



VALO Commerce

Beam Suntory User Guide

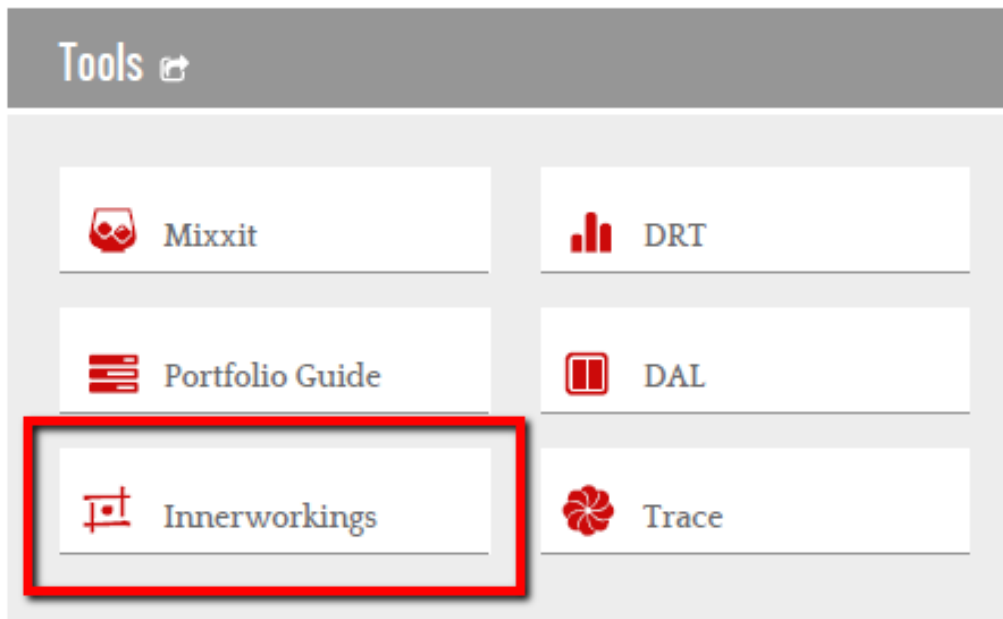


we make marketing happen.

Beam Suntory User Guide

Access Your VALO Commerce Site through CONNECT

Navigate to <https://intlconnect.beamsuntory.com> and click on the InnerWorkings tile to access the VALO site.



You will then see a *Core Items* module that provides access to the site catalog. Click the *Core Items* module to access the VALO site



Browse the Catalog

You can click through the *Categories* list on the left side of the screen to see the items to which you have access, or you can enter item keywords in the search bar at the top of the screen. If your search results render no results try a more general keyword search.

The screenshot displays the Beam Suntory website interface. At the top, there is a navigation bar with the Beam Suntory logo on the left, a home icon, a search bar, and a user profile icon labeled "Euro BeamSuntory". Below the navigation bar, the main content area features a large image of various Beam Suntory spirit bottles, including Laphroaig, The Yamazaki, Hibiki, Jim Beam, Maker's Mark, Courvoisier, Midori, and Sauza. On the left side of the main content area, there is a "Categories" sidebar with a list of product categories: My Favorites, ARMORE, AUCHENTOSHAN, BOWMORE, COURVOISIER, JIM BEAM, KILBEGGAN, LAPHROAIG, MAKER'S MARK, MIDORI, RED STAG, SAUZA, and TEACHER'S.

Euro BeamSuntory

Categories

- ★ My Favorites
- > ARMORE
- > AUCHENTOSHAN
- > BOWMORE
- > COURVOISIER
- ▼ JIM BEAM
 - Apparel
 - Bar Items
 - Drinkware
- > KILBEGGAN
- > LAPHROAIG

JIM BEAM

Sort By: 12

11020IW

JIM BEAM COASTERS X 100
Pack of 100
EUR €1,31

11021IW

JIM BEAM EXCLUSIVE GLASS (SET OF 6)
Pack of 6
EUR €4,68

11024IW

JIM BEAM MAKE HISTORY BAR TRAY
EUR €4,81

11071IW

JIM BEAM MAKE HISTORY BOTTLE SER...
EUR €12,55

11025IW

JIM BEAM MAKE HISTORY GLASS (SET OF 6)
Pack of 6
EUR €4,71

11027IW

JIM BEAM MAKE HISTORY SHAKER X 12
Pack of 12
EUR €70,29

The screen will then populate with the items that are included in the selected category or that match your search terms. Note that the site supports multiple currencies; the pricing you see is dependent on the default currency assigned to your login. Click on an item image to view the item detail screen.

