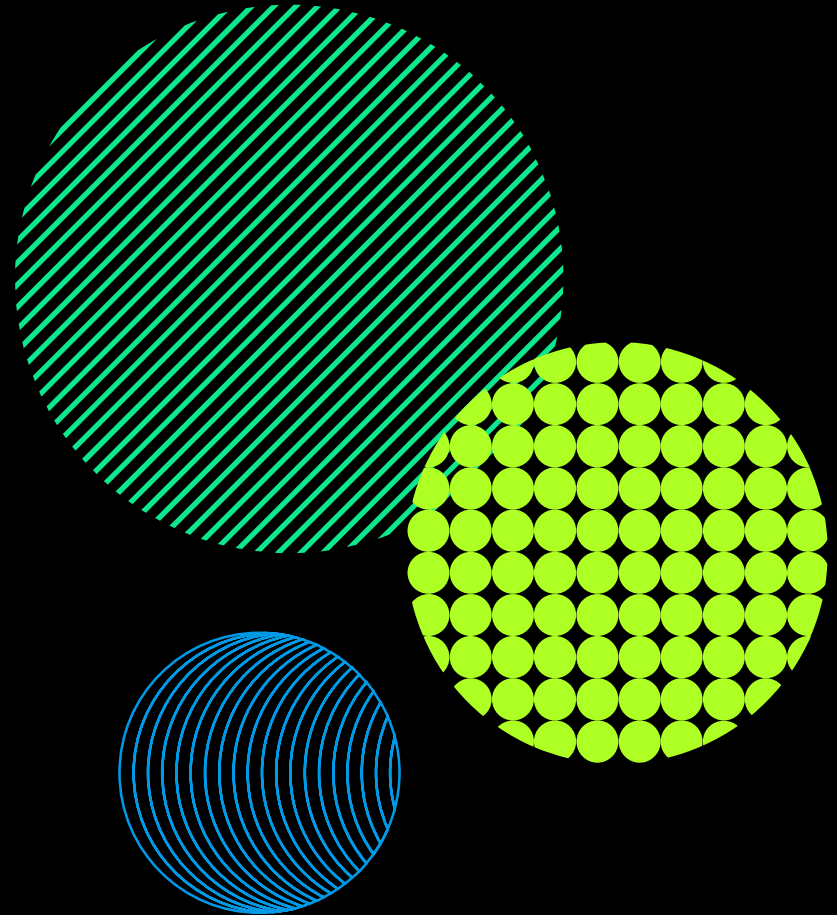


hh global[®]



VALO eCommerce User Guide

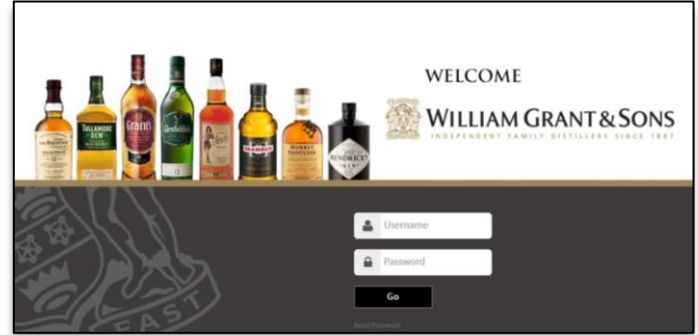
William Grant & Sons



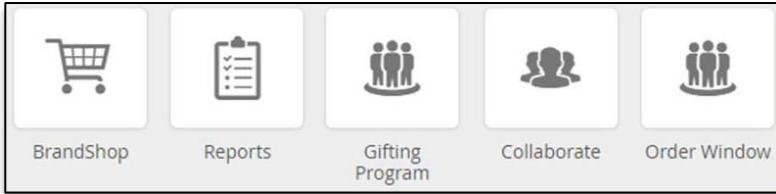
Accessing the VALO Portal

In your web browser, enter the URL <https://williamgrant.inwk.com>. If this is your first time logging in, you should reset your default password by clicking the *Reset Password* link.

