



# PLACING YOUR FIRST PARTY ORDER

**“Type of Party”:** (This determines how the Party Orders will be shipped!)

**WEB Party:** there is no physical location for the party. The party guests place their orders online; the orders will ship to each guest. There will be a \$4 direct shipping fee for each order. Orders will ship as they are placed. The Party Orders will not wait for the party to close to ship.

**No Hostess:** Special Event—this should be used when you are entering orders taken at a vendor event. You will need to enter yourself in the hostess area. Do not worry; this will not count as one of your personally sponsored parties! The advantage of entering your vendor event orders in this manner rather than as a regular consultant order is the ability to review sales for this event next year while you are preparing for next year’s event. A review of the sales can be viewed under the Parties Tab then choosing: “Party Product Activity”.

**In Home Party:** Ships to Consultant—All Party Orders will ship to the Consultant unless the order is designated to ship to guest. Orders designated to ship to guest will ship as soon as the order is completed with an additional \$4 direct ship fee. All other orders will not ship until the party is closed.

**In Home Spa Party:** Ships to Hostess—All Party Orders will ship to the Hostess unless designated to ship to guest. Orders designated to ship to guest will ship as soon as the order is completed with an additional \$4 direct ship fee. All other orders will not ship until the party is closed.

**Party Activity Information:** If you wish to view the activity of your various parties, you can view the following under the Parties Tab:

1. Party Product Activity
2. Hostess Activity Report
3. Guest Activity Report



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**Step 1 Select the type of party**

Select a party type: [Make A Selection]

Billing reference: [Select Reference Party]

**Step 2 Select the host of this party**

I will choose an existing hostess: [Select A Host]

Create a new host or hostess

**Step 3 Enter the date and time of the party**

Enter the date of the party: 10/23/2013

Enter the time of the party: [Time Selection]

PARTY TYPE will be the determining factor for the party shipping! The system will allow you to change the PARTY TYPE after order entry has begun, but an additional \$4 shipping fee will be incurred on each order. There is NO way to override these shipping charges.

**Step 4 Enter the address where this party will be held**

Virtual Party (No Address Required)

Use the host's address

Use the consultant's address

I would like to enter a different address

**Step 5 Select and personalize an E-Vite**

Auto-Send E-vites:  Automatically send an e-vite when a guest is assigned to the party. If you do not...

Select an invitation: [Make A Selection]

Add your personal message: [Rich Text Editor]

**Step 6 Complete the party setup!**

Click the button below to complete setup of your party. Once the party has been created, you will be given the opportunity to create and assign guests to the party.

[Setup My Party] [Cancel and Return To Prior Page]

ADDRESS where this party will be held: Do NOT get confused! This DOES NOT determine where the party orders will be shipped. This information is for party guests to know where to attend the party.

HOSTESS —the more information you enter now for your hostess, the more useful the Party Summary Tools will be for you in the future.

If you are creating a Mystery Hostess Party, please choose: Create a New Host or Hostess using Mystery for the first name and Hostess for the last name. Once you know who your Mystery Hostess is, create a Trouble Ticket entering the Party ID Number, Mystery Hostess name, address, phone number, and email address so that we can enter that information for the Hostess ID#.

Each Hostess is given a Hostess ID# to assist in tracking the sales and the guest information for the party.



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**Party Tasks**

**My Party Portal**

You may use this tool as the starting point from which you can manage every aspect of your party: set up the party, enter guest information, place guest and host orders, and close the party using this screen. Simply follow the steps below to begin. It is not necessary to complete all of the steps at the same time. You can set up the party and invite guests now, and then return later, when the party is over, and complete the remaining steps. If you prefer, you could wait until the party has taken place and perform all of the steps at once.

**Step 1 Select a party to view or set up a new party**

First, select an existing party from the list that you want to manage or make, or click on the "New Party" button below.

Party Number: **OPEN - 5243 - 10/09/2013 - Kari Goodell**

**New Party**

**Step 2 Invite guests and manage e-vites**

You may use the buttons in the guest list below to perform party tasks for your guests, or you may invite new guests by clicking the "Invite More Guests" button below.

