

# User Guide

Holiday Inn Club Vacations - VALO Commerce

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# **Access Your Commerce Site**

To access your VALO Commerce site, navigate to your HICV D365 Punchout Site - <u>https://olr-fo-prd.operations.dynamics.com/?cmp=201&mi=DefaultDashboard</u>.

Click on InnerWorkings Icon below. After clicking on the button, you will be directed to the VALO site. At first login, your account will be created automatically, and you will be automatically logged into your existing account with each subsequent login.

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uct	-	Exte	mal catalo	ogs Ca		uying legal en	Recei	ase requisition line ving operating unit	Item	<ul> <li>Inv numbe</li> </ul>				Build	entory >	Building Painting - Exte	entory \

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#### To browse through Holiday Inn Club Vacations Q, A HOMEPAGE ~ Search. 9 7 a list of items, click Quick Entry SORT BY: Product Name A to Z 🔻 📕 12 on one of the CATEGORIES OUT OF STOCK categories on the All m Favorites left. Once you H All Resorts select a category, Apple Mountain Resort HCV-6FTCOVER 6' Fitted Spandex Table C... \$180.71 USD Ascutney Mountain Resort HCF-8FTCOVER 8' Fitted Spandex Table C... HCV-SPRTBTTL 24 oz Sport Bottle #10 Bu ness Reply Mail E. the available Bay Point Resort \$178.57 \$23.19 USD 500 \$221.00 Cape Canaveral Resort products in that Out of Stock 0 David Walley's Resort Desert Club Resort category will be OUT OF STOCK Fox River Resort OUT OF STOCK OUT OF STOCK Galveston Beach Resort Galveston Seaside Res The search field Hill Country Resort 10 Holiday Hills Resort will display items Holiday Inn Express 18-HC-0700 Bonus Time Chart 9x12 Business Reply Mail .. Apple Mountain Check-In . Apple Mountain Re \$33.34 USD ort M. based on name or Holly Lake Resort \$58.78 USD \$250.00 \$284.29 USD 500 250 500 Lake Geneva Resort Out of Stock Out of Stock Out of Stock description Lake O' the Woods New Orleans Resort containing the Oak n' Spruce Resort search term Orange Lake Resort Fall Name Ude Department łt 🔤 Name Ma Department H -Fall Name Tale Department ff 🔤 Orlando Breeze Reso entered.

# Browse the Catalog

listed.

The catalog item display will include the item image, SKU and price.

Holiday Inn Club Vacations	А НОМЕРАДЕ	~	business card	Q,
			business card	^
			business card -	
	Quick Entry		business cards	
CATEGORIES	OUT OF STOCK		business cards -	
All		111	business card - hr	200
Favorites 🖤	BUSINESS REPLY M		business card - officer/regional	141
· · · · · · · · · · · · · · · · · · ·	NOTION OF A REPORT		business card - officer/regional sales	~ Club
All Resorts	ORLANDO PL SUBTI-MINO			• • • • • • • • • • • • • • • • • • •

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If a quantity box appears under the item image, the item can be added to the shopping cart by entering a quantity and clicking the "add to cart" button.

Click on the picture of the item to view the detail screen where additional selections will need to be made in order to add the item to the shopping cart.

<ul> <li>Cape Canaveral Resort</li> </ul>	OUT OF STOCK	Ö	Ø	M
<ul> <li>David Walley's Resort</li> </ul>		Season Chart for Bonut Time		
<ul> <li>Desert Club Resort</li> </ul>	II (92)	Securit Carl for Burnet Fine	Full Name Tide Department 200 figlineed Court	Name Tale Department
<ul> <li>Fox River Resort</li> </ul>			Clarkeryelle, CA 20523, USA	Sever Chr. Sinter Zhi, UKA # + 10001 000000000 = + 10001 0000000000 = + 10001 000000000 = + 10001 00000000 = + 10001 00000000 = + 10001 0000000 = + 10001 000000000 = + 10001 0000000 = + 10001 0000000 = + + 10001 0000000 = + + + + + + + + + + + + + + + + + + +
Galveston Beach Resort	ADDED AND AND ADDED ADDE	Section 2 Section 2	E + 1.000.000000 Enal careen-holdspinndubcom	Variage biologine du can carea biológine du care You can text me, tool (DOU 5005.000X)
Galveston Seaside Resort	9X12-BRM	18-HC-0700	BC-HRRTM-1	BC-HRRTM-2
<ul> <li>Hill Country Resort</li> </ul>	9x12 Business Reply Mail	Bonus Time Chart	Business Card - HR Recrui	Business Card - HR Talent
<ul> <li>Holiday Hills Resort</li> </ul>	\$58.78 USD 500	\$250.00	\$17.64 USD	\$17.64 USD
<ul> <li>Holiday Inn Express</li> </ul>	Out of Stock	0 Add to cart	Configure	Configure
<ul> <li>Holly Lake Resort</li> </ul>				

The **detail screen** (below) will include the item description at the bottom left, pricing, and additional information in the upper-right.

