



Altria – POS Ordering Tool User Guide



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Introduction to POS Ordering Tool

The POS Ordering Tool solution from HH Global (powered by VALO) is a global platform for selling virtually anything online via a familiar, highly customizable eCommerce storefront experience. Products may include promotional items, apparel, standard print items, and custom print jobs using templates with variables.

The POS Ordering Tool offers self-service procurement of predefined products that are made available in a catalog interface.

For optimal site performance, please use Google Chrome as your browser.

Using the POS Ordering Tool

When working with the POS Ordering Tool, you can:

- Access your Commerce site
- Browse the catalog
- Add items to your shopping cart
- Place an order
- Add items to your Favorites list
- View new items
- Add Alternate Force Out address
- Subscribe to out-of-stock item notifications
- Place orders with multiple address shipping
- View and copy previous orders in order history
- Manage personal shipping addresses
- Contact Support

Access Your Commerce Site

To access the site, please visit <https://www.insightsc3m.com/>. Click on the Merchandising link on the left navigation menu. Under POS Ordering Card, click on the link “Visit the POS Ordering Site”. Your browser will redirect and you’ll automatically be logged in with your personal credentials. Below is a progression of screens you should be seeing onscreen:

Browse the Catalog

To find an item, you can browse through the OpCo categories on the left side of the screen, or you can enter a keyword in the search field at the top of the screen.

pos **ordering**
HOME PAGE

🔍
👤

ORDER PPE NOW

PPE can be found under ADGC in the left hand menu below

CATEGORIES

Favorites ♥

New Items NEW

- ▶ AVC
- ▶ Flavor Ban
- ▶ AGDC
- ▶ Helix
- ▶ JMC
- ▶ PMUSA
- ▶ USSTC

POS Shipment Schedule

HQ Kit Shipment Schedule

Weekly Shipment Report

POS Replenishment Report

Test

HQ POS KIT PROCESS | How are the quantities determined?

	WHAT	WHEN	HOW	
	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>Trade Marketing analyzes POS needs to create Draft Distribution List</p> </div>	<div style="background-color: #004a7c; color: white; padding: 5px; border: 1px solid #ccc;"> <p>TSMs & RMAs edit Draft Distribution List</p> </div>	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>Trade Marketing uses TSM + RMA inputs as Final Distribution</p> </div> <div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>Warehouse Creates orders, kits and ships</p> </div>	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>InnerWorkings posts shipment details in the POS Ordering Tool</p> </div> <div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>HQ Kits Received & Items published in the POS Ordering Tool for reordering</p> </div>
		<div style="background-color: #00a6c9; color: white; padding: 5px; border: 1px solid #ccc;"> <p>7 WEEKS PRIOR</p> </div>		
		<div style="background-color: #00a6c9; color: white; padding: 5px; border: 1px solid #ccc;"> <p>6 WEEKS PRIOR</p> </div>		
		<div style="background-color: #00a6c9; color: white; padding: 5px; border: 1px solid #ccc;"> <p>3 WEEKS PRIOR</p> </div>		
		<div style="background-color: #00a6c9; color: white; padding: 5px; border: 1px solid #ccc;"> <p>MONDAY PRIOR</p> </div>		
		<div style="background-color: #00a6c9; color: white; padding: 5px; border: 1px solid #ccc;"> <p>DELIVERY DATE (NEXT FRIDAY)</p> </div>		
	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>PM USA / Nat Sherman Data</p> </div>	<div style="background-color: #004a7c; color: white; padding: 5px; border: 1px solid #ccc;"> <p>TSMs & RMAs take action in Purchasing Manager within the communicated window</p> <p>No Action = Draft Qty Shipped (could be ZERO)</p> </div>	<div style="background-color: #004a7c; color: white; padding: 5px; border: 1px solid #ccc;"> <p>Territory # Assignments are locked in and will drive the shipment addresses</p> <p>"Warning" Redeployments within 3 weeks of kit delivery will impact POS shipment</p> </div>	
	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>USSTC Purchasing Manager Data</p> </div>		<div style="background-color: #00a6c9; color: white; padding: 5px; border: 1px solid #ccc;"> <p>Weekly Shipment Report ></p> </div>	
	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>JMC / INVEST-Co Flat Quantities / Guessing??</p> </div>		<div style="background-color: #00a6c9; color: white; padding: 5px; border: 1px solid #ccc;"> <p>HQ Kit Shipment Schedule ></p> </div>	

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Tracking Tools

For site support, please contact support.altria@inwk.com.

[Click here](#) for the POS Ordering Tool user guide.

[Click here](#) for the Purchasing Manager user guide.

[Click here](#) to view a short informational video on Purchasing Manager.

[Click here](#) for the Workflow instruction guide.

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Once you see your results, you can click on an item's image to access the Item Detail screen, which provides you with additional information and gives you the option to add the item to your shopping cart.

pos ordering HOMEPAGE Search... Profile Shopping Cart

01 > **VIEW**
all available Altria
POS items

02 > **VALIDATE**
Individual GEO
restrictions by POS item

03 > **ORDER**
only POS items
relevant for your market

Quick Entry SORT BY: Product Name A to Z ALL

CATEGORIES

Favorites ♥

AGDC

JMC

Any Brand

Black and Milds

- Brochure/Sell Sheets
- Coreplast Sign
- Door Decal
- EFI
- Fixture Header Graphic
- Flange
- Hanging Sign Graphic
- Merchandising Card
- Permanent Display Graphic
- Product Labels
- Temporary Display
- UPC Key Ring
- Wholesale Banner
- Window Cling/Decal

 K4395 B&M 110MM Filter Tip 5 P... \$0.00 USD <input type="text" value="0"/> Add to cart	 J5788 B&M 110MM Filter Tip Mer... \$0.00 USD <input type="text" value="0"/> Add to cart	 K4391 B&M Apple Plastic Tip 5 Pa... \$0.00 USD <input type="text" value="0"/> Add to cart	 J5784 B&M Apple Plastic Tip Mer... \$0.00 USD <input type="text" value="0"/> Add to cart
 K4385 B&M Casino Plastic Tip 5 P... \$0.00 USD <input type="text" value="0"/> Add to cart	 J5777 B&M Casino Plastic Tip Me... \$0.00 USD <input type="text" value="0"/> Add to cart	 K4389 B&M Casino Wood Tip 5 P... \$0.00 USD <input type="text" value="0"/> Add to cart	 J5781 B&M Casino Wood Tip Mer... \$0.00 USD <input type="text" value="0"/> Add to cart

Start > JMC > Black and Milds > B&M 110MM Filter Tip 5 Pack Merchandiser Card

B&M 110MM Filter Tip 5 Pack Merchandiser Card	Product Information												
<p style="font-size: small;">WARNING: Tobacco smoke increases the risk of lung cancer and heart disease, even in nonsmokers.</p> <p style="font-size: small;">Middleton's Black & Mild FT FILTER TIPS</p> <p style="font-size: x-small;">© 2017 JMC Merchandising Card © John Middleton Co. 2017 K4395-04</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Product Name</td><td>B&M 110MM Filter Tip 5 Pack Merchandiser Card</td></tr> <tr><td>Product ID</td><td>K4395</td></tr> <tr><td>Price</td><td>USD \$0.00</td></tr> <tr><td>Items in Stock</td><td>354</td></tr> <tr><td>Min Quantity</td><td>1</td></tr> </table>	Product Name	B&M 110MM Filter Tip 5 Pack Merchandiser Card	Product ID	K4395	Price	USD \$0.00	Items in Stock	354	Min Quantity	1		
Product Name	B&M 110MM Filter Tip 5 Pack Merchandiser Card												
Product ID	K4395												
Price	USD \$0.00												
Items in Stock	354												
Min Quantity	1												
Overview	Add to Cart												
Merchandising Cards are compatible with the Singles Display (POS #J4868) and 5 Pack Display (POS #J4867). This item has a quantity threshold of 25. Orders exceeding this quantity will require HQ approval	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Items to Add</th> <th style="width: 30%;">Price per Unit</th> <th style="width: 30%;">Total Price</th> <th style="width: 20%;"></th> </tr> <tr> <td style="text-align: center;"><input type="text" value="0"/></td> <td style="text-align: center;">USD \$0.00</td> <td></td> <td style="text-align: center;">+</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: center; font-size: x-small;">Add To Favorites ♥</td> </tr> </table>	Items to Add	Price per Unit	Total Price		<input type="text" value="0"/>	USD \$0.00		+				Add To Favorites ♥
Items to Add	Price per Unit	Total Price											
<input type="text" value="0"/>	USD \$0.00		+										
			Add To Favorites ♥										

