Get To Know Your Back Office

Here's a quick reference guide to what's on your Back Office home page.

Your rep details and your sponsor's information (click their name to view their details)

The current month's projected commissions as of today

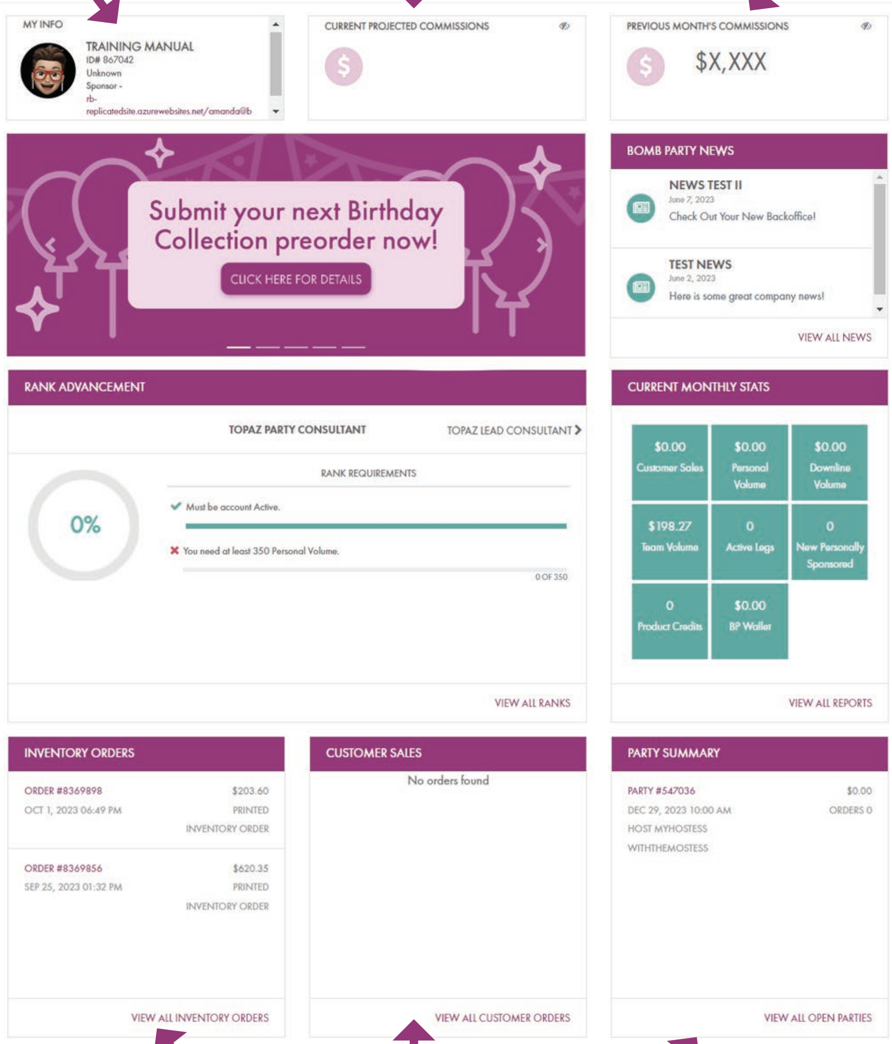
Your Commissions total from last month

A slideshow of recent news, updates, and fun content from the BP Home Office

Announcements and notices from Home Office

Your current title plus what you'll need to achieve your next title

Highlights of your achievements this month. Each box can be clicked for more information.

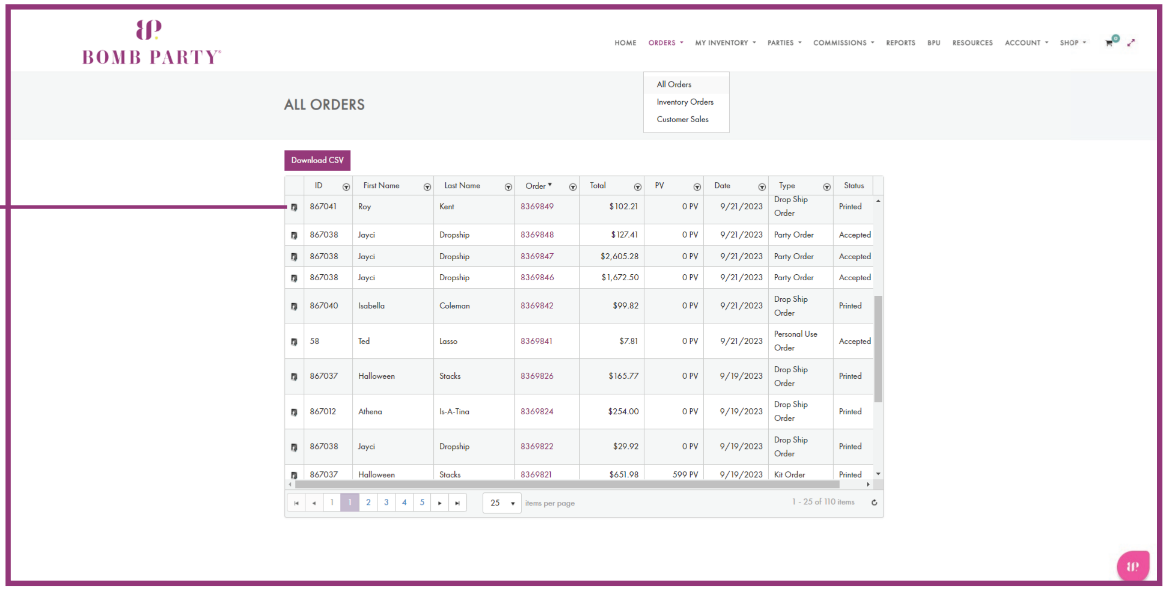


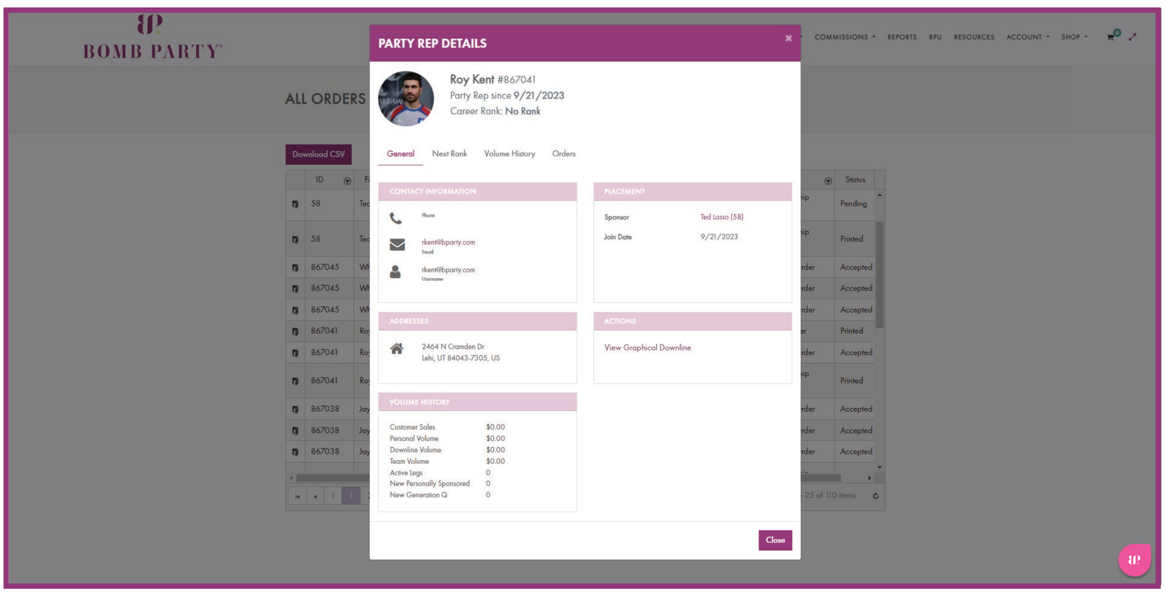
Your most recent inventory orders, sales, and parties

Orders

The Orders pages consist of all Orders, Inventory Orders, and Customer Sales.

- Orders > All Orders
    - The "All Orders" page shows a report of all orders associated with your Rep account including your inventory, business supplies, and personal use orders, as well as customer orders.
    - Here are some things you can do with this report:
        - View
            - Rep or Customer ID
            - First Name
            - Last Name
            - Order #
            - Total $
            - PV
            - Date the order was placed
            - Type of order such as inventory, Rep to Rep, Party Order, Drop Ship Order, etc.)
            - Status of order such as printed, shipped, accepted, canceled, pending payment
    - Download the report as a CSV (Excel or Sheets compatible)
    - Drag and drop columns into a different order
    - Click on the personal info icon in the first column to view the customer or Rep details
    - Click on the column heading to sort in ascending/descending order
    - Use the filter icon next to any of the column headings to set specific search parameters within the report

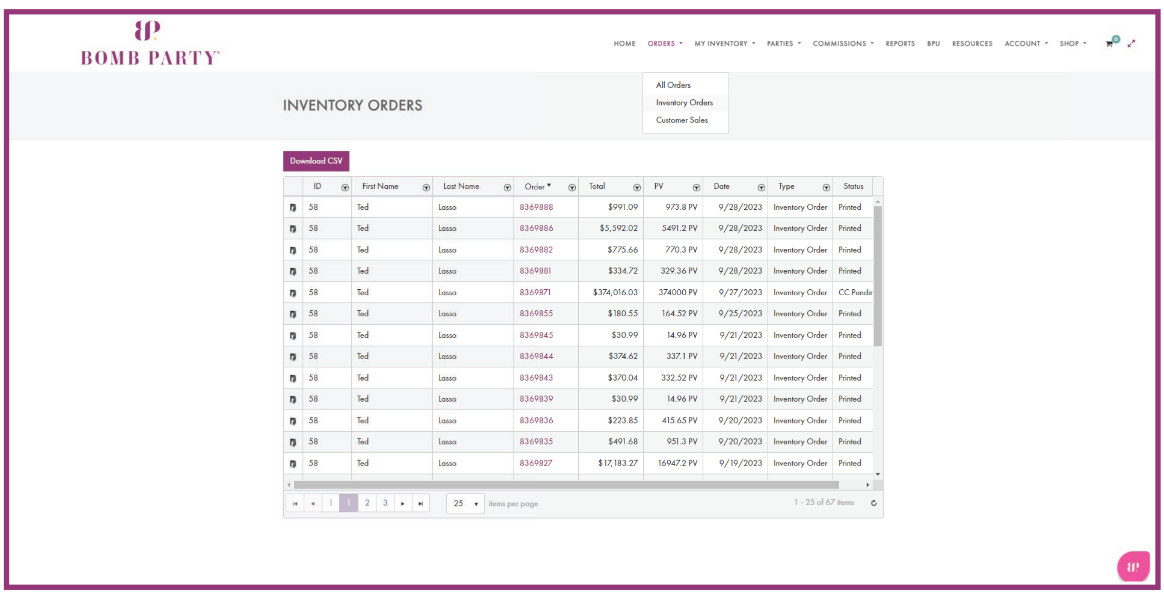

BOMB PARTY
HOME
ORDERS
MY INVENTORY
PARTIES
COMMISSIONS
REPORTS
BPU
RESOURCES
ACCOUNT
SHOP
All Orders
Inventory Orders
Customer Sales
ALL ORDERS
Download CSV
ID
First Name
Last Name
Order
Total
PV
Date
Type
Status
867041 Roy Kent 8369849 $102.21 0 PV 9/21/2023 Drop Ship Order Printed
867038 Jayci Dropship 8369848 $127.41 0 PV 9/21/2023 Party Order Accepted
867038 Jayci Dropship 8369847 $2,605.28 0 PV 9/21/2023 Party Order Accepted
867038 Jayci Dropship 8369846 $1,672.50 0 PV 9/21/2023 Party Order Accepted
867040 Isabella Coleman 8369842 $99.82 0 PV 9/21/2023 Drop Ship Order Printed
58 Ted Lasso 8369841 $7.81 0 PV 9/21/2023 Personal Use Order Accepted
867037 Halloween Stacks 8369826 $165.77 0 PV 9/19/2023 Drop Ship Order Printed
867012 Athena Is-A-Tina 8369824 $254.00 0 PV 9/19/2023 Drop Ship Order Printed
867038 Jayci Dropship 8369822 $29.92 0 PV 9/19/2023 Drop Ship Order Printed
867037 Halloween Stacks 8369821 $651.98 599 PV 9/19/2023 Kit Order Printed
25 items per page
1 - 25 of 110 items


BOMB PARTY
ALL ORDERS
Download CSV
PARTY REP DETAILS
Roy Kent #867041
Party Rep since 9/21/2023
Career Rank: No Rank
General
Next Rank
Volume History
Orders
CONTACT INFORMATION
Phone
rkent@bparty.com
Email
rkent@bparty.com
Username
PLACEMENT
Sponsor
Ted Lasso (58)
Join Date
9/21/2023
ADDRESSES
2464 N Cranden Dr
Lehi, UT 84043-7305, US
ACTIONS
View Graphical Downline
VOLUME HISTORY
Customer Sales $0.00
Personal Volume $0.00
Downline Volume $0.00
Team Volume $0.00
Active Legs 0
New Personally Sponsored 0
New Generation Q 0
Close

Orders > Inventory Orders

The "Inventory Orders" page shows a history of the Bomb Party product orders associated with your BP Rep account.

