



Gallagher

Insurance | Risk Management | Consulting

Gallagher Company Pay Site

User Guide

TABLE OF CONTENTS

| | |
|--|----|
| Introduction to VALO Commerce | 2 |
| Using VALO Commerce | 2 |
| Accessing the AJG VALO Commerce Site | 3 |
| Browsing the Catalog | 3 |
| Adding Items to Your Shopping Cart | 6 |
| Customize an Item | 8 |
| Placing An Order | 12 |
| Review Your Items | 13 |
| Review or Enter Shipping Address | 14 |
| Choose Delivery Method | 17 |
| Finalize Your Order | 18 |
| View and Copy Previous Orders | 20 |
| Order History Details | 21 |
| Manage Shipping Addresses | 22 |
| Contact Support | 22 |

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.

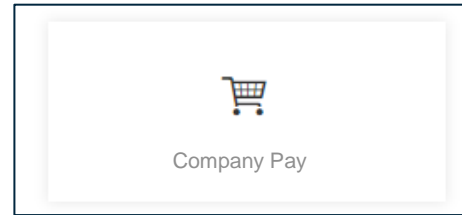
Using VALO Commerce

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

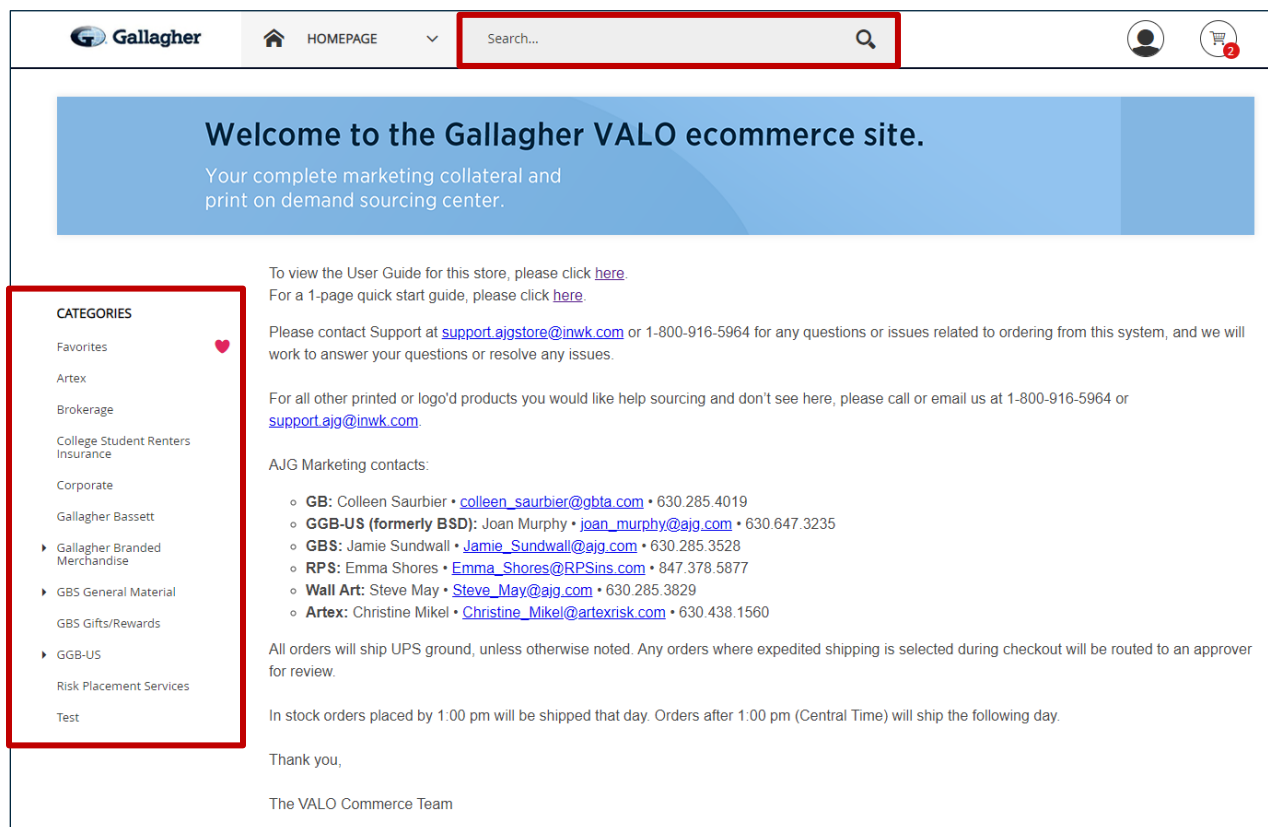
Accessing the AJG VALO Commerce Site




To access the AJG Company Pay site, navigate to the internal link distributed.
Click on the **Company 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  HOMEPAGE  

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.