Select	Action	Guest Name	Guest Email	Guest Phone	Select E-vite	Preview Last E-vite	Last E-vite Date	E-vite Sent	Response Received	Response Code
<input type="checkbox"/>	<a href="#">Edit</a>	Goodell, Kari	kari_goodell@yahoo.com	9386197472	[Select An E-vite]		Oct 11 2013 2:15PM	10/11/2013		NONEPONSE
<input type="checkbox"/>	<a href="#">Edit</a>	Goodell, Carissa	carissagoodell@hotmail.com		[Select An E-vite]		Oct 11 2013 2:15PM	10/11/2013		NONEPONSE

**Send E-vite**

**Invite More Guests**

**Step 3 Enter the Party Orders into a Batch**

To place orders for a party, you must enter them into a batch, and then process the batch. A "net" order does not exist in the system until the orders are processed. Before it is processed, the batch may be changed by adding, deleting or editing orders. Once you have completed entry of all orders, you must process the batch by clicking on the Process Batch button on the Batch Manager screen. To access this screen, click on the Enter Orders Now button below.

**Unprocessed Batch Orders**

Number	Guest Name	Ship to	Consultant Pay	Guest Pay	Total	Wholesale	Special	Status	Comment	Processed
No batch orders for this party.										

**Processed Orders**

Order #	Response	Date Processed	Guest Name	Retail Value	Wholesale Value	Commissionable	Host Order
No orders have been processed for this party. Make sure you have processed the batch by clicking the Process Batch button on the Batch Manager tool. To search the Batch Manager tool, click on the Enter Orders Now button below.							

**Consultant Payments Applied**

Payment Type	Last Digit of Card	Amount	Date Processed
No consultant payments have been processed for this batch yet!			

**Enter Orders Now**

**Step 4 Enter bookings scheduled from this party**

If new bookings have been scheduled as a result of this party, click the Enter Booking button below to enter the new party into the system. All bookings that have been entered will appear in the list below.

Party Number	Type	Status	Host	Event Date	Close Date
No bookings have been scheduled yet.					

**Add Booking**

**Step 5 Enter the Host Award Order**

Once you have entered all guest orders for the party, use the button below to place the award order for the host. If you have already entered the award order, it will be displayed below. Remember! You should not enter the host award order until all orders in the batch have been processed to ensure that the host qualifies for the maximum number of awards.

Order #	Product Number	Name	Quantity	Total	Wholesale
No host order has been entered for this party.					

**Enter Host Order**

**Step 6 Close The Party**

When all steps have been completed, you must close the party. When the party closes all orders will be available for processing and shipment by the company. Once it is closed, it will not be possible to make changes to a party.

