

Gallagher Personal Pay Site

User Guide

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Introduction to VALO Commerce

The VALO Commerce solution from InnerWorkings is a global B2B eCommerce platform for selling branded products via a familiar, highly customizable online storefront experience. This tool offers self-service procurement of predefined products that are made available in a catalog interface with pre-determined prices.

The AJG Personal Pay site will be used to order literature, merchandising and display items.

Using VALO Commerce

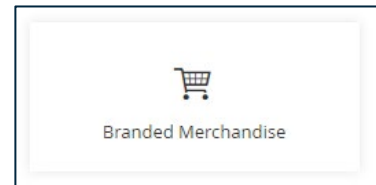
When working with VALO Commerce, you can:

- Access your Commerce site
- Browse the catalog
- Add items to your shopping cart
- Place an order
- Add items to your Favorites list
- View and copy previous orders
- Manage shipping addresses
- Contact Support

Accessing the AJG Personal Pay VALO Commerce Site

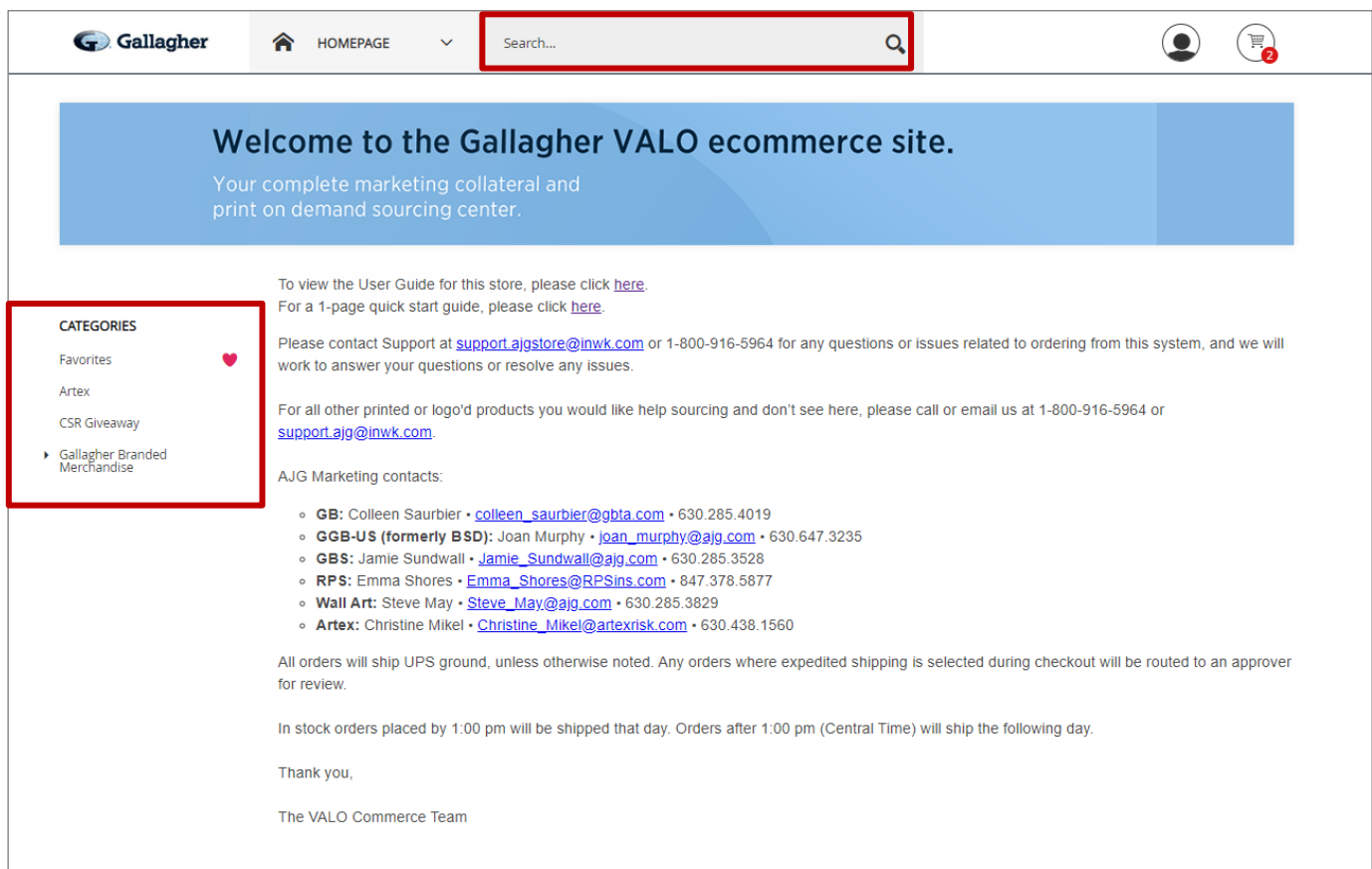
To access the AJG Personal Pay site, navigate to the internal link distributed.




Click on the **Personal Pay** module to enter the site.



Browsing the Catalog

To find a specific item, you can browse through the categories on the left side of the screen or enter a keyword in the search field at the top of the screen.



Gallagher  **HOME PAGE**  

Welcome to the Gallagher VALO ecommerce site.
Your complete marketing collateral and print on demand sourcing center.

To view the User Guide for this store, please click [here](#).
For a 1-page quick start guide, please click [here](#).