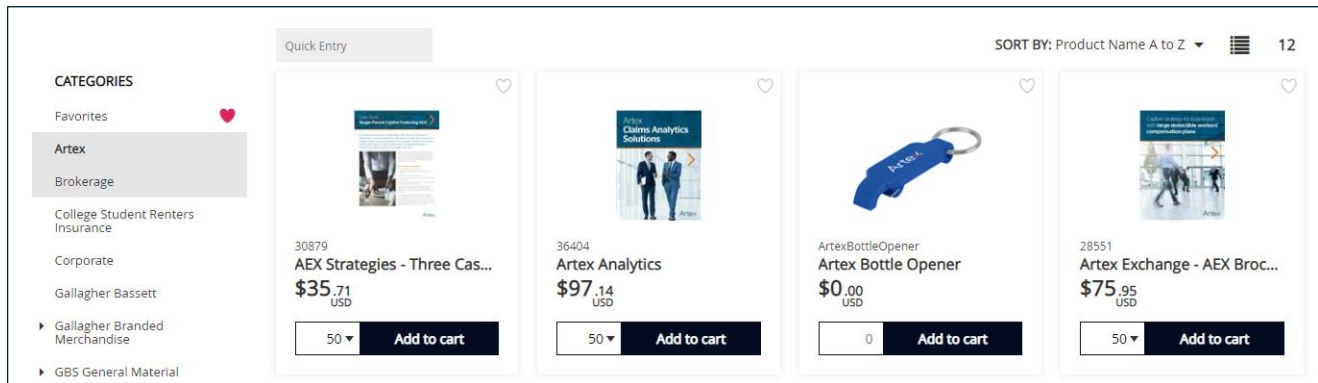
In stock orders placed by 1:00 pm will be shipped that day. Orders after 1:00 pm (Central Time) will ship the following day.

Thank you,
The VALO Commerce Team

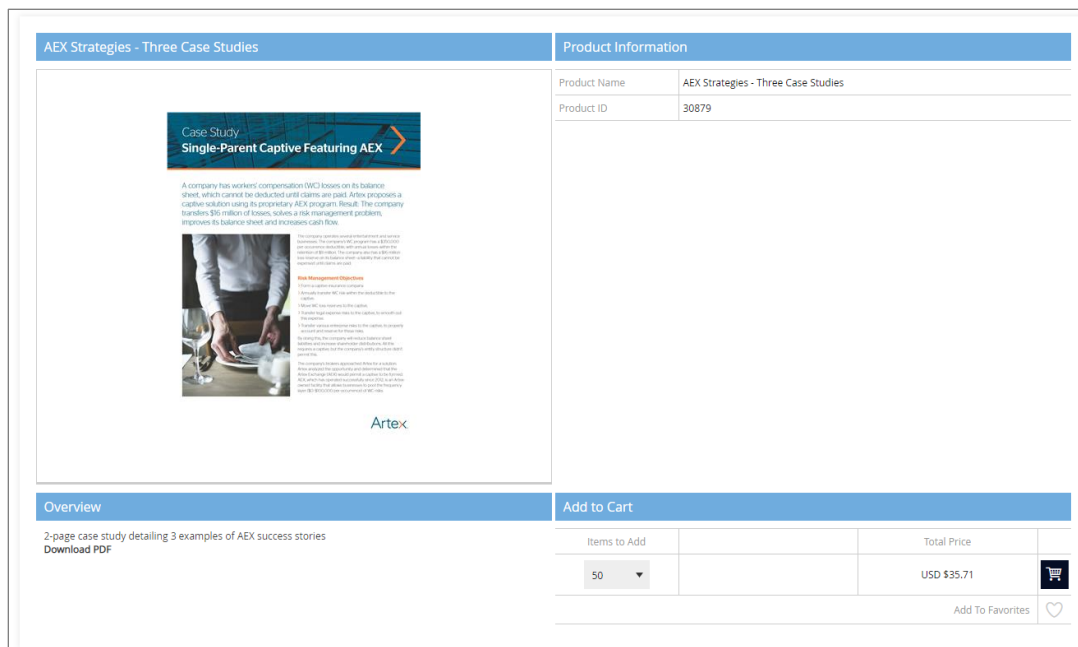
CATEGORIES

- Favorites 
- Artex
- Brokerage
- College Student Renters Insurance
- Corporate
- Gallagher Bassett
- ▶ Gallagher Branded Merchandise
- ▶ GBS General Material
- GBS Gifts/Rewards
- ▶ GGB-US
- Risk Placement Services
- Test

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.