- Here are some things you can do with this report:
  - View
    - Order #
    - Total $
    - PV
    - Date the order was placed
    - Type of order such as inventory, Rep to Rep, Party Order, Drop Ship Order, etc.
    - Status of order such as printed, shipped, accepted, canceled, pending payment
  - Download the report as a CSV (Excel or Sheets compatible)
  - Drag and drop columns into a different order
  - Click on the column heading to sort in ascending/descending order
  - Use the filter icon next to any of the column headings to set specific search parameters within the report



Orders > Customer Sales

The “Customer Sales” page shows a history of all customer orders associated with your BP Rep account.

- Here are some things you can do with this report:
  - View
    - Rep or Customer ID
    - First Name
    - Last Name
    - Order #
    - Total $
    - PV
    - Date the order was placed
    - Type of order such as inventory, Rep to Rep, Party Order, Drop Ship Order, etc.
    - Status of order such as printed, shipped, accepted, canceled, pending payment
  - Download the report as a CSV (Excel or Sheets compatible)
  - Drag and drop columns into a different order
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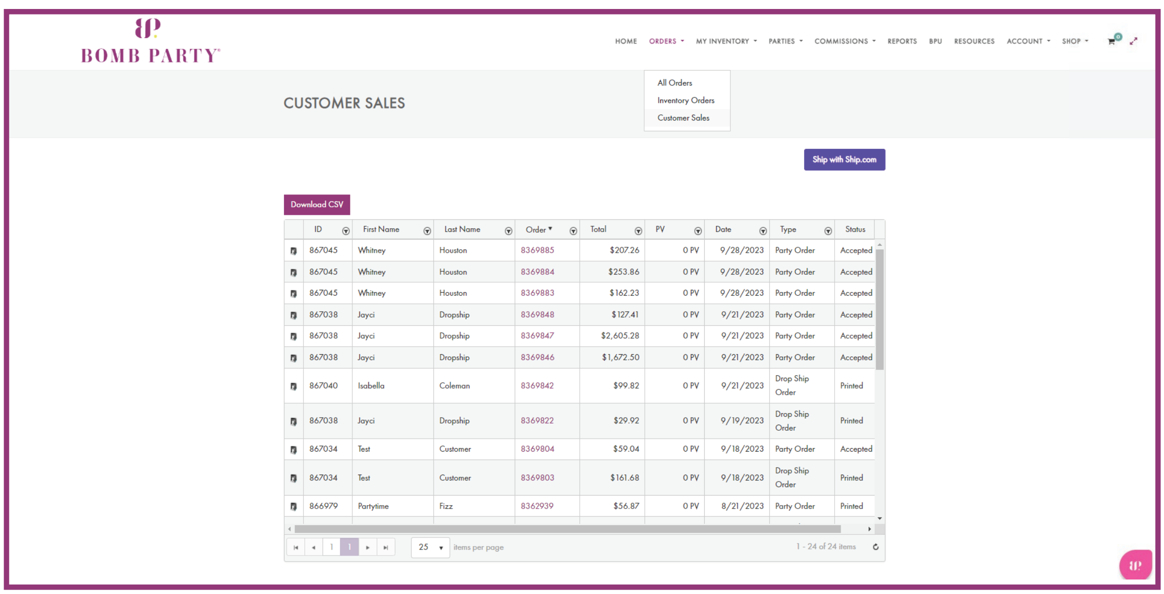
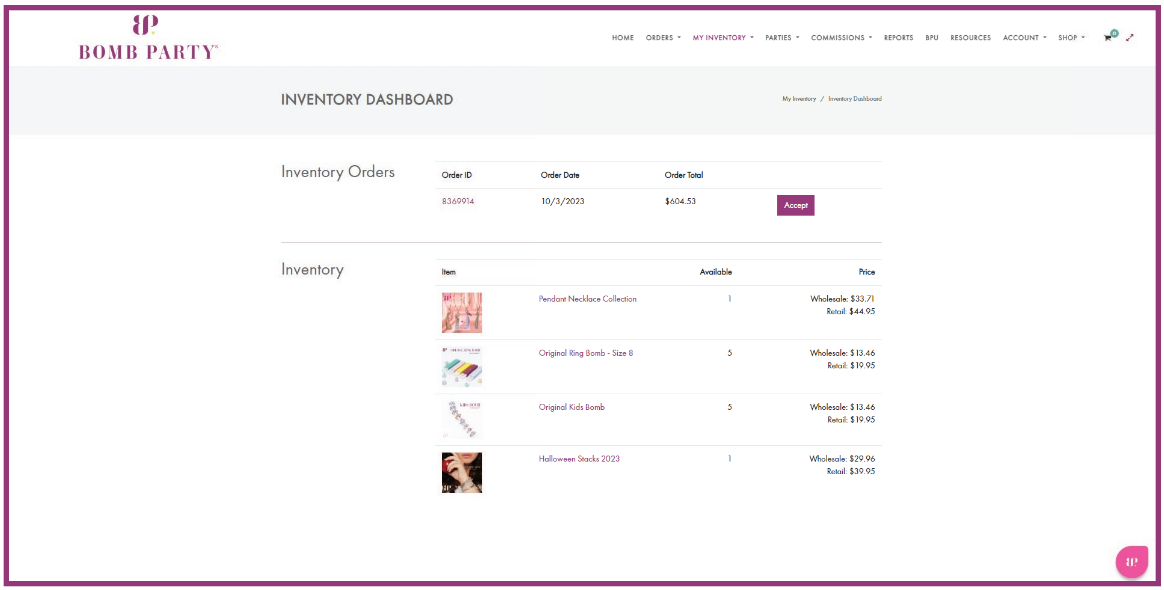


ID	First Name	Last Name	Order	Total	PV	Date	Type	Status
867045	Whitney	Houston	8369885	$207.26	0 PV	9/28/2023	Party Order	Accepted
867045	Whitney	Houston	8369884	$253.86	0 PV	9/28/2023	Party Order	Accepted
867045	Whitney	Houston	8369883	$162.23	0 PV	9/28/2023	Party Order	Accepted
867038	Jayci	Dropship	8369848	$127.41	0 PV	9/21/2023	Party Order	Accepted
867038	Jayci	Dropship	8369847	$2,605.28	0 PV	9/21/2023	Party Order	Accepted
867038	Jayci	Dropship	8369846	$1,672.50	0 PV	9/21/2023	Party Order	Accepted
867040	Isabella	Coleman	8369842	$99.82	0 PV	9/21/2023	Drop Ship Order	Printed
867038	Jayci	Dropship	8369822	$29.92	0 PV	9/19/2023	Drop Ship Order	Printed
867034	Test	Customer	8369804	$59.04	0 PV	9/18/2023	Party Order	Accepted
867034	Test	Customer	8369803	$161.68	0 PV	9/18/2023	Drop Ship Order	Printed
866979	Partytime	Fizz	8362939	$56.87	0 PV	8/21/2023	Party Order	Printed

My Inventory

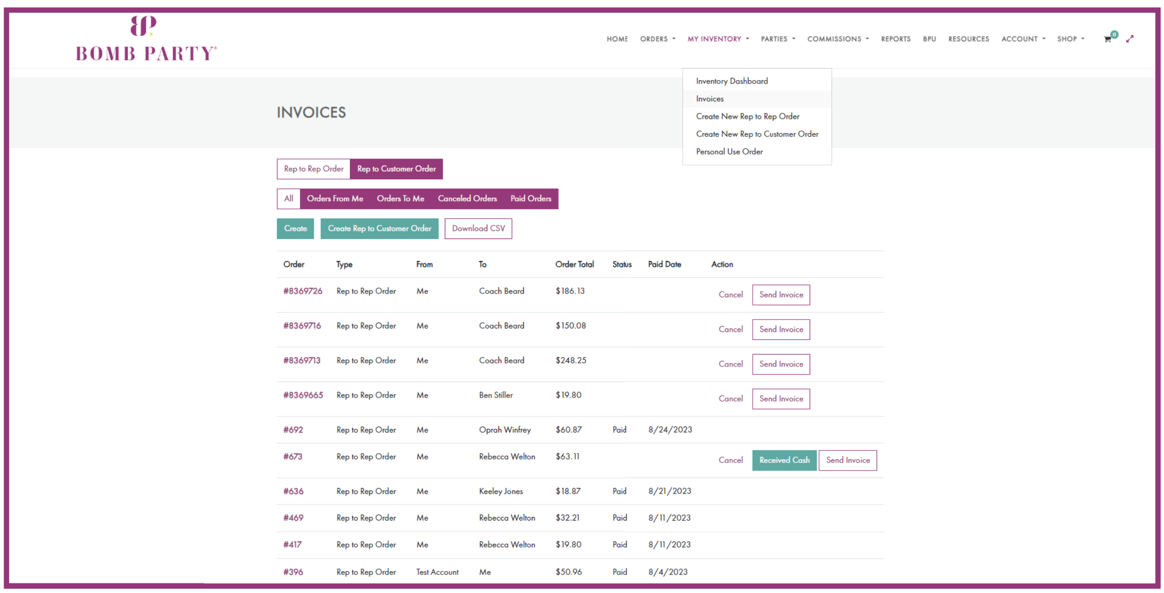
My Inventory > Inventory Dashboard

- Your "Inventory Dashboard" shows all pending and current inventory associated with your BP Rep account.
- The "Inventory Orders" section shows recent orders you've placed that have not yet been accepted/added into your current inventory. This means that customers cannot see these inventory items and cannot purchase them, yet.
- The "Inventory" section shows the items that have been accepted and are currently available for you to sell to customers.



