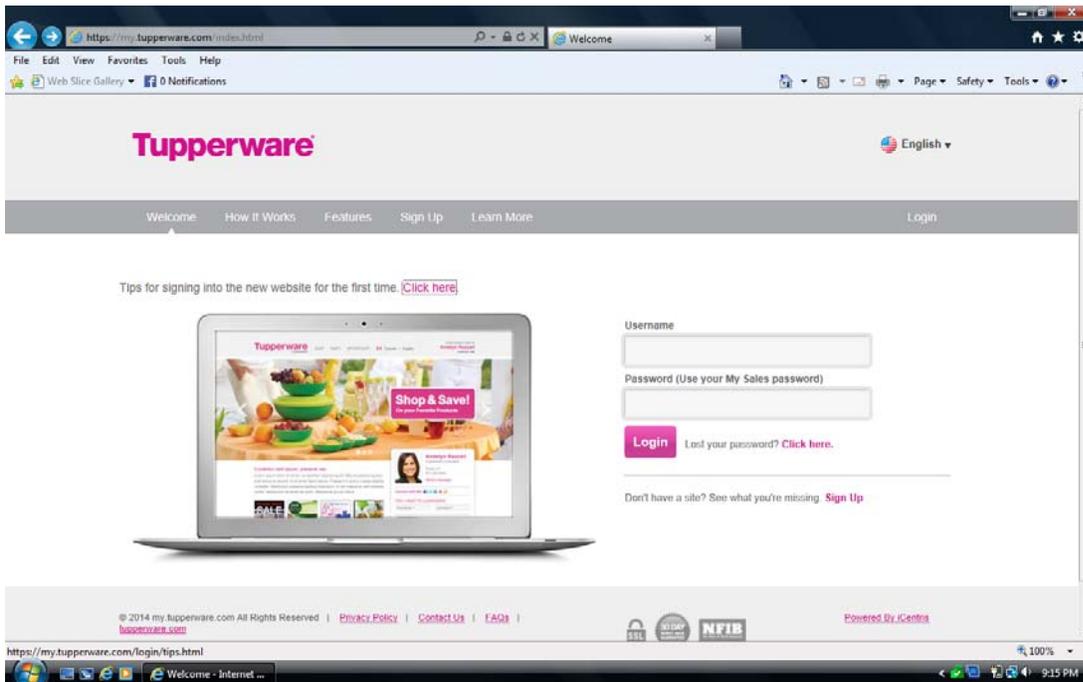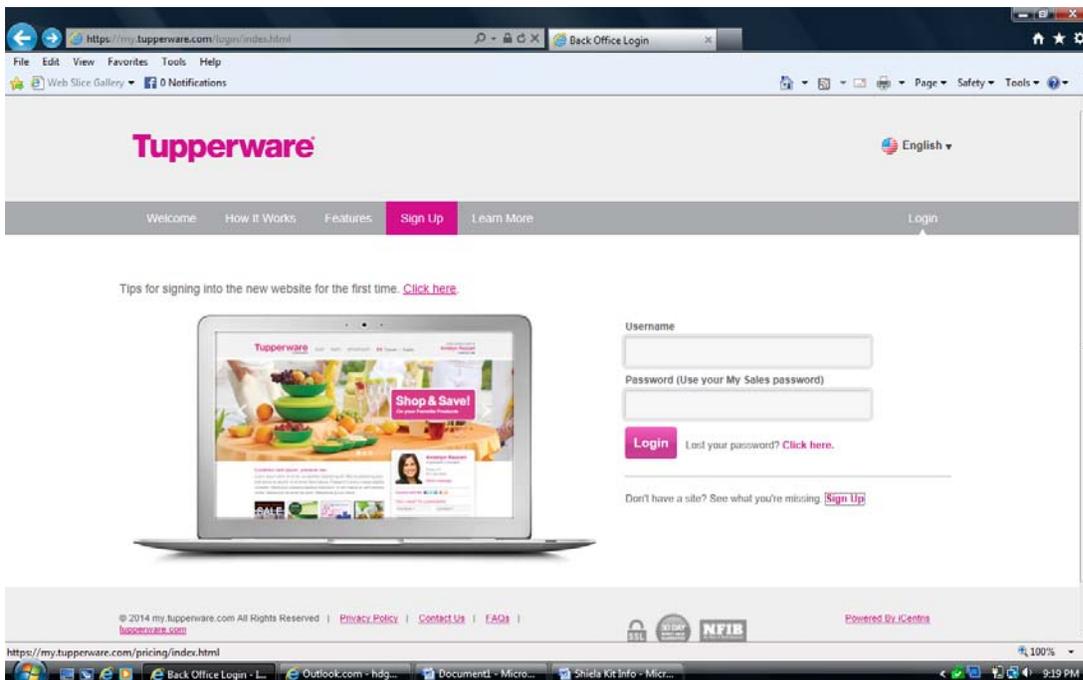# Setting up your site
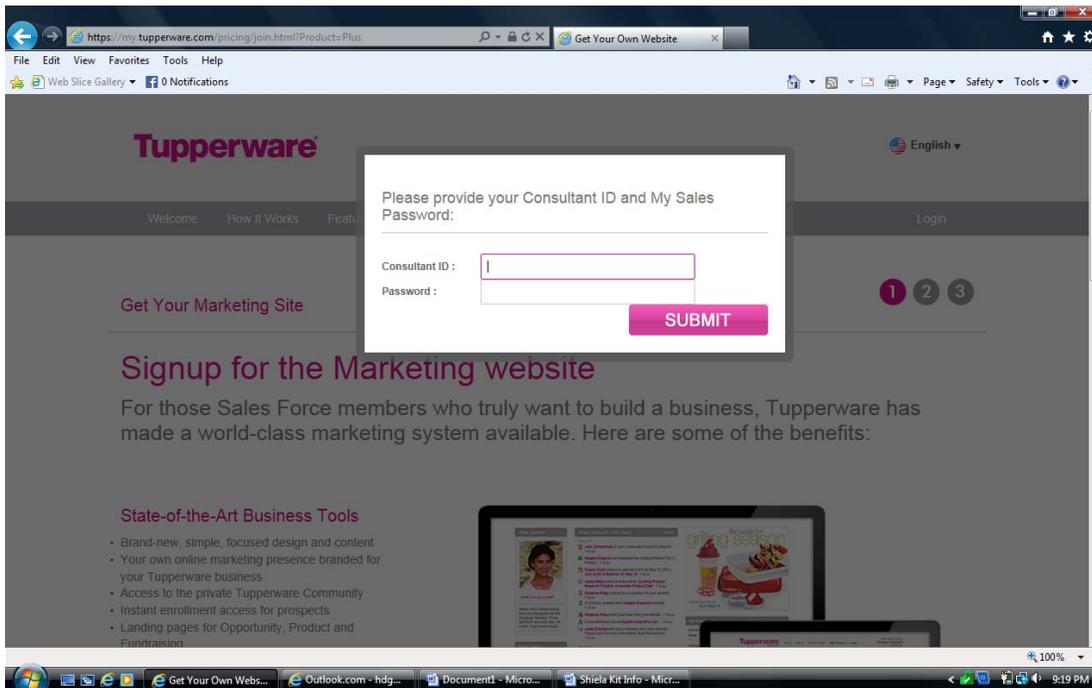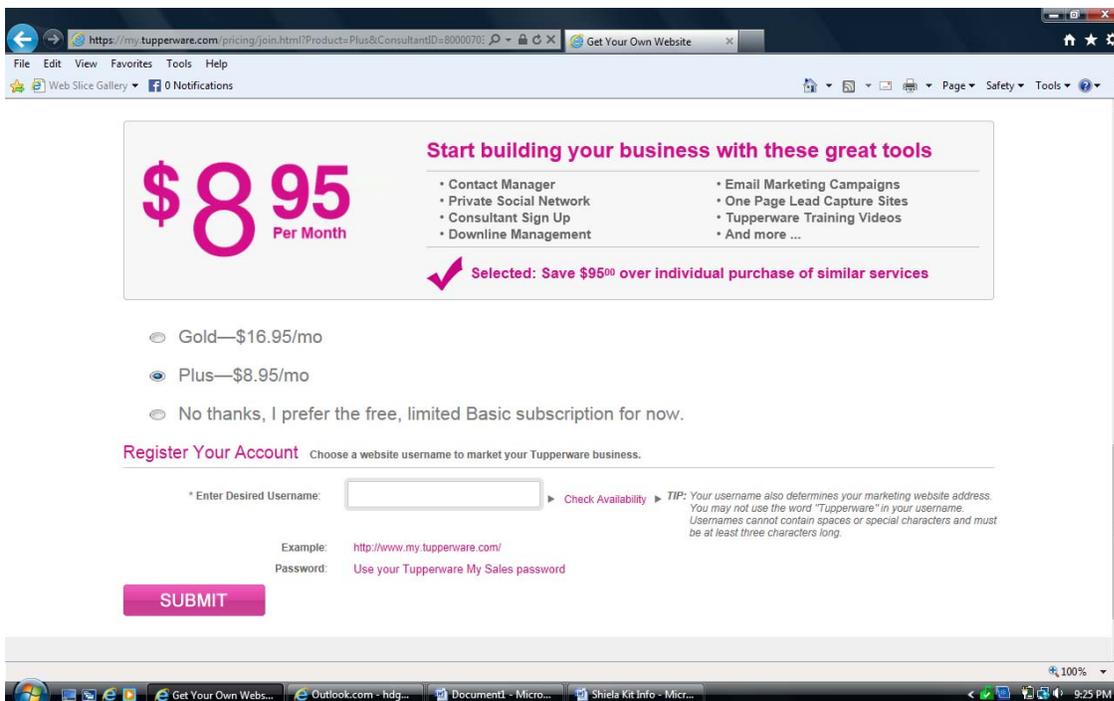
Go to my.tupperware.com