CATEGORIES


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

Quick Entry




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

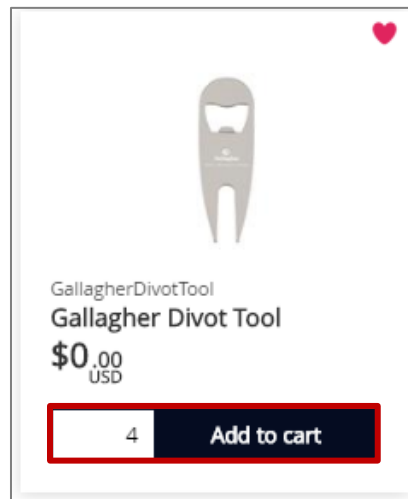
0 **Add to cart**

SORT BY: Product Name A to Z   12

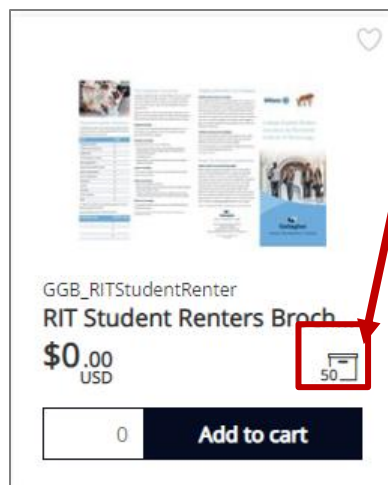
Adding Items to Your Shopping Cart

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**.




Important: When entering the desired quantity for your order, be sure to look at the pack size of the item. Items are often ordered in packs, not individually.



| Product Information | |
|---------------------|-------------------------------|
| Product Name | RIT Student Renters Brochures |
| Product ID | GGB_RITStudentRenter |
| Price | USD \$0.00 |
| Package Quantity | Pack of 50 |
| Items in Stock | 30 |
| Min Quantity | 1 |
| Max Quantity | 40 |

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

Quick Entry




GallagherDivotTool
Gallagher Divot Tool
\$0.00
USD



Add to cart

GallagherDivotTool

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 | | |  |



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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, click on the pencil icon next to the item image to bring up the custom form.

Agribusiness Overview Brochure - 8 Page Customizable


Product Information




| | |
|--------------|--|
| Product Name | Agribusiness Overview Brochure - 8 Page Customizable |
| Product ID | AG8GG80818 |

Overview

Add to Cart

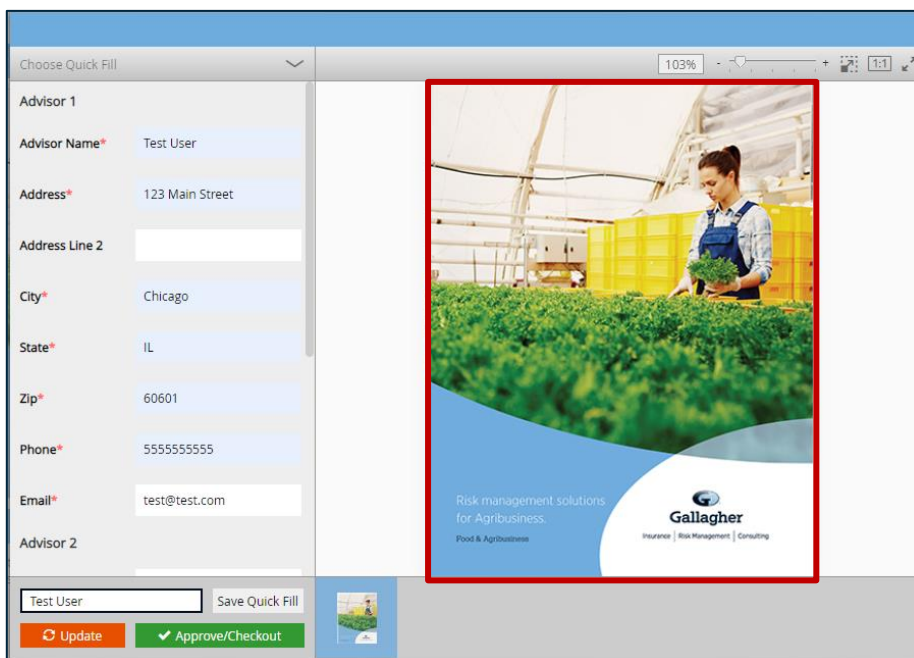
This is an 8 page brochure that describes the general capabilities of the Gallagher Agribusiness Practice. It allows for a customized address on the back cover (branch or producer level).