Add Items to Your Shopping Cart

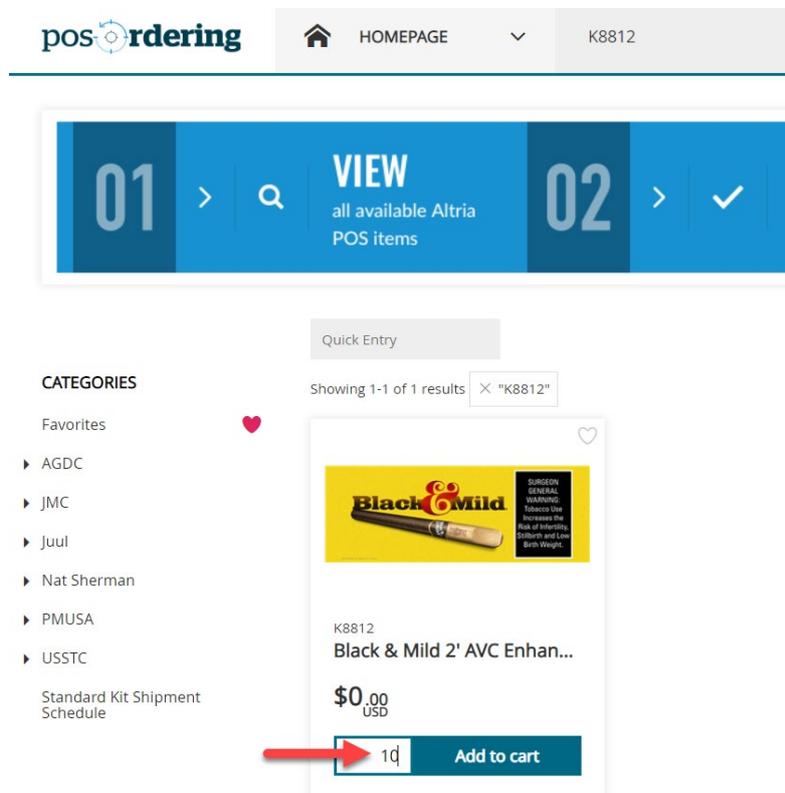
Important: Be sure to read any ordering restrictions in the Overview section of the detail page. Some items will require approval at certain thresholds.

There are two ways to add an item to your shopping cart:

1. On the Item Detail page, in the Add to Cart area (bottom right), enter the desired quantity and click the *Shopping Cart* button.

Add to Cart			
Items to Add	Price per Unit	Total Price	
10	USD \$0.00	USD \$0.00	
Add To Favorites			

2. In the Quick Entry field at the bottom of the Product list, enter the desired quantity, and then click the *Add to Cart* button.



The screenshot shows the POS ordering interface. At the top, there is a navigation bar with the 'pos ordering' logo, a 'HOME' icon, 'HOMEPAGE', a dropdown arrow, and the item ID 'K8812'. Below this is a blue banner with '01 > VIEW all available Altria POS items 02 > ✓'. The main content area shows a product card for 'Black & Mild 2' AVC Enhancer' with a price of '\$0.00 USD'. A 'Quick Entry' field is visible above the product card, showing 'Showing 1-1 of 1 results' and a search filter 'K8812'. A red arrow points to the quantity field '10' in the 'Add to cart' button.

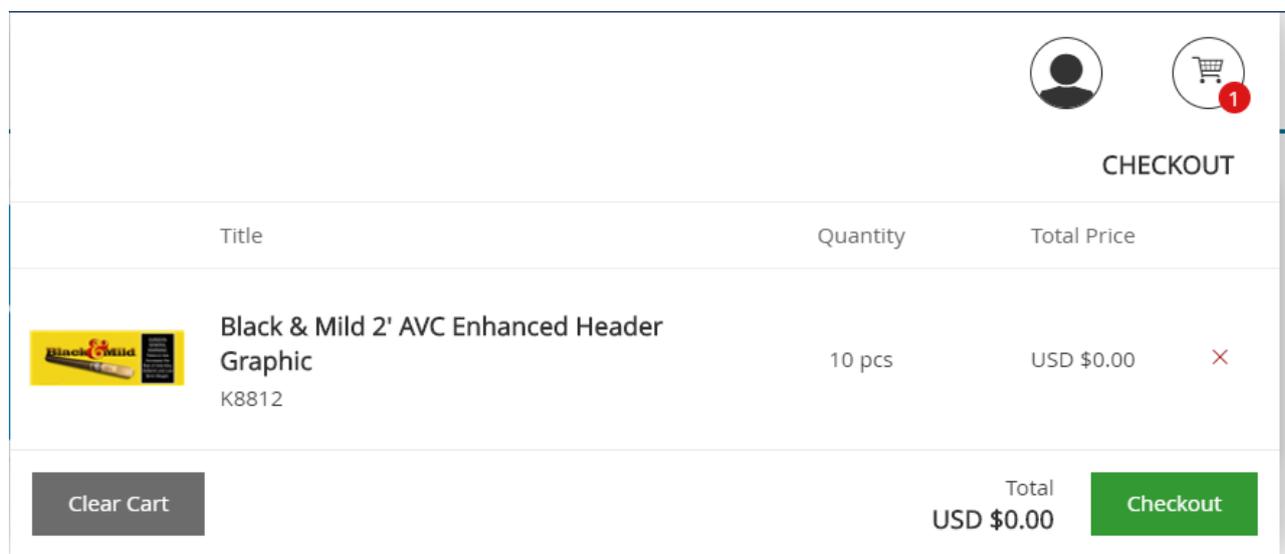
Note: If the browser is left idle, the system will time out and log you out typically after about half an hour. To gain access to the site again you will want to close the window you were using and initiate a new session by accessing <https://www.insightsc3m.com/>.

If you have items in your shopping cart, they will still be available in the new session.

Stale shopping carts are typically cleared every 30 days.

Place an Order

When all necessary items are in your shopping cart, hover over the Cart icon in the upper right-hand corner of the screen and select *Checkout*. The cart will only appear if you have items in your cart.



The screenshot shows a shopping cart interface. At the top right, there are icons for a user profile and a shopping cart with a red notification bubble containing the number '1'. Below these icons is the word 'CHECKOUT'. The main area of the cart is a table with the following columns: Title, Quantity, and Total Price. The table contains one item: 'Black & Mild 2' AVC Enhanced Header Graphic' with a quantity of '10 pcs' and a total price of 'USD \$0.00'. To the left of the item name is a small image of the product. To the right of the total price is a red 'X' icon. At the bottom left of the cart area is a 'Clear Cart' button. At the bottom right, there is a 'Total' of 'USD \$0.00' and a green 'Checkout' button.

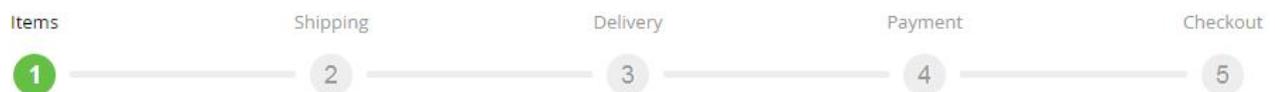
Title	Quantity	Total Price
 Black & Mild 2' AVC Enhanced Header Graphic K8812	10 pcs	USD \$0.00

Clear Cart

Total
USD \$0.00

Checkout

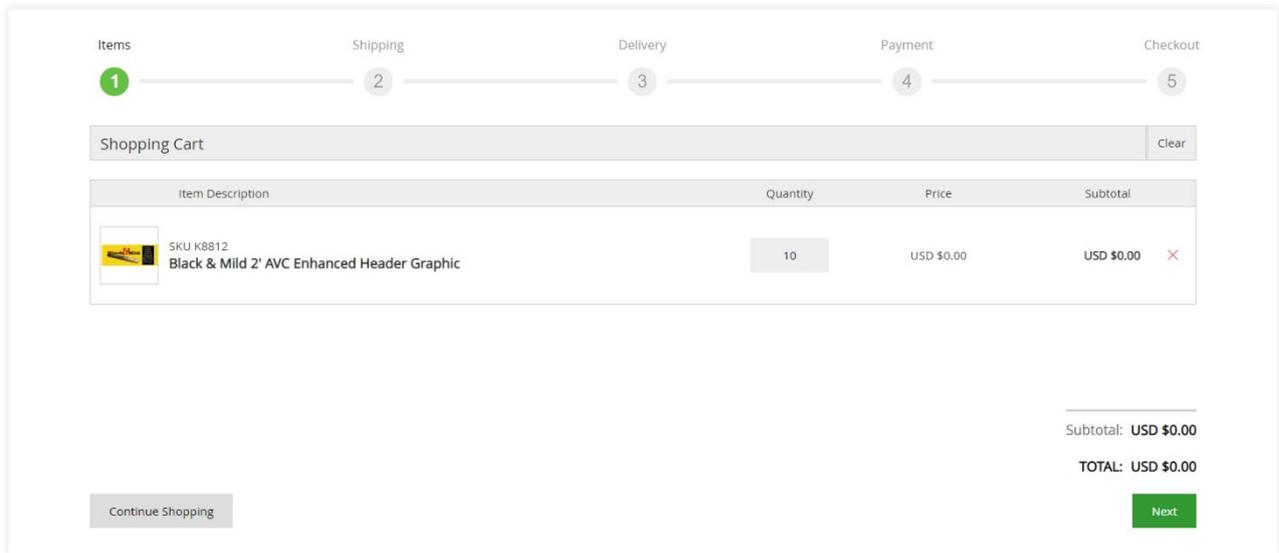
When the Checkout page opens, you will be prompted through five steps:



Review Your Items

On the Items page, you can:

1. Remove all the items from your shopping cart by clicking *Clear*.
2. Modify item quantities in the Quantity field.
3. Remove individual items by clicking the X button  for the line item.
4. Continue adding items to your cart before checking out by clicking the *Continue Shopping* button.
5. Continue with the purchasing process by clicking the *Next* button.



