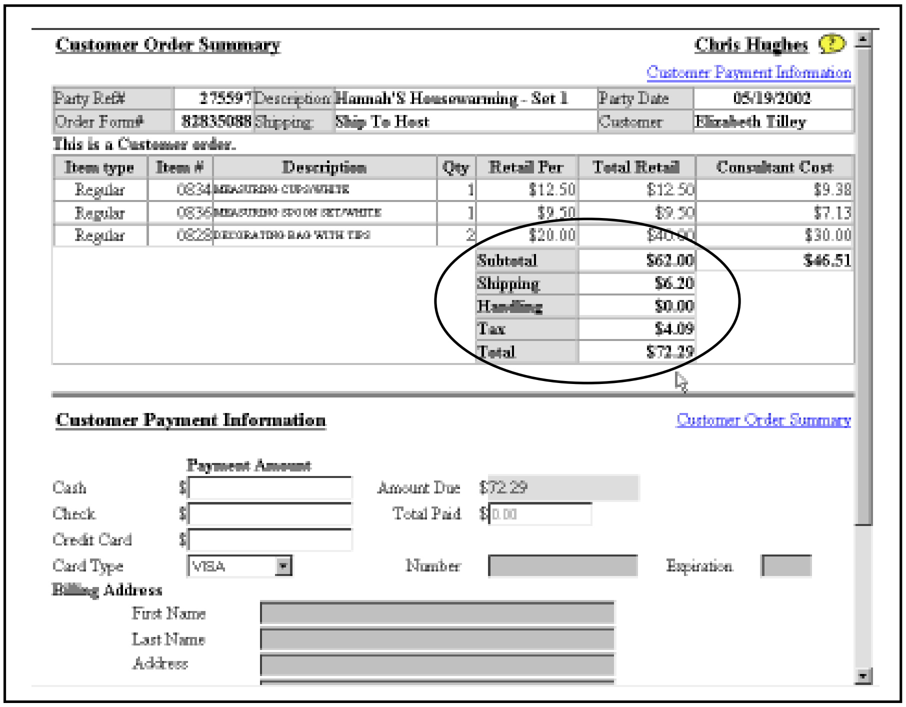


You'll need to correct any invalid item numbers before you can proceed. Click in the field which contains the invalid number and re-enter the correct item number.

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

Customer Payment Information

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.

Item type	Item #	Description	Qty	Retail Per	Total Retail	Consultant Cost
Regular	0834	MEASURING CUPS/WHITE	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
				Subtotal	$62.00	$46.51
				Shipping	$6.20	
				Handling	$0.00	
				Tax	$4.09	
				Total	$72.29	

Customer Payment Information Customer Order Summary

Payment Amount

Cash $ Amount Due $72.29

Check $ Total Paid $ 0.00

Credit Card $

Card Type VISA Number Expiration

Billing Address

First Name

Last Name

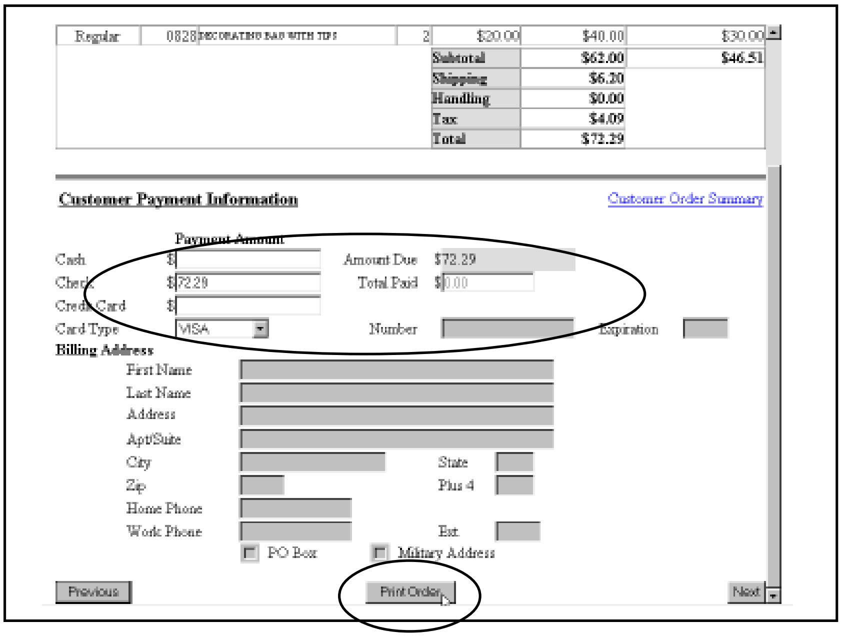
Address

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.)

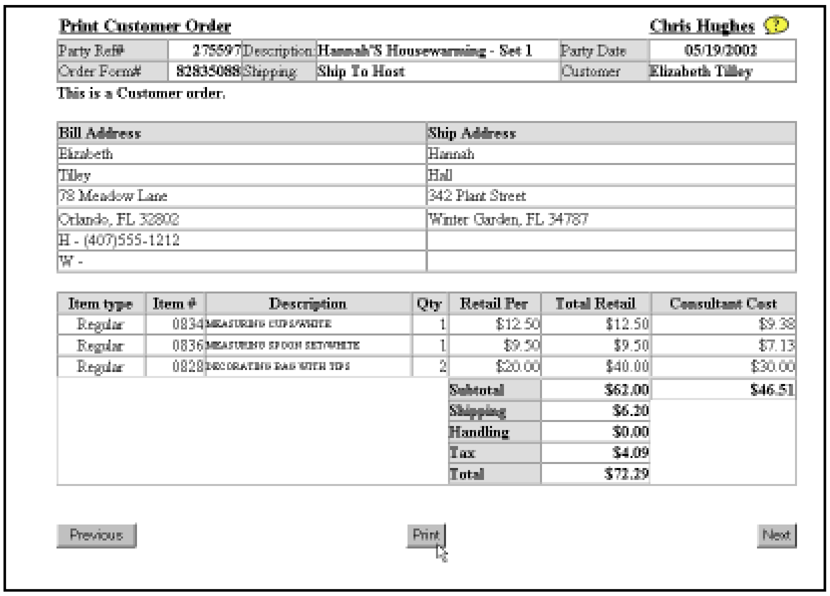


2. If the customer paid with a credit/debit card, select the card type from the **Card Type** drop-down list. Also, you're required to enter the correct billing address information (including zip code) in the applicable fields of the Billing Address section.

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.)



Print Customer Order — Chris Hughes

Party Ref#	275597	Description	Hannah'S Housewarming - Set 1	Party Date	05/19/2002
Order Form#	82835088	Shipping	Ship To Host	Customer	Elizabeth Tilley

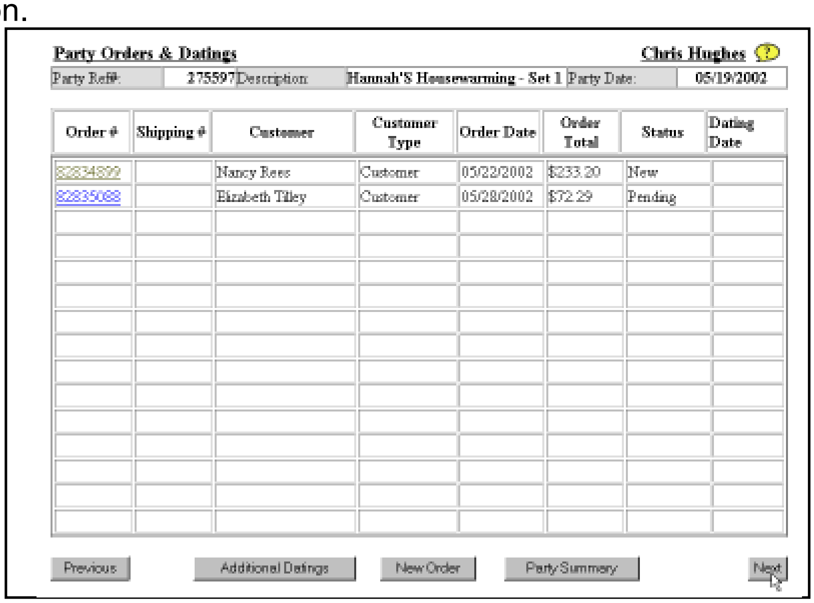
This is a Customer order.

Bill Address	Ship Address
Elizabeth	Hannah
Tilley	Hall
78 Meadow Lane	342 Plant Street
Orlando, FL 32802	Winter Garden, FL 34787
H - (407)555-1212	
W -	

Item type	Item #	Description	Qty	Retail Per	Total Retail	Consultant Cost
Regular	0834	MEASURING CUPS/WHITE	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
				Subtotal	$62.00	$46.51
				Shipping	$6.20	
				Handling	$0.00	
				Tax	$4.09	
				Total	$72.29	

Previous Print Next

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.



Party Orders & Datings — Chris Hughes

Party Ref#:	275597	Description:	Hannah'S Housewarming - Set 1	Party Date:	05/19/2002

Order #	Shipping #	Customer	Customer Type	Order Date	Order Total	Status	Dating Date
82834899		Nancy Rees	Customer	05/22/2002	$233.20	New	
82835088		Elizabeth Tilley	Customer	05/28/2002	$72.29	Pending	

Previous Additional Datings New Order Party Summary Next

Entering Host Orders and Payments

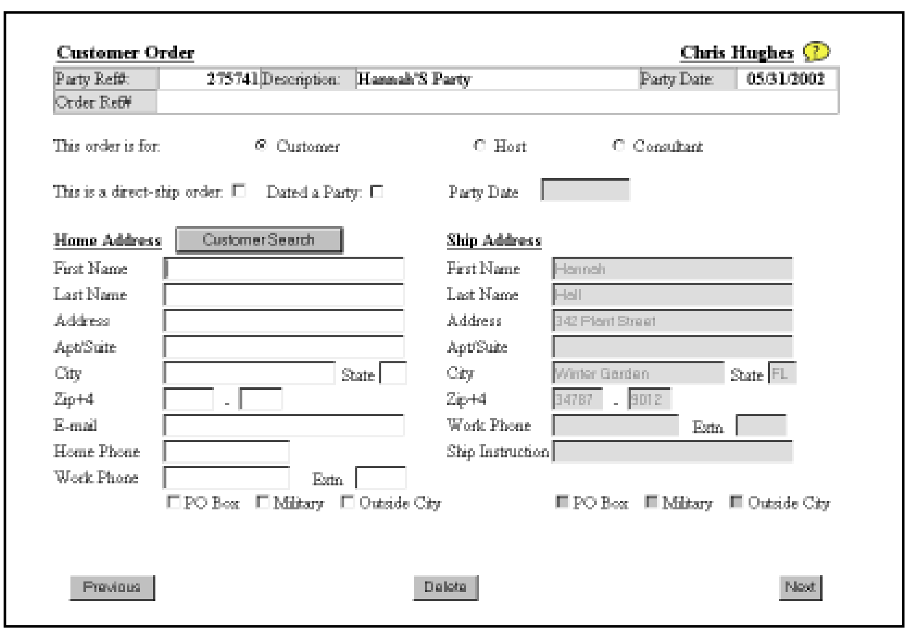
Entering Host orders and payments is similar to entering customer orders, except that with Host orders, you also order Host bonus items and incentive gifts. There are six steps to entering Host orders and payments:

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.



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.

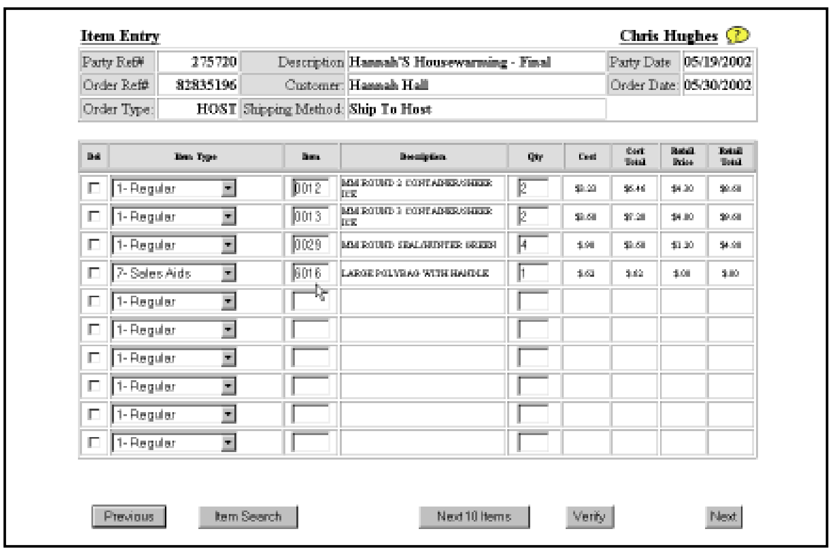
> After entering your information, the system stores it for future use.

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.

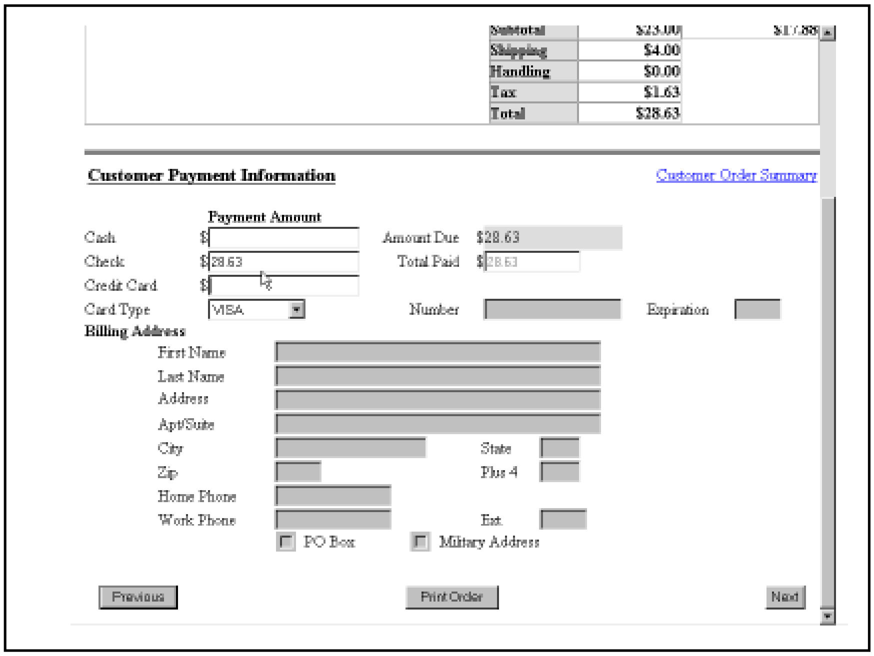


4. Click the **Next** button to move to the Customer Order Summary and Customer Payment screen. (If you click the **Verify** button, the descriptions, prices, and totals will then display on your screen.)
5. Verify that all the regular, warranty, parts, sales specials and sales aids items are reflected 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.)



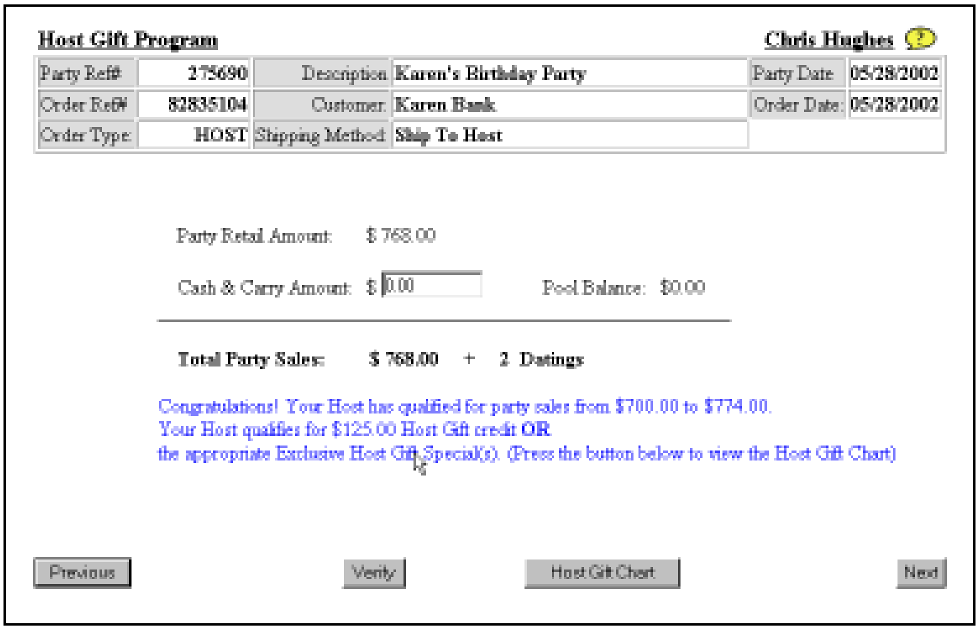
If the Host paid with a credit/debit card (Visa®, MasterCard®, or Discover®), click on the **Card Type** drop-down list and select the card type. Also, enter the correct billing address information in the applicable fields of the Billing Address section.