| | | | |
|--------------|--|--------------|--|
| Items to Add | | Total Price | |
| 250 ▼ | | USD \$368.57 | |

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 below the page numbers and click on “Save Quick Fill”. This will allow you to load info onto the same item at a later visit.
3. To load a saved quickfill, 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.
4. To view your imprint, click “Update” The image on the right will update to show your entered information.



Choose Quick Fill

Advisor 1

Advisor Name* Test User

Address* 123 Main Street

Address Line 2

City* Chicago

State* IL

Zip* 60601

Phone* 5555555555

Email* test@test.com

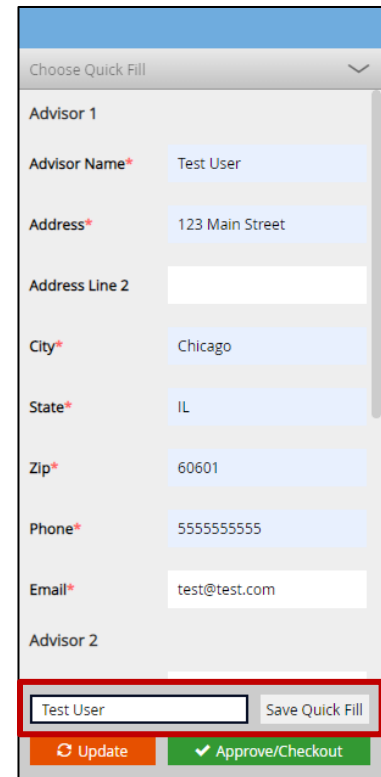
Advisor 2

Test User Save Quick Fill

Update Approve/Checkout

Risk management solutions for Agribusiness. Food & Agribusiness

Gallagher Insurance | Risk Management | Consulting



Choose Quick Fill

Advisor 1

Advisor Name* Test User

Address* 123 Main Street

Address Line 2

City* Chicago

State* IL

Zip* 60601

Phone* 5555555555

Email* test@test.com



Advisor 2

Test User Save Quick Fill

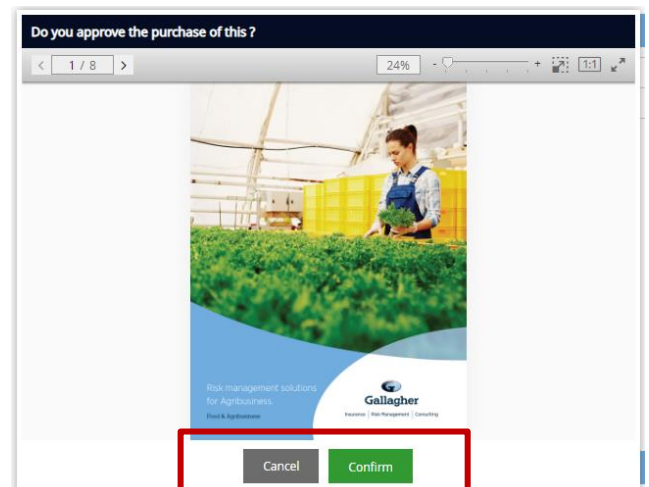
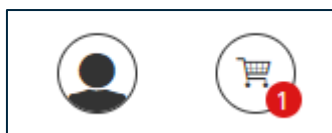
Update Approve/Checkout



5. 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).
6. 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.

