

User Guide

Holiday Inn Club Vacations - VALO Commerce

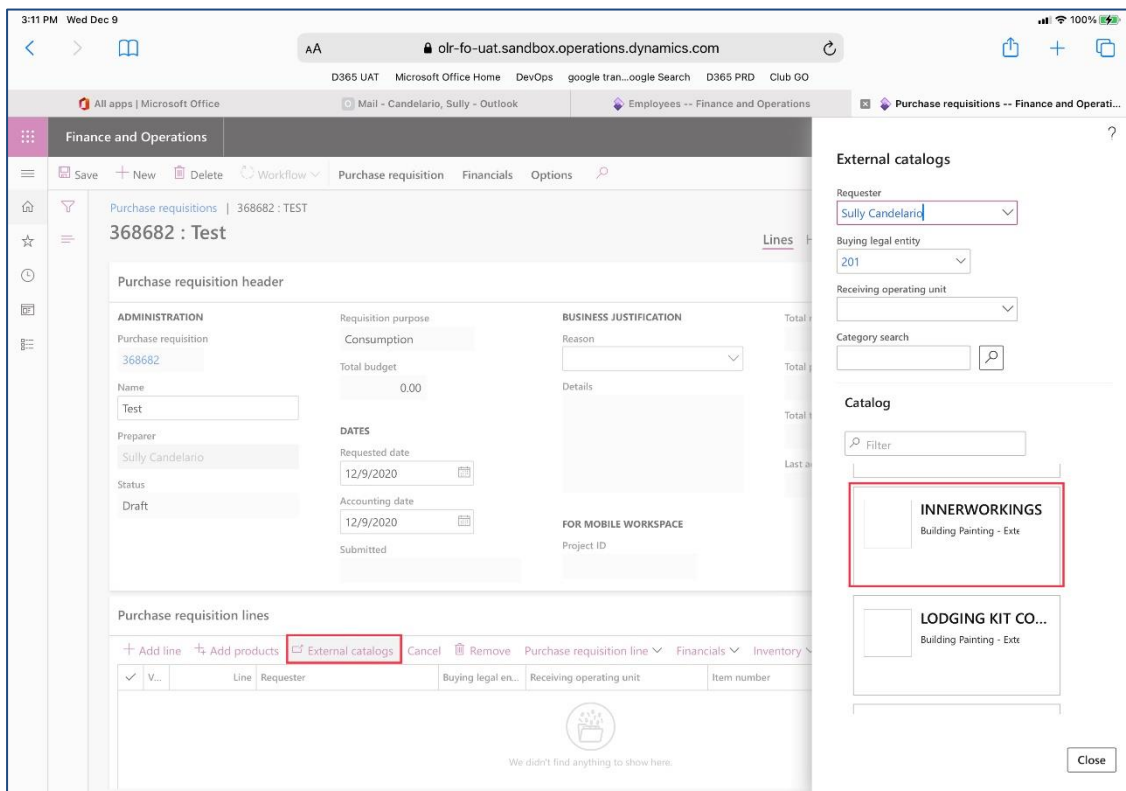
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Access Your Commerce Site

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

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.



The screenshot shows the Dynamics 365 Finance and Operations interface. The main window displays a 'Purchase requisition header' for requisition 368682, with details such as 'Consumption' purpose, '0.00' budget, and 'Draft' status. The 'Preparer' is Sully Candelario. A sidebar on the right shows 'External catalogs' with a search filter and two results: 'INNERWORKINGS Building Painting - Ext' (highlighted with a red box) and 'LODGING KIT CO... Building Painting - Ext'. The bottom of the screen shows a table for 'Purchase requisition lines' with columns for Line, Requester, Buying legal entity, Receiving operating unit, and Item number. The 'External catalogs' button in the table is also highlighted with a red box.

