



User Guide

Beam Suntory VALO Commerce (US)

2021



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Accessing Your Site

Access the VALO site through STIR by clicking on the VALO icon.

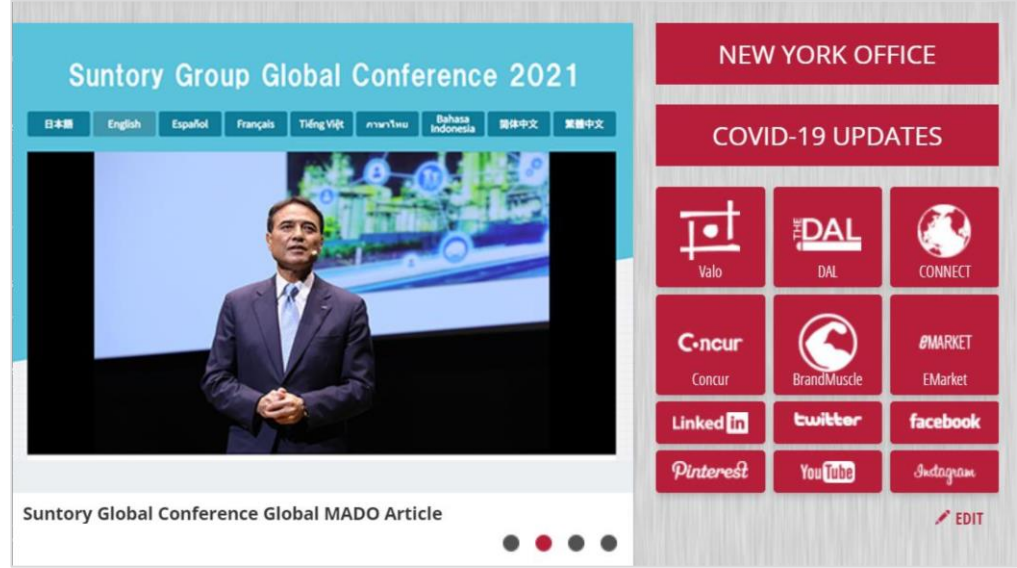


Figure 1 – STIR Application Selection Screen

After you click the VALO icon within STIR, you will be automatically logged in to the VALO Portal and presented with several options.

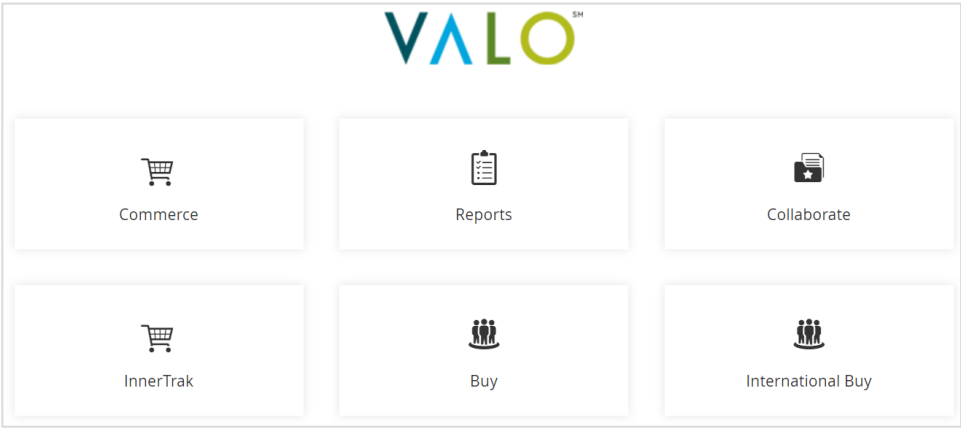


Figure 2 – VALO Portal Home Page

- Commerce** – Manage previously purchased inventory
- Buy** – Place POS Orders during periodic order windows
- Reports** – View reporting generated from using **Commerce** and **Buy**



Figure 3 – Reports Dashboard

Viewing VALO Reports

VALO Commerce Reports allows users to check their inventory levels and orders.

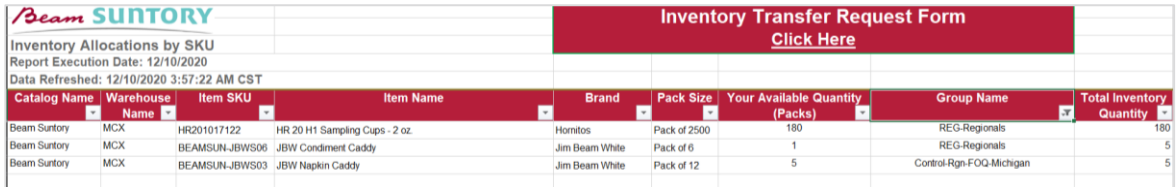
To view reports, click on the reports module. (Figure 3).

Please note: To allocate inventory based on the buy, VALO Commerce assigns users to allocation groups which are based on the user's area of responsibility (e.g. geography, brand or functional area).

Available reports include:

- **Allocation Report:** Summary of all available inventory users can order on the allocation group level. This report is specific to POS placed into allocation groups on Commerce during the Buy. It excludes POS ordered during the Buy that will auto-ship out of MCX. (Figure 4)
- **Inventory Movements Report:** Summary of orders placed in VALO Commerce on the individual user and allocation group level
- **Inventory SKU Report:** Provides inventory aging on the SKU level and allocation group level
- **Commitments Report:** View details on all POS ordered during Buy Windows. This report includes items that auto-ship out of MCX as well as those placed into hold accounts and available to release for shipments using Commerce. (Figure 5)

Reports can be pulled from the site as needed by all BSI users with inventory in Commerce