24 oz Sport Bottle	Product Information	n		
	Product Name	24 oz Sport Bottle		
	Product ID	HCV-SPRTBTTL		
-	Price	USD \$221.00		
	Min Quantity	150		
H name				
Overview	Add to Cart			
Overview 24 oz. bottle features a wide mouth design with a leak-resistant push-pull lid.	Add to Cart Items to Add	Price per Unit	Total Price	
		Price per Unit USD \$221.00	Total Price	

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# Quick entry

If you already know the product you would like to customize and order, you can enter a specific SKU into the **Quick Entry** field to instantly edit and customize by clicking on the cart

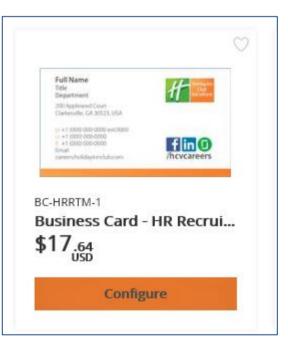
icon.	Holiday Inn Club Vacations	🏫 номераде 🗸 🗸	
	hcv-sp X	Quick Entry	
	HCV-SPRTBTTL	HCV-SPRTBTTL X 0	l

# Customize an Item

Some items require customization on the item detail screen before ordering.

To open the item detail screen for customization, click on **Configure** underneath the item's image.

To customize an item on the item detail screen, hover over the item image and click on it to bring up the custom form. Alternately, the pencil icon can be clicked to also bring up the custom form.



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		Product Name	Business Card - HR Recruiting Team	Member	
		Product ID	BC-HRRTM-1		
Full Name           Title           Department           200 Appleseed Court           Clarkesville, GA 30523, USA           p: +1 (000) 000-0000           c: +1 (000) 000-0000           f: +1 (000) 000-0000           Email           careers.holidayinnclub.com	fin				
Dverview		Add to Cart			
				Total Price	
		Items to Add			

Once the customization form appears:

- 1. Enter your personalized information into the form on the left.
- To save your information, enter a name in the "Quick Fill" field just above the Update bottom at the bottom and click on "Save Quick Fill". This will allow you to load info into the same item on a future visit.
- 3. To load a saved quick fill, click the down arrow at the top left, next to the words "Choose Quick Fill" and select the name you previously saved. This will load all saved data.

Choose Quick Fill	~
Name*	Jane Doe
Title*	Manager
Department*	Customer Service
Select Resort*	Apple Mountain Resort 🔻
Phone*	555555555
Extension	
Cell*	000000000
Fax	
Email*	jdoe@hicv.com X
Enter Quick Fill Na	me Save Quick Fill
C Update	<ul> <li>Approve/Checkout</li> </ul>

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- To view your imprint, click "Update" The image on the right will update to show your entered information.
- 5. The tool bar above the image can be used to flip through the images, alter how you view the imprint, including zoom in/out by percentage, zoom in/out by slider, full screen view, and view at actual size (1:1).

Choose Quick Fill	Jane Doe		50% - 0 + 11 *
Title*	Manager	Jane Doe	Holiday Inn
Department* Select Resort*	Customer Service Apple Mountain Resort 🔻	Manager Customer Service 200 Appleseed Court	The Vacations
Phone*	555555555	Clarkesville, GA 30523, USA p: +1(555) 555-5555	
Cell*	000000000	c: +1(000) 000-0000 jdoe@hicv.com careers.holidayinnclub.com	fin G /hcvcareers
Fax			
Email*	jdoe@hicv.com		
Enter Quick Fill Na	ame Save Quick Fill		



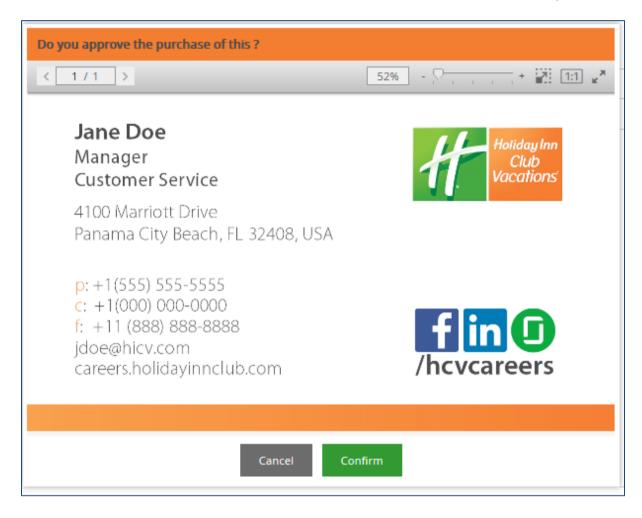
- Once you're satisfied with your imprint, click the "Approve/Checkout" button which saves your imprint and activates the Shopping Cart button. You will not be able to place an order until the Approve/Checkout button is clicked. The form customization window will close afterwards.
- 7. Select a quantity to order in the "Items to Add" field.