JIM BEAM BASEBALL CAP (SET OF 5)

Product Information

Product Name	JIM BEAM BASEBALL CAP (SET OF 5)
Product ID	11019IW
Price	EUR €22,49
Package Quantity	Pack of 5
Items in Stock	6
Min Quantity	1

Overview

Quality: 100% cotton denim, 10oz, washed
Style: 6 Panel Baseball Cap, self strap with antique silver metal buckle and antique silver o grommet (as per attached artwork – style 1)
Colour: denim blue

Branding:
- Embroidery 1: Jim Beam-Logo print application+embroidery on front panel, width 4cm

Add to Cart

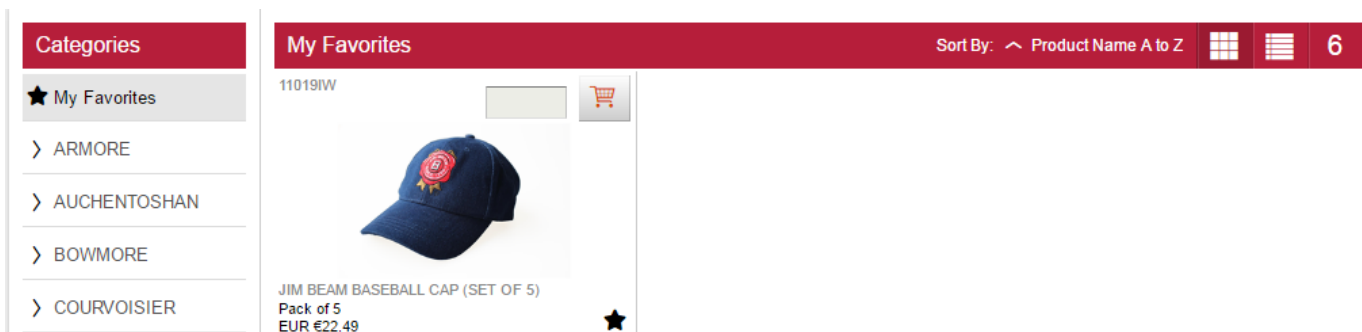
Items to Add	Price per Pack	Total Price	
<input type="text"/>	EUR €22,49		
			Add To Favorites

- You should be able to navigate through the list of categories, and clicking on a subcategory will bring up a list of included items.
- After accessing the item detail page, you use the breadcrumbs at the top of the screen to navigate backwards to the category screen.

Start > JIM BEAM > Apparel > JIM BEAM BASEBALL CAP (SET OF 5)

- Clicking the *Add to Favorites* button adds the item in your *My Favorites* list

Add To Favorites



Add an Item to Your Shopping Cart

There are two ways to add an item to your shopping cart. If the item does not require you to select from different options such as sizes, you can find it in the product list, enter the desired quantity, and click the shopping cart button.




If the shopping cart button has a gear (**screenshot above**), that means that you must select from multiple options when purchasing this item and you cannot add it to your cart directly from the product list. Instead, access the product detail screen and select the desired options from the dropdown fields.

