



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.



SHOPVALLEN

Reference Guide

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

- C A . Se	U TT reserves un U + anna serve - U									 - 0	×
	we https://shop.vallen.ca/Proci.ist.asp?PriceLastid=1									Q, 1	r
Apps an ADP 🗋 ENN	IAX Energy Corp: 📋 Eleknet user list. 💷 O'Imetrix Website Spi - 🚱 Google Analytics 📋 Ho	ome – Vallen Homo 🛛 🖬 LP – ElekNet V	allen Fr 🛞	My meetings GoTo	🕫 Vallen BekNet	- Login 📒 W	leather . ¥2 Yan	mer CAN_Vallen	Jul Power Bl 💙 Login		
	Quote Builder > Quote Builder										
	QUOTE BUILDER. Product price/quotes	builder and quick quotation pro	duction								
	i ENTER NAME & DESCRIPTION										
	Paulate A	Partners at AL AL	2012 1210								
	Piljes a	Description or oprops	EU/13 16:30								
	Rename Quote Builder Copy Quote Build	Jer.									
	% GLOBAL MARGIN										
	% Profit 👻 Apply glot	bal margin									
	Check i Uncheck 🖄 Delete 🗖 Show More	Number of items 1		Update Quote	Builder	Add to	cart		Export		
	Check I Uncheck 🗴 Delete 🛛 Show More	Number of items		Update Quote	Builder	Add to	cart		Export		
	Check I Uncheck B Delete D Show More	Number of items		Update Quote	Builder	Add to	cart		Export		
	Check I Uncheck & Delete & Show More	Number of items 1		Update Quot	Builder	Add to	cart.		Export		
	Check I Uncheck	Number of items		Update Quote	f Builder	Aidd to	cart		Export		
	Check I Uncheck	Number of Items 1 Add product		Update Quote	- Builder	Add to	cart		Export		
	Check I Uncheck	Number of items 1 Adid product Quantity	UCM	Update Quote Unit Price	Cost Price	Add to Margin T	cart. lype M	rgn	Export Sale Price		
	Check I Uncheck	Number of items	UOM	Update Quote Unit Price	Cost Price	Add to Margin T	cart.	rgn	Export		
	Check I Uncheck Detect Show More Check I Uncheck Che	Number of items 1 Add product Guantity 1	UOM	Update Quote Unit Price: 455.63	Cost Price	Add to Margin T Profit	cert Type Mi	irgin 10 %	Export Sale Price \$79.47		
	Check I Uncheck Detect Show More ADD PRODUCTS TO QUOTE Product code Product code Rod 30000 Str Prescrupt Code Show More =	Number of Idens.	UOM	Update Quote Unit Price: 455.63	Cost Price	Add to Margin T Profit	cart Vype Mi	rgin 10 %	Export Sale Price \$79.47		
	Check I Uncheck Delete Show More ADD PRODUCTS TO QUOTE Product Product Product Product Show More = Road Indo Show More = Road Indo Show More = Road Indo Show More =	Number of Items 5 Add product Guantity	UOM EA	Unit Price 455-63 58105	Cost Price 555.63	Add to Margin T Profit	cert Vype Mi	rgin 10 %	Sale Price \$79.47		
	Check L Uncheck	Number of items	UOM EA EA	Update Quot Unit Price: \$55.63 \$81.05	Cost Price 555.03 \$91.05	Add to Margen T Profit	cart type M	irgin 10 %	Sale Price \$79.47 \$15.79		
	Check I Uncheck Detect Show More ADD PRODUCTS TO QUOTE Product Product R0 3000 Str FreeSonal, Code Show More R0 3100 R0 310 R0	Number of items Add product Guantity 1 1	UOM EA EA	Unit Proce 455.63 \$81.05	Cost Price \$35.63	Add to Margin T Profit	cart type M	irgin 10 %	Sale Price \$79.47 \$15.79		

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.