Beam SUNTORY		Inventory Transfer Request Form Click Here						
Inventory Allocations by SKU								
Report Execution Date: 12/10/2020								
Data Refreshed: 12/10/2020 3:57:22 AM CST								
Catalog Name	Warehouse Name	Item SKU	Item Name	Brand	Pack Size	Your Available Quantity (Packs)	Group Name	Total Inventory Quantity
Beam Suntory	MCX	HR201017122	HR 20 H1 Sampling Cups - 2 oz.	Horitos	Pack of 2500	180	REG-Regionals	180
Beam Suntory	MCX	BEAMSUN-JBWS06	JBW Condiment Caddy	Jim Beam White	Pack of 6	1	REG-Regionals	5
Beam Suntory	MCX	BEAMSUN-JBWS03	JBW Napkin Caddy	Jim Beam White	Pack of 12	5	Control-Rgn-FOQ-Michigan	5

Figure 4 – Inventory Report

BeamSUNTORY

Commitments Report

Report Execution Date: 2/8/2021

Data Refreshed: 2/8/2021 1:14:12 PM CST

Year	Catalog Name	Market	Buy Group Name	Address ID	Location Name
16	BSI 16 Sup BTSS Phase 2 Buy	Alabama	BSI 16 Sup BTSS Phase 2 - Alabama	6665	6665 - Storage Solutions-TJ Paysinger-Madison, AL
16	BSI 16 Sup BTSS Phase 2 Buy	Alabama	BSI 16 Sup BTSS Phase 2 - Alabama	6665	6665 - Storage Solutions-TJ Paysinger-Madison, AL

Figure 5 – Commitments Report

Using VALO Commerce

Browsing the items

POS items in VALO Commerce are categorized by brands listed on the left-hand side of the screen. Each has subcategories based on the type of item. Click on a category to see its items. Click the arrow next to the brand to view the available sub-categories and click one to further reduce the list.

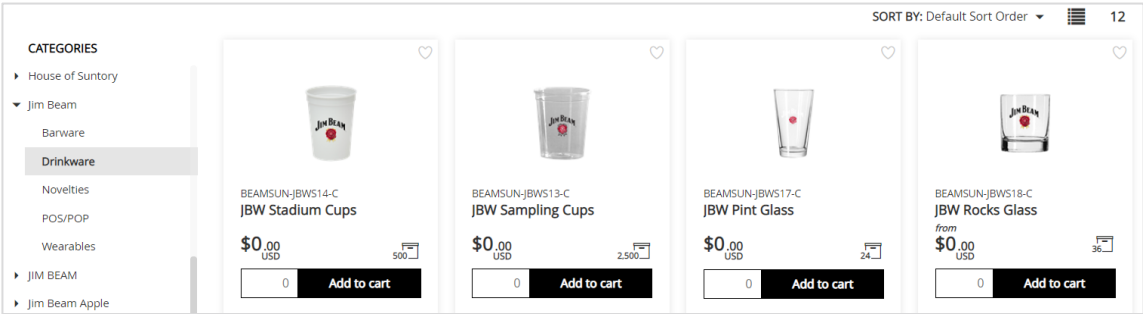


Figure 11 – Item List with Category Screen

Here is a close-up view of the items with key info points listed below.

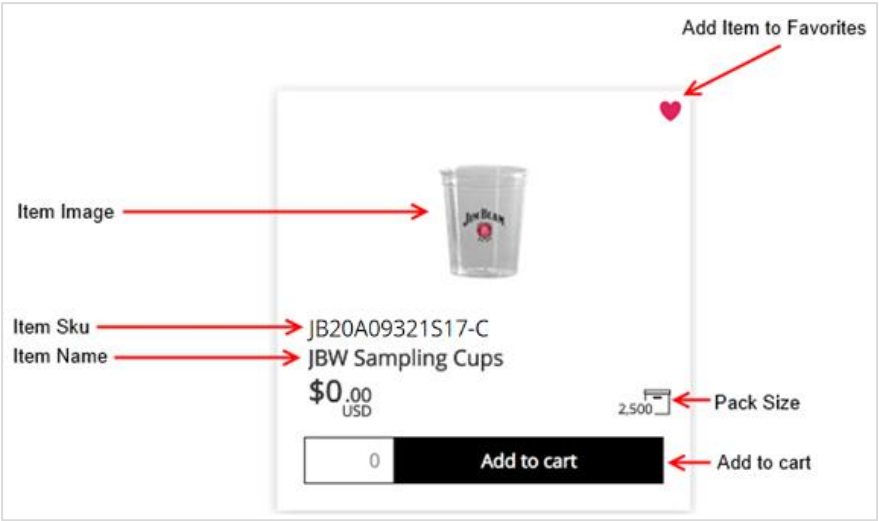


Figure 12 – Item (Close-up View)



Figure 13 – Favorites Icon

Using VALO Commerce

Saving Favorite Items

To save an item to your personal favorites category, click the heart icon in the upper-right corner. You can view your favorite items by clicking the *My Favorites* category on the left in the Navigation menu.

Please note: The prices on the items will display as \$0 in VALO Commerce as all items were already purchased during the Buy window.

Using VALO Commerce

The item detail screen

Click an item image to view additional information on the item detail screen.

