\*\*\* Entering Parties on Line \*\*\*

* Go to [www.victorysalestw.com](http://www.victorysalestw.com) and click on the enter order tab on the top right.
* Click on “Click Here to enter orders”
* Enter your 11 digit # and password.
* Click next twice to bring you to the party page, click on start a new party and choose party, non- party for your personal orders and sales aides, or click on fundraiser.
* Enter all information required including the description, which can be the hostesses name or what you choose, date, attendance number, the lead type, who it should be shipped to, either the hostess or you the consultant, all hostess information including address and phone number and the correct ship address and then click next.
* This will bring you to the customer’s orders pages. Enter each customer individually starting with their name and address and phone number and then click next.
* The 2nd customer page is where you actually enter their item numbers and quantities of each. Also if you had a warranty or replacement item, this is the page it would be entered on. Once the customer’s order is entered click on verify at the bottom of the page to be sure it matches what you have on the order form and then click next
* This page allows the method of payment for the order, enter the total sales amount paid and check yes if it was paid by credit card to enter the credit card #. The next page will be each order you have entered so far and the totals.
* Click New Order at the bottom to continue entering orders.
* Once you have entered each customer you may click on host order button and this will bring you to the host information.
* You will see the hostess address and name, etc. as well as again verifying who it is being shipped to. Click next.
* This page you would use for any regular or sale items that the hostess wants to purchase to add to her total sales for the party as well as polybags to pack out the party (item # 76148 – pack of 10 lg bags). Please remember that hostesses cannot choose any items that start with the number “8” for her free products, as these are already on sale, so this would be the page where if she wanted to purchase those items and pay the regular price for them you can enter them.
* Once again click next and this brings you to the hostess information page. Here you will find the total party sales, the amount of hostess dollars earned and your own personal cash and carry information with the amount in your pool (Items that you have ordered on a Non-Party; such as random customer orders or sampling). If you had a hostess with for example a $425 party you could if you chose add $25 from your pool to help her out to get a $450 party. Or, if you have a lot of products on hand that you wish to sell, but wish to give the hostess credit for them you can add that in as well on this page (up to $75 per party).
* To the left of the box with the cash and carry is the “Host Bonus Items” section. Anything that your hostess does NOT qualify for will show up in RED, anything that is in normal black text you may simply click on each item number (blue hyperlink) that she qualifies for in order for it to be added to her order. The first box is the list of Date and Hold gifts. The host is able to choose 1 for FREE. Click on the blue hyperlink to choose the one she/he has selected. It will pre-fill below in the item entry area.
* Down below these two boxes is where you would enter anything that the hostess gets for free, as well as her ½ off items if applicable. You can choose the “Type” by clicking on the drop down arrow. When finished entering items, click next.
* This is the hostess payment page, just like the regular customer order payment page you simply enter in the appropriate box the method of payment she is using to pay for her items. Then click next.
* Once you have completely finished entering your party orders and host order click on “Party Summary”. It is a very good idea to look this over COMPLETELY and make sure everything looks correct. It will show you the total party retail (therefore how much in sales you will get credit for) and also the amount that is due from you which will be put on your credit card. It also shows the best part, the commission amount! When you are satisfied that everything appears correct you may go to the bottom of the page and hit “submit”. You will be asked to re-enter your password and then a few seconds later it will tell you if your party has been successfully submitted. Always print this page once submitted for your records. At any point if I am not available for questions when you are submitting a party, just click on the blue buttons on the side for “support”. This will give you the 1-888 number for customer service and they will guide you through any issues you might have.