To place a sales aids order...go to your party history screen:

	are.com/sf/app/tup_btpSp	ersonal_sales_recruit.p_show_current	ク - C × (≧ Web Office: Home	<i> B</i> reakthrough Plan   Person 🗙
File Edit View Favorites Tool	s Help			
👍 🗿 Web Slice Gallery 👻 😭 0 Not	tifications			🏠 🕶 🗟 🔹 🖃 👼
Party History	Sales Force	Reports	Search	Resources
Tupperware				

Click on the "Start New Party", and choose "sales aids order":

	Sta	art New Party▼			Part	y Search	8	
Ref#	т		iales	Sales	Status	Submit	Action	
		Click Party Type	Ionth	oreun	Preparing your	Mar 40		
4006270849	P	Party	MAR	223.25	Order	09:51 pm		
1006246775		Non Party						
areas a second	Func	Fundraiser	-	.00	Not Submitted		Manage	
1006246530	Р	Sales Aids Order		.00	Not Submitted		Manage	1

Do the party set up like you normally do – party description and party date. Because this is a sales aids only order, it is going to default to your (the consultant's) primary or alternate shipping address. Choose which one you want it to go to, then click next.

Sales Force		Reports	3	Search		Resources	
Sales Aids	Order Set	up					[
Party Ref#	4006293289	Description	catalogs 3/17		Party Date	03/17/2015	[
# Orders	0						[
	Except fo	r Direct to Cust Please s	omer Orders, products elect a CONSULTAN	will be shipped to the T address for shipping	e CONSULTANI g.	Г.	l
	<u>Shi</u>	o Address	Primary Ship To	Alternate Ship	То		
	First	t Name					
	Last	t Name					
	Add Ant/	ress Suite					
	City	ouno					
	Zip+	+4					
	Wor	k Phone	l				
			PO Box Milita	ary 🗌 Outside City			
Previous	Pa	rty Summary	Party Orders	Delete Party	Verify	Next	

Again, the order is going to default "consultant" with no ability to change it. Verify the address again, then click "next".

Party # 4006293289	Description catalogs 3/17	Party Date	03/17/2015
Order #			
This order is for:	Customer O	Consultant	

This is the page where you'll enter the sales aids item numbers that you want to order, just like you would a regular order, but notice that the item type is "sales aids" – that is the ONLY thing that you'll be able to order on this page/order type:

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
	7- Sales Aids 🔻							
	7- Sales Aids 🔻							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							

If you don't know the item numbers for the catalogs, flyers, magnets, etc., that you're trying to order, go up to the top of the page, click on "search", then "item search":

👍 🙆 Web Slice Gallery 👻 📑 0 No	otifications						🟠 -	· 🗟 • 🖃 🖶 •	Page 👻 Safety	Ŧ
Party History	Sales Force		Reports		Search	 R	esources		Log Out	
	Item Entry	🗖 Outals Links			Party Search					
	item Linuy		-		Order Search			FAQ	1	
	Party Ref#	4006293289	Description	catalogs 3/17	Item Search	Party Date	03/17/2015		-	
		101510700	<b>a</b> .				00/17/00/15	Help	4	

Since we're doing a "sales aids only" order, click on the "sales aids" button in option 2 of the search screen, then click "search":

Iten	n Entry 🦷	Tupperware   Consultant Onlin	e Ordering Center   Item Search - Int	ernet Explorer provided by Dell
	Party Refi	Attp://order.tupperware.com	/sl/app/tsl\$search_items.main_page	
(	Order Ref#			
0	Order Type	Item Search		
te	m Entry	Help		
o a xist	dd a new iten ting item, click	Option 1: You can eith enter part of the descri	r enter an Item # or a Description in ation e.g. "seal" or "mod")	the boxes below to search by, (You can
ith otif	Natural seals, ying your cust	Rem #	or Mold #	
ten SP	n #89407- " heer Lime Yell	Description		Search
ppr	eciate your he			
Del	Ite	Option 2: Select from t	he following sales classes.	
2	7- Sales Aic	© Regular	Sales Aids	C Exclusive Host Gifts
	7- Sales Aic	O Parts	C Samoles	C Fundraiser
	7- Sales Aid			
٢	7- Sales Aic	© PWP	Sales Specials	1 Obsolete
	7- Sales Aid			Search
	7- Sales Air			
	7- Sales Aic		Close Window	
2	7- Sales Aid			

This is the box that opens, listing all of the available sales aids to order. They come up listed in numerical order, which doesn't help me at all! I know that sales flyers currently cost \$3.00, and catalogs are \$10.00, so I click on the "cost" button to sort the items by price:

