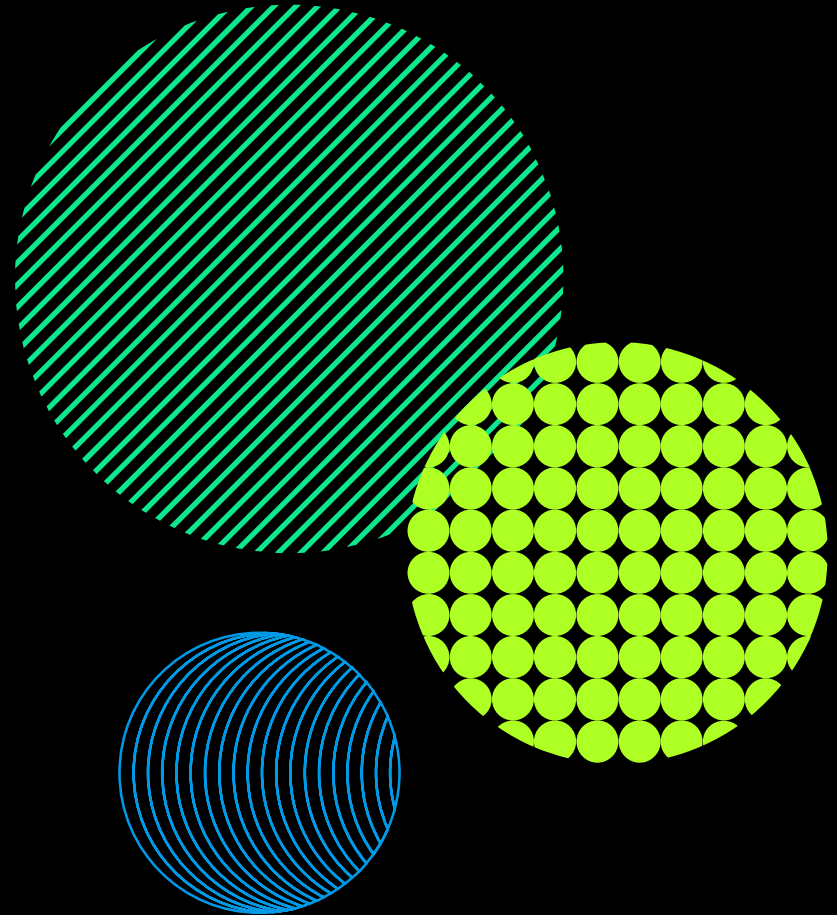


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VALO eCommerce User Guide

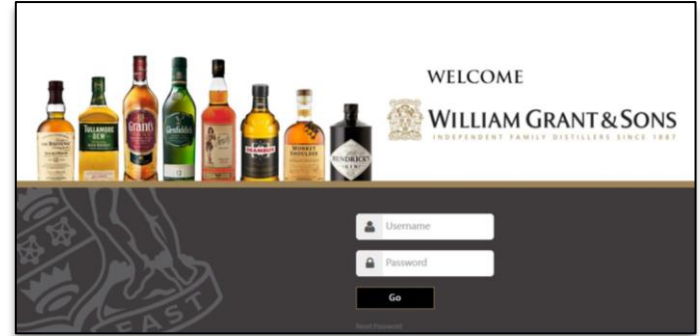
William Grant & Sons – BrandShop



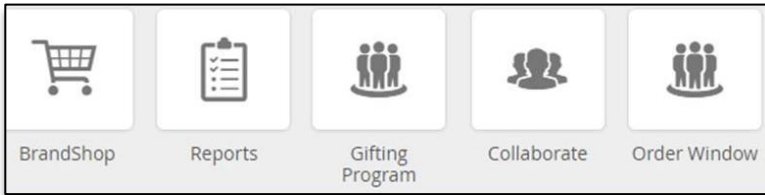
Accessing the VALO Portal

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.