Click on the "sign up" link by the "Don't have a site?" question…

Enter your consultant ID and the last 4 digits of your SSN


Choose your subscription type/cost. (You have to have the plus or gold site to be listed in Tupperware's "find a consultant" directory.)

If you aren't sure which one to pick, you can always change your subscription from basic to plus or gold, or vice versa. Choose a username for your access and your Tupperware site. Most of us use some variation of our name (like mine is heathergunning). Please note that what you use as your username will also be the site address that you direct customers to, so try not to use something like "bigbootymomma" unless that's what you want on your business cards: bigbootymomma.my.tupperware.com!
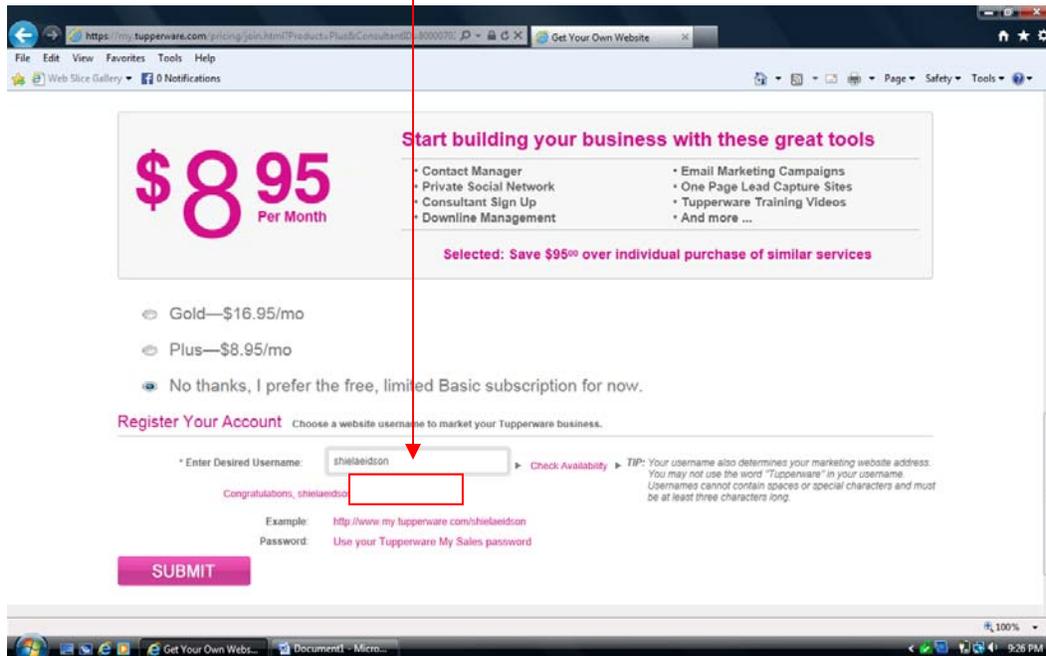
Fill in the info about yourself. You don't have to list everything, but the more that you have down, the better it is for potential customers and recruits to decide to do business with you!
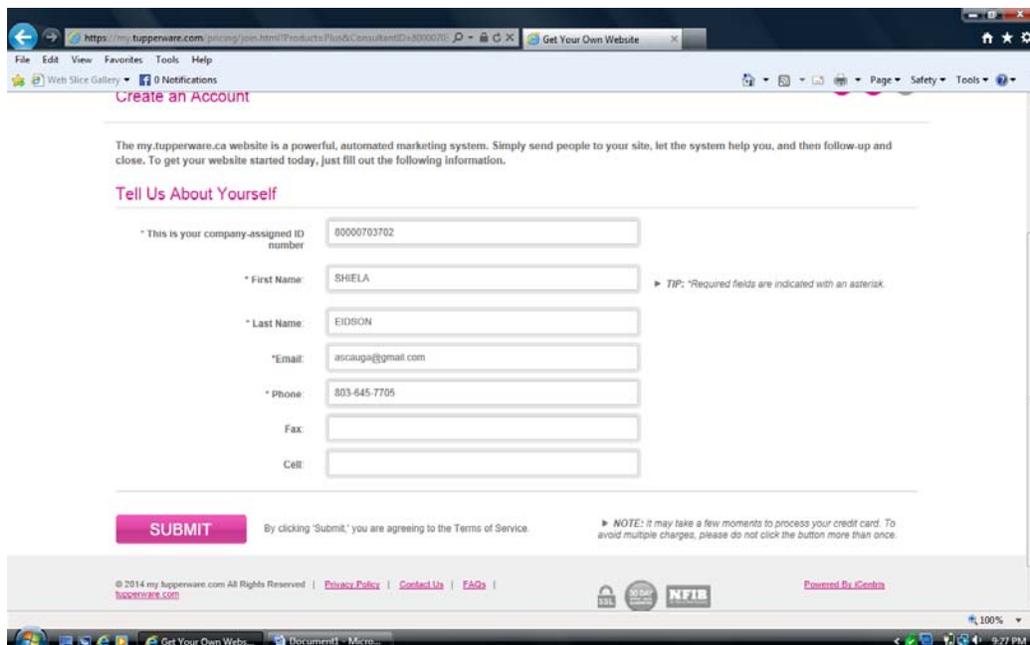
Once you have all of the done and has been submitted, click the submit button. (You can always go back and edit info as needed.) This is the next screen that you'll get. (I've blacked out the consultant's info that I used to create this training document, for her privacy.)
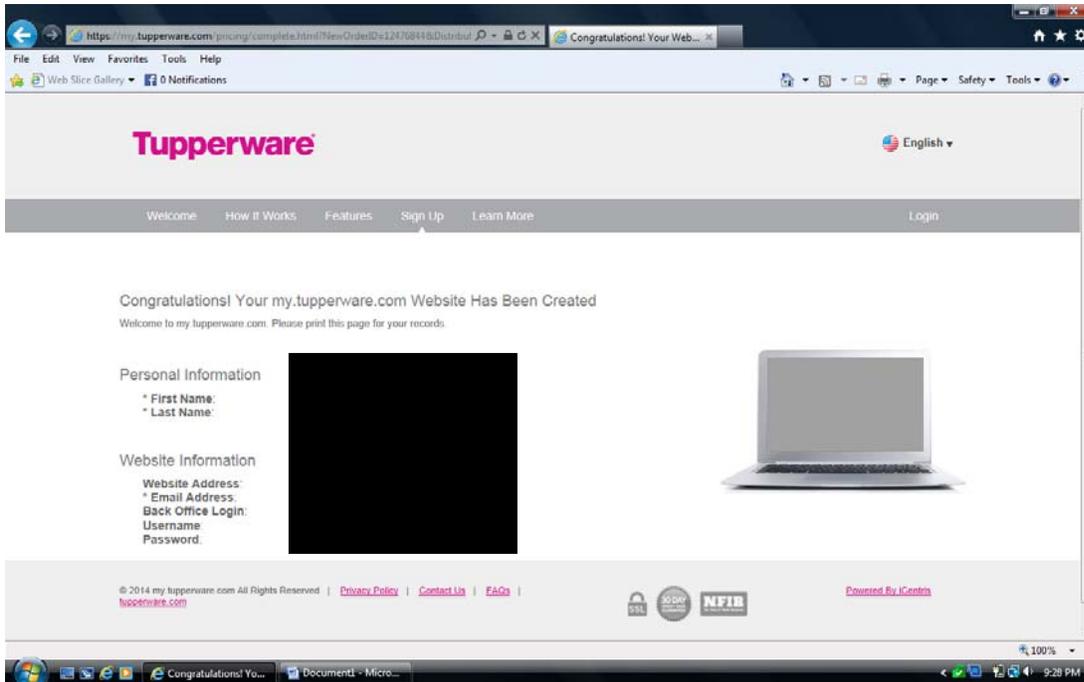
When you log in to my.tupperware.com for the first time, your screen will look similar to this:
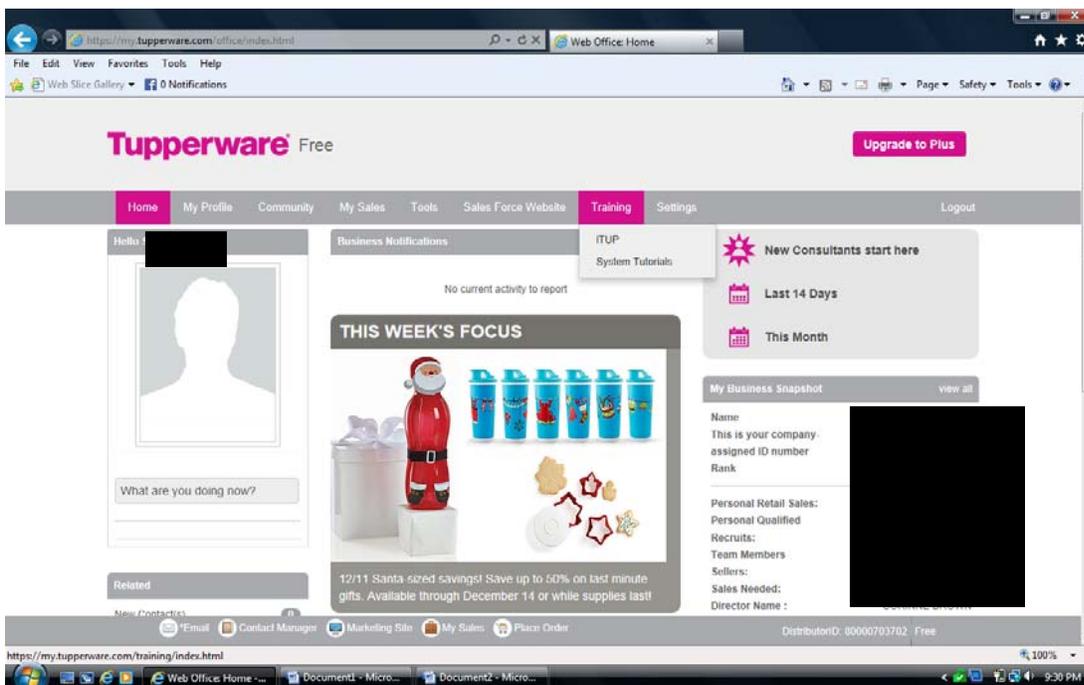
