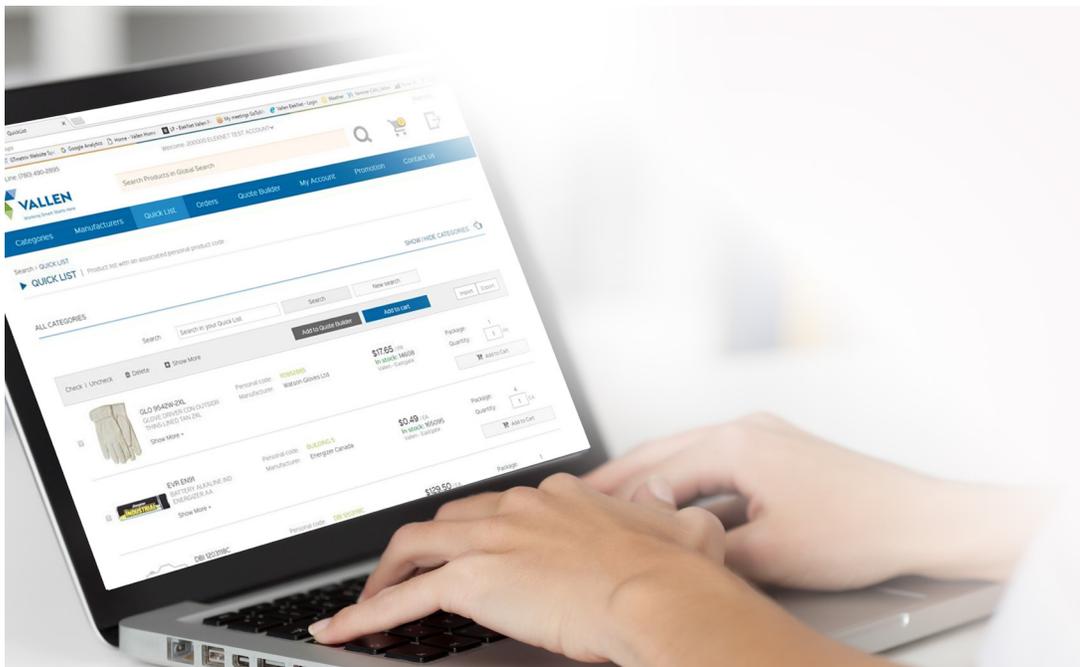




# SHOP.VALLEN.ca

## REFERENCE GUIDE



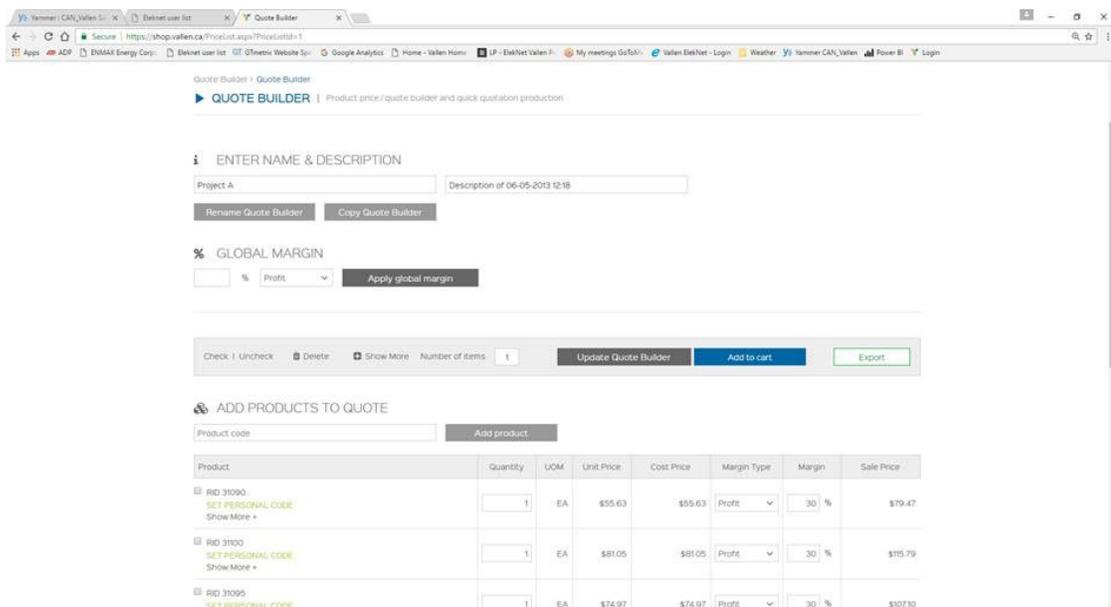
### How to Access

<https://shop.vallen.ca/> - enter your username and password as assigned (not caps sensitive), and pick the account ship-to you would like to shop for.

