To redeem your coupons/awards/free products from Tupperware, you need to create a consultant order within a party or non-party order. You can also order samples using these same steps; more on how to do that in a bit. (Note: if you do redeem coupons or order samples/supplies on a party where you are the host – you will have to create two orders: one where you are the consultant (for the coupons/samples), and one where you are the host/customer.) For this example, I did as a non-party, and coupons are the only thing being ordered/redeemed. Most coupons load on Fridays, so if you think that you might have earned something from last week's activity, you may want to wait until Friday to place your order. Confident Start awards usually load within a day or so of you hitting the level, though. (You can always check your coupons and their expiration dates by going to your "my sales" screen, and looking under the "Resources" tab, then "my coupons".) To get started, create a new non-party order. Describe and date it, just like you would with a party, and choose your primary or alternate ship to address.

Non Party	Setup							510
								FAQ
Party Ref#	4006099313	Description	coupons		Party Date	02/04/2015		Help
# Orders	0							
# 010010	0							Support
	Except fo	r Direct to Custo Please se	mer Orders, products elect a CONSULTANT	will be shipped to th address for shippin	e CONSULTANI g.	г.		Need Help? live chat now
	<u>Shir</u>	Address	Primary Ship To	O Alternate Ship	То			
	First	Name						
	Last	Name						
	Add	ress						
	Apt/	Suite						
	City							
	Zip+	-4						
	Wor	k Phone		Extn.	•			
			PO Box Militar	ry 🔲 Outside City				
Previous	Pa	rty Summary	Party Orders	Delete Part	Verify	/ Next	1	

When you get the next "first order" screen, be sure to click the button for consultant, in the section that asks "this order is for:", and verify that it's shipping to the address that you want it to go to. Once you have that, click next.



This is the next screen that you'll see. If you have coupons to redeem, they will be listed in the "coupon entry" area of your order screen:

Party Ref#	4006099313	Description	Coupons		Party Date	02/04/2015			
Order Ref#	180811834	Customer			Order Date	02/04/2015			
Order Type	Consultant	Shipping Method	Ship To Consulta	nt					
Coupon Entry									
Click on coupon to	display description.		Click on the f coupon numb Del and click	edeem My Coupons but ers below. To delete a c Verify to submit.	ton or enter one oupon, check th	or more e box labeled			
	Redeem My Co	oupons		pon Number					
SY99 New Co	onsultants Say Ye	s offer Wks 1-5 Heart	Ke 🗌			\sim			
SY97 Say Ye	s Recruiters Wks	1-5 Impressions Class	sic 🗌			\sim			
SY96 Say Yes offer Wks 1-5 Impressions Classic Bowl									
SLN01 Level	1 Confident Start	#75430 Business Too	ls						

To redeem your coupons, click on the "redeem my coupons" box. It will bring up a pop up box like this one:

w Favorites Tools Help	p (7				
🝷 🔂 Select		http://order.tupperware.com/st/app/tst%my_coupons.item_page_show - Windows Internet Explorer pro	vided by Yahoo!		
🗿 Customize Links 🚺 Sugg		_	62		
Sales	es Force	My Available Coupons	er		
láona Entra 🥅		Coupon Description	Coupon Number	End Date	Quantity
		New Consultants Say Yes offer Wks 1-5 Heart Keeper for Free* #74461	SY9980000704796	02/14/2015	1
Party Ref# 400	060993	Say Yes Recruiters Wks 1-5 Impressions Classic Bowl Set\XLg Bowl for \$10 #74458	SY9780000704796	02/28/2015	1
Order Ref# 180	081183	Say Yes offer Wks 1-5 Impressions Classic Bowl Set\XLg Bowl for \$10 #74457	SY9680000704796	02/28/2015	1
Order Type Cor	nsultan	Level 1 Confident Start #75430 Business Tools	SLN0180000704796	02/23/2015	1
Coupon Entry	olay deso	Close Window			
	Redeem M	y Coupons Dei Coupon Number			
SY99 New Consul SY97 Say Yes Re SY96 Say Yes offe SLN01 Level 1 Co	ultants Say ecruiters W fer Wks 1-{ onfident St	Yes offer Wks 1-5 Heart Ke ks 1-5 Impressions Classic Impressions Classic Bowl art #75430 Business Tools	\sim	Produc	t Alerts
Thomas Continue				Wiy Cu	upons

To actually redeem the coupon, click on the alphanumeric hyperlink in blue under the "coupon number" section for each coupon that you want to redeem. You do not have to redeem all coupons at once, just be aware of the end dates! You will see the system populate the "item entry" area with the item type "sales aids", an item number, and the quantity of 1:

/		Sales Force				My A Click the co	vailable	e Coup	ons				
Itom	Enter		Coupo	n Descriptio	n	encir une ec	upon numee			Coupon	Number	End Date	Quantity
item	1 Entry	🕞 Quick L	New C	onsultants Say	y Yes offer Wks 1-5 He	eart Keeper for Fi	ree* #74461			SY998000	0704796	02/14/2015	1
F	Party Ref#	40060993	Say Ye	s Recruiters V	0704796	02/28/2015	1						
C	Order Ref#	18081183	Say Ye	s offer Wks 1	0704796	02/28/2015	1						
0	rder Type	Consultan	Level 1	Confident Sta	00704796	02/23/2015	1						
Coupon Entry Close Window													
		Redeem	My Coup	ons	U				_	_	-	_	-
SY9 SY9 SY9 SLN	9 New Co 7 Say Ye 6 Say Ye 01 Level	onsultants Sa s Recruiters s offer Wks 1 1 Confident \$	iy Yes o Wks 1-5 -5 Impr Start #7	ffer Wks 1- Impressio essions Cla 5430 Busin	5 Heart Ke ns Classic assic Bowl : ess Tools	SY978000 SY978000 SY968000	0704796 00704796 00704796				~	Produc	t Alerts
Ite	m Entry											My Co	upons
To ad item,	d a new item click the "De	n, select the It el" check box t	em Type o the lef	, type the it t of the item	em # in the Item fi and press the Veri	eld and type th fy or Next butt	e quantity i ons.	n the Qty	field. To	delete an e	xisting	Item S	earch
Del	I	tem Type		Item	Descrip	tion	Qty	Cost	Cost Total	Retail Price	Retail Total	Nee	d Help?
	7- Sales A	ids	~	4461			1					live c	hat now
	7- Sales A	ids	~	4458			1						
	7- Sales A	ids	~	4457			1						
	7- Sales A	ids	~	5430			1						

Once you have redeemed all of your coupons (or only the ones that you want to get today), click the "close window" on the pop up box, then click the "verify" button at the bottom of the page. Your screen will show the descriptions of the awards you've earned and are redeeming, and will have the coupon numbers moved to the right side of the coupon entry screen:

	Party Ref#	4006099313	Desc	ription	Coupons			Party D	ate 02/	04/2015	
C	Order Ref#	180811834	Cus	stomer				Order D	ate 02/	04/2015	
c	Order Type	Consultant	Shipping M	lethod	Ship To Consultant						
ζοι	ipon Ent	try									
Click	Click on the Redeem My Coupons button or enter one or more coupon to display description. Del and click Verify to submit.										
Ye	You have no unused coupons. Del Coupon Number										
					SY998000	0704796				~	
SY9780000704796									×		
Tte	m Entry	,			151968000	10704796					
Topo	id a now itom	soloct the Item Ty	na, two the it	om # in	the Item field and type th	o guantity i	n the Oty	field. To a	lelete an	ovicting	
item,	click the "De	el" check box to the	eft of the item	and pre	ss the Verify or Next butt	ons.	in the Qty	neia. ro c	lelete all	existing	
Del	1	tem Type	Item		Description	Qty	Cost	Cost Total	Retail Price	Retail Total	
	7- Sales A	ids 🗸	074461	*AWAR	D*LOGO'D HEART KEEPER	1	.00	.00	.00	.00	
	7- Sales A	ids 🗸	074458	*AWARI	D*IMP BOWL SET	1	10.00	10.00	.00	.00	
	7- Sales A	ids 🗸	074457	*AWARI	D*IMP BOWL SET	1	10.00	10.00	.00	.00	
	7- Sales A	ids 🗸	075430	CONFID TOOL	ENT AWD LEVEL 1/BUS	1	.00	.00	.00	.00	
	1- Regular	~									

If you need to order catalogs, sales flyers, samples, or other sales aids (keychains, citrus peelers, etc.), you can add them on the next empty line(s) of this screen. When you are done, click next.

You'll be taken to the order summary screen, just like any other order. If it looks right, click next; otherwise, click previous to change whatever needs changing.