To change your information, go to the settings tab:
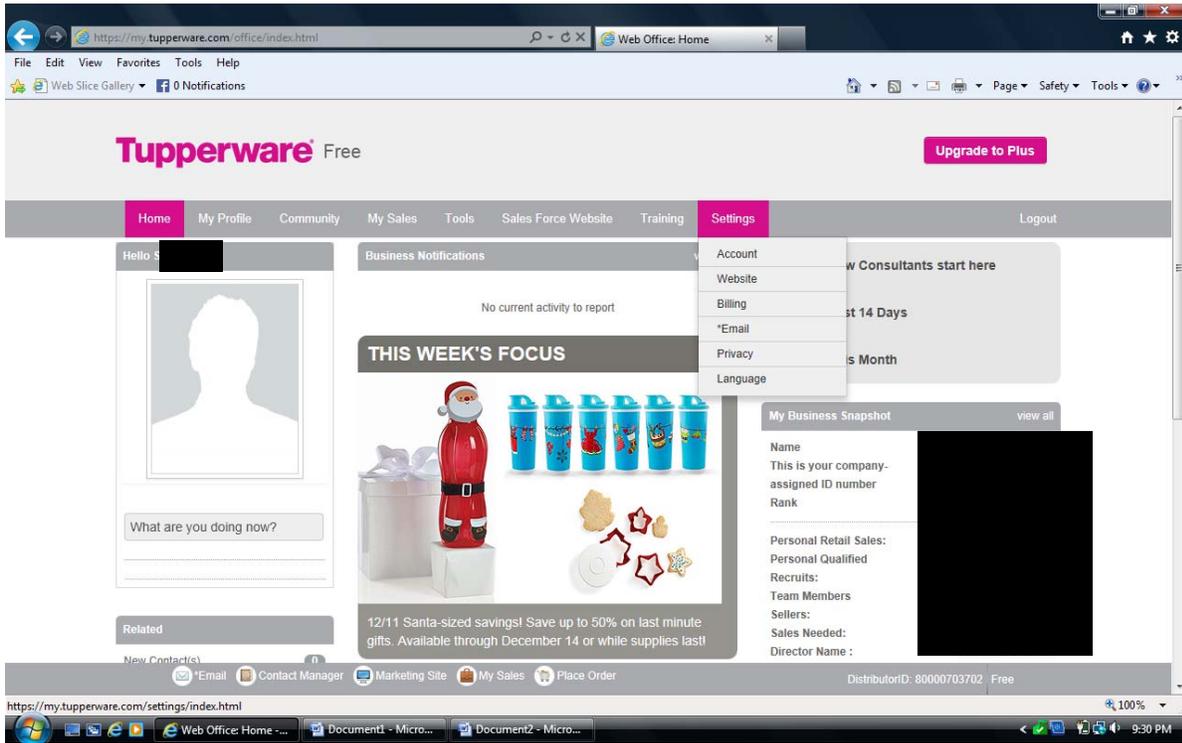
Click on the "my sales" tab to enter orders, enter recruits, and see where your sales are for the month:
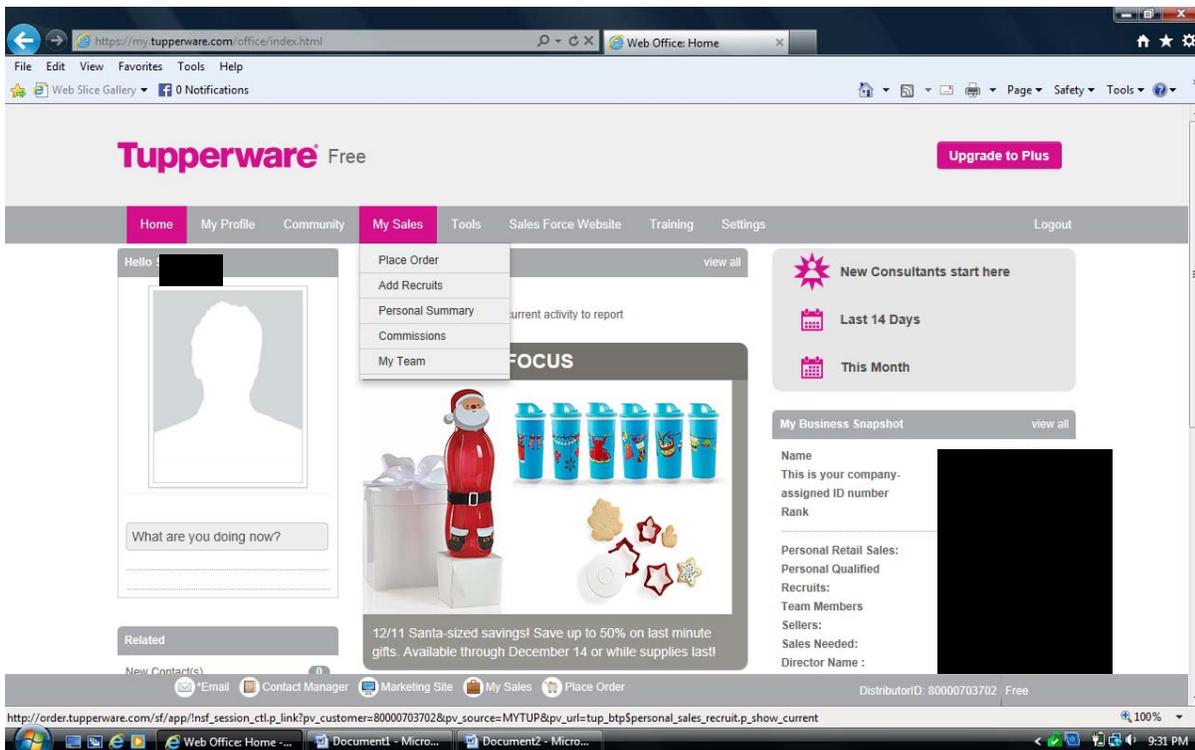
Here's what the "my sales" screen will look like. This is also where you'll update your "parties up", change your address or enter an alternate shipping address, and see if you have any unused coupons.
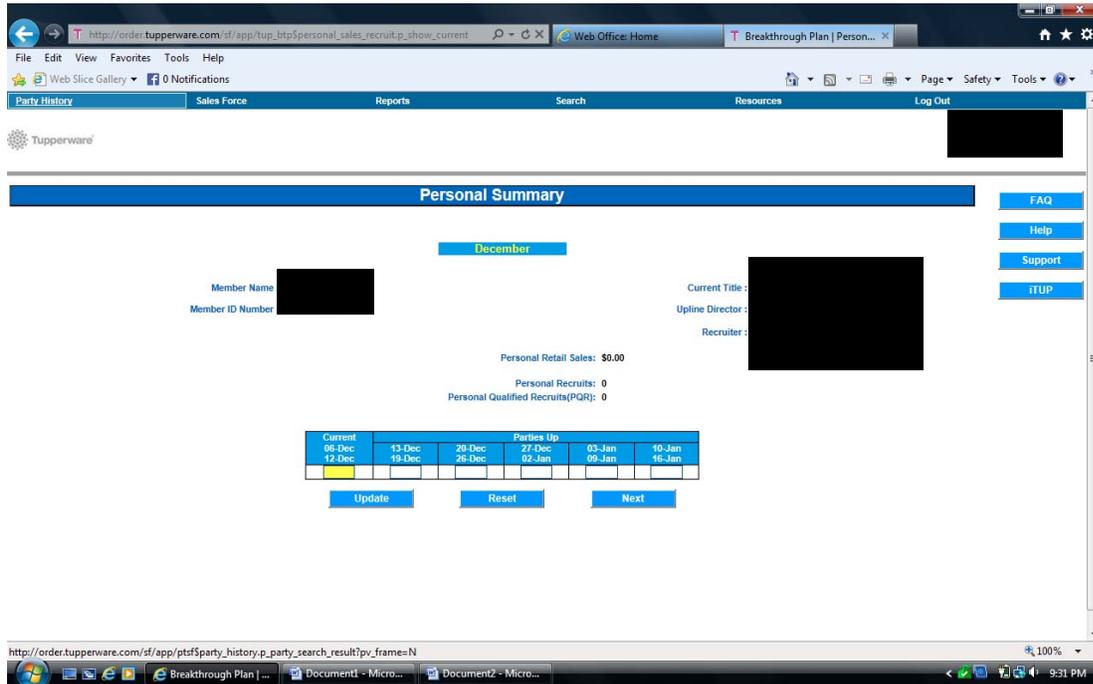
When you log in to "my sales" for the first time, you'll be asked to change your password from the last four of your SSN to something using letters and at least one number, plus select a security question.
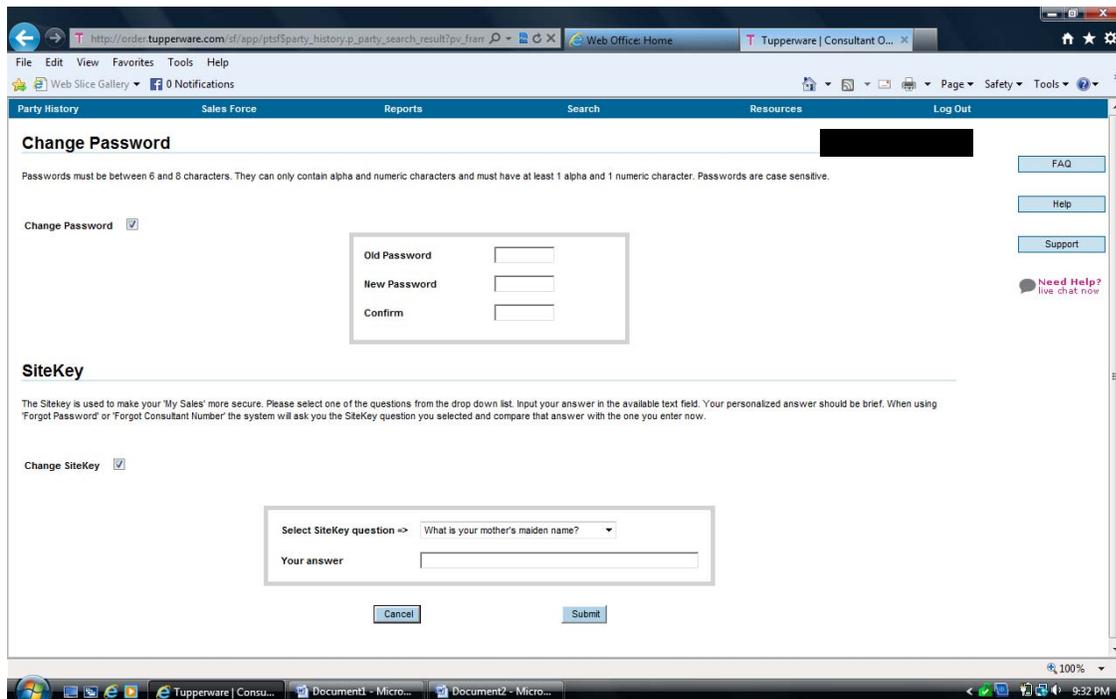
Tupperware