### Quick List

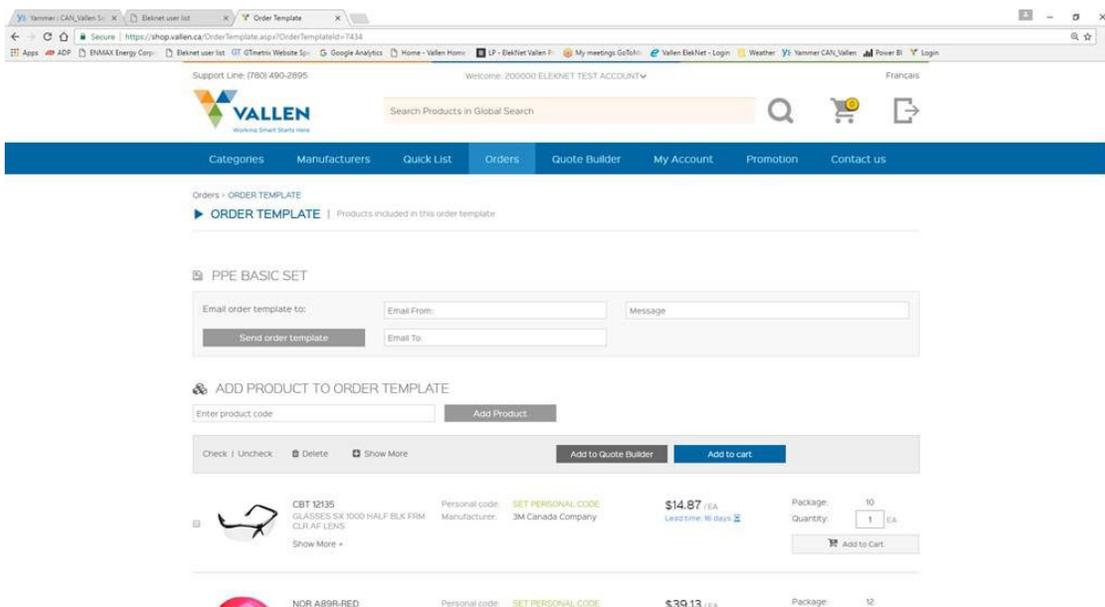
A list populated by ValLEN or the user to reflect preferred products previously purchased or ones you are looking into purchasing

- Delete items from Quick List with the checkbox beside the picture, then click delete
- Can add to the quick list or price list in any product view
- Products are added to the Quick List by setting a Personal code on a product