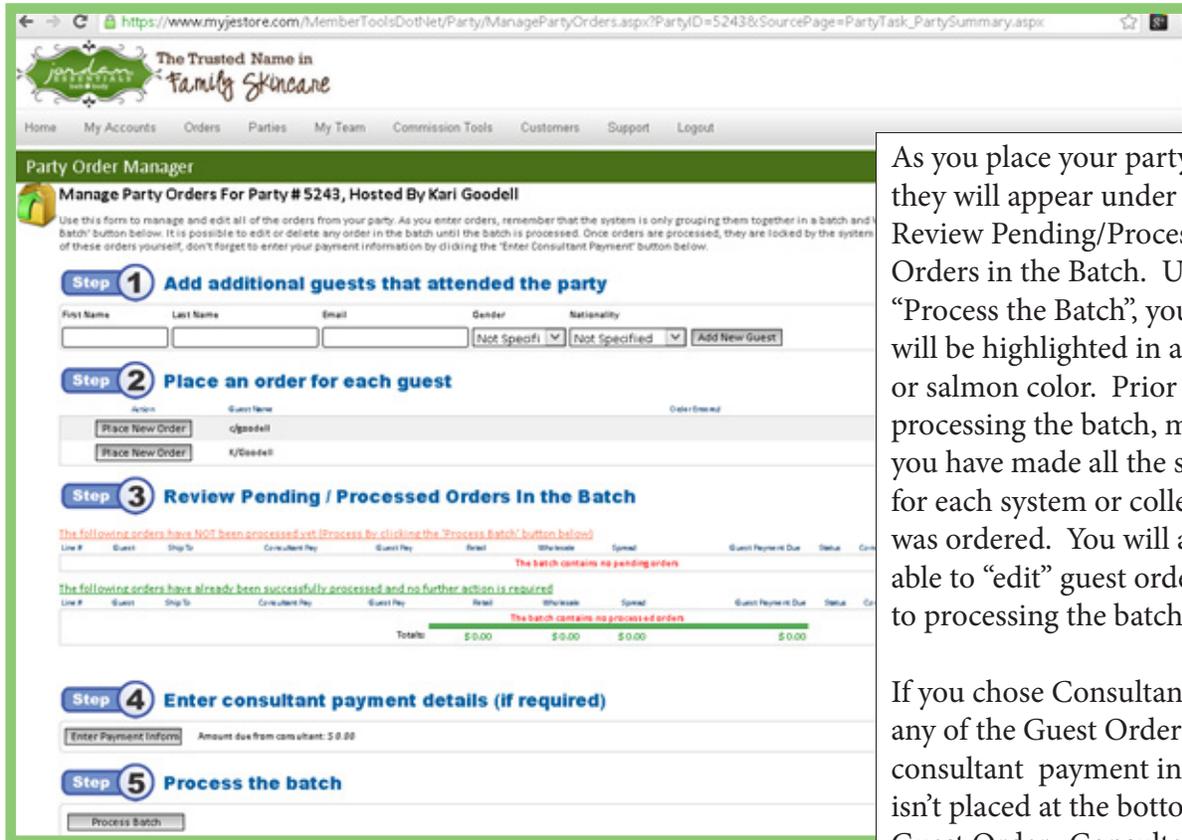
**Close This Party**

This is the "Main Party Page" that you will see after you create your party. After completing each task, at the bottom of the page will be RETURN. By clicking RETURN, you will be brought back to this page.

You can enter your guests and their information ahead of placing the orders by completing Step 2, Invite guests and manage e-vites. Or you can enter guest information while completing Step 3, Enter the Party Orders into a Batch. The title for Step 3, is confusing—this is where you Enter Orders Now.

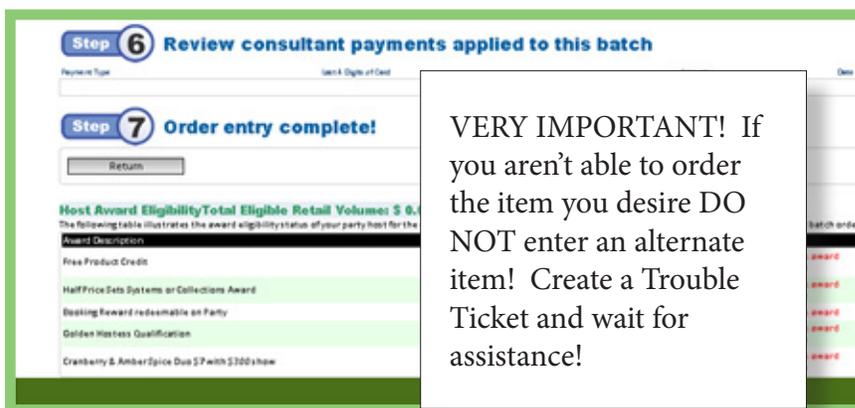


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As you place your party orders, they will appear under Step 3 Review Pending/Processed Orders in the Batch. Until you “Process the Batch”, your orders will be highlighted in a pinkish or salmon color. Prior to processing the batch, make sure you have made all the selections for each system or collection that was ordered. You will also be able to “edit” guest orders prior to processing the batch.

If you chose Consultant Pay for any of the Guest Orders, the consultant payment information isn’t placed at the bottom of the Guest Order. Consultant Payment information is entered in the area of Step 4.



**VERY IMPORTANT!** If you aren’t able to order the item you desire DO NOT enter an alternate item! Create a Trouble Ticket and wait for assistance!

Once you advance to Step 5, Process the Batch, the system will process the order by charging the credit/debit cards and assigning an order number to the order. At this point it is NOT possible to make edits to the guest orders. Processing the Batch also calculates the hostess awards.

Do not be confused, the Guest Ordering System is a completely separate from the Hostess Ordering System.



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**The Trusted Name in Family Skincare**

Home My Accounts Orders Parties My Team Commission Tools Customers Support Logout

### Party Tasks

#### Create Host Award Order

Before you enter the host award order, you need to make sure that all guest orders have been entered into the system and that you have processed the processed orders only. So, if you have not processed the batch yet, the system will not be able to calculate the awards that are due to the host. Remember and once it is placed, you will not be allowed to place another.

If you need to cancel a host award order because of a mistake, you will need to contact customer service and ask them to void the existing host award (the party is still open) Once they have voided the order, you will be able to re-enter it.