Items to Add	Total Price
250 💌	USD \$17.64

8. To add the item to your cart, click the Shopping cart button. You will be prompted to Confirm or Cancel on the proof. Click "Confirm" and the item will be added to your cart.

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9. After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.



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# Adding Items to Your Favorites

If you will be ordering a certain item frequently, click the "**Add To Favorites**" heart to add it to your Favorites list to make it easy to find in the future. The heart is available on the catalog and detail screen.

You can see the list of all your favorite items by clicking Favorites in the Categories menu. Click the heart to remove it from your favorites.

Holiday Inn Club Vacations	A HOMEPAGE V Searc
	Quick Entry
CATEGORIES	•
All	
Favorites 🖤	
All Resorts	Came .
Apple Mountain Resort	8
Ascutney Mountain Resort	HCV-SPRTBTTL
Bay Point Resort	24 oz Sport Bottle \$221.00
Cape Canaveral Resort	
David Walley's Resort	0 Add to cart
Desert Club Resort	

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# **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**. This launches the checkout screen.

				23
			CHE	CKOUT
	Title	Quantity	Total Price	
Anne Martin Martine Martine Martine La Stationer La Stationer Anne Martine Mar	Business Card - Sunset Cove BC-MARCO	250 pcs	USD \$17.64	×
Anne Maria M	Business Card - Sunset Cove BC-MARCO	250 pcs	USD \$17.64	×
Clear Cart	Million Dollar Producer	USD \$	Total CI 9,157.07	heckout

#### This launches the Shopping Cart screen.

Business Card - Sunset Cove	Subtotal USD \$17.64	Total USD \$9,157.07
250 VSD \$17.64	010 \$17.04	Place Order
SKU BC-MARCO	×	Clear
Business Card - Sunset Cove	Subtotal	
250 ▼ USD \$17.64	USD \$17.64	
SKU BC-MARCO	×	

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#### **Review Your Items**

#### In the Shopping Cart, you can

- 1. Remove all 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 with the purchasing process by clicking the Place Order button.

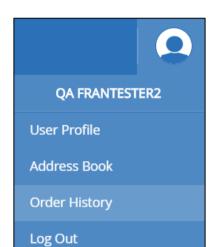
After the **Place Order** button is pressed, the order will be routed back to the Holiday Inn Club Vacations intranet to complete the ordering process. Within your intranet, you will complete the ordering process including the selection of the ship-to address. Approvals for orders may appear in the intranet and will be processed accordingly.

Business Card - Sunset Cove	Subtotal USD \$17.64	Total USD \$9,157.07
250 ▼ USD \$17.64	0.5 317.04	Place Order
SKU BC-MARCO	×	Clear
Business Card - Sunset Cove	Subtotal	
250 VSD \$17.64	USD \$17.64	
SKU BC-MARCO	×	



## **View and Copy Previous Orders**

To access a list of all orders you have placed, hover over your user icon and select **Order History.** 



On the **Order History** screen, you can **filter** order by date or status or search by keyword.

ate Range 8/13/2019		ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETA
		#PO1530254380		USD \$0.00	In Progress	🔎 View Deta
Order Status					]	
In Progress			Date Range			
Partially Shippe			9/1/2019	1		
Completed				_		
Invoiced			9/30/2019			
Canceled	Ì		5/56/2015			
order Number			Order Status			
			☑ In Progress			
oduct name						
			Partially Shipped			
escription			Completed			
			S Invoiced			
			Canceled			
			Order Number			
			order Number			
			Product name			
			Description			

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### **Order History Details**

Click to bring up an order's confirmation screen, which lists all the included items. At the bottom of the screen, click the shopping cart to add all these items to your cart, or the print button to print the screen.

		Order History				
Date Range						
7/28/2020		ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETA
8/18/2020			8/18/2020	USD \$0.00	In Progress	🔎 View Deta
Order Status			7/29/2020	USD \$0.00	Cancelled	🔎 View Deta
In Progress			7/29/2020	USD \$0.00	Cancelled	🔎 View Deta
🗹 Partially Shipped	_					0.0.0.0
Completed	_		7/28/2020	USD \$0.00	Cancelled	🔎 View Deta
Invoiced	_					
🗹 Canceled	_					
Order Number	_					
	_					
Product name	_					
Description						
F						
Search						

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# **Contact Support**

If you need assistance with logging in, please contact the Holiday Inn Club Vacations Help Line at 1-800-936-9920 or via e-mail\_at <a href="mailto:support.hicv@inwk.com">support.hicv@inwk.com</a>.

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