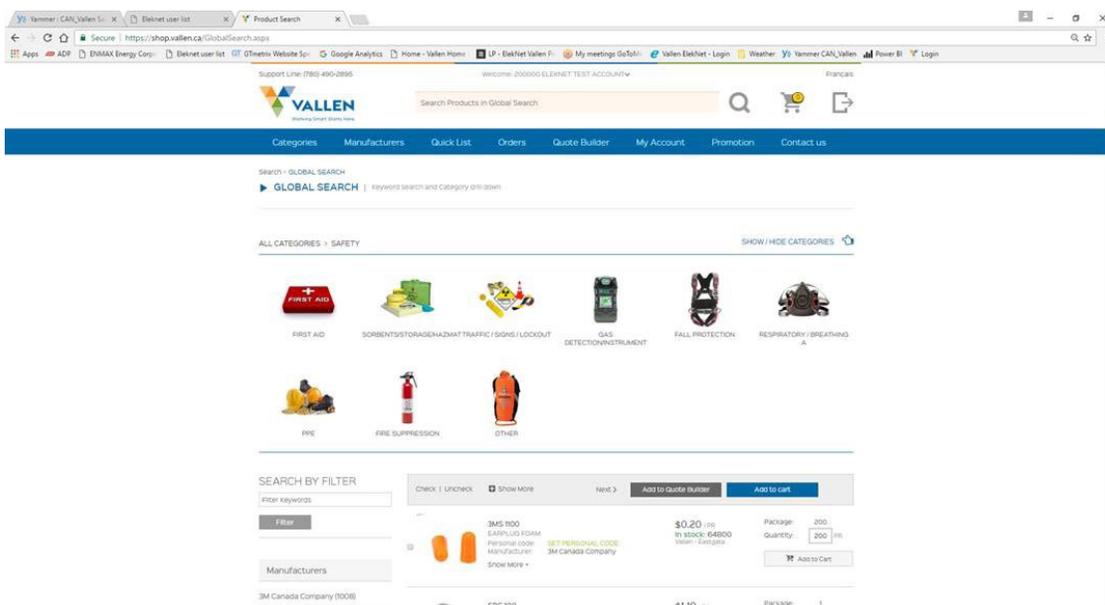
### Quote Builder

Gives the ability to make a quote to your customer based on your pricing with ValLEN and how much markup you would like to charge. You may also add miscellaneous items like labour to the quote.



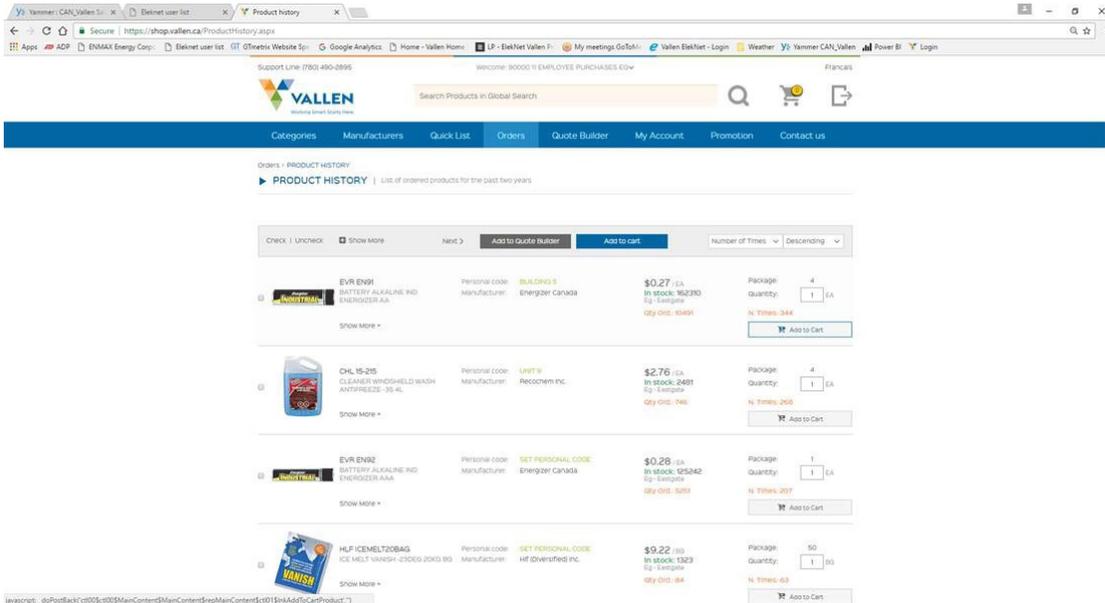
**Order Template**

Pre-made orders set up for future purchases – excellent if you have consistent orders where quantities may change but products will generally not.



