

How to submit a sample order:

1. Go to <https://my.tupperware.com> and log in using your username and password. You can also go directly to My Sales at <http://order.tupperware.com>
2. Click on My Sales and choose Place Order
3. Go to the Party History Tab at the top and click.
4. Click "Start New Party" and choose Non Party
5. Type in your description (ie.Samples for Summer Catalog) and choose today's date; Click Next
6. Click on the Consultant Order button and your own address will pre-fill; Click Next
7. Enter the item numbers of all the things you want from the sampling sheet....OR
8. Click on the "My Samples" button on the right side (if you're on a computer). You'll see ALL the things available for you to samples right now. You are allowed one of each item.
9. Click on the item numbers within the search box and the item will be added to your order. If you are ordering more than 10 items, you'll need to go back and click on "Next 10 Items" at the bottom. Or you can just use the ordering sheet and manually type the numbers of the items you want into your order.
10. Once you have everything you want, click Verify to make sure they are correct. Your cost will be in the COST column. Your Sales Credit will be in the Retail Total column
11. Click Next to see your summary. Click on "show consultant detail" to see the details and then click next.**
12. Click on Party Summary, scroll to the bottom of the page and enter your payment. **
13. Click Submit and enter your Password.

** You can click on New Order if you want to order other items. I recommend that you keep samples separate for shipping and tracking purposes but it's your choice!