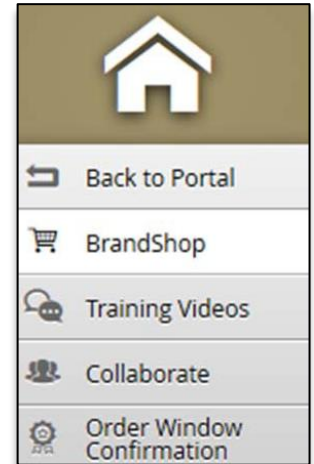
After successfully logging in, you will see the Portal Home Page, which presents a suite of icons for the various VALO modules available for use. Please note that the modules available to you may vary from what's pictured below. To quickly switch between modules, place your mouse pointer over the "home"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



Portal Home Icons

Brand shop

From the Portal Home screen, click on the "BrandShop" icon. You will be presented with a welcome page and a list of product categories on the left hand side of the screen.



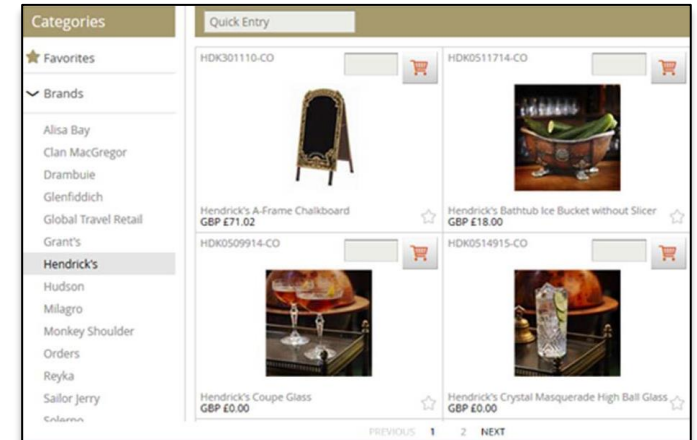
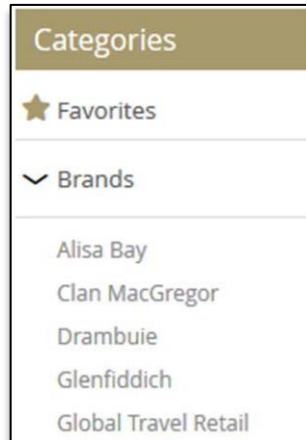


Your category links which appear on the left hand side may be different than what is shown above, depending upon your region.

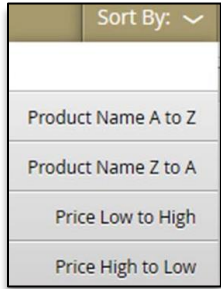
Navigating the BrandShop catalog

To browse the BrandShop catalog, click on a category on the left hand side. If the category has an arrow next to it, clicking on that catalog entry will reveal the subcategories. Click on a subcategory to view the items.

Items appear in a grid format by default, with page numbers located at the bottom center of the page if the number of items in the category aren't viewable on one page. To add an item to the "Favorites" category, click the star located on the item's lower-right corner.



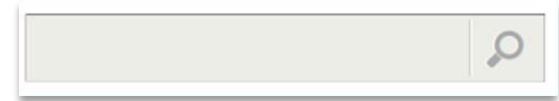
To sort the item order, click on the “Sort By:” dropdown in the upper right. Also in the upper right is the number of items that appear per page. Click the number to change the number viewed per page. To search for items, enter search terms in the search bar at the top-center of the screen. Item name, description info, or product codes can be entered to search for items.



**Sort By
Dropdown**



**Items
Per Page
Dropdown**

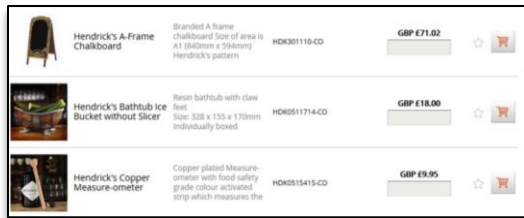


Item Search Bar

The grid/list view icon



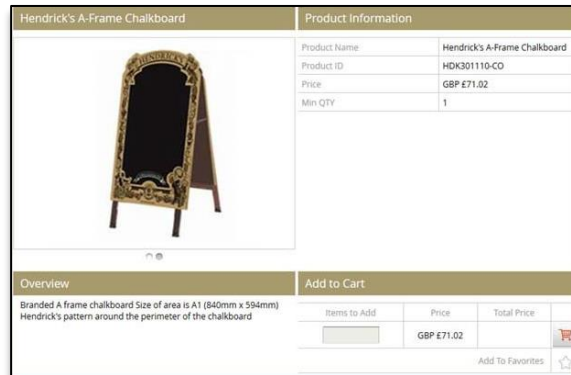
located between the sort and items per page dropdowns, will switch the catalog from a grid to a more line item based view.



