



InnerWorkings

# VALO Core Items

Beam Suntory User Guide

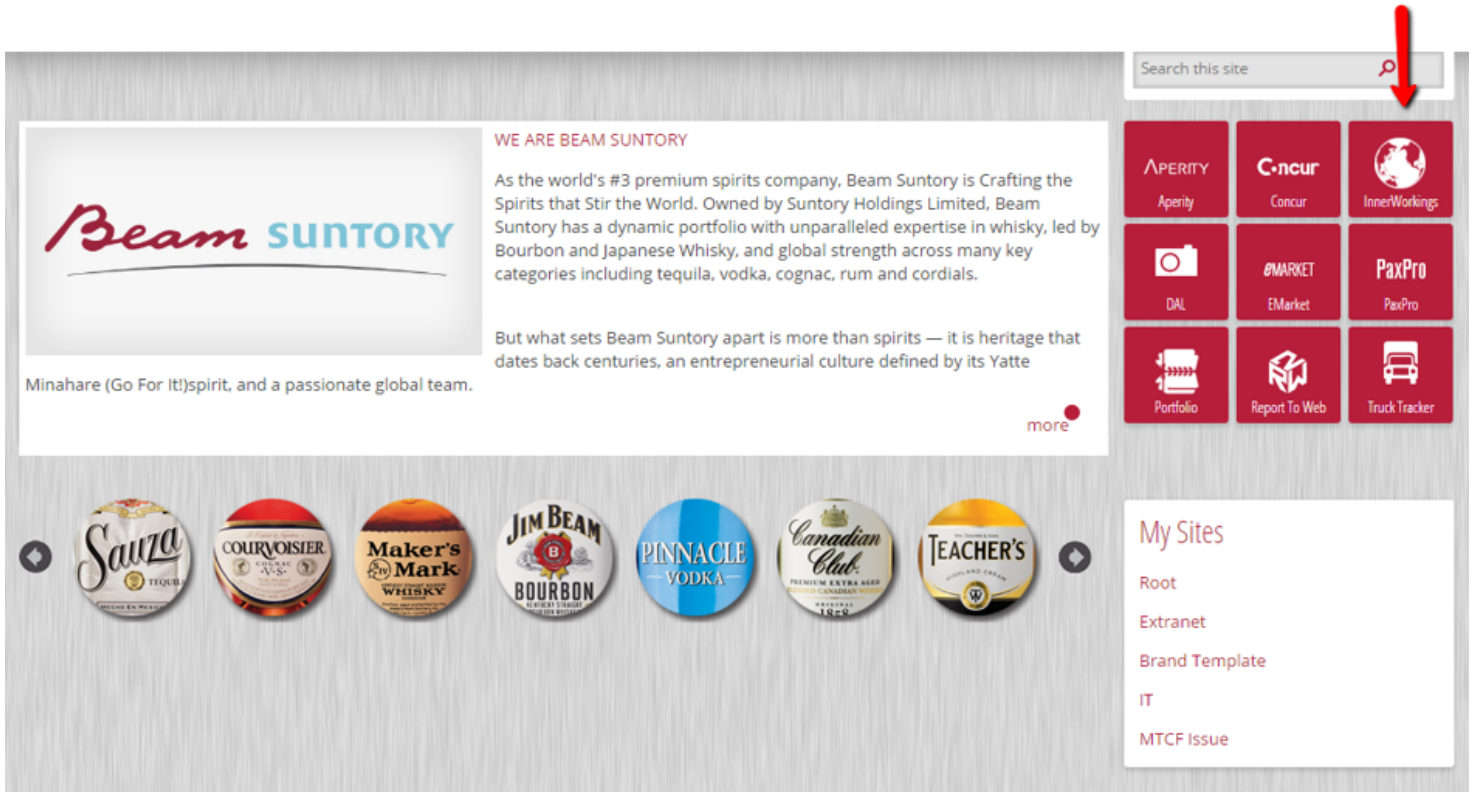


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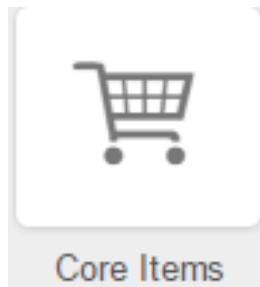
# Using VALO Core Items

## Logging In to Your Core Items Site

Access the VALO site through [STIR](#) by clicking on the InnerWorkings icon.



Once you click the InnerWorkings icon within STIR you will have the option to select the Core Items module.