SHOPVALLEN



Support Line: (780) 490-2895	Welcome 20	0000 ELEXNET TEST ACCOUNT	,		Français	
	Search Products in Global Se	arch		Q 🦉	$\Box \!$	
Categories Manufacturers	a Quick List Order	s Quote Builder	My Account Prom	notion Contact L	is	
Orders > ORDER TEMPLATE ORDER TEMPLATE Product	s included in this order template					
B PPE BASIC SET						
Email order template to: Send order template	Email From: Email To:	Me	isage			
& ADD PRODUCT TO ORDE	R TEMPLATE					
Check Uncheck	Add Produ	Add to Quote Built	er Add to cart			
CBT 12135 GLASSES SX 1000 1 CLR AF LENS	Personal code. d HALF BLK FRM. Manufacturer. 3	ET PERSONAL CODE M Canada Company	\$14.87 /EA Lead time: 16 days 🗵	Package 10 Quantity 1	U.A.	

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.





	and the state of t				0.4
C	acture list Of Officeria Website Sci. 6 George Amberia P	Montes - Mallan Montes 🔲 10 - ElabMat Vallan D. 🛞 Montestin	or Gollotti 🥥 Vollan Baktlat - Lo	nin 📃 Wasthar VS Vammar CAN Uallan 14	ourit 😤 Innin
the second case of the second case. I see		and a serie series and a series of the serie	ga control	ha - marter 14 manue co.Comm. W. s	one a 🔋 Loger
	Support Line: (780) 490-2895	WEICOME: BOOOD 11 EMPLOYEE PLINEHAS	65.60 v	Prançars	
	VALLEN	Search Products in Global Search		0 10 13	
	wanted a brand that the			с н L	
	Categories Manufacturer	s Quick List Orders Quote Builder	My Account Pr	omotion Contact us	
	PRODUCT HISTORY	ensered products for the past two years			
	Check I Uncheck Show More	Next > Add to Quote Builder	do to cart Ne.	mber of Times 👻 Descending 😒	
	EVB ENDI	Personal code In a David S	*0.27	Package 4	
	U DANNTHAL BATTERY ALKALD	E IND Manufacturier Energizer Canada	in stock: 162310	Quantity: 1 EA	
			aty ord. 10491	N. Times, 344	
	Snow More +			Ne Add to Cart	
	04 IS25	Personal cope	#2.76	Package 4	
	CLEANER WHOSP	ELD WASH Manufacturer Recoonern Inc.	In stock: 2481	Quantity: 1 EA	
			aty ord. 746	N Times 260	
	Show More +			19 Add to Cart	
	EVR EN92	Personal code: SET PERSONAL CODE	\$0.28	Package: 1	
	BATTERY ALXALS	EIND Manufacturer Energizer Canada	In stock: 125242	Quantity: 1 EA	
			raty ord. Bass	H. Times. 207	
	Show More *			18 Acto to Cart	
			40.22	Packade 50	
	D ICE MELT VANISH	23DEG 20K0 BG Manufacturer Hilf (Oversified) inc.	In stock: 1323	duantity; 1 00	
	MANISH		aty ord : 84	N Times: 63	
and the second se				R Agato Cart	

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.

C A Secure https://shop.vallen.ca/	OrderHistory.aspx									0. 🕁
Apps 🛲 ADP 🕒 ENMAX Energy Corp: 🕒 Eleknet u	ser list 💷 GTmetrix Website Spi 🛛 🔓 Googl	Analytics	- Vallen Home	LP - ElekNet Vallen	P: 🛞 My meeting	s GoToM / @ Vali	en ElekNet - Login 📋 V	leather YS Yamm	er CAN_Vallen di Power Bl 🏋 Log	in
	Support Line (780) 490-289		W	ncome: \$0000 11 EM	PLOYEE PURCHAS	S 60~			Francais	
							0	200	-	
	A VALLEN		Search Products i	Global Selarch			Q	200		
	Windowig Drivert Grants Ha									
	Categories M	anufacturers	Quick List	Orders	Quote Builder	My Accou	int Promotion	Contact	us	
	Orders + ORDER HISTORY									
	ORDER HISTORY	I Your account(it)	order fristory accord	ing to the specified	parameters					
						000/01 05 10		HigeShow se	arch section	
	SELECT DATE				Q KEYW	UKU(S) SEAP	KCH			
	Start date	Er	d date		Enter Pro	duct code or PO o	r Involce number			
	09/04/2017	HI 0	905/2017					Search		
	Douplay ander histo	Ŷ			· Product	O Purchase Oro	(c)soldwri G Involces			
	Bill to account:	Ship to accourt	t: Stag	n.	Warehouse:	Tra	nsport mode:	Origin:		
	• ¥	*	¥ •	¥	*	× •	v	+	~	
	95 Result(s) found	E Display only my	oneine orgers.				· Print O	PDF () EXCH	Export	
	Order Number	PO	Date	Account		Warenouse Number	Status		Total	
	23004138 - 00	DEREK	05/05/2017	90000 - 11		LM - Dervery	PAID		\$8.66	
	19011886 - 00		08/05/2017	90000 - 99		FS - Delvery	PREPARATION		\$14.06	
	19011867 - 00	REGINALD	08/05/2017	90000 - 99		PS - Derivery	PAID		00.58	
	19011860 - 00	LLOYD	05/05/2017	90000 - 99		FS - Dervery	PAID		\$14.06	
	19011842 - 00	BRENT	05/05/2017	90000 - 99		FS - Detvery	PAID		\$96.96	
	19011722 - 00	LLOYD	0105/2017	90000 - 99		FS - Detvery	PAID		\$24.57	
	19011462 - 00	REGINALD	18/04/2017	90000 - 99		FS - Derivery	PAID		\$38.12	
	19011383 - 00	liovd	12/04/2017	90000 - 99		FS - Delvery	PAID		\$7.14	