The screenshot displays a shopping cart interface with a progress bar at the top indicating five steps: Items (1), Shipping (2), Delivery (3), Payment (4), and Checkout (5). The 'Items' step is currently active. Below the progress bar, the 'Shopping Cart' section is visible, featuring a 'Clear' button. The cart contains one item:

Item Description	Quantity	Price	Subtotal
 SKU K8812 Black & Mild 2' AVC Enhanced Header Graphic	10	USD \$0.00	USD \$0.00 

At the bottom right, the subtotal and total are both listed as USD \$0.00. A 'Continue Shopping' button is located at the bottom left, and a green 'Next' button is at the bottom right.

HQ Approval Reason

If you are ordering over the Order Threshold listed in each item's overview, a *Pending Approval* tag will appear on qualifying items during Step 1 of checkout. Please proceed to Step 2 – Shipping.

Items
Shipping
Payment
Checkout

1
2
3
4

Shopping Cart Clear

Item Description	Quantity	Price	Subtotal
<div style="display: flex; align-items: flex-start;"> <div> <p style="color: red; font-weight: bold; margin: 0;">Pending Approval</p> <p>SKU NM056</p> <p>Black & Mild Flavor Ban Filter Tip 5pk/Variety 2' Header Graphic</p> </div> </div>	51	USD \$0.19	USD \$9.69 ✕
<div style="display: flex; align-items: flex-start;"> <div> <p>SKU NM062</p> <p>Black & Mild Flavor Ban Filter Tip 5pk 2' Flip Sign Graphic</p> </div> </div>	1	USD \$0.55	USD \$0.55 ✕

Subtotal: **USD \$10.24**

TOTAL: USD \$10.24

Continue Shopping
Next

In the HQ Approval Reason field, please provide an explanation for ordering over the threshold. This will facilitate a faster approval process.

Shipping Address Open Address Book Clear

Country *
United States ▼

First Name *
Test

Last Name *
User

Store Name *
Altria

Address 1 *
1550 Central Ave

Address 2

City *
Roselle

State *
Illinois ▼

Zip Code *
60172

Phone *
1234567890

Retail Account Number

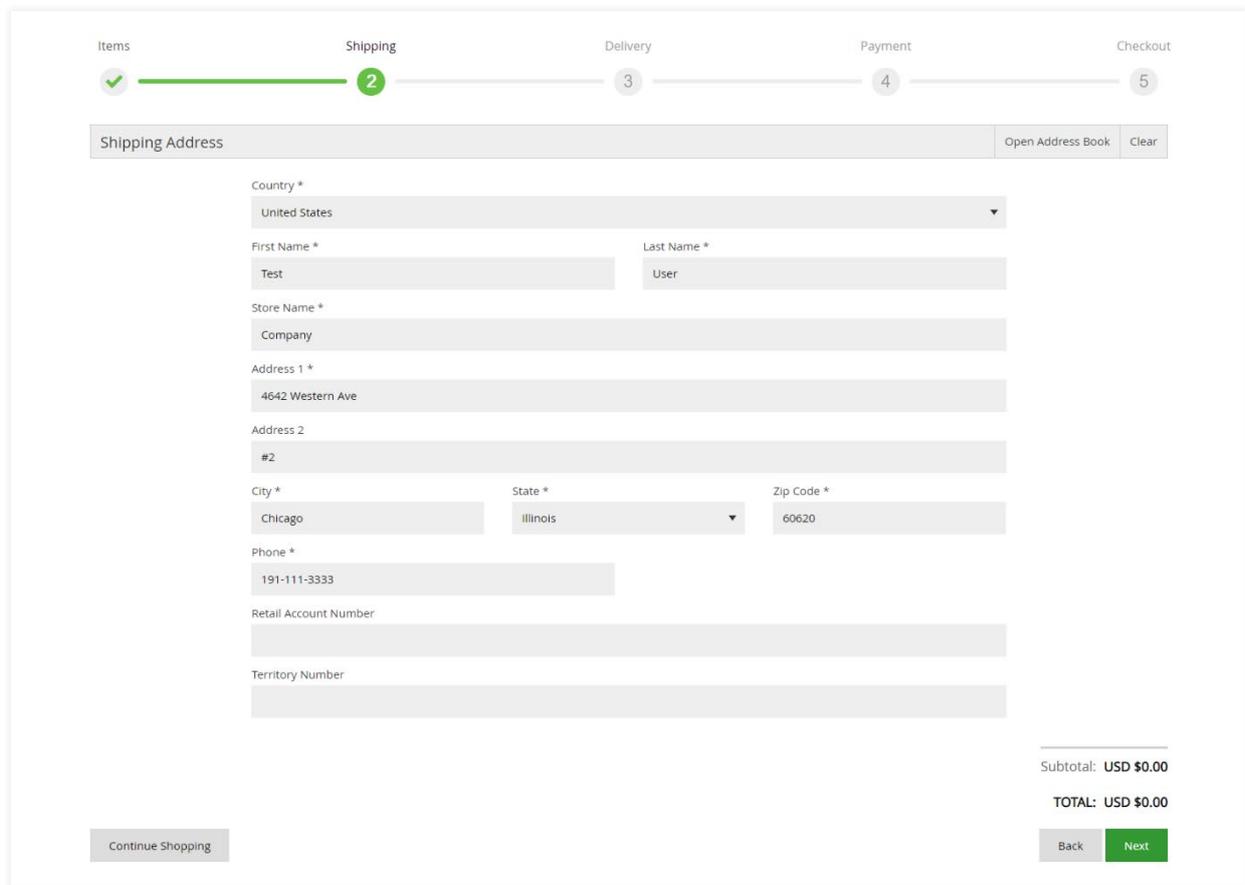
Territory Number

HQ Approval Reason - Provide brief explanation for ordering items over quantity threshold

Shipping Comments Helper Text

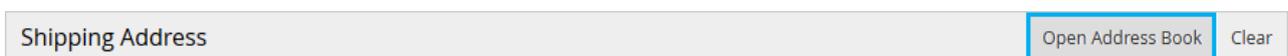
Review or Enter a Shipping Address

On the Shipping Address page you have the ability to enter an address yourself, or select a shipping location via Personal Address Book (if available) or Retail Address book.



The screenshot shows a checkout process with five steps: Items, Shipping, Delivery, Payment, and Checkout. The 'Shipping' step is currently active and highlighted with a green bar and the number '2'. Below the progress bar, there is a 'Shipping Address' section with a header bar containing 'Shipping Address', 'Open Address Book', and 'Clear' buttons. The form fields include: Country * (United States), First Name * (Test), Last Name * (User), Store Name * (Company), Address 1 * (4642 Western Ave), Address 2 (#2), City * (Chicago), State * (Illinois), Zip Code * (60620), Phone * (191-111-3333), Retail Account Number, and Territory Number. At the bottom right, there is a subtotal of USD \$0.00 and a total of USD \$0.00. A 'Continue Shopping' button is located at the bottom left, and 'Back' and 'Next' buttons are at the bottom right.

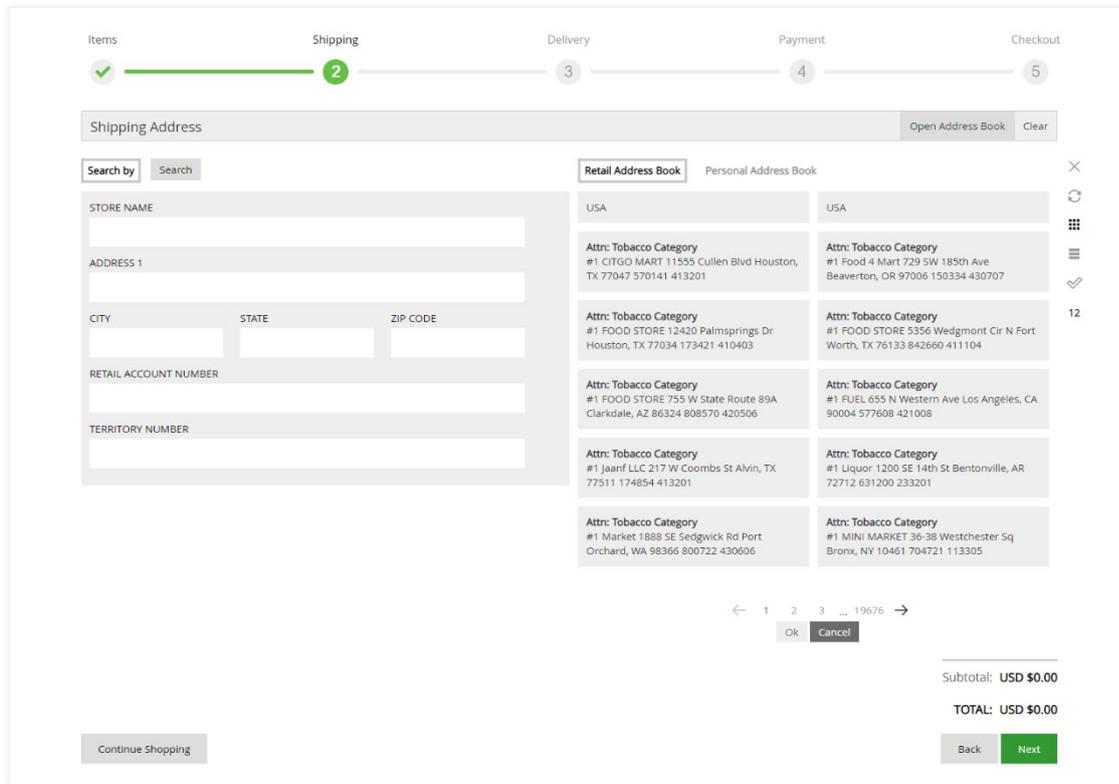
To select a shipping location via Personal Address Book or Retail Address book, click the *Open Address Book* link.