Please contact Support at support.ajgstore@inwk.com or 1-800-916-5964 for any questions or issues related to ordering from this system, and we will work to answer your questions or resolve any issues.

For all other printed or logo'd products you would like help sourcing and don't see here, please call or email us at 1-800-916-5964 or support.ajg@inwk.com.

AJG Marketing contacts:

- **GB:** Colleen Saurbier • colleen_saurbier@gbta.com • 630.285.4019
- **GGB-US (formerly BSD):** Joan Murphy • joan_murphy@ajg.com • 630.647.3235
- **GBS:** Jamie Sundwall • Jamie_Sundwall@ajg.com • 630.285.3528
- **RPS:** Emma Shores • Emma_Shores@RPSins.com • 847.378.5877
- **Wall Art:** Steve May • Steve_May@ajg.com • 630.285.3829
- **Artex:** Christine Mikel • Christine_Mikel@artexrisk.com • 630.438.1560

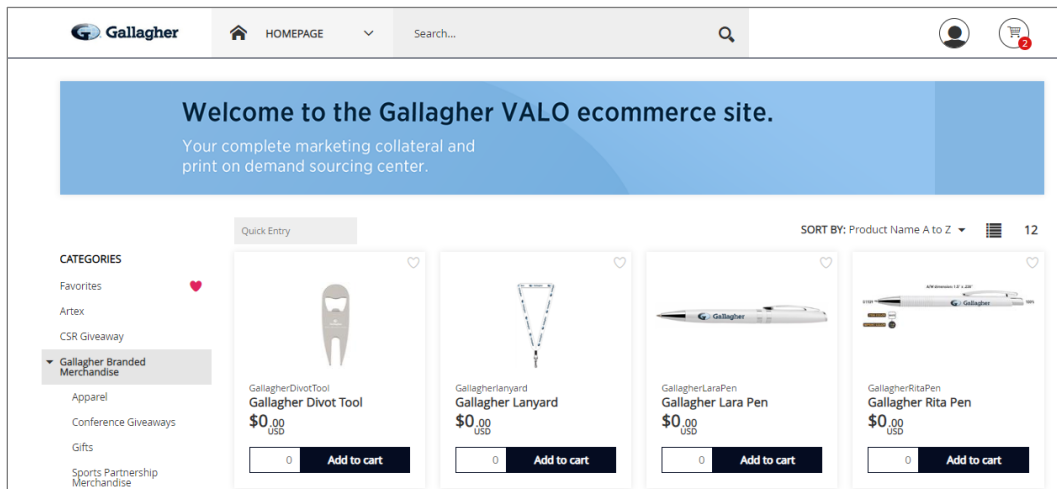
All orders will ship UPS ground, unless otherwise noted. Any orders where expedited shipping is selected during checkout will be routed to an approver for review.

In stock orders placed by 1:00 pm will be shipped that day. Orders after 1:00 pm (Central Time) will ship the following day.

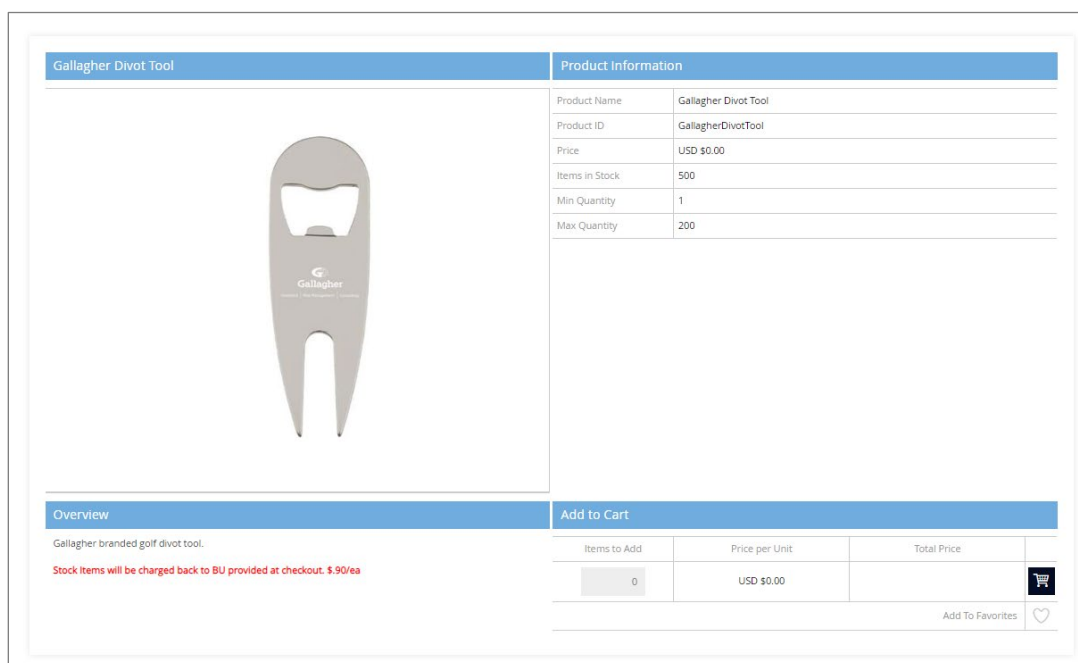
Thank you,

The VALO Commerce Team

Click on an item's image to access the item detail screen, which provides you with additional information and gives you the option to add the item to your shopping cart or to your list of favorites.