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

SHOPVALLEN



The second Physical States of the second states of										
Apps 🛲 AUP 📋 ENMAX Energy Corps 📋 Eleknet user lin	st GT GTmetrix Website Spe G G	ogle Analytics 📋 Home -	Vallen Home 🔲 LP - ElekNet Val	gin 🧧 Weather	Ya Yammer (AN_Vallen dil Po	wer Bl 🧚 Login			
	Support Line: (780) 490-0	2895	Welcome 90000 11				Français			
	VALLE	INI S	earch Products in Global Search		0	0	\Box			
	VALLE					~		L.		
	Categories	Manufacturers	Quick List Orders	Quote Builder My	Account Pr	omotion I	Contact u	5		
	My Account + ADDRESS	SELECTION	acioness list							
	Add new address									
	Name	Address		Postal Code	City	Province	Act	ions		
	Vaten Cargary	Calgary Branch 10, 5	251 48 Avenue SE	728 352	CALGARY	AB	02	8		
	Information			Head Office						
	Information Guick List Guide Buider List	Orger History Product History	Logest Contact us	Head Office 485-58 Avenue, Carootor Treasoner (750) 456 3366	, Aderta, Tele 204					
	Information Quici Ust Over Tengola Lat most clear	order History Product History Promotion Cart	Logist Contact us Your Ferdback	Head Office HIN-58 Zerovak Comortion Trais prosi 480 colors Fairs (7004-480 colors) # Ensocions	, Aberta, Tele Div					
	Information Quick List Outer Businer List Order Report List Import Order	order Hittory Product Hittory Pronotion Cart	Logisst Gordack us Your Freidback	Head Office His S2 Avenue, Conneter Telepone, r051 463 3550 Fair (2014 463 356 Fair (2014 463 356 Fair (2014 463 356)	Laberta, Teo Dia In Losson					
	Information Quot Set Order Busier SEt order Herose Lat. Report Order	order Hittory Product Hittory Promotion Cart Sonrepar Company	Logast Contael UI Your Feedback	Head Office Alto-Se Avenue, Comortor Transporter (Trais) 460 Society Fin (Provide Society) El Finencias Martine Society Financias Martine Society Financias	, Aberta, THE 204					

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.