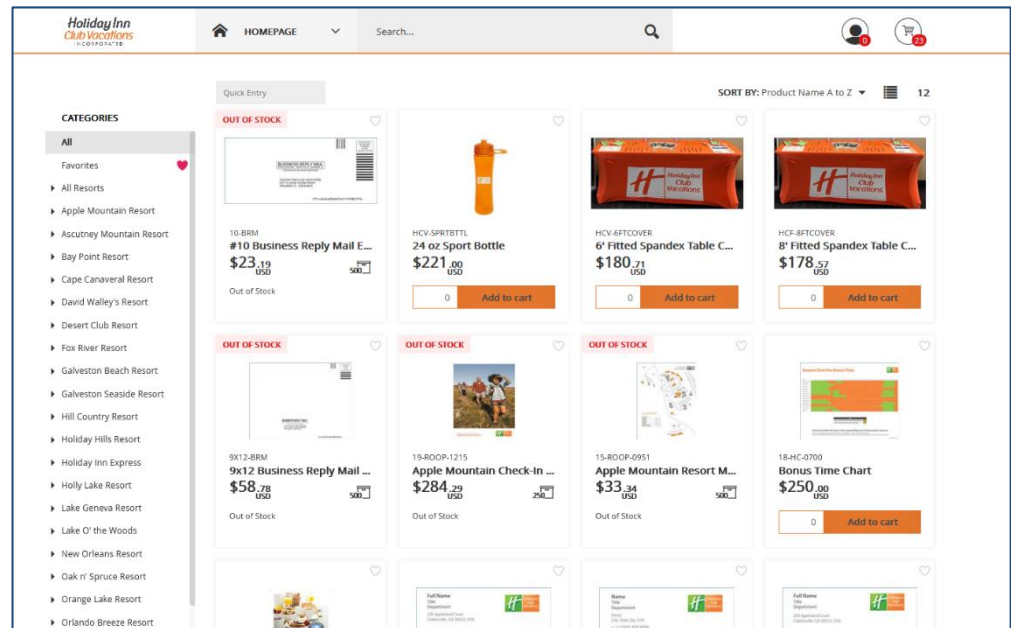


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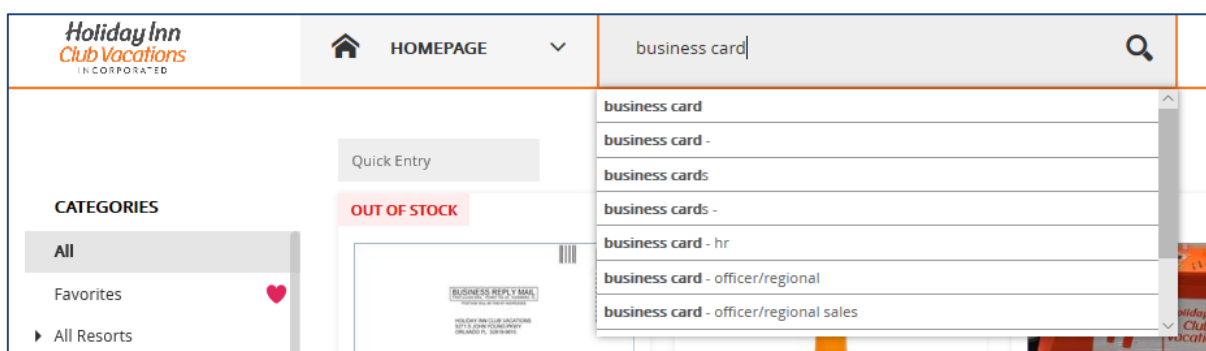
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Browse the Catalog

To browse through a list of items, click on one of the categories on the left. Once you select a category, the available products in that category will be listed. The search field will display items based on name or description containing the search term entered.

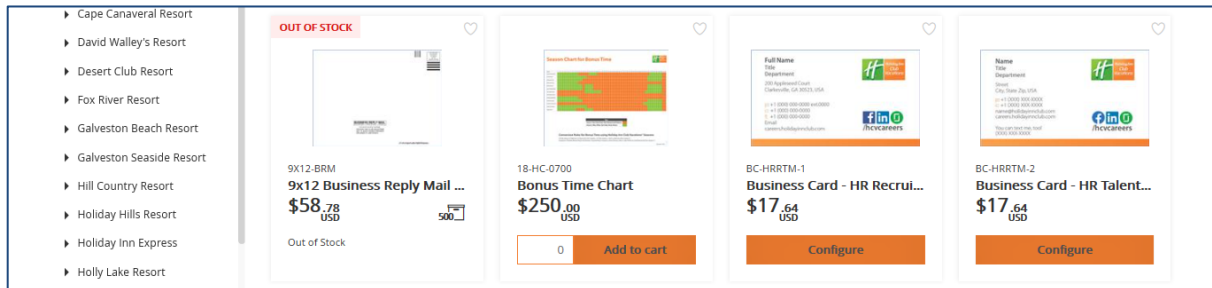


The **catalog item** display will include the item image, SKU and price.