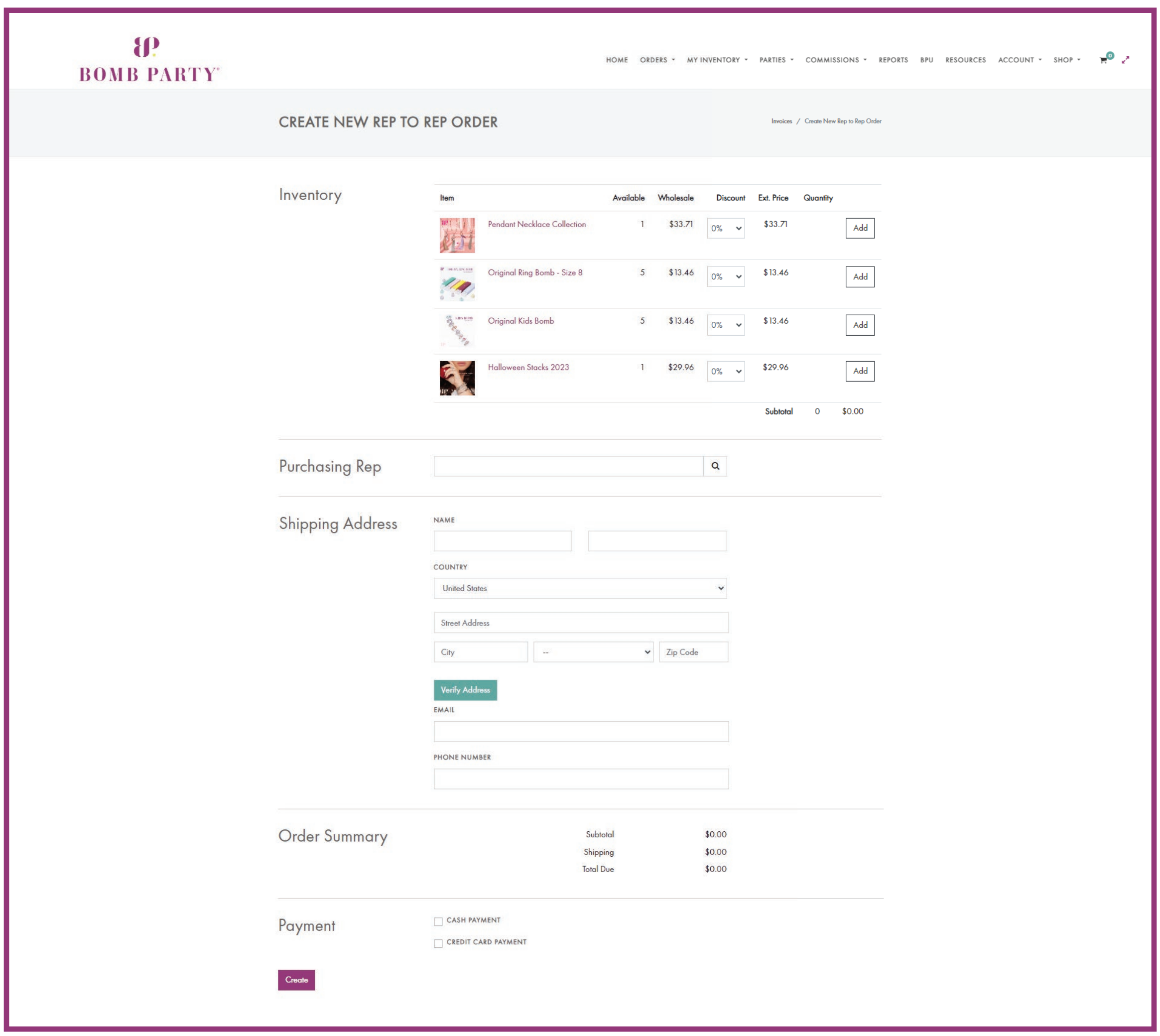
My Inventory > Invoices

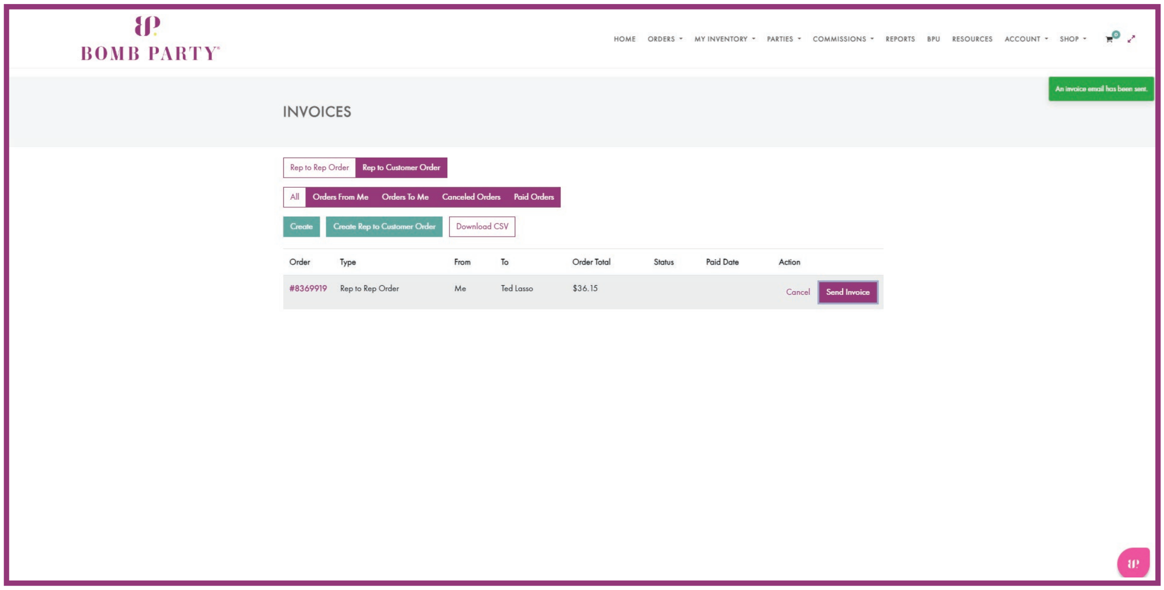
- On the “Invoices” page, you can toggle between the following types of invoice reports:
  - Rep to Rep
  - Rep to Customer
  - All Invoices
  - Orders FROM Me
  - Orders TO Me
  - Canceled Orders
  - Paid Orders
- You can also create a new Invoice for Rep to Rep and Rep to Customer orders.
- To download a spreadsheet report, click the button to view the category of invoices you want to export and click “Download CSV.” The CSV file is compatible with Excel, Sheets, and other spreadsheet-friendly software.



My Inventory > Create New Rep to Rep Order

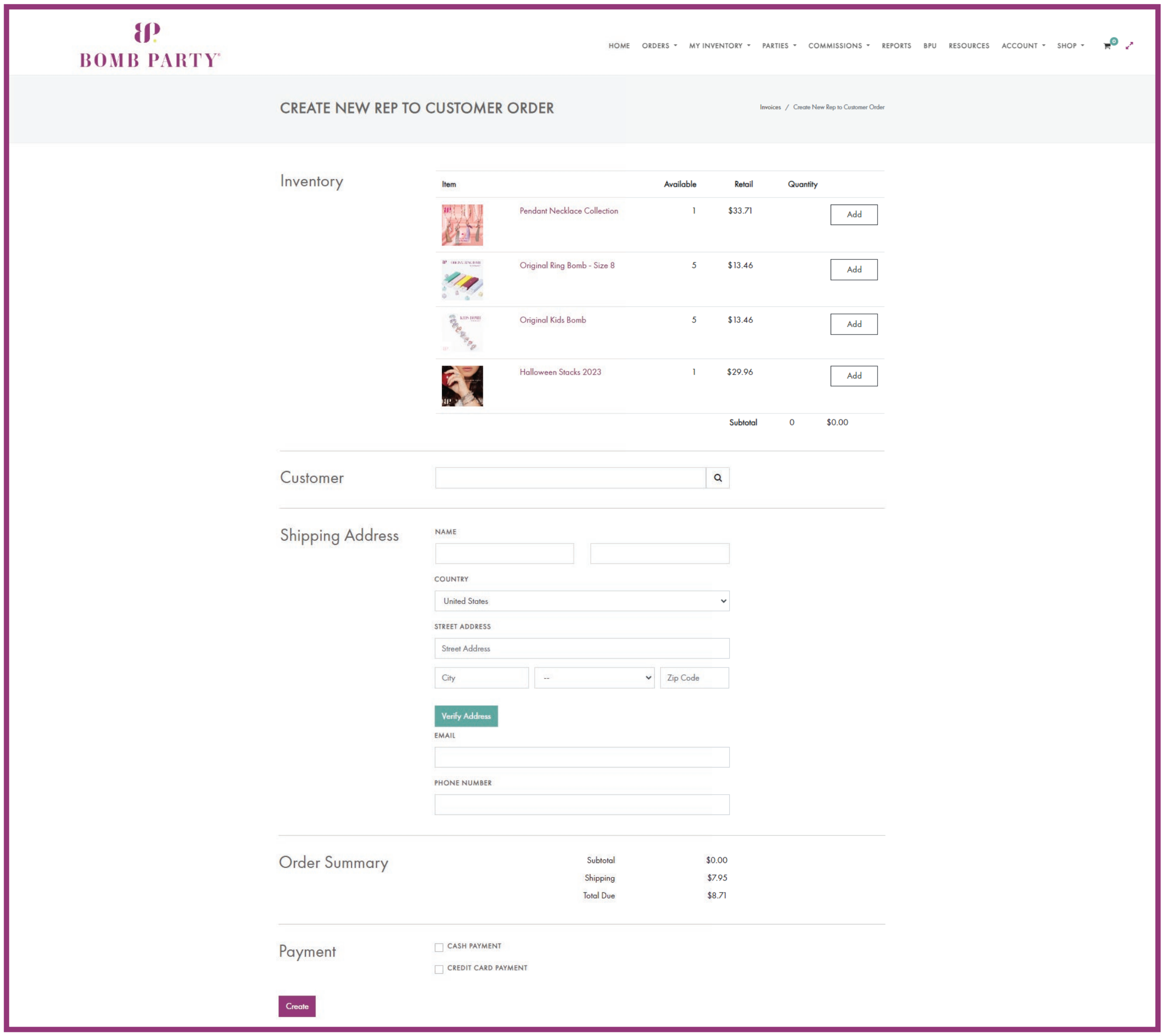
- To create a Rep to Rep order, complete the following steps:
  - Select the inventory the Rep will be purchasing and click "Add."
  - Use the search field to locate the purchasing Rep's information via their first and/or last name or Rep ID. Note that, as with our old Back Office, only Reps in your downline will populate here.
    - When their name appears under the search field, click the name to confirm the purchasing Rep (text will change from pink to grey).
    - The purchasing Rep's shipping information will autofill in the "Shipping" section and you will need to click the "Verify" button to confirm.
  - Review the order summary.
  - Select the method of payment.
  - Click "Create" to finalize and save the order invoice.
  - Return to the "Rep to Rep Orders" page to email the invoice to the purchasing Rep. Once you have returned to the "Rep to Rep Orders" page, you will see a "Send Invoice" button. Click that button to email your Rep to Rep order invoice to the purchasing Rep.





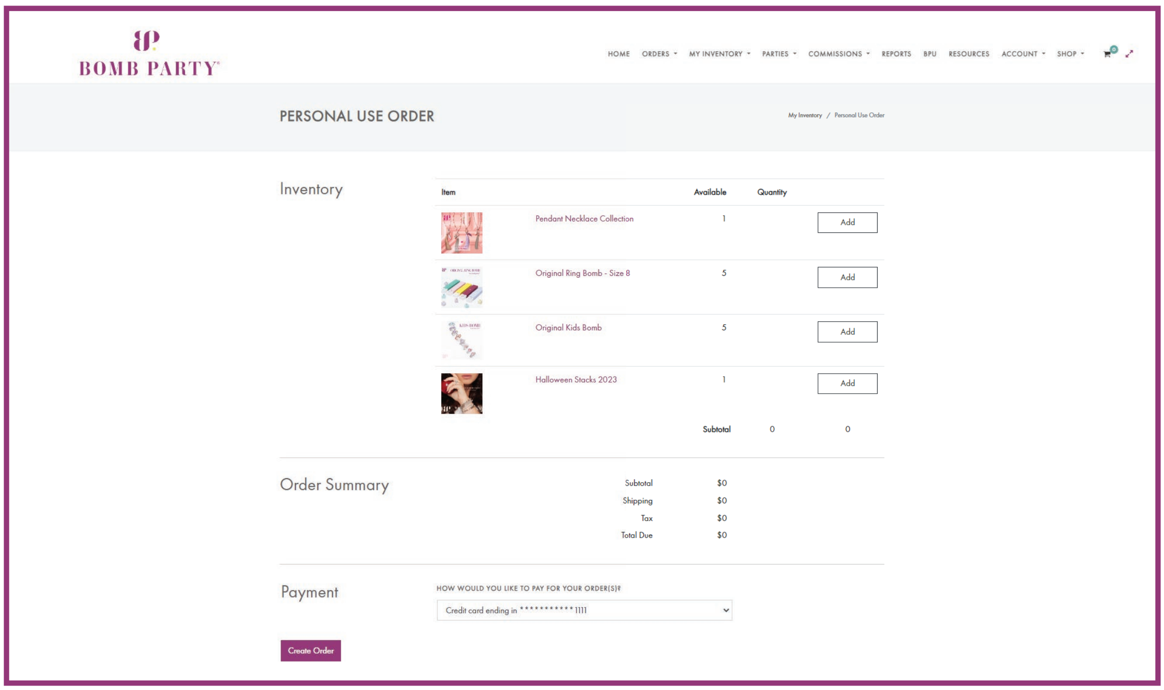
My Inventory > Create New Rep to Customer Order

