



ePicas Ordering Guide

- 1) In your browser, go to “e.botanylane.com”
- 2) In the green bar at the top, use the “Order Entry” drop down to select “Crop Status” (if you are ordering succulents, go to “Finished”). At this point you will be asked to sign in with your login information. If you do not have this information call or email us!
- 3) In the “Form” drop down box, select from the following:
 - Finished Annuals North
 - Finished Perennials North
 - Finished Annuals South
 - Finished Perennials South

-You can play around with the various drop-downs & keyword searches to narrow down your selection.

- 4) To add an item to your order, simply click in the white box, & type in the quantity you would like to order
 - Greyed-out boxes indicates that there is no product available
 - ePicas will not allow you to order more than the quantity we have available

**** We do ask that you make *two separate orders for product coming from our north location and our south location*. This will avoid your order being sent to the wrong location and not pulled! ****

- 5) Once you are finished entering your items from a form (i.e. annuals north, perennials north, etc.), press Tab, or click anywhere in the white background. You will see the cart in the top right corner change from “View” to “Add” – Click on the Add cart to add these items. **Make sure and hit the “Add” Button before you switch forms or your product will not be saved!**
- 6) When you have finished adding all of your items, click the Checkout cart
- 7) Now it is time to select a Delivery Date for your order. ePicas has an automatic cut-off & will alert you if your ship date is too soon.
- 8) Enter any Notes you need to provide us with additional information regarding your order (i.e. if it is a pickup, delivery address changes, etc.)
- 9) Click “Submit Order” when you are ready. **Your plants are not secure until the order has been submitted!**

Remember: We are always here to help & can solve any problems you may encounter! Don’t hesitate to call or email for support.