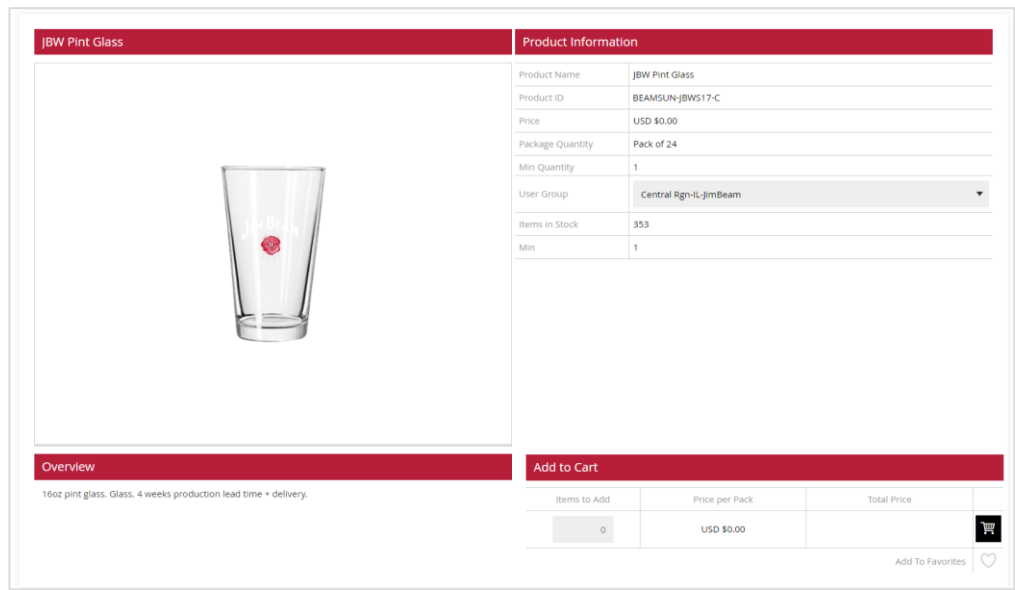


Figure 14 – Item Detail Screen (see Figure 15, 16 for close up view)

The left side of the screen shows the item image and description.



Figure 15 – Item Image and Description on Item Detail Page

Using VALO Commerce

The item detail screen

Product information is shown on the upper-right side. (Figure 16)
Items in stock are in packs. An order of 1 would be for the full pack quantity.

Product Information	
Product Name	JBW Sampling Cups
Product ID	JB20A09321S17-C
Price	USD \$0.00
Package Quantity	Pack of 2500
Allocation Group	East-RGN-NY
Items in Stock	4
Min Quantity	1

Group For Allocations
This will be a dropdown if you are a part of more than one group.

Available stock for this item for the displayed group.

Add at least 1 to your cart to begin an order.

Figure 16 – Item Detail Screen - Product Information Close-up

The allocation group will appear as a dropdown on the right in the product information section. You'll be able to select a different group if you have more than one allocation group assigned to the item.

The lower left area includes add to cart and favorites options. (Figure 17)

Add item to cart Details

Price will show \$0. Items were already Purchased in the Buy Window

Add to Cart

Items to Add	Price per Pack	Total Price	
0	USD \$0.00		<div>Add to Cart</div> <div>Add to Favorites</div>
		Remove from favorites	

Figure 17 – Item Detail Screen - Add to Cart Close-up

*Please note, only full packs can be ordered. Packs cannot be broken into smaller quantities.

Using VALO Commerce

Adding items to your shopping cart

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

From the product list, enter the desired quantity in the field provided and click the Add to cart button.



If you have more than one allocation group, e.g. inventory in both KY and NY, the item will show the word “Configure” instead of an add to cart option.

For those items, you’ll have to go to the item detail screen by clicking the Configure button and select which allocation group to draw inventory from.



Figure 18 – Item with “Configure” Button

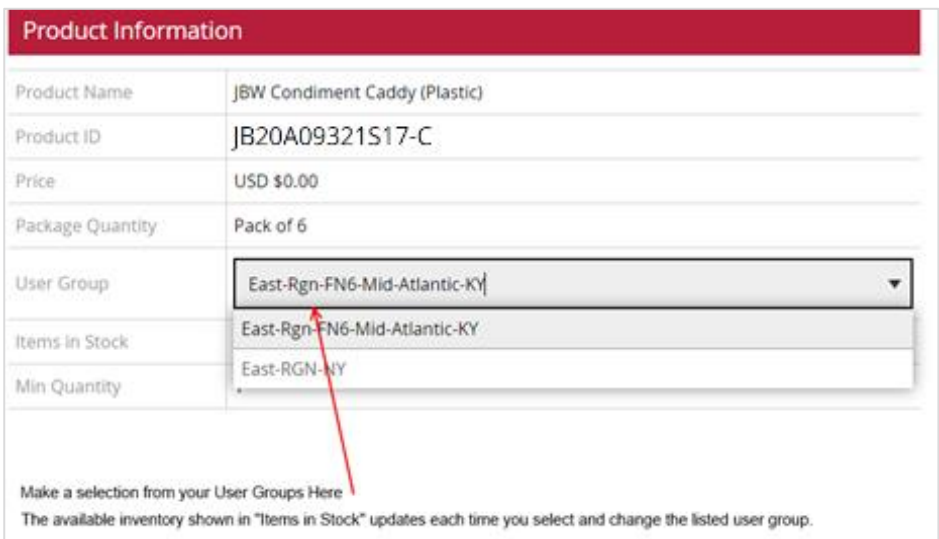


Figure 19 – Selecting Allocation groups on the Item Detail Screen

Using VALO Commerce

Placing an order

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen and select Checkout.

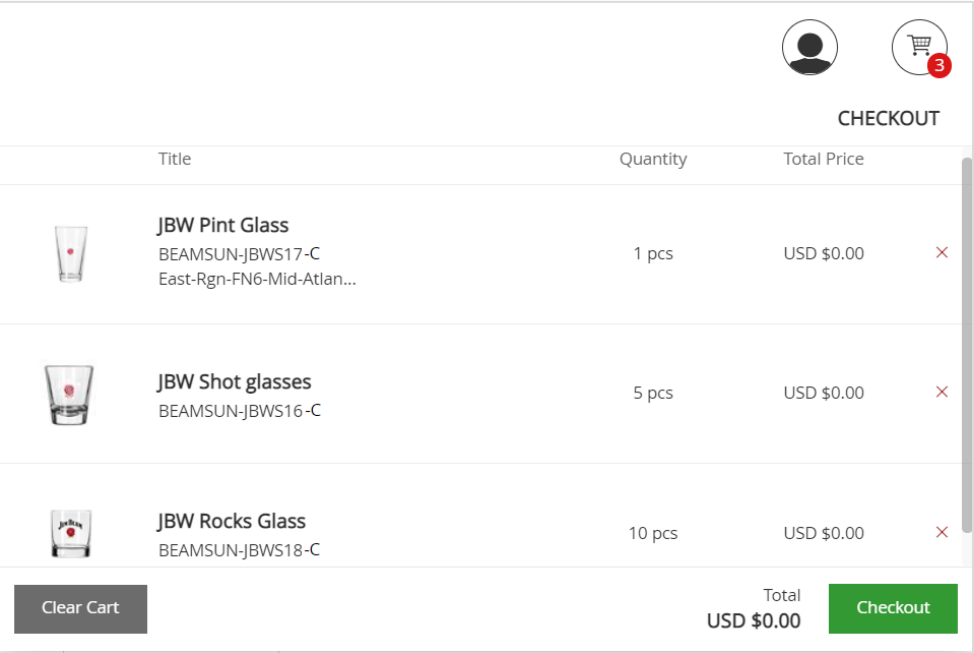
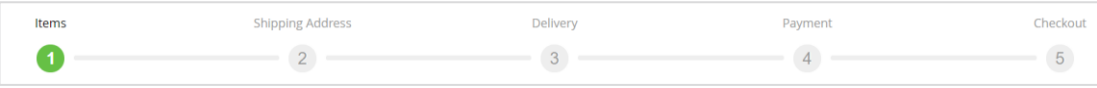