You can add items to your shopping cart directly from this page or click on an item image to view more information.



Adding Items to Your Favorites List


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.


Add to Cart			
Items to Add	Price per Unit	Total Price	
0	USD \$0.00		
Add To Favorites			


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.

Quick Entry


CATEGORIES

- Favorites** 
- Artex
- CSR Giveaway
- Gallagher Branded Merchandise


SORT BY: Product Name A to Z  12




GallagherDivotTool
Gallagher Divot Tool
\$0.00 USD
0 **Add to cart**



GallagherLanyard
Gallagher Lanyard
\$0.00 USD
0 **Add to cart**



GallagherLaraPen
Gallagher Lara Pen
\$0.00 USD
0 **Add to cart**

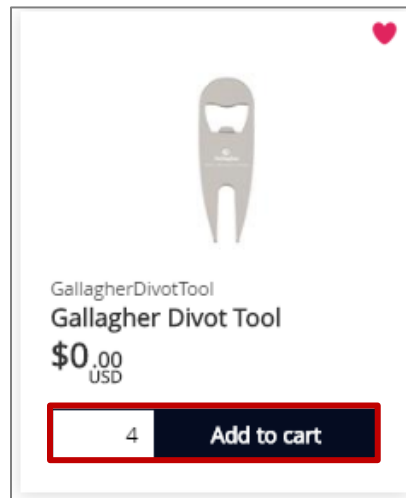


GallagherRitaPen
Gallagher Rita Pen
\$0.00 USD
0 **Add to cart**

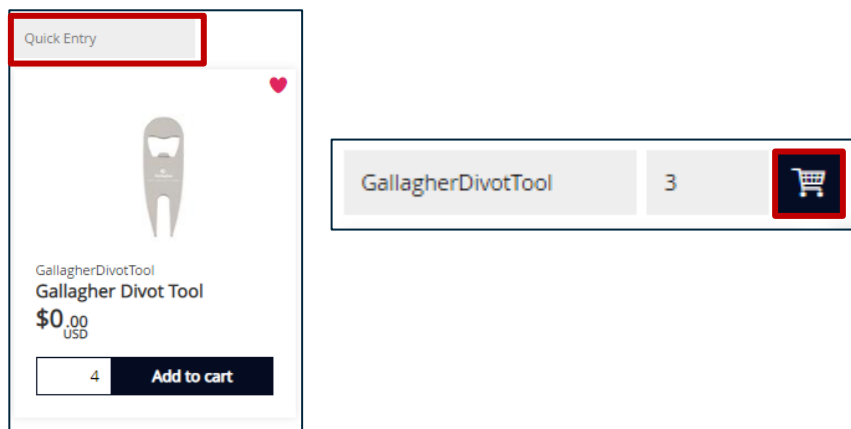
Adding Items to Your Shopping Cart

There are three ways to add an item to your shopping cart:



1. From the catalog page, enter the quantity in the field provided and click **Add to cart**.



2. On the catalog page, enter the Item Code/SKU into the Quick Entry Field. Provide the quantity and click the shopping cart button.

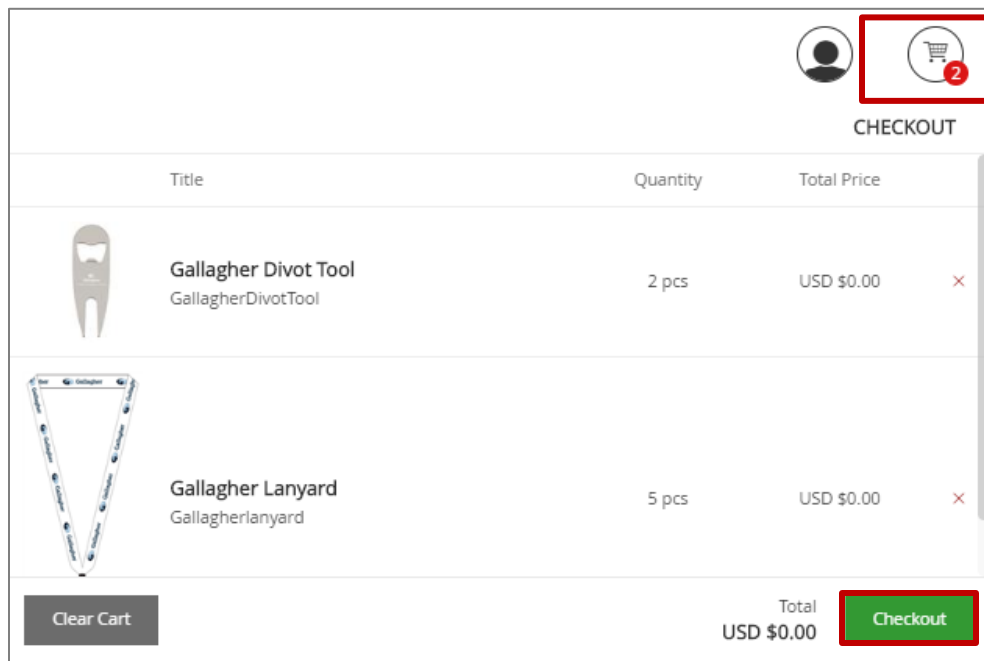


3. On the item detail screen, enter the desired quantity in the Add to Cart area and click the shopping cart button.

Add to Cart			
Items to Add	Price per Unit	Total Price	
<input type="text" value="4"/>	USD \$0.00	USD \$0.00	
Remove from 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.



