



Valo Commerce User Guide

Project Catalogue

Client Roche

December 2022

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Access VALO Commerce

In your browser, go to <u>https://roche-eimea.hhglobal.com/</u> Provide your username (your email address) and password to log in.

Roche	
User name	
jojo.balogun@inwk.com	
Password	
Forgot your password?	
Go	

If this is your first time accessing VALO, you will need to set your password by clicking on **Activate or Reset Password**, located just below the password field.

Enter your email address in the username field and click **Go.** You will receive an email with a link to set up your password and complete the login process.

Passwords should be a minimum of 8 characters, and must include at least one uppercase letter, number, and special character (e.g. # \$ % ! etc.)

After a successful login, the VALO portal site homepage will appear – click on Commerce module to continue to the catalogue.

Please note – if you do not yet have an account, please email < Add Email > to make your request. Please include your full name, email address, department, and the reason the access is required. Once set up, you will receive an email with your username and password

Return to the Home Page

When you are in any of the 3 areas you can navigate back to the above home page by hovering over the 9-dot icon in the image below and selecting the area you wish to go.





Browse the Catalogue

To access the catalogue site, please navigate to the Commerce icon



To browse through a list of items, click on one of the categories on the left. Once you select a category, the available products in that category will be listed. Catalogue structure is based on brand.



III Roche	Q Search		
CATEGORIES	> Quick Entry		Sort By: Default Sort Order 🗸 📕 12
All			
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Stationery		13-3-14	
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	Patiënteelinformatie Voor de behandsling van recidiversed of refractair	Patientervinformatie Voor de behandeling van actieve relapsing multiple	M. Conto

The search field will display items based on name or description containing the search term entered.



Quick Entry

If you already know the product you would like to order, you can enter a specific SKU into the **Quick Entry** field and click on the arrow icon that appears on the right of the field to be redirected to the details page of that item.

Roche	Q Search		
CATEGORIES	> Quick Entry	Sort By: Default Sort Order 🗸 📕	12
All	∇		

The **catalogue item** display will include the item image, SKU and price. If a quantity box appears when hovering over the item image, the item can be added to the shopping cart by entering a quantity and clicking the "add to cart" button.





Click on the picture of the item to view the product detail page where additional details can be viewed. The **detail page** will include the item description at the bottom left and pricing, inventory levels (for inventory items) and the item SKU upper right.

2 THE P DEPENDENCE STORE P DEPEND PREPARING THE IS	
(66)	Brochure 'Wat voor borstkanker heb ik ?'
	M-NL-0000092
	Price
Wat voor borstkanker	EUR €0.00
heb ik?	Package Quantity
	Pack of 10
	Items in Stock
	10
	Min Quantity
Patiënteninformatie	1
	Items to Add
	0 EUR €0.00
	Add to cart

Out of Stock

When an item is out of stock, the user will be shown an "Out of Stock" message under the product image on the category page.

If a product is to be notified in stock enter your corner.

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2							
-	and the set of the bar time from						1

Dosage chart Ocrevus M-NL-00001182 € 0.00 EUR out of stock, the user can enter their email address when the item is back in stock. To subscribe to back notifications, navigate to the product detail page and email in the notification field in the bottom right



7 Stationery 7 Envelopes 7 EA5 unvelope with window	
ack to Portal Commerce	EA5 envelope with window ALG1008010 Price EUR €0.00 Package Quantity Pack of 500 Items in Stock 0 Min Quantity 1 1 Enter your email address to be notified when this item is back in stock.

Users can filter "In Stock" products by simply clicking on the filter feature within Product Categories.