Figure 20 – Checkout Icon

Clicking Checkout launches the checkout screen, which consists of five simple steps.



After completing each step, click the Next button to proceed.

Please Note: Use the *Back* button to access the previous page. *Do not use the browser back arrow during the checkout process otherwise data can be lost.*






Using VALO Commerce

Checkout Step #1: Review your items

In the shopping cart, 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 red X button on the right
4. Continue adding items to your cart by clicking the Continue Shopping button
5. Switch from a single address to multiple address checkout process by clicking the “Enable Multiple Address Shipping” button circled in red

Shopping Cart				Enable Multiple Address Shipping	Clear
Item Description	Quantity	Price	Subtotal		
 SKU BEAMSUN-JBWS17 JBW Pint Glass Group: East-Rgn-FN6-Mid-Atlantic-KY Pack of 24	1	USD \$0.00	USD \$0.00	×	
 SKU BEAMSUN-JBWS16 JBW Shot glasses Pack of 72	5	USD \$0.00	USD \$0.00	×	
 SKU BEAMSUN-JBWS18 JBW Rocks Glass Pack of 36	10	USD \$0.00	USD \$0.00	×	
			Subtotal: USD \$0.00		
			TOTAL: USD \$0.00		
Continue Shopping				Next	

To continue the checkout process, click the green Next button.

Using VALO Commerce

Checkout Step #2: Review or enter shipping address

In the Shipping Address section, enter the location where the order should be shipped.

To select a shipping address from the address books, click the “Open Address Book” button in the upper right.

The screenshot shows a 'Shipping Address' form. At the top right, there is a button labeled 'Open Address Book' which is circled in red. Below the title bar, the form contains several input fields: 'Country *' with a dropdown menu showing 'United States'; 'First Name *' with the text 'Jim Beam'; 'Last Name *' with the text 'Demo'; 'Company *' with the text 'Beam Suntory Demo'; 'Address 1 *' with the text '600 W. Chicago'; and 'Address 2' which is currently empty.

On the address book selection screen, you can choose Corporate Address Book to see a list of all the shipping addresses maintained for the entire company, or Personal Address Book to see only the shipping addresses you have saved in your user profile. (The personal address book is covered in the section after the checkout process).

Using VALO Commerce

Checkout Step #2: Review or enter shipping address

The addresses appear on the right side of the screen. Click “Corporate Address Book” or “Personal Address Book” found above the addresses to switch address books.

On the right-hand side, there are a selection of options:

	Cancel: Closes the Address Book.
	Refresh: Refreshes the addresses displayed in the Address Book.
	Grid: Displays the addresses in a grid format.
	List: Displays the addresses in a list format.
	Ok: Selects the highlighted address.
	Copy: Copies a selected Corporate Address to your Personal Address book.
	Results Displayed: Selects the number of results displayed on the page (6, 12, or 24).

To narrow the list of displayed addresses, enter the desired criteria in the **Search By** area and click the Search button. The list of available addresses on the right will update to reflect the search results.

Select the correct shipping address and click the check mark to add it to your order.

Click *Next* to proceed to the Delivery page.

Using VALO Commerce

Checkout Step #3: Select delivery method

The available delivery methods are displayed to the right of the shipping address.

Click “Next Kit” for the weekly consolidated shipping option, or “Expedited Shipping” for rush delivery.

PLEASE NOTE: Selecting the weekly consolidation shipment “Next Kit” option shows as \$0 because it is billed back to a central budget at no cost for the user. If expedited shipping is required you must provide a valid IO code to fund the cost.

Jim Beam Demo
Beam Suntory Demo
600 W. Chicago
Chicago, IL, 60654
United States
jimbeam@inwk.com
312-555-5555

Next Kit	USD \$0.00
Expedited Shipping	USD \$186.08

NEXT KIT

- Orders are consolidated & shipped out of MCX every Friday
- Orders must be placed by Thursday 12 PM CT to meet next kit
- Cost will always remain \$0.00
- Enter “N/A” in I/O Code Field

EXPEDITED

- Orders are expedited to arrive next day or 2 days
- Orders ship out same day if placed before 2 PM CT
- Costs are **estimated** at time of order. The final cost will be available once order has been processed and shipped out of MCX
- Valid I/O Code required

Click Next to continue to the payment screen.

Using VALO Commerce

Checkout Step #4: Enter payment information

For Expedited Shipping, please enter a valid IO Code. If sending by Next Kit, please enter N/A.
A valid IO code is required in order to receive expedited shipping.

Payment method

Bill to My Account

IO Code for Expedited Shipping *

Click Next to proceed to the Final Checkout page.

Using VALO Commerce

Checkout Step #5: Finalize your order

On the final screen, you can review and change your order information if needed before clicking Checkout.