## Browsing the Catalog

The product catalog is divided into different brands. Expand a brand to browse the available sub-categories for that specific brand (1).

(1)

The screenshot shows a web interface for browsing products. On the left, a sidebar titled 'Categories' is expanded to show a list of brands: Auchtoshan, On Premise, Canadian Club, Cruzan Rum, Dekuyper, EFFEN, Hibiki Harmony, Hornitos, Jim Beam, Knob Creek, Laphroaig, Maker's Mark, Midori, Pinnacle, Portfolio, Sauza GSB, and Skinnygirl. The main content area shows a grid of product cards. The 'JBW Stock Waitstation Mats' card is highlighted with a red star icon, indicating it is the selected item.


Click an item image to view additional information.

JBW Stock Waitstation Mats	Product Information	
	Product Name	JBW Stock Waitstation Mats
	Product ID	BEAMSUN-JBWS02
	Price	USD \$1.00
	Min Quantity	1

Overview	Add to Cart			
14"x11"x0.5". Soft PVC. 1-4 Color Imprint in 1 Location. Available Colors: Based on Mold.	Items to Add	Price per Pack	Total Price	
Lead Time	7 Business Days		USD \$1.00	
US Item.				Add To Favorites

If this is a product you would like to be able to find easily in the future, click the star icon next to *Add to Favorites*.

Add To Favorites | 

You can easily locate all your favorite items by clicking the *Favorites* link in the *Categories* menu **(1)**.



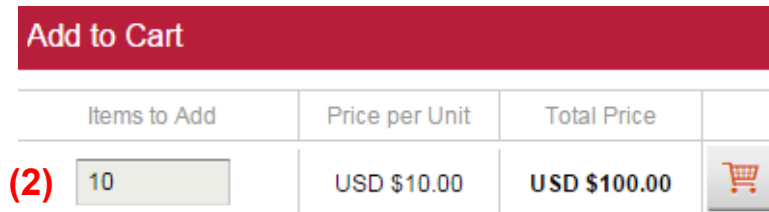
## Adding Items to Your Shopping Cart

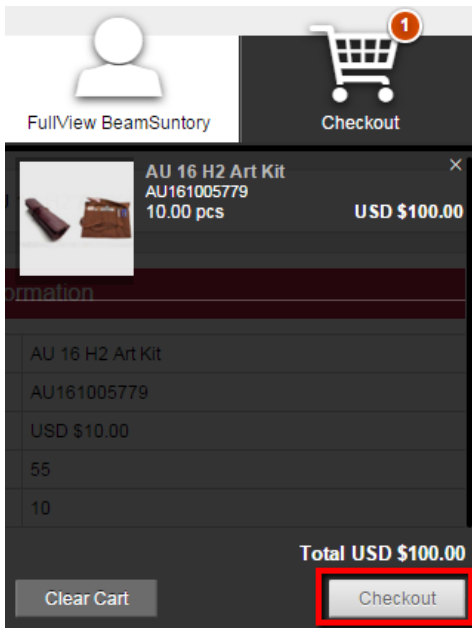
There are two ways to add an item to your shopping cart:

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



2. You can also add the item within the *Add to Cart* section of product detail.





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*.

## Placing an Order

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





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

**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.





### Review Your Items

On the *Items* screen, you will be required to enter an IO Code for each item your are ordering (1).

Item Description	Quantity	Price	Subtotal
 JBW Stock Pint Glass SKU BEAMSUN-JBWS17 Case of 24	(1) <input type="text" value="123456"/> <input type="text" value="2"/> <input type="button" value="x"/>	USD \$1.00	USD \$2.00
<input type="button" value="IO Code Split"/>			
 JBW Stock Copper mugs SKU BEAMSUN-JBWS15 Case of 48	(1) <input type="text" value=""/> <input type="text" value="2"/> <input type="button" value="x"/>	USD \$1.00	USD \$2.00
<input type="button" value="IO Code Split"/>			

Users can also allocate multiple IO Codes to a single item by clicking the "IO Code Split" button (1). Adding another IO code will also require the user to specify the quantity of the newly added line item (2).