Roche		Q Search							
CATEGORIES		Chaudan 1 12 af 27	Clear All	× In Stock					
All	T	In Stock In Stock (37)	- Clear				Sort By:	Default Sort Order \sim	12
Favorites	•								
Stationery	+	Doseri Ocrevi •	ing en toediening us" (ocrelizumab)		1	Dosage chart Ocrev M-NL-00001182	vus		
Print	+	Eventsetement Eventse		CONTRACT, CAN DESCRIPTION CONTRACT, C	1	Doseerkaart Ocrevus [per	stuk]		
Promo		9 8							
Packaging	+	Q	A construction of the cons	A second					
POS	+								

Address Book

To access your address book, hover over the menu icon and select Address Book.



Click on Add Address to add a new address to your personal Address Book.

III Roche	Q Search	R ₀ =
Address Book		Add Address 🗄
Jojo Balogun		Edit
Birmingham		

Fill in the details blow

ddress Book	Add Address	g Address	×	Add Address
Jojo Balogun Birmingham	Country	United States	×	Edit
	First Name			
	Last Name			
	Company			
	Phone			
	Address 1			

Add Items to Your favourites

If you will be ordering a certain item frequently, click the "Add to Favourites" heart to add it to your



Favourites list to make it easy to find in the future. The heart is available on both the catalogue and detail pages.

You can see the list of all your favourite items by clicking Favourites in the Categories menu. Click the heart to remove it from your favourites.



Place An Order

When you have added all desired 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.



Once the **Checkout** page opens, you will be prompted through five steps: Review Your ItemOn 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.

Continue with the purchasing process by clicking the Next button



Select Your Shipping Address

III Roche	Q. Search				
Peris	2 Shipping		3 Payment		(4) Checkout
Shipping Address					Open Address Book Clear
Country *					
Netherlands					Ý
First Name *			Last Name *		
Roche		-	Test		
Company *					
Roche Nederland B.V.					
Address 1 *					
Roche Nederland B.V.					
Address 2					
Beneluxlaan 2 A					
City *	State			Zip Code	
Woerden				3446 GR	
Phone *					
0031 (0) 123 456 789					
			Subtotal		EUR €0.00
			TOTAL		EUR €0.00
Continue Shopping					Back Next



Once you have entered and confirmed the shipping address is correct, click **Next** to proceed to the **Payment** page.

Payment Method

Bill to My Account

III Roche	Search		
lterns	Shipping	3 Payment	Checkout
ayment method			
Bill to My Account		Bill to My Account	
			FUD 50.00
		TOTAL	EUR €0.00
Continue Shopping			Back

Click Next to proceed to the Checkout Confirmation screen.

III Roche	Q Search			Ξ
Items	Shipping	Payment		4 Checkout
Shipping Address		Payment Informat	ion	
Roche Nederland B.V. Roche Nederland B.V. Beneluxlaan 2 A Woerden, 3446 GR		Change		
Change	Item Description	Quantity	Price	Subtotal
National and a second and a s	Brochure 'Wat voor borstkanker heb ik ?' SKU M-NL-0000092 Pack of 10	Quantity 3	EUR 60.00	EUR €0.00
Change				
		Subtotal		EUR €0.00
Continue Shopping				Back Checkout



Finalise Your Order

On the Checkout page, you can review and change all your order information before clicking **Checkout** which will route your order for processing. However, if you are happy with your order, you will click **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 Roche's Commerce Support regarding the order for any reason, please reference your order number



	Roche	Q Search				
Or 12/0	der confirmation					
Ord	ler #PO3714057880		Details IN PROGRESS			Ordered by Roche Test testuser@roche- eimea.hhglobal.com
Shij Roci Roci Roci Bene Woe Neth 0031	pping Address he Test he Nederland B.V. he Nederland B.V. eluxlaan 2 A rden, 3446 GR herlands ((0) 123 456 789					
Ite	m		Line Item Status	Quantity	Price	Sub
Bro M-N Pac	ochure 'Wat voor borstkanker heb ik ? IL-0000092 Ck of 10		In Progress	3	EUR €0.00	EUR €0.00
Payn Paym	nent Information ent method: Bill to My Account				TOTAL	EUR €0.00
Con	tinue Shopping					•

Order History Details

View and Copy Previous Orders

To access a list of all orders you have placed, hover over the menu icon and select Order History.