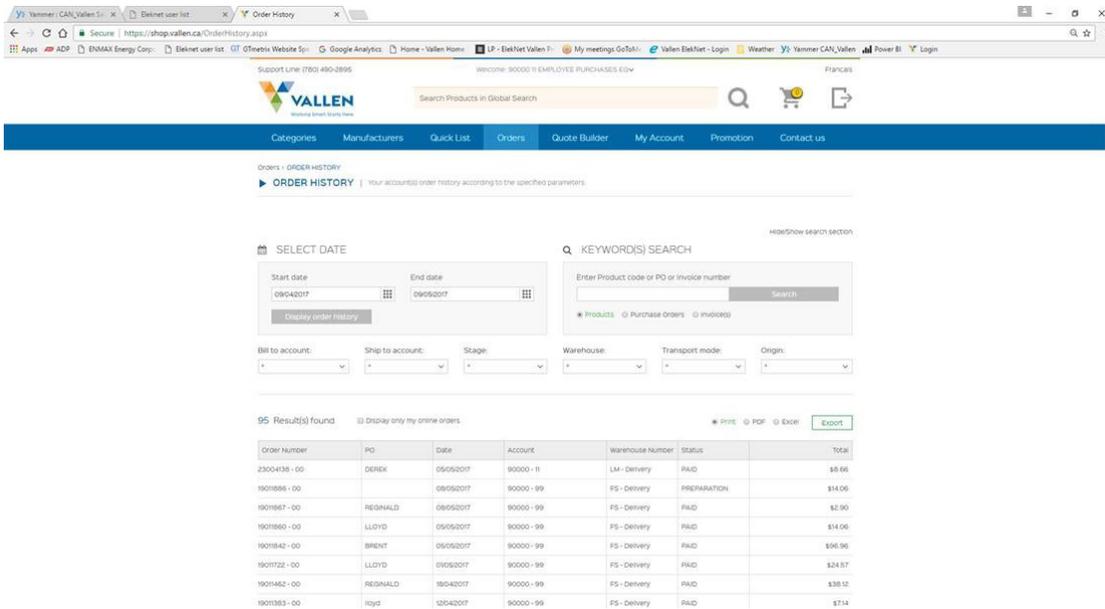
**Global Search**

Our entire product line is searchable through this page.



## Product History

Shows all products ordered on the account in the past two years – not just online, but overall. Quantity ordered and number of times ordered are shown.

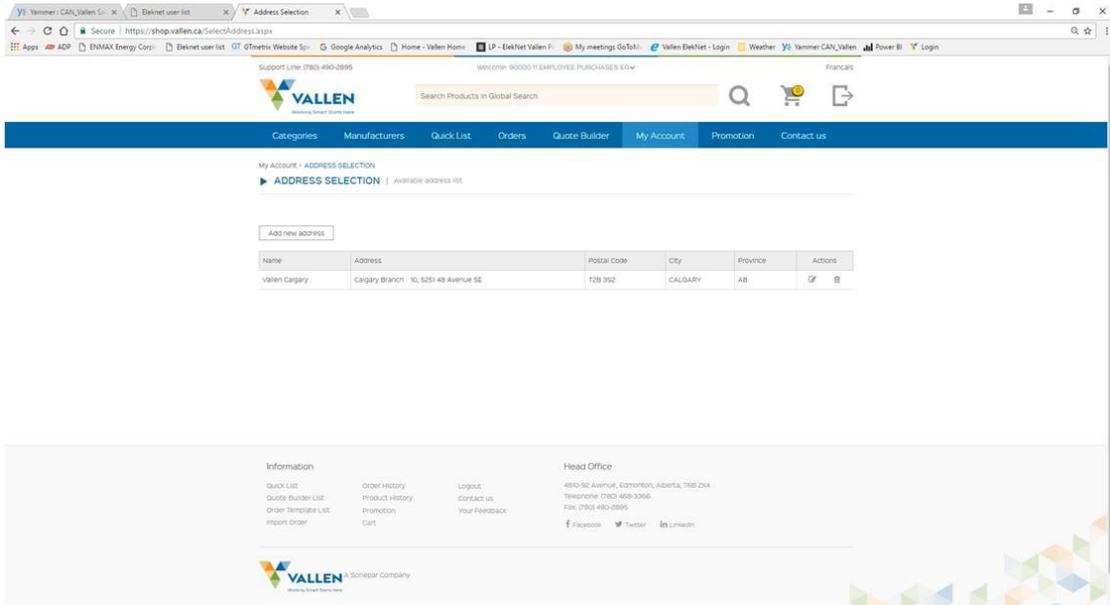


Order Number	PO	Date	Account	Warehouse Number	Status	Total
2300438-00	DERER	05052017	90000-11	LM-Delivery	PAID	\$8.66
1901886-00		08052017	90000-99	FS-Delivery	PREPARATION	\$14.06
1901887-00	REGINALD	08052017	90000-99	FS-Delivery	PAID	\$2.90
1901880-00	LLOYD	05052017	90000-99	FS-Delivery	PAID	\$14.06
1901842-00	BRENT	05052017	90000-99	FS-Delivery	PAID	\$96.96
1901722-00	LLOYD	05052017	90000-99	FS-Delivery	PAID	\$24.57
1901462-00	REGINALD	18042017	90000-99	FS-Delivery	PAID	\$38.32
1901383-00	ROYD	10542017	90000-99	FS-Delivery	PAID	\$7.14