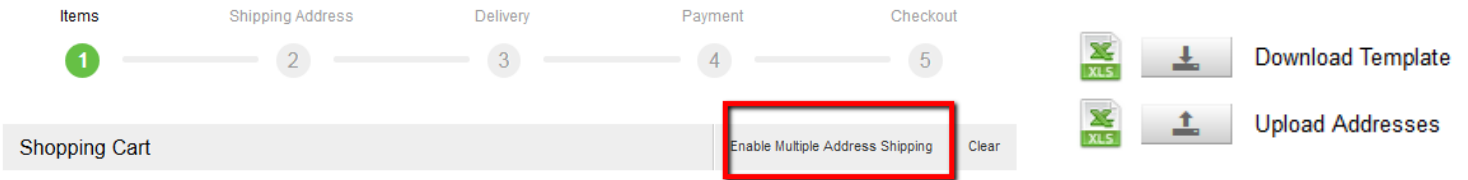
Item Description	Quantity	Price	Subtotal
 JBW Stock Pint Glass SKU BEAMSUN-JBWS17 Case of 24	<input type="text" value="123456"/> <input type="text" value="2"/> <input type="button" value="x"/>	USD \$1.00	USD \$2.00
	<input type="text" value=""/> <input type="text" value="0"/> <input type="button" value="x"/> (2)		USD \$0.00
	(1) <input type="button" value="IO Code Split"/>		
 JBW Stock Copper mugs SKU BEAMSUN-JBWS15 Case of 48	<input type="text" value="B123456"/> <input type="text" value="2"/> <input type="button" value="x"/>	USD \$1.00	USD \$2.00
<input type="button" value="IO Code Split"/>			

### Review or Enter Shipping Address

In the Shipping Address section, enter the location where the order should be shipped. If the order should be shipped to multiple locations, click the *Enable Multiple Address Shipping* button.

## Enable The Multiple Shipping Option

Selecting *Enable Multiple Address Shipping* enables a download template button and an upload Addresses button




Click the Download Template button to open a spreadsheet with address fields. Enter all shipping addresses for the order and save a copy of the spreadsheet.

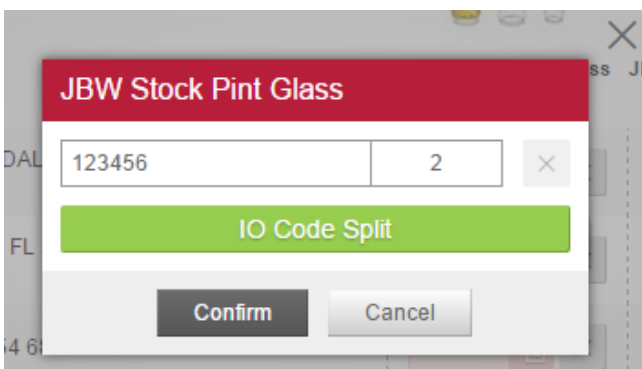
	A	B	C	D	E	F	G	H	I	J
2	Country	First Name	Last Name	Company	Phone	Address 1	Address 2	City	State	Zip Code
3	United States	John	Doe	WINN DIXIE LIQUORS #0279	813-505-2185	678 N FEDERAL HWY		FORT LAUDERDALE	FL	33064
4	United States	Jennifer	Schilling	WINN DIXIE LIQUORS #0031	813-5052185	1070 NW SANTA FE BLVD		HIGH SPRINGS	FL	32643
5	United States	Scott	Lawrence	Southern W&S (NFL)	NA	6863 Stuart Lane South		Jacksonville	FL	32254

Click the Upload Addresses button and select your address file. A Multiple Addresses window displays, allowing you to determine how many of each item should be shipped to each location.

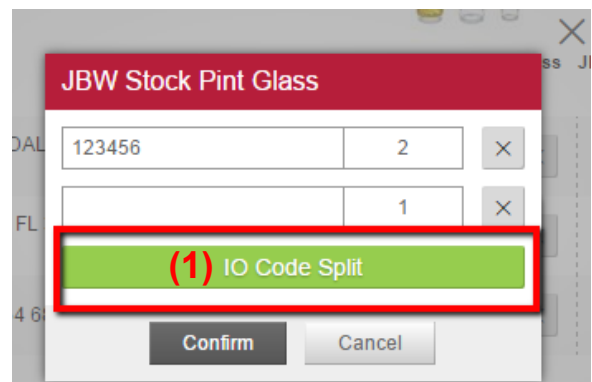


Multiple address orders also require users to enter an IO code for each item on you order.

To add an IO code at the line item level click the  icon and a new window will display



Users also have the option to allocate multiple IO Codes to a single item by clicking the "IO Code Split" button (1). A new IO Code field will populate.



### Single Address Shipping order: Corporate and Personal Address Book

Users also have the ability to select a shipping location via Personal Address Book or Corporate Address book if only one ship-to location is needed. Similar to a multiple address shipping order users are required to enter an IO code

Shipping Address Open Address Book Clear

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](#).

