

HOW TO

Place a Sample Order

Tupperware Plus

1. Log into your website and click on Place Order

The screenshot shows the Tupperware Plus user interface. At the top, there is a navigation bar with the following items: Home, My Profile, Community, My Sales, Tools, Sales Force Website, Training, Settings, and Logout. Below the navigation bar, the user is greeted with "Hello TINA". A dropdown menu is open under the "My Sales" tab, with the "Place Order" option highlighted in a red box. Other options in the dropdown include "Add Recruits", "Personal Summary", "Commissions", and "My Team". To the right of the dropdown, there is a "view all" link. Below the navigation bar, there are several content blocks. On the left, there is a "FOCUS" section with a red Tupperware container and a person. On the right, there is a "New Consultants start here" section with a star icon, a "2.0 Traditional 2.0" section with a calendar icon, a "Last 14 Days" section with a calendar icon, and a "News" section with a calendar icon.

2. Click on NON Party

Party History

Tina Evans

February Sales Month ends on Friday, February 26 2016 at 11:59 P.M. CT.

Start New Party ▼ Party Search

Ref#	Ty	Party Date	Sales Month	Sales Credit	Status	Submit Date	Action
	Non-	Feb 09			Not Submitted		
	Non-	Jan 04	JAN		Delivered	Jan 08 09:58 pm	Track
	Non-	Dec 28	JAN		Delivered	Dec 28 11:26 am	Track
	Non-	Nov 23	NOV		Delivered	Nov 23 11:15 am	Track

Click Party Type

Party

Non Party

Fundraiser

Sales Aids Order

Non Party Setup

#3

Tina Evans

Party Ref#	4007859309	Description	February Samples	Party Date	
# Orders	0				

FAQ Help

#4

February 2016

Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28	29				

Today is: Wed. 10. Feb 2016

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

Ship Address

Primary Ship To Alternate Ship To

First Name

Last Name

Address

Apt/Suite

City

State IL

Zip+4

Work Phone

Extn.

PO Box Military Outside City

3. Add Description Name
4. Click on calendar and pick the date
5. Click on Next

Previous

Party Summary

Party Orders

Delete Party

Verify

Next

#5

Customer Order [Quick Links](#) Tina Evans

Party #	4007859309	Description	February Samples	Party Date	02/10/2016
Order #					

- FAQ
- Help
- Support

This order is for: Customer **Consultant #6**

Live Chat Offline

Home Address Add to Email

First Name

Last Name

Address

Apt/Suite

City State

Zip+4

E-mail

Primary Phone

Alternate Phone

PO Box Military Outside City

Ship Address

First Name

Last Name

Address

Apt/Suite

City State

Zip+4

Alternate Phone

Phone

Ship Instruction

PO Box Military Outside City

6. Click on Consultant
7. Click on Next

#7

Item Entry [Quick Links](#) Tina Evans

Party Ref#	4007859309	Description	February Samples	Party Date	02/10/2016
Order Ref#	188070927	Customer	Tina Evans	Order Date	02/11/2016
Order Type	Consultant	Shipping Method	Ship To Consultant		

- FAQ
- Help
- Support
- Open Coupons
- Product Alerts

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
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

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.

Mid-January Brochure Grate Master Item Number Incorrect
 On page 2 of the mid-January brochure (all language versions), the Grate Master Shredder catalog re-promote shows an incorrect item number. Please be sure to enter item number 1227 to order the Grate Master Shredder. Item number 1231 is incorrect and will not be seen in the catalog.

Live Chat Offline

#8 Enter Item number
#9 enter Quantity
#10 Click on Next

Note: Make sure the drop down menu is on Samples

Del	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
<input type="checkbox"/>	5- Samples						
<input type="checkbox"/>	7- Sales Aids						
<input type="checkbox"/>	8- Sales Specials						
<input type="checkbox"/>	9- Warranty						
<input type="checkbox"/>	88- Purchase w/ Purchase						
<input type="checkbox"/>	91- Award Coupons						
<input type="checkbox"/>	1- Regular						
<input type="checkbox"/>	1- Regular						
<input type="checkbox"/>	1- Regular						

Click on T Tupperware | Consultant Online Ordering Center | Item Search - Google Chrome

order.tupperware.com/sf/app/tsf\$search_items.main_page?p_page=party_items

Item Search Tina Evans

[Help](#)

Option 1: You can either enter an Item # or a Description in the boxes below to search by. (You can enter part of the description e.g. "seal" or "mod")

Item # or Mold #

Description

Option 2: Select from the following sales classes.

Regular
 Sales Aids
 Exclusive Host Gifts
 Parts
 Samples
 Fundraiser
 PWP
 Sales Specials
 Obsolete

Click on verify to make sure you have the correct items then click on NEXT

You can also click on **Item search** then click on **Samples** to get a list of all the samples

Customer Order Summary [Quick Links](#)

Party Ref#	4007859309	Order Number	188070927
Host Name		This order is a	Ship To Consultant
This order is for	Consultant	Dated Party	No

Sold To	Ship To

Item Type	Item#	Description	Qty	Price	Total
Samples	7303	Microwave Luncheon Plates	1	\$19.00	\$19.00
Samples	7305	Tw Impressions Crazy 8 Set	1	\$120.00	\$120.00
Samples	7306	Impressions 2qt/2l Pitcher	1	\$9.00	\$9.00
Samples	7307	Impressions Serving Sppons	1	\$3.25	\$3.25
Total					\$151.25

Tina Evans

#11
Click on Next

