

Chapter 2 – Shopping

Order Guide

*Note: To advance from slide to slide press your **Page Down** key
Or the right button on your mouse*

Shopping > Order Guide

- The Order Guide Tab
 - ▶ Selecting an Order Guide
 - ▶ Browsing an Order Guide
 - ▶ Exposing hidden columns
- Creating New Order Guides
- Moving Products to an Order Guide
- Purchasing from your Order Guide
- Other Functionality
 - ▶ Updating & Printing
 - ▶ Copying Items Between Order Guides
 - ▶ Renaming and Deleting



Shopping > Order Guide > The Order Guide Tab

Click on the Order Guide tab to get to this screen.

The screenshot shows the Hilton Order Guide web application. At the top, there is a navigation bar with the Hilton logo and a yellow banner containing user information and navigation links. Below this is a search bar and a shopping cart summary. A horizontal menu contains several tabs: 'Catalogs', 'Order Guide', 'Cart', 'In Box', 'PO', 'REQ', and 'Approvals'. The 'Order Guide' tab is highlighted with a red circle, and a red arrow points from the text box to it. The main content area features a dropdown menu for 'Vermont', a grid of action buttons (New Order Guide, Copy, Delete, Add to Cart, Create PO, Create REQ, Add to PO, Add to REQ, Update, Print, Delete Order Guide, Resume Order Guide), and a table with columns: All, Item #, Product Name, Req UOM, Min order qty, Quantity, Price, and Extension. The table is currently empty.

Shopping > Order Guide > The Order Guide Tab

Select Order Guide
Select an Order Guide
from the Drop Down List

Sagecra Systems - 14 Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Hilton

Welcome Ann M Nguyen | 2 - Hilton Garden Inn Andover/Oslen Grove | Hide Menu | Home | Use Terms | My Mailbox | My Settings | Help | Tutorial | Logout

Search All Catalogs
Products: [] GO

In Box
New: 27 Total: 37

Shopping Cart
Lines: 0 Total: 00

Order Guide | Cart | In Box | PO | REQ | Approvals

Vermont
All
Flows
Misc Items Promotional
Floor Lamps
Ann's Items
Machinery Tools
Car Parts
Testing for use
Vermont
Be here
[] Refresh

New Order Guide	Copy	Delete	Add to Cart
Create PO	Create REQ	Add to PO	Add to REQ
Update	Print	Delete Order Guide	Resume Order Guide

Sort On Hand

Product Name	Req UOM	Min order qty	Quantity	Price	Extension
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Done Local intranet

Shopping > Order Guide > The Order Guide Tab

Browsing

If the selected Order Guide contains many Products, the system will break it up into several pages, which can be browsed using these commands.

Line Items

This table contains the line items for the corresponding Order Guide (or a subset thereof resulting from a search)

Navigation controls: Previous, Next, Last, New, Refresh

Item #	Product Name	Req UOM	Min order qty	Quantity	Price	Extension
SN0138004	Cassio Grande Collection Set B McGrath's Hotel Furniture Suppliers	EA		12	\$248.38	\$2,980.56
SN0138020	Floor Lamp 480EM 53" Polished Brass McGrath's Hotel Furniture Suppliers	EA		1	\$26.00	\$26.00
SN0138021	Floor Lamp Willow WF24-6611-12 McGrath's Hotel Furniture Suppliers	EA		34	\$27.99	\$951.86
EGGBAGEL	Fresh Egg Bagel - Medium-size Hotel Food Service Supplies	EA		100	\$1.12	\$2,799.00
SN0138020	Floor Lamp 480EM 53" Polished Brass McGrath's Hotel Furniture Suppliers	EA		1	\$26.80	\$26.80
SN0138010	Floor Lamp 380EM 56" Polished Brass McGrath's Hotel Furniture Suppliers	EA		56	\$24.90	\$1,394.40

Shopping > Order Guide > The Order Guide Tab

Expose Hidden Columns

Check these boxes to expose hidden columns. **Sort** will show the sort order column and **On Hand** will expose a column where on hand quantities can be recorded (as well as the minimum and maximum quantity memo fields per line item to help determine what quantity needs to be ordered)

The screenshot displays the Hilton Order Guide interface. At the top, there is a search bar and navigation tabs. The 'Order Guide' tab is selected. Below the navigation, there is a table of product items. A red box highlights the 'Sort' and 'On Hand' checkboxes in the top right of the table area, with a red arrow pointing from the text box on the left to these checkboxes.