	Help Search Description For:		Loca	te
Item	Description	Item Type	Retail	Cost
<u>6003</u>	Magnet:Vent 'N Serve(Tm)/5	Sales Aids	.00	3.75
<u>6004</u>	Rocker Scoop /Set Of 5	Sales Aids	.00	2.50
<u>6015</u>	Polybag-Small/Pack Of 10	Sales Aids	.00	.90
6023	Keychain Eco Water Bottle/5	Sales Aids	.00	4.00
6029	Keychain-Shape-O(R)Toy /5	Sales Aids	.00	4.00
<u>6030</u>	Catalog-Spring '15/Eng(1)	Sales Aids	.00	.60
<u>6031</u>	Catalog-Spring '15/Spa(1)	Sales Aids	.00	.60
<u>6039</u>	Sock Sorter Set/16/	Sales Aids	.00	1.25
<u>6040</u>	Catalog-Spring '15/Eng(20)	Sales Aids	.00	10.00
<u>6041</u>	Catalog-Spring '15/Spa(20)	Sales Aids	.00	10.00
6056	Party Planning Envelope/5	Sales Aids	.00	1.00
	las a classico con		i i	

Key in the item numbers and quantities that you need, then click the verify button to make sure that your order is complete:

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
	7- Sales Aids 🔹	076148	POLYBAG-LARGE/PACK OF 10	2	1.80	3.60	.00	.00
	7- Sales Aids 🔹	076406	BROCHURES-MID MAR'15/ENG (20)	1	3.00	3.00	.00	.00
	7- Sales Aids 🔹	076220	DATE ME PLANNER-2015/ENG	1	3.50	3.50	.00	.00
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	7- Sales Aids 🔹							
	Previous		Next 10 Items		Verify		Ne	×t

Once you have everything that you want ordered, click "next". Then you'll come to your order summary page, listing your shipping address, ordered items, your sales credit and cost:

		amp to							
Hide Consi	ultant Detail								
Order Detail						Consu Cos	ltant st	Sales C	redit
Item Type	Item#	Description	Qty	Price	Total	Price	Total	Price	Tota
Sales Aids	6148	Polybag-Large/Pack Of 10	2	\$0.00	\$0.00	\$1.80	\$3.60	\$0.00	\$0
Sales Aids	6406	Brochures-Mid Mar'15/Eng(20)	1	\$0.00	\$0.00	\$3.00	\$3.00	\$0.00	\$0
Sales Aids	6220	Date Me Planner-2015/Eng	1	\$0.00	\$0.00	\$3.50	\$3.50	\$0.00	\$C
Sales Aids	6040	Catalog-Spring '15/Eng(20)	1	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00	\$0
				Total	\$0.00	Total	\$20.10	Total	\$0
						Consultant (	Cost Summ	ary	
						Retail Produ	ct		SC
									~
						Samples			\$C
						Samples Sales Aids			\$20
						Samples Sales Aids	Produ	ict Subtotal	\$20 \$20
						Samples Sales Aids Shipping & H	Produ	ict Subtotal	\$20 \$20 \$20 \$37
						Samples Sales Aids Shipping & H Shipping	Produ landling ing & Handli	ict Subtotal ng Subtotal	\$20 \$20 \$20 \$7 \$7
						Samples Sales Aids Shipping & H Shippi Tax 8.000%	Produ landling ing & Handli	ict Subtotal ng Subtotal	\$20 \$20 \$20 \$7 \$7 \$7 \$2
						Samples Sales Aids Shipping & H Shippi Tax 8.000%	Produ landling ing & Handli T	ng Subtotal ax Subtotal	\$0 \$20 \$20 \$20 \$77 \$77 \$77 \$72 \$52 \$52
						Samples Sales Aids Shipping & H Tax 8.000%	Produ landling ing & Handli T for the Bette xt dollar	ict Subtotal ing Subtotal ax Subtotal er - Round	\$0 \$20 \$20 \$7 \$7 \$7 \$2 \$7 \$7 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2
						Samples Sales Aids Shipping & H Shipping & H Tax 8.000%	Produ landling ing & Handli T for the Bette xt dollar Consultant A	ng Subtotal ng Subtotal ax Subtotal er - Round	\$0 \$20 \$20 \$7 \$7 \$2 \$2 \$2 \$2 \$2 \$2
						Samples Sales Aids Shipping & H Shipping & H Tax 8.000%	Produ landling ing & Handli T for the Bette xt dollar consultant A	act Subtotal ng Subtotal ax Subtotal er - Round mount Due	\$0 \$20 \$20 \$7 \$7 \$2 \$2 \$2 \$2 \$2 \$2

\_\_\_\_

Once you have everything the way that you want it, click "next". You'll be taken to the party submittal page, where you can once again verify your order or go back to the order screen to change anything.