- To create a Rep to Customer order, complete the following steps:
  - Select the inventory the customer will be purchasing and click "Add." Only customers who have purchased with you before will populate in the search results. Note that in a future phase of our Back Office improvements, Reps will be able to create a Rep to Customer order for customers who have not yet purchased from you. We will keep you updated when that feature is released.
  - Use the search field to locate the purchasing customer's information via their email address or first and/or last name
    - When their name appears under the search field, click the name to confirm the customer name (text will change from pink to grey).
    - The purchasing customer's shipping information will autofill in the "Shipping" section, and you will need to click the "Verify" button to confirm.
    - Reps can only do Rep to Customer with their own customers who have previously purchased. However, this will be updated in a future phase, so that Reps can create Rep to Customer invoices for customers who have never purchased from them before.
  - Review the order summary.
  - Select the method of payment.
  - Click "Create" to finalize and save the order invoice.
  - Return to the "Rep to Customer Orders" page to email the invoice to the customer.
  - Once you have returned to the "Rep to Customer Orders" page, you will see a "Send Invoice" button. Click that button to email your customer their invoice.


BOMB PARTY
HOME
ORDERS
MY INVENTORY
PARTIES
COMMISSIONS
REPORTS
BPU
RESOURCES
ACCOUNT
SHOP
0
CREATE NEW REP TO CUSTOMER ORDER
Invoices / Create New Rep to Customer Order
Inventory
Item
Available
Retail
Quantity
Pendant Necklace Collection
1
$33.71
Add
Original Ring Bomb - Size 8
5
$13.46
Add
Original Kids Bomb
5
$13.46
Add
Halloween Stacks 2023
1
$29.96
Add
Subtotal
0
$0.00
Customer
Shipping Address
NAME
COUNTRY
United States
STREET ADDRESS
Street Address
City
--
Zip Code
Verify Address
EMAIL
PHONE NUMBER
Order Summary
Subtotal
$0.00
Shipping
$7.95
Total Due
$8.71
Payment
CASH PAYMENT
CREDIT CARD PAYMENT
Create

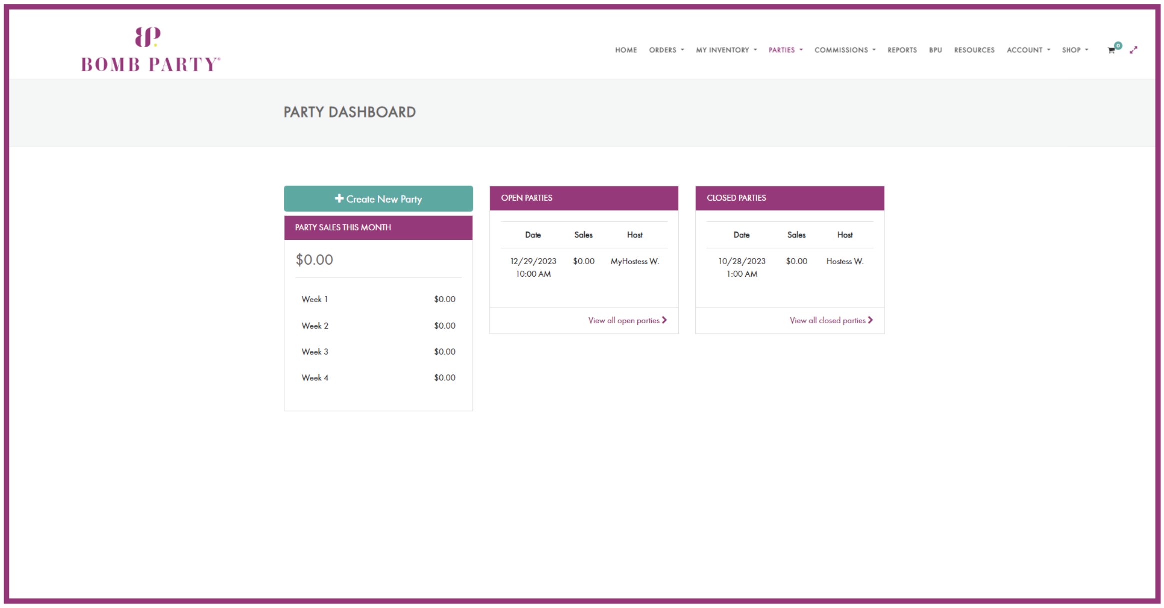
My Inventory > Personal Use Order

- When you would like to keep inventory items for your own use, you will need to process a "Personal Use Order" that removes those items from your inventory and categorizes them correctly for financial reporting purposes.
    - To create a Personal Use order, complete the following steps:
        - Select the inventory items you wish to keep for yourself.
        - Review the order summary.
        - Select one of your saved payment methods to pay the sales tax on these items.
    - Click "Create Order" to view your invoice; the system will automatically process your tax payment.

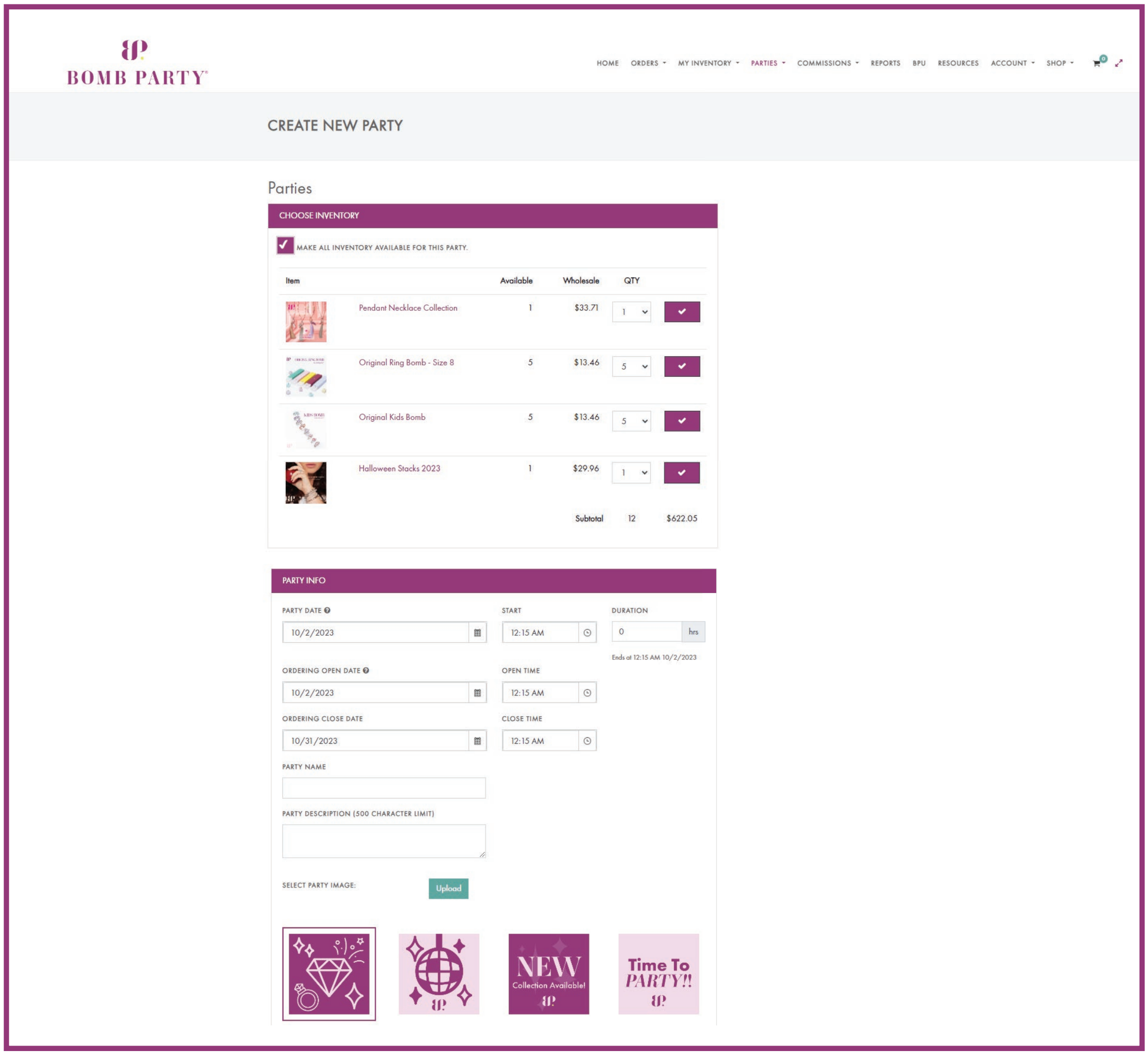


Parties

- Parties > Parties Dashboard

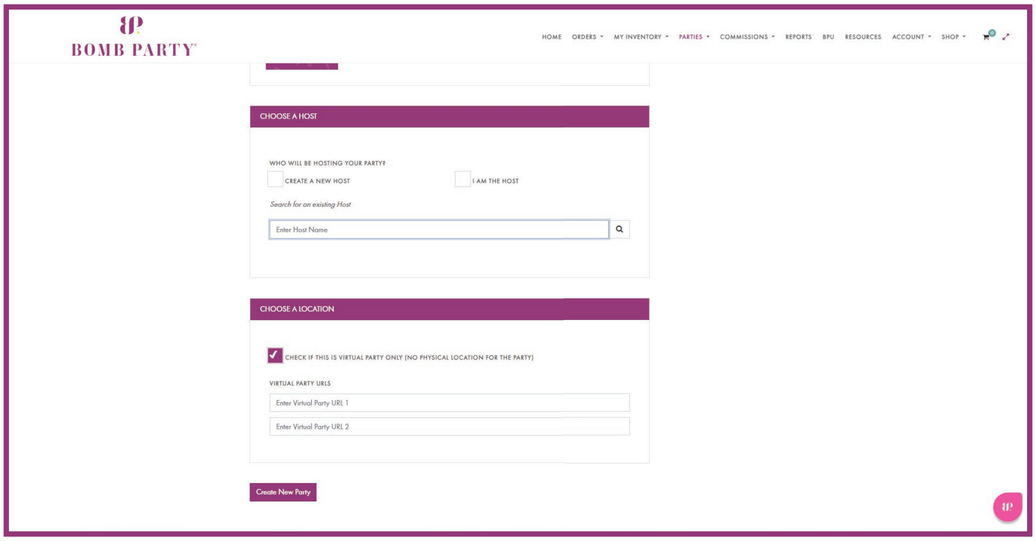


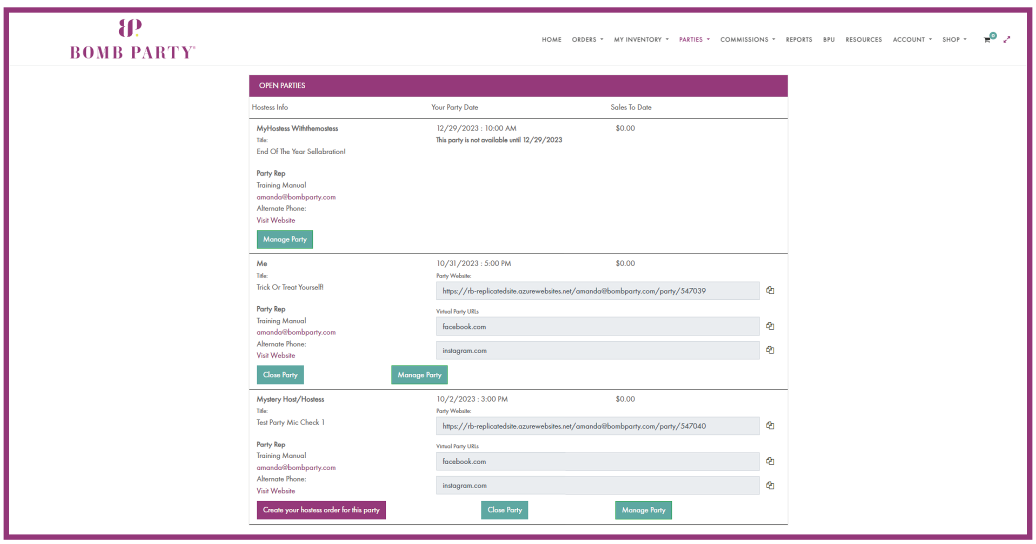
- Parties > Create New Party
  - Select the inventory you want to sell during this party.
  - Check the box to make all your inventory available for this party, or
  - Click the “Add” button and select the quantity on the inventory items you want to make available.
- Set the party details
  - Enter the Party Info.
    - Party Date & Start: the date and time you will be live online, or selling at an in-person event
    - Duration: how many hours this party will be live
    - Time Zone: This is your time zone.
    - Ordering Open Date & Time: the date and time customers can begin ordering in advance of the live party starting
    - Ordering Close Date & Time: the cut cutoff date and time for placing orders for this party
    - Party Name & Description: the title and details of the party as it will show in your dashboard and to customers
    - Party Image: choose from one of the provided images, or upload your own
      - The image will be a cropped square once uploaded