Corporate Address Book Personal Address Book

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

Search by Search Corporate Address Book Personal Address Book

Country  
First Name Last Name  
Company  
Address 1  
510

**Beam Suntory**  
Beam Suntory 510 Lake Cook  
Road Deerfield, IL 60015

Ok Cancel

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

Corporate Address Book Personal Address Book

**Beam Suntory**  
Beam Suntory 510 Lake Cook  
Road Deerfield, IL 60015

Ok Cancel

### Enter Payment Information

*Bill to My Account* is currently the only available payment method, so no data entry is required.

Payment method


Bill to My Account

## Finalize Your Order

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

Shipping Address	Delivery Information	Payment Information
<b>First Last</b> Beam Suntary 510 Lake Cook Rd United States ▾ <a href="#">Change</a>	<b>FedEx Ground</b> <a href="#">Change</a>	<a href="#">Change</a>

Item Description	Quantity	Price	Subtotal
 <b>Pending Approval</b> JBW Stock Waitstation Mats SKU BEAMSUN-JBWS02	123456789: 2	USD \$1.00	USD \$2.00

[Change](#)

Subtotal	<b>USD \$2.00</b>
Total	<b>USD \$5.60</b>
<b>Total</b>	<b>USD \$7.60</b>

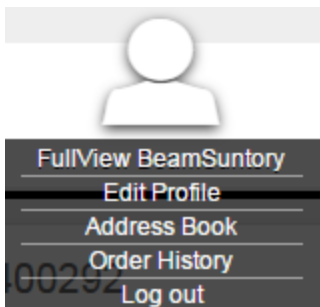
[Continue Shopping](#)

[Back](#)
[Checkout](#)

When you click *Checkout*, you will see an order confirmation screen. Please write down your order number so that you have it for reference if you need to contact InnerWorkings regarding the order for any reason.

You will receive a notification email when your order has been shipped.

## Managing Your User Profile





Hover over the user icon in the upper right corner of the screen to see your user profile menu. Here you can view and edit your basic information, edit the shipping addresses available in your personal address book, and review orders that you have placed in the past.


### Edit Profile


The *Edit Profile* option allows you to modify your basic contact information as well as your primary shipping address, which defaults on the checkout screen. You can disregard the *Default Billing Address* section, as billing addresses currently are not required at checkout.



## Profile

User Account English (US) 							
	<table border="1"> <tr> <td>First Name</td> <td>FullView</td> </tr> <tr> <td>Last Name</td> <td>BeamSuntory</td> </tr> <tr> <td>Email</td> <td>fullview@beamsuntory.inwk.com</td> </tr> </table>	First Name	FullView	Last Name	BeamSuntory	Email	fullview@beamsuntory.inwk.com
First Name	FullView						
Last Name	BeamSuntory						
Email	fullview@beamsuntory.inwk.com						


Default Shipping Address 	
Country	United States
First Name	Fullview
Last Name	BeamSuntory
Company	Beam Suntory US - Consolidated Buys
Phone	555-555-5555
Address 1	600 W Chicago Ave
Address 2	Suite 850
City	Chicago
State	IL
Zip Code	60654

Default Billing Address 	
Country	
First Name	
Last Name	
Company	
Phone	
Address 1	
Address 2	
City	
State	
Zip Code	

### Address Book




The *Address Book* screen allows you to modify the shipping addresses available in your personal address book.

## Address Book

Fullview BeamSuntory 
<b>600 W Chicago Ave Suite 850</b>
<b>Chicago, IL 60654</b>


Beam Suntory  
510 Lake Cook Road
Deerfield, IL 60015

Beam Suntory  
17901 Von Karman Suite 920
Irving, CA 92614


Click the *Add* icon  to enter a new address. You can modify an address by clicking the gear icon , or click the X icon  to delete it.


## Order History

Orders that have been placed in the past are accessible via the *Order History* menu option.

Shop 
Order History 6

**Date Range**

2/12/2016 

2/12/2016 

**Order Status**

- In Progress
- Cancelled
- Completed

Order Number	Order Date	Order Total	Order Status	Order Details
#PO102400292	2/12/2016	USD \$100.00	In Progress	<a href="#">View Details</a>

Here you can review details on each of your placed orders, including the order status. Click the *View Details* link to see further information, including shipment information if applicable.

## Contact Support

To contact InnerWorkings Support with questions or requests regarding your site, please send an email to [support.bsi@inwk.com](mailto:support.bsi@inwk.com)