Shipping Address




Jim Beam Demo
Beam Suntory Demo
600 W. Chicago
Chicago, IL, 60654
▼
[Change](#)

Delivery Information

Next Kit
[Change](#)

Payment Information

Bill to My Account
IO Code for Expedited Shipping default
[Change](#)

Item Description	Quantity	Price	Subtotal
 SKU BEAMSUN-JBWS17-C JBW Pint Glass Group East-Rgn-FN6-Mid-Atlantic-KY Pack of 24	1	USD \$0.00	USD \$0.00
 SKU BEAMSUN-JBWS16-C JBW Shot glasses Pack of 72	5	USD \$0.00	USD \$0.00
 SKU BEAMSUN-JBWS18-C JBW Rocks Glass Pack of 36	10	USD \$0.00	USD \$0.00

[Change](#)

Subtotal: USD \$0.00
Shipping Total: USD \$0.00
TOTAL: USD \$0.00

[Continue Shopping](#)[Back](#)[Checkout](#)

When you click Checkout, your order will be submitted. On screen, you will see an order confirmation and you will receive a copy of the confirmation by email. The order number is at the top left under the heading “Order Confirmation”.

ORDER CONFIRMATION

10/15/2019

ORDER # PO2421677753

DETAILS
In Progress

SHIPPING ADDRESS

Jean Doe
Sample Company 1
123 Anywhere Street
Chicago, IL 00000
United States
000-000-0000

Item	Line Item Status	Quantity	Price	Sub
JBA PHONE FAN COURTNEY STARK JBA20A09235-C Group East-RGN-NY	In Progress	23	USD \$0.00	USD \$0.00
Next Kit				USD \$0.00

PAYMENT INFORMATION

Payment method: Bill to My Account

TOTAL: USD \$0.00

Continue Shopping



Using VALO Commerce

Checkout Step #5: Finalize your order

Please write down your order number so that you have it for reference if you need to contact customer support for any reason. You will receive another email confirmation when your order is shipped which will include tracking information. The order confirmation is also stored in the order history section and tracking adds to it at the same time it is sent by email.

ORDER CONFIRMATION

10/15/2019

ORDER #PO1154578359

DETAILS
In Progress

SHIPPING ADDRESS

Jean Doe
Sample Company 1
123 Anywhere Street
Chicago, IL 00000
United States
000-000-0000

Item	Line Item Status	Quantity	Price	Sub
JBA PHONE FAN COURTNEY STARK JBA20A09235-C Group East-RGN-NY	In Progress	23	USD \$0.00	USD \$0.00
Tracking Received Fed Ex Ground 12/20/2020 Tracking Number 8675309 Tracking URL http://wwwapps.ups.com/WebTracking/processInputRequest?US&InquiryNumber1=8675309&track.x=0&track.y=0				
Next Kit				USD \$0.00

PAYMENT INFORMATION

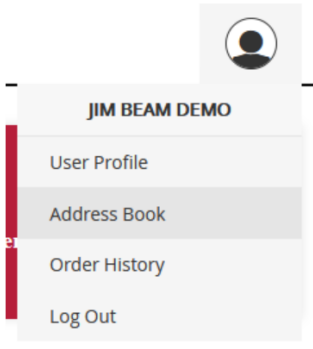
Using VALO Commerce

Multiple address checkout process

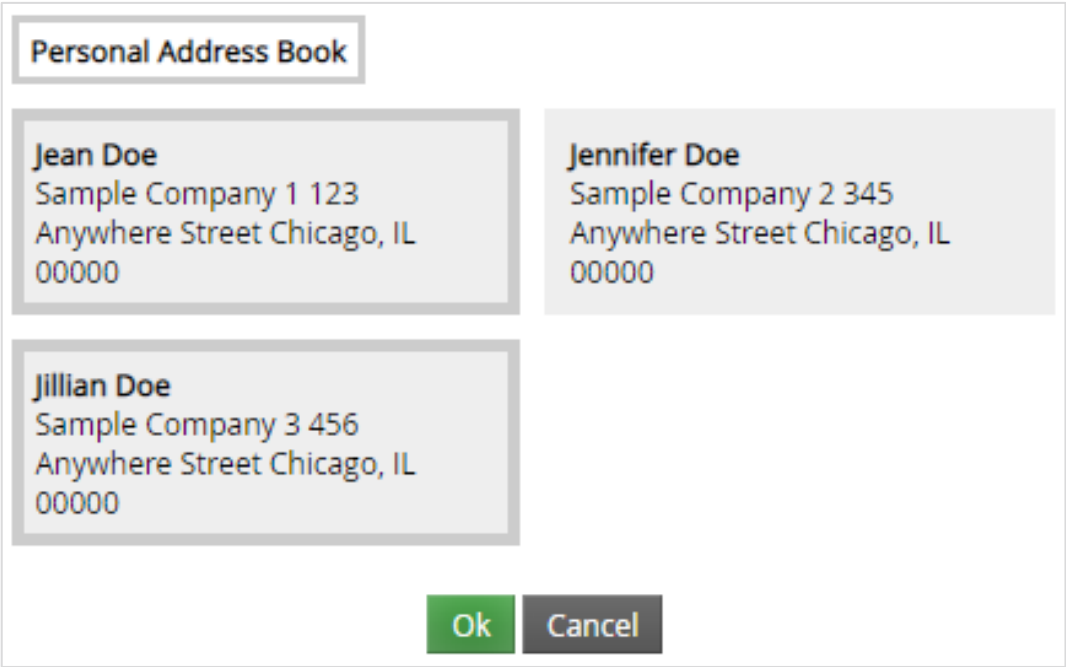
If you'd like to have the items in your shopping cart route to more than one shipping address, click the button labelled "Multiple Addresses" in the upper right corner of the shopping cart.



To ship to locations already in the system, click the "Add from Address Books" button under the Account Icon shown below to open the address book screen.

















Select addresses from the Personal and/or Corporate Address Books and click on "Ok" when done.