You'll be prompted to enter your username, which is your email address. You will then receive an email with a link to the password reset page. Enter and confirm your new password in order to proceed.



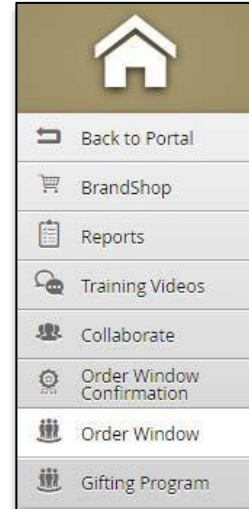
After successfully logging in, you will see the Portal Home Page, which presents a suite of icons for the various VALO modules available for use. Please note that the modules available to you may vary from what's pictured below. To quickly switch between modules, place your mouse pointer over the "home" icon to see a list of quick links.





Portal Home Icons

The order window

From the Portal Home screen, click on the "Order Window" icon. You will be presented with a list of your available buy groups. A buy group is a group of items whose projected purchases are being tracked for a particular location or group of locations.











The *Last Change* column shows when a user last modified this buy group's information (for example, modified the amount of items they had expressed interest in ordering for a particular location). The *Users Online* column shows how many users are currently accessing the site out of the total number of users given access to this buy group. To view a buy group, click the link in the *Buy Group Name* column.

BUY GROUP NAME	LAST CHANGE	USERS ONLINE
 William Grant - Order Window		0/8
 WGS - 2017 Order Window		0/3


Navigating the Buy Group Screen

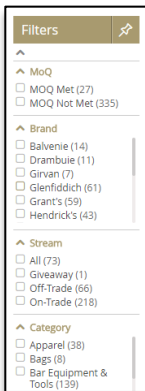
The buy group screen is arranged in a grid format. Each row represents a particular item for which projected purchases are being tracked. Each column represents the Market the item can be ordered for.

Products	United Kingdom	France	Subtotal
 <p>Drambuie Barkeep... DMB6201115-PM-UAT GBP £16.60  MOQ Not Met</p> <p>70 930</p>	<input type="text" value="0"/> GBP £0.00	<input type="text" value="10"/> GBP £166.00	Quantity: 10 GBP £166.00
 <p>Drambuie Barspoon DMB6201315-PM-UAT GBP £3.74  MOQ Not Met</p> <p>70 930</p>	<input type="text" value="0"/> GBP £0.00	<input type="text" value="10"/> GBP £37.40	Quantity: 10 GBP £37.40
 <p>Drambuie Classic J... DMB6201515-PM-UAT GBP £3.68  MOQ Not Met</p> <p>160 840</p>	<input type="text" value="0"/> GBP £0.00	<input type="text" value="10"/> GBP £36.80	Quantity: 10 GBP £36.80
 <p>Drambuie Classic J... DMB6201415-PM-UAT GBP £3.68  MOQ Not Met</p> <p>160 900</p>	<input type="text" value="0"/> GBP £0.00	<input type="text" value="50"/> GBP £184.00	Quantity: 50 GBP £184.00
Subtotal	GBP £0.00	GBP £272,498.65	

If you have additional markets to order for, navigate left and right to see additional marketing's by using the arrow buttons.




Scroll up and down to view all the included items. The Markets will continue to display at the top of the screen as you scroll. After scrolling down, you can click the up arrow button  in the lower left corner of the screen to return to the top of the list.



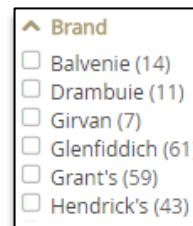
You can also narrow the list of items displayed using the checkbox filters on the left side of the screen.

You can click the *Clear* link to clear selections for a particular filter (e.g., *Brand*) or click the *Clear All* link at the top of the list to clear all selections made and restore the full list of buy group items.