Are you UP to party?

HOW (AND WHY) TO ENTER YOUR PARTIES UP.

We would love for you to frequently update your **parties up** (AKA your **party lineup**), which refers to how many parties you have dated into the future.

WHY?

Doing so helps keep your Director up-to-date on how best to support you in achieving your goals. It also helps your Home Office Team (that's us!) more accurately predict your customers' orders as well as plan how many Sales Force awards to order.

WHAT'S THE USE IN BEING A SOCIAL BUTTERFLY IF YOU'RE NOT BRAGGING ABOUT IT?

HOW?

There are **three** easy ways to quickly update your parties up.

1 PERSONAL SUMMARY

Update directly on the Personal Summary screen in My Sales.

2 MOBILE

Update via Mobile My Sales (which you can access through your mobile browser at m.tupperware.com or connect via T-App). Select the grid-like menu in the upper right-hand corner and select Parties Up.

3 SMS

OR if you're subscribed to our SMS (text messaging) service*, you can update your parties up by texting the keyword PARTY followed by a date, using the MMDDYY format, and the number of parties scheduled for that week to TWARE (89273).

Example: PARTY 020314 3

You will receive a text confirmation, and updates will be visible on your Personal Summary screen in My Sales.

*To subscribe, text SUBSCRIBE followed by your Consultant ID to TWARE (89273) or, in My Sales, navigate to Sales Force > SMS Subscription to enter your mobile number.

Setting up a party

To set up a new party, in "my sales", click on "start new party", then "party". (If you're doing a sample order, sales aids order, or starting a fundraiser – click on the appropriate one. The basic steps will still be the same as for a party.)

Enter the party name (I usually use the host's name), and the party date. The party date matters, especially if the host wants a host exclusive that's only valid for a short time frame. (If the host special is only valid for January, putting a December or February party date down will exclude him/her from getting that exclusive offer.)

The "host gift program" box is important if we currently have double catalogs, and there's some exclusive HGS that he/she wants. You'll have to make sure that the correct catalog is listed, even when we have double catalogs and can order from both.

Decide if you are going to have the orders (except direct shipped ones) shipped to you, or to the host, and select accordingly. Enter the host's home address, and shipping address, if it's different from the home address:

If your host has said that he/she has family out of town who will be ordering online, be sure to click on the "TupperConnect" link box, and enter the party time. That way, the family member is having the order credited directly to the party, and not just to you. The host will have to "register" the party and send out the link to order from, though.

When using the TupperConnect, when you click "next", it will take you to a page where you're sending an email to the host, to have him/her register the party. They're basically creating a username & password with Tupperware – that's it. You can add additional text to the email, but the basics (date, time, your contact info) will already be in the email:
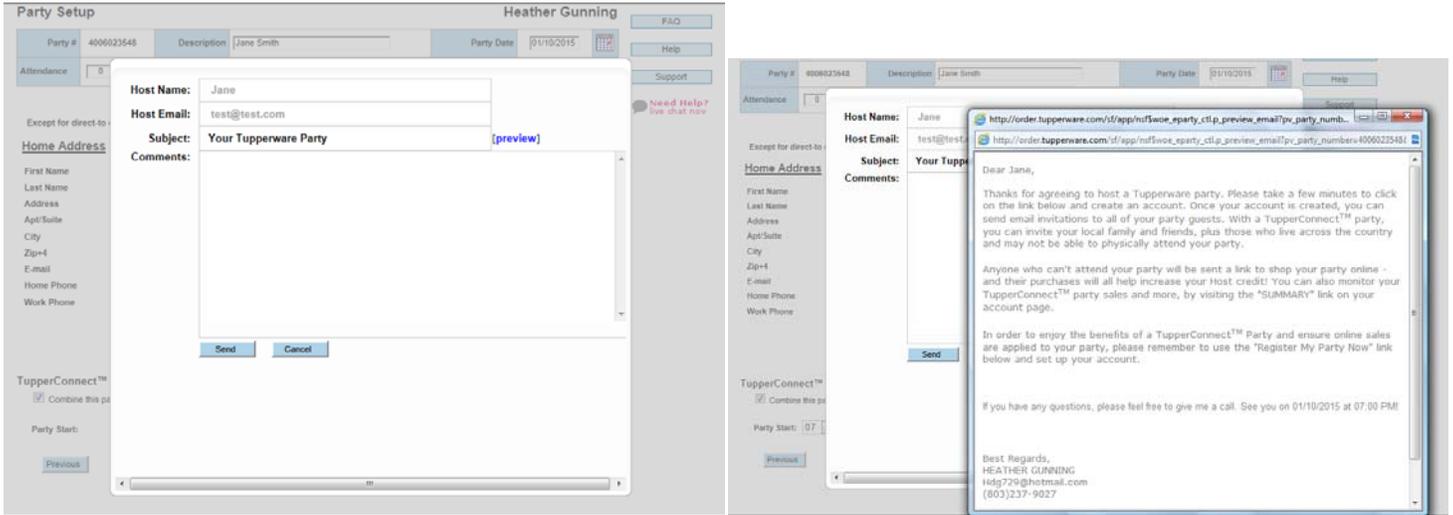
Once you have sent the email to your host, you will be taken to the order entry screen. Here is where you'll enter the items ordered from the party. You can also order items for you (samples) on a party, you just need to mark the circle that "this order is for" the consultant. For a customer order, enter the customer's info from the order form, and mark if the order is a direct ship order. Also note if that person dated a party, and enter their party date if so. This matters for all of the host exclusive gifts. Follow these steps for each order that you'll be entering:

Click next. Here is where you'll enter all of the items on each order:

Allocate Cash & Carry

Enter amount and press the Update button to apply sales credit to this order. The maximum amount which can be applied to any one order is $75. The maximum amount which can be applied to any party is $75.