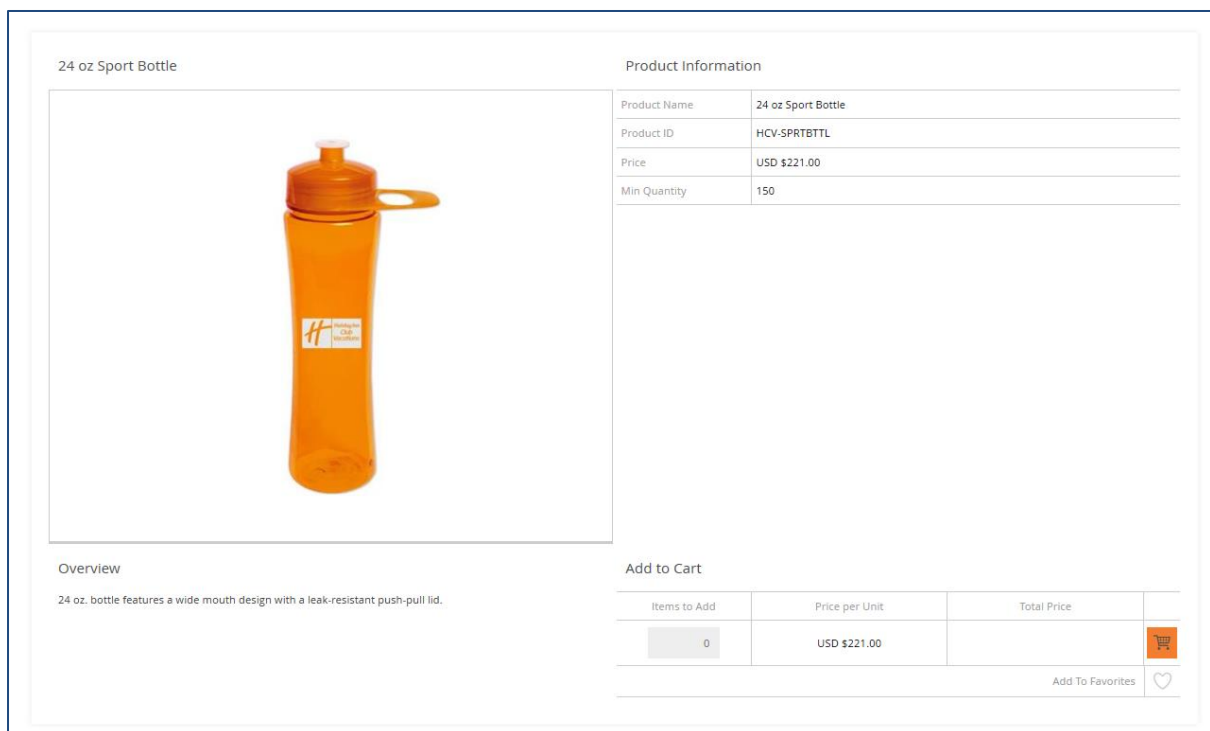


If a quantity box appears under the item image, the item can be added to the shopping cart by entering a quantity and clicking the “add to cart” button.

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.

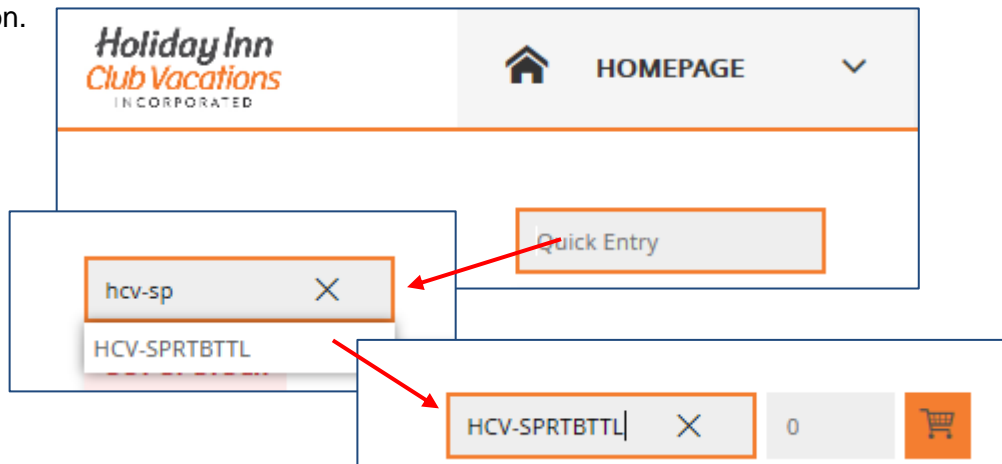


The **detail screen** (below) will include the item description at the bottom left, pricing, and additional information in the upper-right.