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

Step 4. Enter Host Gift Items

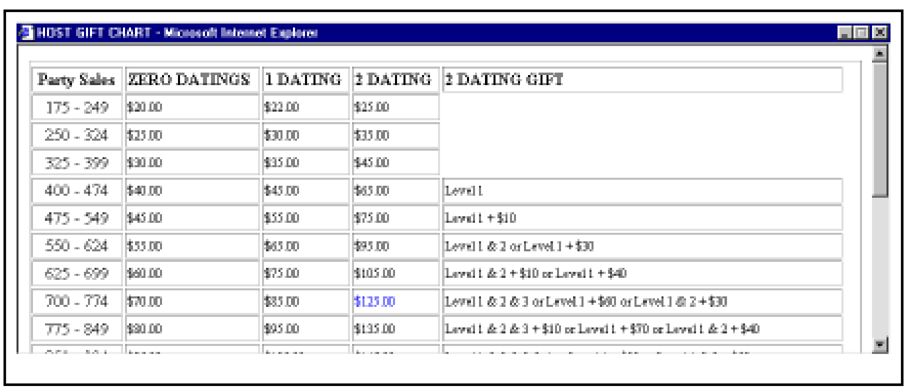
Follow these steps to enter Host Gift items:

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



2. The Total Party Sales amount displays the total amount of sales and the datings entered for the Party. The party sales qualification level 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.)



Party Sales	ZERO DATINGS	1 DATING	2 DATING	2 DATING GIFT
175 - 249	$20.00	$22.00	$25.00	
250 - 324	$25.00	$30.00	$35.00	
325 - 399	$30.00	$35.00	$45.00	
400 - 474	$40.00	$45.00	$65.00	Level 1
475 - 549	$45.00	$55.00	$75.00	Level 1 + $10
550 - 624	$55.00	$65.00	$95.00	Level 1 & 2 or Level 1 + $30
625 - 699	$60.00	$75.00	$105.00	Level 1 & 2 + $10 or Level 1 + $40
700 - 774	$70.00	$85.00	$125.00	Level 1 & 2 & 3 or Level 1 + $60 or Level 1 & 2 + $30
775 - 849	$80.00	$95.00	$135.00	Level 1 & 2 & 3 + $10 or Level 1 + $70 or Level 1 & 2 + $40

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.

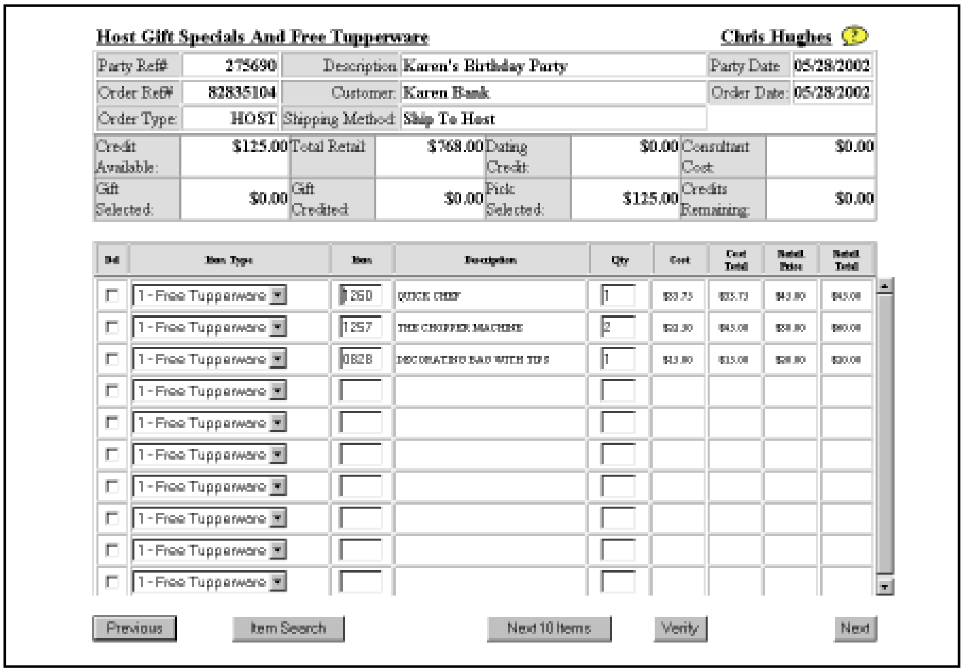
   · In the Honored Host Bonus section, enter the quantity of 40 Percent Off Honored Host Bonus Items that the Host has requested.

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

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.



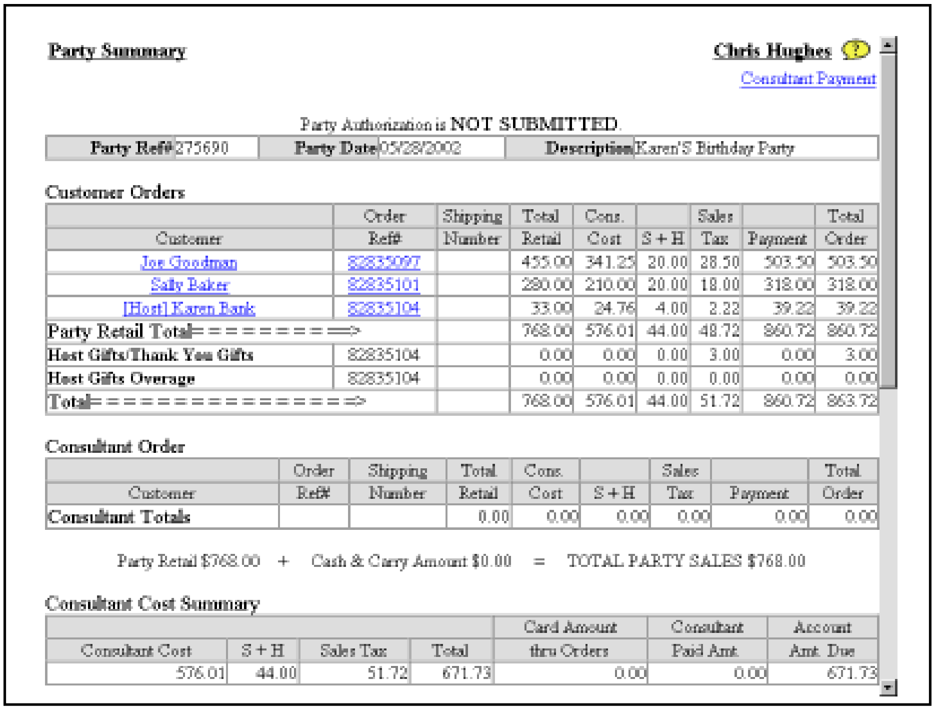
7. Click the **Item Type** field and choose an item type (1-Free Tupperware, 2-Host Gift Special, 3-Half-Off Items, or 4-Half-Off Seals) from the drop-down list.

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**

Consultant Payment

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	Sales Tax	Payment	Total Order
Joe Goodman	82835097		455.00	341.25	20.00	28.50	503.50	503.50
Sally Baker	82835101		280.00	210.00	20.00	18.00	318.00	318.00
[Host] Karen Bank	82835104		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	82835104		0.00	0.00	0.00	3.00	0.00	3.00
Host Gifts Overage	82835104		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	Sales Tax	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

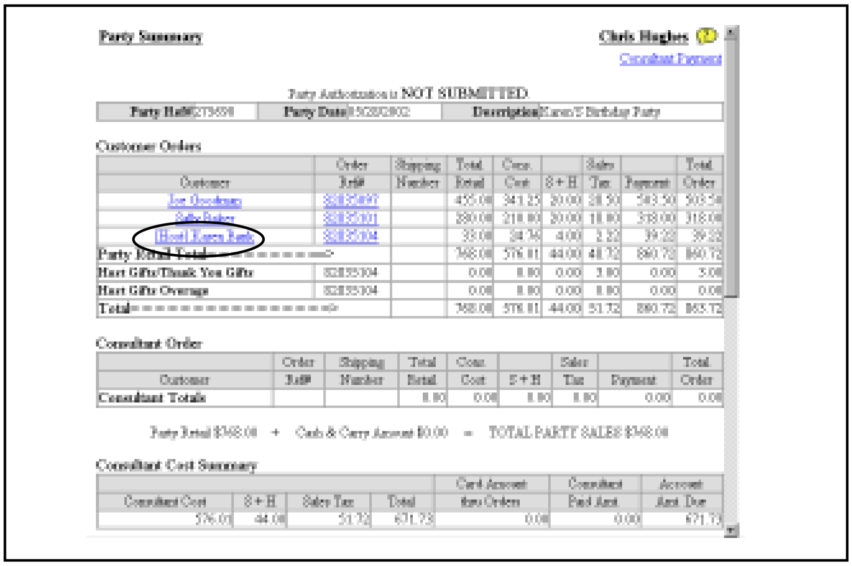
- If the items selected by your Host are less than the credit, your Consultant Cost will not change. If the items are greater, then you'll be charged the standard Consultant Cost of the overage.
- When you click on the **Verify** button, you'll be able to see the retail value of the items selected, the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

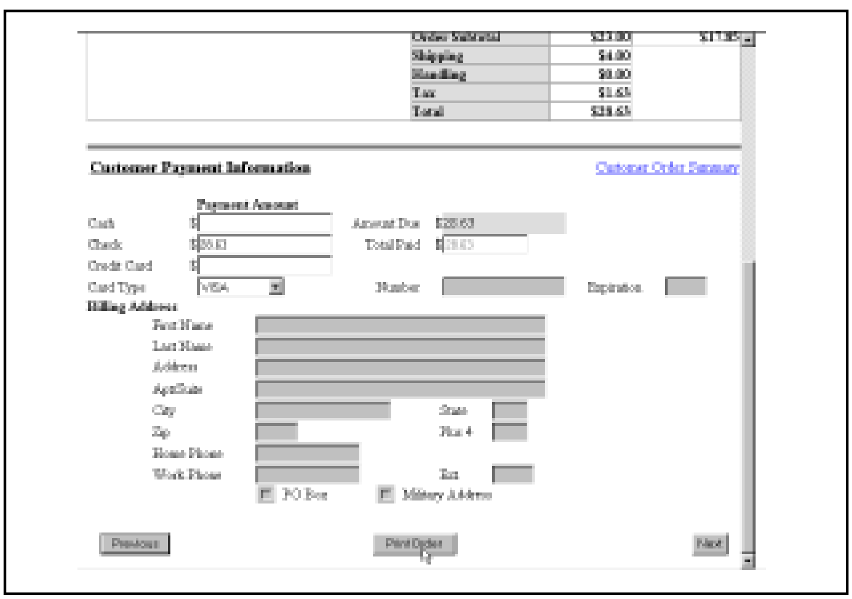
1. Click on the **Party Orders** button.

2. Select the Host's order by clicking on the Host's name on the Party Summary page.



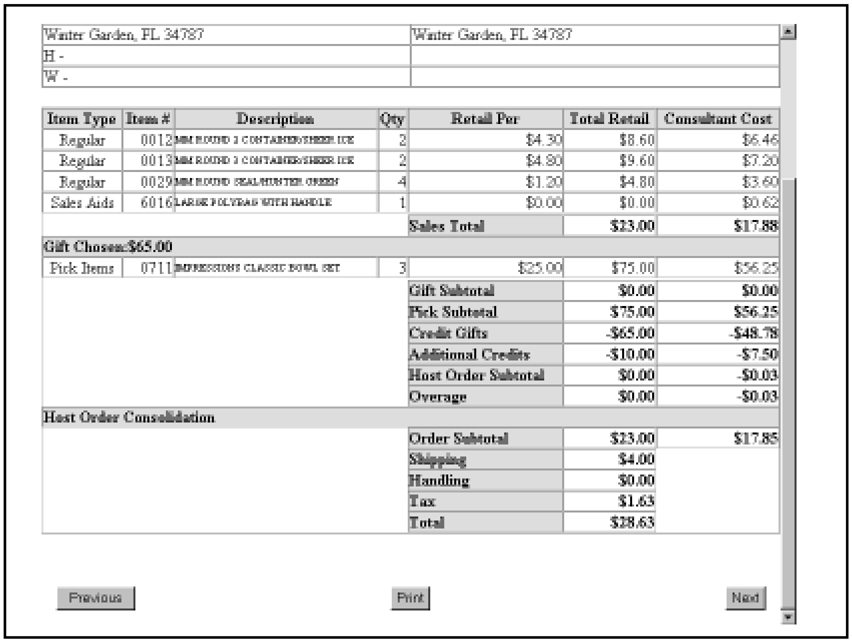
3. Click the **Order Summary** button. (The Host Gifts display on the Order Summary section of the Order Summary and Customer Payment screen.)

4. Click on the **Customer Payment Information** link to move to the bottom of the page. Click the **Print Order** button.



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 -	

Item Type	Item #	Description	Qty	Retail Per	Total Retail	Consultant Cost
Regular	0012	MM ROUND 2 CONTAINER/SHEER ICE	2	$4.30	$8.60	$6.46
Regular	0013	MM ROUND 3 CONTAINER/SHEER ICE	2	$4.80	$9.60	$7.20
Regular	0029	MM ROUND SEAL/HUNTER GREEN	4	$1.20	$4.80	$3.60
Sales Aids	6016	LARGE POLYBAG WITH HANDLE	1	$0.00	$0.00	$0.62
				Sales Total	**$23.00**	**$17.88**
Gift Chosen:$65.00						
Pick Items	0711	IMPRESSIONS CLASSIC BOWL SET	3	$25.00	$75.00	$56.25
				Gift Subtotal	**$0.00**	**$0.00**
				Pick Subtotal	**$75.00**	**$56.25**
				Credit Gifts	**-$65.00**	**-$48.78**
				Additional Credits	**-$10.00**	**-$7.50**
				Host Order Subtotal	**$0.00**	**-$0.03**
				Overage	**$0.00**	**-$0.03**
Host Order Consolidation						
				Order Subtotal	**$23.00**	**$17.85**
				Shipping	**$4.00**	
				Handling	**$0.00**	
				Tax	**$1.63**	
				Total	**$28.63**	

6. Once you print a copy of the order, click on the **Next** button to return to the Party Summary page.

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

Chapter 5: Making Changes

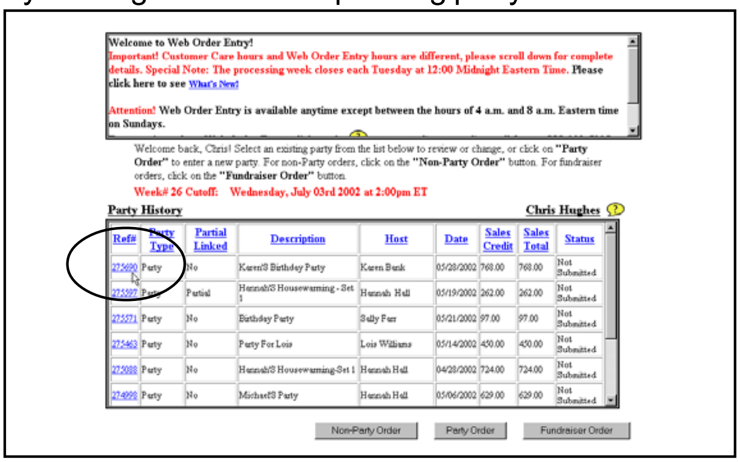
Because it will often be necessary for you to edit, modify, and/or add information within the Web Order Entry system, this chapter presents detailed information on how to go about making changes.

> You can only make changes to your orders while the party has a status of "Not Submitted" and the orders have a "Pending" Status.

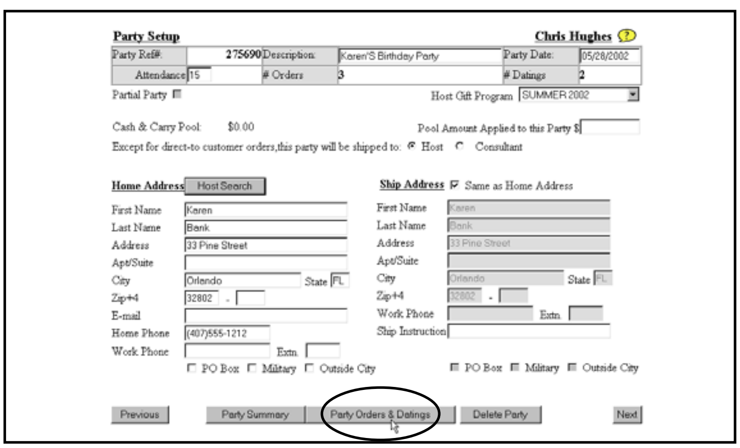
Adding Items to an Order

You may add items to any "Pending" customer order by implementing the following steps:

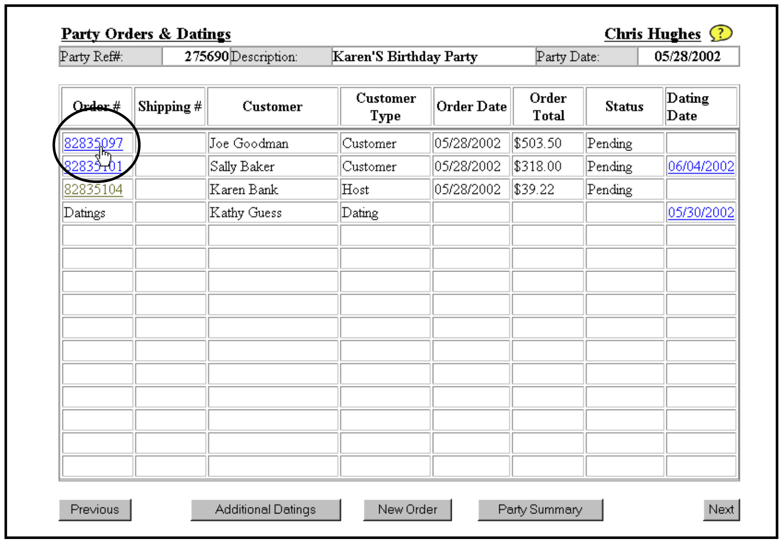
1. In the Party History section of the Welcome page, select the desired party by clicking on the corresponding party number in the **Ref #** column.