Item #	Product Name	Req UOM	Min order qty	Quantity	Price	Extension
SK0130004	Case Grande Collection Set @ McBride's Hotel Furniture Supplies	EA	1	12	\$246.33	\$2,955.96
SK0130020	Floor Lamp 4802EM 53" Polished Brass McBride's Hotel Furniture Supplies	EA	1	1	\$26.80	\$26.80
SK0130021	Floor Lamp Willow HF24-6511-12 McBride's Hotel Furniture Supplies	EA	1	34	\$27.99	\$961.66
GG2BAGEL	Fresh Egg Bagel - Medium size Hotel Food Service Supplies	EA	100	100	\$12	\$2,799.00
SK0130020	Floor Lamp 4802EM 53" Polished Brass McBride's Hotel Furniture Supplies	EA	1	1	\$26.80	\$26.80
SK0130018	Floor Lamp 2802EM 55" Polished Brass McBride's Hotel Furniture Supplies	EA	1	56	\$24.90	\$1,204.40

Shopping > Order Guide > The Order Guide Tab

Check the Boxes....

...to add the columns to your current view.

Search All Catalogs
Products:

In Box: New: 27 Total: 37
Shopping Cart: Lines: 0 Total: 00

Order Guide | Cart | In Box | PO | REQ | Approvals

Sort On Hand

Sort order	Item #	Product Name	Req UOM	Min order qty	On hand qty	Quantity	Min qty	Max qty	Price	Extension
7	SKU130004	Casa Grande Collection Set D McBride's Hotel Furniture Suppliers	EA	1	0	12			240.30	\$2,883.60
9	SKU130020	Floor Lamp 4003EM 63" Polished Brass McBride's Hotel Furniture Suppliers	EA	1	0	1			26.80	\$26.80
10	SKU130021	Floor Lamp Willow HF24-6511-62 McBride's Hotel Furniture Suppliers	EA	1	0	34			27.99	\$951.86
11	EGGBAGEL	Fresh Egg Bagel - Medium size Hotel Food Service Supplies	EA		0	100			1.12	\$2,799.00
12	SKU130020	Floor Lamp 4003EM 63" Polished Brass McBride's Hotel Furniture Suppliers	EA	1	0	1			26.80	\$26.80
13	SKU130018	Floor Lamp 2003EM 56" Polished Brass McBride's Hotel Furniture Suppliers	EA	1	0	56			24.90	\$1,394.40

Shopping > Order Guide > Creating New Order Guides

To Create a New Order Guide, click here.

The screenshot shows the Hilton Supply Management web application. The top navigation bar includes 'Home', 'Use Terms', 'My Mailbox', 'My Settings', 'Help', 'Tutorial', and 'Logout'. Below the navigation bar, there are search and cart options. The 'Order Guide' tab is selected, and a 'New Order Guide' button is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a table of order guides with columns for 'Item #', 'Product Name', 'Req UOM', 'Min order qty', 'Quantity', 'Price', and 'Extension'. The table contains several rows of product information, including 'Case Grande Collection Set B', 'Floor Lamp 4802EM 53" Polished Brass', 'Floor Lamp Willow HF24-6511-12', 'Fresh Egg Bagel - Medium size', and 'Floor Lamp 2802EM 55" Polished Brass'.