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.

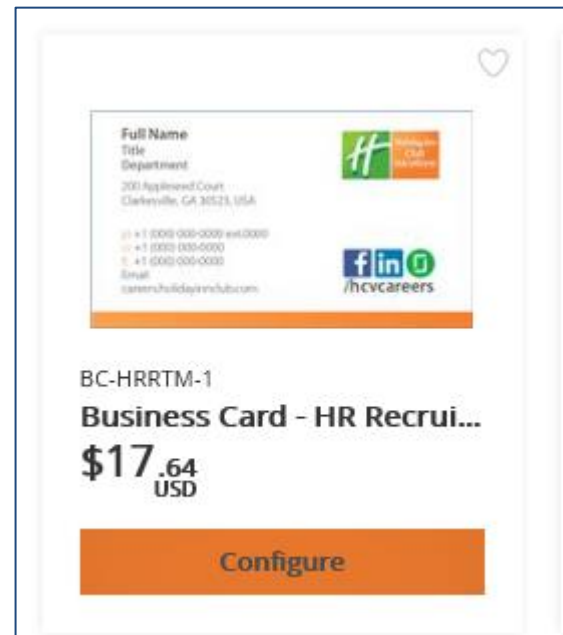


Customize an Item

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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Business Card - HR Recruiting Team Member

 Product Information

Product Name	Business Card - HR Recruiting Team Member
Product ID	BC-HRRTM-1

Full Name
Title
Department
200 Appleseed Court
Clarkesville, GA 30523, USA


pc: +1 (000) 000-0000 ext.0000
c: +1 (000) 000-0000
f: +1 (000) 000-0000
Email
careers.holidayinnclub.com

Overview

Add to Cart

Items to Add	Total Price
250 ▼	USD \$17.64

Add To Favorites 

Once the customization form appears:

1. Enter your personalized information into the form on the left.
2. To save your information, enter a name in the "Quick Fill" field just above the Update button 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* 5555555555


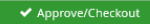
Extension

Cell* 0000000000

Fax

Email* jdoe@hcv.com X

Enter Quick Fill Name Save Quick Fill



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- To view your imprint, click “Update” The image on the right will update to show your entered information.
- 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

Name* Jane Doe

Title* Manager

Department* Customer Service

Select Resort* Apple Mountain Resort

Phone* 5555555555

Extension

Cell* 0000000000

Fax

Email* jdoe@hcv.com

Jane Doe
Manager
Customer Service
200 Appleseed Court
Clarkesville, GA 30523, USA
p: +1(555) 555-5555
c: +1(000) 000-0000
jdoe@hcv.com
careers.holidayinnclub.com

Enter Quick Fill Name Save Quick Fill

Update Approve/Checkout



- 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.
- Select a quantity to order in the “Items to Add” field.

