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.

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 Consultant		

Coupon Entry

Click on coupon to display description.

Click on the Redeem My Coupons button or enter one or more coupon numbers below. To delete a coupon, check the box labeled Del and click Verify to submit.

Redeem My Coupons

Del   Coupon Number

SY99 -- New Consultants Say Yes offer Wks 1-5 Heart Ke
SY97 -- Say Yes Recruiters Wks 1-5 Impressions Classic
SY96 -- Say Yes offer Wks 1-5 Impressions Classic Bowl
SLN01 -- Level 1 Confident Start #75430 Business Tools

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

My Available Coupons
Click the coupon number to add it to the order

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
Say Yes Recruiters Wks 1-5 Impressions Classic Bowl Set\XLg Bowl for $10 #74458	SY9780000704796	02/28/2015	1
Say Yes offer Wks 1-5 Impressions Classic Bowl Set\XLg Bowl for $10 #74457	SY9680000704796	02/28/2015	1
Level 1 Confident Start #75430 Business Tools	SLN0180000704796	02/23/2015	1

Close Window

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:

My Available Coupons
Click the coupon number to add it to the order

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
Say Yes Recruiters Wks 1-5 Impressions Classic Bowl Set\XLg Bowl for $10 #74458	SY9780000704796	02/28/2015	1
Say Yes offer Wks 1-5 Impressions Classic Bowl Set\XLg Bowl for $10 #74457	SY9680000704796	02/28/2015	1
Level 1 Confident Start #75430 Business Tools	SLN0180000704796	02/23/2015	1

Close Window

Item Entry

To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons.

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
☐	7- Sales Aids	4461		1				
☐	7- Sales Aids	4458		1				
☐	7- Sales Aids	4457		1				
☐	7- Sales Aids	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	Description	Coupons		Party Date	02/04/2015
Order Ref#	180811834	Customer	▉▉▉▉▉▉▉		Order Date	02/04/2015
Order Type	Consultant	Shipping Method	Ship To Consultant			

Coupon Entry

Click on coupon to display description.

Click on the Redeem My Coupons button or enter one or more coupon numbers below. To delete a coupon, check the box labeled Del and click Verify to submit.

-- You have no unused coupons.

Del	Coupon Number
☐	SY9980000704796
☐	SY9780000704796
☐	SY9680000704796

Item Entry

To add a new item, select the Item Type, type the item # in the Item field and type the quantity in the Qty field. To delete an existing item, click the "Del" check box to the left of the item and press the Verify or Next buttons.

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
☐	7- Sales Aids	074461	*AWARD*LOGO'D HEART KEEPER	1	.00	.00	.00	.00
☐	7- Sales Aids	074458	*AWARD*IMP BOWL SET	1	10.00	10.00	.00	.00
☐	7- Sales Aids	074457	*AWARD*IMP BOWL SET	1	10.00	10.00	.00	.00
☐	7- Sales Aids	075430	CONFIDENT AWD LEVEL 1/BUS TOOL	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.

Customer Order Summary 📇 Quick Links

Party Ref#	4006099313	Order Number	180811834
Host Name		This order is a	Ship To Consultant
This order is for	Consultant	Dated Party	No

Sold To	Ship To
▉▉▉▉▉▉▉	▉▉▉▉▉▉▉

Show Consultant Detail

Order Detail

Item Type	Item#	Description	Qty	Price	Total
Sales Aids	4461	*Award*Logo'D Heart Keeper	1	$0.00	$0.00
Sales Aids	4458	*Award*Imp Bowl Set	1	$0.00	$0.00
Sales Aids	4457	*Award*Imp Bowl Set	1	$0.00	$0.00
Sales Aids	5430	Confident Awd Level 1/Bus Tool	1	$0.00	$0.00
				Total	$0.00

Previous

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#	4006099313	Description	Coupons		Party Date	02/04/2015

Order #	Shipping #	Customer	Customer Type	Order Date	Order Total	Status
180811834		██████████	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.

Party Authorization is NOT SUBMITTED.

Party Ref#	4006099313	Party Date	02/04/2015	Description	Coupons

Orders			Customer Summary					Consultant Summary				
Order Number	Shipping Number	Customer	Total Retail	Shipping Handling	Sales Tax	Customer Due Amt	Credit Card	Consultant Cost	Shipping Handling	Sales Tax	Consultant Due Amt	Sales Credit
180811834	180811830	██████		2.75	0.19	2.94		20.00	2.75	1.59	24.34	
	Totals= = = = = = = = = = = =>		0.00	2.75	0.19	2.94	0.00	20.00	2.75	1.59	24.34	0.00

⊕ Products

Coupons Redeemed	SY99 SY97 SY96 SLN01	Cash N Carry Redeemed	.00

Consultant Amount Due Summary	
Consultant Cost - Total	$20.00
Shipping & Handling	$2.75
Tax	$1.59
Subtotal	$24.34
Customer Credit Card Payments	$0.00
Total Balance Due	$24.34

Gross Profit Potential		
Party Costs		
Total Retail		$0.00
Consultant Cost		$0.00
Gross Profit from this party		$0.00
Business Expenses	Cost	Tax
Sales Aids	$20.00	$1.40
Subtotal	$20.00	$1.40
Total Business Expenses	$20.00	$1.40
Net Profit Potential		
Gross Profit from this party		$0.00
Less Other Expenses		-$21.40
Total Profit Potential		-$21.40

Consultant Payment   Party Summary

Payment Amount: $ 24.34

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

Payment Amount: $ 24.34

○ Existing Card | Select an existing Credit Card ⌄ |

○ New Card Card Type | Tupperware Card ⌄ | Number | |

☑ 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

| Previous | | Party Setup | | Submit Party | | Next |