When the Checkout page opens, you will be prompted through several steps. After completing each step, click the **Next** button to proceed.



Review Your Items





On the **Items** screen, 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 adding items to your cart before checking out by clicking the **Continue Shopping** button
5. Continue with the purchasing process by clicking the **Next** button


Shopping Cart

Enable Multiple Address Shipping

Clear

Item Description	Quantity	Price	Subtotal
 SKU GallagherDivotTool Gallagher Divot Tool	2	USD \$0.00	USD \$0.00 
 SKU Gallagherlanyard Gallagher Lanyard	5	USD \$0.00	USD \$0.00 

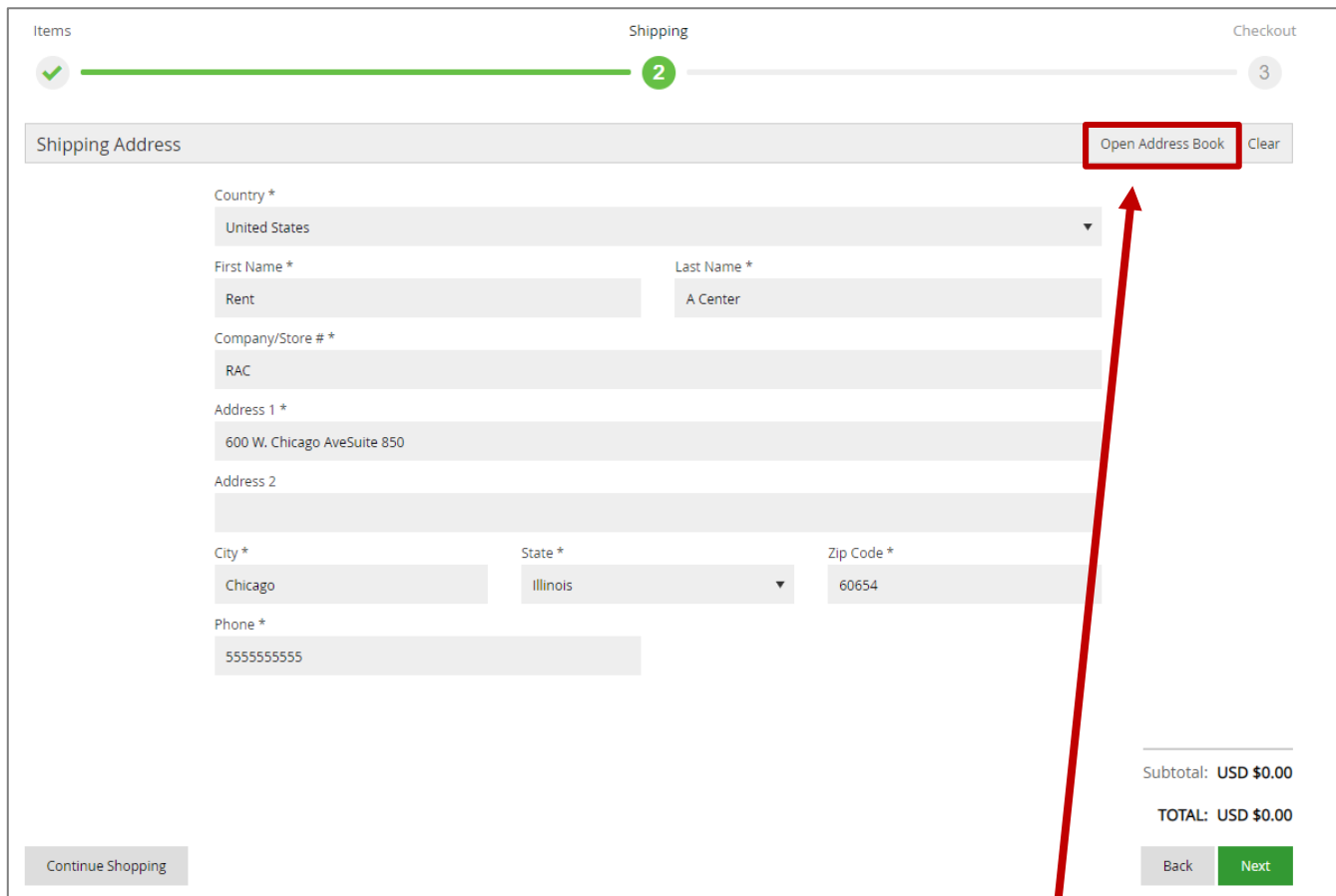
Continue Shopping

Subtotal: **USD \$0.00**
TOTAL: **USD \$0.00**


Review or Enter Shipping Address

If you are only shipping to a single address, on the **Shipping Address** page you can enter the location where the items will be shipped.