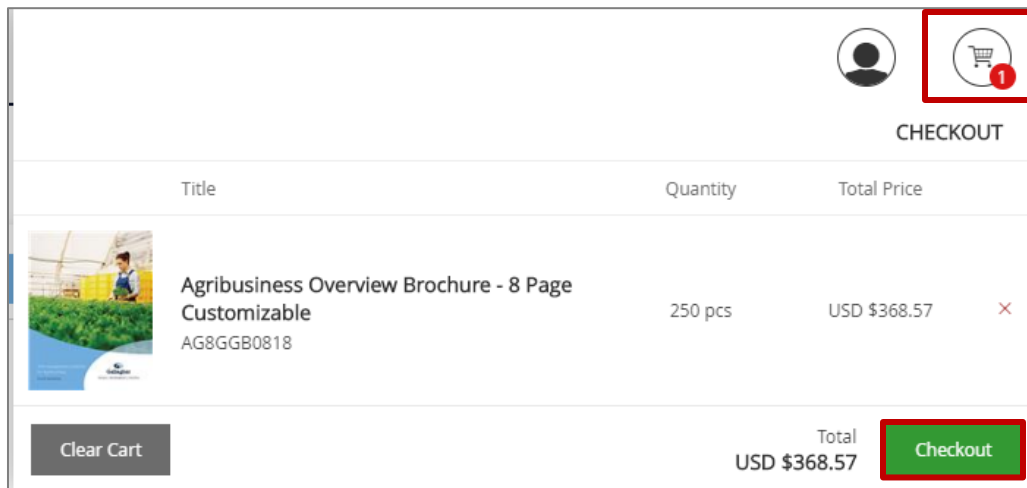
| Add to Cart | | | |
|------------------|--|--------------|---|
| Items to Add | | Total Price | |
| 250 ▼ | | USD \$368.57 |  |
| Add To Favorites | | |  |

7. Enter a quantity to order in the "Items to Add" field. The quantity entered should be greater than or equal to the "Min. Quantity" listed in the item information in the upper right.
8. 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. If this is the first item added to your cart, the Shopping Cart/Checkout icon will appear in the upper-right corner of the screen.



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.



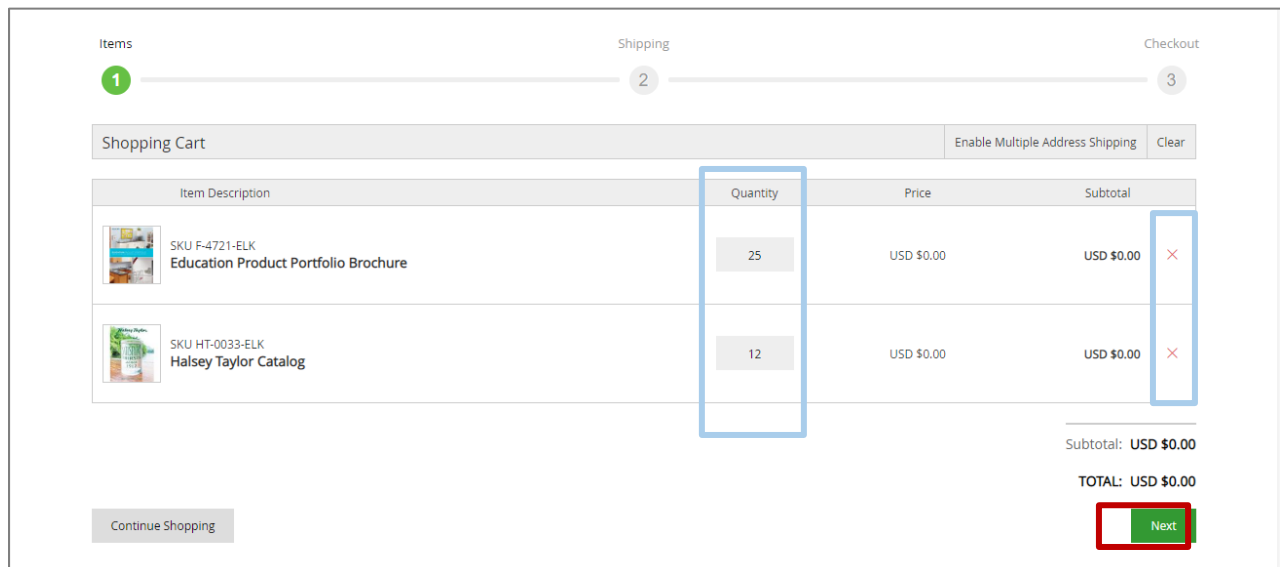
When the Checkout page opens, you will be prompted through several steps. After completing each step, click the **Next** button to proceed.