O O Secure https://shop.vallen.ca/Pro	omotion.aspx			Q. 1
pps 🛷 ADP 📋 ENMAX Energy Corp. [*] Eleknet user	list 💷 GTmetrix Website Spi 🔓 Google Analytics 📋 Home - Vallen H	iome 🛛 🔲 LP - ElekNet Vallen Pi 🋞 My meetings GoToMi 🧨 Vallen ElekNet	- Login 📙 Weather 🔰 Yammer CAN_Vallen 📊 Power Bl 🧏 Login	
	Support Line: (780) 490-2895	Wercome-90000 11 EMPLOYEE PURCHASES EG~	Francais	
			0 10 5	
	VALLEN Search F	roducts in Global Search		
	And the second	need to the second to the second		
	Categories Manufacturers Quic	k List Orders Quote Builder My Account	Promotion Contact us	
	PROMOTION			
	PROMOTION List of products currently on pro	mation		
	Check I Uncheck 🛛 Show More	Next.3 Add to Quote Builder Add to C	at	
	0.mreter 3-M 66514	Personal code: SET PERSONAL CODE \$2.69 / EA	Package: 50	
	WHEEL CUTOFF CUBITRON # TI XX 035X3884	Manufacturen 3M Canada Company 62-04/EA In stock: 111	Quantity: 0 EA	
	Show More +	Vellen-Essighte	W 1444 (144	
			PC Add to Cart	
	O. BITTERS		and the second sec	
	3-M 66516 WHEEL CUTOFF CUBITION # TI	Personal code: SET PERSonal. CODE: \$2.23 / EA. Manufacture: 3M Canada Company In stock: 298	Duantity 0 EA	
	Show More +	veenuntgete	The function of the	
	a densed		Pri-many concerns	
	3-M 66526	Personal code: SET PERSONAL CODE \$2.52 / EA Manufacture: 3% Canada Company In struck: 958	Package: 50	
	SX OASKIDDA	Venen - Eastgate		
	St Div Made -		M Add to Cart	
	3-M 66527	Personal code SET PERSONAL CODE \$2.70 / EA	Package 50	
	IN CONTRACTOR CONTRACTOR	Velan Carrow and Carrower Compartly Velan Castgote	Calamaty 0 EA	
	Show More +		YP Add to Cart	

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.

SHOPVALLEN

Reference Guide



ys Vammer (CAN, Vallen S= X 🕐 Beknet user list 🛛 🗙 🌱	Shopping Cart X					🖾 - d	×
🗧 🕘 🖸 🏠 🛢 Secure https://shop.vallen.ca/ShoppingCar	t-aspx					a	÷
👯 Apps 🚙 ADP 📋 ENMAX Energy Corp: 📋 Eleknet user list 📴 GT	Internix Website Spin 🔓 Google Analytics 🎦 Hi	ome - Vallen Home 🛛 🖬 LP - Biek/Net Valle	n Fr 🋞 My meetings GoToMi Valle	n BlekNet - Login 🔋 Weat	her YE Yammer CAN_Vallen dd Power Bl	🚏 Login	
	Support Line: (780) 490-2895	Weicsme: 90000 ti E	MPLOYEE PURCHASES ED-		Français		
				0	10 1		
	VALLEN	Search Products in Global Search		Q			
	Categories Manufacturers	Quick List Orders	Quote Builder My Accou	nt Promotion	Contact us		
	My Account - SHOPPING CART	oping Cart					
	IIII ADD BARCODE OR PRODU	JCT Enter barcode or product	Coole Add to cart		Scan Barcope		
	Price and availability	Click Price and Availability to re II Mutple warehouse R Alow C	fresh the Shopping Cart. Juantity Breakup 😢 Keep back order	Total	\$2.69		
	PRODUCTS IN SHOPPING	CART		Empty Cart S	ave cart Print cart		
	image Details	Sale Price Gu	antity Warehouse Tran	sport Mode in Stock	Price Remove		
	3-M 665M VHKEL CUTOFF CUBITRON B T Persona cost ST 7676074U Manufacture 3M Canada Can Show More -	1 2X-035X38H \$2.69 /EA 62.04 /EA pany	t EA EG-Eastpate De	ivery v 111	\$2.09 X		
			Т	otal	\$2.69		
	Continue Shopping				Checkout		
	Information		Head Office				
	Quick List Order History Quote Bullaer List Product Histor Order Template List Promotion	Logout y Contact us Your Feedback	4800-92 Avenue, Eamonton, Albertu Telephone: (780) 468-3366 Faix: (780) 490-2895	a, 768 254			
Shopping Cart	All items	you have add	ded in your s	hopping	time. The ite	ems in your 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.