Pool Balance: $ 2019.80   Order Pool Amount: $ .00   Pool amount applied to this order: $ 0.00   [Update]

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
☐	1- Regular ▾	0568	SM WATER BOTTLE/AZURE	1	4.87	4.87	6.50	6.50
☐	8- Sales Specials ▾	089367	GARLIC&ONION MATE/BLACK/BLACK	1	14.25	14.25	19.00	19.00
☐	8- Sales Specials ▾	089376	POTATO SMART/BLACK/BLACK SEAL	1	14.25	14.25	19.00	19.00
☐	1- Regular ▾	0732	CS MIDGETS(R)SET/SALT WATER	1	11.25	11.25	15.00	15.00
☐	1- Regular ▾	0731	MEASURING CUPS/SALT WATER TAFF	1	11.25	11.25	15.00	15.00
☐	1- Regular ▾							
☐	1- Regular ▾							
☐	1- Regular ▾							
☐	1- Regular ▾							
☐	1- Regular ▾							

[Previous]   [Next 10 Items]   [Verify]   [Next]

The "allocate cash & carry" section is where you can get your host credit, up to $75 per party, for any stock items that you sold at the party. Your "pool balance" is the sales credit dollar amount that you have earned & available from samples that you have ordered in the past. You can apply any amount to either a single order (to help a customer reach the sales required on a purchase with purchase item), or as a whole to the party on the host screen. Just remember that you can only use a maximum of $75 per party, regardless of how it's allocated. Once all items have been entered, click next. The next screen lets you verify the order, shipping information, and payment information for each order. If the customer paid by CC, you'd click that, and enter their CC info. You can also see your costs/expenses per order by clicking on the "show consultant detail" button. If the customer checked the "change for the better" option on their order form – where the order is rounded up to the next dollar, and the change is donated to the Boys & Girls Clubs, be sure to click that box under the sales tax box.

Sold To	Ship To
John Smith	Jane Smith
UNKNOWN	123 Main St
Orlando FL 32837	Schenectady NY 12345-0001
eMail: test321@test.com	eMail: test@test.com
Home Phone: (987)654-3210	Home Phone: (123)456-7890
Work Phone:	Work Phone:

[Show Consultant Detail]

Order Detail

Item Type	Item#	Description	Qty	Price	Total
Regular	0568	Sm Water Bottle/Azure	1	$6.50	$6.50
Sales Specials	9367	Garlic&Onion Mate/Black/Black	1	$19.00	$19.00
Sales Specials	9376	Potato Smart/Black/Black Seal	1	$19.00	$19.00
Regular	0732	Cs Midgets(R)Set/Salt Water	1	$15.00	$15.00
Regular	0731	Measuring Cups/Salt Water Taff	1	$15.00	$15.00
				Total	$74.50

Order Summary

Retail Price of Customer Items	$74.50
Subtotal	$74.50
Shipping & Handling	$7.45
Tax 8.000%	$6.56
☐ Change for the Better - Round up to the next dollar	.00
Total Amount Due from Customer	$88.51

Was a credit card used to pay for the order? ○ Yes ● No

[Previous]   [Print Order]   [Next]

If you are satisfied with the order, shipping, customer, and payment information for that order, click "next". If the customer paid via CC, the system will test the card info to make sure that you entered it correctly – but the customer isn't being charged yet. If there is an error with the card info, you'll be told so that you can get the number or expiration date fixed.

Once you are satisfied with the order details, click next. You'll be taken to this screen to enter additional customer orders:

Party Orders & Datings 📄 **Quick Links** **Heather Gunning**

| Party Ref# | 4006023548 | Description | Jane Smith | | | | | Party Date | 01/10/2015 |

Order #	Shipping #	Customer	Customer Type	Order Date	Order Total	Status	Dating
180525418		John Smith	Customer	01/15	$88.51	Pending	

[Previous]   [Additional Datings]   [New Order]   [Host Order]

If someone dated a party but didn't order anything, you can enter their info in the "additional datings" box so that the host gets the dating credit. For all other customer orders, repeat the order entry steps above using the "new order" button until all orders have been entered. Once all of the orders have been entered, you're ready to enter the host's order – so click on host order:

This is a direct-ship order: ☐   Dated a Party ☐   Party Date [   ] 🗓

Home Address

			Ship Address	
First Name	Jane		First Name	Jane
Last Name	Smith		Last Name	Smith
Address	123 Main St		Address	123 Main St
Apt/Suite			Apt/Suite	
City	Schenectady State NY		City	Schenectady State NY
Zip+4	12345 – 0001		Zip+4	12345 – 0001
E-mail	test@test.com		Alternate Phone	Extn.
Primary Phone	(123)456-7890		Ship Instruction	
Alternate Phone	Extn.			

☐ PO Box ☐ Military ☐ Outside City   ☐ PO Box ☐ Military ☐ Outside City

[Previous]   [Delete]   [Verify]   [Next]

If your host dated another party with you (to get her two datings, or just because he/she had so much fun with you!), enter the dating info just like you did with the customer orders. Verify that the address and other info is correct, then click next. Your host can't use his/her host credits on sales items, so if there are any items in the weekly or monthly sales specials that he/she wants, enter those items on the first order entry screen. Those sales count towards his/her party totals, too:

Order Type	Host	**Shipping Method**	Ship To Host	

Allocate Cash & Carry

Enter amount and press the Update button to apply sales credit to this order. The maximum amount which can be applied to any one order is $75. The maximum amount which can be applied to any party is $75.