- Set the Party Host
  - If your host has been a host with you before, search for them by entering their name in the search field
    - Note that all three checkboxes above the search field must be unchecked to access the search field.
  - If your host has never hosted with you before, check the "create a new host" box and then enter in the contact info for a new, first-time host.
- Where Will You Be Partying?
- Set the party Location
  - The virtual party box is checked by default.
    - If your party is, indeed, a virtual party such as a livestream on social media, add party links for your customers to use.
  - If your party is in person, uncheck the virtual option and enter the details of the in-person party or event.

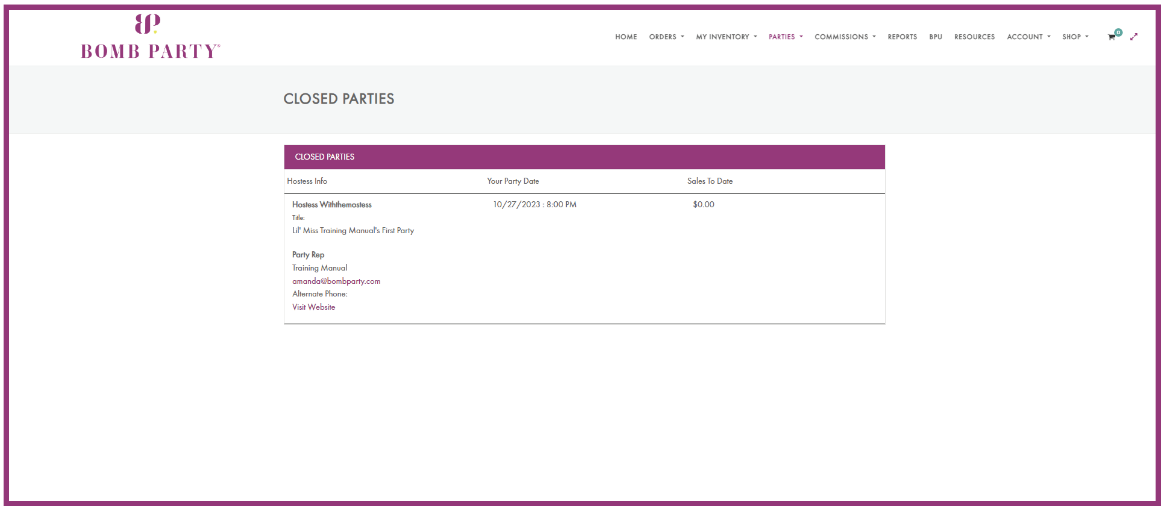
- Click “Create New Party” to save your party and be taken to the “Party Dashboard” page.





- Parties > Manage & Close Your Open Parties
- NOTE: When the party has ended and the ordering window has closed, return to the “Party Dashboard” to close the party.
- To close the party, click on the “Close Party” button for the party that is closed.
- If you chose a mystery hostess party, you will need to identify the person who was awarded the hostess rewards.
  - Click on the “Manage Party” button, then click “Edit Party,” and scroll to the “Choose a Host” section.
  - Change the selection from “Mystery Hostess” to “Create a New Host.”
  - Enter the information for the person who was awarded the Hostess Rewards. Scroll to the bottom of the page and click on “Update.”

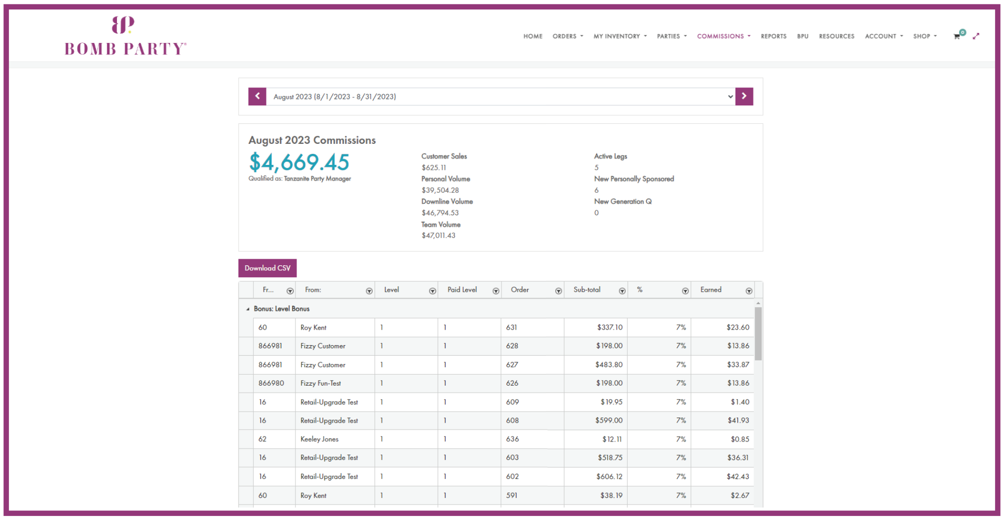
- For either a mystery hostess or a known hostess, click on the "Send Host Order Email Invite" button. Your host will receive an email to redeem their hostess rewards order. They need to follow the instructions in the email and complete their order.
- When a party has ended and the ordering window has closed, you will see a button to "Create Your Hostess Order for This Party." Click this button when you have your host's order ready to enter.



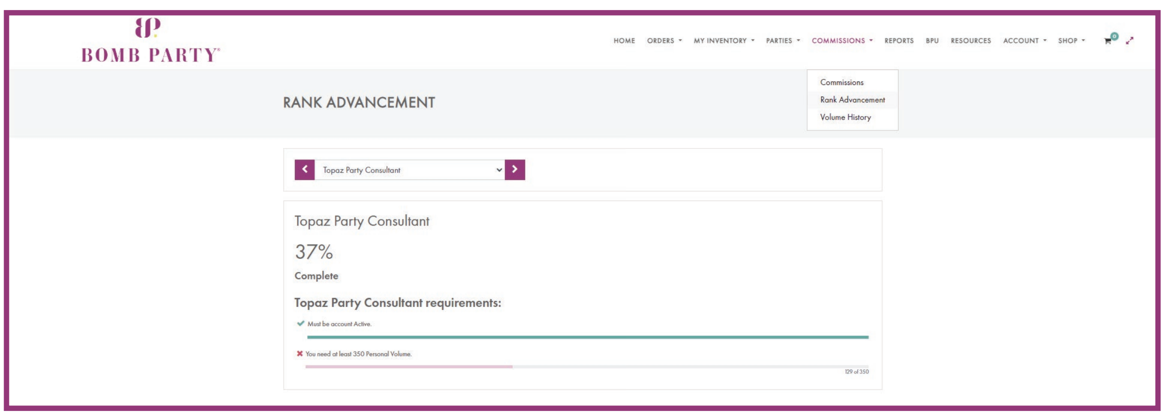
Commissions

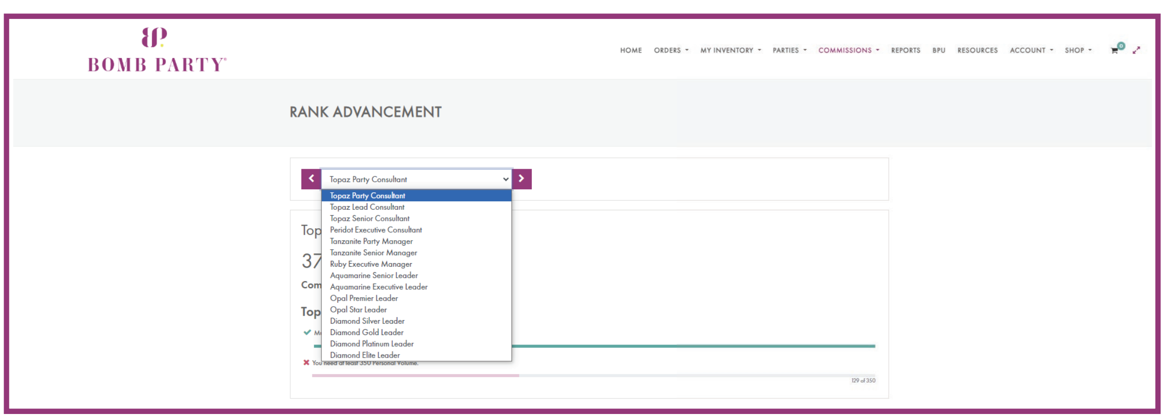
- Navigate to the Commissions tab in the top menu
- Choose "Historical Commissions" from the dropdown menu. This page reports your Commissions history beginning from January 1, 2023. (For Bomb Party Reps who were active before January 1, 2023, our former Back Office commissions history will not show in the new Back Office.)
- Here are some things you can do with this report:
  - View
    - From: Rep or Customer ID
    - From: Customer or Rep name
    - Level
    - Paid Level
    - Order #
    - Subtotal
    - %: the percentage of the commission you have earned on this order
    - Earned: total amount of commission earned on the corresponding order
    - Status of order such as printed, shipped, accepted, canceled, pending payment

- Download the report as a CSV (Excel or Sheets compatible)
- Drag and drop columns into a different order
- Click on the column heading to sort in ascending/descending order
- Use the filter icon next to any of the column headings to set specific search parameters within the report



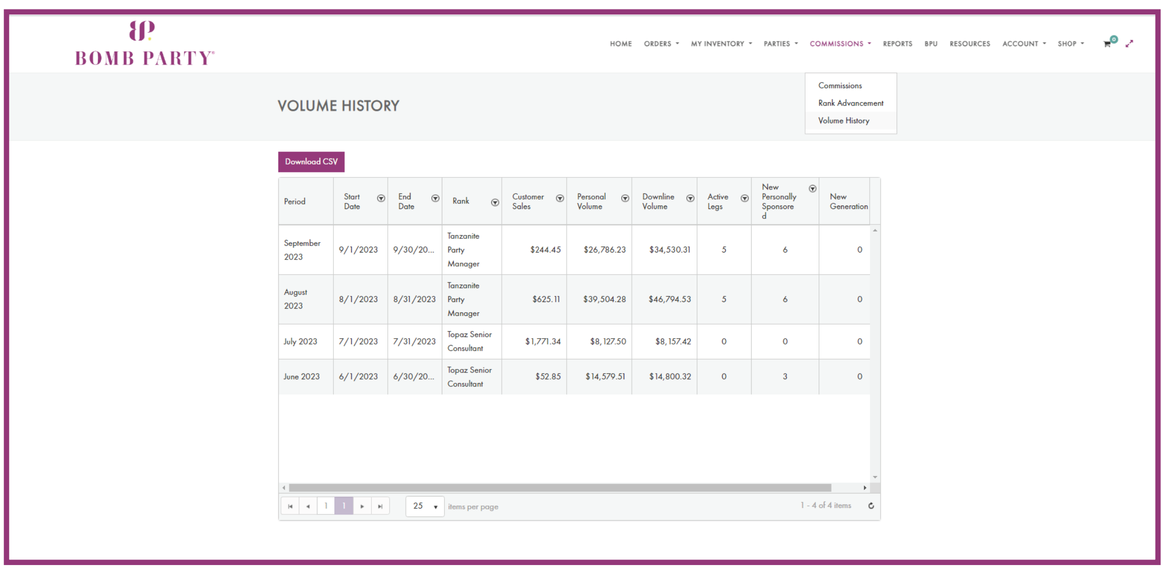
- Commissions > Rank Advancement
- The Rank Advancement page shows the next title you are eligible to reach and what you need to accomplish to achieve to rank up. You can use the dropdown menu to view additional ranks and their requirements.