2. Click on the **Party Orders & Datings** button to view all of the orders associated with the party.



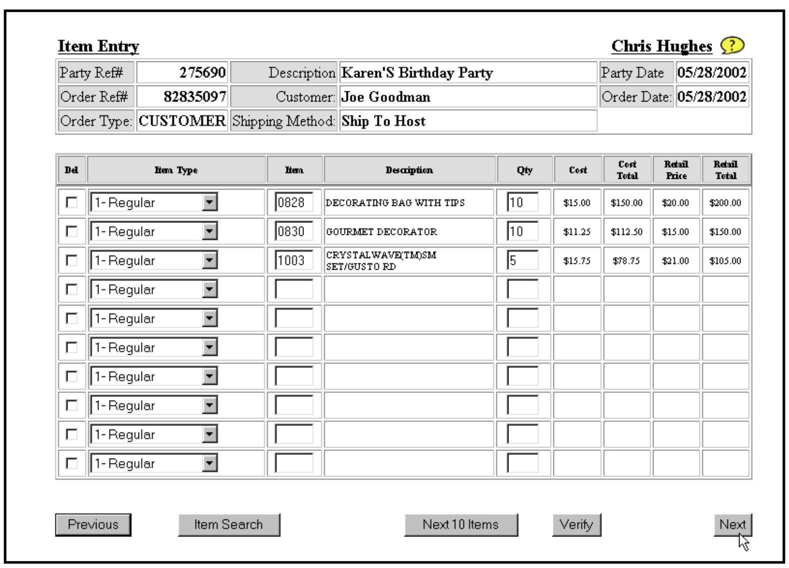
3. Click on the desired order number in the **Order #** column.



4. Click the **Next** button once.

5. On the next available item line, choose an item type from the Item Type drop-down list.

6. Click in the first blank **Item #** field and enter the item # of the product you wish to add to the customer's order. Hit the Tab key and enter a quantity in the **Qty** field.



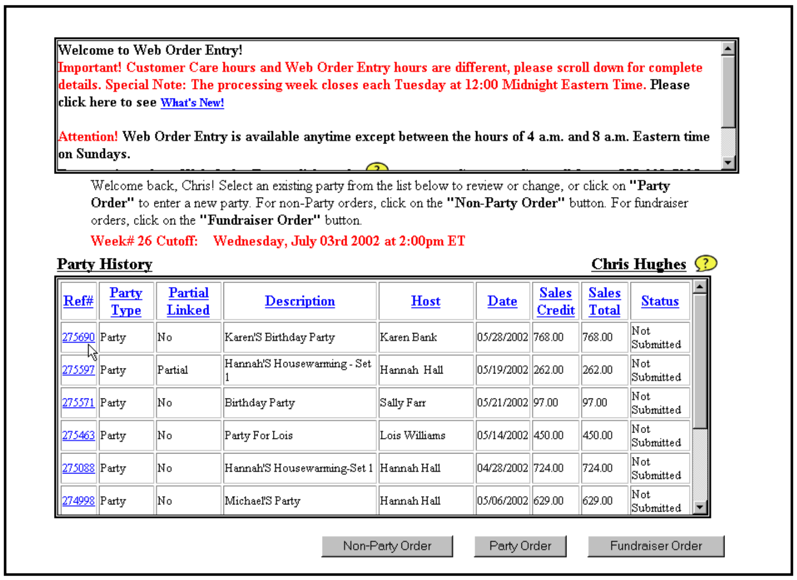
7. Continue entering additional items. When you've finished, click on the **Verify** button to confirm the availability of the item(s).

8. Follow the process for entering the order as outlined in **Chapter 4: Entering Your Party Orders and Payments**.

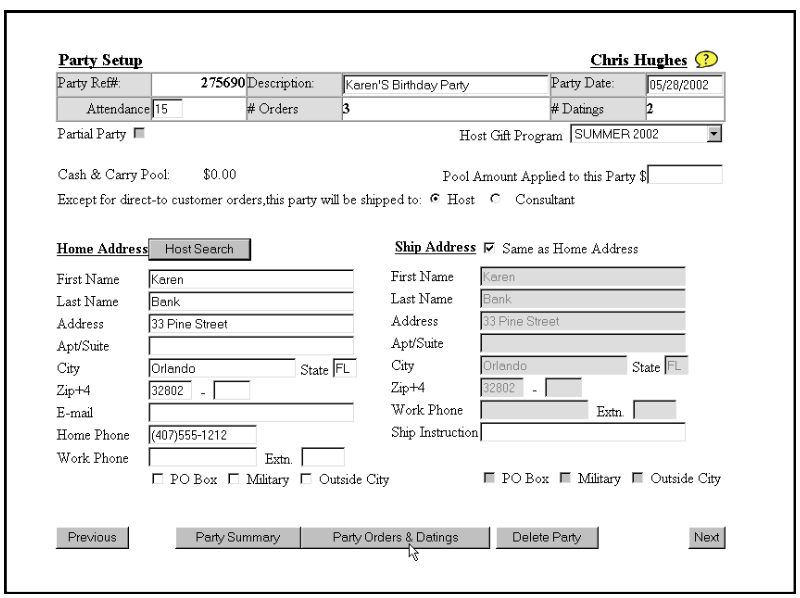
Deleting Items from an Order

You may delete items from any "Pending" customer order by implementing the following steps:

1. In the Party History section of the Welcome page, select the desired party by clicking on the corresponding party number in the **Party Ref #** column**.**



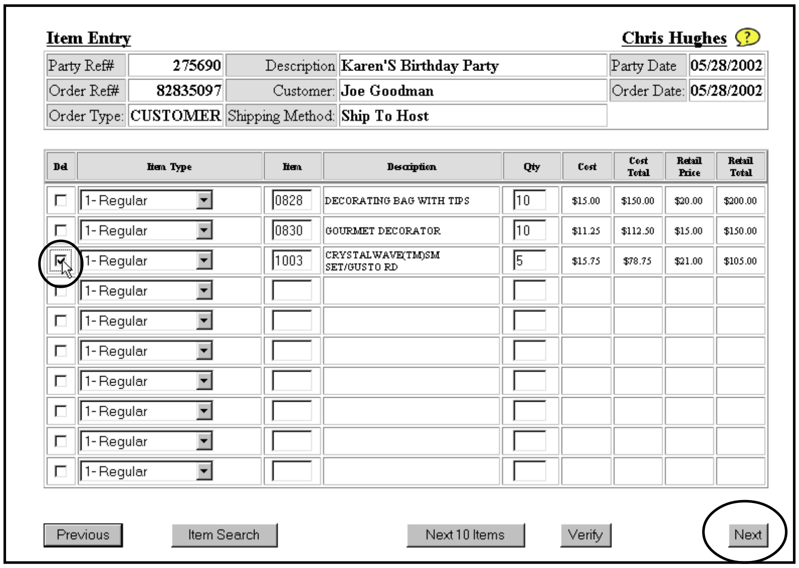
2. Click on the **Party Orders & Datings** button to view all of the orders associated with the party.



3. Click on the desired order number in the **Order #** column.

4. Click the **Next** button once.

5. Click the **Del** check box to the left of the item you wish to remove from the order. You can click in multiple check boxes — this allows you to delete multiple items at one time.

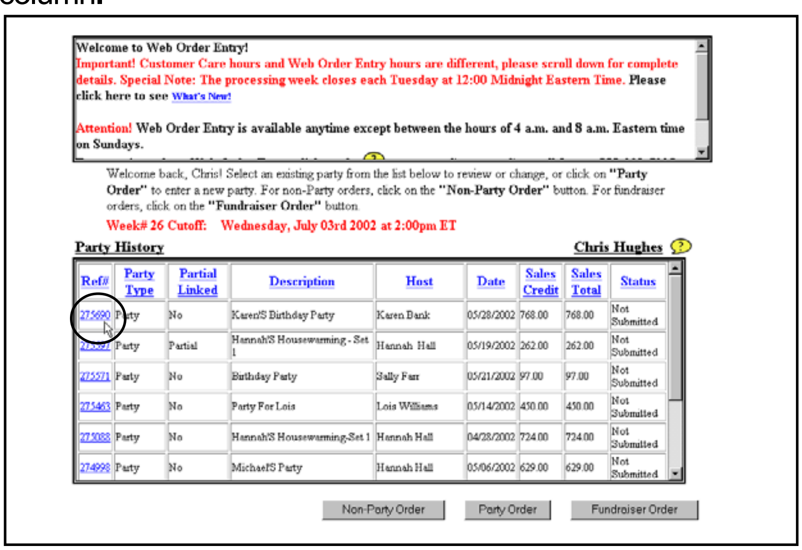


6. Click the **Verify** button to verify the deletions and to stay on the Item Entry page. Or, click the **Next** button to delete the items and move on to the Order Summary and Customer Payment page.

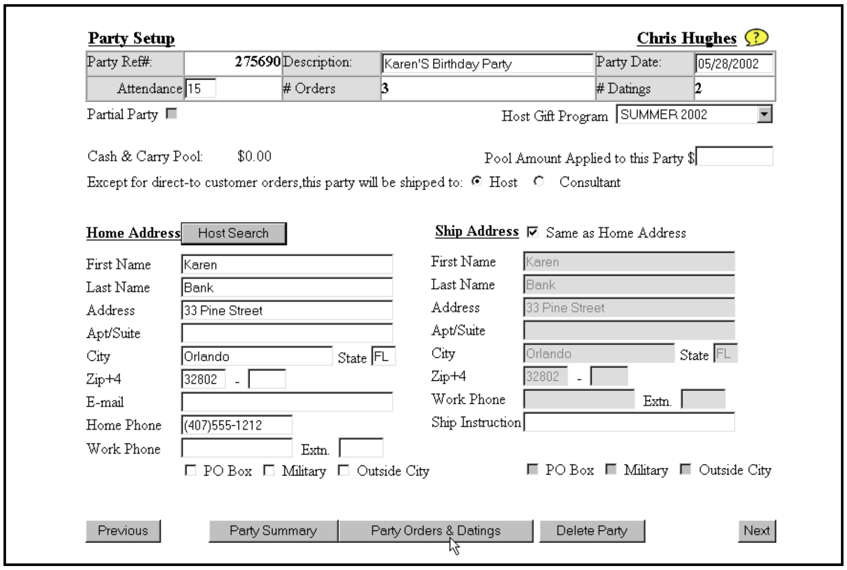
Adding Customer Orders

After you've already established a party in the system, you can add additional customer orders as desired as long as the party has a "Not Submitted" status.

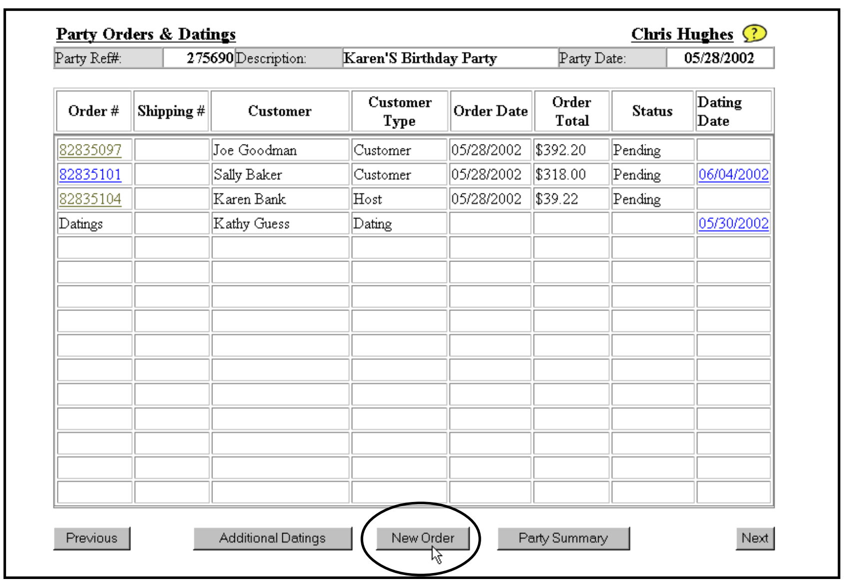
1. In the Party History section of the Welcome page, select the desired party by clicking on the corresponding party number in the **Party Ref #** column**.**



2. Click on the **Party Orders & Datings** button to view all of the orders associated with the party.



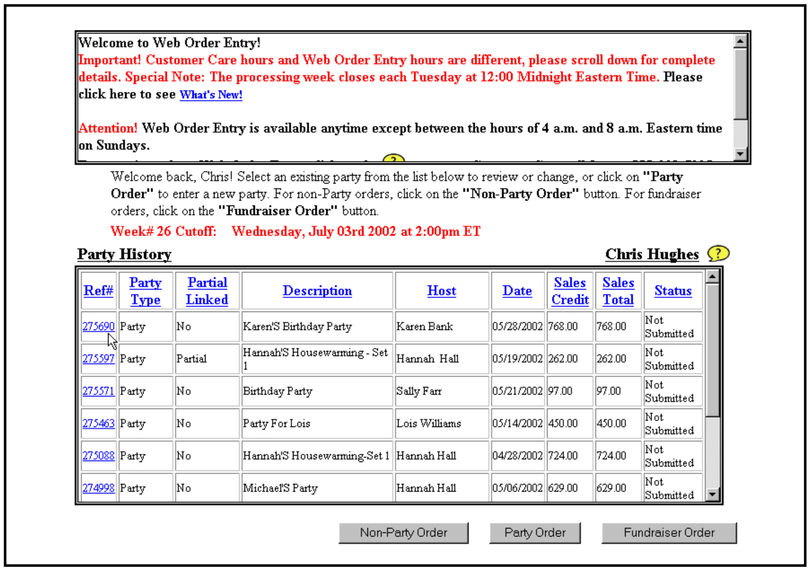
3. Click on the **New Order** button and enter the customer's order as outlined in **Chapter 4: Entering Your Party Orders and Payments**.



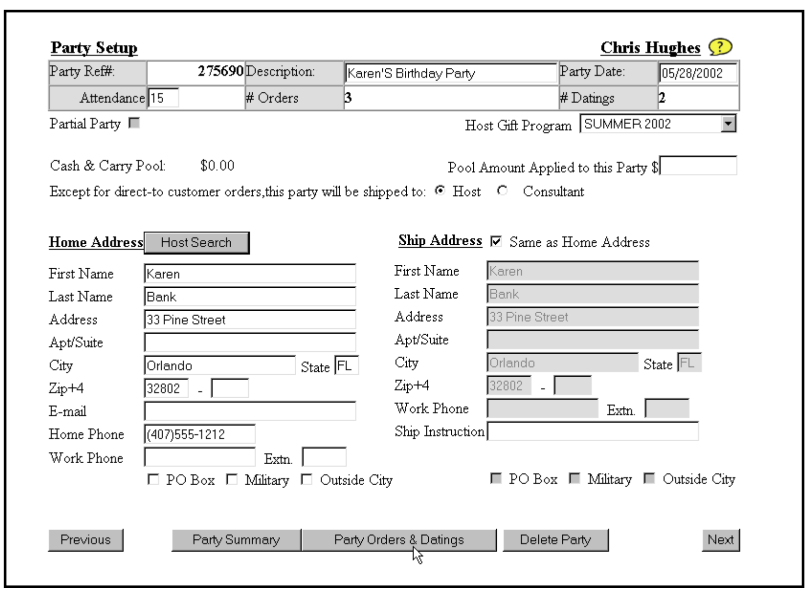
Deleting Customer Orders

Follow these steps to delete customer orders you've already established in the system on parties that are not yet submitted:

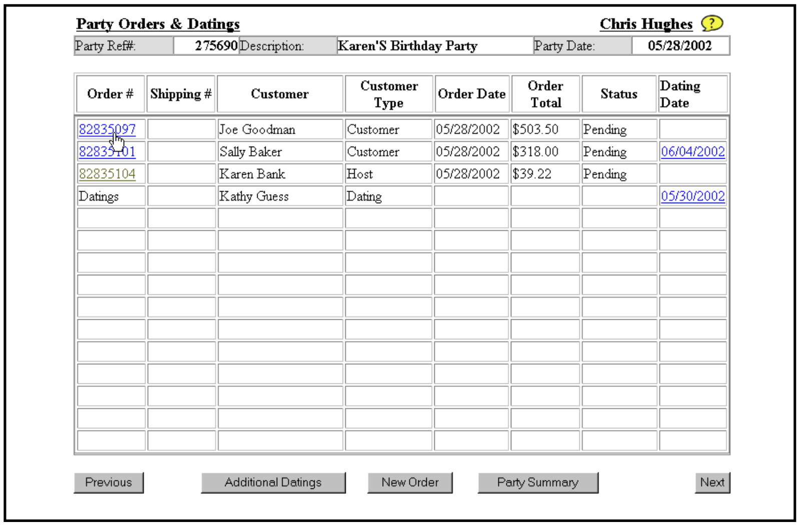
1. In the Party History section of the Welcome page, select the desired party by clicking on the corresponding party number in the **Party Ref #** column**.**



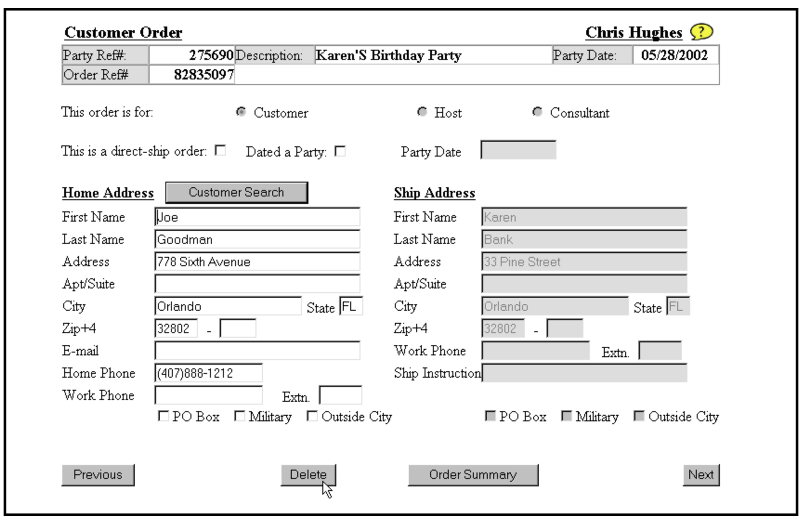
2. Click on the **Party Orders** button to view all of the orders associated with the party.