Click the pin icon  to collapse the filter list so that you have more room on the screen for the item grid. This allows you to view more locations simultaneously.

You can then click the unpin icon  to expand the filter list again.

You can also collapse a single filter by clicking the arrow to the left of the filter name. Click the arrow again to expand the list of filter selections.



Viewing Buy Group Items

Below each item displayed, you will see a list price as well as a quantity gauge. In order for the list price of the item to be guaranteed, users across all locations need to express an interest in ordering the defined tolerance amount. The green portion of the bar represents the total quantity that users have expressed interest in ordering, while the gray portion represents the quantity remaining before the list price can be guaranteed. Hover over each portion of the bar to see explanatory text.

When the total interest expressed reaches tolerance, the entire bar is green, and the label above it shows that tolerance has been met. Note that this is the total interest across all buy groups the item is in.



Click on the item image to view the item detail screen. This screen lists all of the item's attributes and includes a section that shows the exact tolerance defined for this item as well as the interest expressed so far and the interest remaining. Click the back arrow in the upper left corner of the item detail screen to return to the list of items.

Product Information

Brand	Glenfiddich
Country of Origin	China
Stream	Off-Trade
Category	Trade Education

Price: GBP £20.30 - £56.33

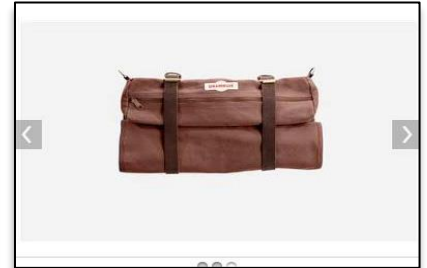
Product Description

Glenfiddich set of 3 card shelf glorifiers one facing wide. Specific to each variant to highlight size and protect space on shelf or on back bar.

Total Interest	Price
* 98	GBP £56.33 ✓
100 - 248	GBP £33.78
* 250	GBP £20.30

MOQ Not Met

To see multiple images of an item on the item detail screen (when present), place your mouse over the image and arrows will appear. Click the arrows to view additional images.



Click on the item image to see the “image zoom” window which presents the image in a fullscreen view.

Use the white arrows on the left or right of the image to view multiple images in fullscreen mode.

Click the “X” in the upper right to close the image zoom tool.

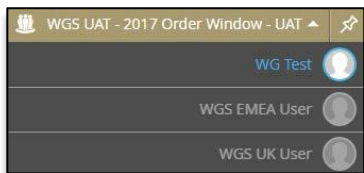


Expressing Interest in an Item


To express interest in ordering a particular item for one of the listed locations during this buy cycle, enter the quantity you plan on ordering in the grid. The *Subtotal* column on the far right side of the screen updates immediately, as does the tolerance gauge for the item.

 Girvan Cocktail Ser... TGP56300416-PM-UAT GBP £57.60 MOQ Met	0 GBP £0.00	50 GBP £2,880.00	Quantity: 50 GBP £2,880.00
50			

If another user is editing the quantity for the same item/location, you may be temporarily unable to make edits. The cell will be outlined in red to show that it is currently being modified. When the other user is finished modifying, you will be able to update.



To view the list of users granted access to this buy group who are currently accessing the site, click the arrow next to the buy group name in the upper right corner of the screen. Similar to the filters list, you can click the pin icon

 to pin the user list to the right side of the screen, and click the unpin icon

 to expand it again.

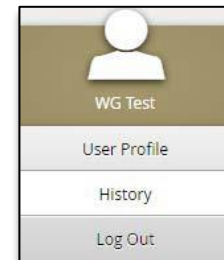
At the bottom of the product list, you can view the subtotal amount for each location as well as the total of all items users have expressed interest in within this buy group. Note that these totals are assuming that tolerance is met and the list price is used. They also reflect only the items currently displayed, so any items that are hidden based on filter selections are not taken into consideration.