## Order History

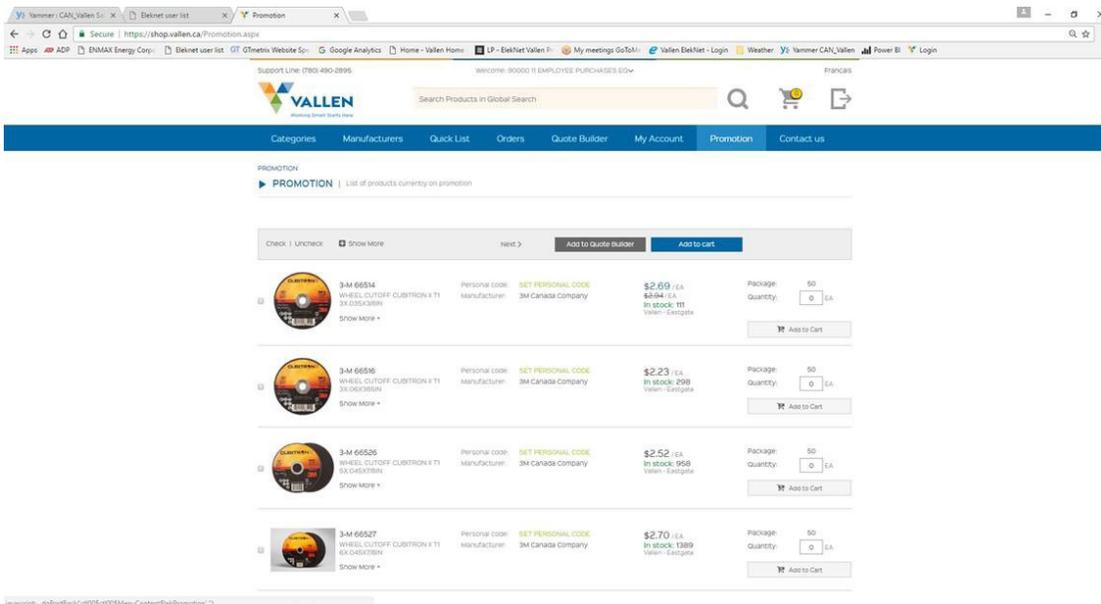
Shows all products ordered on the account in whatever timeframe you choose – not just online, but overall. You can enhance your search by searching by:

- Your own orders – SHOP.VALLEN.ca orders only
- A specific product that is in an order
- A PO from an order
- Invoice number