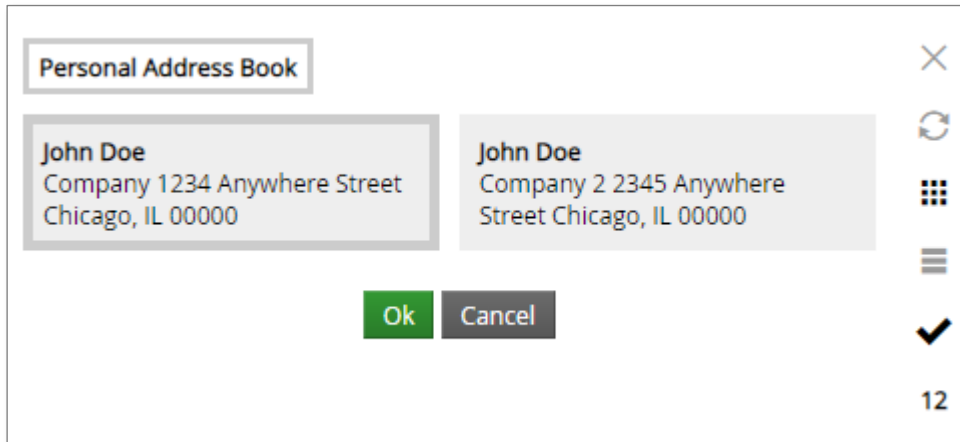
Note: Confirm the address is correct. If you have a default shipping address saved in your user profile, the shipping address may default to this location.









The screenshot shows the 'Shipping Address' page in a checkout process. At the top, a progress bar indicates three steps: 'Items' (completed with a green checkmark), 'Shipping' (current step, marked with a green '2'), and 'Checkout' (marked with a green '3'). The 'Shipping Address' section contains several input fields: 'Country *' (dropdown menu showing 'United States'), 'First Name *' (text input with 'Rent'), 'Last Name *' (text input with 'A Center'), 'Company/Store # *' (text input with 'RAC'), 'Address 1 *' (text input with '600 W. Chicago Ave Suite 850'), 'Address 2' (empty text input), 'City *' (text input with 'Chicago'), 'State *' (dropdown menu showing 'Illinois'), 'Zip Code *' (text input with '60654'), and 'Phone *' (text input with '5555555555'). A red box highlights the 'Open Address Book' link in the top right corner of the form, with a red arrow pointing to it. Below the form, there is a 'Continue Shopping' button on the left and a summary section on the right showing 'Subtotal: USD \$0.00' and 'TOTAL: USD \$0.00', with 'Back' and 'Next' buttons.

To select from a list of addresses saved in your user profile, click the **Open Address Book** link.

Select the correct shipping address, and then click **OK** to add the location to your order. In the **Open Address Book** section, there are several buttons



	Cancel: Closes the Address Book.
	Refresh: Refreshes the addresses displayed in the Address Book.
	Grid: Displays the addresses in a grid format.
	List: Displays the addresses in a list format.
	Ok: Selects the highlighted address.
	Results Displayed: Selects the number of results displayed on the page (6, 12, or 24).

To narrow the list of displayed addresses, enter the desired criteria in the **Search By** area and click **Search**.

Select the desired shipping address from either the **Address Book**, click **Ok** to add it to your order.

Click **Next** to proceed to the **Delivery** page.

Shipping Address		
<div><div>Search by</div><div>Search</div></div>		
COUNTRY		
United States ▼		
FIRST NAME	LAST NAME	
<input type="text"/>	<input type="text"/>	
COMPANY		
<input type="text"/>		
ADDRESS 1		
<input type="text"/>		
ADDRESS 2		
<input type="text"/>		
ADDRESS 3		
<input type="text"/>		
ADDRESS 4		
<input type="text"/>		
CITY	STATE	ZIP CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
PHONE	MOBILE PHONE	
<input type="text"/>	<input type="text"/>	
EMAIL		
<input type="text"/>		



Gallagher

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Choose Delivery Method

On the **Delivery** page, select a delivery option and click **Next** to continue to the **Payment** page.

Items

Shipping

Delivery

Payment

Card Details

Checkout

✓

✓

3

4

5

6

Choose Delivery Method

WACMerch Test
INWK
203 N Lasalle
Chicago, IL, 60601
United States
wmttestuser@wacmerchtest.com
5555555555

