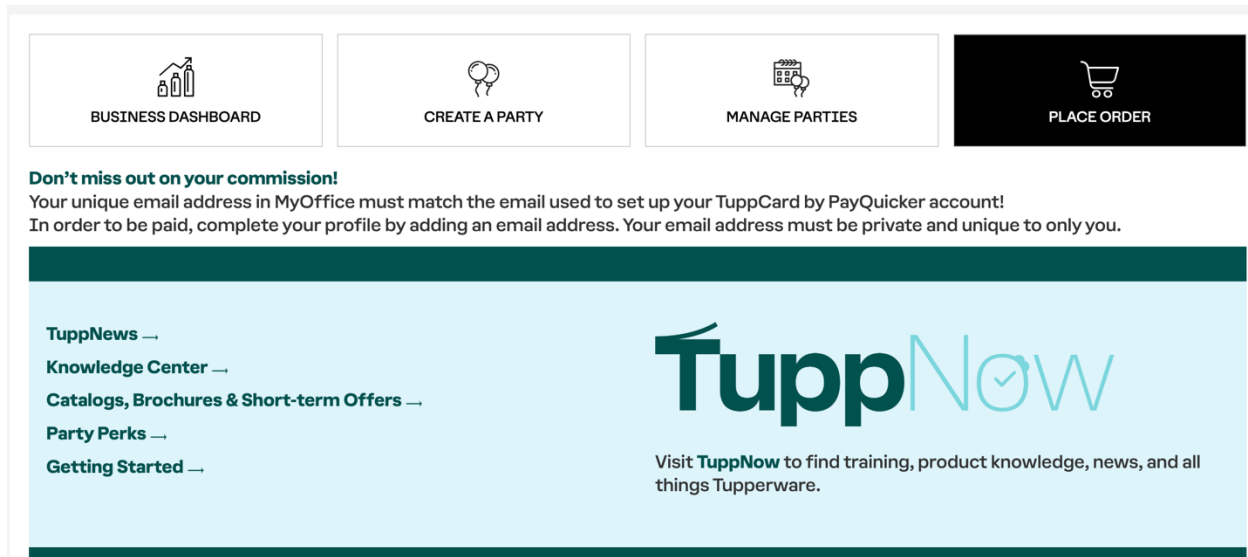


How to enter a Personal (Consultant) Order



1. Log in to your back office. (<https://myoffice.tupperware.com>)
2. Click "Place Order" on top right
3. Click consultant order from drop down menu

How to enter a Party!

Log in to back office <https://myoffice.tupperware.com>

Setting up the Party

1. From the mail menu, click Create a Party or from the left navigation bar, select Sales Order and then click Create a Party.
2. Click on Create a Party.
3. Under New Party, click Select Party Host.
4. Search for a previous host by typing a name and clicking the magnifying glass or select Create New Host If you have never had a party with this host.

If you are creating a new host, enter all required Information:

- First Name
- Last Name
- Email
- Phone

- Country (defaults to the correct country)
- Address Line 1
- Address Line2
- State
- Postal Code

5. Click Create New Host

6. You may receive an Address Validation pop up. Verify the correct address and click Proceed.

7. Click Select Event Type.

8. Click Party. (Party Is the only type currently)

9. On the New Party area, enter a Party Name.

10. Schedule the party by selecting the date on the calendar. Then start the Time and duration.

11. You may edit the Shipping Address or the Party Address by clicking Change Address

12. By default, a link to your party will appear on your personal website. If you do not want that link to appear, deselect the Show party on my website.

13. Select the Event Source (or leave It to default)

- Connect
- Fair
- Street Action
- Social Media
- Hostess
- Other

14. Add details In the Comments for party box. (These comments will only be seen by the consultant, not the party guest)

15. Click Save.

Your Party has now been setup. It has a party number, and It now appears in Sales>Manage Parties.

Manage Party Invitations

1. Click on Manage Invitations tab at the Top of the page.
2. Click on Add Guest
3. Search for past quest or Create New Guest
4. To create a new guest, type their Name, Email and Phone Number.
5. Add another guest or click Save. (The guest will be added to the party)
6. Click Send All Pending Invites or click on each one you want to send.
7. Click on the template.
8. Type text Into the Body.
9. Click Send. The status changes to Invited.
10. You may view the Invitation Status.
11. You may Send All Reminders.
12. You may click Copy Party Link to use in an email or text. If your customers want to pay with their own credit cards, send them this link. Invites will have options to continue to shop for the party.
13. Click Yes to continue.

ENTERING PARTY ORDERS

1. Click Party Orders tab at the top of the page.

Note: Before your guest can order, you have to Complete Their Profile.

2. Completing a profile requires an address, so if you do not want to add an address for the person, just click Add Guest.

For direct ship orders, click on the pencil next to the address in the top left corner. An edit shipping address appears. Update the address and click save. This will enable the order to be direct shipped to the customer when the party closes. Direct ship rates apply.

Card View Is the default or you may select List View.

3. Click View Cart. Type In an Item number If you know it or type the name. You may also click Browse Products.

There Is now an option to send a link to a guest so that he or she may pay for the order. You may copy the link to send in a text or email.

4. Click Checkout.
5. If a customer accepts the offer to date a party, click on Add Bookings on the customer's card. You will be directed to the Book A Party pop-up screen.
6. Add a Party Name.
7. Select a Date.
8. Select the Time and Duration
9. Select Show Party Link on my website to show It on your website.
10. Click Add Bookings. This will create a party that you can view in your Manager Parties area. If a consultant wants to place an order, it works the same as a guest. You can click Add Bookings for that person to add their own party.
11. Click outside the pop-up box to continue.

Entering a Consultant Order

When consultants order Items, the process Is the same as when ordering from a party.

Entering Host Order

1. Click on View Cart for the Host. (The Host cart has a home Icon on It)
2. When host order, the process is the same as for the customer.
3. Host may also order from their rewards. The rewards Summary Is on the right side of the screen.
4. The Rewards Summary shows what the Host qualifies for. The Host Credit Is based on the Party retail volume.
5. Redeem your host gift/rewards by clicking on Shop Now next to each Item. You will be able to see what Is Earned, Used and Remaining.
6. Click Check Out.
7. Click outside the box when you are done.

Reviewing and Submitting a Party.

Click Review & Submit at the Top of the page.

Click Copy Payment Link to send the link so the host can make the payment.

To pay the Consultant Balance, click Add Payment to select the Tupp Card or Add New Card.

1. Click Continue.
2. Add billing information and click Finish.
3. To save the card for the future reference, ensure that Store card for future is selected with the checkbox by the card number.
4. Click Submit Party to process the payment.
5. You will be directed to the Party Summary page which you can print for your records or refer to It later In your portal. You may check back later to check the status of your order