			Party	Authoriza	ation is	NOT SU	JBMIT	TED.				
Party Ref#	4006293289	Party Da	ite	03/1	7/2015	Descript	ion	catalogs 3/	/17			
0.1									0			
Orders				Cust	omer S	ummary			Consultar	nt Sum	nmary	
Order Shippi Number Number	ng Custo er	mer	Total tail	Shipping Handling	Sales Tax	Customer Due Amt	Credit Card	Consultant Cost	Shipping Handling	Sales Tax	Consultant Due Amt	Sales Credit
181548726 1815487	722 Heamer Gu	ming		7.25	0.58	7.83		20.10	7.25	2.19	29.54	
Totals		>	0.00	7.25	0.58	7.83	0.00	20.10	7.25	2.19	29.54	0.00
Products Coupons Redee	emed none							Cash N Ca	nrry Redeem	ned	.(	00
	1											
Consultant Amou	nt Due Summa	ry						Gross Profit	Potential			
Consultant Cost -	Total						\$20.10	Party Costs				
Shipping & Handlin	g		_				\$7.25	Total Retail				\$0.00
Тах							\$2.19	Consultant C	Cost			\$0.00
		Subtot	al				\$29.54	G	Fross Profit	from t	his party	\$0.00
Customer Credit C	Card Payments	,					\$0.00	Business Ex	penses		Cost	Тах
	I otal B	alance Du	e				\$29.54	Sales Aids			\$20.10	\$1.61
									Sub	ototal	\$20.10	\$1.61
									Total Busin	ness E	xpenses	\$21.71
								Net Profit Po	otential			
								Gross Profit	from this pa -	arty		\$0.00
								Less Other I	xpenses	Drofit	Detential	-\$21.71
									Iotai	Profit	Potential	-321./1
Consultant Pa	yment										Party S	ummary

## Consultant Payment

Payment Amount: \$ 29.54

 Calant an avieting Cradit Card Ţ

Consultant Payn	nent	Party Summary
Payment Amount: \$ 29.	i4	
Existing Card	Tupperware Card************6316 🔻	
New Card	Card Type Tupperware Card Vumber	
Do not store credit ca	rd information	
Billing Ad	dress Same as Mail To Address Same as Ship Address	
	First Name	
	Last Name	
	Address	
	Apt/Suite	
	City	
	Zin	
	Email	
	dome Phone	
	Work Phone	
	Work Phone	
	PO Dox Millitary	

If your order is complete, scroll down the page to enter your payment information.

Click the "submit party" button, and enter your password again to finalize and submit the order.

	\$7.25	Total Retail	\$0.00	
Tax	\$2.19	Consultant Cost	\$0.00	
Subtotal	\$29.54	Gross Profit from this par	ty \$0.00	
Customer Credit Card Payments	\$0.00	Business Expenses Cost	Тах	
Total Balance Due	\$29.54	Sales Aids \$20.	10 \$1.61	
		Subtotal \$20.	10 \$1.61	
		Total Business Expense	es \$21.71	
		Net Profit Potential		
		Gross Profit from this party	\$0.00	
		Less Other Expenses	-\$21.71	
		Total Profit Potent	ial -\$21.71	
Consultant Payment		Pa	rty Summary	
Payment Amount: \$ 29.54				
Enter Password				
New Card     Please re-enter ye	our My Sales Password:	Subr	nit Cancel	
Once you click submit your car	d will be charged and no	changes can		- 1
Billing Addres	le to the order.			
First Name				
Last Name				
Last Name				
Last Name Address				
Last Name Address Apt/Suite				
Last Name Address Apt/Sute CBy				
Last Name Address Apt/Suite City Zip				
Last Name Address Apt/Sute City Zip Emai				
Last Nam Address Apt/Suit C& Zip Ems Home Phone				
Last Nam Address Apt/Suite CR Zr Ema Home Phone Work Phone				
Last Name Address Apt/Suite Ctb Ztc Ema Home Phone Work Phone Ext. PO Box Millary				
Last Nam Address Apt/Suts City Zic Ema Home Phone Ext. Work Phone Ext. PO Box Mittary				
Last Nam Address Apt/Suit CB Zp Ema Home Phont Work Phone Ext PO Box Military				