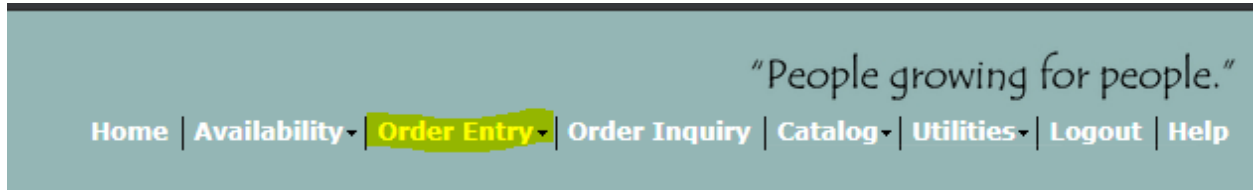


Epicas Guide

1. Log in with User Name and password (if you do not have this information call Customer Service)
2. Click on Order Entry Drop down (top right of screen)



3. Choose the Crop Status Option
4. This will take you to Crop Status order entry, here is where you can choose the weeks or location of the product you are looking for. Sorting by Form is the most commonly used

Crop Status Order Entry

Week: 29 of 2020 Form: Finished Perennials North

Keyword Search: Go

Zone: All Zones Color: All Colors Genera: All Genera Container: All Containers

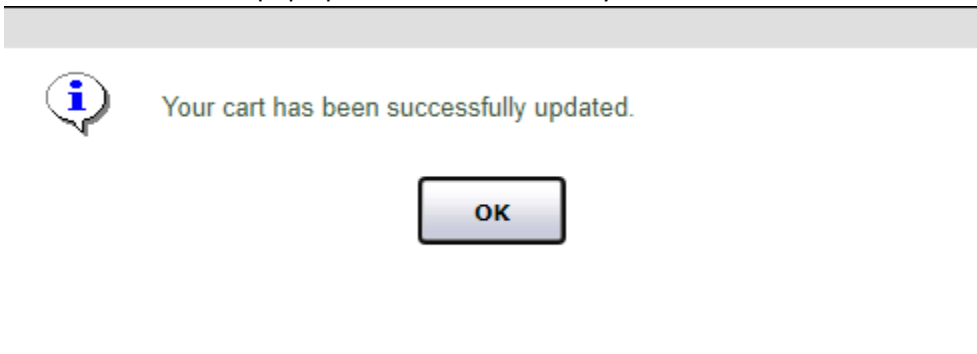
Description Begins: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

5. This brings up our current availability for that product. Add the number of trays needed in the white boxes.

Description	Container Size	Wow	Flowering	Budded/Color	Good
Achillea Moonshine	#1 Perennial 3 Tray	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Aegopodium Snow on the Mountain	#1 Perennial 3 Tray	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="77"/>
Aegopodium Snow on the Mountain	3201	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="13"/>
Agastache aur. Coronado PS	#1 Plant Select 3 Tr	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="184"/>	<input type="text" value="0"/>
Agastache aur. Coronado Red PS	#1 Plant Select 3 Tr	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="116"/>	<input type="text" value="0"/>
Agastache can. Sonoran Sunset PS	#1 Plant Select 3 Tr	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="102"/>	<input type="text" value="0"/>
Agastache foeniculum 'Golden Jubilee'	#1 Perennial 3 Tray	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="14"/>
Agastache Kudos Ambrosia	#1 Perennial 3 Tray	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="text" value="0"/>

6. Once you have completed everything you need on this form click ADD.

Click OK on the next pop up box this will add it to your cart.



7. If you are done with your order you can now click Check out. If you are still looking for items change the form and continue to add to the cart.



8. Once you click on Checkout it will take you to the Order checkout screen, this is where you can put a PO if needed and choose your delivery date.

Pay With: PO Number
Broker: Jane Doe Garden Inspiration

*** PO Number:**

Shipto PO:

Ship Via: ▼

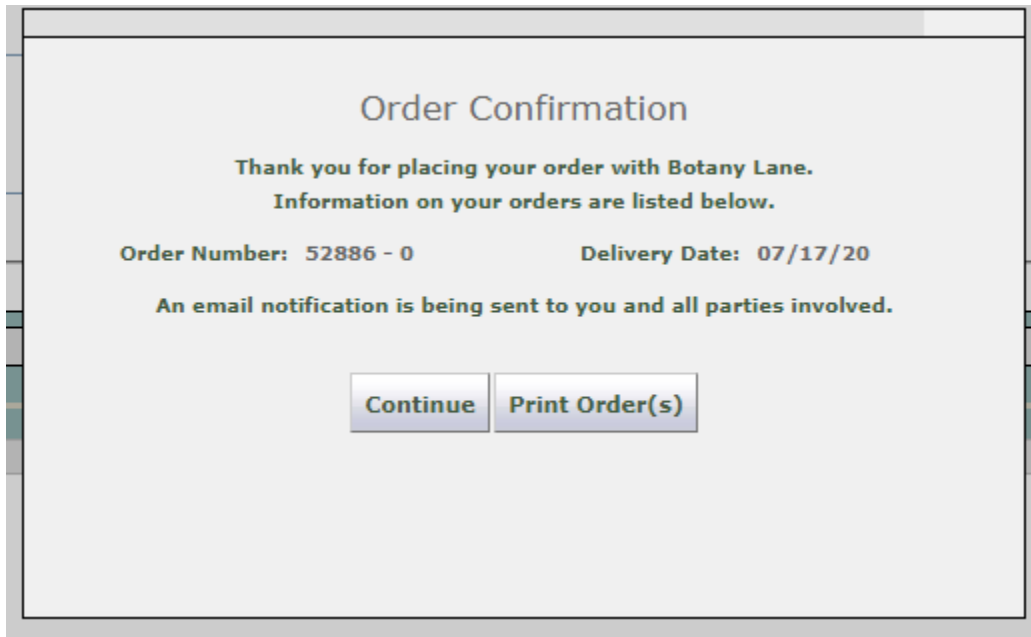
Delivery Date: ▼

Notes:

9. Submit order by clicking the submit order button on the bottom of the screen. If you are ordering from multiple forms you will be asked to submit multiple times.



Once your order is submitted you will get the following pop up order confirmation. This will provide you with the order number and delivery date.



Your order is now submitted to Botany Lane, You will receive an acknowledgment from Customer Service with in 24 hours.