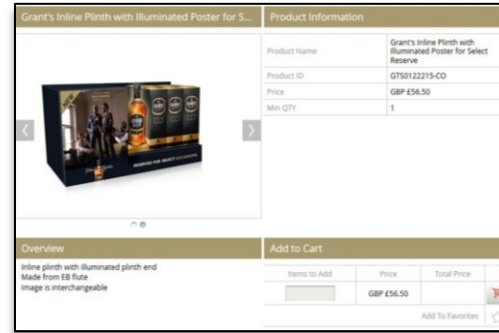
To view the item detail screen, click on any item's image. Use the back icon



to return to the item list.



The item detail screen includes the item name in the upper-left, item images and description on the middle, and lower left, product information in the middle right, and add to cart / favorites options in the lower right.



To view additional item image, hover over the item images to see the “next” and “previous” arrows. Click on them to scroll through images. Click on the image to see a larger, full-screen version of the image.

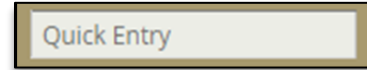


Ordering items

To quickly add items to your shopping cart, enter a quantity into the add to cart field that appears on the item in the catalog view. Click the shopping cart to add the quantity to your shopping cart.






Use the Quick Entry field for items that you may order often, when your certain of the item Product ID and quantity you wish to order. To use quick entry, enter the product SKU in the quick entry field which appears at the top of categories. The product ID appears in the upper left of the item in the item list screen, and in the “Product ID” field on the right side of the item detail screen.



When a valid product ID is entered, an add to cart icon and quantity box will appear. Enter a quantity and click on the shopping cart.

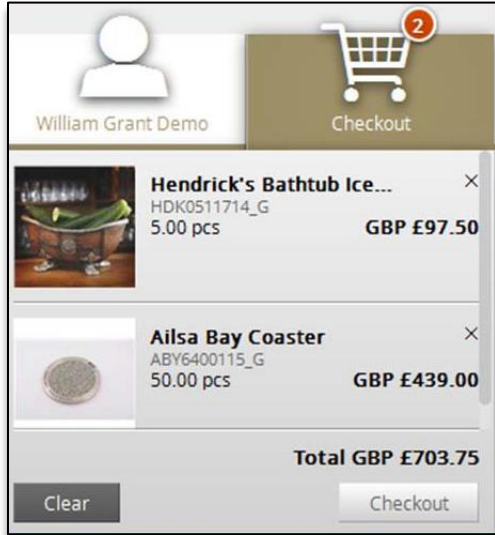


On the item detail screen, items can be ordered using the quantity box and add to cart icon located at the bottom right. The total price will calculate automatically, based on the entered quantity.

Grant's #IOU Bottle Gift Tag with Spoked Neck (P...		Product Information			
	Product Name	Grant's #IOU Bottle Gift Tag with Spoked Neck (Pack of 1000)			
	Product ID	GTS0115814-CO			
	Price	GBP £66.95			
	Min QTY	1			
Overview		Add to Cart			
Material: white silk coated art paper Finishing: Matte laminated x 2 sides Size: 270 x 70mm Weight: 350gsm		Items to Add	Price	Total Price	
		<input type="text" value="5"/>	GBP £66.95	GBP £334.75	
					Add To Favorites 

Shopping cart & order checkout

When an item is added to the shopping cart, a shopping cart icon is automatically added to the upper right side of the site header. It will show a running total of the number of different items in the shopping card in a red circle on the cart icon



For a quick glimpse into the shopping cart, place your mouse over the cart icon and the “mini” shopping cart appears. The mini cart lists the items in the shopping cart, quantities ordered and the pricing.





To remove an item from the "mini cart, click the “x” on the right hand side, or click the “clear” button at the bottom to remove all items in the shopping cart.

If you're ready to start a checkout, click the “Checkout” button on the bottom right hand side of the mini cart, or double click on the shopping cart icon to go to the shopping cart page.

