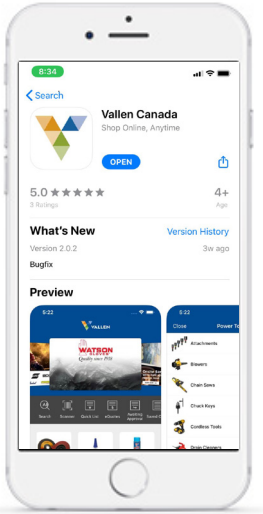


# VALLEN CANADA APP TUTORIAL

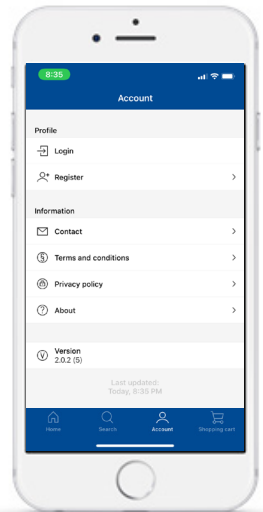




## STEP #1: DOWNLOAD THE VALLEN CANADA APP

Search for ValLEN Canada on the Apple App Store or Google Play.

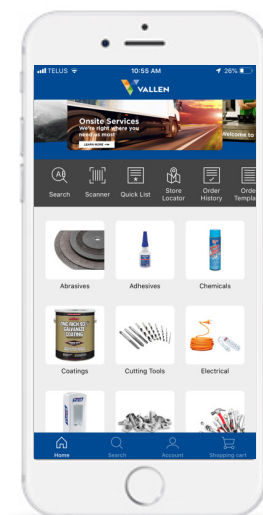
Download and install the ValLEN Canada app on your mobile device.



## STEP #2: LOGIN TO THE APP

To access the app, you must login with your username and password. It is the same login information you use for [valLEN.ca](http://valLEN.ca) (web version).

If you require login credentials, you can connect with your account representative or by visiting [valLEN.ca/register](http://valLEN.ca/register) to complete the online form.



## STEP #3: CREATING AN ORDER

Once you have successfully logged in, you can search by browsing our catalogue or by searching a specific product code or description.

To search by product code or description, click on the search icon (magnifying glass) in the bottom menu.

Type in the product code or description you choose to search.

Once you've selected your product, click on the cart icon, choose your quantity, then click ADD to add it to your shopping cart.

## STEP #3B (OPTIONAL FEATURE): SCANNING PRODUCT



To scan product, click on the HOME button at the bottom of your screen.

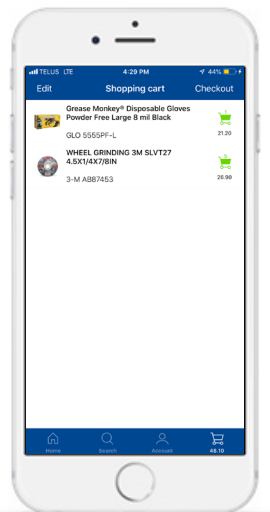
Click on SCANNER in the top menu (barcode icon).

Begin to scan the product barcode or VMI (Vendor Managed Inventory) label by hovering the camera over the barcode.

To add it to your cart, click on the cart icon, choose your quantity, then click ADD to add it to your shopping cart.

To close the scanner, click CLOSE in top left hand corner

## STEP #4: CHECKOUT



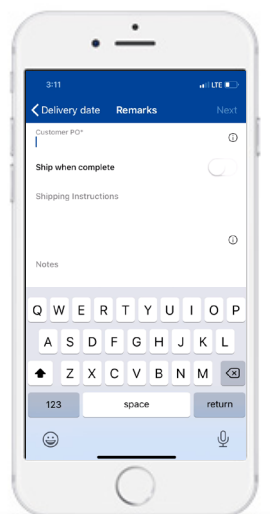
To checkout, click on the shopping cart icon in the lower right hand corner.

Review and modify the contents of your order (i.e quantity, add products,..)

### Prior to checkout:

- Please check your order to ensure accuracy
- You MUST select your regular service branch
- Select delivery mode and “next day” for date

## STEP #5: FINALIZING YOUR ORDER



Enter your PO in the CUSTOMER PO line. Click NEXT to proceed.

Ready to send the order? Choose SUBMIT.

# QUESTIONS?

If you have questions please contact

[ecomm@vallen.ca](mailto:ecomm@vallen.ca)