FedEx

FedEx Ground

USD \$39.69

FedEx

FedEx 2 day

USD \$85.33

FedEx

FedEx Standard Overnight

USD \$111.32

Subtotal: USD \$2,437.80
Shipping Total: USD \$39.69
Tax: USD \$249.88

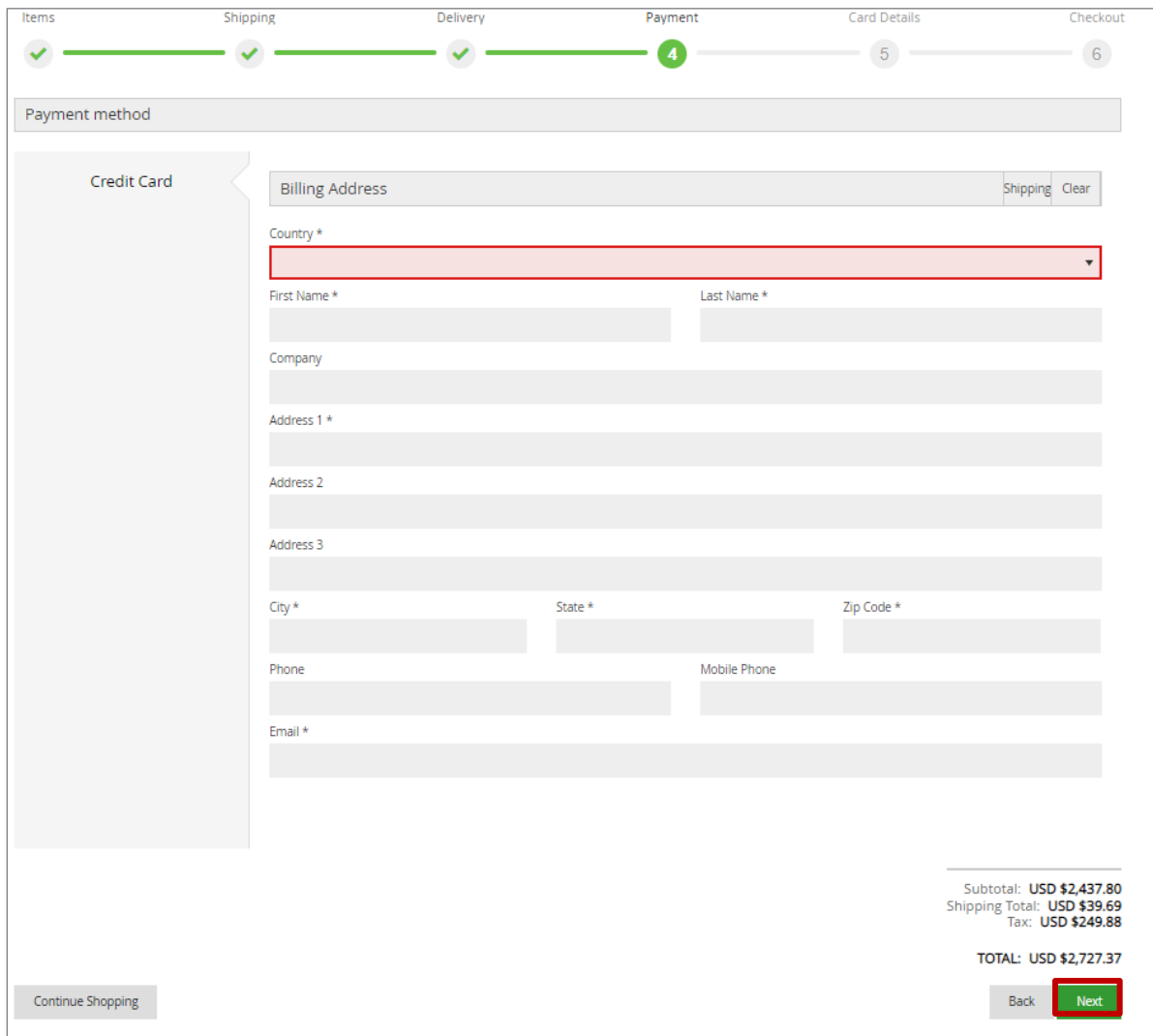
TOTAL: USD \$2,727.37

Continue Shopping

BackNext

Enter Payment Details

1. On the **Payment** page, enter your Billing Address for the credit card that's being used for payment. Click **Next** to enter the full Credit Card Details.



The screenshot shows a checkout process with six steps: Items, Shipping, Delivery, Payment, Card Details, and Checkout. The 'Payment' step is currently active, indicated by a green circle with the number 4. Below the progress bar, the 'Payment method' section is expanded to show 'Credit Card' details. The form includes fields for Billing Address, Country (with a dropdown menu), First Name, Last Name, Company, Address 1, Address 2, Address 3, City, State, Zip Code, Phone, Mobile Phone, and Email. At the bottom right, the subtotal is USD \$2,437.80, shipping total is USD \$39.69, tax is USD \$249.88, and the total is USD \$2,727.37. A 'Continue Shopping' button is on the bottom left, and 'Back' and 'Next' buttons are on the bottom right. The 'Next' button is highlighted with a red border.