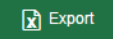
Subtotal	GBP £0.00	GBP £5,781.50	
			Total: GBP £5,781.50

Viewing Past Buy Groups

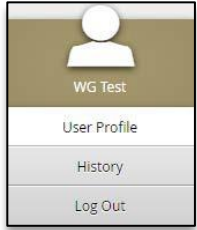
Each buy group is active only for a defined date range. Once a buy group closes, you can view information, including the total interest expressed per item/location, by hovering over your user icon and selecting the *History* option.

You can search the list of previous buy groups by entering a date range or a portion of the buy group name and clicking *Search*.




Click the *View Details* link to access the buy group grid in read-only mode. At the bottom of the screen, you will see an *Export* button  that allows you to generate an Excel file with the buy group information.

Buy Group History				6
NAME	END DATE	TOTAL (TBC)	DETAILS	
 WGS Germany - 2017	7/11/2016	GBP £0.00	 View Details	

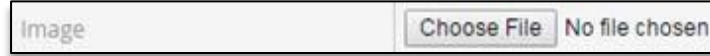


Viewing your User Profile

To access your profile, hover over your user icon and select the *User Profile* option.

While it is not recommended to modify your name/email address, you may wish to modify your profile in order to upload a different profile picture. Click the *Edit*  button.

You will then be able to click the *Choose File* button to upload a profile picture. This is the picture that other users will see next to your name when viewing the list of logged-in users.

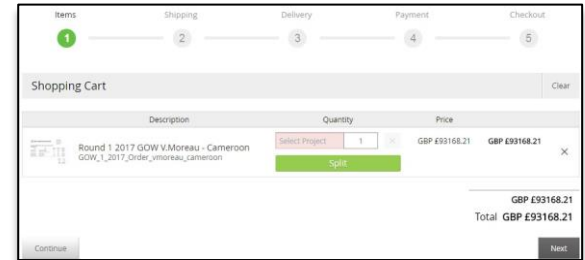


Order Window Confirmation

After the close of an order window, the order window confirmation module will be used to review your order's total cost with freight added. After your order confirmation is submitted, the order will route to Innerworkings for fulfillment.


To access Order Confirmation, click the "Order Window Confirmation" link under the Home icon or on the Home Portal page.

A "shopping cart" will appear with your order confirmation summary and freight.



To view your order confirmation invoice's details, click the item image on the left side of the screen.

Round 1 2017 GOW V.Moreau - Cameroon



William Grant & Sons
INDEPENDENT FAMILY DISTILLERS SINCE 1820

Viviane Moreau
William Grant & Sons
84 Lower Mortlake Rd,
Richmond, TW9 2HS
United Kingdom

Round 1 2017 Global Order Window, Market Interest Summary for EMEA
29 September 2016

SKU	Item	Quantity	Unit Price	Total Price
GT50110214-PM-UAT	Grant's Bottle Plinth Glenfiddie	40	£37.15	£1,486.00
HDK301110-PM-UAT	Hendrick's A-Frame Chalkboard	230	£79.87	£18,567.90
HDK0511714-PM-UAT	Hendrick's Built-In Ice Bucket without Slicer	3	£20.98	£104.90
HDK0510216-PM-UAT	Hendrick's Bird Cage	90	£86.71	£7,803.90
HDK0515315-PM-UAT	Hendrick's Crossley Glass	2,000	£21.12	£42,240.00
DM86201215-PM-UAT	Drimbourne Shaker	500	£8.77	£4,385.00
Subtotal				£76,167.80
Freight				£17,000.91
Total				£93,168.21

Product Information

Product Name: Round 1 2017 GOW V.Moreau - Cameroon

Product ID: GOW_1_2017_Order_vmoreau_cameroon

Price: GBP £93,168.21

Min QTY: 1

Max QTY: 1

Overview


Add to Cart

Items to Add	Price	Total Price
<input type="text"/>	GBP £93,168.21	

Add To Favorites

An item detail page appears. The listed price is your order total with freight included.