Items to Add	Total Price
250	USD \$17.64

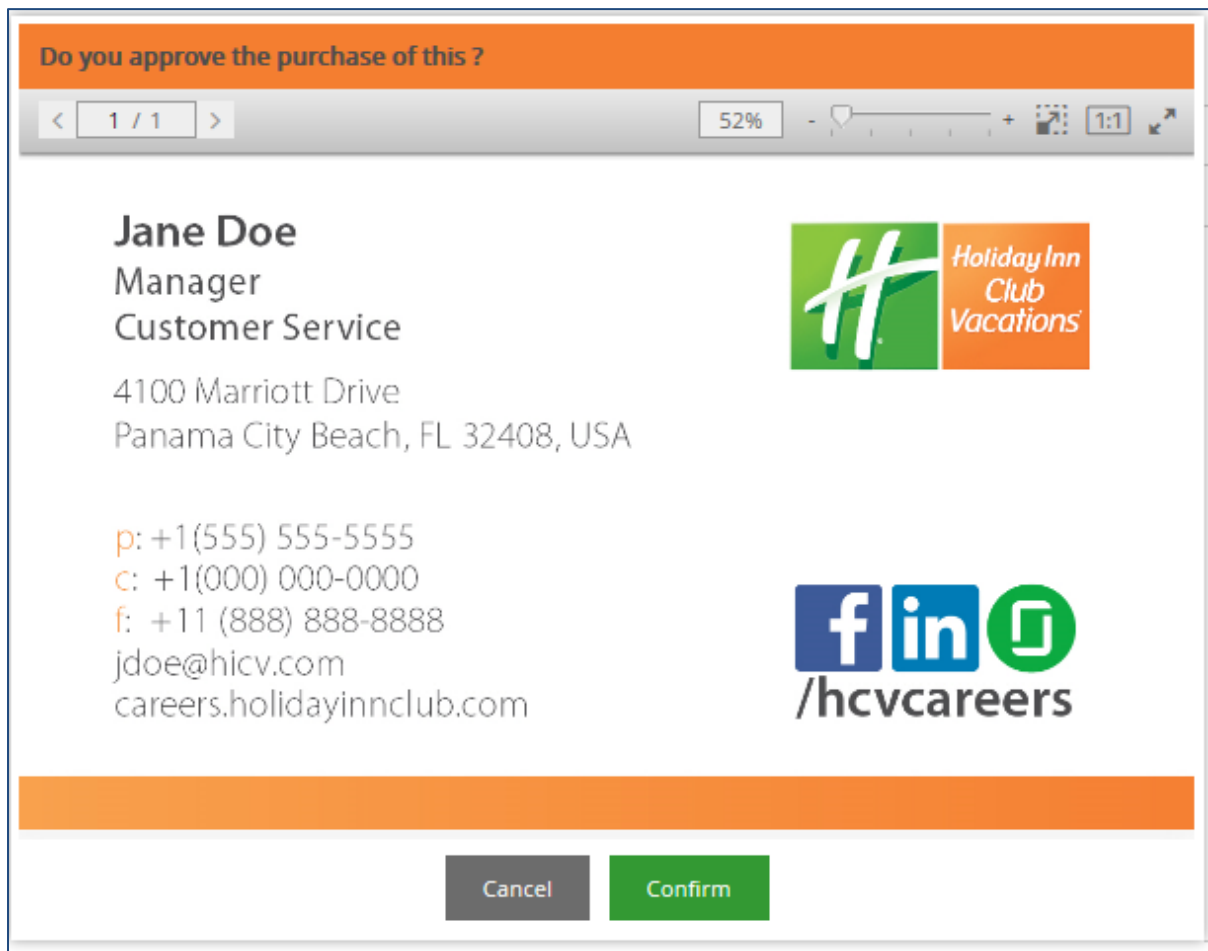
Add To Favorites

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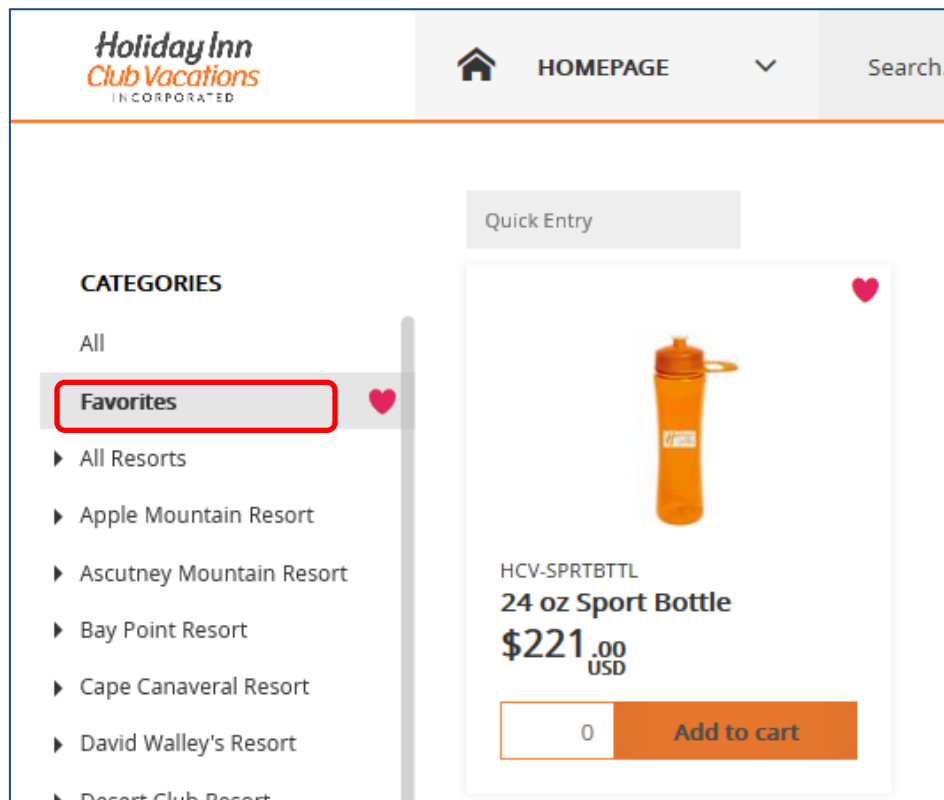
9. After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.