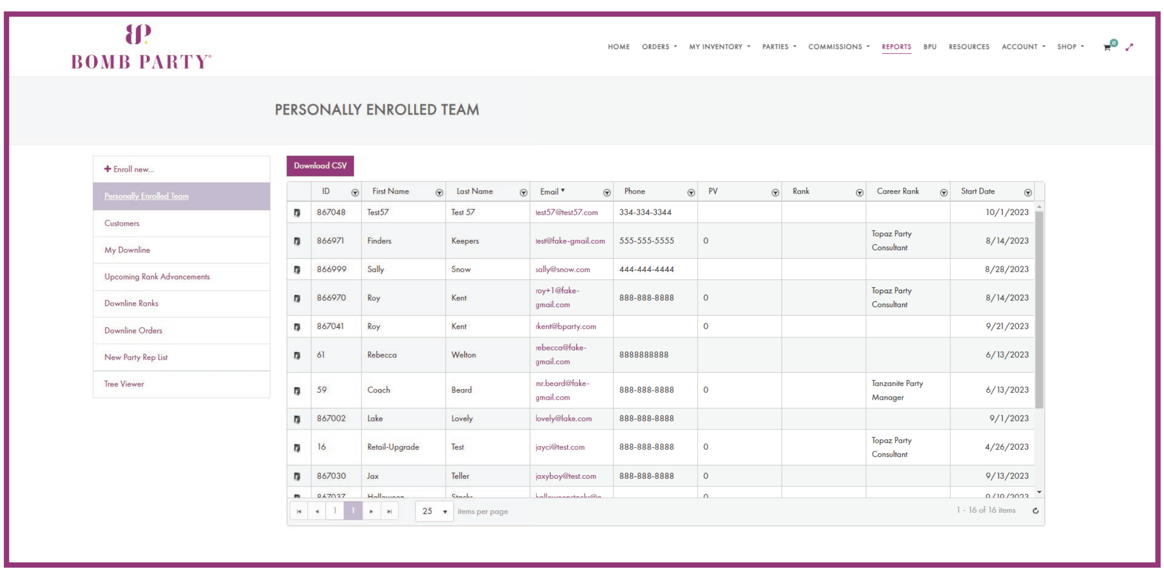
Commissions > Volume History

- This report shows a history of your personal volume and your downline volume.
  - Here are a few things you can do with this report:
    - View
      - Period
      - Start Date
      - End Date
      - Rank
      - Customer Sales
      - Personal Volume
      - Downline Volume
      - Active Legs
      - New Personally Sponsored
      - New Generation Q
    - Download the report as a CSV (Excel or Sheets compatible)
    - Drag and drop columns into a different order
    - Click on the column heading to sort in ascending/descending order
    - Use the filter icon next to any of the column headings to set specific search parameters within the report



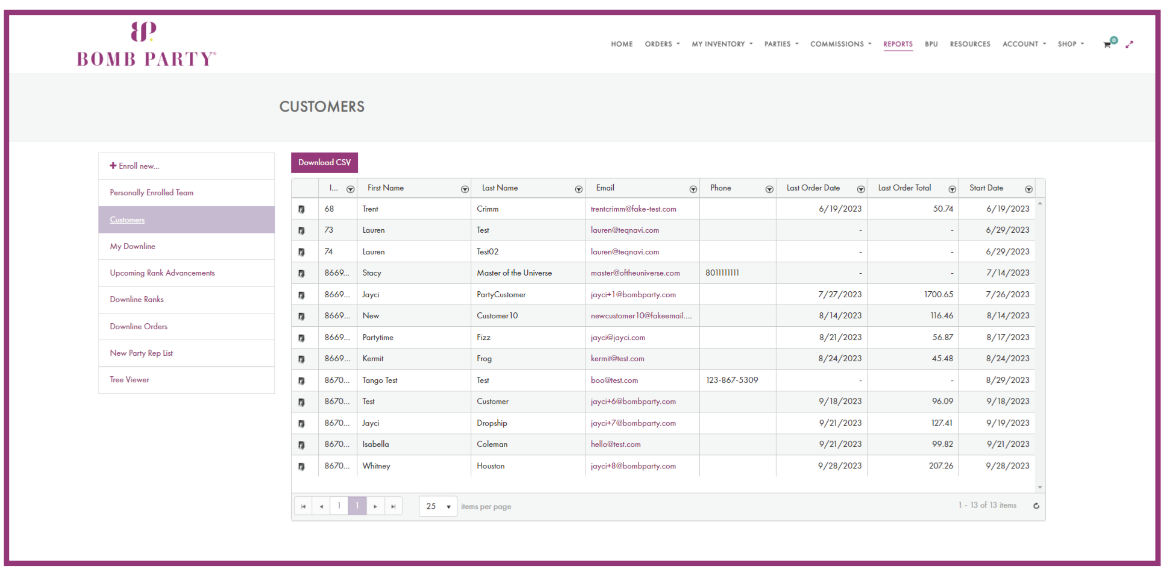
Reports

- Navigate to the Reports tab along the top menu. In this reporting area, you have several reports to review and utilize for your business.
- Reports > Personally Enrolled Team
    - This is a list of the Party Reps that you have personally sponsored or who have rolled up to you. They are in your first level.
- Here are a few things you can do with this report:
    - Click the "personal info" icon in the first column to view a snapshot of the Rep's details
    - View Your downline Rep's information.
        - Rep ID
        - First name
        - Last Name
        - Email
        - Phone Number
        - PV
        - Rank (current)
        - Career Rank
        - Start Date
    - Download the report as a CSV (Excel or Sheets compatible)
    - Drag and drop columns into a different order
    - Click on the column heading to sort in ascending/descending order
    - Use the filter icon next to any of the column headings to set specific search parameters within the report



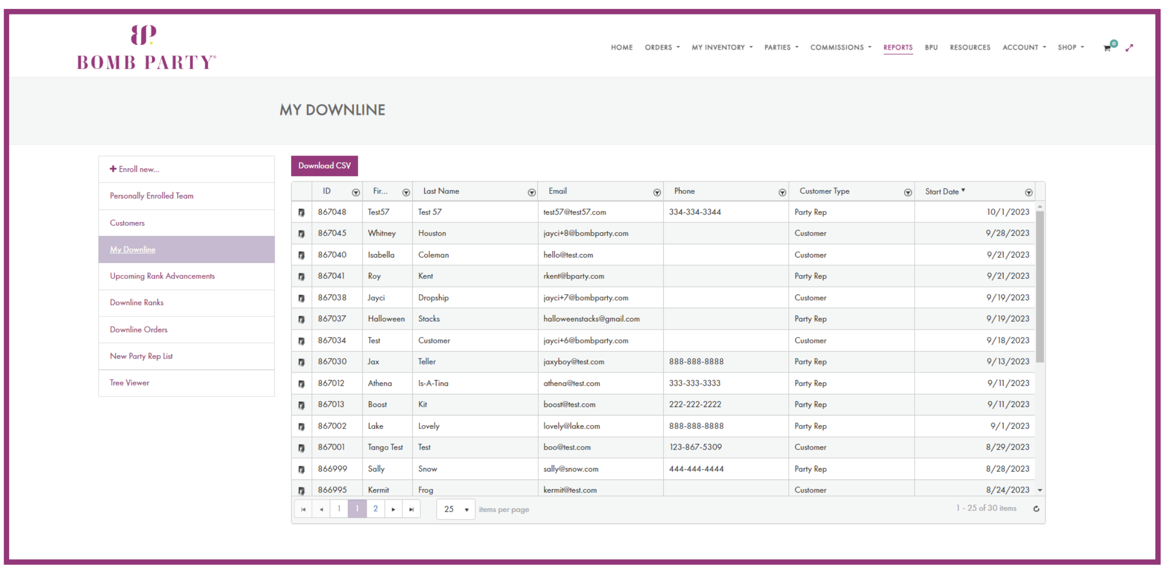
Reports > Customers

- The "Customers" report is a historical list of all customers who have purchased from you.
  - Here are a few things you can do with this report:
    - Click on the "personal info" icon in the first column to view a snapshot of the Customer's details.
    - View Your Customer's information.
      - ID
      - First name
      - Last Name
      - Email
      - Phone Number
      - Last Order Date
      - Last Order Total
      - Join Date (date of their first order)
    - Download the report as a CSV (Excel or Sheets compatible)
    - Drag and drop columns into a different order
    - Click on the column heading to sort in ascending/descending order
    - Use the filter icon next to any of the column headings to set specific search parameters within the report



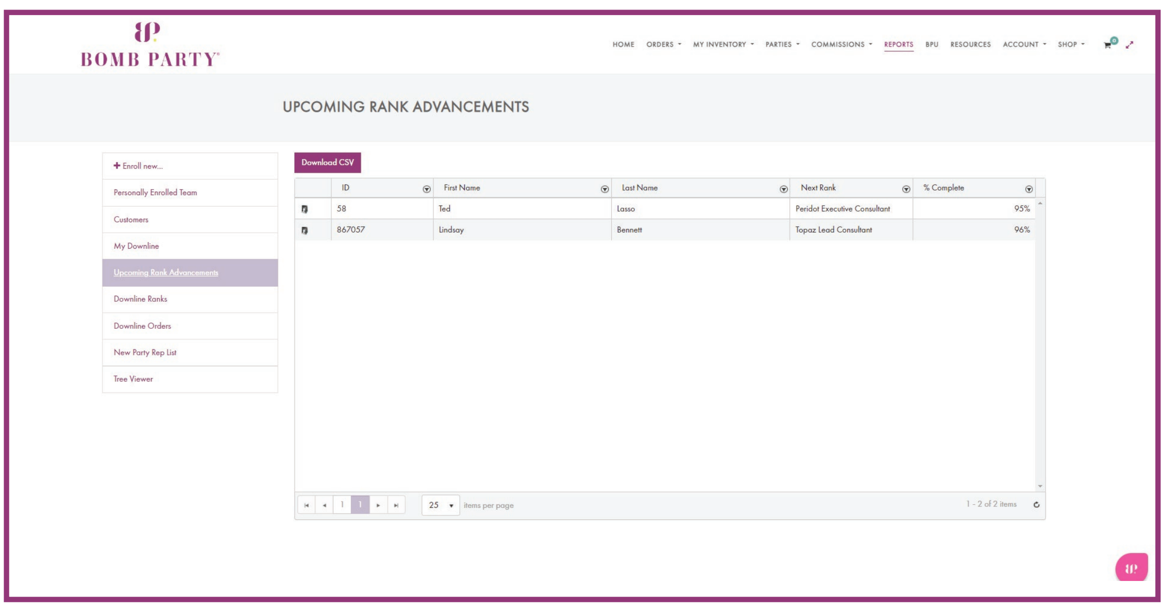
Reports > My Downline

- The “My Downline” report is a complete list of current Reps in your downline at every level. Former or inactive Reps will not show up on this list.
  - Here are a few things you can do with this report:
    - Click on the “personal info” icon in the first column to view a snapshot of the Rep’s details.
    - View Your Downline Rep’s information.
      - Rep ID
      - First name
      - Last Name
      - Email
      - Phone Number
      - Join Date
      - Download the report as a CSV (Excel or Sheets compatible)
      - Drag and drop columns into a different order
      - Click on the column heading to sort in ascending/descending order
      - Use the filter icon next to any of the column headings to set specific search parameters within the report