**Step 1 Enter The Host's Address**

Host Shipping Address		Host Billing Address	
Ship To	Kari Goodell	First/Last Name	Kari Goodell
Address	54 East Fairlane Place	Address	54 East Fairlane Place
Country	United States	Country	United States
City	Sapulpa	City	Sapulpa
State	Oklahoma	State	Oklahoma
Zip Code	74066	Zip Code	74066

**Step 2 Select A Catalog**

Catalog: Party Catalog The catalog has been preselected for you

**Step 3 Select A Shipping Method**

Shipping Method: Party Shipping The shipping has been preselected for you

**Step 4 Redeem Host Awards** Party retail volume \$ 0.00

Action	Redeem	Award Description	Qualification (processed orders only)
<input type="button" value="Redeem"/>	<input type="checkbox"/>	Free Product Credit	Host is not qualified for this award Next Award Level: \$150.00
<input type="button" value="Redeem"/>	<input type="checkbox"/>	Half Price Sets Systems or Collections Award	Host is not qualified for this award Next Award Level: \$400.00
<input type="button" value="Redeem"/>	<input checked="" type="checkbox"/>	Besting Reward redeemable on Party	Host is not qualified for this award
<input type="button" value="Redeem"/>	<input type="checkbox"/>	Golden Hostess Qualification	Host is not qualified for this award Next Award Level: \$900.00
<input type="button" value="Redeem"/>	<input type="checkbox"/>	Cranberry & Amber Spice Duo 37 with 2100 show	Host is not qualified for this award Next Award Level: \$300.00

Select an award above to display products.

**Step 5 Review Products and Order Details**

Product Number	Product Name	Award	Price Each	Qty	Line Total
No items have been added to the order yet.					

**Step 6 Redeem Coupons and Gift Certificates (optional)**

Coupon Code:

Certificate #:

Pin Number:

**Step 7 Review Amount Due For This Order**

Product Total	\$ 0.00
Sales Tax	\$ 0.00
Shipping and Handling	\$ 0.00
Other Charges	\$ 0.00
Country Specific Fees	\$ 0.00
Discount	-\$ 0.00
Gift Certificates Applied	-\$ 0.00
<b>Grand Total</b>	<b>\$ 0.00</b>

**Step 8 Select A Payment Method**

Payment Type: Visa Card

Account Number:  CID / CVV2:

Cardholder Name:

Expiration Date:  /  2013

**Step 9 Complete The Order**

The Hostess Award Order is a completely separate ordering system from the Guest Order system!

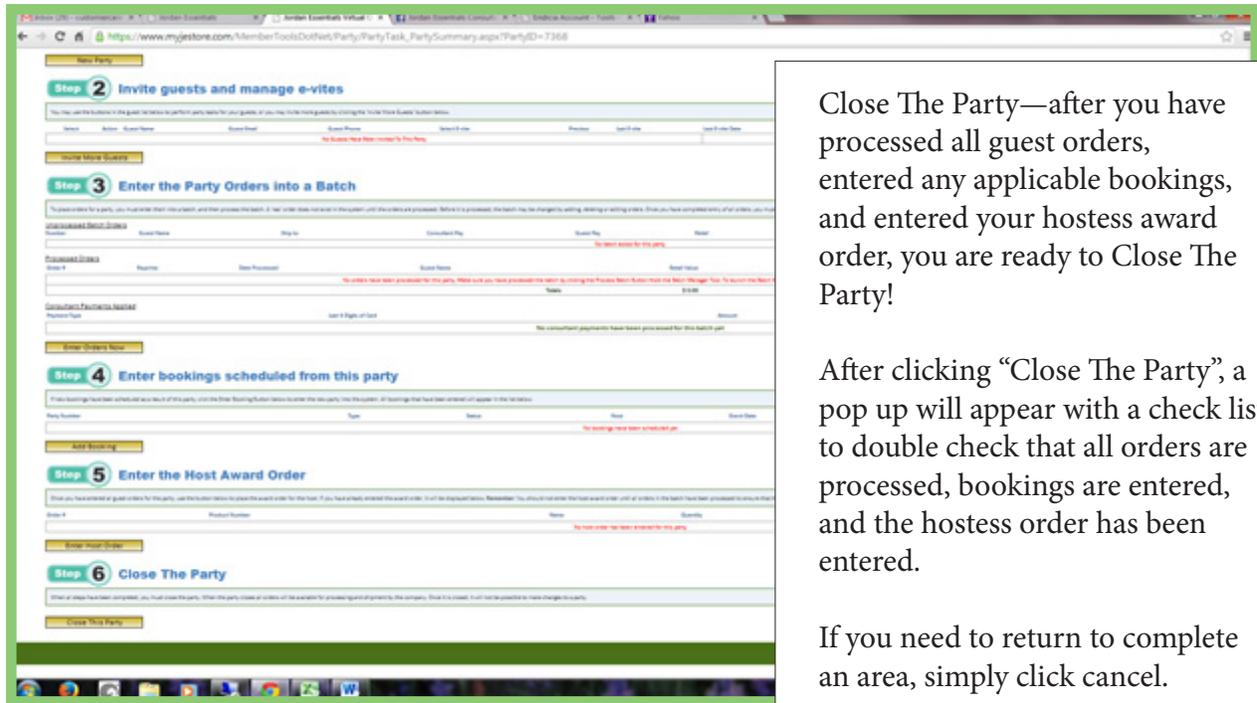
Once you choose to “Complete Order” for your Hostess Award Order, you will NOT have an opportunity to add another Hostess Award Order!

