Sales Leader eSales Suite
Quick Help Guide

Dashboard

Campaign Due: Shows what Campaign you can order in as well as how many days are left in this Campaign.
Pending Orders: Shows if you have any pending orders. Click on the 'Click here' to complete your order.
Returns and Replacements: Shows if you have any pending credits and / or replacements.
Account Balance: Shows the balance due on your account
Alerts: Shows if there are any new messages. Click to view.

My Team Office – Select a Representative

- Enter the name or account number of the Representative whose website you wish to view
- Click 'Submit'
- You are now looking at the selected Representatives website.

My Team Office – Your Team's Orders

Not Placed an Order: Shows you a list of all Representatives who have not yet submitted an order for the current Campaign.
All Orders: Shows you a list of all Representatives who have submitted an order for the current Campaign.

- All reports are defaulted to the current Campaign. You can change the Campaign by using the drop down boxes at the top of the page
- Representative information is split into columns and each column can be filtered by clicking on the column header
- You have the option to 'Print' all reports or 'Export to Excel'

My Team Office – Reports

You have four reports available to download which are:

- **Alpha Listing**
- **Smart Start Report**
- **Downline Summary Statement**
- **Sales Leader Statement**

To download reports to your laptop / PC click on 'Download all Reports'. Alternatively you can view these reports online

My Team Office – Leads

Leads: Shows all of the Leads that have applied via your Sales Leader Personal Recruiting Page. You have the option to Appoint the Leads or Transfer the Leads to another Sales Leader. If the Lead is not longer interested in becoming an Independent Avon Representative you can close the Lead.

My Own Office

Place an Order: Allows you to place a personal order. *Please see the Representative eSales Suite Quick Reference Guide for step by step instructions on placing an order.*
Order Tracking: Shows all orders placed within 5 campaigns. You can also see the order confirmation numbers; print extra return forms and view your invoices all within the last 5 campaigns.
Order and Delivery Dates: Shows you the days your orders are due to be placed as well as delivery dates for 5 campaigns.
Account Balance: Shows the most recent activity on your account within the last 5 campaigns.
Make a Payment: Redirects you to the secure Barclaycard payment site.

My Details:
- Personal Information: Shows all of your personal information. Some of this information can be updated by you, for the other information to be changed, you will need to request a change from Avon
- Account Information: Allows you to change your password
- Preferences: Allows you to select the Quicklinks you want to appear on your homepage. To select the type of e-mails you wish to receive from Avon. As well as opting in to receive Customer Leads from the Find a Representative search on Avon Connects
- Support Information: Shows how to contact Avon, make a payment and send your returns back

Presidents Club: This is split into two sections which are:
- Your Status
- Benefits

Postcode Lookup: Allows you enter any UK postcode and view the information of the Area Sales Manager for that Area.
Credits: Shows you all invoices within the specified timeframe in which you can request a return.
Replacements: Shows you all invoices within the specified timeframe in which you can request a replacement.
My Customers: Shows a list of all of your Customers. You can view Customers alphabetically as well as adding new Customers and editing the details of existing Customers.

News

Shows you news and articles on the following:
- **Business News**
- **Latest News**
- **Product News**
- **Avon in the News**
- **In-sight Magazine**

Please note: This section is content managed and subject to change and be updated. Ensure you check back here every Campaign for updated news.

Training and Development

Getting Started: Has the Sales Leader Business E-guide, Training guides, PATD guides, How to guides and the National Web SMA guide.
Building your Business: Access to Beauty of Knowledge Online Training, Development Calls, Advertising guidelines, Trainee Sales Leader Checklist, PATD downloads and information on the Business Development Bonus.
Your Team Skills: This section covers Pre Interview, Leading and Influencing and a Development Contact guide.
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Messages

Allows you to send messages to your Representatives as well as viewing messages that may have been sent from your Area Sales Manager and / or Avon.