Item #	Product Name	Req UOM	Min order qty	Quantity	Price	Extension
SK0130004	Case Grande Collection Set B McBride's Hotel Furniture Suppliers	EA	1	12	\$246.33	\$2,955.96
SK0130020	Floor Lamp 4802EM 53" Polished Brass McBride's Hotel Furniture Suppliers	EA	1	1	\$26.80	\$26.80
SK0130021	Floor Lamp Willow HF24-6511-12 McBride's Hotel Furniture Suppliers	EA	1	34	\$27.99	\$961.66
EGG2BAGEL	Fresh Egg Bagel - Medium size Hotel Food Service Supplies	EA		100	\$12	\$2,700.00
SK0130020	Floor Lamp 4802EM 53" Polished Brass McBride's Hotel Furniture Suppliers	EA	1	1	\$26.80	\$26.80
SK0130018	Floor Lamp 2802EM 55" Polished Brass McBride's Hotel Furniture Suppliers	EA	1	56	\$24.90	\$1,204.40

Shopping > Order Guide > Creating New Order Guides

Type the name of the Order Guide here (in the example it is "Lighting Replacement"). Click OK to proceed.

The screenshot displays the Hilton Supply Management web application interface. At the top, there is a navigation bar with the Hilton logo and user information. Below this, a search bar and navigation tabs are visible. The main content area shows a table of products with columns for Item #, Product Name, and various attributes. A modal dialog box titled "Enter the name of the Order Guide:" is open, with a text input field containing "Lighting Replacement" and "OK" and "Cancel" buttons. A red arrow points from the text box on the left to the input field in the dialog.

Item #	Product Name	EA	QTY	UNIT PRICE	TOTAL PRICE
SK0130004	Case Grande Collection Set @ McBride's Hotel Furniture Supplies				
SK0130020	Floor Lamp 4802EM 53" Polished Brass McBride's Hotel Furniture Supplies	EA	1	\$27.99	\$27.99
SK0130021	Floor Lamp Willow HF24-6511-12 McBride's Hotel Furniture Supplies	EA	34	\$27.99	\$961.66
EGG2BAGEL	Fresh Egg Bagel - Medium size Hotel Food Service Supplies	EA	100	\$1.2	\$1,200.00
SK0130020	Floor Lamp 4802EM 53" Polished Brass McBride's Hotel Furniture Supplies	EA	1	\$26.80	\$26.80
SK0130018	Floor Lamp 2802EM 55" Polished Brass McBride's Hotel Furniture Supplies	EA	1	\$24.90	\$24.90

Shopping > Order Guide > Creating New Order Guides

Click OK to confirm the system message.

The screenshot displays the Hilton Order Guide web application. At the top, there is a navigation bar with the Hilton logo and user information. Below this is a search bar and a summary of the shopping cart: 'Your Shopping Cart: Lines:25 Total:\$ 109,709.52'. The main content area features a 'New Order Guide created' dialog box with a yellow warning icon and an 'OK' button. A red arrow points from the text box on the left to this dialog box. The background shows a table of products with columns for Item #, Product Name, and Extension.

Item #	Product Name	Extension
SKU130004	Casa Grande Collection Set B McBride's Hotel Furniture Suppliers	2666.96
SKU130020	Floor Lamp 400EM 53" Polished Brass McBride's Hotel Furniture Suppliers	26.8
SKU130021	Floor Lamp Willow HF26-6511-12 McBride's Hotel Furniture Suppliers	561.66
EGGBAGEL	Fresh Egg Bagel - Medium size Hotel Food Service Supplies	2799
SKU130020	Floor Lamp 400EM 53" Polished Brass McBride's Hotel Furniture Suppliers	26.8
SKU130018	Floor Lamp 200EM 50" Polished Brass McBride's Hotel Furniture Suppliers	1304.4

Shopping > Order Guide > Creating New Order Guides

Your new Order Guide has been created and can be found in the drop down list

Search All Catalogs
Products:

In Box: New: 27 Total: 37
Shopping Cart: Lines: 0 Total: 00

Order Guide

Lighting Replacement

New Order Guide	Copy	Delete	Add to Cart
Create PO	Create REQ	Add to PO	Add to REQ
Update	Print	Delete Order Guide	Resume Order Guide

All	Item #	Product Name	Req UOM	Min order qty	Quantity	Price	Extension
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Shopping > Order Guide > Moving Products to an Order Guide

You can add products to an Order Guide from the catalog search results.

Click the Catalog Tab

Suppose you want to add two types of Floor Lamps to your Order Guide. Select the models by checking the boxes at the line item level

Type the typical order quantities here.