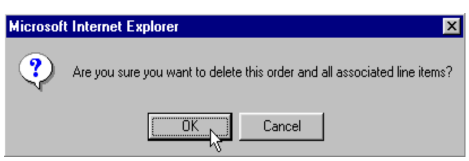
3. Click on the desired order number in the **Order #** column.



4. Click on the **Delete** button.



5. Click on the **OK** button when the following dialog appears:



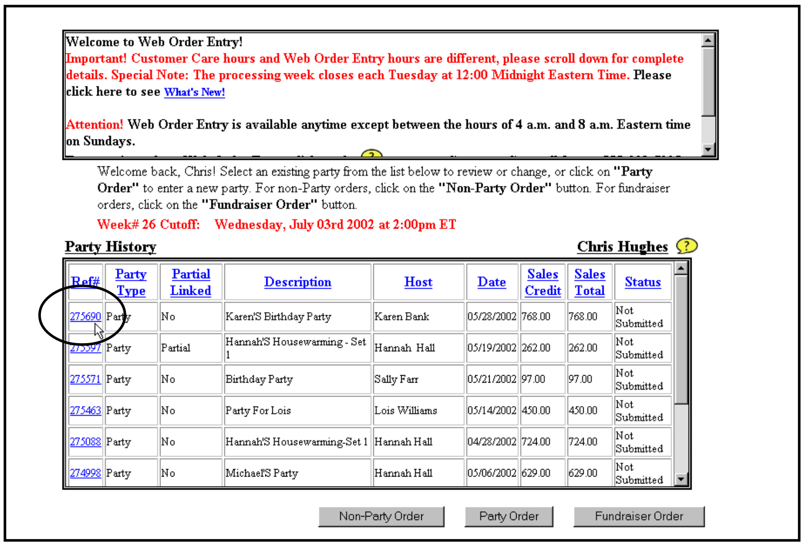
The customer's order, along with all of its associated information, will then be deleted from the party. The system will then return you to the Party Orders page.

Deleting a Party

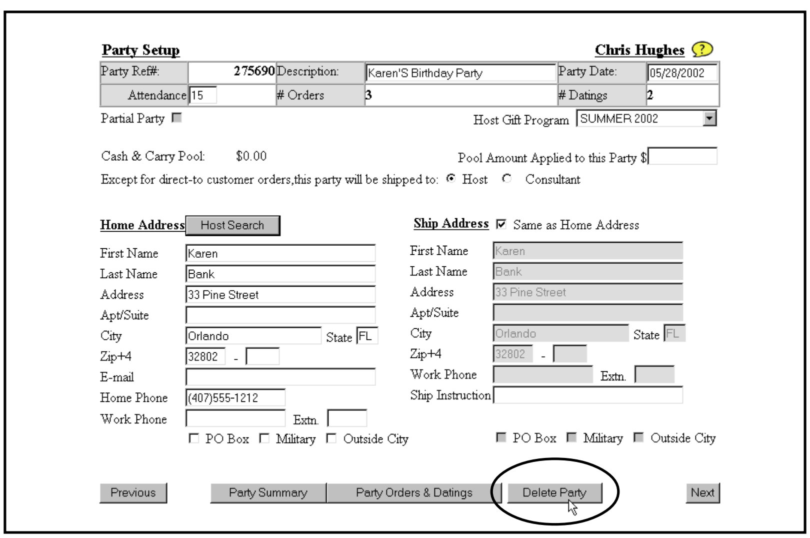
There may be times when you need to delete a party. Follow these steps after you've deleted all of the "Pending" orders associated with the party.:

Important! You must delete all orders associated with a Party before you can delete the Party.

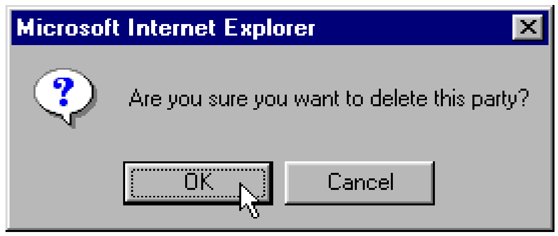
1. In the Party History section of the Welcome page, select the desired party by clicking on the corresponding party number in the **Party Ref #** column.



2. Click on the **Delete Party** button.



3. Click on the **OK** button when the following dialog appears:



The party will then be deleted from the system.

Remember, all parties with a "Not Shipped" status will automatically be deleted by the system after 14 days.

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.

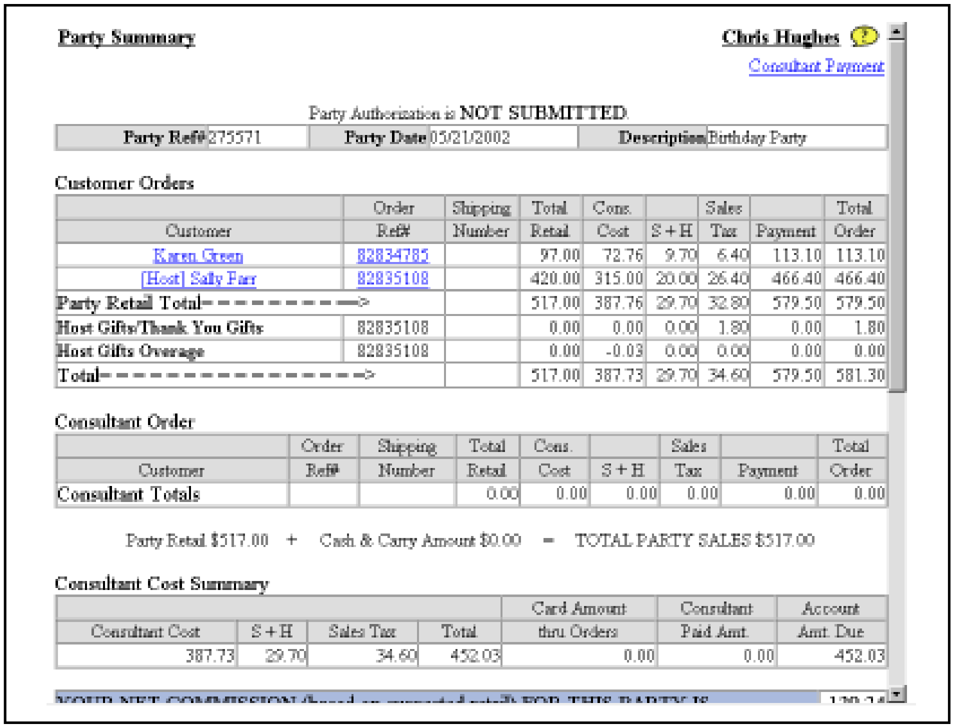
Viewing the Party Summary

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	Cons. Cost	S + H	Sales 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

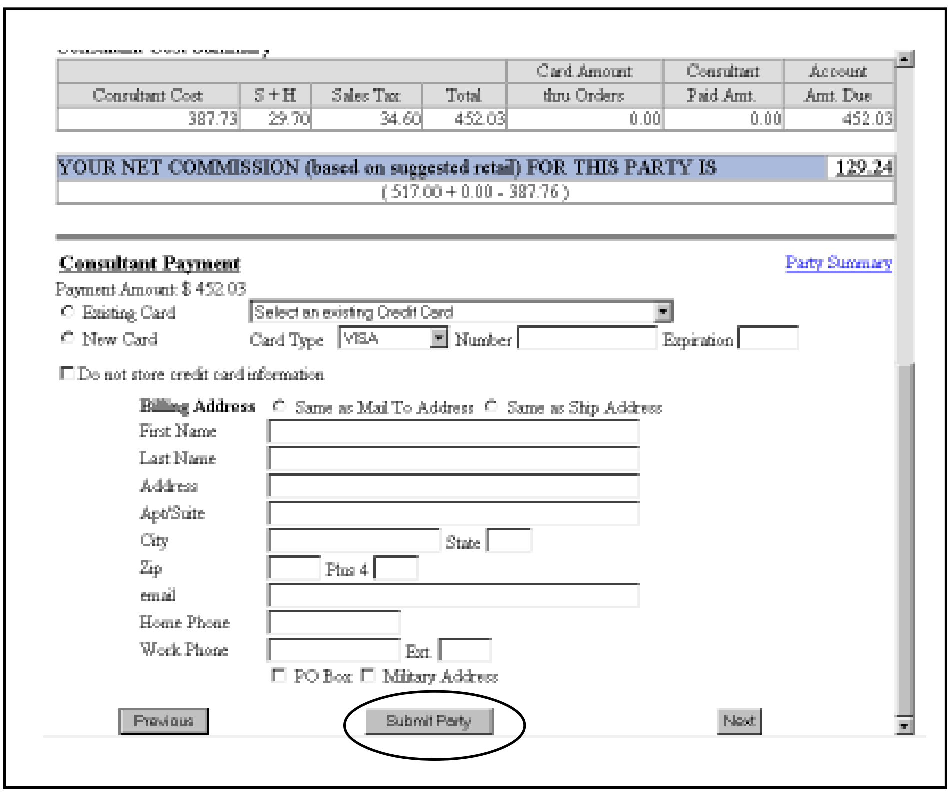
Customer	Order Ref#	Shipping Number	Total Retail	Cons. Cost	S + H	Sales Tax	Payment	Total Order
Consultant Totals			0.00	0.00	0.00	0.00	0.00	0.00

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

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 Party Summary

Payment Amount: $ 452.03

Existing Card Select an existing Credit Card

New Card Card Type VISA 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

Previous Submit Party Next

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.

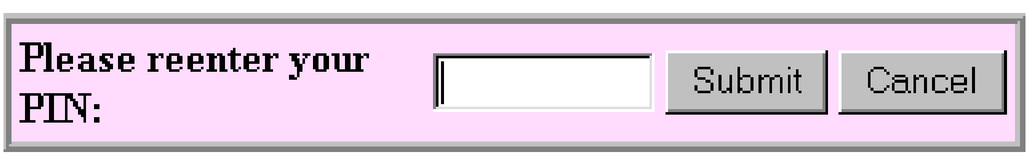
Verify that your Billing Address information is correct.

> 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

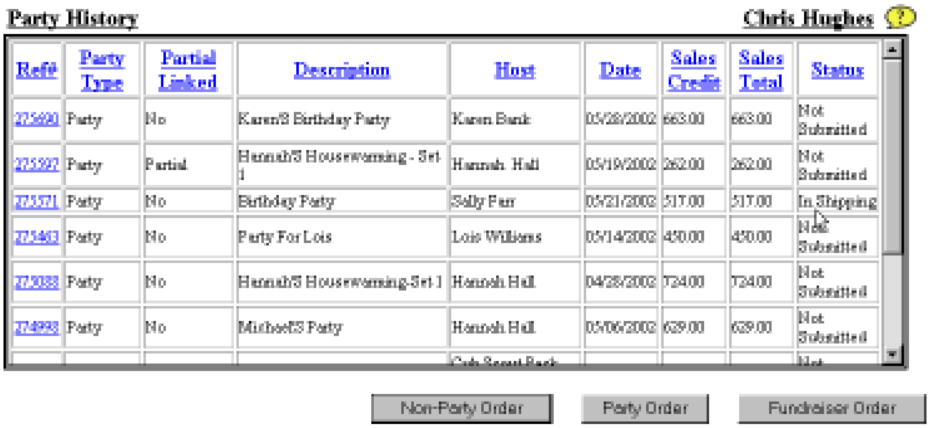
After you've entered or verified your credit card information, click **Submit Party** to proceed.

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



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 Bank	05/28/2002	663.00	663.00	Not Submitted
275597	Party	Partial	Hannah'S Housewarming - Set 1	Hannah Hall	05/19/2002	262.00	262.00	Not Submitted
275571	Party	No	Birthday Party	Sally Farr	05/21/2002	517.00	517.00	In Shipping
275463	Party	No	Party For Lois	Lois Williams	05/14/2002	450.00	450.00	Not Submitted
275088	Party	No	Hannah'S Housewarming-Set 1	Hannah Hall	04/28/2002	724.00	724.00	Not Submitted
274998	Party	No	Michael'S Party	Hannah Hall	05/06/2002	629.00	629.00	Not Submitted

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.

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

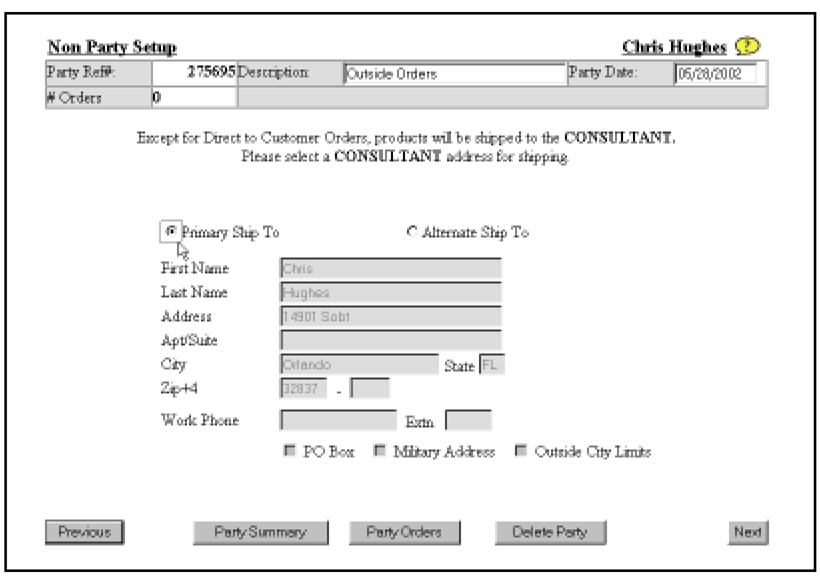
Once you've collected the orders and payments, you're ready to set up the non-party to allow you to begin entering orders. There are 2 steps you'll need to follow:

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	Party Date:	05/28/2002
# Orders	0				

Except for Direct to Customer Orders, products will be shipped to the CONSULTANT. Please select a CONSULTANT address for shipping.

Primary Ship To   Alternate Ship To

First Name: Chris
Last Name: Hughes
Address: 14901 Sobt
Apt/Suite:
City: Orlando State: FL
Zip+4: 32837 -
Work Phone: Extn
PO Box Military Address Outside City Limits

Previous | Party Summary | Party Orders | Delete Party | 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.

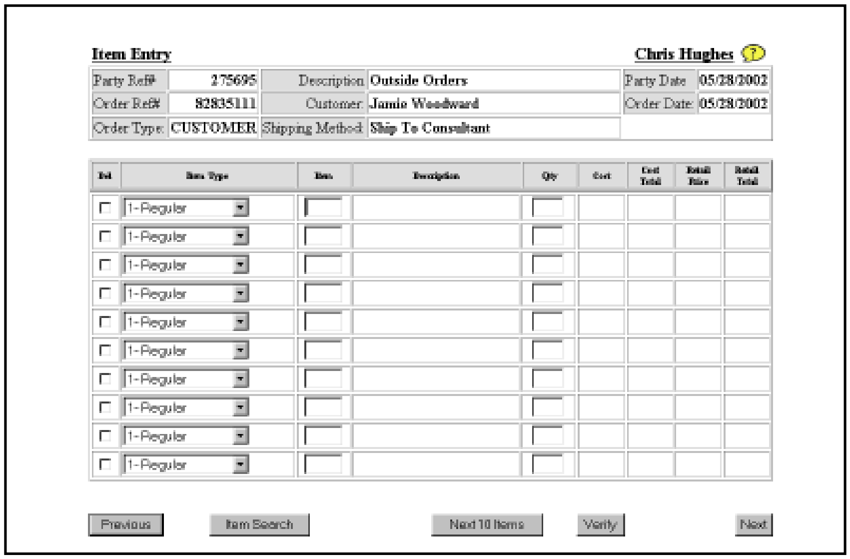
Step 2. Enter Items

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.

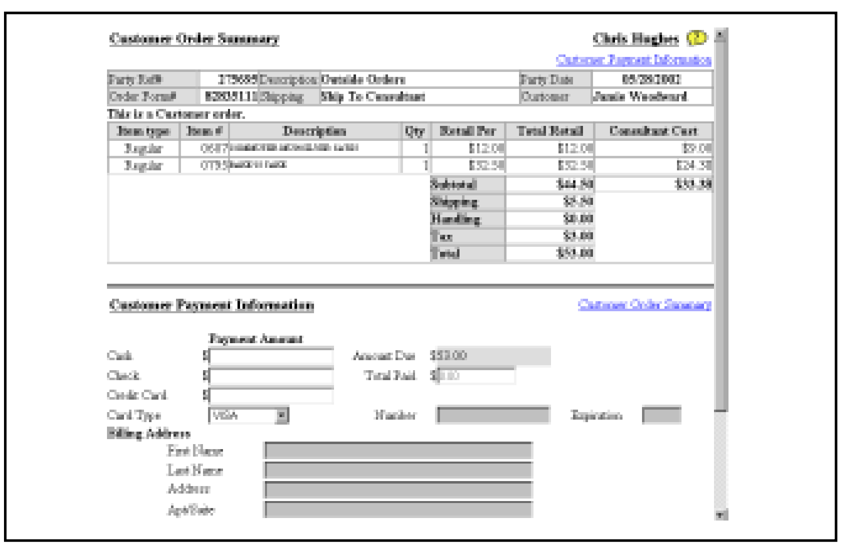
You can also select item types from the list by clicking in the Item Type box and simply typing the number that precedes item type you want to enter. (Example: Type "8" for a Sales Specials item type.)