Roche Commerce

Roche	Q Search				
ate Range 12/6/2022 111	Order History				6
12/6/2022	Order Number	Order Date	Order Total	Order Status	
rder Status In Progress Partially Shipped	#PO3732273974	12/6/2022	EUR €0.00	IN PROGRESS	
Completed	#PO3714057880	12/6/2022	EUR €0.00	IN PROGRESS	
roduct name escription rdered by					

Click Q 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.

Date Rang				
12/6/2022 Order confirmation				
12/6/2022				
12/6/2022	Details			Ordered by
Order Stat	Details			Roche Test
	IN PROGRESS			testuser@roche- eimea.hhglobal.co
Partially				
Comple Shipping Address				
Invoicer Roche Nederland B.V.				
Cancele Roche Nederland B.V. Beneluxlaan 2 A				
Woerden, 3446 GR Order Nur Netherlands				
0031 (0) 123 456 789				
Product na Item	Line Item Status	Quantity	Price	Sub
Brochure 'Wat voor borstkanker heb ik ?'				
M-NL-00000092 Pack of 10	In Progress	5	EUR €0.00	EUR €0.00
Payment Information				
Ordered b: Payment method: Bill to My Account		TOTAL		EUR €0.00
Search				



View Order Report

From the VALO poral page, click **Report** to access order reports.



Then click VALO Customer Orders Report.

	III Roche
Reports (1)	
— <u>Customer Orders Report</u>	

Select the Start and End Dates, then click View Report.



art Date							
	0	[Decei	mber	2022		0
	Su	Мо	Tu	We	Th	Fr	Sa
	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	То	day			[Do	ne

All orders placed within the date range will show in the list generated.



						VALO Custor	ner Orders				
Start Date 12/7/2022 12:00:00 AM	E	ind Date 12/12	/2022 12:00:00 AM								
I4 4 1 of 1 ≥ ≥I	Fi	nd Next 🛛 🔒	• 🗘								
Store Name	Order Date	Order Number	Order Number With Suffix	Line Item ID	RN	Order Status	User Name	Inter Op User Id	Organization	Customer Name	Product Id
https://roche-eimea.hhglobal.com/	12/09/22 6:03:25 AM	PC3739933284	PO3739933284-1	12817038	1	Completed	testuser@roche-eimea.hhglobal.com		Roche EIMEA	Roche Test	ALG1008014
https://roche-eimea.hhglobal.com/	12/09/22 10:56:56 AM	PO3739938986	PO3739938986-1	12818914	1	InProgress	testuser@roche-eimea.hhglobal.com		Roche EIMEA	Roche Test	M-NL-0000092

To export the report, click the floppy disc icon then select your preferred format.

Roche			
Date 12/2/2022 12:00:00 AM End Date 12/6/	2022 12:00:00 AM		
I of 1 ▷ ▷ ↓ ↔ Find Next 🛃	- 👁		
lame Order Date Order	Word e Item ID RN		
Number	Excel		
	PDF		
	TIFF file		
	MHTML (web archive)		
	CSV (comma delimited)		
	XML file with report data		
	Data Feed		
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Noche		VALO Customer Orders.docx	
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12/2/2022 12:00:00 AM End Date 12/6/2022 12:00:00 AM		Open file	JOCX
I of 1 ▷ ▷i 💠 Find Next 🛃 - 🍅		See more	
e Order Date Order Order Number With Line Item	ID RN Order Status User Name Inter Op Us	en	

Contact Support

Please email us at hhg.nlteamb@hhglobal.com for order inquiries or site assistance.

Support hours of operation are Monday - Friday 8am - 5pm CET.

Original Data Collection Template	Roche
Original Images/Content	Product Images
Blank Data Collection Template	Valo Commerce Data Collection Template
Roche DIPA	<u>DPIA</u>

Appendix