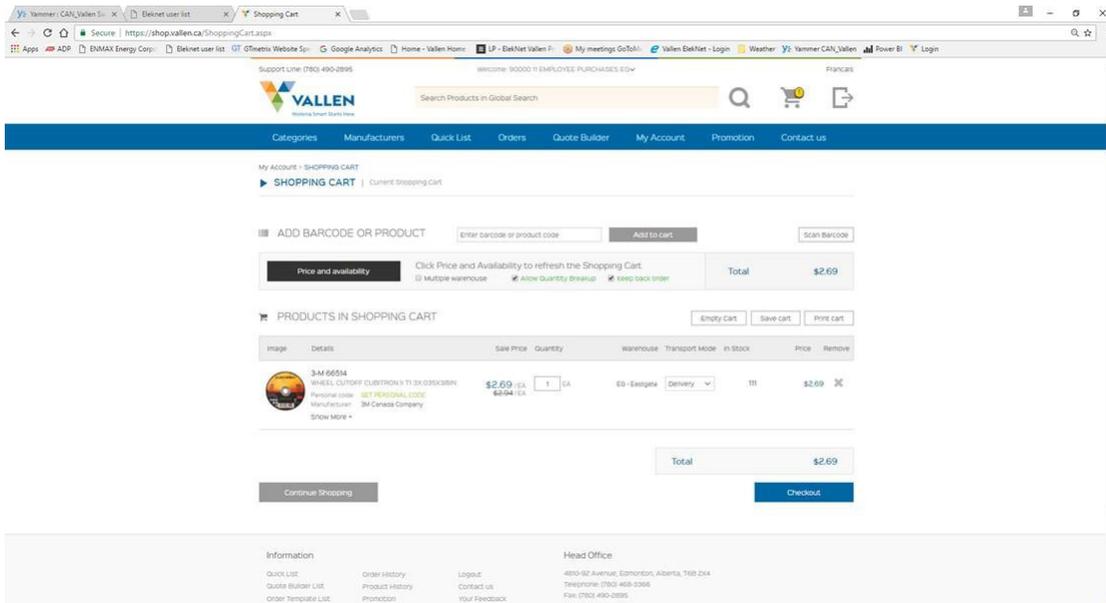
### Address List

If you have a situation where you would like to charge an order to one location but deliver the order to a different location that the one we have on file, you may add it here and simply select it on order checkout.



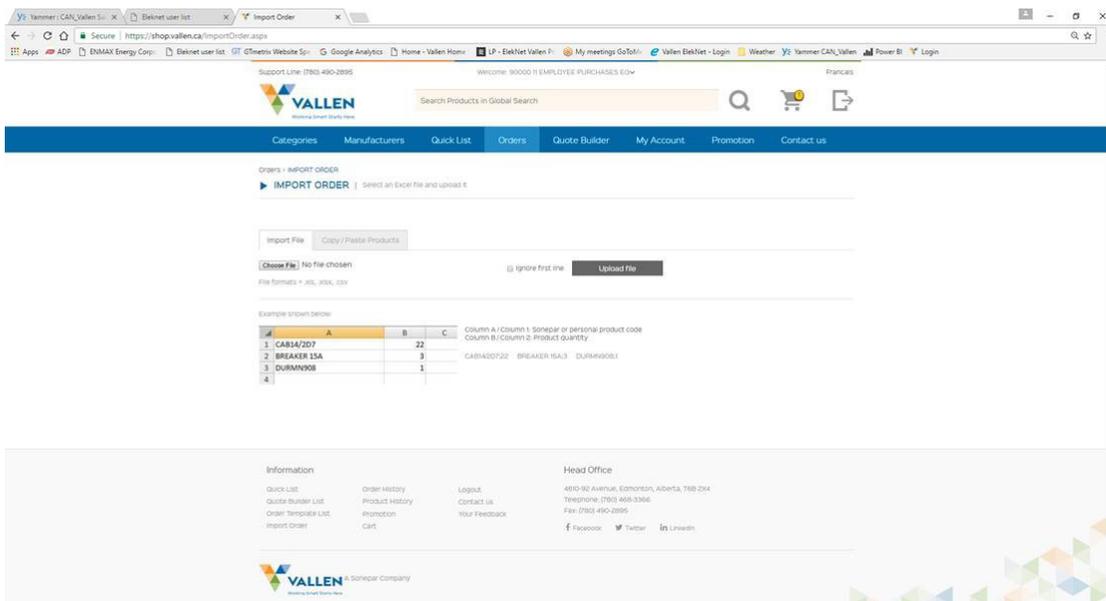
### Promotion

A full list of products that we currently have on sale. If your price is lower than our sale price, the price will appear in black as normal pricing. If the sale price is lower, it will appear in red with your regular price below it.



