

## How to Put in an Order!

First, Log into Premier and then go to Ordering/Products at the top. Then a drop box comes down, go to Online order and then Home Show Order.

There are 8 steps when putting in an order and at the top of each step you will see directions as well. When you are half way through, you can hit Save for Later and go back to complete your order at another time. To get back into your order, you have to go to My Account and then Order Status and you will see it!

### Step 1-

At the top the first drop box you will select training show for your training show. If it's a home show, select home show.

For the date, put the date the show was held on.

Then give yourself whatever hostess benefits you or your hostess has earned.

Now, count up how many order forms you have and select that number for the number of customers.

Next, go through the order forms and count up how many different items were ordered all together and select the range for the retail items.

Finally, count how many free hostess items you are earning today (or your hostess) and select that range for hostess selection.

At the bottom-put in your shipping and billing information and then continue.

\*\*When you do a home show for someone else, you will put their information to be the shipping address. If the order is your training show, the shipping information is yours.

### Step 2--

At the top, click *Same as Shipping Box* and the hostess' information will appear automatically for you.

Put in the names of all of your customers that ordered and their phone numbers (if you don't know their phone number just put in anything because it will not let you through to the next step without entering a phone number). Click continue at the bottom when you are finished.

### Step 3-

Now under *Retail Selections*, choose the customer (you will see all of the names appear in the drop box) and then put in their item number and quantity.

*\*\*If it is a ring you need to put the 4 digit ring code and then the 2 digit size. For example: If I wanted Laura in size six I would put 152906. 1529 is the code and 06 is the size. Then hit continue at the bottom.*

### Step 4-

**NOW DOUBLE CHECK!** Make sure you have the correct person, with the correct item, and price!

After you hit continue, if it says the item is discontinued, go back into the catalog to double check the code. Nothing in the catalog is discontinued (unless you got an email stating so).

### Step 5-

Review again! Very important because you don't want to make a mistake!

### Step 6-

If your host is getting any 1/2 price items put them here. If it is your training show and you would like to order any items at 1/2 price put in the code here. If you don't want any 1/2 price items then just hit continue.

## Step 7-

At the top of this page it will tell you how much free jewelry the hostess earned. Double check that is what you have on the hostess receipt. Go ahead and enter in the codes for the free jewelry. If you go over that amount you would just have to pay the difference at the end. If you are over by a lot go back and try making an item 1/2 price (if you have any 1/2 price items left) to see if you save money.

## Step 8-

Double check that the hostess' free jewelry selection is correct. Select your tax rate at the bottom-you will see a drop down box and check the total amount due box and down at the very bottom saying you understand everything (read everything so you understand what you are checking).

You can also use ProPay to pay down the amount that is due to Premier. If you have any available money in ProPay, a box will appear towards the bottom of the screen. Click that box and select how much money you would like to use from ProPay to pay Premier with.

## Here is some explanation of what is owed-

Half-Price Selections- Are any items that your hostess is getting at 1/2 price.

Hostess Benefit Overage- This is how much more the hostess has to pay if she went over the amount they were allowed.

Shipping and Handling- That's everyone's \$4 shipping added together, including the hostess'.

Jeweler Share- for every home show we have to pay \$8 as our jeweler share (if there is a promotion that could go up to \$15 depending on the promotion)

Hostess Share- We pay \$3 towards any \$25 that the hostess earned (\$12 at the most if they earned all 4). \*If there is a promotion for Double Hostess Bonuses, that amount will double.

All of that with tax is the amount due. For your training show you are responsible for paying the tax and shipping for your free jewelry, so it's a little

more this time, but in the future it won't be because your hostess will be paying for that.

\*The easiest way to understand how much you made after all is said and done is to add up all of the payments you received from your customers and hostesses (this is the bottom box on the receipt and includes retail, shipping, and tax—then subtract how much you paid Premier. The amount left over is yours!)