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



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

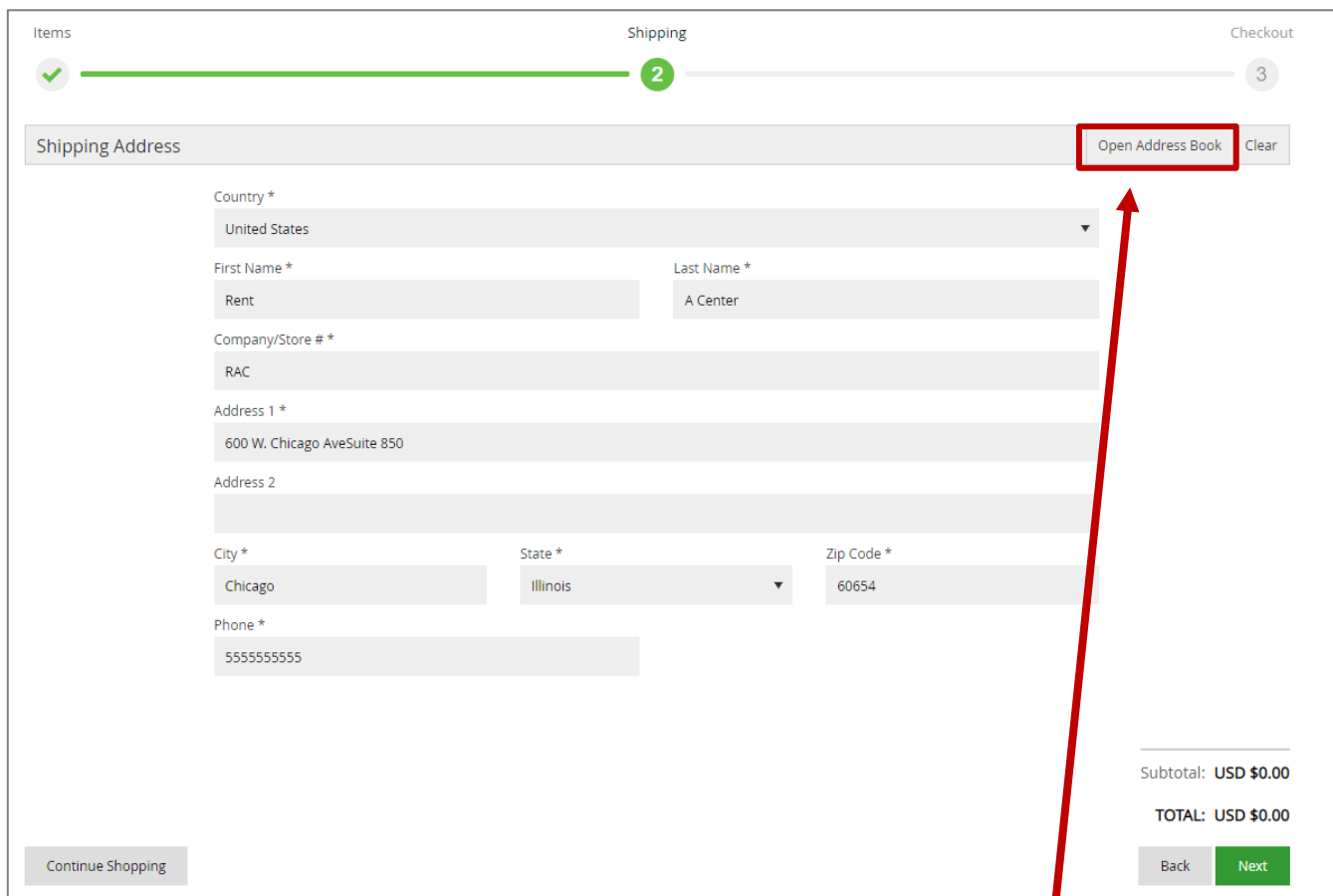
Subtotal: USD \$0.00
TOTAL: USD \$0.00

Continue Shopping **Next**

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.



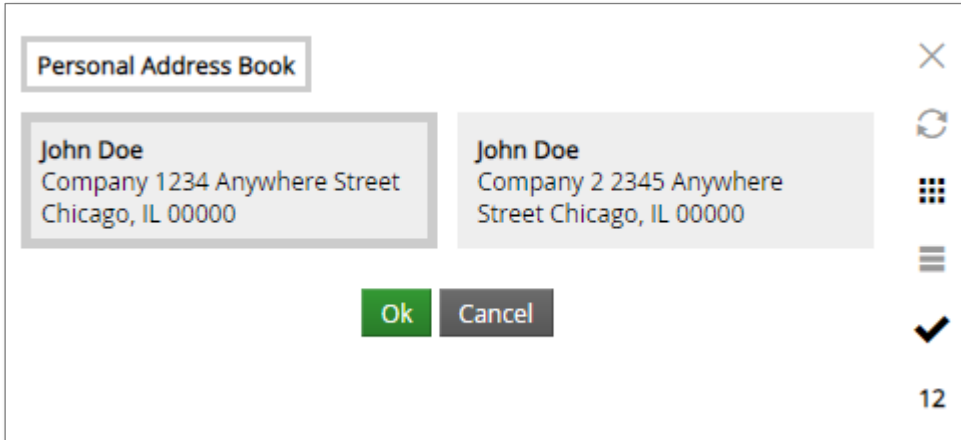
The screenshot shows a checkout process with three steps: Items (1), Shipping (2), and Checkout (3). The Shipping step is active. The form is titled "Shipping Address" and includes a "Clear" button and a red-bordered link "Open Address Book". The form fields are as follows:

| Shipping Address | | |
|------------------------------|-------------|------------|
| Country * | | |
| United States | | |
| First Name * | Last Name * | |
| Rent | A Center | |
| Company/Store # * | | |
| RAC | | |
| Address 1 * | | |
| 600 W. Chicago Ave Suite 850 | | |
| Address 2 | | |
| | | |
| City * | State * | Zip Code * |
| Chicago | Illinois | 60654 |
| Phone * | | |
| 5555555555 | | |

At the bottom right, the subtotal and total are both USD \$0.00. Navigation buttons include "Continue Shopping", "Back", and "Next". A red arrow points from the "Open Address Book" link to the "Next" button.

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









Personal Address Book

John Doe
Company 1234 Anywhere Street
Chicago, IL 00000

John Doe
Company 2 2345 Anywhere
Street Chicago, IL 00000

Ok **Cancel**

12

| | |
|---|---|
|  | 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). |



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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 | |
| | | |
| COMPANY | | |
| | | |
| ADDRESS 1 | | |
| | | |
| ADDRESS 2 | | |
| | | |
| ADDRESS 3 | | |
| | | |
| ADDRESS 4 | | |
| | | |
| CITY | STATE | ZIP CODE |
| | | |
| PHONE | MOBILE PHONE | |
| | | |
| EMAIL | | |
| | | |



Choose Delivery Method

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

Choose Delivery Method

First Last Name
JNWK
600 W Chicago
Chicago, IL 60654
United States
000-000-0000

FedEx Ground

FedEx 2-Day

FedEx Standard Overnight

Subtotal **USD \$121.89**

Tax **USD \$6.25**

Total USD \$128.14

Continue Shopping

Back

Next



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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 |
|---|----------|------------|------------|
|  SKU F-4721-ELK Education Product Portfolio Brochure | 25 | USD \$0.00 | USD \$0.00 |
|  SKU HT-0033-ELK Halsey Taylor Catalog | 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