This is a close-up of the header bar from the screenshot above. It shows the text 'Shipping Address' on the left, and two buttons on the right: 'Open Address Book' (which is highlighted with a blue border) and 'Clear'.

On the address book selection screen, you can choose Retail Address Book to see a list of all the shipping addresses from Altria, or Personal Address Book to see only the shipping addresses you have saved in your user profile (if available).

To narrow the list of displayed addresses, enter the desired criteria in the Search By area and click *Search*.



Items Shipping Delivery Payment Checkout

Shipping Address Open Address Book Clear

Search by Search

Retail Address Book
 Personal Address Book

STORE NAME
 ADDRESS 1
 CITY STATE ZIP CODE
 RETAIL ACCOUNT NUMBER
 TERRITORY NUMBER

USA	USA
Attn: Tobacco Category #1 CITGO MART 11555 Cullen Blvd Houston, TX 77047 570141 413201	Attn: Tobacco Category #1 Food 4 Mart 729 SW 185th Ave Beaverton, OR 97006 150334 430707
Attn: Tobacco Category #1 FOOD STORE 12420 Palmsprings Dr Houston, TX 77034 173421 410403	Attn: Tobacco Category #1 FOOD STORE 5356 Wedgmont Cir N Fort Worth, TX 76133 842660 411104
Attn: Tobacco Category #1 FOOD STORE 755 W State Route 89A Clarkdale, AZ 86324 808570 420506	Attn: Tobacco Category #1 FUEL 655 N Western Ave Los Angeles, CA 90004 577608 421008
Attn: Tobacco Category #1 Jaanf LLC 217 W Coombs St Alvin, TX 77511 174854 413201	Attn: Tobacco Category #1 Liquor 1200 SE 14th St Bentonville, AR 72712 631200 233201
Attn: Tobacco Category #1 Market 1888 SE Sedgwick Rd Port Orchard, WA 98366 800722 430606	Attn: Tobacco Category #1 MINI MARKET 36-38 Westchester Sq Bronx, NY 10461 704721 113305

← 1 2 3 ... 19676 →

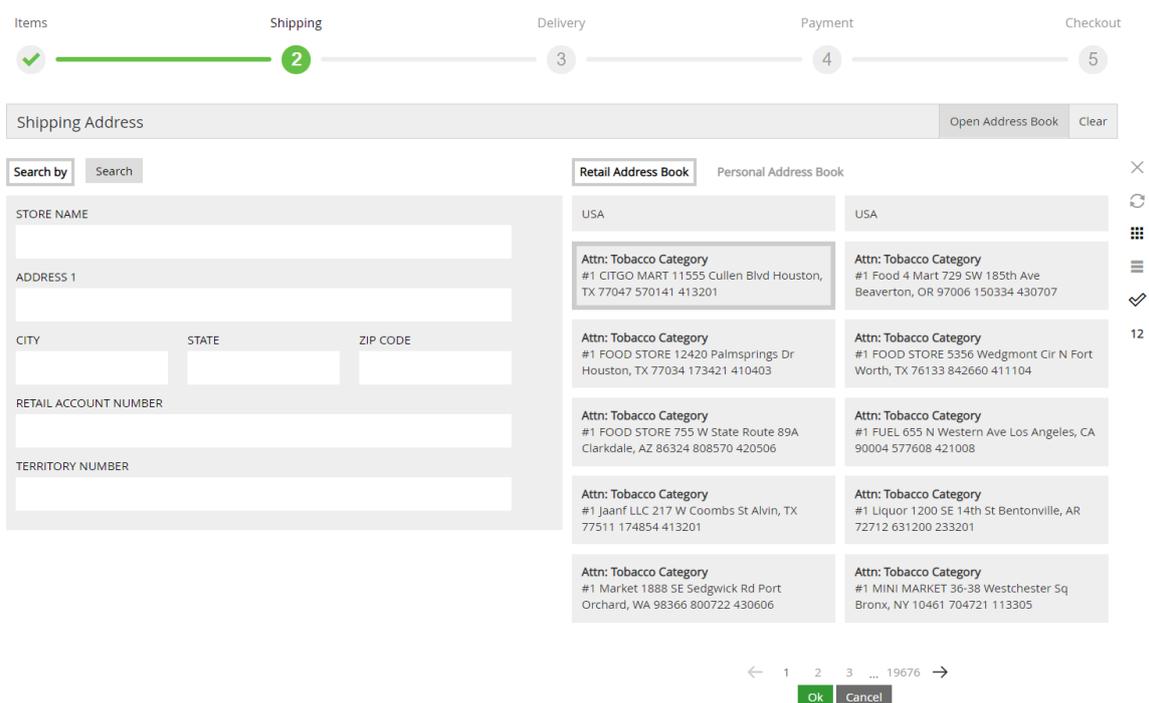
Ok Cancel

Subtotal: USD \$0.00

TOTAL: USD \$0.00

Continue Shopping Back Next

Select the correct shipping address, and then click *OK* to add the location to your order.



Items Shipping Delivery Payment Checkout

Shipping Address Open Address Book Clear

Search by Search

Retail Address Book
 Personal Address Book

STORE NAME
 ADDRESS 1
 CITY STATE ZIP CODE
 RETAIL ACCOUNT NUMBER
 TERRITORY NUMBER

USA	USA
Attn: Tobacco Category #1 CITGO MART 11555 Cullen Blvd Houston, TX 77047 570141 413201	Attn: Tobacco Category #1 Food 4 Mart 729 SW 185th Ave Beaverton, OR 97006 150334 430707
Attn: Tobacco Category #1 FOOD STORE 12420 Palmsprings Dr Houston, TX 77034 173421 410403	Attn: Tobacco Category #1 FOOD STORE 5356 Wedgmont Cir N Fort Worth, TX 76133 842660 411104
Attn: Tobacco Category #1 FOOD STORE 755 W State Route 89A Clarkdale, AZ 86324 808570 420506	Attn: Tobacco Category #1 FUEL 655 N Western Ave Los Angeles, CA 90004 577608 421008
Attn: Tobacco Category #1 Jaanf LLC 217 W Coombs St Alvin, TX 77511 174854 413201	Attn: Tobacco Category #1 Liquor 1200 SE 14th St Bentonville, AR 72712 631200 233201
Attn: Tobacco Category #1 Market 1888 SE Sedgwick Rd Port Orchard, WA 98366 800722 430606	Attn: Tobacco Category #1 MINI MARKET 36-38 Westchester Sq Bronx, NY 10461 704721 113305

← 1 2 3 ... 19676 →

Ok Cancel

Shipping Address Type Identification

Once your address is selected and populated in the shipping address fields, select an address type for your order. The default Address Type is Home.

Note: *Orders ship on different schedules depending on the destination type. Retail orders ship “ASAP” and Home orders are consolidated to ship with other weekly Force Out POS.”*

For all Retail Store orders, please enter a Retail Account Number in the field to ensure the order will route properly. Otherwise, your order will be rejected and cause delays.

Retail Account Number

Territory Number

HQ Approval Reason - Provide brief explanation for ordering items over quantity threshold

Shipping Comments Helper Text

Address Type Selection *

▼

Retail Store - Please ensure a Retail Account Number is entered before check-out

FSF Home

Depot

Click *Next* to progress to the Payment page.

Enter Payment Information

All payments are *Bill to My Account*, no data entry is required.

Items
Shipping
Delivery
Payment
Checkout

✓

✓

✓

4

5

Payment method

Bill to My Account

Bill to My Account

Subtotal: USD \$0.00

Shipping Total: USD \$0.00

TOTAL: USD \$0.00

Continue Shopping

Back

Next

Finalize Your Order

On the Checkout page, you have the opportunity to review and change all your order information before clicking *Checkout*.