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.

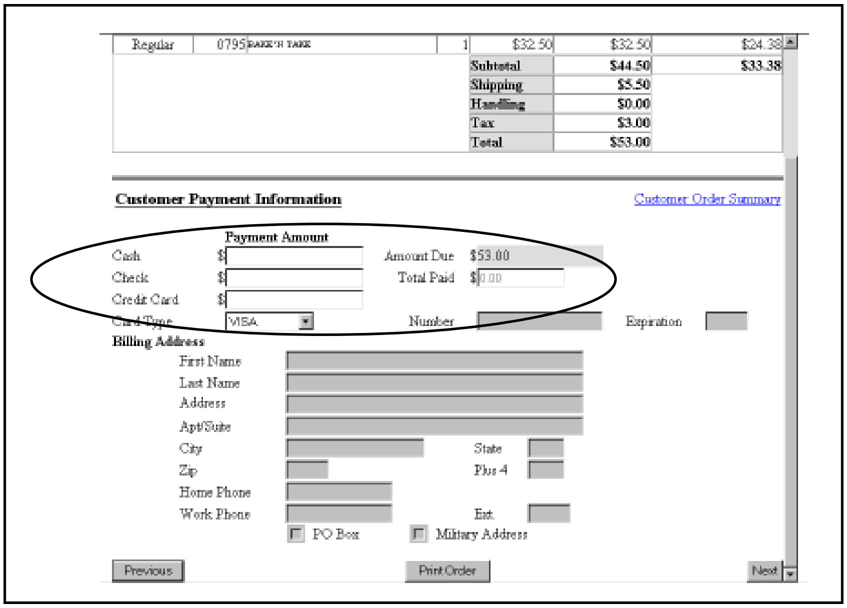
   - If the amount in the Total row matches the total on the order form, click on the **Next** button to proceed to the Customer Payment Information page.
   - If the amount in the **Total** row does not match the total on the order form, first check that the total on the form is added correctly. If the 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.)



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.)

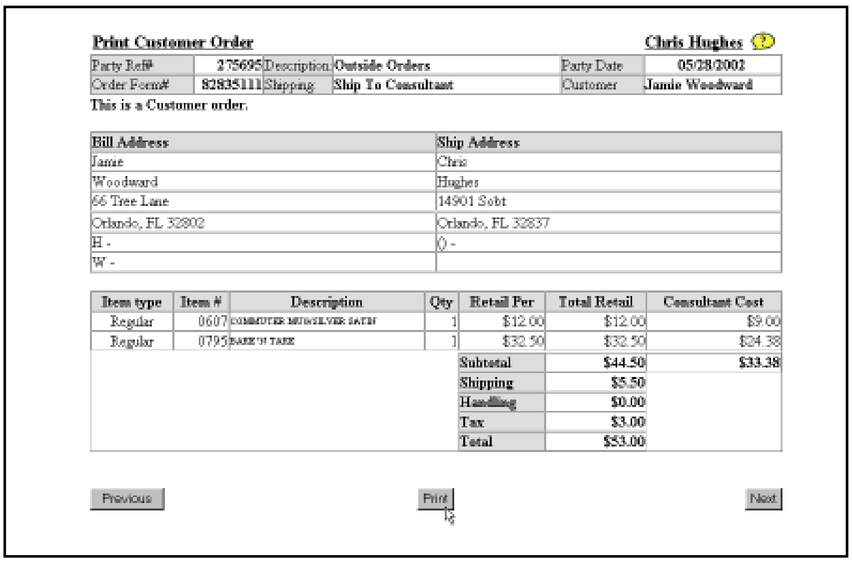


If the customer paid with a credit card (Visa®, MasterCard®, or Discover®), click on the Payment Type drop-down list and select the card type. Also, enter the correct billing address information in the applicable fields of the Billing Address section.

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	Party Date	05/28/2002
Order Form#	82835111	Shipping	Ship To Consultant	Customer	Jamie Woodward

This is a Customer order.

Bill Address	Ship Address
Jamie	Chris
Woodward	Hughes
66 Tree Lane	14901 Sobt
Orlando, FL 32802	Orlando, FL 32837
H -	() -
W -	

Item type	Item #	Description	Qty	Retail Per	Total Retail	Consultant Cost
Regular	0607	COMMUTER MUG/SILVER SATIN	1	$12.00	$12.00	$9.00
Regular	0795	BAKE 'N TAKE	1	$32.50	$32.50	$24.38
				Subtotal	$44.50	$33.38
				Shipping	$5.50	
				Handling	$0.00	
				Tax	$3.00	
				Total	$53.00	

Previous Print 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.**

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

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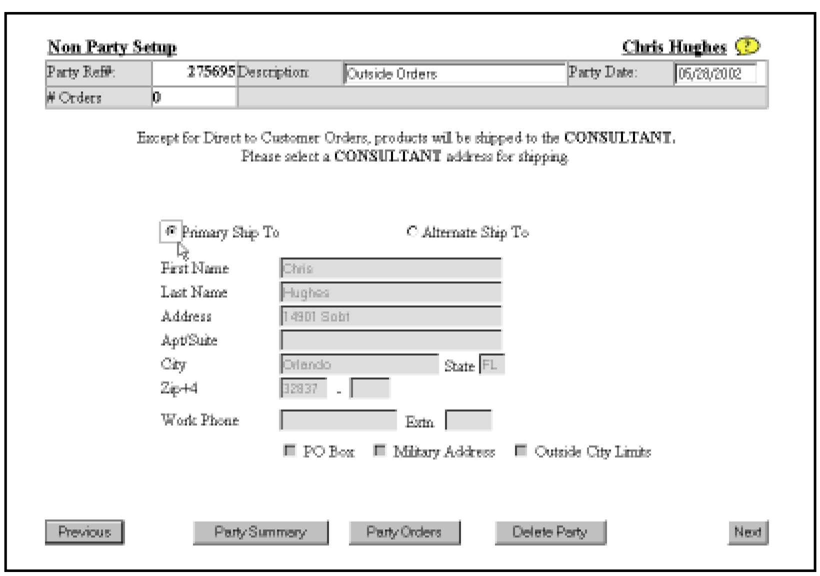
1. Set up the Non-Party
2. Confirm the Shipping

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.)



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.

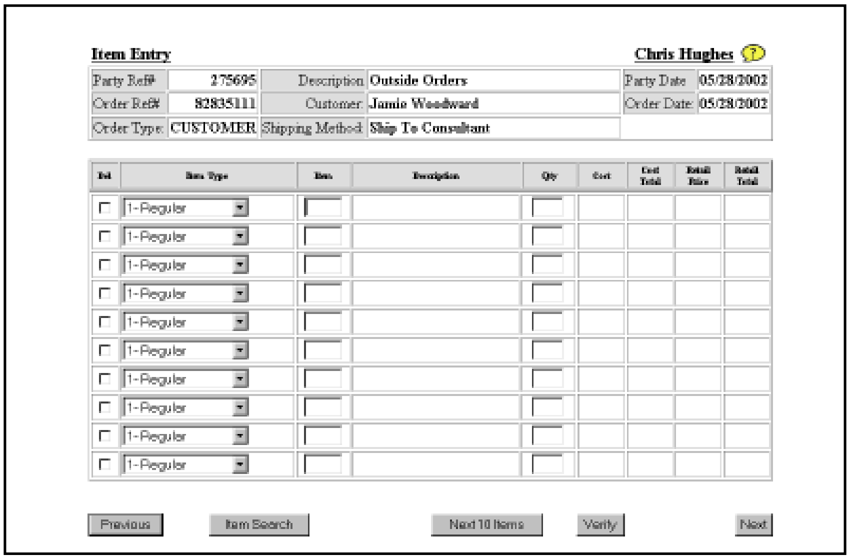
Step 2. Enter Items

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.

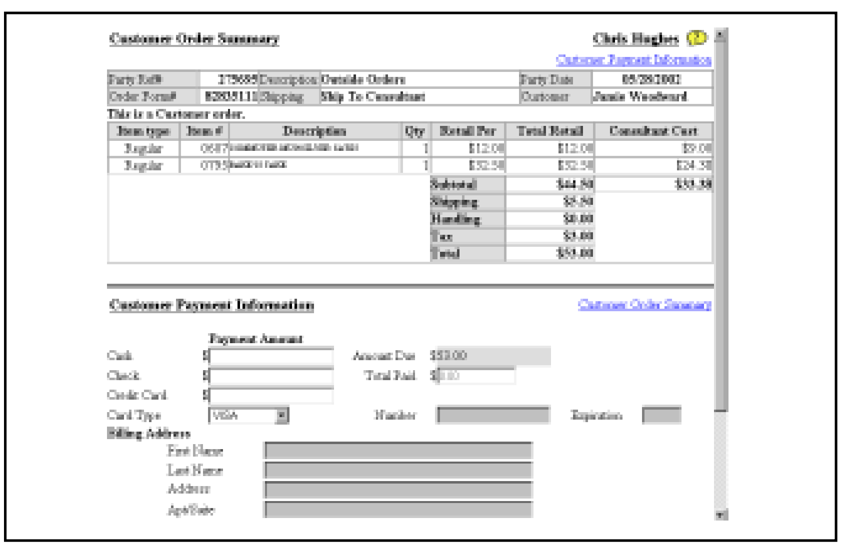
> You can also select item types from the list by clicking in the Item Type box and simply typing the number that precedes item type you want to enter. (Example: Type "8" for a Sales Specials item type.)



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.

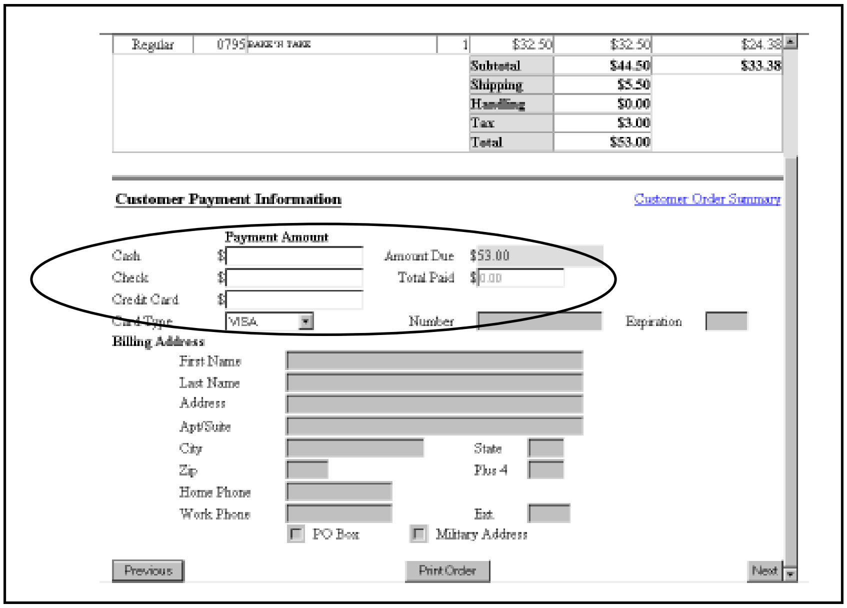
   - If the amount in the Total row matches the total on the order form, click on the **Next** button to proceed to the Customer Payment Information page.
   - If the amount in the **Total** row does not match the total on the order form, first check that the total on the form is added correctly. If the 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.)



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.)



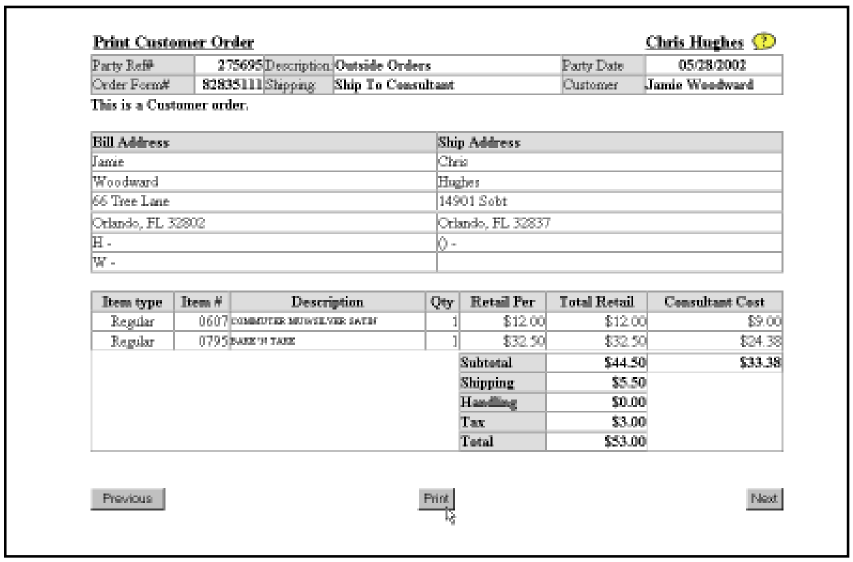
If the customer paid with a credit card (Visa®, MasterCard®, or Discover®), click on the Payment Type drop-down list and select the card type. Also, enter the correct billing address information in the applicable fields of the Billing Address section.

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	Party Date	05/28/2002
Order Form#	82835111	Shipping	Ship To Consultant	Customer	Jamie Woodward

This is a Customer order.

Bill Address	Ship Address
Jamie	Chris
Woodward	Hughes
66 Tree Lane	14901 Sobt
Orlando, FL 32802	Orlando, FL 32837
H -	() -
W -	

Item type	Item #	Description	Qty	Retail Per	Total Retail	Consultant Cost
Regular	0607	COMMUTER MUG/SILVER SATIN	1	$12.00	$12.00	$9.00
Regular	0795	BAKE 'N TAKE	1	$32.50	$32.50	$24.38
				Subtotal	$44.50	$33.38
				Shipping	$5.50	
				Handling	$0.00	
				Tax	$3.00	
				Total	$53.00	

Previous Print 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.**

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.**

Chapter 9: Entering Fundraiser Orders & Payments

A Fundraiser order is an order associated with a fundraiser. You can include both Exclusive and Full Line items in a Fundraiser order.

Setting Up The Fundraiser

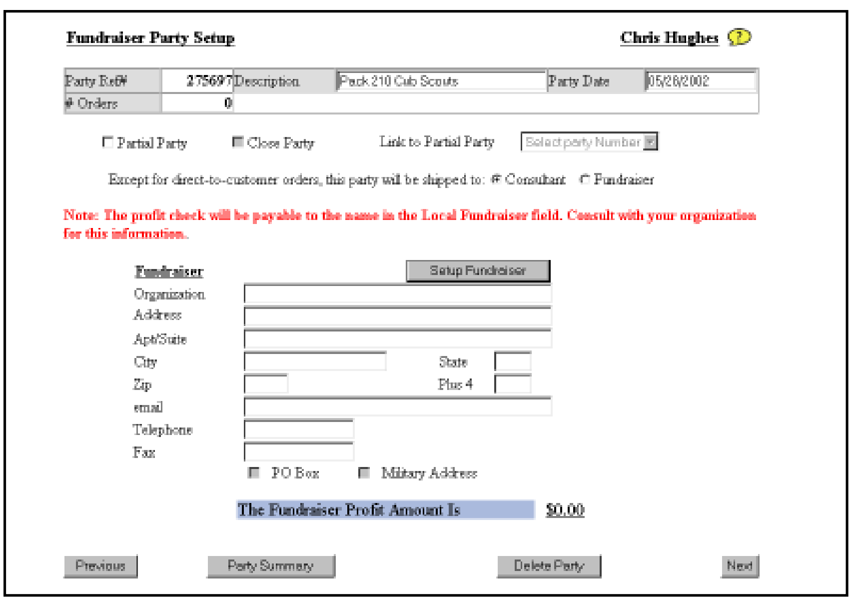
Once you've collected the orders and payments, you're ready to set up the fundraiser to allow you to begin entering orders. There are 3 steps you'll need to follow:

1. Set up the Fundraiser
2. Set up the Organizations
3. Confirm the Shipping Information

Step 1. Set Up the Fundraiser

Follow the steps below to set up a fundraiser:

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



2. Enter a brief description of the fundraiser in the Description field.
3. Enter the date in the Party Date field.
4. Click the **Partial Party** check box if you want these orders linked to another set of fundraiser orders you'll enter at a later time. (If this is not a Partial Party, then skip this step and move on to Step 5.)

Important! If you do not choose the **Partial Party** option, then when you submit this set of orders, the Fundraiser will be closed. When you do close a Fundraiser, a check payable to the Organization will be sent by Tupperware to you for presentation. Checks are processed and sent during the sales week following the sales week the Fundraiser was closed.