Using VALO Commerce

Review your items

	 JBW Pint Glass	 JBW Shot glasses	 JBW Rocks Glass	Shipping Methods
Jim Beam Demo United States Chicago IL 60654 600 W. Chicago	Copy To All	Copy To All	Copy To All	
	1  USD \$0.00	7  USD \$0.00	10  USD \$0.00	
Jim Beam Demo 2 United States Chicago IL 60601 203 North LaSalle Suite 1800,	1  USD \$0.00	5  USD \$0.00	0  USD \$0.00	
Test User United States Bolingbrook IL 60440 300 E. Crossroads Parkway Southern Wine & Spirits	0  USD \$0.00	5  USD \$0.00	10  USD \$0.00	Next Kit USD \$0.00
Subtotal: USD \$0.00				
TOTAL: USD \$0.00				
				  

On the Items page, items will appear in columns on the right with each address listed in the rows starting on the left. On this screen, you can:

1. Update item quantities per item, per each ship-to address
2. Apply the quantity of the first item to all locations by clicking “Copy to All” (e.g. if you change the original quantity)
3. Zero out an item from a specific location by clicking the red X
4. Click “Calculate Shipping” which populates the shipping method dropdown for each location, then select the shipping option for each location. The cost estimates shown for expedited shipping will be based on each location and the items being shipped to it

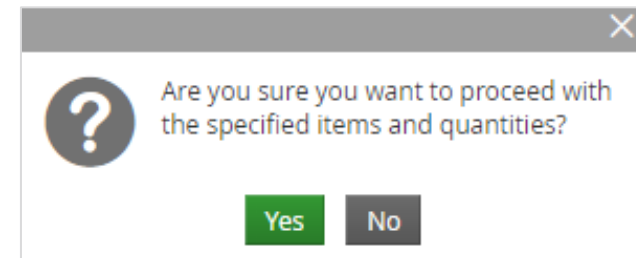
You will be able to select different shipping methods for each location (e.g. the first two orders are consolidated shipments but the third is expedited).

Please Note: When quantities are adjusted, the shipping method listed will change to “Calculate Shipping”. Click the button to refresh the listed shipping entry.

Click Next to continue. A prompt will appear asking to confirm that you wish to continue. Click “Yes” to continue.

The rest of the checkout is similar to the single address shipment option.

You will also see an on screen order confirmation and receive a copy by email after completing your checkout.



Corporate and Personal Address Books

VALO Commerce offers two types of address books to make the process easier to complete.

The **Corporate Address Book** is a set of pre-loaded addresses covering the complete, nationwide list of locations. It is the one source of truth that is maintained and also used in POS Buys. During the checkout process, Users can search and select an address from the Corporate address book as well as add it to their Personal Address Book (see p. #21 for more details). The Corporate Address Book must be utilized as the “single source of truth” for all current addresses across the business.

The **Personal Address Book** is a user level address book you can manage. We recommend using it to store your frequently used addresses. The corporate address entries can be copied to the personal address book, **however, personal addresses do not automatically update when the corporate address book is updated**. With that in mind, you can pull in corporate addresses that are most relevant, but we recommend checking the Corporate Address Book and periodically updating any saved Personal Address entries.

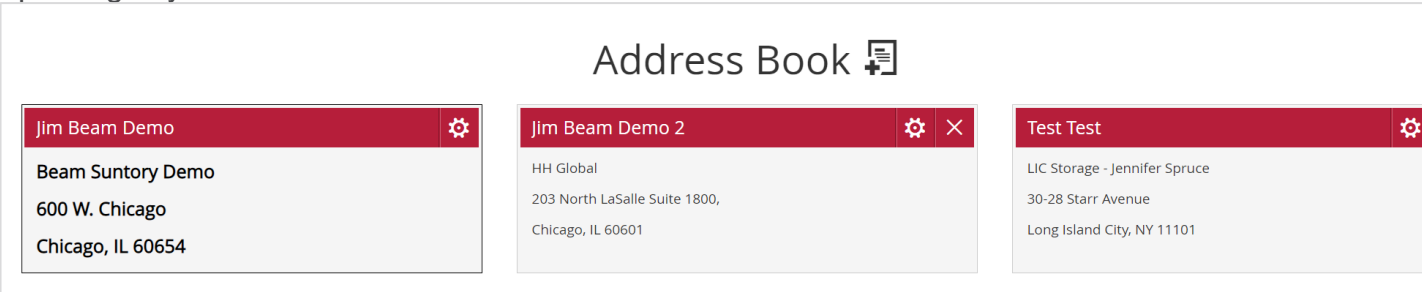


Figure 21 – Personal Address Book Screen

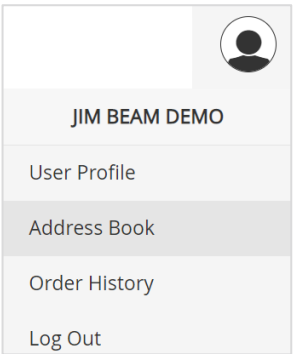


Figure 22 – User Icon Address Book Link

To manually add an address to the Personal Address book, log in to VALO, click on Commerce on the Portal Home page, then on “Address Book” found under the user icon at the top right side of the VALO Commerce screen.

Corporate and Personal Address Books

Click the Add Address icon  to enter a new address.

You can modify an address by clicking the gear icon , or click the X icon  to delete it.

You can save corporate addresses to your Personal Address Book when viewing them during the checkout process.

To add a Corporate Address to your Personal Address Book,
Select the Shipping Address and click the copy icon which is on the right.
(Figure 24)

If you're completing a multiple address checkout, you'll be able to add all of the selected addresses to the personal address book at the same time.