Product Information

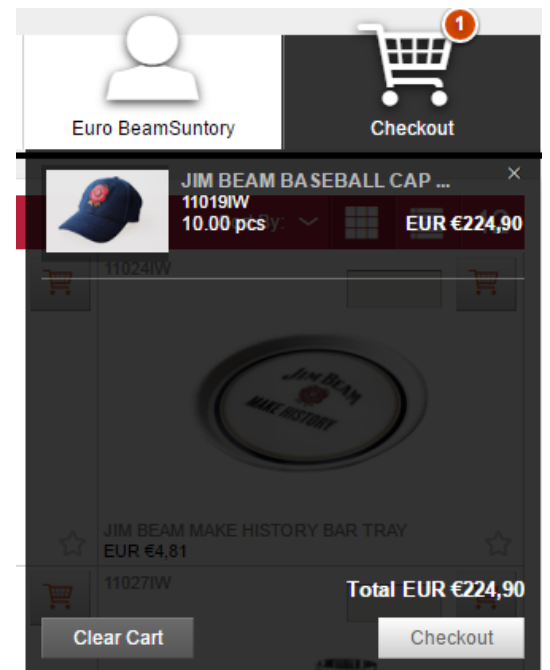
Product Name	JBW Stock Tank Top
Variation	Tank Top - Red - Small
Product ID	BEAMSUN-JBWS34-R-S
Min Quantity	1
Max Quantity	250
Size	Small ▼
Color	<div> Red ▼ <ul style="list-style-type: none"> Red Blue Black White Green </div>

You can then enter the quantity of items you wish to order in the *Add to Cart* section of the product detail screen.


Add to Cart

Items to Add	Price per Pack	Total Price	
10	EUR €9,33	EUR €93,30	

After you add items to your cart, a *Checkout* icon displays in the top right corner of the screen. You can hover over this icon to review the items in your cart. Click the X to the right of an individual item to remove it from the cart, or click *Clear Cart* to remove all items.



Place an Order, Ship to a Single Address

To begin the checkout process, hover over the *Checkout* icon in the upper right corner of the screen and click the *Checkout* button .

The checkout process consists of four steps. You can navigate between each step by clicking the *Next* button.

1. **Items-** On this screen you can modify your ordered quantity or remove items from your cart.

Shopping Cart			Enable Multiple Address Shipping	Clear
Item Description	Quantity	Price	Subtotal	
 JIM BEAM BASEBALL CAP (SET OF 5) SKU 11019IW Pack of 5	10	EUR €22.49	EUR €224.90	

2. **Shipping-** On this screen you can enter the shipping address for your order.

Shipping Address			Open Address Book	Clear
Country *				
<input type="text"/>				
First Name *		Last Name *		
<input type="text" value="Euro"/>		<input type="text" value="BeamSuntory"/>		
Company *				
<input type="text"/>				
Address 1 *				
<input type="text"/>				
Address 2				
<input type="text"/>				
City *	St / Province	Zip/Postal Code *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Phone *				
<input type="text"/>				
Shipping Comments				
<input type="text"/>				
Future Ship Date Option				
<input type="text"/>				

To choose from a list of shipping addresses saved in the system, click *Open Address Book*.

Shipping Address

Open Address Book

Clear

Search by

Search

Corporate Address Book

Personal Address Book

Country

First Name

Last Name

Company

Address 1

Address 2

alba alcaide

Beam Suntory C/ Mahonia 2

Edificio (Portico) 1st Floor Madrid,

28043

eileen livingston

Beam Suntory Carlisle Street

Springburn Bond Glasgow,

G211EQ

eszter kisfaludi

Beam Suntory Carlisle Street

Springburn Bond Glasgow,

G211EQ

isabelle martin

Beam Suntory C/ Mahonia 2

Edificio (Portico) 1st Floor Madrid,

28043

issam azmeh

Beam Suntory C/ Mahonia 2

Edificio (Portico) 1st Floor Madrid,

28043

jeanette edwards

Beam Suntory Carlisle Street

Springburn Bond Glasgow,

G211EQ

12

Use the *Corporate Address Book* option to search from a list of company locations, or *Personal Address Book* to search from addresses you have saved in your user profile

To narrow the list of addresses displayed, enter search criteria in the fields on the left and click *Search*.

Search by

Search

Country

Spain

First Name

Last Name

Company

Beam Suntory

You can then select from a list of matching addresses and click *Ok*.