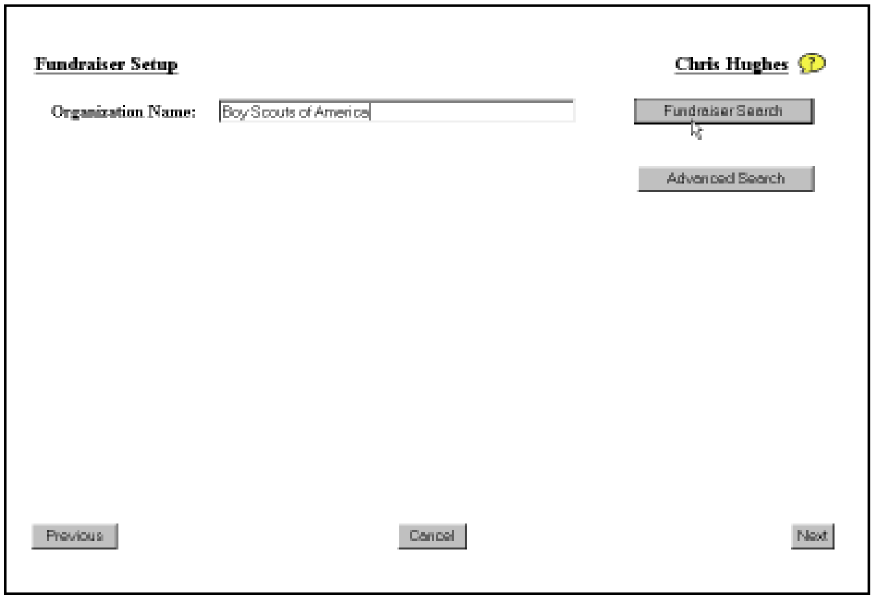
5. Select where you'd like the orders shipped by clicking on the appropriate circle - **Consultant** or **Fundraiser** (except for customer direct orders). Consultant is the default choice.
6. Click the **Setup Fundraiser** button on the Fundraiser Party Setup screen.

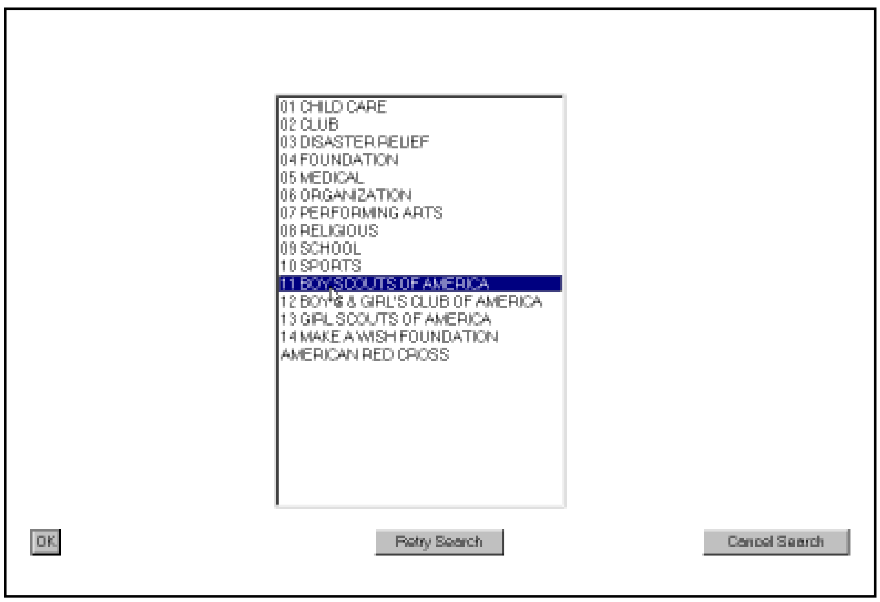
Step 2. Set up the Organizations

When setting up a Fundraiser, you'll need to identify and set up the "parent" and "local" parts of the Fundraiser Organization. For example, if you're doing a fundraiser for *Girl Scouts of America - Troop 656*, then *Girl Scouts of America* is the parent organization and *Troop 656* is the local organization.

You'll first need to set up the information associated with the "parent" Organization for your Fundraiser.

1. Type in the name of the Organization you're searching for in the **Organization Name** field. (Or, you can just click the **Fundraiser Search** button to display all the parent Organizations that are available.)
2. Click the **Fundraiser Search** button.



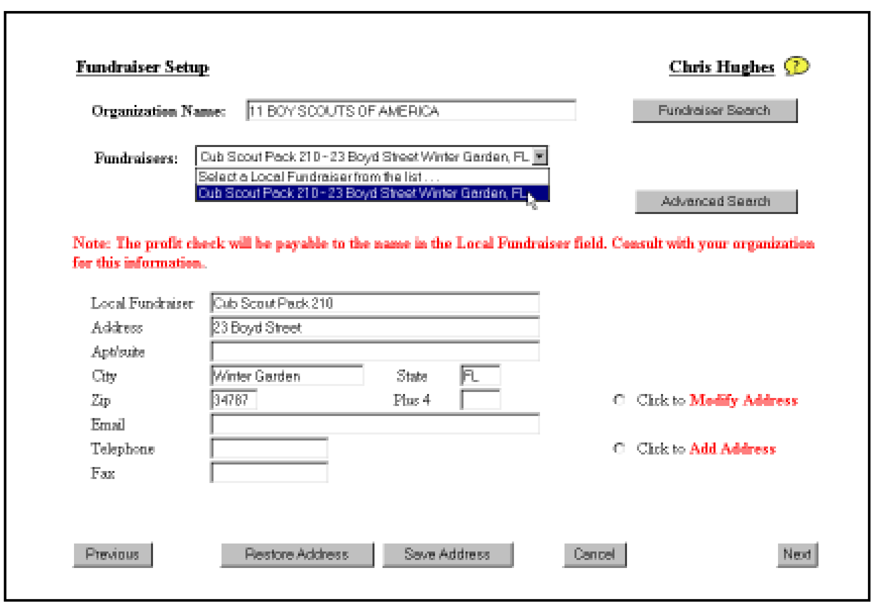


3. If the Organization is on the list, then choose the Organization and click the **OK** button. If the Organization is not on the list, then you'll need to call Customer Care to set up the Organization information.

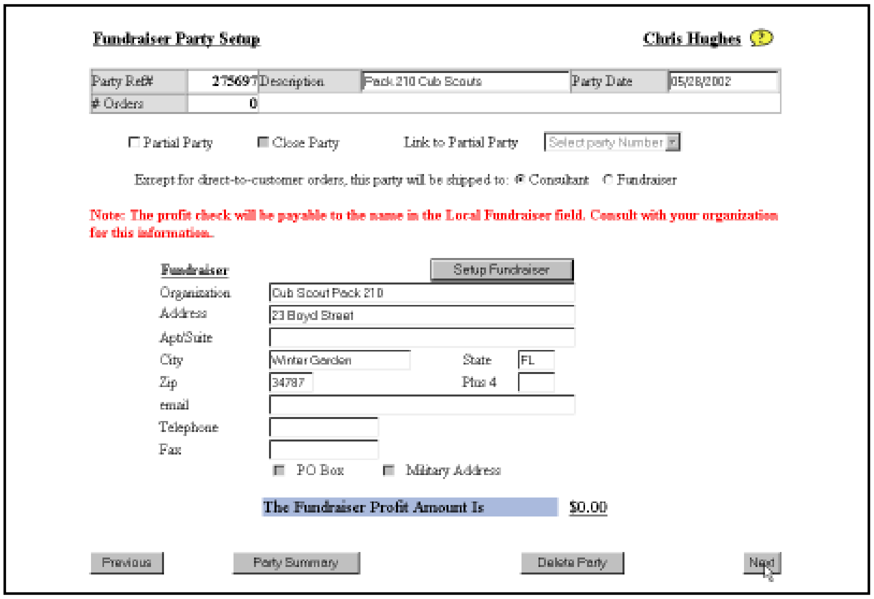
> Call Customer Care at 1-888-921-7395 to request that a parent Organization be set up. Be sure you have all of the appropriate address and contact information for the parent Organization.
> **Note:** You'll only have to set up an organization through Customer Care the first time. After that, if you have another fundraiser for that parent organization, simply perform a Search to find the Organization.

4. You'll now need to set up the local part of your organization. On the Fundraiser Setup screen, you'll now choose a Local Fundraiser from the **Fundraisers** drop-down list.
   - If your local fundraiser is *not* listed, then you can click the **Advanced Search** button to try to search for it. Or, if it's the first time you're handling a fundraiser for this local organization, then click the **Click to Add Address** option and type in the Local Fundraiser information in the fields provided.
   - If your local fundraiser is on the **Fundraisers** list, then choose it and the information fields will populate with the information that was previously entered in the system. You can then update this information by clicking the **Click to Modify Address** option and updating the information in the fields.
   - When you add or make changes to an address for a local organization, click the **Save Address** button at the bottom of the Fundraiser Setup screen.

Note: The profit check will be made payable to the name that appears in the Local Fundraiser field. Please verify with your organization that you have the correct information to place in this field.



5. After you click **Save Address**, you'll be directed back to the main Fundraiser Party Setup screen. Your Organization information will appear in the Fundraiser section of your screen.
6. Click the **Next** button.



Only you can view local organization information that you enter. The parent organization information is available to anyone using Web Order Entry, however, the local information is stored in a personal database accessible only by you.

Step 3. Confirm the Shipping Information

Except for Customer-Direct orders, products will be shipped directly to the Fundraiser Organization or to you.

- If the address information is correct, then click on the **Next** button to continue to the Fundraiser 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.

Entering Fundraiser Orders and Payments

Once you've established your fundraiser 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, Parts and Sales Specials).
3. Record the customer's payment.
4. Print the order.

☑ 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 fundraiser.
3. Click the **Ref #** for the fundraiser you want to display. (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 a new Customer Order.

Step 1. Set Up the Order

Follow these steps to set up the Fundraiser order:

1. Click in the New Order button at the bottom of the Party Orders page.
2. The system defaults to a Customer order. You can change the selection by clicking on the desired option (Customer or Fundraiser). You'll choose the Fundraiser type if the organization is ordering items.
3. 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: ☑

4. 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: All orders, including Customer-Direct orders, are taxed based on the address of the local Organization.

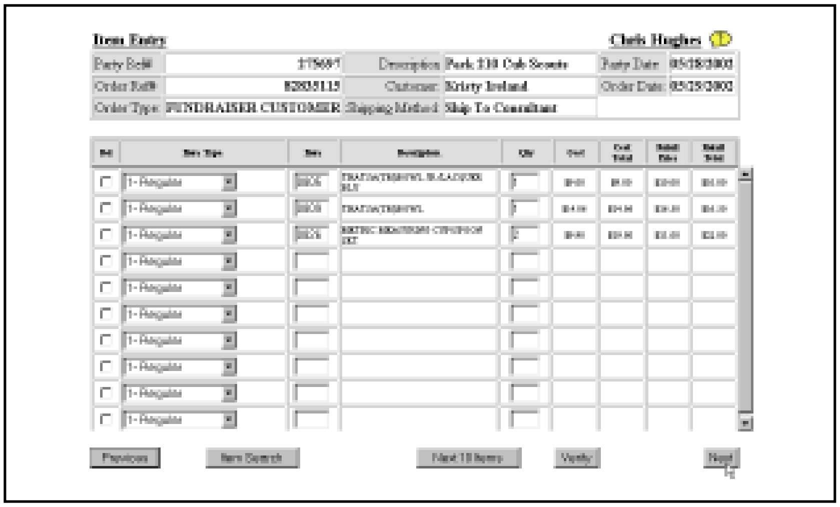
Step 2. Enter Items

You can enter all your items for a Fundraiser Order on the Item Entry page. For a Fundraiser, you can enter Regular, Parts, and Sales Specials item types. It's important that you order items from the item type classification so the system can correctly determine your cost and that of your customer.

> **Important!** You'll enter Exclusive Fundraiser products using the Sales Specials item type.

1. Choose the item type from the **Item Type** drop-down list. You can also choose the item type by clicking in the Item Type box and typing the number that precedes the item type. (For example, type "1" for 1-Regular items, "2" for 2-Parts, and "8" for 8-Sales Specials.)
2. Type in the item number in the **Item #** field. Hit the Tab key and type in the quantity in the **Qty** field.

3. Click the **Next** button. (If you click the **Verify** button, the descriptions, prices, and totals will then appear on your screen. See below.)



4. When you're finished entering your items, click on the **Next** button to check the Customer Order Summary. The item and cost information on the summary should match the information on the customer's order form.

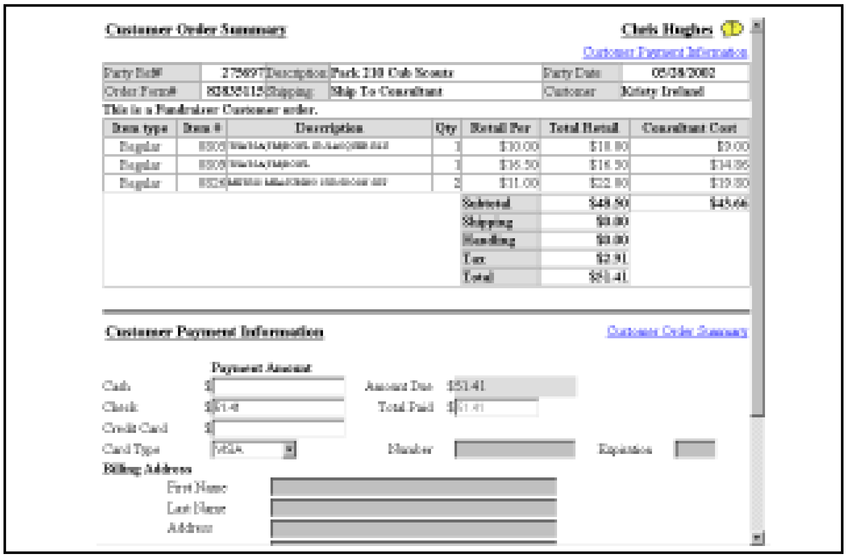
   - If the amount in the Total row matches the total on the order form, click on the **Next** button to proceed to the Customer Payment Information page.
   - If the amount in the **Total** row does not match the total on the order form, first check that the total on the form is added correctly. If the 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.)

Step 3. Record the Customer's Payment

On the Customer Payment Information 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.)

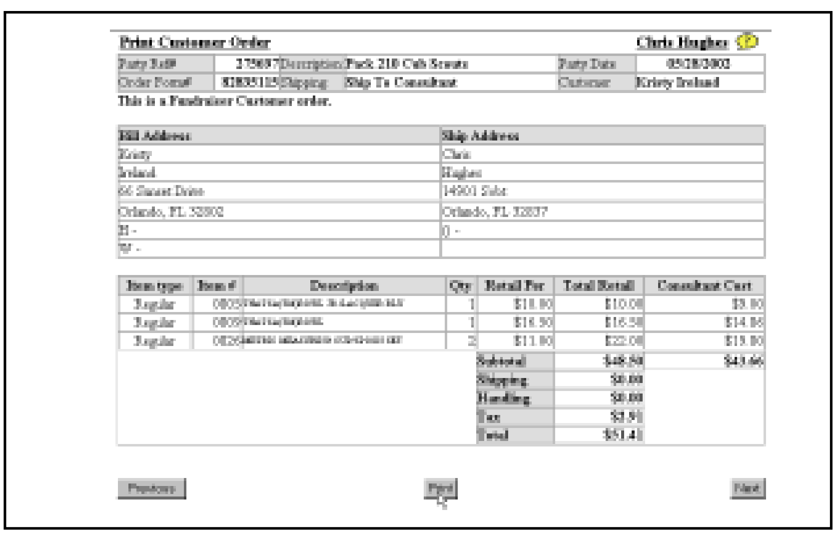
If the customer paid with a credit/debit card (Visa®, MasterCard®, or Discover®), click on the Payment Type drop-down list and select the card type. Also, enter the correct billing address information in the applicable fields of the Billing Address section.



Step 4. Print the Order.

Follow these steps to print a copy of the order:

1. On the Customer Payment Information page, 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.)



Step 4. Print the Order.

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 fundraiser for confirmation. (Refer to **Chapter 6: Submitting Your Party For Confirmation**.)

Important! If you created a Partial Party Fundraiser, you'll need to Close and Link your last set of orders to the previous set of submitted orders when you close the Fundraiser.

When you close a Fundraiser, a check payable to the Organization will be sent by Tupperware to you for presentation. Checks are processed and sent during the sales week following the sales week the Fundraiser was closed.

About Shipping and Handling Fees

If the fundraiser order is shipped to the Consultant or the Fundraiser organization, Consultants are responsible for shipping and handling charges which are based on the total retail value of all the orders in the party (partial or final party). The maximum amount charged to the Consultant for the party is $20. See a current order form for the shipping charges (Host/Consultant Direct Shipping).

Review the Consultant Cost Summary, S + H area, to determine your shipping and handling costs for the Fundraiser order.

Customers who select the Customer Direct Shipping option will be responsible for paying the appropriate shipping and handling charge which is based on the retail value of the order. The maximum charge is $30 per order. See a current order form for the shipping charges (Customer Direct Shipping).

Chapter 10: Using the Search Feature

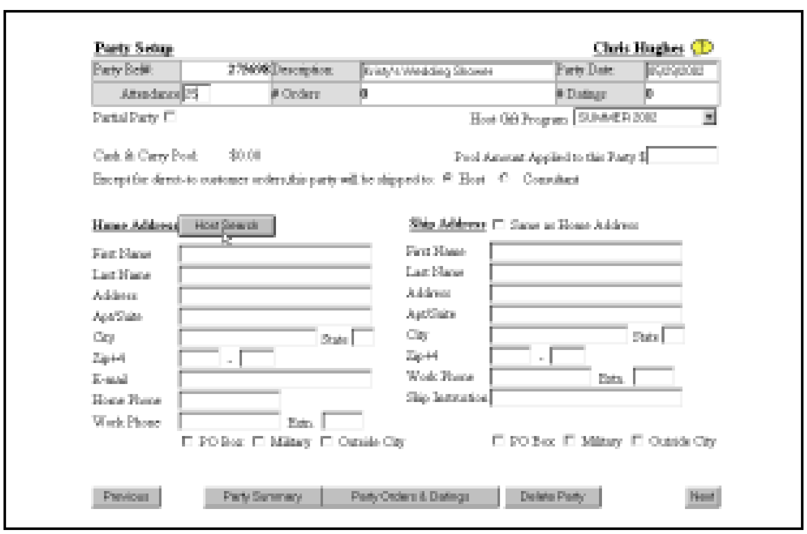
Once you've entered a customer's/Host's personal information (name, address, etc.) into the Web Order Entry system, the information will be stored for future use. To retrieve this information, use the search feature.