Adding Items to Your Favorites

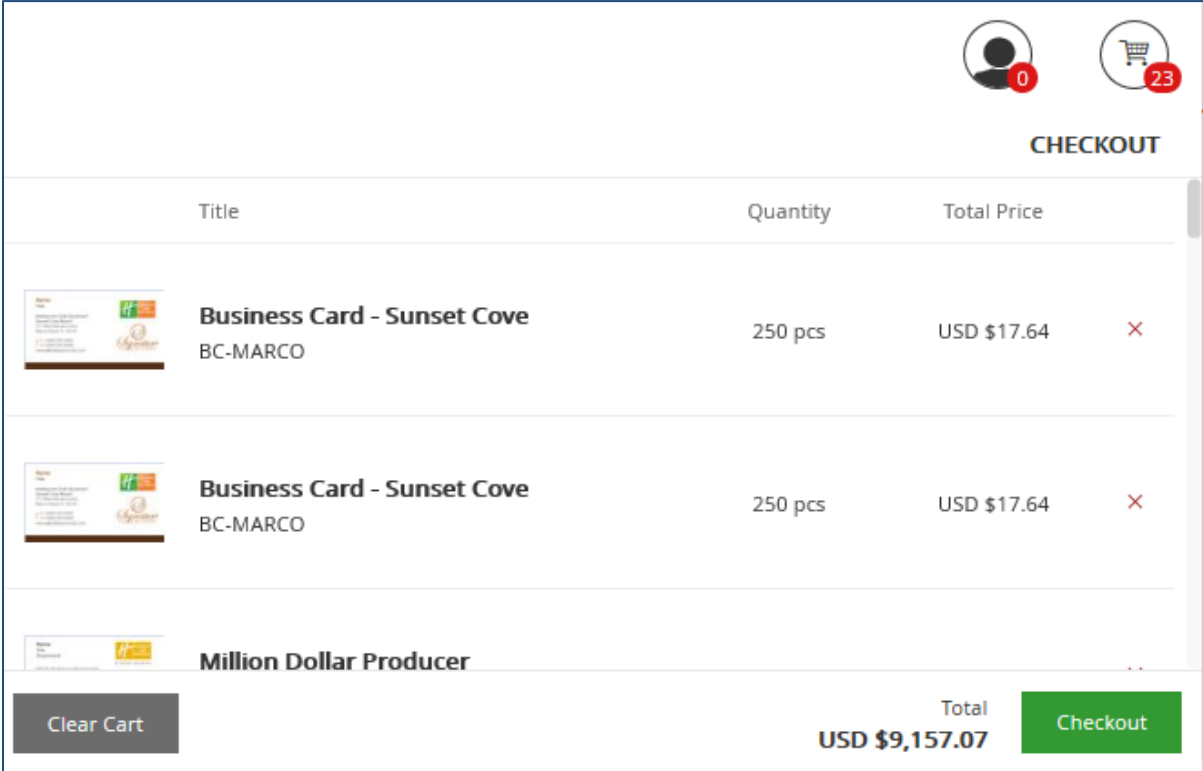
If you will be ordering a certain item frequently, click the “**Add To Favorites**” heart to add it to your Favorites list to make it easy to find in the future. The heart is available on the catalog and detail screen.

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.






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.