Corporate Address Book

Personal Address Book

daniel esteban

Beam Suntory C/ Mahonia 2

Edificio (Portico) 1st Floor Madrid,


28043

Ok

Cancel

You will also notice that the *Shipping Address* step gives you the option of specifying a future shipping date for your order (i.e., if you would like the items to be shipped on a specific date in the future rather than as soon as they are available). Click the calendar icon to choose a date. You are able to choose from weekdays only, and cannot choose a date that is less than three days or more than three months in the future.

Future Ship Date Option



June 2016

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Payment- The only payment method available is *Bill to My Account*. Entering a *PO Number* is optional.

Payment method

Bill to My Account

PO Number

Delivery- A shipping quote will calculate based off the destination and weight of your order.

Checkout- Here you can review all the information listed and click *Change* to modify any portion of it.

PLEASE NOTE: If your shipping quote calculates to \$0.00, it will be handled separately off-line due to the order weight.

Shipping Address	Delivery Information	Payment Information
Jim Beam Beam Suntory 510 Lake Cook Road Deerfield, IL, 60015 ✓ Change	Standard 1442 Change	Bill to My Account Change

Item Description	Quantity	Price	Subtotal
 JIM BEAM EXCLUSIVE LONG DRINK GLASS (SET OF 6) SKU 11021IW Pack of 6	1	EUR €4.04	EUR €4.04

[Change](#)

 Subtotal: **EUR €4.04**

 Shipping Total: **EUR €22.76**

 Total: **EUR €26.80**
[Continue Shopping](#)
[Back](#)
[Checkout](#)

Order confirmation

#PO136973957

5/20/2016



Shipping Address	Details	Payment Information	
daniel esteban Beam Suntory C/ Mahonia 2 Edificio (Portico) 1st Floor Spain N/A	In Progress Future Ship Date Option 06/02/2016	Payment method : Bill to My Account	
Order			
Item	Quantity	Projected Price	Sub
Tank Top - Red - Small BEAMSUN-JBWS34-R-S	10	EUR €9,33	EUR €93,30
Total			EUR €93,30

[Continue Shopping](#)






You can click the printer icon to print a copy of the order confirmation.

Place an Order, Ship to Multiple Locations

If you are shipping an order to multiple locations, the checkout process is slightly different. On the initial checkout screen (step 1), click *Enable Multiple Address Shipping*.

Shopping Cart				Enable Multiple Address Shipping	Clear
Item Description	Quantity	Price	Subtotal		
 JIM BEAM BASEBALL CAP (SET OF 5) SKU 11019IW Pack of 5	10	EUR €22.49	EUR €224.90	×	
 JIM BEAM COASTERS X 100 SKU 11020IW Pack of 100	1	EUR €1.31	EUR €1.31	×	

You are taken to a screen where you can click *Download Template* to open an Excel address template file.

Shopping Cart				Enable Single Address Shipping	Clear
<div>   Download Template </div> <div>   Upload Addresses </div>					

Enter each delivery address as a separate row in the Excel file, and save it to your computer.

	A	B	C	D	E	F	G	H	I	J
2	Country	First Name	Last Name	Company	Phone	Address 1	Address 2	City	St / Province	Zip/Postal Code
3	United States	William	Crane	Beam Suntory	555-555-5555	600 W Chic	Suite 850	Chicago	IL	60654
4	United States	Jason	Martin	Beam Suntory	444-444-4444	100 E Super	Suite 2	Chicago	IL	60622
5										

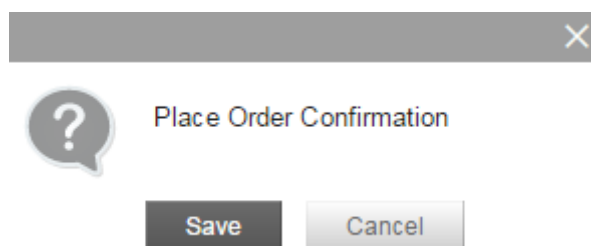
Click *Upload Addresses* to upload your saved address file. You will then see a grid similar to the following, allowing you to enter the quantity of each item that should be shipped to each location.



