

# PALACE ONLINE ORDERING CHEAT SHEET

Order all items for PALACE using the **ONLINE Shopping Req** option in the Dept ID

## EXCEPT FOR....

1. FURNITURE ITEMS- Use the REGULAR PO process (Business Dept ID-not ONLINE)
2. CUSTOM QUOTES-Use the REGULAR PO process (Business Dept ID-not ONLINE)
3. **BLANKET PO'S:** These will be used the same way they are currently for Palace. Enter the PO in Escape with the BUSINESS DEPT ID, place your orders directly on the Palace website.

## NOTES!!!

- Ship to Address: Will be identified in Escape by the Delivery Location (you will not need to identify this anywhere on the Palace Website)
- MAKE SURE YOU ENTER **YOUR EMAIL** IN THE "ONLINE ORDER CONTACT" LINE ON THE REQUISITION TAB IN ESCAPE SO YOU GET YOUR ORDER CONFIRMATIONS EMAILED TO YOU
- There are **NO CART LIMITS AND NO TIMING OUT OF ORDERS**. (like there is for Amazon)
- We can remove line items:** Once you submit your order for approval, we can remove line items if necessary! We will not have to send them back to you to re-shop/re-download your cart w/o the item etc.-YAY! (like we do for Amazon)
- DO NOT mix furniture items with Supplies!!**
- FOR BEST PRICES, BUY OFF THE FAVORITES LIST FIRST !! BEFORE YOU SHOP THE WHOLE WEBSITE. THE BEST PRICES ARE ON THE FAVORITES LIST!!!**
- IF IT SAYS OUT OF STOCK, THAT JUST MEANS IT MIGHT TAKE LONGER THAN 1 DAY TO DELIVER, YOU CAN STILL ORDER IT!**
- Please try to order at least \$50 when placing orders. Processing a PO through our approval system and delivering items cost money. Please try to consolidate your orders whenever possible and reach that \$50 limit.

## HOW TO ENTER YOUR PALACE ONLINE ORDER....

In ESCAPE GO TO: Finance>Requisitions>Vendor Requisitions >NEW> IN DEPT ID CHOOSE ONLINE SHOPPING (**NOT** Business Department)

Fill in req tab as usual

### **EXCEPT:**

**DELIVERY LOCATION:** This needs to have **YOUR SITE** name. DO NOT USE WAREHOUSE. Palace delivers directly to each site. (Even if you are at the D.O.- Palace will deliver to each dept)

**GOODS and SERVICES:** will default to ONLINE -Leave it

**ORDER TYPE:** SHOULD ALWAYS SAY PO **WITHOUT** Receiving (Even if you are at the D.O.- Palace will deliver to each dept)

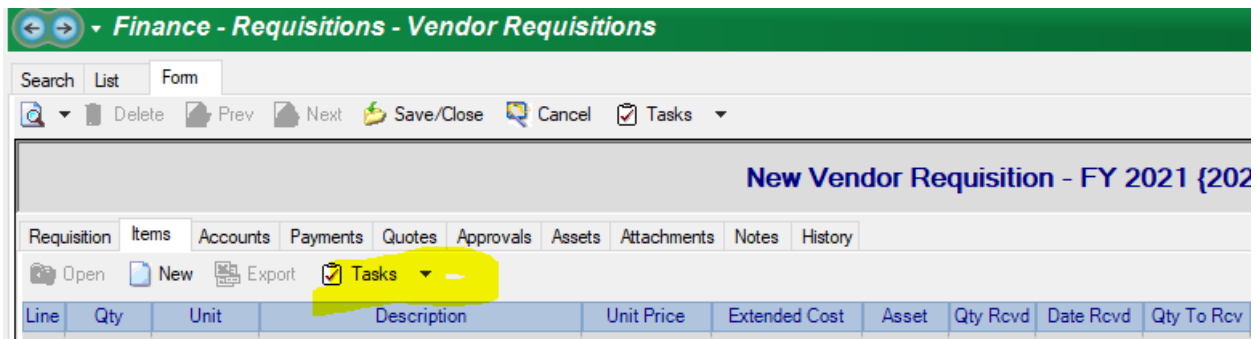
**ONLINE ORDER CONTACT:** type your name or use the drop down menu to select YOUR EMAIL address. There should never be any other email address, other than that of the person ENTERING the order in Escape. (not the teacher's, not the principal's) You may not get info on your order if your EMAIL address is not entered here!

**VENDOR ID:** Enter PALACE & hit enter

**Click on ITEM TAB:**

**\*\*\*\* DO NOT HIT NEW !!!!!!!!!!!!!!!!!!!!!**

Click on the 2<sup>nd</sup> TASK button (the one just above the blue bar on your screen, NOT THE one on the top section)



Select **START ONLINE SHOPPING** from the drop down

Say YES to the "do you want to begin online shopping

This will automatically open up the PALACE website on your computer.

Start adding items to your cart (Just like you do when you are ordering against a blanket PO with Palace)

**When all the items you need are in your cart, click VIEW CART, and hit Control P to copy the items in your cart- Save this copy so you can use this as your ATTACHMENT BACK UP in Escape**

Review all the items you want to import into Escape (NOTE: Once you import you cannot make changes and it will NOT save your cart. You will need to re-enter all the items into your cart if you have to

add/change anything after you import- so double check !) Again, please try to have at least a \$50 dollar order whenever possible.

Once you know you are ready to import your items into Escape, click on **SUBMIT CART**.

A window will pop up that says... THANKS FOR SHOPPING ONLINE, DON'T FORGET TO SELECT "GET ONLINE SHOPPING CART" ON THE ITEMS TAB IN ESCAPE ONLINE TO LOAD YOUR ITEMS INTO YOUR REQUISITION.

Now return to your ESCAPE window, click on same TASK again, but this time choose **GET ONLINE SHOPPING CART**

This will import the items from your PALACE cart into the Items tab screen. You should now see all the items from your cart appear in Escape in your items tab.

Go to ACCOUNTS TAB, add your account string like you would with a regular PO

Go to ATTACHMENTS TAB and attach the copy you made of your cart just like you would with a regular PO

Go to the **TOP** Task and hit submit like you would with a regular PO

You have now entered your order into the approval path.

Once the order completes the approval path, it will fall into a "PRINT BUCKET" with the Purchasing Department. We will then SUBMIT the order to PALACE online. You should get a confirmation in your email once Palace receives that- save it, and MAKE SURE YOU RECONCILE YOUR ORDER WITH ACCOUNTING AFTER YOU RECEIVE IT AT YOUR SITE!