									5773	~
C B Secure https://shop.vallen.ca/importOn Secure https://shop.vallen.ca/importOn C D D D D D D D D D D D D D D	derlaspx	me - Vallen Momo	ID - Dati Nat Volan	D. (R) Management (in	fold / / Vallan Elekt	et - Login 🗾 West	that MC Variant	CAN United and Douge DI		Q
he was a construction of the second of the		the - result from	E D'ELOCICI PART	r. So my needings co		er - cogn men	can be many	Concentration and a second second	ager .	
	Steport of a fract woodens		wecome goodo in Ex	ACCURE PORCHASES E	~			Prankas		
	VALLEN	Search Products	i in Global Search			Q	20	G		
	Categories Manufacturers	Quick List	Orders	Quote Builder		Promotion				
	Croers - IMPORT ORDER	(file and upload it								
	Import File Copy/Paste Products									
	Choose Fig. No file chosen File formats = .xis, .ucux, .csv		ignore first	st ine Upload	1io					
	Example shown below A B	C CON.	imn A / Column 1, Son imn B / Column 2, Prol	ipar or personal product suct quantity	iode					
	2 BREAKER 15A 3 DURMN908 4	3 CAR	IM20732 BREAKER	15A3 DURHINDOBI						
	Information			Head Office						
	Quick List Order History Quicks Builder List Product History Order Template List Product History	Logov Conta Vour F	r. 21.US Fendback	4610-92 Avenue, Er Telephone: (760) 46 Fax: (780) 490-2898	monton, Alberta, 768 8-3366	54				
	import Gray Cart			f Facecook 🛛 🕊	witter in Linkedin					
	VALLEN A Sonepar Company									
										-

Import Order

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

SHOPVALLEN



C A Secure https://shop.vallen.ca/Op	bons-aspx										Q
ops 🛲 ADP [] ENMAX Energy Corp. [] Eleknet user	list GT GTmetrix Website Spr G Google A	nalytics 🗋 Home -	Vallen Home	LP - ElekNet Vallen	P 🛞 My meetings (ioToM C Vallen ElekNe	t - Login 📃 Wear	ther ¥2 Yamme	CAN_Vallen	81 🏋 Login	
				Property (Propose II an	PLOTES PORCHAGES		~	200	-		
	VALLEN	5	learch Products I	n Global Search			Q	**			
	Categories Mai	nufacturers	Quick List	Orders	Quote Builder	My Account.	Promotion	Contact	us		
	My Account - OPTIONS OPTIONS Change	password and currer	it session informat	son							
	Account Information	Change Password	Preferences								
	New password must co	ntain at least 2 let	ters and 2 numb	ers. Minimum 6 cf	iaracters, maximum	16 characters.					
	Old Password		a.								
	Confirm Password		4								
	Modify										
	Information				Head Office						
	Quick Lift	Order History	Logout		4810-92 Avenue, Telecitione, (780)	Edmonton, Alberta, T68 2 160-3366	64				
	Order Template Last	Promotion	Your Fee	(dback	Fax: (780) 490-28	96					
	input, order	cart			↑ Facebook 3	Twitter in Unkadin					
eben vallen vallhebens som #Mainf onstant Maref-utens de d		nepar Company								a	
	-	1									

login.

-> C O Secure https://shop.vallen.ca	/GlobalSearch.aspx						Q. 🕁
Apps 400 ADP [] ENMAX Energy Corp: [] Eleknet	user list GT GTmetrix Website Spr G Google Analytics	[] Home - Vallen Home IP - ElekNet Valle	en P 🎯 My meetings GoToMie Vallen ElekNet	CAN_Vallen del Power BI 🦞 Li	igin		
	Support Line: (780) 490-2895	Welcome: 90000 t	Welcome: 90000 It EMPLOYEE PURCHASES EQ~			Français	
		Change account		0	10		
	VALLEN			Q		Ľ	
	Colonia	0.000	0.000 H.A.	Discussion	Content		
	Categories Manufac	uters Guick List Orders	Guote Builder My Account	Promotion	Contact	us	
	Search > GLOBAL SEARCH						
	GLOBAL SEARCH We	word search and Category ant down					
	ALL CATEGORIES			SHOW	HOE CATEGO	12 239	
	-						
			VALLEN				
		24 100	C				
	SAFETY IN	USTRIAL TOOLS & JANITORIAL	SERVICES				
		SUPPLY					
	Information		Head Office				
	Guick List Order	History Logout	4890-92 Avenue, Edmonton, Alberta, T68 3	504			
	Guote Builder List Prod.	ct History Contact us	Telephone: (780) 468-3366 Fax: (780) 480-2895				
	Import Order Cars		🕈 Facabook 🛛 M Tattar 🛛 in Lineado				
	VALLEN A Sonepart	Company					
	money brack back they						
		JOS Valen-	Soriepar Canada Company				A

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.