	JIM BEAM BASEBALL ...	JIM BEAM COASTERS ...	
	<input type="button" value="Copy To All"/>	<input type="button" value="Copy To All"/>	
Kerstin Gates United States Jacksonville AR 72076 7	<input type="text" value="10"/> <input type="button" value="X"/>	<input type="text" value="1"/> <input type="button" value="X"/>	<input type="button" value="Calendar"/>
Liz Ransom United States Little Rock AR 72206 2800 Vance St	<input type="text" value="10"/> <input type="button" value="X"/>	<input type="text" value="1"/> <input type="button" value="X"/>	<input type="button" value="Calendar"/>

You can also click the calendar selector to the right of each shipping location to specify a future shipping date, if applicable.

The rest of the checkout process is the same as described previously, with one exception. Because multiple-shipment orders take a few moments to process, you will not see the order confirmation screen immediately upon placing the order. You will instead see a popup window asking you to confirm the order placement.

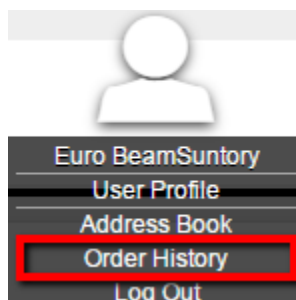


Place Order Confirmation


After clicking *Save*, you can continue to browse the site as your order processes. You will be able to see the order confirmation in the Order History section.

Review Past Orders


Hover over your user profile icon at the top of the screen and select the *Order History* option.




The Order History screen allows you to filter past orders by date placed or by status as well as use the search fields to locate a specific order. Click the *View Details* link in the far right column to bring up the Order Confirmation screen.

Shop 

Date Range

5/9/2016 

5/20/2016 

Order Status

☒ In Progress
 ☒ Cancelled
 ☒ Completed





Order Number


Product Name

Description

Search

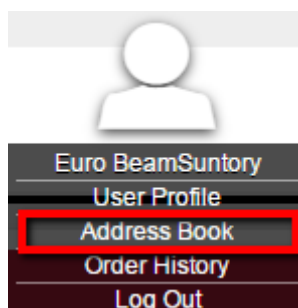
Order History 6

Order Number	Order Date	Order Total	Order Status	Order Details
#PO147092810	5/20/2016	EUR €310,20	In Progress	 View Details
#PO136973957	5/20/2016	EUR €93,30	In Progress	 View Details
#PO136933337	5/9/2016	EUR €312,59	In Progress	 View Details
#PO135550431	5/9/2016	EUR €315,75	In Progress	 View Details

- Enter a specific order number in the *Order Number* field and click *Search*.
- Click the *View Details* link to bring up the Order Confirmation screen. Click the shopping cart button  at the bottom of the Order Confirmation screen to re-add the same order to your shopping cart

Use Your Address Book

The Personal Address Book feature allows you to save a list of commonly used shipping addresses that you are then able to select from at checkout. To access it, hover over your user profile icon and select the *Address Book* option.






All of your saved addresses display, with your primary shipping address in bold.

Address Book

Jim Beam	
510 Lake Cook Road	
Deerfield, IL 60015	

Jim Beam		
600 W Chicago 850		
Chicago, IL 60654		

Click the gear icon  to edit an address or the X  to delete it. You can add a new address by clicking the Add icon . When entering a new address, you can optionally select the *Default Shipping Address* checkbox if this address should default at checkout.

When you are placing an order, all of the addresses saved here should be available and searchable under the *Personal Address Book* option.

Shipping Address		Open Address Book	Clear
Search by	Search	Corporate Address Book	
Country		Personal Address Book	
<input type="text"/>		Jim Beam Beam Suntory 510 Lake Cook Road Deerfield, IL 60015	
First Name	Last Name	Jim Beam Beam Suntory 600 W Chicago 850 Chicago, IL 60654	
<input type="text"/>	<input type="text"/>	Ok	Cancel

When you enter a new address, it becomes available for selection at checkout via the Personal Address Book search.

Contact Support

To contact InnerWorkings Support with questions or requests regarding your site, please send an email to support.bsi@inwk.com