Searching for Host Information

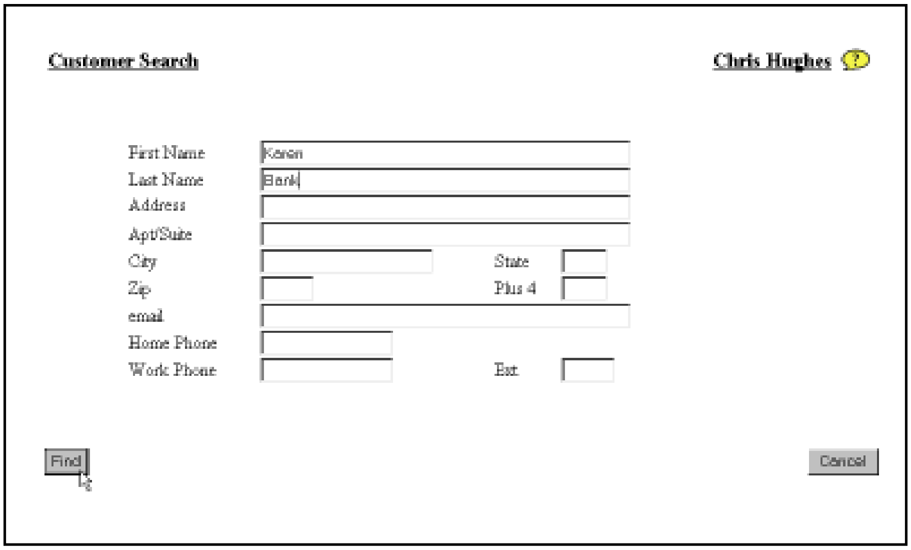
To search for Host information, go to the Party Setup page and follow these steps:

> To get to the Party Setup page, first go to the Welcome page by clicking on the Welcome Page link near the top left corner of your browser. Next, click on the **Party Order** button at the bottom of the page.

1. After filling in the Description, Party Date, and Attendance fields, and after selecting the shipping method, click on the **Search for Host** button.



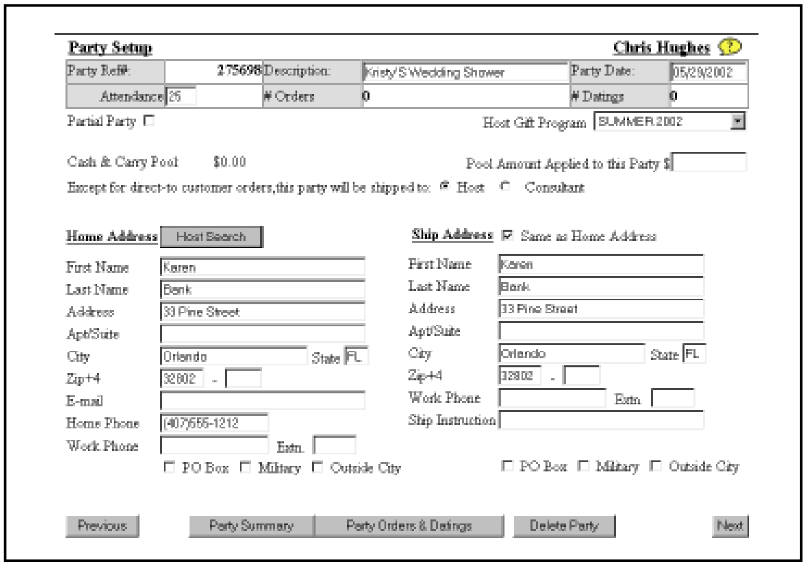
2. Type your Host's name into the appropriate fields of the Customer Search page and then click on the **Find** button.



3. If the name and address for your Host is correct, click the **OK** button.

If there are multiple names, select the desired Host by clicking on the correct name and address, then click the **Ok** button.

The system will then insert your Host's personal information into the corresponding fields of the Party Setup page.

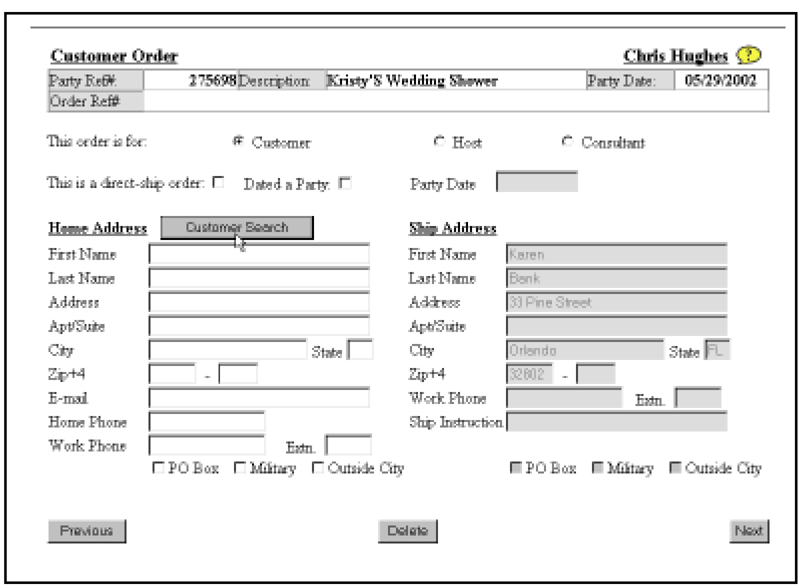


Searching for Customer Information

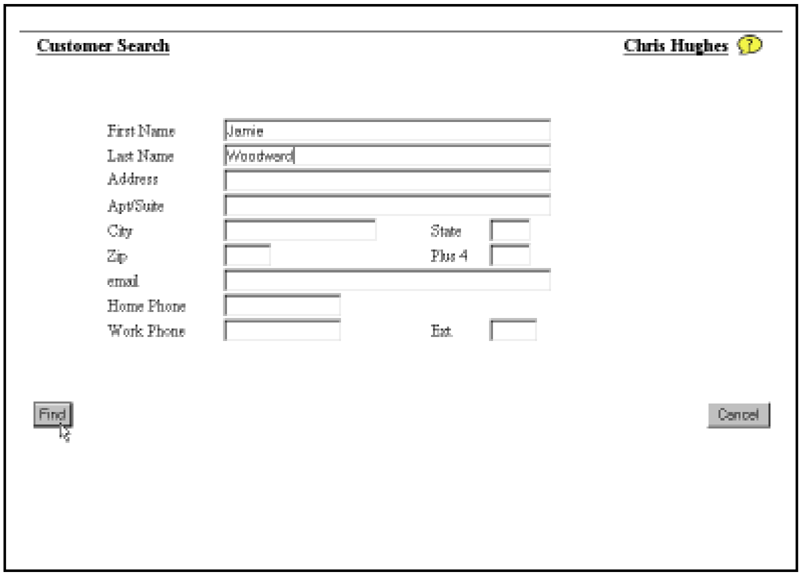
Searching for customer information is similar to searching for Host information. If you've entered the personal information for a customer, then that information is stored in the system for future use.

Follow these steps to search for customer information:

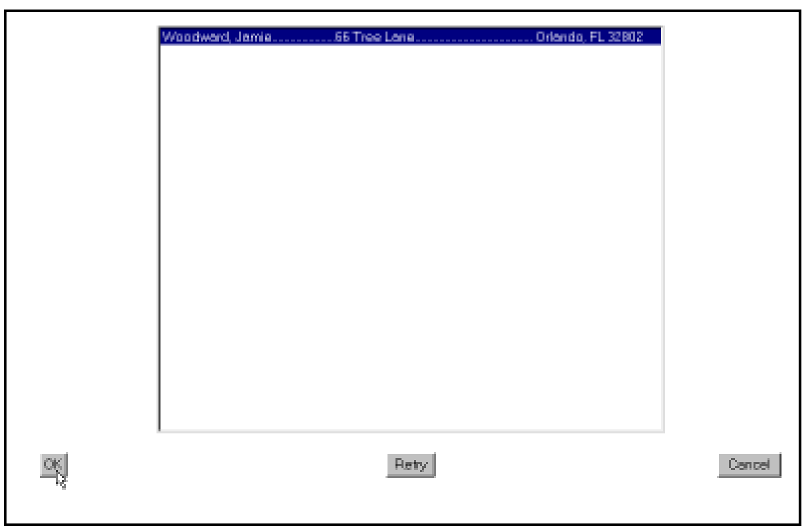
1. On the Customer Order page, enter the desired Order Form #. Next, select the Customer option and click on the **Customer Search** button.



2. On the Customer Search page, type your customer information into the applicable fields and then click on the **Find** button.



3. If the name and address for your customer is correct, click the **OK** button.



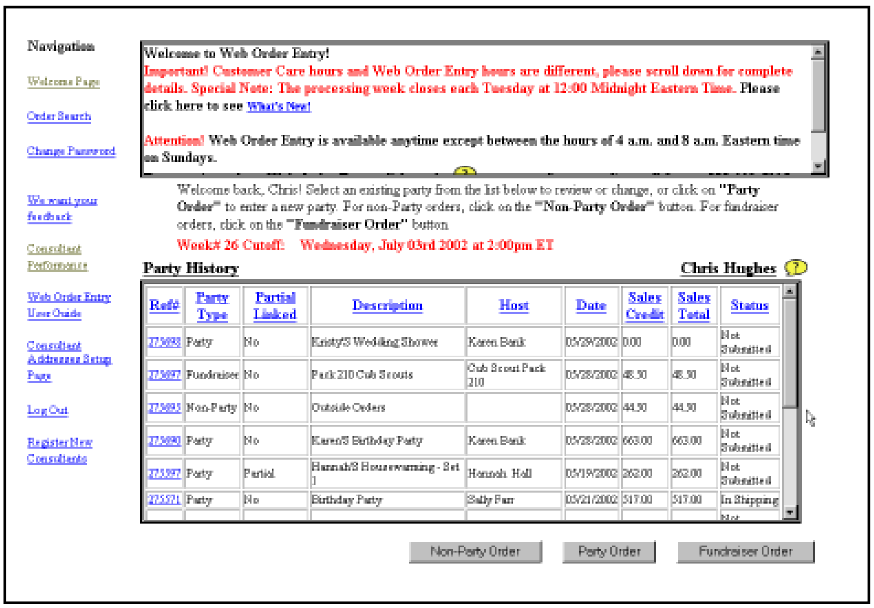
If there are multiple names, select the desired customer by clicking on the correct name and address, then click on the **OK** button.

The system will then insert your customer's personal information into the applicable fields of the Party Setup page.

Searching for Party Information

The Party History section of the Welcome page displays the party history for the last six parties and/or non-parties you entered.

- If the party or fundraiser you're searching for doesn’t appear in the first Party History section of the Welcome page, you can view additional sections by using the slide bar.



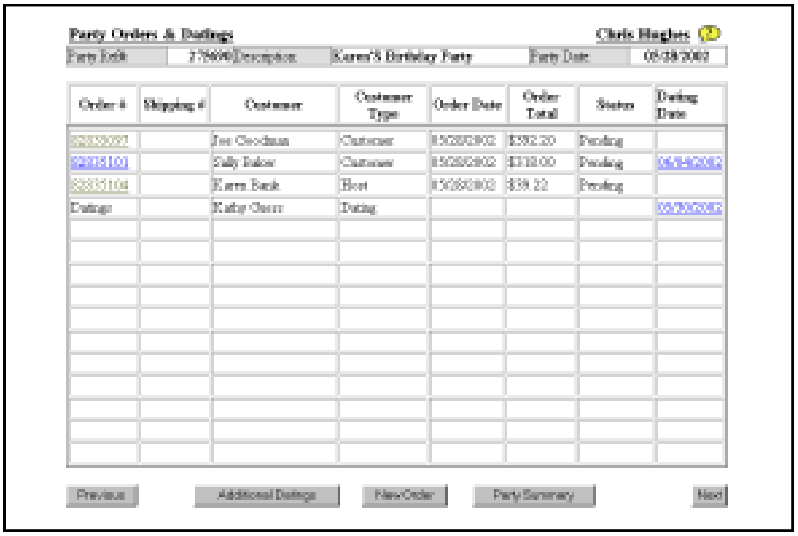
- Additional sections will appear that list party and/or non-party information based on when you entered the information. (The more current entries will be listed at the top.)

- You can also click on the column headings (Ref#, Party Type, Partial Linked, Description, Host, Date, Sales Credit, Sales Total, and Status) to sort the entries in that column. For example, to sort the Fundraiser parties from all others, click on the column heading of Party Type to sort all of your parties by type. Fundraiser orders will be listed first, as the sort for this column is sorting them alphabetically.

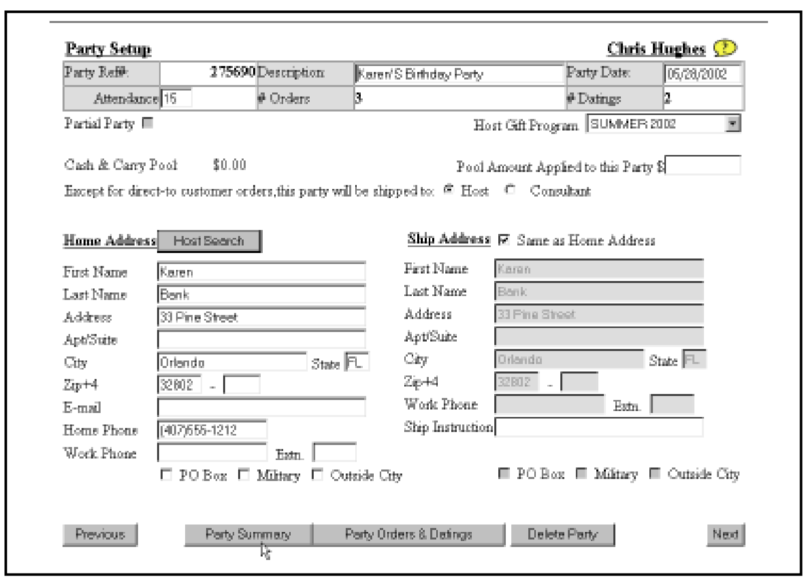
> You can click on the Welcome Page link in the Navigation menu to quickly return to the first Party History section of the Welcome page.

- You can view the details of any party, fundraiser, or non-party you've previously entered by clicking on the corresponding **Ref#** link in the Party History section.

- From the Party Setup screen, you can view a summary of the orders associated with a party or non-party by clicking on the **Party Orders & Datings** button. The Party Orders & Datings screen will then appear. (Click on the desired order # to view the corresponding order information.)



- From the Party Setup screen, you can view a summary list of all orders associated with a party by clicking on the **Party Summary** button.



- The Host Gift screens will then display for your review.

- On the Party Summary screen, click on the down arrow to scroll down and view the Consultant cost, payment, and commission information.

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	Sales Tax	Payment	Total Order
Joe Goodman	82835097		350.00	262.50	20.00	22.20	503.50	392.20
Sally Baker	82835101		280.00	210.00	20.00	18.00	318.00	318.00
[Host] Karen Bank	82835104		33.00	24.76	4.00	2.22	39.22	39.22
Party Retail Total=========>			663.00	497.26	44.00	42.42	860.72	749.42
Host Gifts/Thank You Gifts	82835104		0.00	0.00	0.00	2.55	0.00	2.55
Host Gifts Overage	82835104		0.00	0.00	0.00	0.00	0.00	0.00
Total================>			663.00	497.26	44.00	44.97	860.72	751.97

Consultant Order

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

Party Retail $663.00 + Cash & Carry Amount $0.00 = TOTAL PARTY SALES $663.00

Consultant Cost Summary

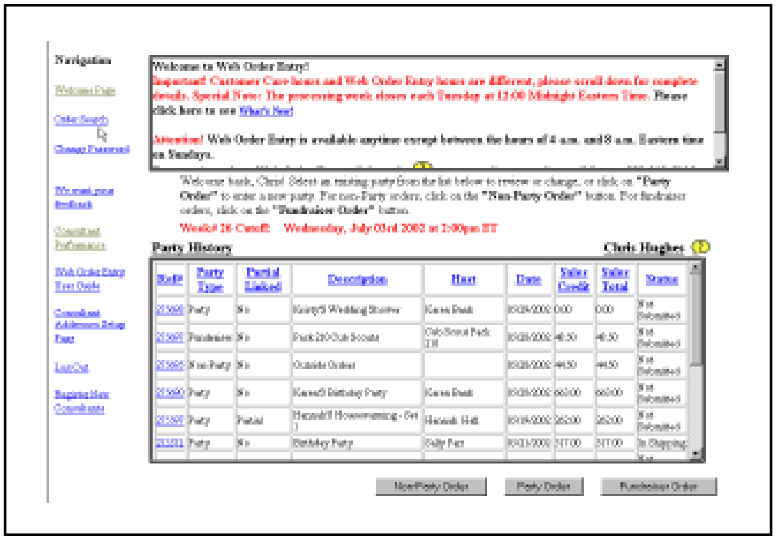
Consultant Cost	S + H	Sales Tax	Total	Card Amount thru Orders	Consultant Paid Amt.	Account Amt. Due
497.26	44.00	44.97	586.23	0.00	0.00	586.23

YOUR NET COMMISSION (based on suggested retail) FOR THIS PARTY IS	165.74
(663.00 + 0.00 - 497.26)	

You can also view individual orders by clicking on the underlined order number or customer's name. (The underline indicates a link.)