Click the 'Add to Order Guide' button to copy the items.

The screenshot shows the Hilton Supply Management web application interface. At the top, there is a search bar with 'Products: lamp' and a 'GO' button. Below the search bar, there are navigation tabs: 'Catalogs', 'Order Guide', 'Cart', 'Inbox', 'PO', 'REQ', and 'Approval'. The 'Catalogs' tab is selected and highlighted with a red circle. Below the tabs, there are buttons for 'Add to Cart', 'Add to Order Guide', 'Create PO', 'Add to PO', 'Create REQ', and 'Add to REQ'. The 'Add to Order Guide' button is highlighted with a red box. Below these buttons, there is a table of products. The table has columns for 'Item#', 'Product Name', 'Mfr', 'Pack Size', 'UOM', 'Min Qty', 'Unit Price', and 'Add to Order Guide'. The 'Add to Order Guide' column contains checkboxes. The first two rows of the table are highlighted with a red box, and the checkboxes in the 'Add to Order Guide' column for these rows are checked. Red arrows point from the text boxes on the left to the 'Catalogs' tab, the 'Add to Order Guide' button, and the checkboxes in the table.

Item#	Product Name	Mfr	Pack Size	UOM	Min Qty	Unit Price	Add to Order Guide
SKU130016	Floor Lamp 1003PW 36" Polished Brass	McBride's Hotel Furniture Suppliers	- (17"H X 24" D X 13" L	EA	1	23.15	<input checked="" type="checkbox"/>
SKU130016	Floor Lamp 1003PW 36" Polished Brass	McBride's Hotel Furniture Suppliers	- (17"H X 24" D X 13" L	EA	1	25.47	<input checked="" type="checkbox"/>
SKU130017	Floor Lamp 3003EM 59" Polished Brass	McBride's Hotel Furniture Suppliers	- (-	EA	1	23.99	<input type="checkbox"/>
SKU130017	Floor Lamp 3003EM 59" Polished Brass	McBride's Hotel Furniture Suppliers	- (-	EA	1	26.99	<input type="checkbox"/>
SKU130018	Floor Lamp 2003EM 56" Polished Brass	McBride's Hotel Furniture Suppliers	- (-	EA	1	24.00	<input type="checkbox"/>
SKU130018	Floor Lamp 2003EM 56" Polished Brass	McBride's Hotel Furniture Suppliers	- (-	EA	1	27.39	<input type="checkbox"/>
SKU130019	Floor Lamp 5003EM 58" Polished Brass	McBride's Hotel Furniture Suppliers	- (-	EA	1	12.00	<input type="checkbox"/>

Shopping > Order Guide > Moving Products to an Order Guide

Select the Order Guide you want to add the items to (in our case 'Lighting Replacement') from the list of existing Order Guides

The screenshot shows the Hilton Supply Management website interface. The main content area displays a list of products under the heading 'Products: 0' and 'Pages: 1'. The product list includes items like 'Floor Lamp 1003PW 30"', 'Floor Lamp 3003EM 50"', 'Floor Lamp 2003EM 50"', 'Floor Lamp 5003EM 50" Polished Brass', 'Floor Lamp 4003EM 53" Polished Brass', 'Floor Lamp Willow HF24-4511-12', and 'Floor Lamp Leaves HF24-6701-20'. Each product entry includes a 'More Product Info' link. A red box highlights the 'Add to Order Guide' button for the first product. A separate window titled 'Cart - Microsoft Internet Explorer' is open, showing a list of items in the cart. The 'Lighting Replacement' order guide is selected in the 'My cart ID' column.

My cart ID	Description	Shopper
4	Pillows	4
5	Mac Bars Prondonal	4
6	Lamps	4
7	Floor Lamps	4
1	Weekly Beverages	4
8		4
11	Arm's bars	4
13	Mobanty	4
14	GCI	4
15	Car Parts	4
16	Testing for air	4
17	Vermouth	4
18	The lamp	4
20	Lighting Replacement	4

Shopping > Order Guide > Moving Products to an Order Guide

The system will now take you to the selected Order Guide. Below are the two products you have just added.