Items
Shipping
Delivery
Payment
5

Shipping Address

Attn: Tobacco Category
#1 CITGO MART
11555 Cullen Blvd
Houston, TX, 77047

▼

[Change](#)

Delivery

Altria Standard Kit Shipping

[Change](#)

Payment Information

Bill to My Account

[Change](#)

Item Description	Quantity	Price	Subtotal
SKU K8812 Black & Mild 2' AVC Enhanced Header Graphic	10	USD \$0.00	USD \$0.00

[Change](#)

[Continue Shopping](#)

Subtotal: **USD \$0.00**

Shipping Total: **USD \$0.00**

TOTAL: USD \$0.00

Back
Checkout

You will receive an email notification when your order has been placed, and another when your order has shipped. Tracking information will be available within 1 business day of receiving the order shipped confirmation.



ORDER: PO1396338312

Line Item Id	4051669
SKU	K8812
Quantity	1
Item	Black & Mild 2' AVC Enhanced Header Graphic
Production Cost	USD \$0.00
UOM	
Shipping Address	Test User Company 4642 Western Ave #2 Chicago, IL 60620 United States 191-111-3333

Add Items to Your Favorites List

If this is a product you would like to be able to find easily in the future, click the heart icon at the top of the item in the catalog view or below the cart icon in the product detail view.

01 > **VIEW**
all available Altria
POS items

02 > **VALIDATE**
individual GEO
restrictions by POS item

03 > **ORDER**
only POS items
relevant for your market

Quick Entry SORT BY: Product Name A to Z ALL

Showing 1-1 of 1 results X "K8812"

CATEGORIES

Favorites

- ▶ AGDC
- ▶ JMC
- ▶ Juul
- ▶ Nat Sherman
- ▶ PMUSA
- ▶ USSTC

Standard Kit Shipment
Schedule

K8812
Black & Mild 2' AVC Enhan...

\$0.00
USD

Add to cart

Add to Cart

Items to Add	Price per Unit	Total Price	
0	USD \$0.00		
Add To Favorites			

You can easily locate all your favorite items by clicking the Favorites link in the Categories menu.

CATEGORIES

Favorites

- ▶ AGDC
- ▶ JMC
- ▶ Juul
- ▶ Nat Sherman
- ▶ PMUSA
- ▶ USSTC

Standard Kit Shipment
Schedule

Quick Entry SORT BY: Product Name A to Z 12

K8812
Black & Mild 2' AVC Enhan...

\$0.00
USD

Add to cart

F8017
Copenhagen Wintergreen ...

\$0.00
USD

Add to cart

FM014
Marlboro 2' AVC Enhanced...

\$0.00
USD

Add to cart

M0922
Marlboro 72 Non-Menthol...

\$0.00
USD

Add to cart

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13

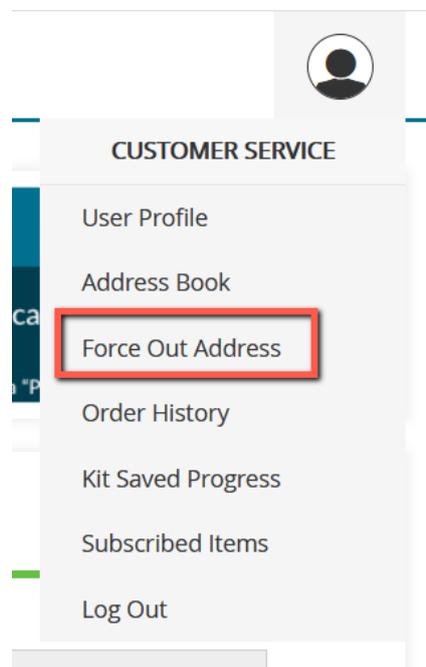
Add Alternate Force Out Address

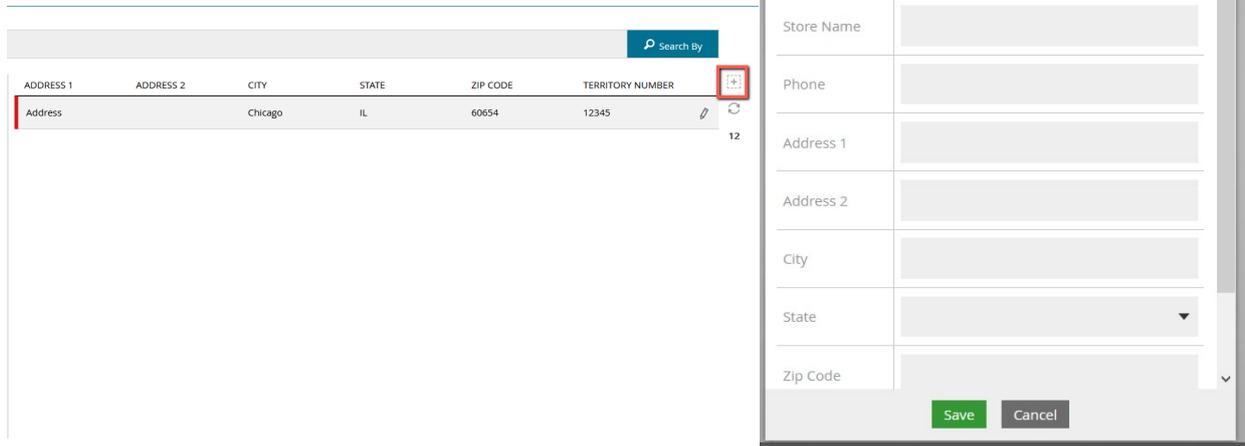
Force Out shipments are regularly scheduled, consolidated POS shipments dictated by Altria HQ going to FSF home addresses. A Force Out may also occur if your manager requests to send additional promotional materials to support new initiatives.

As a default, Force Out shipments will ship to the Home address reflected in HR Direct. If an alternate shipping home address needs to be used, the Alternate Force Out feature will allow the FSF to specify an alternate address where Force Out shipments can be shipped.

As a reminder, UPS cannot deliver to a PO Box.

To access this section, hover over your user profile and click on *Force Out Address*.



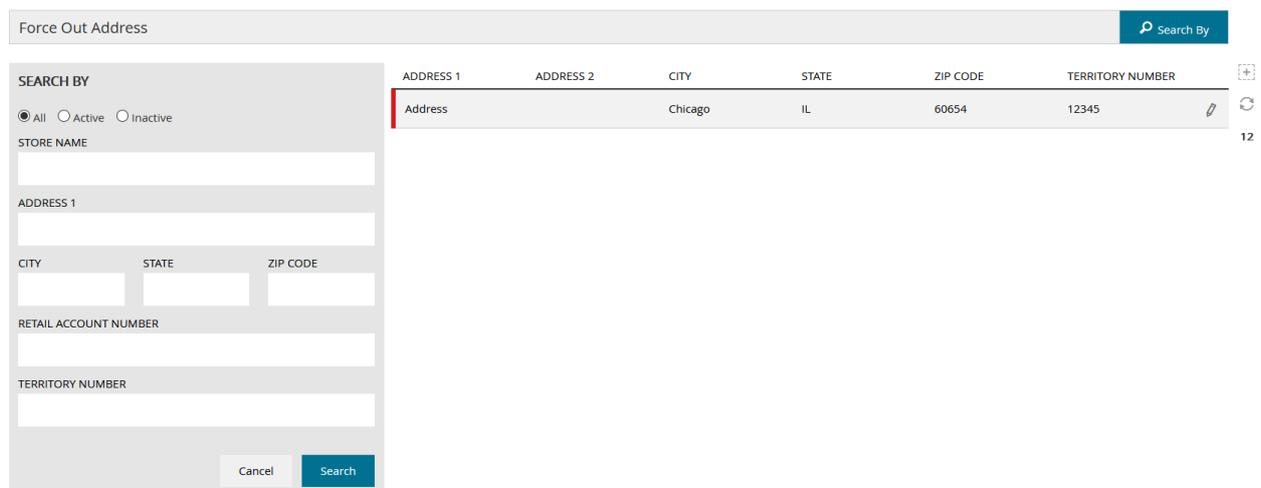


The image shows a table with columns: ADDRESS 1, ADDRESS 2, CITY, STATE, ZIP CODE, and TERRITORY NUMBER. A red box highlights a '+' icon in the top right corner of the table. To the right, an 'Add' form is shown with the following fields: Active (checked), Country (United States), First Name, Last Name, Store Name, Phone, Address 1, Address 2, City, State, and Zip Code. 'Save' and 'Cancel' buttons are at the bottom of the form.

Click the + sign on the right corner to add an address. A window will appear to enter all the required information. At the top of the address popup, make sure the *Active* box is checked and click *Save*.

On the main Force Out screen, you can search for a specific address in the search fields to the left. The retail account number search option is invalid here as it is not required for home addresses.

You can also edit each address to toggle from *Active* to *Inactive* or update any information.