Pool Balance: $ 2019.80   Order Pool Amount: $ .00   Pool amount applied to this order: $ 0.00   [Update]

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
☐	8- Sales Specials ▼	089367	GARLIC&ONION MATE/BLACK/BLACK	1	14.25	14.25	19.00	19.00
☐	8- Sales Specials ▼	089376	POTATO SMART/BLACK/BLACK SEAL	1	14.25	14.25	19.00	19.00
☐	8- Sales Specials ▼	089370	GARLIC&ONION MATE/PASSION/BLAC	1	14.25	14.25	19.00	19.00
☐	1- Regular ▼							
☐	1- Regular ▼							
☐	1- Regular ▼							
☐	1- Regular ▼							

When you click on "next", another box will pop up, asking if you want to add an English or Spanish catalog, or a 10-count set of large or small bags to their order. If the order is shipping to the host – not you – you need to add an appropriate quantity of bags so that the host has bags for the orders. Click on the item number for each that you need to add it to the order. Once you have them added – or if you don't need any – click "close window", then "next" again.
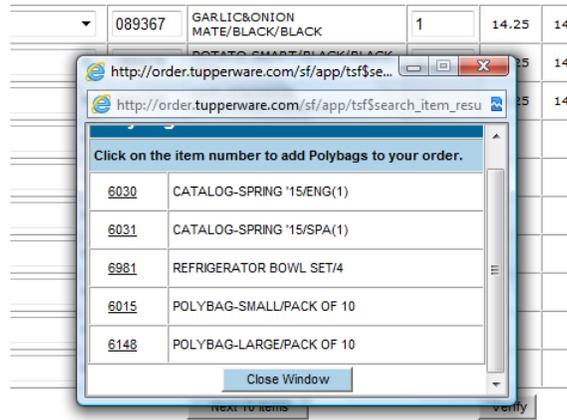
Here is where you'll enter all of the free and half priced products that your host earned. You can also choose to add to your host's party sales here, from your allocation pool, if he/she is very close to the next sales level. Just remember that you can only use a maximum of $75 per party, so if you used $35 on Sally's order earlier, you can only enter $40 on the host screen. You don't get the sales credit twice, but it is a way to help your customers and hosts, if you choose to do so.

In this example, if my host had worked really hard on this party, getting outside orders, the 2nd (or maybe 3rd) dating, or some other challenge that you choose to give, you might use $54 of your pool/cash & carry allocation to get him/her to the $550 sales level so that he/she could get the $550 host bonus.

As long as your host has $175 in sales, he/she earns a free "thank you" gift. Ask him/her which of the items that he/she wants, then click on the blue underlined item number to add it to the order:

Then you enter the other items that they've picked out, based on their party sales. Enter the item numbers from the catalog, and make sure that the box beside the number says "free Tupperware". The system will tell you how much in free product that they've earned, if you haven't yet learned how to calculate it yourself. It will also deduct the amount picked from the amount earned, once you've entered the items and click verify.

Credit Information

Party Credits are the amount of Host Credits earned. (See the amount displayed in red above.) Bonus Credits indicate the amount of additional credit when offered through special promotions. To see the Credits Selected and Credits Remaining, simply click the Verify button when you are entering items to see how much has been used and how much remains

Party Credits	Bonus Credits	Credits Selected	Credits Remaining
$74.00	$0.00	$73.00	$1.00

Host 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. (Another way to add Bonus Items is by clicking once on an item number link in the Host Bonus Items box above.) 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
☐	5 - Host Bonus Items ▼	7410	MICROWAVE BREAKFAST MAKER/TYG	1	$3.00	$3.00	$.00	$.00
☐	1 - Free Tupperware ▼	1291	CAN OPENER/BLACK & WHITE	1	$26.25	$26.25	$35.00	$35.00
☐	1 - Free Tupperware ▼	0443	SQUARE PICK-A-DELI(R) CONTAINER	1	$14.25	$14.25	$19.00	$19.00
☐	1 - Free Tupperware ▼	1259	GRATE'N MEASURE GRATER	1	$14.25	$14.25	$19.00	$19.00

Once all of the free Tupperware has been picked, you can then enter the half price items. Be sure to change the box to the left of the item number to "half off items" so that the costs are calculated correctly.

☐	3 - Half-Off Items ▼	1249	QUICK CHEF(R) PRO SYSTEM	1	$34.50	$34.50	$34.50	$34.50
☐	3 - Half-Off Items ▼	1164	TUPPERWARE(R) SMARTSTEAMER	1	$59.50	$59.50	$59.50	$59.50

Once all of the bonus, free and half priced products have been entered, click next. You'll then be taken to the host order summary page. Verify the order, host info, and products chosen. You can also see the consultant detail by clicking on the "show consultant detail" button.

Schenectady NY 12345-0001	Schenectady NY 12345-0001
eMail: test@test.com	eMail: test@test.com
Home Phone: (123)456-7890	Home Phone: (123)456-7890
Work Phone:	Work Phone:

Show Consultant Detail

Host Items

Item Type	Item#	Description	Qty	Price	Total
Sales Specials	9367	Garlic&Onion Mate/Black/Black	1	$19.00	$19.00
Sales Specials	9376	Potato Smart/Black/Black Seal	1	$19.00	$19.00
Sales Specials	9370	Garlic&Onion Mate/Passion/Blac	1	$19.00	$19.00
Bonus Items	7410	Microwave Breakfast Maker/Tyg	1	$0.00	$0.00
Half Off Item	1249	Quick Chef(R) Pro System	1	$34.50	$34.50
Half Off Item	1164	Tupperware(R)Smartsteamer	1	$59.50	$59.50
				Total	$151.00

Host Credit

Item Type	Item#	Description	Qty	Price	Total
Host Credits				-$73.00	-$73.00
Pick Items	1291	Can Opener/Black & White	1	$35.00	$35.00
Pick Items	0443	Square Pick-A-Deli(R)Container	1	$19.00	$19.00
Pick Items	1259	Grate'N Measure Grater	1	$19.00	$19.00
				Total	$0.00

Order Summary

Host Retail Items		$151.00
Host Credit Overage		$0.00
	Subtotal	$151.00
Shipping & Handling		$15.10
Tax 8.000%		$13.29
☐ Change for the Better - Round up to the next dollar		.00
	Total Amount Due from Customer	$179.39

Just like on the customer order screen, you can enter a credit card payment and do the "change for the better" round up on the host order. Once you have all of that info in, click next.

On the next screen, you can verify the orders against the payments that you collected, in case you transposed a product number or something. (For example, you collected $653.95, but this example shows a total retail due of $701.52, you may have an item number transposed or forgot to key in a credit card payment, or something along those lines.) This screen will also show your profit potential on the party.

Party Ref#	4006023548	Party Date	01/10/2015	Description	Jane Smith

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
180525418	180521686	John Smith	74.50	7.45	6.56	88.51		55.87	7.45	6.56	69.88	74.50
180533472	180521686	Gertie Lott	137.00	13.70	12.06	162.76		102.75	13.70	12.06	128.51	137.00
180521777	180521686	Sandra Beard	228.00	22.80	20.06	270.86		171.00	22.80	20.06	213.86	228.00
180525502	180521686	HOST: Jane Smith	151.00	15.10	13.29	179.39		139.75	15.10	16.45	171.30	151.00
		Totals= = = = = = = = = = =>	590.50	59.05	51.97	701.52	0.00	469.37	59.05	55.13	583.55	590.50

⊕ Products

Coupons Redeemed	none	Cash N Carry Redeemed	.00

Consultant Amount Due Summary	
Consultant Cost - Total	$469.37
Shipping & Handling	$59.05
Tax	$55.13
Subtotal	$583.55
Customer Credit Card Payments	$0.00
Total Balance Due	$583.55

Gross Profit Potential		
Party Costs		
Total Retail		$590.50
Consultant Cost		-$466.37
Gross Profit from this party		$124.13
Business Expenses	Cost	Tax
Sales Aids / Bonus Items	$3.00	$0.24
Host Program	$0.00	$2.92
Subtotal	$3.00	$3.16
Total Business Expenses		$6.16
Net Profit Potential		
Gross Profit from this party		$124.13
Less Other Expenses		-$6.16
Total Profit Potential		$117.97

Once you are happy with the orders, payments, etc., enter your payment information in this box. Once you have that all entered, click "submit party". You'll be asked for your password again, and the customer's credit cards will be charged at that time. If the customer's card is declined for whatever reason, you will get an error message that has to be fixed before the party can be submitted. Once the party is submitted, you'll get a "congratulations" screen with the orders summarized on the page.