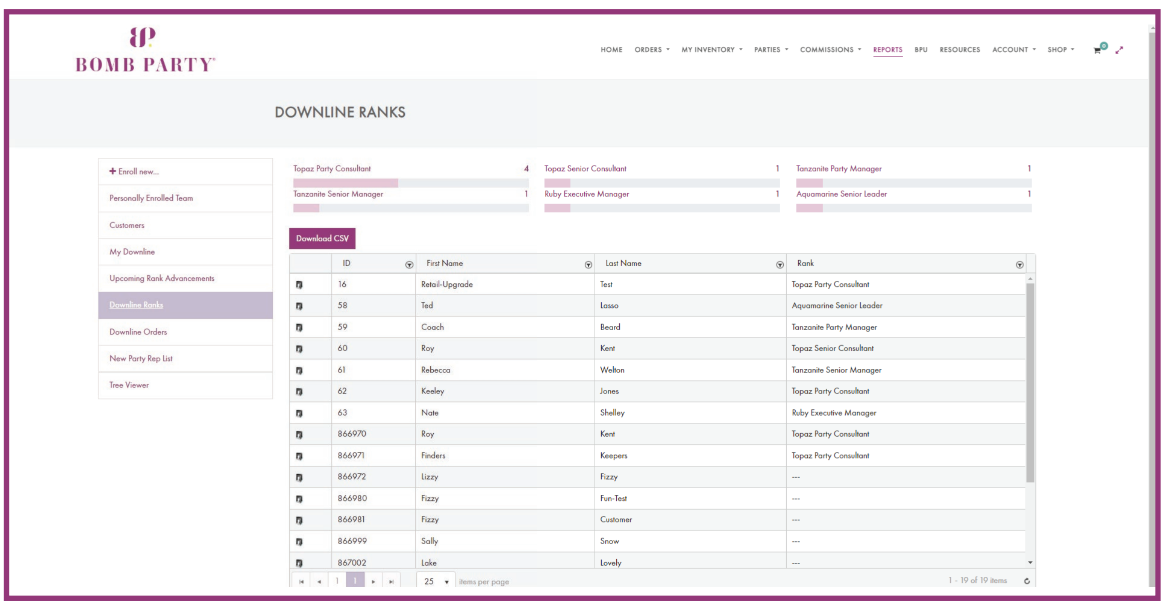
Reports > Upcoming Rank Advancements

- The "Upcoming Rank Advancements" report shows you and all of the Reps in your downline who are more than 60% of the way to the next rank they can reach.
  - Here are a few things you can do with this report:
    - Click on the "personal info" icon in the first column to view a snapshot of the Rep's details.
    - View Your Downline Rep's information.
      - Rep ID
      - First name
      - Last Name
      - Next Rank
      - % Complete
    - Download the report as a CSV (Excel or Sheets compatible)
    - Drag and drop columns into a different order
    - Click on the column heading to sort in ascending/descending order
    - Use the filter icon next to any of the column headings to set specific search parameters within the report



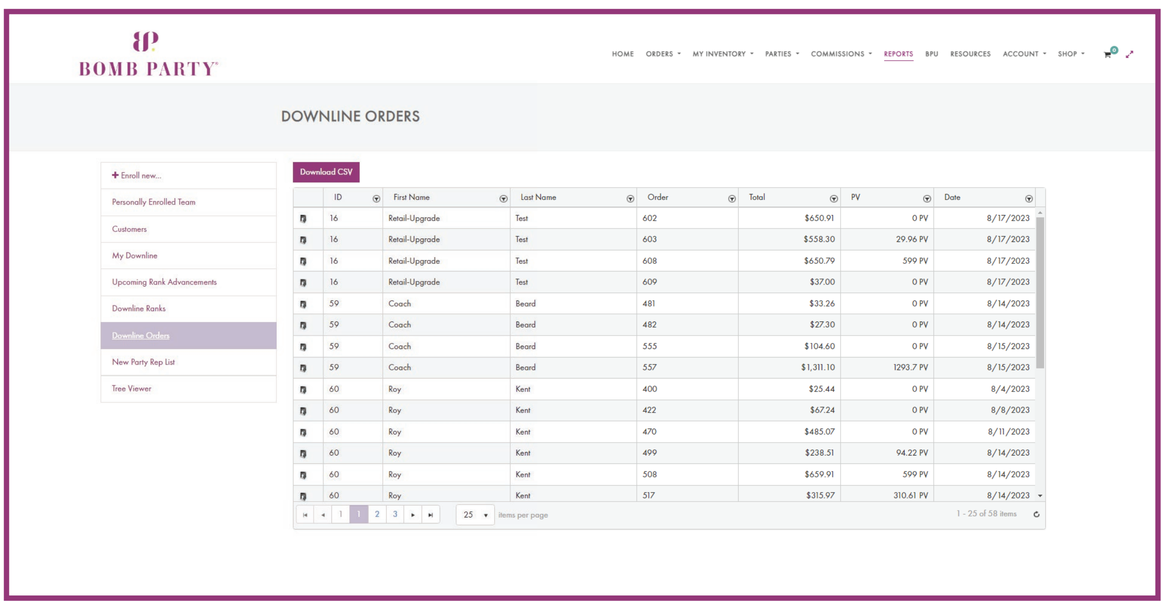
Reports > Downline Ranks

- The "Downline Ranks" report includes a list of you plus all of your downline and their perspective titles.
  - Here are a few things you can do with this report:
    - Click on the "personal info" icon in the first column to view a snapshot of the Rep's details.
    - View Your Downline Rep's information.
      - Rep ID
      - First name
      - Last Name
      - Rank
    - Download the report as a CSV (Excel or Sheets compatible)
    - Drag and drop columns into a different order
    - Click on the column heading to sort in ascending/descending order
    - Use the filter icon next to any of the column headings to set specific search parameters within the report



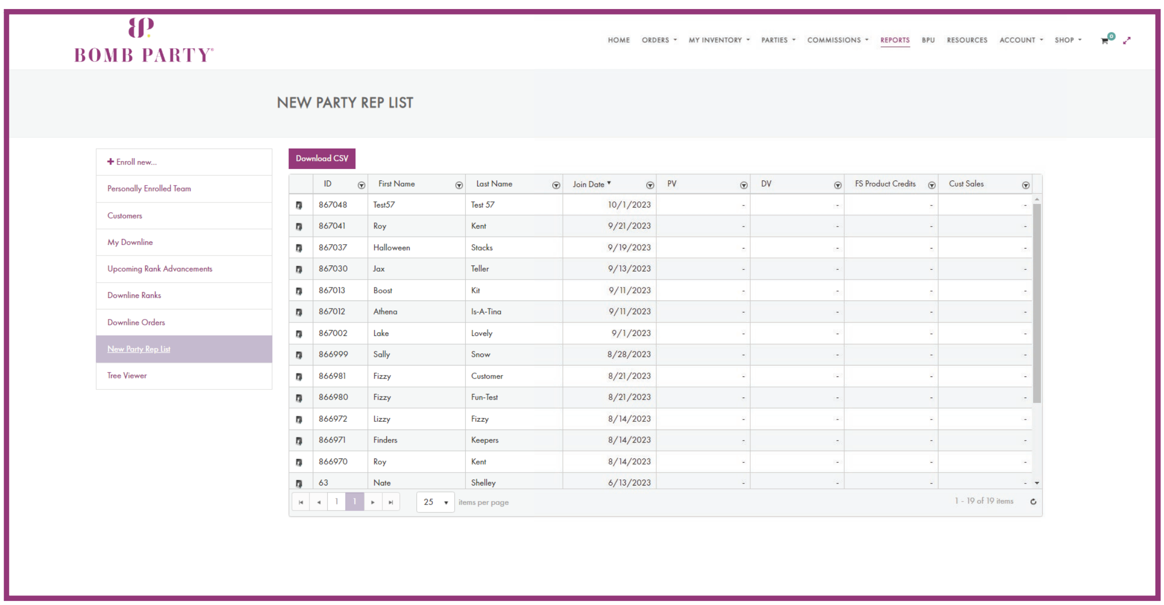
Reports > Downline Orders

- The "Downline Orders" report shows any orders your downline have placed, sorted by the most recent order placed.
  - Here are a few things you can do with this report:
    - Click on the personal info icon in the first column to view a snapshot of the Rep's details.
    - View Your Downline Rep's information.
      - Rep ID
      - First name
      - Last Name
      - Order #
      - Total $ of the order
      - PV earned
      - Date the order was placed
    - Download the report as a CSV (Excel or Sheets compatible)
    - Drag and drop columns into a different order
    - Click on the column heading to sort in ascending/descending order
    - Use the filter icon next to any of the column headings to set specific search parameters within the report



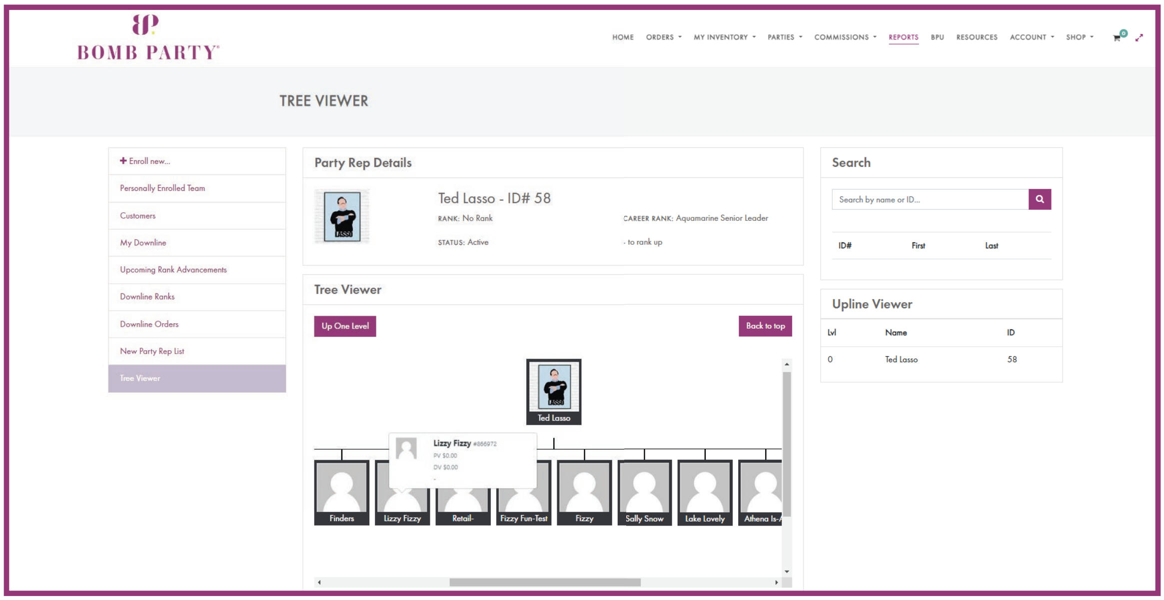
Reports > New Party Rep List

- The "New Party Rep List" displays all of your downline who have joined BP within the last four months.
  - Here are a few things you can do with this report:
    - Click on the "personal info" icon in the first column to view a snapshot of the Rep's details.
    - View Your Downline Rep's information.
      - Rep ID
      - First name
      - Last Name
      - Join Date
      - PV
      - DV
      - FS (Fast Start) Product Credits earned
      - Customer Sales toal
    - Download the report as a CSV (Excel or Sheets compatible)
    - Drag and drop columns into a different order
    - Click on the column heading to sort in ascending/descending order
    - Use the filter icon next to any of the column headings to set specific search parameters within the report



Reports > Tree Viewer

- The "Tree Viewer" gives a visual representation of the hierarchy of your organization. Your information is displayed in the "Party Rep Details" box. You can use the search field to look up other Reps in your downline by first name and/or last name or Rep ID.
- The "Tree Viewer" box allows you to scroll left to right, up or down, use the buttons to jump to a level up, or to the top view. The frame color around the Rep's photo indicates their title. A color Code key is displayed at the bottom of the tree viewer page.
- The "Upline Viewer" box displays your upline's name and Rep ID.