The image shows a 'Force Out Address' search interface. On the left, there is a 'SEARCH BY' section with radio buttons for 'All', 'Active', and 'Inactive'. Below this are input fields for 'STORE NAME', 'ADDRESS 1', 'CITY', 'STATE', 'ZIP CODE', 'RETAIL ACCOUNT NUMBER', and 'TERRITORY NUMBER'. 'Cancel' and 'Search' buttons are at the bottom. On the right, a table shows a single address entry: ADDRESS 1: Address, ADDRESS 2: (empty), CITY: Chicago, STATE: IL, ZIP CODE: 60654, TERRITORY NUMBER: 12345. A red box highlights the first row of the table.

Subscribe to Out of Stock Item Notifications

If an item is out of stock, you can subscribe to receive notifications when the item is back in stock and ready to order.

Click on the item to view the product details page. On the bottom right, under *Add to Cart*, enter your email to subscribe to notifications.

Add to Cart

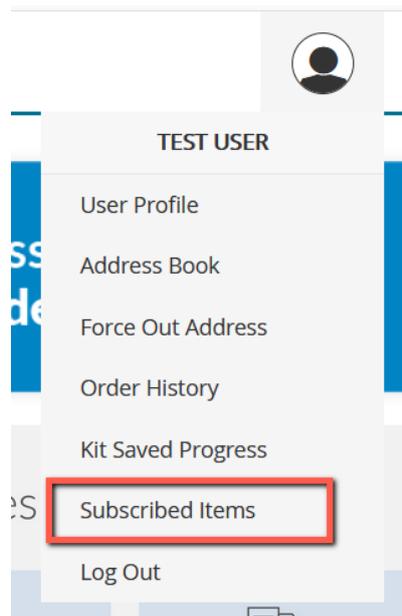
Out of Stock



Enter your email address to be notified when this item is back in stock.

[Add To Favorites](#) 

To view all subscriptions, hover over your user profile and go to *Subscribed Items*. From this view, you can unsubscribe to any notifications if you decide you no longer require it.



Subscribed Items

× Unsubscribe All

ITEM SKU	ITEM NAME	EMAIL ADDRESS	NOTIFICATIONS
NL607	onl Original Flavor Ban 14" Wide Lit EFI - Pilot	testuser@altria.com	<input type="button" value="Unsubscribe"/>

Place an Order with Multiple Address Shipping

Users can opt at checkout to ship items to a single location or to multiple different locations.

At Step 1 of checkout, click on **Enable Multiple Address Shipping**.



If you are having system functionality issues,
try Google Chrome when using the POS Ordering Tool

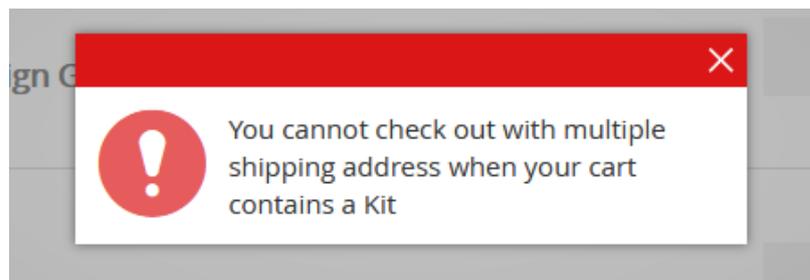
Items Shipping Payment Checkout

1 2 3 4

Shopping Cart Enable Multiple Address Shipping Clear

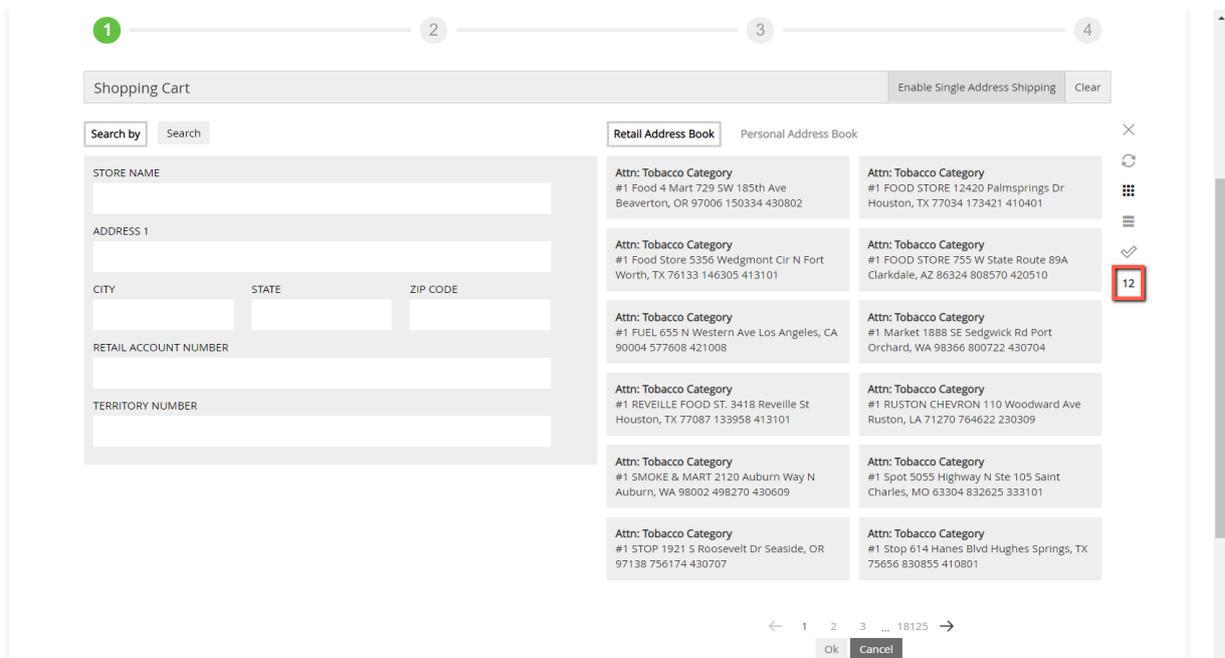
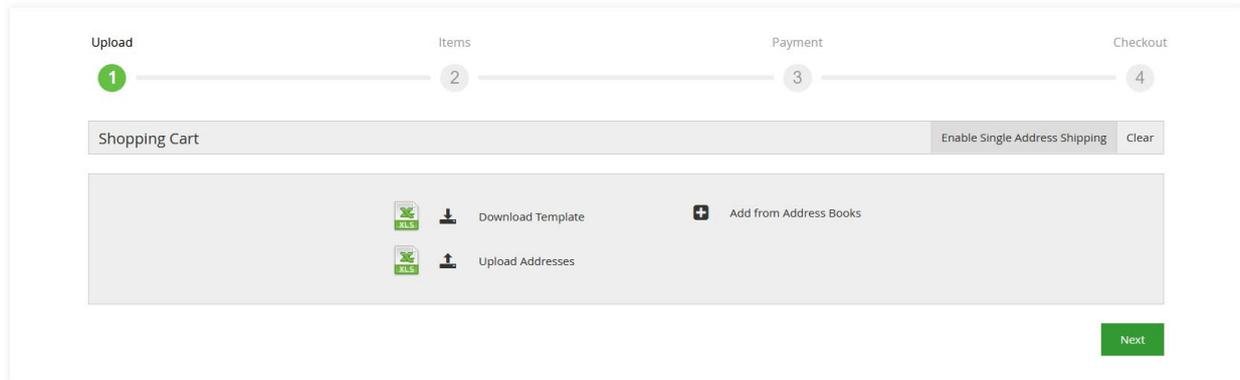
Item Description	Quantity	Price	Subtotal
 SKU NE401 Black and Mild 2' EFI - Speedway	1	USD \$0.00	USD \$0.00
 SKU K8829 Skoyal Spearmint Product Labels	1	USD \$0.71	USD \$0.71
 SKU MQ147 Universal Flip Sign Clip Pack of 2	1	USD \$4.05	USD \$4.05

Important: Multiple address shipping is not compatible with kits – multi component items. If you have a kit in your cart, you will receive an error once you click on *Enable Multiple Address Shipping*. Please remove the kit in order to proceed with checkout or continue with single address shipping.



The next step is to enter addresses for this order. The primary way is to select from the Retail or Personal address books.

Click on the  to add from Retail or Personal address books.