Order Number

180811834

Shin To Consultant

This order is	for	Consultant	Dated Party	No				
Sold To			Ship To					
		1						
Show Consultant Datail								
Show Consult	ant Detail							
Show Consult	ant Detail							
Show Consulta	ant Detail							
Show Consult	ant Detail							
Show Consult: Order Detail Item Type	ant Detail	Desc	ription	Qty	Price	Total		
Show Consult: Order Detail Item Type Sales Aids	ant Detail Item# 4461	Desc *Award*Logo'D Heart	ription Keeper	Qty 1	Price \$0.00	Total \$0.00		
Show Consult: Order Detail Item Type Sales Aids Sales Aids	Item# 4461 4458	Desc *Award*Logo'D Heart *Award*Imp Bowl Set	ription Keeper	Qty 1	Price \$0.00 \$0.00	Total \$0.00 \$0.00		
Show Consult: Order Detail Item Type Sales Aids Sales Aids Sales Aids	ant Detail Item# 4461 4458 4457	Desc *Award*Logo'D Heart *Award*Imp Bowl Set *Award*Imp Bowl Set	ription Keeper	Qty 1 1	Price \$0.00 \$0.00 \$0.00	Total \$0.00 \$0.00 \$0.00		
Show Consult Order Detail Item Type Sales Aids Sales Aids Sales Aids Sales Aids	Item# 4461 4458 4457 5430	Desc *Award*Logo'D Heart *Award*Imp Bowl Set *Award*Imp Bowl Set Confident Awd Level	ription Keeper	Qty 1 1 1	Price \$0.00 \$0.00 \$0.00 \$0.00	Total \$0.00 \$0.00 \$0.00 \$0.00		

Customer Order Summary

4006099313



Party Ref#

Line Aller

You'll then be taken to this screen. If you had an order to tack on to this (maybe a friend wanted to order some things that are on sale, but you don't have enough orders for a party), you would do a "new order", and enter the customer info and items. If your order is the only one that will be on this "non-party", click the "party summary" button to go to the next screen.

· ··· · , · · · ·								
Party Ref	# 400609931	3 Description	Coupons			Party D	Date	02/04/2015
Order #	Shipping #	Customer	r	Customer Type	Order Date	Order Total		Status
<u>180811834</u>				Consultant	02/04	\$24.34		Pending
	Previous		New Order			Party Summary		

This is the party authorization/submittal screen, just like with any other party. Verify all of the info is correct for what you're ordering, then go down the page to the "consultant payment" area.

			Pa	arty Au	uthorizat	ion is	NOT S	UBM	ITTED.				
Party Ref#		4006099313	Party [)ate	02/0	4/2015	Descripti	on	Coupons				
Orders					Cust	omer S	ummary		Consultant Summary				
Order Number	Shippi Numb	ng Cust er	omer	Total Retail	Shipping Handling	Sales Tax	Customer Due Amt	Credit Card	Consultant Cost	Shipping Handling	Sales Tax	Consultan Due Amt	t Sales Credit
<u>180811834</u>	180811	830			2.75	0.19	2.94		20.00	2.75	1.59	24.34	l I
	Totals=		>	0.00	2.75	0.19	2.94	0.00	20.00	2.75	1.59	24.34	0.00
O Product	ts												
Coupon	is Redee	med		<u>SY99</u>	<u>SY97</u> <u>SY96</u>	SLN0	1		Cash N C	arry Redee	med		D0
Consultant	t Amoun	t Due Summa	ary						Gross Profi	t Potential			
Consultant	Cost - T	otal					-	\$20.00	Party Costs	;			
Shipping &	Handlin	g						\$2.75	Total Retail				\$0.00
Tax								\$1.59	Consultant	Cost			\$0.00
						Subtot	al	\$24.34	Gross Profit from this party				\$0.00
Customer C	Credit Ca	ard Payments						\$0.00	Business E	xpenses		Cost	Tax
					Total Bala	ance Du	ie	\$24.34	Sales Aids			\$20.00	\$1.40
										Su	ıbtotal	\$2 0.00	\$1.40
										Total Bus	siness E	xpenses	\$21.4 0
	Net Profit Potential												
	Gross Profit from this party								\$0.00				
	Less Other Expenses -\$21									-\$21.40			
										Tota	I Profit	Potential	-\$21.40

Enter your Tupperware card or credit card payment info here, if you don't have it saved in the system yet. Once you are sure that you have everything entered correctly, click "submit party", then re-enter your password for verification. That's it!

Consultant Payment	:	Party Sumn
Payment Amount: \$ 24.34		
C Existing Card	Select an existing Credit Card 🗸	
O New Card	Card Type Tupperware Card 🗸 Number	
Do not store credit card information	ation	
Billing Address	\bigcirc Same as Mail To Address \bigcirc Same as Ship Address	
First Name	e	
Last Name	e	
Addres	s	
Apt/Suite	e	
Cit	y State	
Zij	p Plus 4	
Ema	il	
Home Phone	e	
Work Phone	e Ext.	
	PO Box Military	
Previous	Party Setup Submit Party	Next