Items Shipping Delivery **Payment** Card Details Checkout

Payment method

Credit Card

Billing Address Shipping Clear

Country *

First Name * Last Name *

Company

Address 1 *

Address 2

Address 3

City * State * Zip Code *

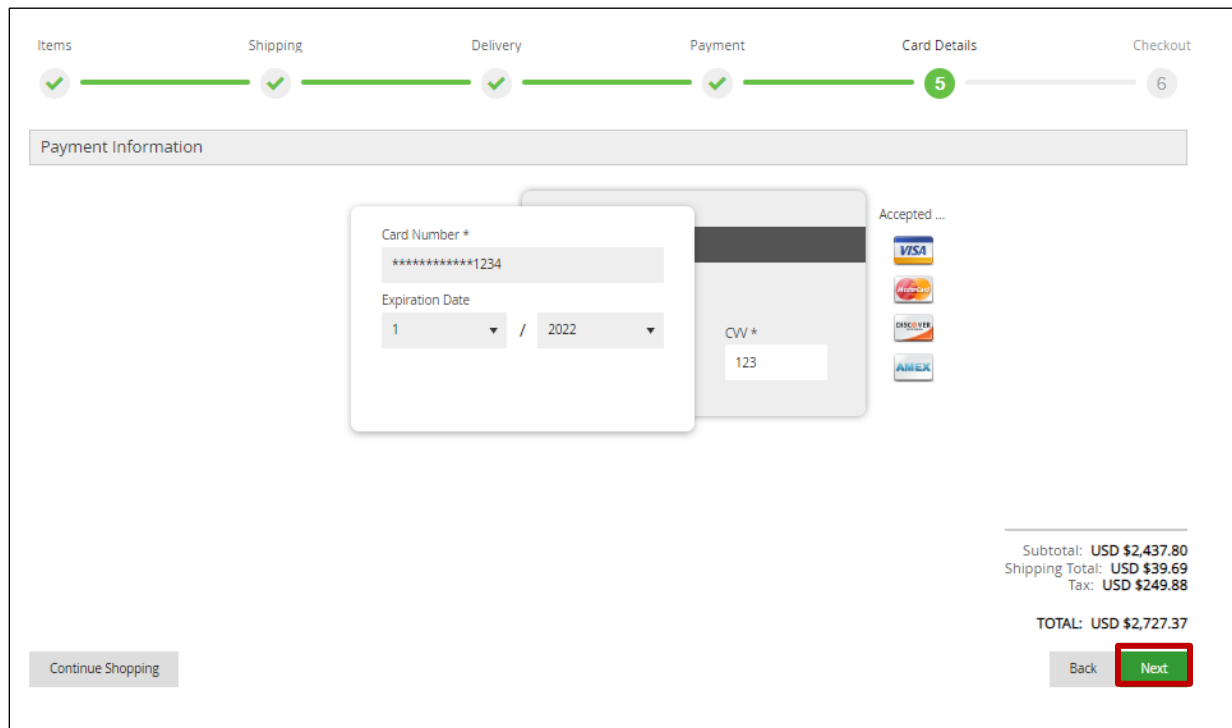
Phone Mobile Phone

Email *

Subtotal: USD \$2,437.80
Shipping Total: USD \$39.69
Tax: USD \$249.88
TOTAL: USD \$2,727.37

Continue Shopping Back **Next**

- On the **Payment Information** page, enter the Credit Card Information and click **Next** to Finalize your order.



Items Shipping Delivery Payment Card Details Checkout

Payment Information

Card Number *

*****1234

Expiration Date

1 / 2022

CW *

123

Accepted ...

VISA

MasterCard

Discover

AMEX

Subtotal: USD \$2,437.80

Shipping Total: USD \$39.69

Tax: USD \$249.88

TOTAL: USD \$2,727.37

Continue Shopping

Back Next

Please Note: Your card will be charged an initial deposit for on-demand items. As a security measure, this eCommerce site validates credit card information including Billing Address with the credit card issuer. If you receive an error (declined message or "Order Placement Error") when attempting to place an order with a credit card, please ensure that the Billing Address matches exactly the information on your statement or validate the address with the issuing bank.

Finalize Your Order

On the final screen, review your order and make any necessary changes. Once you've confirmed the information, click **Checkout**.

Items

Shipping

Checkout **3**

Shipping Address

Rent A Center



RAC

600 W. Chicago Ave Suite 850

Chicago, IL, 60654

▼

[Change](#)

Item Description	Quantity	Price	Subtotal
 <div>SKU F-4721-ELK</div> <div>Education Product Portfolio Brochure</div>	25	USD \$0.00	USD \$0.00
 <div>SKU HT-0033-ELK</div> <div>Halsey Taylor Catalog</div>	12	USD \$0.00	USD \$0.00

[Change](#)

Subtotal: **USD \$0.00**

TOTAL: **USD \$0.00**

Continue Shopping

Back

Checkout

An **Order Confirmation** screen will appear with the option to print on the bottom right corner. You will also receive an email copy of your order confirmation at the email address on your account. If you need to contact InnerWorkings regarding the order for any reason, please reference your order number.

ORDER CONFIRMATION

9/30/2019

ORDER #PO1619134221

DETAILS

In Progress


SHIPPING ADDRESS
 Rent A Center
 RAC
 600 W. Chicago Ave Suite 850
 Chicago, IL 60654
 United States
 5555555555

Item	Line Item Status	Quantity	Price	Sub
Education Product Portfolio Brochure F-4721-ELK	In Progress	25	USD \$0.00	USD \$0.00
Halsey Taylor Catalog HT-0033-ELK	In Progress	12	USD \$0.00	USD \$0.00