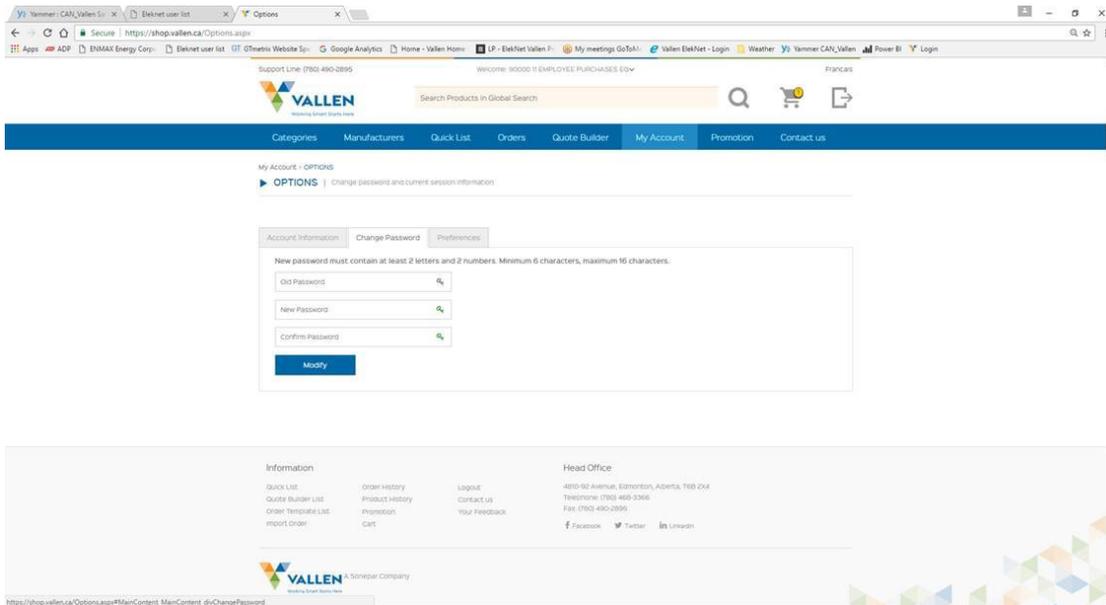
## Shopping Cart

All items you have added in your shopping time. The items in your cart will remain there until you check out or delete them from the cart, even if you time out or log out. The Price and Availability button must be pressed prior to Checkout to ensure accurate pricing and warehouse stock.



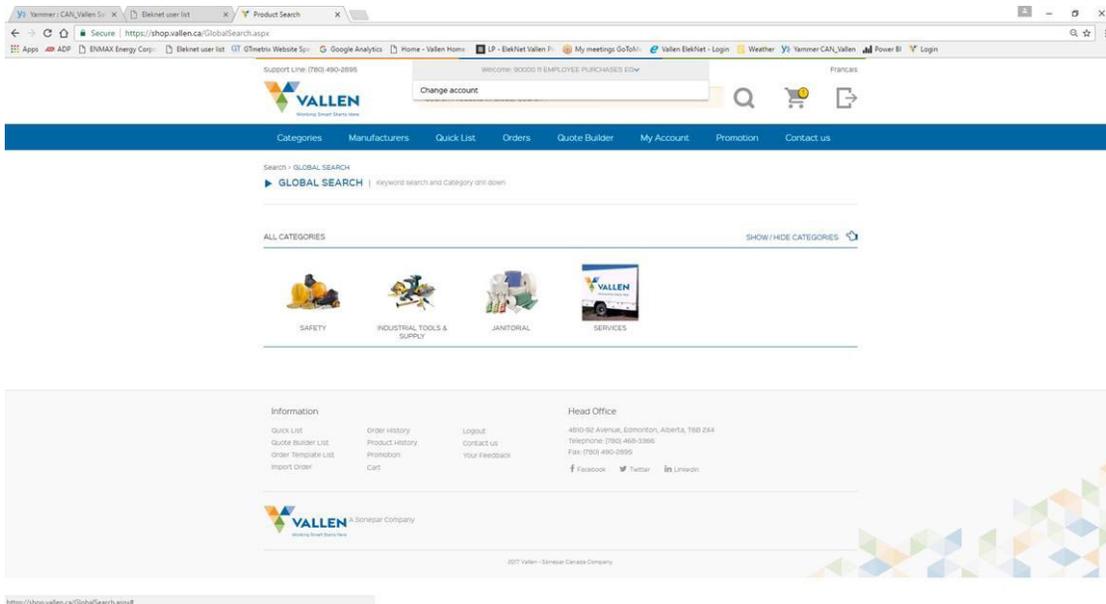
## Import Order

Gives the ability to import part numbers and quantities through an Excel template. Saves time entering products line by line.



## Options

General information about your profile, you may also change your password, e-mail address/preferences, or what page you start on after login.



## Change Account

If you would like to order items for another location in your company aside from the one you are logged in to, click on the account in the top middle of the page, then click on change account in the drop down.