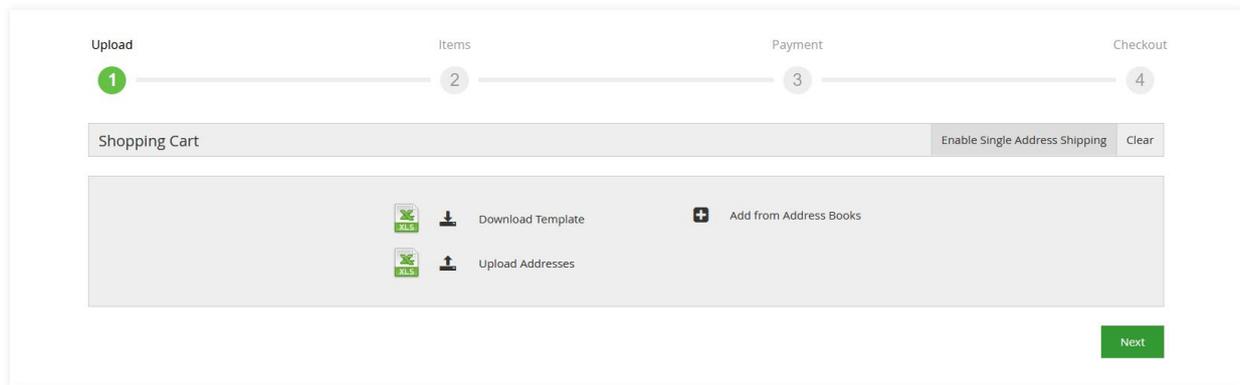
It is recommended to narrow your address displays by entering the fields to the left of the screen i.e. Store Name, address fields, Retail Account Number, and Territory Number.

To the far right, you can toggle between the number of addresses to display – 6, 12, or 24. The default is set at 12. You can also change the address displays from a grid to a list view with the options in the vertical menu.

Select all desired addresses and click *Ok* at the bottom of the screen to continue.

If an address is not listed in either address books, the alternative is to upload a template.

Download and fill out the Excel template to enter desired addresses.



Fields with a red asterisk * are required. Ensure mandatory fields are complete to prevent any issues.

	A	B	C	D	E	F	G	H	I	J	K	L	M
2	Country*	First Name*	Last Name*	Store Name*	Phone*	Address 1*	Address 2	City*	State	Zip Code	Retail Account Number	Territory Number	
3													
4													
5													

Please provide a Retail Account Number and/or Territory Number, when necessary. For all retail orders, make sure a valid retail account number is entered for successful order transmission.

Note: Force out address are not available to select during check-out. This will remain the same for this feature. Any force out addresses will need to be uploaded.

Important: There is a limit per order with a maximum of 100 line items.

A line item in an order is 1 store x 1 unique POS item = 1 line item.

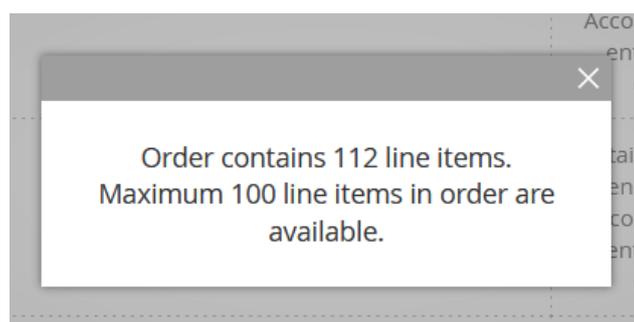
Example:

10 stores x 10 unique POS items each = 100 lines/order

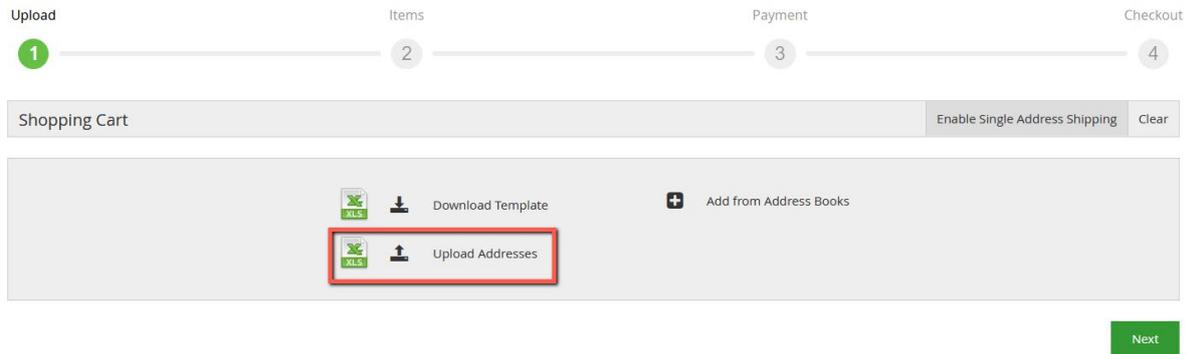
50 stores x 2 unique POS items each = 100 lines/order

50 stores x 4 unique POS items each = 200 lines/orders ➡ this one is over the 100 line item limitation and orders will not be processed

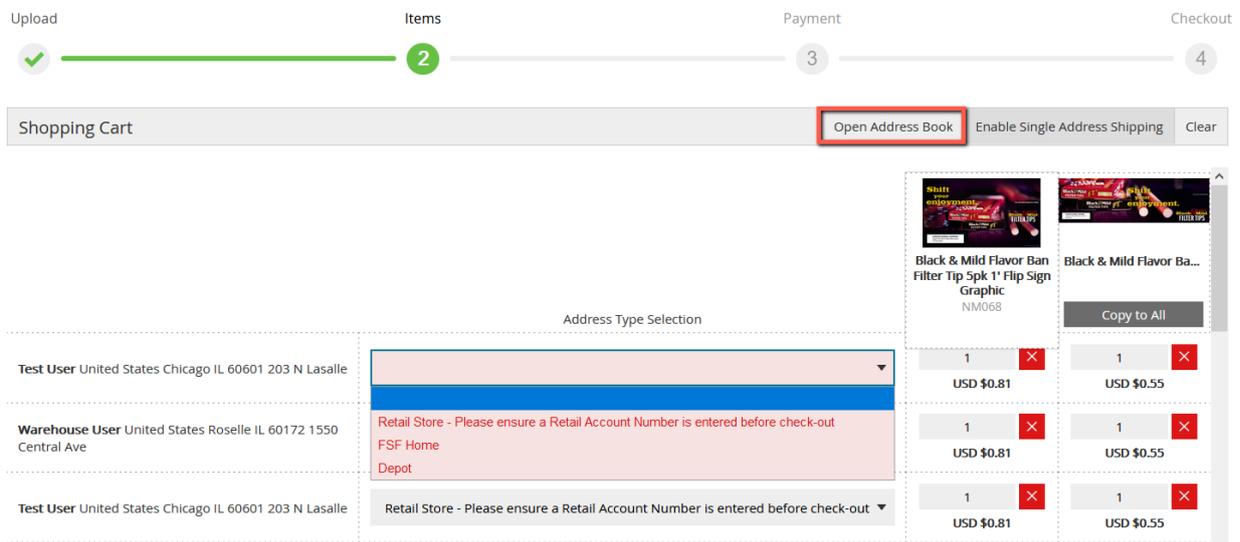
You will receive a notification if you exceed the limit when you are placing an order at the final stage of check-out.



Once completed, upload the file.



You will be taken to the multi-ship grid. Here, you can click on *Open Address Book* to add additional addresses.



Address Type Selection		Test User United States Chicago IL 60601 203 N Lasalle		Warehouse User United States Roselle IL 60172 1550 Central Ave		Test User United States Chicago IL 60601 203 N Lasalle	
	<ul style="list-style-type: none"> Retail Store - Please ensure a Retail Account Number is entered before check-out FSF Home Depot 	1	USD \$0.81	1	USD \$0.81	1	USD \$0.81
		1	USD \$0.55	1	USD \$0.55	1	USD \$0.55

Please select the address type for each location. If you selected retail accounts from the address book, you must indicate Retail Store in the address type selection. Otherwise, your order will be rejected.

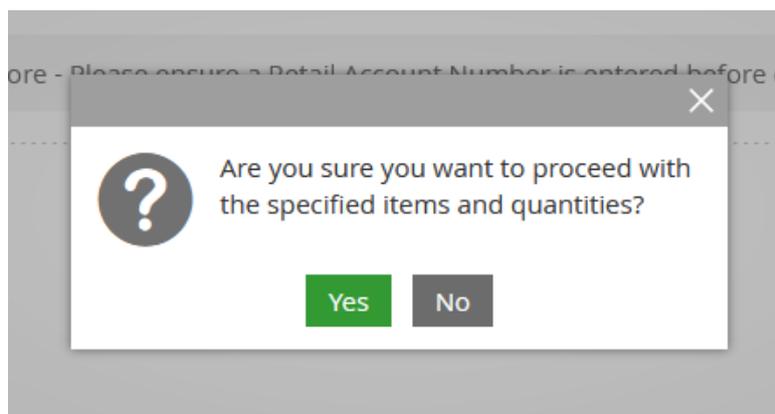
You can hover over each item to view the full item name and POS#. To view full address details, click on the address in the grid and a pop-up will appear.

Enter the desired quantity for each item to the corresponding location. If you want the same quantity to be applied to all locations for a specific item, enter the quantity in the first row and click **Copy to All**. This will duplicate the quantity for that specific item to all locations in the grid.