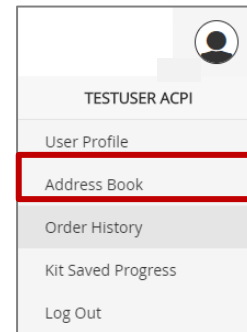
TOTAL: USD \$0.00

Continue Shopping



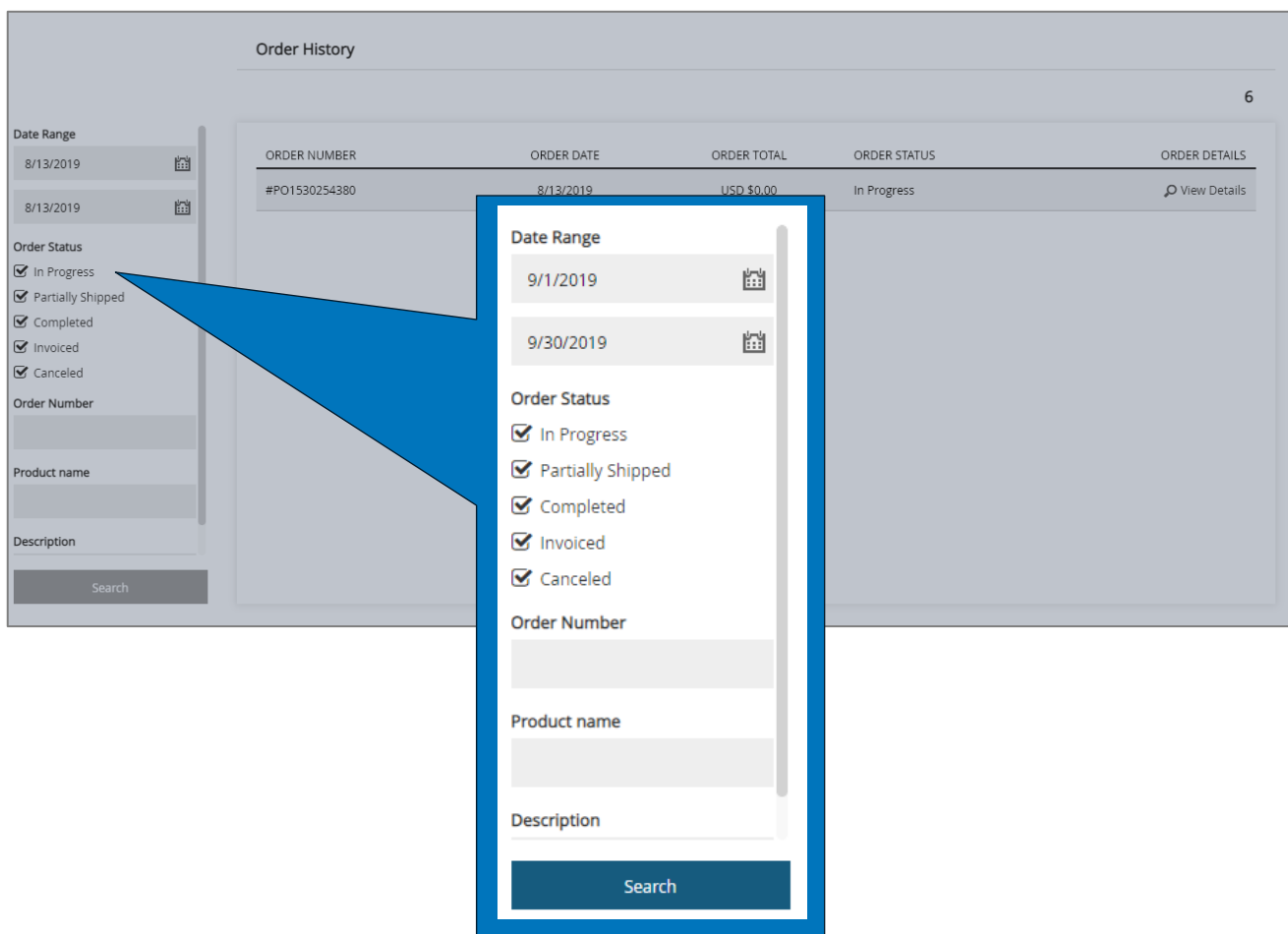
View and Copy Previous Orders

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






and

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

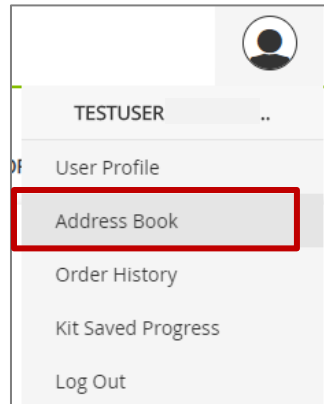
Payment method: Bill to My Account

TOTAL: USD \$0.00

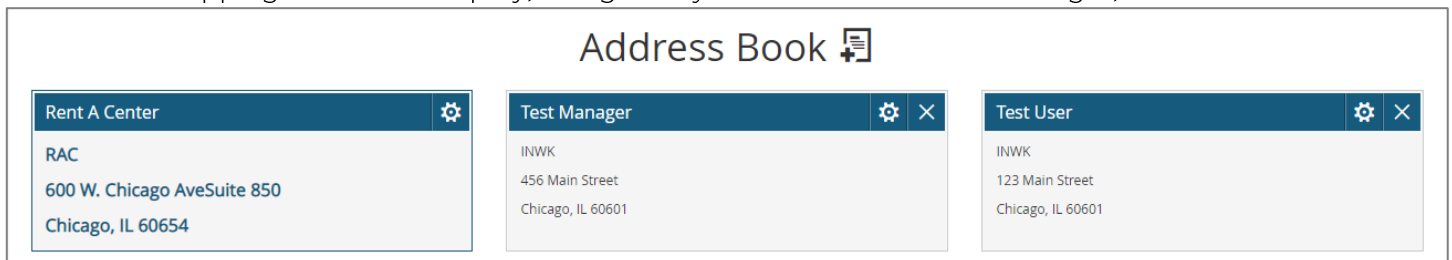



Manage Shipping Addresses

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.