You will notice there are 5 different Redeem Boxes. The system will let you know which Hostess Awards your Hostess qualifies for by making a note in the right hand column beside the Award Description. Click on the first Redeem Box available for your hostess, a list of available products for that Award will appear in numerical order. Place the quantity in the Quantity Box, after all selections for that specific award have been made—scroll to the bottom of the items list and choose Add to Cart. Then scroll upward until you see the Redeem Host Awards Box once again. Choose the next Redeem Box and proceed as noted above. Complete this process for all Hostess Awards available. AFTER all Hostess Awards have been redeemed, choose Complete Order.

If you make an incorrect selection as you redeem an award, you are able to Cancel Order and begin the Hostess Award Order over again. You will lose all the Awards redeemed, but you will not lose the Guest Orders.



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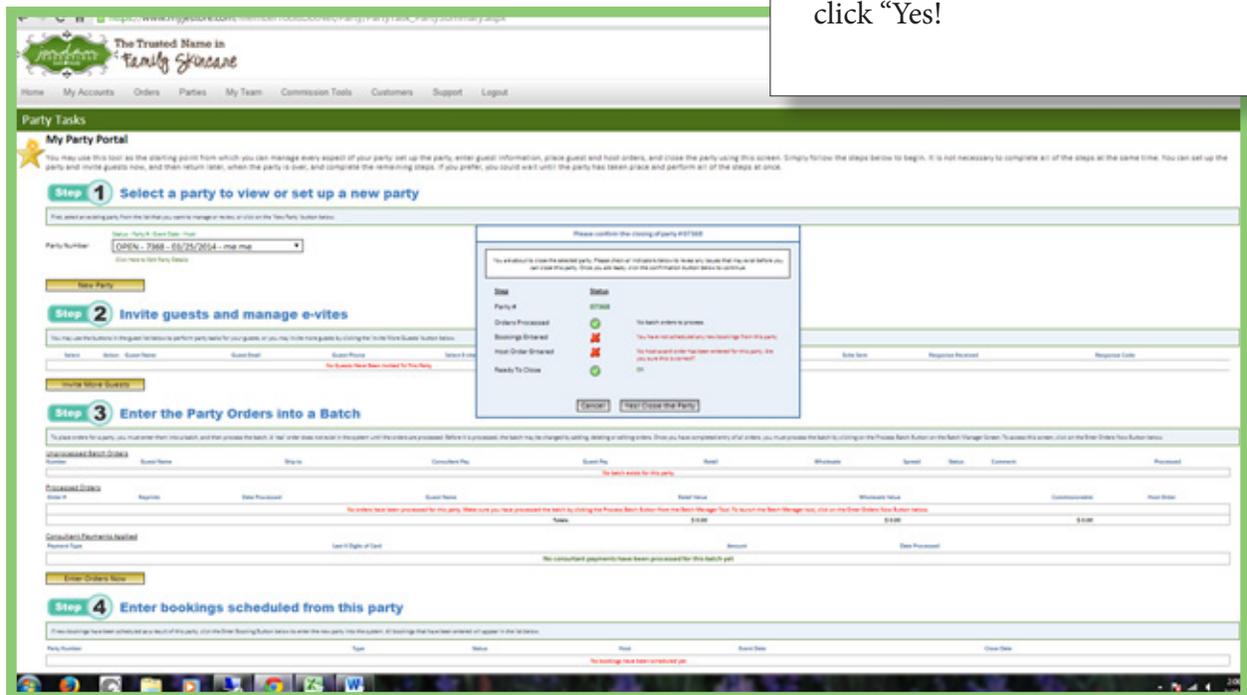