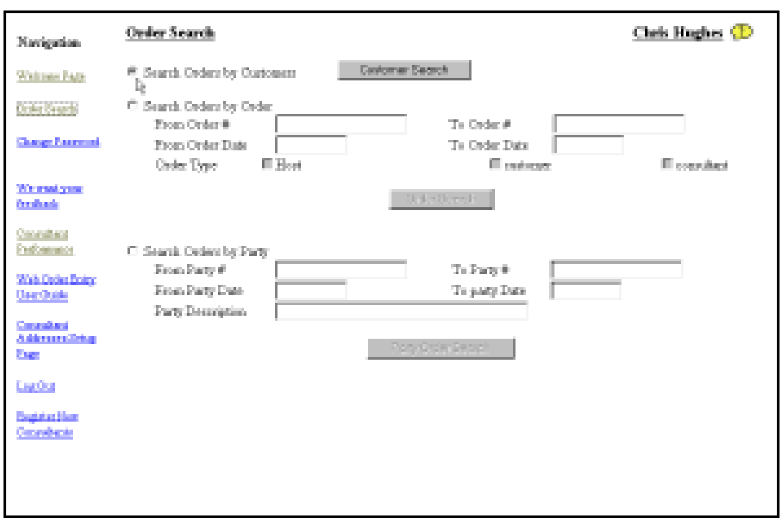
Searching for Order Information

You can search the Web Order Entry system for any customer, Host, and/or personal Consultant order you've previously entered. To do this, access the Order Search page by clicking the Order Search link found on the Welcome page.



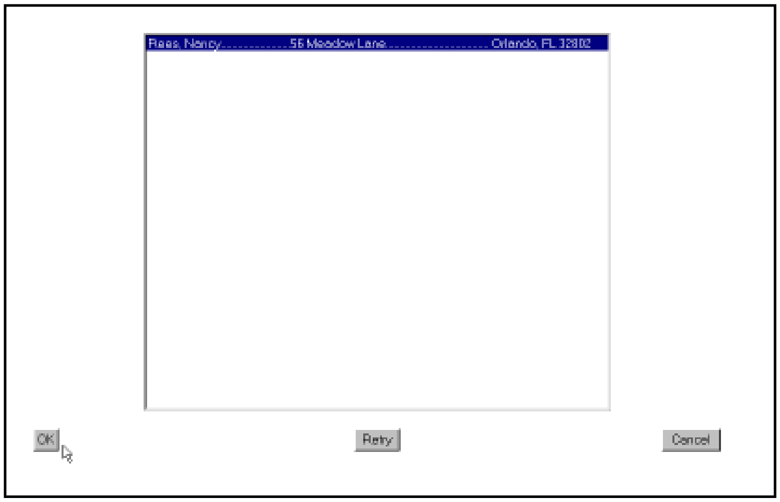
Searching by Customer

On the Order Search page, select Search Orders by Customers and then click on the **Customer Search** button.



The Customer Search page will then display in your browser. Next, enter the text to search for and click on the **Find** button.

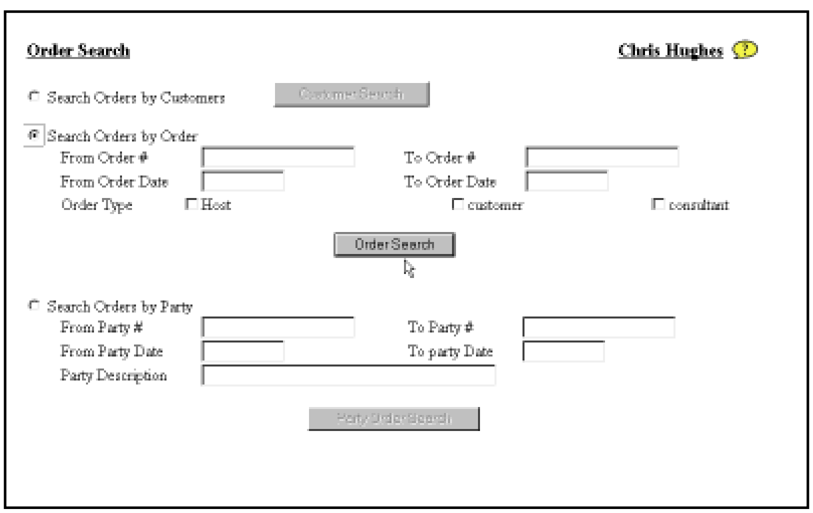
Select the customer's name from the list and click on the **OK** button.



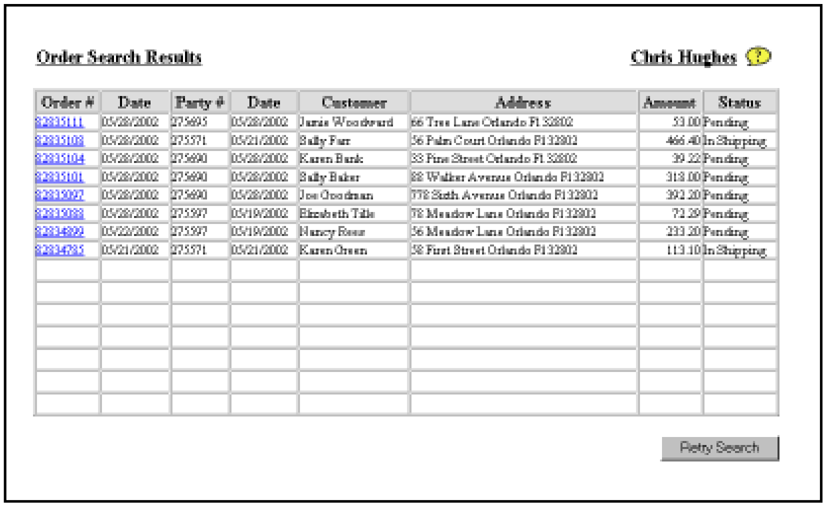
The Order Search Results page will then display in your browser listing all of the orders pertaining to the customer. To view a specific order, click on the desired order number in the **Order #** column.

Search by Order

On the Order Search page, when you select to search Orders by Order, you have the ability to search by a range of order numbers, by a range of order dates, or by a type of order (Host, Customer, or Consultant).



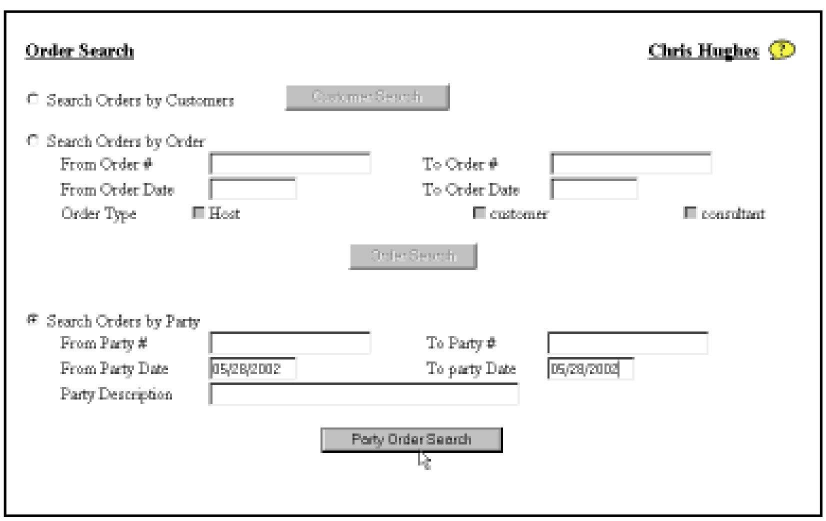
Simply enter your search criteria and click on the **Order Search** button. The system will then return all orders meeting your criteria.



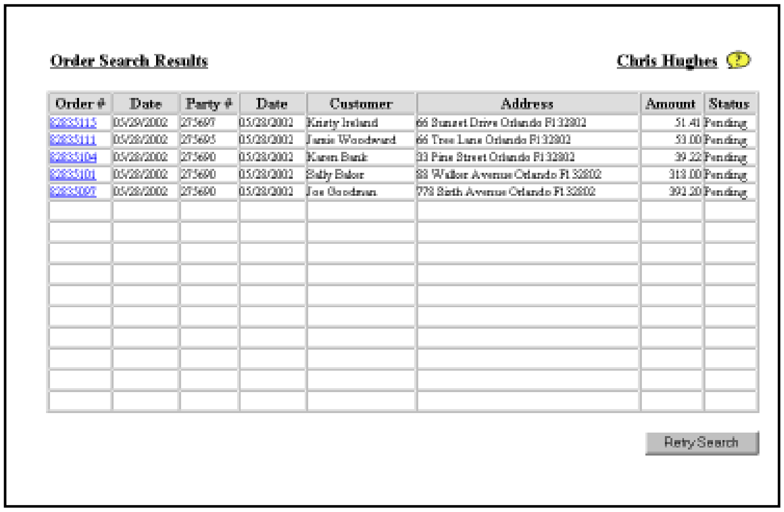
> If your search results do not provide you with the information you're looking for, then click on the **Retry Search** button to change your search criteria.

Search by Party

When you select to Search Orders by Party, you have the ability to search by a range of Party #'s, by a range of Party Dates, and/or by a Party Description.



Enter your search criteria and click on the **Party Order Search** button. The system will then return all orders meeting your criteria.

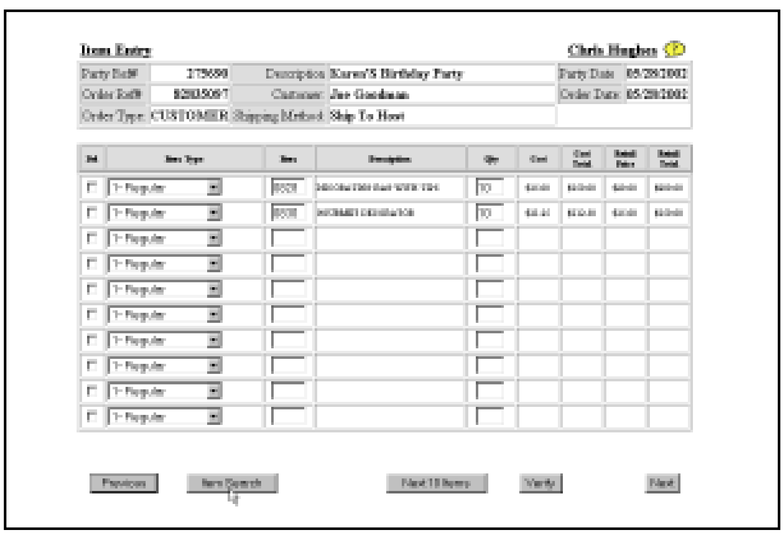


Order #	Date	Party #	Date	Customer	Address	Amount	Status
82835115	05/29/2002	275697	05/28/2002	Kristy Ireland	66 Sunset Drive Orlando Fl 32802	51.41	Pending
82835111	05/28/2002	275695	05/28/2002	Jamie Woodward	66 Tree Lane Orlando Fl 32802	53.00	Pending
82835104	05/28/2002	275690	05/28/2002	Karen Bank	33 Pine Street Orlando Fl 32802	39.22	Pending
82835101	05/28/2002	275690	05/28/2002	Sally Baker	88 Walker Avenue Orlando Fl 32802	313.00	Pending
82835097	05/28/2002	275690	05/28/2002	Joe Goodman	778 Sixth Avenue Orlando Fl 32802	392.20	Pending

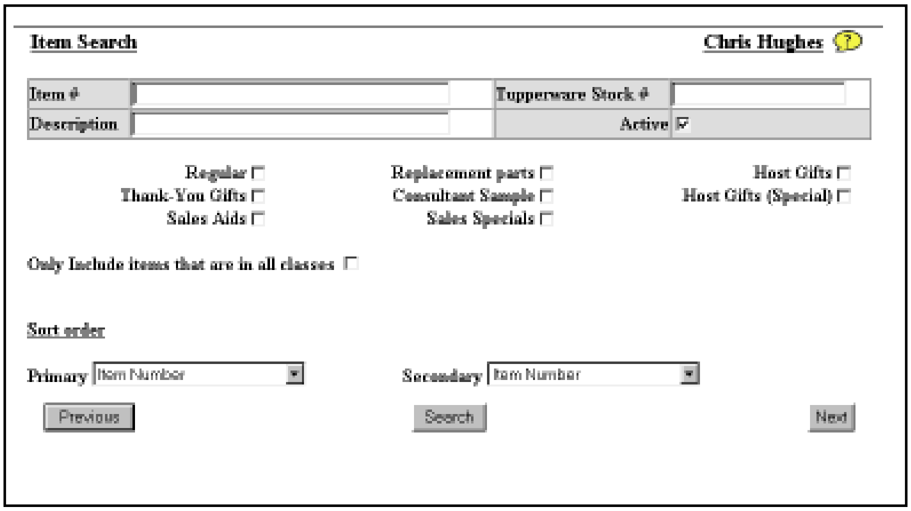
If your search results do not provide you with the information you're looking for, then click on the **Retry Search** button to change your search criteria.

Searching for Item Information

Item Search is a powerful feature available on the Web Order Entry Web site. You can search for items using different criteria by first clicking the Item Search button at the bottom of most product web pages.



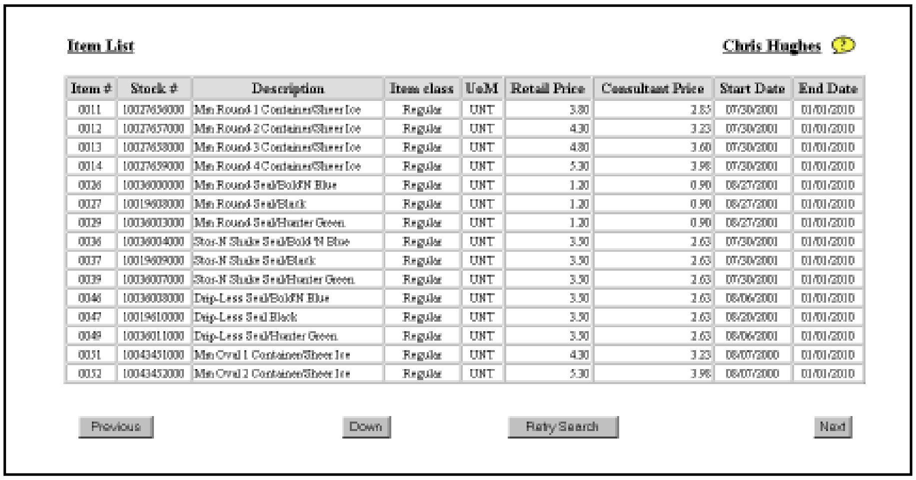
Once you've clicked on the **Item Search** button, the main Item Search Web page will display. You can determine how you wish to search for item information from this page.



Any item search you perform will provide you with a list with the following details:

- Item number
- Stock number
- Description
- Item Class
- Units of Measure
- Retail Price
- Consultant Price
- Start Date
- End Date

> You can view a complete list of all Active items by verifying the Active check box is checked and clicking the **Search** button at the bottom of the Item Search page.



Item List Chris Hughes

Item #	Stock #	Description	Item class	UoM	Retail Price	Consultant Price	Start Date	End Date
0011	10027656000	Min Round 1 Container/Sheer Ice	Regular	UNT	3.80	2.85	07/30/2001	01/01/2010
0012	10027657000	Min Round 2 Container/Sheer Ice	Regular	UNT	4.30	3.23	07/30/2001	01/01/2010
0013	10027658000	Min Round 3 Container/Sheer Ice	Regular	UNT	4.80	3.60	07/30/2001	01/01/2010
0014	10027659000	Min Round 4 Container/Sheer Ice	Regular	UNT	5.30	3.98	07/30/2001	01/01/2010
0026	10036000000	Min Round Seal/Bold'N Blue	Regular	UNT	1.20	0.90	08/27/2001	01/01/2010
0027	10019608000	Min Round Seal/Black	Regular	UNT	1.20	0.90	08/27/2001	01/01/2010
0029	10036003000	Min Round Seal/Hunter Green	Regular	UNT	1.20	0.90	08/27/2001	01/01/2010
0036	10036004000	Stor-N Shake Seal/Bold 'N Blue	Regular	UNT	3.50	2.63	07/30/2001	01/01/2010
0037	10019609000	Stor-N Shake Seal/Black	Regular	UNT	3.50	2.63	07/30/2001	01/01/2010
0039	10036007000	Stor-N Shake Seal/Hunter Green	Regular	UNT	3.50	2.63	07/30/2001	01/01/2010
0046	10036008000	Drip-Less Seal/Bold'N Blue	Regular	UNT	3.50	2.63	08/06/2001	01/01/2010
0047	10019610000	Drip-Less Seal Black	Regular	UNT	3.50	2.63	08/20/2001	01/01/2010
0049	10036011000	Drip-Less Seal/Hunter Green	Regular	UNT	3.50	2.63	08/06/2001	01/01/2010
0051	10043451000	Min Oval 1 Container/Sheer Ice	Regular	UNT	4.30	3.23	08/07/2000	01/01/2010
0052	10043452000	Min Oval 2 Container/Sheer Ice	Regular	UNT	5.30	3.98	08/07/2000	01/01/2010

Previous Down Retry Search Next

Defining the Search Criteria

You can define the item search criteria by selecting any category or combination of categories displayed on the Item Search page.

You can further define how the search results are displayed by using the Sort Items feature.

Click the **Retry Search** button if you'd like to perform another search or the **Previous** button to cancel the search.