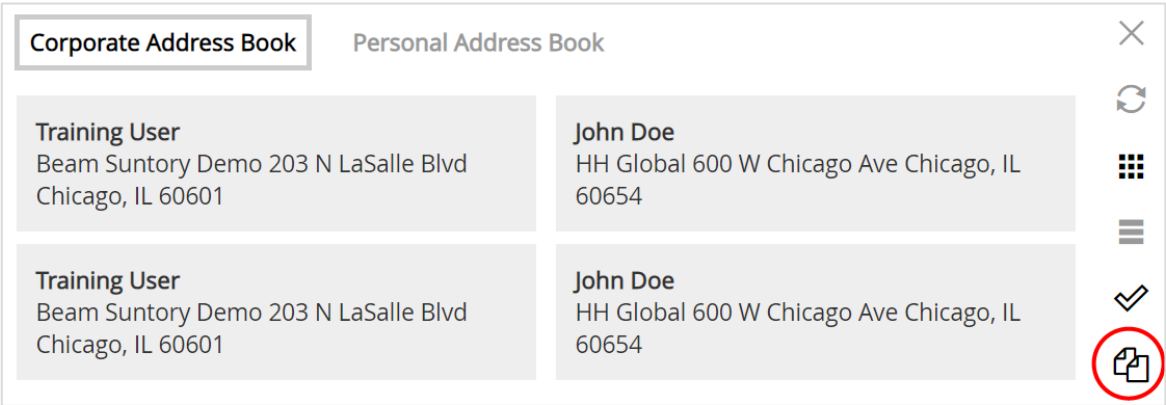


Figure 24 – Copying Corporate address to personal address book option

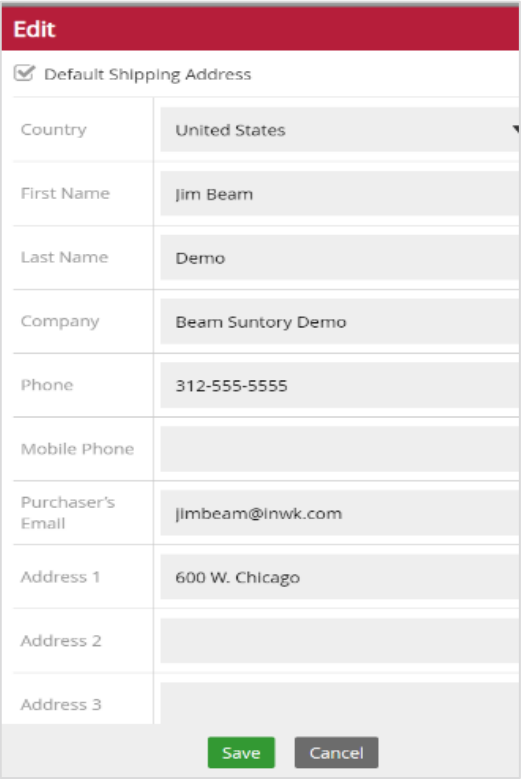
The 'Edit' screen has a red header bar with the word 'Edit' in white. Below the header is a form with several fields. The first field is 'Default Shipping Address' with a checked checkbox. The following fields are: 'Country' (United States), 'First Name' (Jim Beam), 'Last Name' (Demo), 'Company' (Beam Suntory Demo), 'Phone' (312-555-5555), 'Mobile Phone' (empty), 'Purchaser's Email' (jimbeam@inwk.com), 'Address 1' (600 W. Chicago), 'Address 2' (empty), and 'Address 3' (empty). At the bottom right of the form are two buttons: 'Save' (green) and 'Cancel' (grey).

Figure 23 – Personal Address Screen

Additional Tools

The following features can be accessed by a menu that pops up when you hover over the user icon at the top right corner of the site.

User profile

Use to view user information and default address.
For updating personal addresses, we recommend using the address.

*You should not need to updated your default address at any point. This address does not affect any orders placed in through Commerce.

Profile

User Account

English (US)

First Name

Jim Beam

Last Name

Demo

Email

jimbeam@inwk.com

Default Shipping Address

Country

United States

First Name

Jim Beam

Last Name

Demo

Company

Beam Suntory Demo

Purchaser's Email

jimbeam@inwk.com

Phone

312-555-5555

Mobile Phone

Address 1

600 W. Chicago

Address 2

Address 3

Address 4

City

Chicago

St / Province

IL

Default Billing Address

Country

First Name

Last Name

Company

Purchaser's Email

Phone

Mobile Phone

Address 1

Address 2

Address 3

Address 4

City

St / Province

JIM BEAM DEMO

User Profile

Address Book

Order History

Log Out

Figure 25 – User Profile Screen

Additional Tools

Order history

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 key word.

Shop

Date Range

12/31/2000

3/19/2019

Order Status

☒ In Progress

☒ Partially Shipped

☒ Completed

☒ Invoiced

☒ Canceled

Order Number

Product name

Description



Search

Order History

6

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO1223011457	2/8/2019	USD \$0.00	Completed	View Details

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.

At the bottom of the screen, you can click the Shopping Cart button  to add all the items to your cart if you want to reorder a previous order placed, or you can click the Print button  to print the screen

ORDER CONFIRMATION

10/15/2019

ORDER #PO2421677753

DETAILS
In Progress

SHIPPING ADDRESS

Jean Doe
Sample Company 1
123 Anywhere Street
Chicago, IL 00000
United States
000-000-0000

Item	Line Item Status	Quantity	Price	Sub
JBA PHONE FAN COURTNEY STARK JBA0000025-C Group East-RGN-NY	In Progress	23	USD \$0.00	USD \$0.00
Next Kit				USD \$0.00

PAYMENT INFORMATION

Payment method: Bill to My Account

TOTAL: USD \$0.00





Figure 26 – Order History Order Details Screen



JIM BEAM DEMO

User Profile

Address Book

Order History

Log Out

Additional Tools

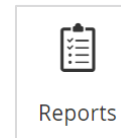
Frequently asked questions

1. Who do I reach out to if I have questions or concerns about using VALO?

Please send an email to inventory.beam@hhglobal.com to reach our customer support team.

2. How do I view my inventory allocations?

After logging into VALO, click on the “Reports” module to access the Allocation Report.