Redeeming Coupons

Create a NON PARTY order, naming it COUPON redemption. Click on MY COUPONS

Your earned coupons will then pop up. Click on the hyperlink ticket number and they will populate in your web order screen.

Click on the blue hyperlink ticket numbers. Then click close. This will populate your order screen with the item numbers. Click on
Verify. Sometimes you can not order multiple gifts on one order. You'll need to create a separate order in that case.

Item Entry   **Tina Oscar**

Party Ref#	4000197463	Description	Coupon Redemption	Party Date	10/01/2010
Order Ref#	153242998	Customer	Tina Oscar	Order Date	10/01/2010
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
☐	SE0600286888998
☐	RB0500286888998

RE07 -- Director Recruiting Event - Servalier 3-pc Bowls Set

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.

Please note that the following item numbers from the Fall and Holiday Catalog have changed:
Chop'N Prep – new item 1240   Whip'N Prep – new item 1242   Quick Chef – new item 1244

Del	Item Type	Item	Description	Qty	Cost	Cost Total	Retail Price	Retail Total
☐	7- Sales Aids	074678	*AWARD* LADLE & SKIMMER SET	1	.00	.00	.00	.00
☐	7- Sales Aids	074680	*AWARD* LP RECORD KEYCHAIN	1	.00	.00	.00	.00
☐	7- Sales Aids	074675	*AWD*PRISMS BOWLS,PLATES&TONGS	1	.00	.00	.00	.00
☐	7- Sales Aids	074809	*AWARD* APPLE GIFT CARD	1	.00	.00	.00	.00
☐	1- Regular							
☐	1- Regular							
☐	1- Regular							
☐	1- Regular							
☐	1- Regular							

FAQ
Help
Chat
Support
My Coupons
Open Coupons
Item Search
Product Alerts

Complete the order. Your only cost will be a nominal shipping charge. You can also add these to a supply order.

WARRANTY REPLACEMENTS AND GUIDELINES

Is the Product
- Broken
- Cracked
- Chipped
- Peeled (not microwave damaged)

NO – customer may be able to purchase a replacement part if they would like

YES – look up to see if it is OBSOLETE or currently available for parts replacements

Locate Mold Number – The mold number is located on EVERY PRODUCT that Tupperware manufactures. It can be along the inside rim of the seal or bowl or under a tab. The numbers are small so good light and a magnifying glass may need to be used to read the number correctly.

3 ways to look up Tupperware replacements and parts

- T APP – need to subscribe to in advance. Great tool to use at your parties from your Smart Phone
- Online Parts Book in PDF – use the control F (find option) to look up the mold number or name of item.
- WEB SEARCH under your web order entry using the mold number of part name

When Available for parts replacement – The MOLD number is designated to the machine the product is manufactured on. The Sequence or ITEM number is what you'll need to order the correct item.   If it is WARRANTEED then you'll use the Warranty Item Type (9). When the customer is purchasing the part, then you'll use the Part Item Type (2) in your web order entry screen.

When Not Available for parts replacement – on occasion the part they need is not available to order in parts. When this happens the customer is eligible for a COMPARABLE replacement. Example, the Large Mixing Bowl is not currently available for replacement, but the 12 cup That'sa Bowl Jr. is. The customer could receive the bowl and seal FREE as long as the customer surrenders the bowl and seal. If no seal is surrendered than just the bowl is ordered. You will order the new bowl by its item number (parts book) and enter it under item type 9. No charge to the customer or consultant

When OBS credit is given – This is a credit toward the customers order AFTER the shipping and Tax has been calculated.   All parts are surrendered to the consultant.

Keep all parts / warranty items for 30 days. After the 30 days, take a sharp instrument like a tip of a screw driver and scratch out the MOLD numbers on the product and dispose in your trash.

Understanding Your Replacement Parts Catalog

Under the terms of Tupperware's Lifetime Warranty, Tupperware® brand products are guaranteed against chipping, cracking, breaking or peeling under normal non-commercial use for the Lifetime of the product. In some cases, customers may lose parts or damage products in ways not covered by the warranty. Making these parts available for purchase is a service that we are pleased to offer our customers.

Step 1 — Determine the Mold Number.

To determine the exact product/part in need of replacement, you must first locate the **Mold number** on the product. Every Tupperware® product has a two-part number stamped into it. The first part (before the dash) is the mold number.

While the Mold number is the most accurate information to use, you can also ask for the **Name** of the product. The product name can then be used to locate the mold number in the Product Index located in the front of the Parts Replacement Catalog. **Note:** Product names are listed alphabetically in the Product Index.

Some products are comprised of multiple pieces which may or may not need to be ordered separately. Please be sure to check for the mold number on every piece that you need to replace.

Step 2 — Locate the Item in the Replacement Parts Catalog

Once you have determined the mold number you will then need to locate the mold number (listed numerically) in the reference section to find the ordering information you need. The number (4 digits) that is located in the item number column is what you will enter in *My Sales* for ordering. In cases where there is not a number listed, please use the reference section below for further instructions.

OBS	OBS is used in place of an item number when the part is Obsolete and no longer available for ordering. For Obsolete Products, the customer is entitled to an Obsolete Credit that can be used to purchase a Tupperware Product of their choice. The credit value for all Obsolete products is located in the **Credit Value** section next to the Product Description.
CAT	CAT is used in place of an item number when the item is not available as a part because it is a one-piece item that is currently being sold in our full line catalog. To order, use the item number listed after the Product Description.
----	---- is used when the piece is part of another piece. The piece that it belongs to is typically located directly right above it.

The following explains the difference between the Credit Value Column and the Suggested Retail Column.

Credit Value	The amount shown in the **Credit Value** is the amount of credit that the consumer should receive if they are given a credit or if the product is obsolete.
Sugg. Retail	The amount shown in the **Sugg. Retail** column is the amount that the consumer will be charged if they wish to purchase the part.

The following explains special instructions that you may encounter.

See #1234	This means that Mold number 1234 is a suggested comparable replacement. This can be used as an alternative to obsolete credit.
See #1234 etc	"etc." means that additional parts make up a complete unit.

Step 3 — Entering Items in My Sales

When placing orders for Parts, Warranty or Obsolete items in My Sales you enter item numbers by typing in the full item number. Example: 91234

For **Parts** you would enter 2 before the item number. Example: **2**2024 – 4 ¼" Seal (A)

For **Warranty** you would enter 9 before the item number. Example **9**2024 – 4 ¼" Seal (A)

For **Obsolete** you would enter 10 before the mold number. Example **10**0107 16 oz. Tumbler