Click on the item image on the detail screen to see the full screen image of your invoice. Click "X" to close the image.



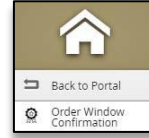
William Grant & Sons
INDEPENDENT FAMILY DISTILLERS SINCE 1820

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Subtotal				£76,167.80
Freight				£17,000.91
Total				£93,168.21

To return to the order window confirmation, click the Order Window Confirmation link which appears under the Home icon in the upper left part of the site header.



If you're satisfied with your order, enter your project code on the line item under the quantity field. This will be a dropdown based on your markets. Click "Next" to start the checkout process. If you have any concerns or wish to change any part of your order, please email the support team at support.valo.wgs@inwk.com.

Description	Quantity	Price
Round 1 2017 GOW V.Moreau - Cameroon GOW_1_2017_Order_vmoreau_cameroon	Cameroon 2017 (t) 1	GBP £93168.21
		GBP £93168.21
		Split

The "Shipping Page" will appear. Enter your primary location (e.g. billing address) as a confirmation. Actual ship-to addresses were stored and viewable on the order confirmation item. Click "Next" to continue.

Country *
United Kingdom

First Name *
John

Last Name *
Doe

Company *
William Grant & Sons Distributor Location

Address 1 *
1234 Anywhere St

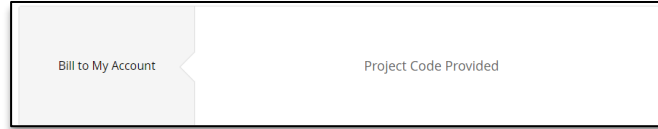
The Delivery Method Page appears. This page will show \$0 shipping for your order confirmation "item". The actual total Freight for the order is on the invoice which was viewed through the previous steps. Click "Next" to continue.

Choose Delivery Method

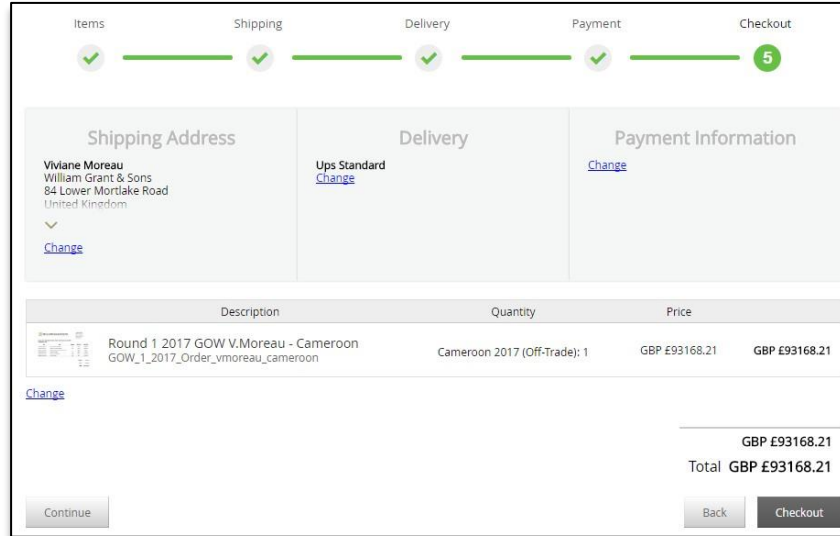
Viviane Moreau
William Grant & Sons
84 Lower Mortlake Road
United Kingdom
Richmond, TW9 2HS
wgtest@williamgrant.inwk.com
+44 12324234234

ups Ups Standard GBP £0.00

They Payment method page appears. It notes the project code was previously provided. Click “Next” to continue.



On the final checkout screen, click on “checkout” to submit your order window confirmation for processing.



Contacting support

To submit requests or report issues regarding your site, please contact HH Global Support at support.wgs.valo@hhglobal.com. A member of our team will respond to you as soon as possible.

Thank You.