PAYMENT INFORMATION
 Payment method: Bill to My Account

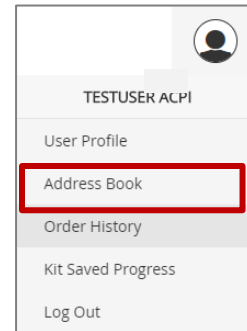
TOTAL: USD \$0.00

Continue Shopping

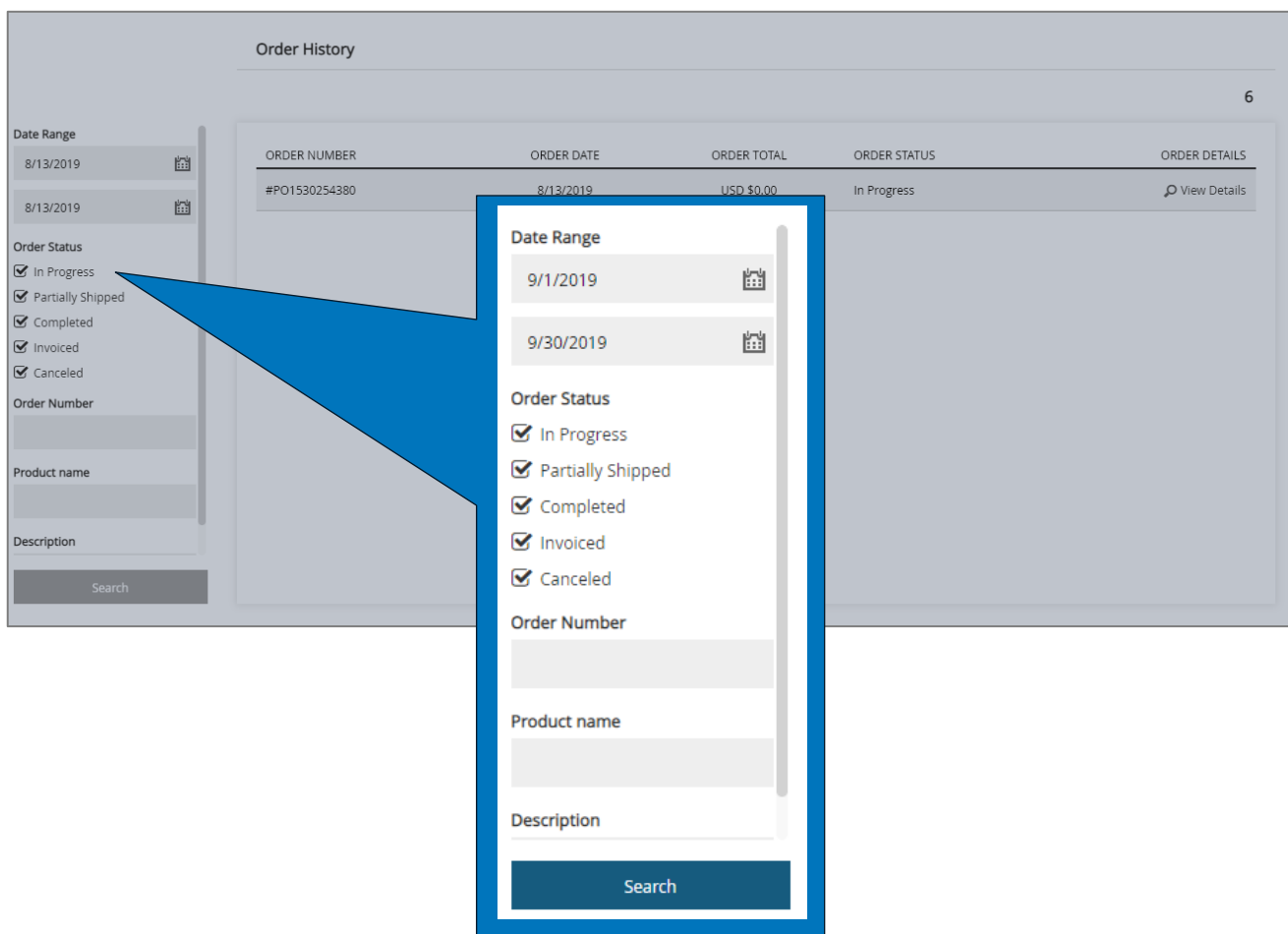


View and Copy Previous Orders




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.



Order History Details

Click  [View Details](#) 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 CONFIRMATION

9/30/2019

ORDER #PO1619134221

DETAILS
In Progress

SHIPPING ADDRESS



Rent A Center
RAC
600 W. Chicago Ave Suite 850
Chicago, IL 60654
United States
5555555555

Item	Line Item Status	Quantity	Price	Sub
Education Product Portfolio Brochure F-4721-ELK	In Progress	25	USD \$0.00	USD \$0.00
Halsey Taylor Catalog HT-0033-ELK	In Progress	12	USD \$0.00	USD \$0.00

PAYMENT INFORMATION

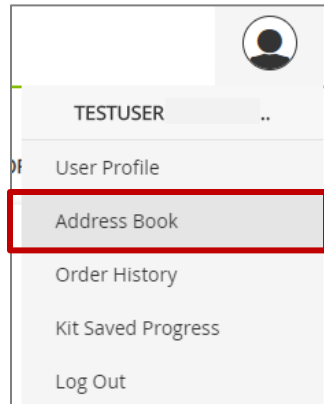
Payment method: Bill to My Account

TOTAL: USD \$0.00

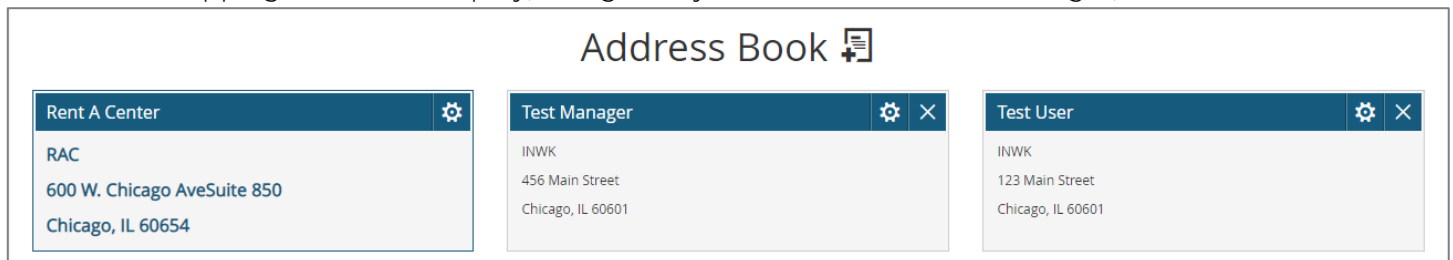



Manage Shipping Addresses

To modify the shipping addresses available at checkout, hover over your User icon and select **Address Book**.



Your saved shipping addresses display, along with your default address in a larger, bolder blue font.



To add a new address, click the **Add** icon . To modify an existing address, click the *Gear* icon .

Contact Support

To contact InnerWorkings Support with questions or requests regarding your site, please send an email to support.ajgstore@inwk.com.