The screenshot shows the Hilton Order Guide interface. At the top, there is a search bar with 'Lamp' entered and a 'GO' button. To the right, it shows 'In Box New: 0 Total: 0' and 'Shopping Cart Lines: 2 Total: \$142.26'. Below the search bar, there are tabs for 'Catalogs', 'Order Guide', 'Cart', 'In Box', 'PO', 'REQ', and 'Approvals'. The 'Order Guide' tab is selected, and a dropdown menu is open showing 'Lighting Replacement'. Below this, there is a table of actions: 'New Order Guide', 'Copy', 'Delete', 'Add to Cart', 'Create PO', 'Create REQ', 'Add to PO', 'Add to REQ', 'Update', 'Print', 'Delete Order Guide', and 'Resume Order Guide'. Below the actions, there is a table with the following columns: 'All', 'Item #', 'Product Name', 'Res/DOM', 'Min order qty', 'Quantity', 'Price', and 'Extension'. Two rows are highlighted with a red box:

All	Item #	Product Name	Res/DOM	Min order qty	Quantity	Price	Extension
<input checked="" type="checkbox"/>	SK0130017	Floor Lamp 3002EM 59" Polished Brass McCrille's Hotel Furniture Suppliers	EA		1	\$23.99	\$23.99
<input checked="" type="checkbox"/>	SK0130016	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 18" 1/2" W, display area, foil insert, McCrille's Hotel Furniture Suppliers	EA		1	\$23.15	\$23.15

Shopping > Order Guide > Purchasing from your Order Guide

There are multiple ways to launch the shopping process from your Order Guide

First, check the items you want to purchase

1. Purchase Order
You can either create a new PO or add to an existing one

2. Requisition
You can either create a new REQ or add to an existing one

3. Cart
You can add items to your Shopping Cart and continue from there

The screenshot shows the Hilton ISM Online interface in Microsoft Internet Explorer. The page title is "Hilton ISM Online - Microsoft Internet Explorer". The interface includes a search bar with "Lamp" entered, a shopping cart summary showing "Lines: 2" and "Total: \$142.26", and a navigation menu with "Order Guide" selected. Below the navigation, there are buttons for "New Order Guide", "Copy", "Delete", "Add to Cart", "Create PO", "Create REQ", "Add to PO", and "Add to REQ". A table lists two items:

Item #	Product Name	Rev	UOM	Min order qty	Quantity	Price	Extension
50013001	Floor Lamp 3803EM-59" Polished Brass McEwain's Hotel Furniture Suppliers			1	4	\$22.99	\$91.96
50013004	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 18" 1/2" W, display area, full insert, McEwain's Hotel Furniture Suppliers						



Shopping > Order Guide > Other Functionality

Delete

Deletes the selected items

Copy

Lets you copy the selected item to another order guide

Print

Click here if you need a paper version of your order guide to take inventory for example. The system create an Excel file. (Either open the file from the current location or save it to your computer)

Update

When you make changes to your

The screenshot shows the Hilton ISM Online Order Guide interface. The top navigation bar includes 'Catalogs', 'Order Guide', 'Cart', 'In Box', 'PO', 'RFQ', and 'App Link'. The 'Order Guide' tab is active, showing a table of items with columns for 'Item #', 'Product Name', 'Res UOM', 'Min order qty', 'Quantity', 'Price', and 'Extension'. Two items are listed: a floor lamp and a menu stand. A toolbar above the table contains buttons for 'New Order Guide', 'Copy', 'Delete', 'Add to Cart', 'Update', 'Print', 'Delete Order Guide', and 'Rename Order Guide'. Red callout boxes with arrows point from descriptive text to these buttons. A 'Delete/Rename Order Guide' callout box is positioned near the bottom right of the interface.

Item #	Product Name	Res UOM	Min order qty	Quantity	Price	Extension
SK0130017	Floor Lamp 3003EM 59" Polished Brass McEwain's Hotel Furniture Suppliers		1	4	\$23.99	\$95.96
SK0130016	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 18" 1/2" W, display area, full insert, McEwain's Hotel Furniture Suppliers		1	2	\$23.15	\$46.30