	
Black & Mild Flavor Ba...	Black & Mild Flavor Ba...
Copy to All	Copy to All
1 <input type="text"/> <input type="button" value="X"/>	1 <input type="text"/> <input type="button" value="X"/>
USD \$0.81	USD \$0.55
1 <input type="text"/> <input type="button" value="X"/>	1 <input type="text"/> <input type="button" value="X"/>
USD \$0.81	USD \$0.55
1 <input type="text"/> <input type="button" value="X"/>	1 <input type="text"/> <input type="button" value="X"/>
USD \$0.81	USD \$0.55
1 <input type="text"/> <input type="button" value="X"/>	1 <input type="text"/> <input type="button" value="X"/>
USD \$0.81	USD \$0.55

If you decide to remove an item or an address from this grid, click the red X box. This will remove it from the final item and location count when placing the order.

Once all quantities are in the grid, click *Next* to continue checkout. You will see the below confirmation to ensure all quantities are correct before continuing the process.



Review your items, addresses and quantities for a final time and click **Checkout**.

Note: *If an item is over the order threshold, your full order will route for approval and nothing will ship until it has been approved. Approvers have the ability to decline the full order.*

Shopping Cart

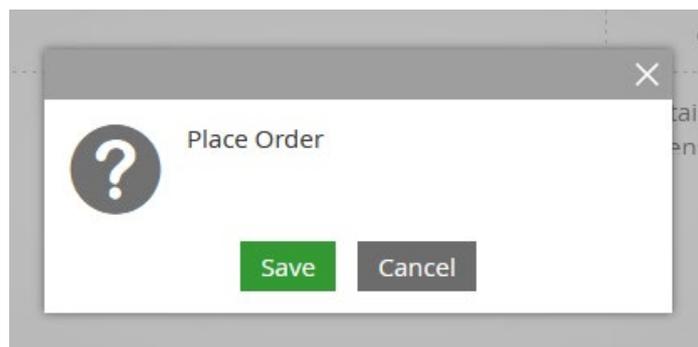
	Address Type Selection		
<div style="display: flex; align-items: center;">   </div> <p>Black & Mild Flavor Ba... Black & Mild Flavor Ba...</p>			
Test User United States Chicago IL 60601 203 N Lasalle	Retail Store - Please ensure a Retail Account Number is entered before check-out	1	1
Warehouse User United States Roselle IL 60172 1550 Central Ave	Retail Store - Please ensure a Retail Account Number is entered before check-out	1	1
Test User United States Chicago IL 60601 203 N Lasalle	Retail Store - Please ensure a Retail Account Number is entered before check-out	1	1
	Retail Store - Please ensure a Retail		

Subtotal: **USD \$76.16**

TOTAL: USD \$76.16

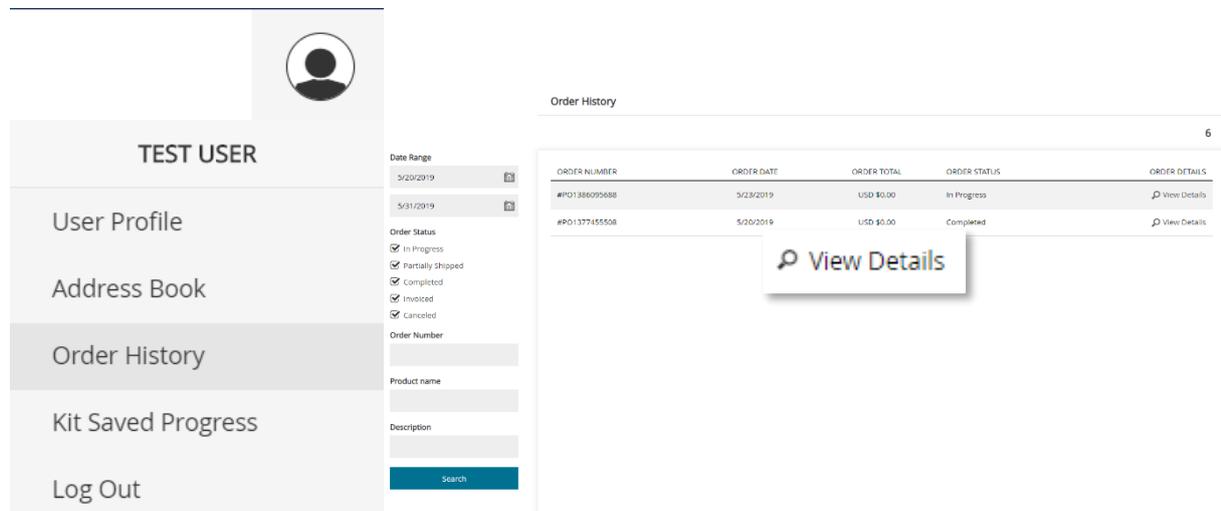
Back
Checkout

Click **Save** to submit your order. If you are over the line item limit, the error message will appear here. Otherwise, you will receive an order confirmation by email.



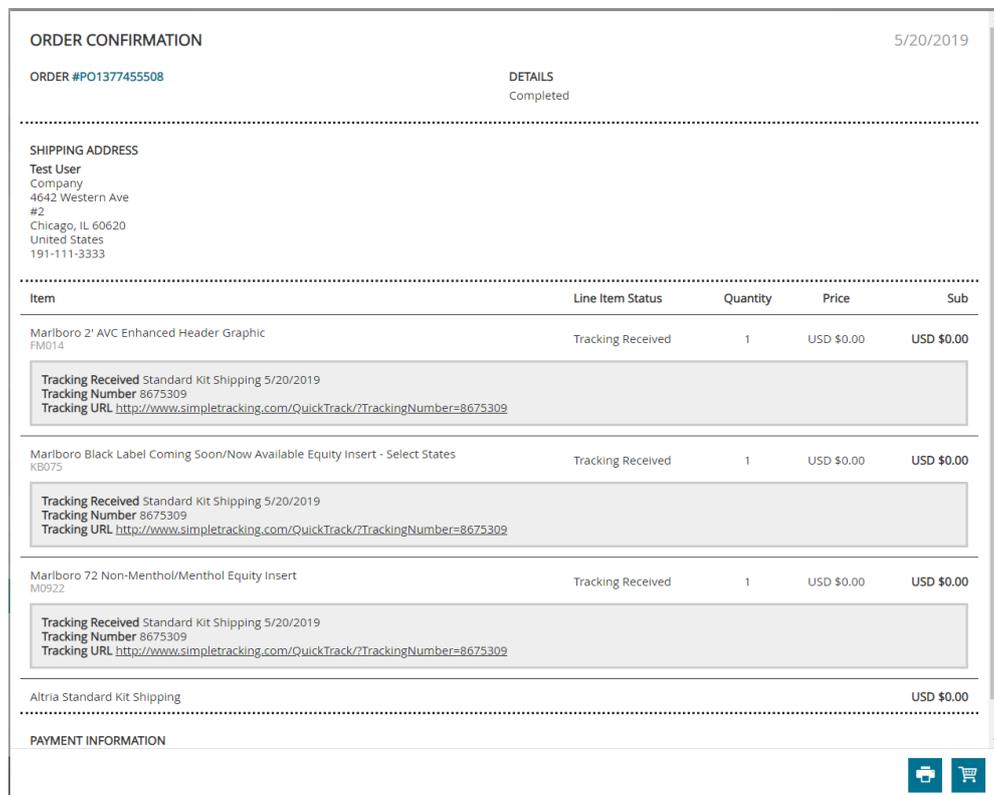
View and Copy Previous Orders

To access a list of your previous orders, hover over your User icon, and then select *Order History*.



On the Order History page, you can filter by order date or status, or search for a particular keyword. **Search options for retail account number and territory number have been added.**

Click the *View Details* link in the Order Details column to open the order's Confirmation information, which lists all the items included in the order.



Item	Line Item Status	Quantity	Price	Sub
Marlboro 2' AVC Enhanced Header Graphic FM014	Tracking Received	1	USD \$0.00	USD \$0.00
Tracking Received Standard Kit Shipping 5/20/2019 Tracking Number 8675309 Tracking URL http://www.simpletracking.com/QuickTrack/?TrackingNumber=8675309				
Marlboro Black Label Coming Soon/Now Available Equity Insert - Select States KB075	Tracking Received	1	USD \$0.00	USD \$0.00
Tracking Received Standard Kit Shipping 5/20/2019 Tracking Number 8675309 Tracking URL http://www.simpletracking.com/QuickTrack/?TrackingNumber=8675309				
Marlboro 72 Non-Menthol/Menthol Equity Insert M0922	Tracking Received	1	USD \$0.00	USD \$0.00
Tracking Received Standard Kit Shipping 5/20/2019 Tracking Number 8675309 Tracking URL http://www.simpletracking.com/QuickTrack/?TrackingNumber=8675309				
Altria Standard Kit Shipping				USD \$0.00

At the bottom right of the screen, you can click the *Shopping Cart* button to re-add all the items to your cart, or you can click the *Print* button to print the order confirmation.

Contact Support

If you have any **technical questions** about the POS Ordering Tool, the contact information will be located in the footer of the POS Ordering Tool website home page.

To contact HH Global support with questions or requests regarding your orders, please send an email to support.altria@inwk.com or call Altria Enterprise Help Desk 866-878-1103 and select Option 3 for HH Global Customer Service.



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