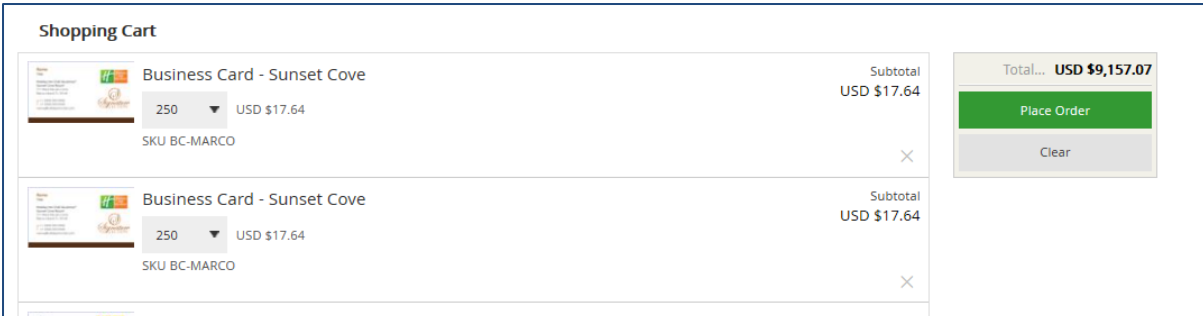


The screenshot shows the checkout interface. At the top right, there are icons for a user profile (0) and a shopping cart (23). Below these is the word "CHECKOUT". The main area is a table with columns: Title, Quantity, and Total Price. It lists two identical items: "Business Card - Sunset Cove BC-MARCO" with a quantity of 250 pcs and a total price of USD \$17.64. Below the table, there is a "Clear Cart" button on the left, a "Total USD \$9,157.07" in the center, and a green "Checkout" button on the right.



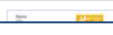
Title	Quantity	Total Price
 Business Card - Sunset Cove BC-MARCO	250 pcs	USD \$17.64
 Business Card - Sunset Cove BC-MARCO	250 pcs	USD \$17.64
 Million Dollar Producer		

Clear Cart Total
USD \$9,157.07 Checkout

This launches the **Shopping Cart** screen.



The screenshot shows the shopping cart interface. It has a title "Shopping Cart". The main area is a table with columns: Title, Quantity, and Subtotal. It lists two identical items: "Business Card - Sunset Cove" with a quantity of 250 and a subtotal of USD \$17.64. Below the table, there is a "Place Order" button and a "Clear" button. On the right side, there is a summary box showing "Total... USD \$9,157.07".

Title	Quantity	Subtotal
 Business Card - Sunset Cove SKU BC-MARCO	250	USD \$17.64
 Business Card - Sunset Cove SKU BC-MARCO	250	USD \$17.64
 Million Dollar Producer		

Total... **USD \$9,157.07**

Place Order




Clear

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.

Shopping Cart		
 <div>Business Card - Sunset Cove</div> <div>250 ▼ USD \$17.64</div> <div>SKU BC-MARCO</div> <div>×</div>	Subtotal USD \$17.64	<div>Total... USD \$9,157.07</div> <div>Place Order</div> <div>Clear</div>
 <div>Business Card - Sunset Cove</div> <div>250 ▼ USD \$17.64</div> <div>SKU BC-MARCO</div> <div>×</div>	Subtotal USD \$17.64	
 <div>Million Dollar Producer</div> <div>Subtotal</div>		

View and Copy Previous Orders

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



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- User Profile
- Address Book
- Order History
- Log Out

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

Order History

6

Date Range

8/13/2019

8/13/2019

Order Status

☒ In Progress

☒ Partially Shipped

☒ Completed

☒ Invoiced

☒ Canceled

Order Number

Product name

Description

Search

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO1530254380	8/13/2019	USD \$0.00	In Progress	View Details

Date Range

9/1/2019

9/30/2019

Order Status

☒ In Progress

☒ Partially Shipped

☒ Completed

☒ Invoiced

☒ Canceled


Order Number

Product name









Description

Search


Order History Details


 [View 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				
				6
ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
	8/18/2020	USD \$0.00	In Progress	 View Details
	7/29/2020	USD \$0.00	Cancelled	 View Details
	7/29/2020	USD \$0.00	Cancelled	 View Details
	7/28/2020	USD \$0.00	Cancelled	 View Details

Date Range

7/28/2020 

8/18/2020 

Order Status

☒ In Progress

☒ Partially Shipped

☒ Completed

☒ Invoiced

☒ Cancelled

Order Number

Product name

Description

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 support.hicv@inwk.com.