Close The Party—after you have processed all guest orders, entered any applicable bookings, and entered your hostess award order, you are ready to Close The Party!

After clicking “Close The Party”, a pop up will appear with a check list to double check that all orders are processed, bookings are entered, and the hostess order has been entered.

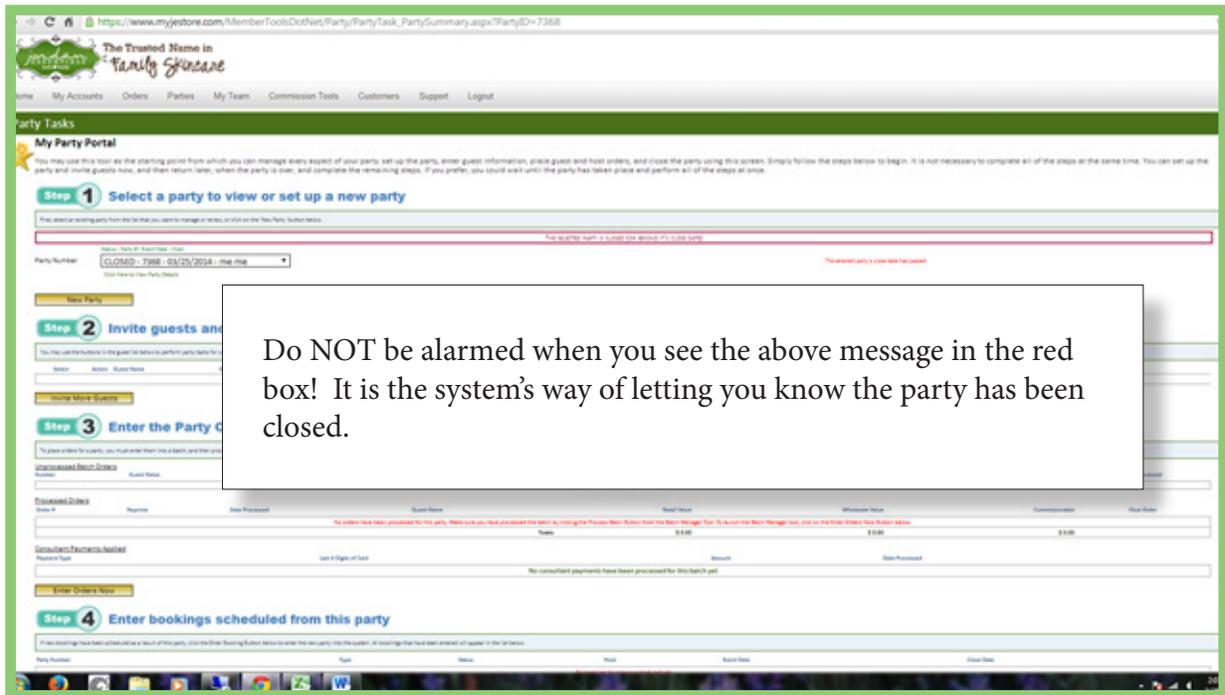
If you need to return to complete an area, simply click cancel.

If all items have been completed, click “Yes!”





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## Congratulations!

You have had a wonderful party and have completed the entry process!

## When will your party order arrive?

Jordan Essentials operates on a 5 business day processing time. This means your order is printed the following business day after it has been submitted to the home office. This counts as day one—it is then shipped on or before the 5th business day. Once it has left our warehouse, your order will be delivered in 1-5 days depending upon your geographical location. Note: Jordan Essentials doesn't have control of the delivery of our package once it is picked up by USPS, UPS, or Fed Ex.

## Party Closure Near the End of the Month and the First Week of the Month

If your party is closed near the last day of the month or within the first week of the month please be aware that we will probably need our full 5 business day processing time due to the higher than usual sales volume experienced during this time frame.