BPU

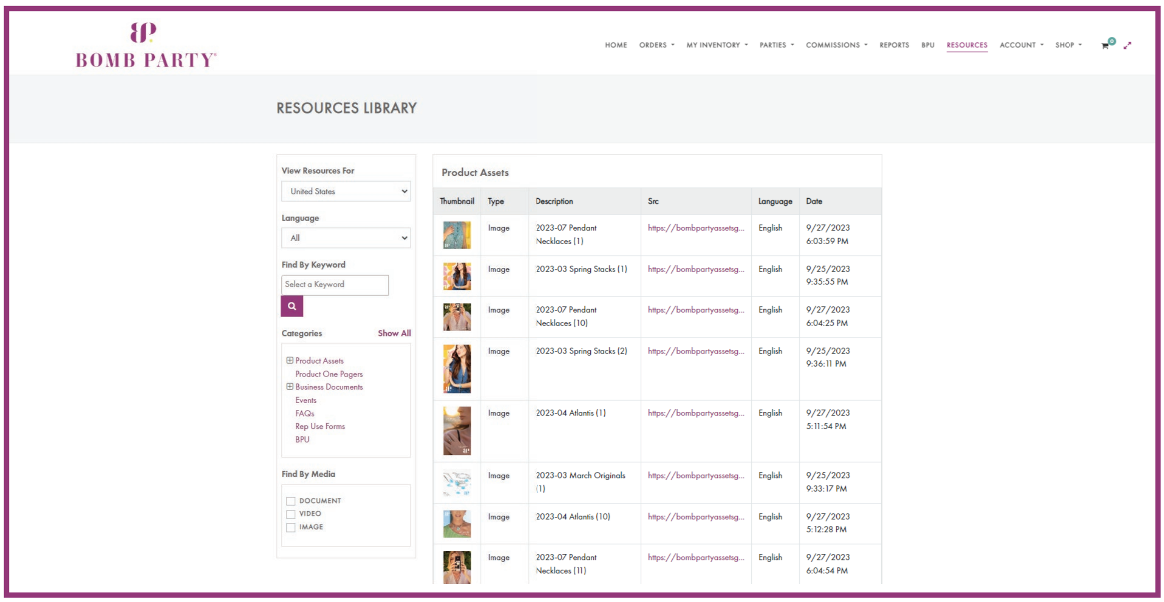
A tour of BPU will be provided in a separate training document later. However, feel free to click on the BPU tab in the top menu and browse the pages.

Resources

The Resources Library is the hub of all Home Office issued information including but not limited to the following:

- Product assets (photos and videos for you to use in your advertising and promotions)
- Collection one pagers
- FAQs
- Important forms for Rep use
- Informational documents

You can search for resources by keyword, and most often entering the title of the document or file into the search field will yield the results you're looking for.

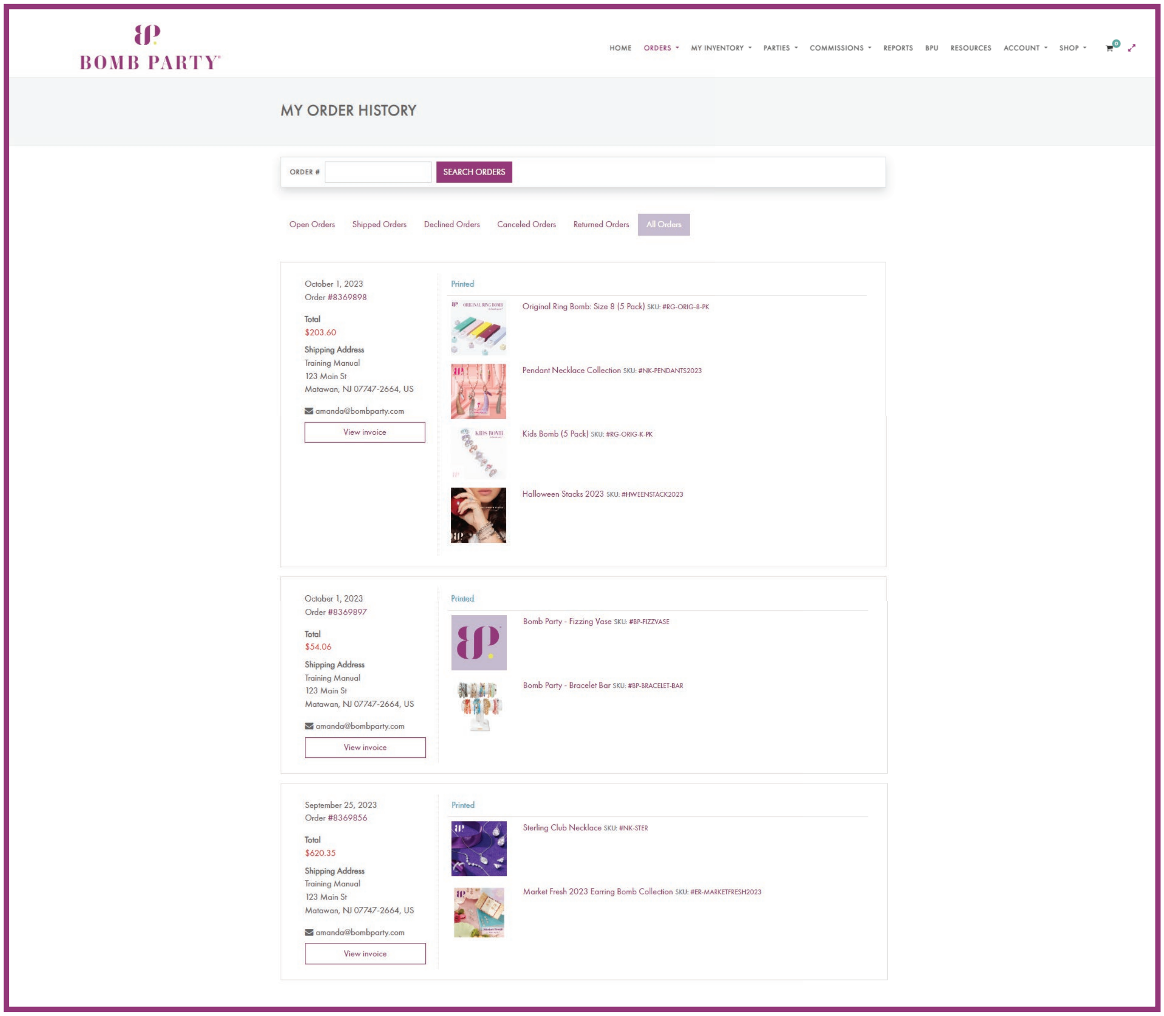


Account

We have already reviewed the Account pages for "My Profile," "Payment Methods," "Shipping Settings," and "Coupons." Under this heading, there are also pages for the following:

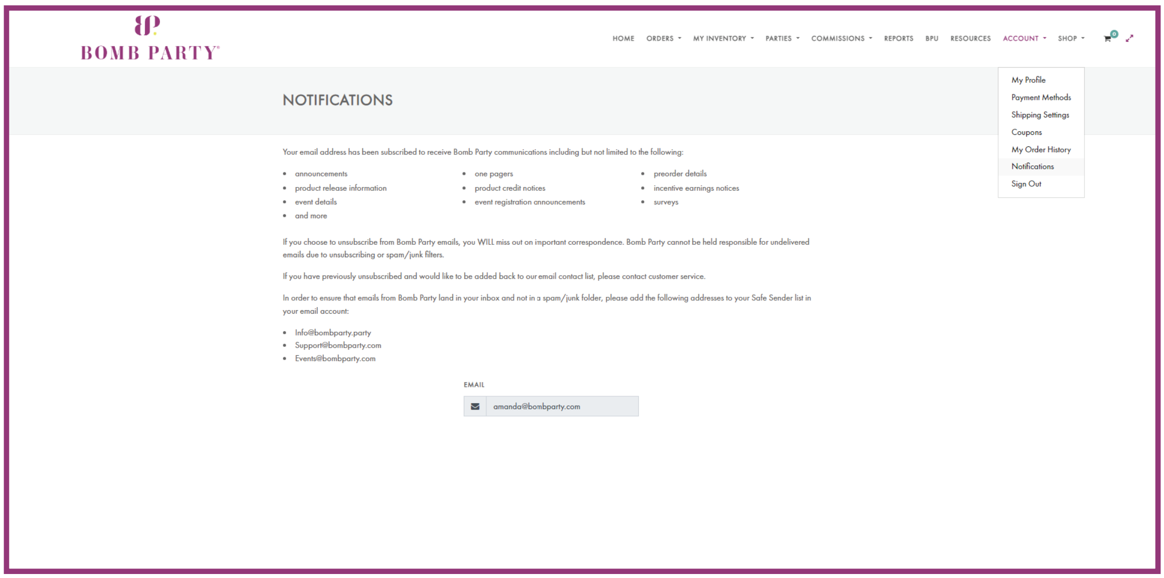
Account > My Order History

- This page will show you your order history, including your open orders, shipped orders, declined orders, canceled orders, returned orders, and an option to see "All Orders" in one list.



Account > Notifications

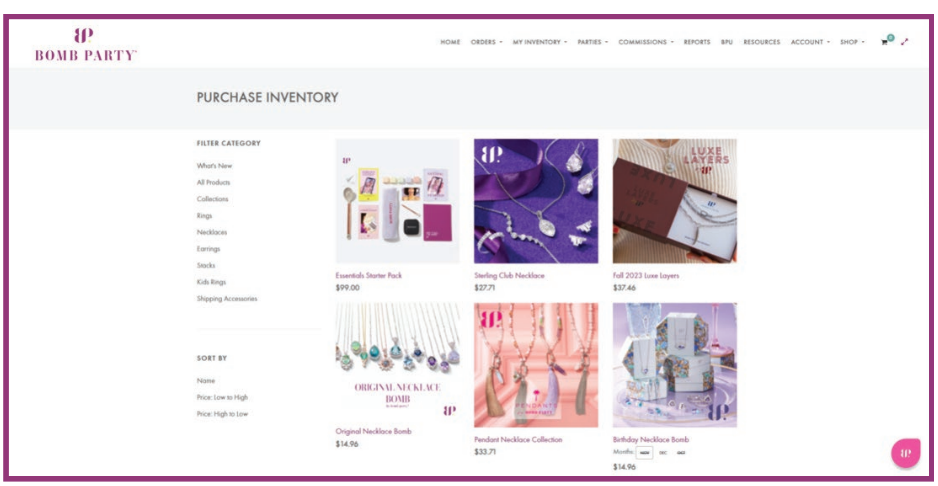
- Where to find notification settings: Account > Notifications
- This page contains important information regarding how to receive email correspondence from Bomb Party Home Office. Read and review email disclaimer and safe sender information.
- If you wish to receive correspondence from Home Office, including product release details, company updates, special trainings with guest experts, and more, be sure to subscribe.
- If you choose not to subscribe to Bomb Party emails, you WILL miss out on important correspondence. Bomb Party cannot be held responsible for undelivered emails due to unsubscribing or spam/junk filters.



Shop

Shop > Purchase Inventory

- We already covered the Shop tab in the top menu. To find these instructions, go to the Step 1 PDF.



Shoping Cart

- Navigate to the icon of a shopping cart. If you are using a web browser on a laptop of desktop computer, this icon is in the top right corner of the screen.
- By clicking on the cart icon, you see the product added to your cart with quantity, PV, and price.
- You can adjust your product quantity by clicking the (+) or (-) buttons.
- You can adjust your product quantity by typing in the quantity.
- The PV and price updates when you adjust a product's quantity.
- You can see your PV total and sub-total.