3. How do I transfer inventory to another allocation group?

If you wish to transfer inventory to another location, please email inventory.beam@hhglobal.com your request and you'll be promptly assisted. This is an interim solution as development is underway to support inventory transfer within the Commerce site, completion is due Q3 2021.

4. What search terms can I use in the item search in the VALO Commerce Module?

The search bar will search through item codes, names, and descriptions.

5. When should I use the Personal vs. Corporate address book?

The Corporate Address Book represents the master address book which is the one source of truth for address data. We recommend using it for ordering.

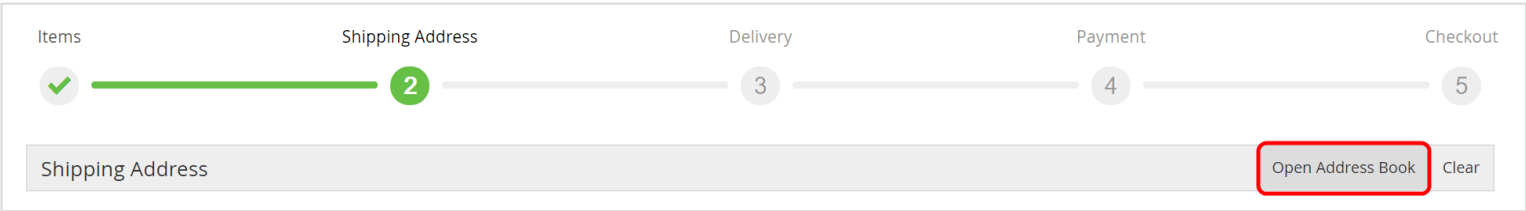
The Personal Address Book should be used to save frequently used addresses and can be used to hold a copy of corporate addresses but these will need to be manually updated (recopied from the corporate address book) to ensure they reflect the most recent changes.

Additional Tools

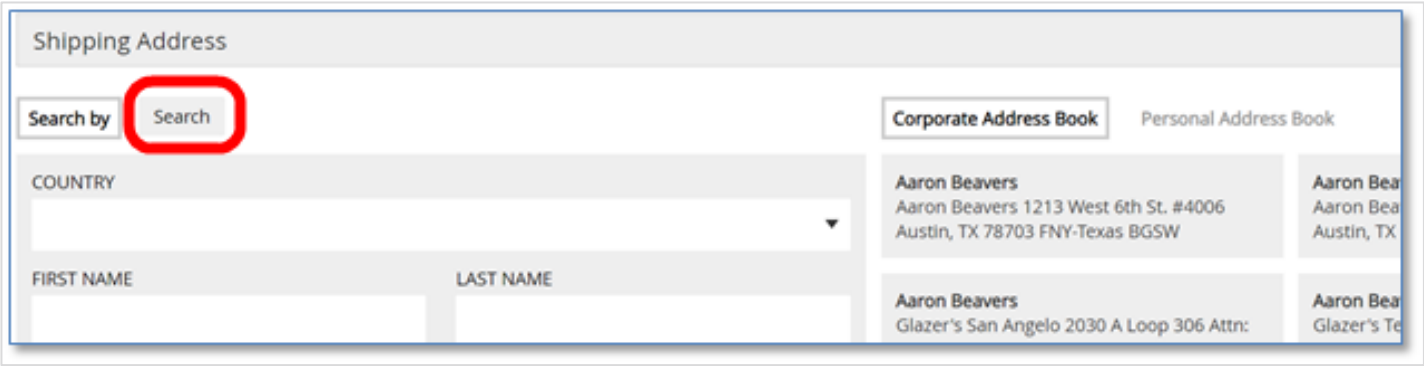
Frequently asked questions

6. How do I find a shipping location to complete an order?

You can search the corporate address book during your checkout process by clicking “Open Address Book” on the Shipping page.



The Corporate addresses will appear and can be searched using search fields on the left side of the screen by entering search terms and clicking the “Search” button.



Additional Tools

Frequently asked questions

7. How can I look up shipping addresses to check the most recent?

The Corporate Address Book will contain the most recent version of addresses and can be reviewed while placing an order. To access choose the Address Book option under the user icon. It does not automatically update your Personal Address Book so you may need to make updates to the address in personal address book if they've changed in the Corporate Address Book.


8. How can I estimate how long shipping will take to a certain destination?

Please [click here](#) to view our national map for domestic ground service transit estimates.

9. My order has shipped. When will it arrive?

You will receive tracking information via email when your order ships. It is also visible in the VALO Commerce module in Order History. Click on the Order History link under the user icon at the top-right of the VALO commerce screen, then on “View Details” on the listed order.

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO2421677753	2/8/2021	USD \$43.00	Completed	View Details


JIM BEAM DEMO

[User Profile](#)

[Address Book](#)

[Order History](#)

[Log Out](#)

Tracking information appears underneath each line item. It will include a link to click on to view the estimated arrival time for your order.

JBA PHONE FAN COURTNEY STARK JBA20A09235-C Group East-RGN-NY	In Progress	23	USD \$0.00
<div>Tracking Received Fed Ex Ground 12/20/2020 Tracking Number 8675309 Tracking URL http://wwwapps.ups.com/WebTracking/processInputRequest?US&InquiryNumber1=8675309&track.x=0&track.v=0</div>			

Additional Tools

Frequently asked questions

10. I have questions about placing orders with a single or multiple ship-to addresses. Who can I reach out to?

Please email inventory.beam@hhglobal.com for assistance with any questions or concerns you have for orders of any size.

11. What is a bulk order?

HH Global considers the following to be bulk order:

- *An order that exceeds 5 items each going to 5 different locations (25 different line items)
- *An order that exceeds 20 + items going to an individual location

11. How do I submit a Bulk Order?

- *Complete all applicable fields in the Bulk Order Request Template and email it to inventory.beam@hhglobal.com. The template can be found [here](#).
- *Please note that this is a short-term process as a long-term system enhancement is currently in development.
- *Customer Service is available to assist with all order inquiries, including those that do not meet the definition of a bulk order.



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