In the shopping cart, the list of items appears, beneath numbered steps to track the checkout progress.

To change any items quantity, update the number in the quantity box and press enter. The subtotal and total pricing will update automatically. Click next to continue the checkout process.

The screenshot shows the 'Shopping Cart' page. At the top, a progress bar has five steps: 'Items' (1, highlighted in green), 'Shipping' (2), 'Delivery' (3), 'Payment' (4), and 'Checkout' (5). Below the progress bar, the 'Shopping Cart' section includes a table with columns for 'Description', 'Quantity', and 'Price'. Two items are listed: 'Hendrick's Bathtub Ice Bucket Without Slicer' with a quantity of 5 and a price of GBP £19.50, and 'Ailsa Bay Coaster' with a quantity of 50 and a price of GBP £8.78. To the right of the table, the subtotal is GBP £536.50, tax is GBP £6.50, and the total is GBP £703.75. At the bottom, there are 'Continue Shopping' and 'Next' buttons.

Description	Quantity	Price
 Hendrick's Bathtub Ice Bucket Without Slicer HDK0511714_G	5	GBP £19.50
 Ailsa Bay Coaster ABY6400115_G	50	GBP £8.78

GBP £536.50
Tax **GBP £6.50**
Total GBP £703.75

On the shipping page, enter your shipping address. Some fields will update based on the selected country so be sure to set the country before entering the remaining details. Click Next to continue.

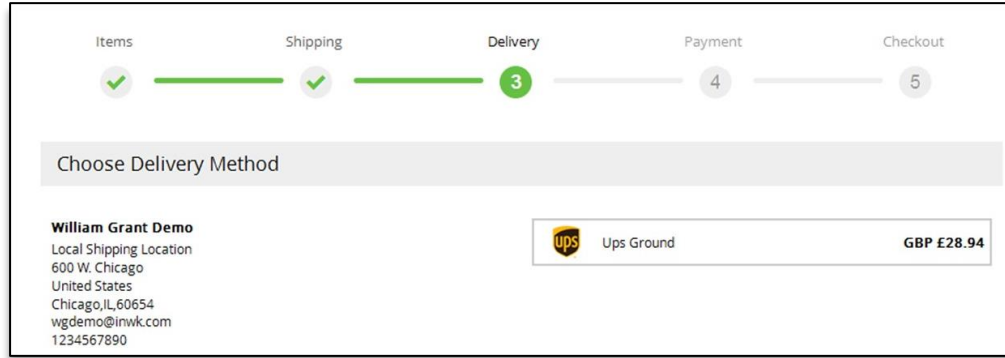
The screenshot shows the 'Shipping Address' page. At the top, a progress bar has five steps: 'Items' (1, with a checkmark), 'Shipping' (2, highlighted in green), 'Delivery' (3), 'Payment' (4), and 'Checkout' (5). Below the progress bar, the 'Shipping Address' section includes a form with fields for 'Country *', 'First Name *', 'Last Name *', and 'Company *'. The 'Country' dropdown is set to 'United States'. The 'First Name' field contains 'William Grant' and the 'Last Name' field contains 'Demo'. The 'Company' field contains 'Local Shipping Location'. To the right of the form, there are 'Open Address Book' and 'Clear' buttons.

Country *
United States

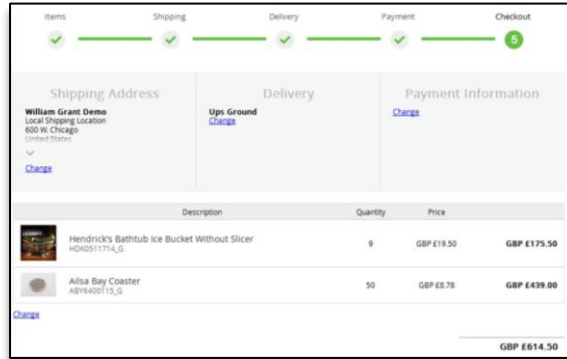
First Name * William Grant **Last Name *** Demo

Company *
Local Shipping Location

On the Delivery page, select from the available shipping methods and click next to continue.



On the payment screen, enter your billing details if needed.



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.