



InnerWorkings

VALO Commerce

ADT User Guide

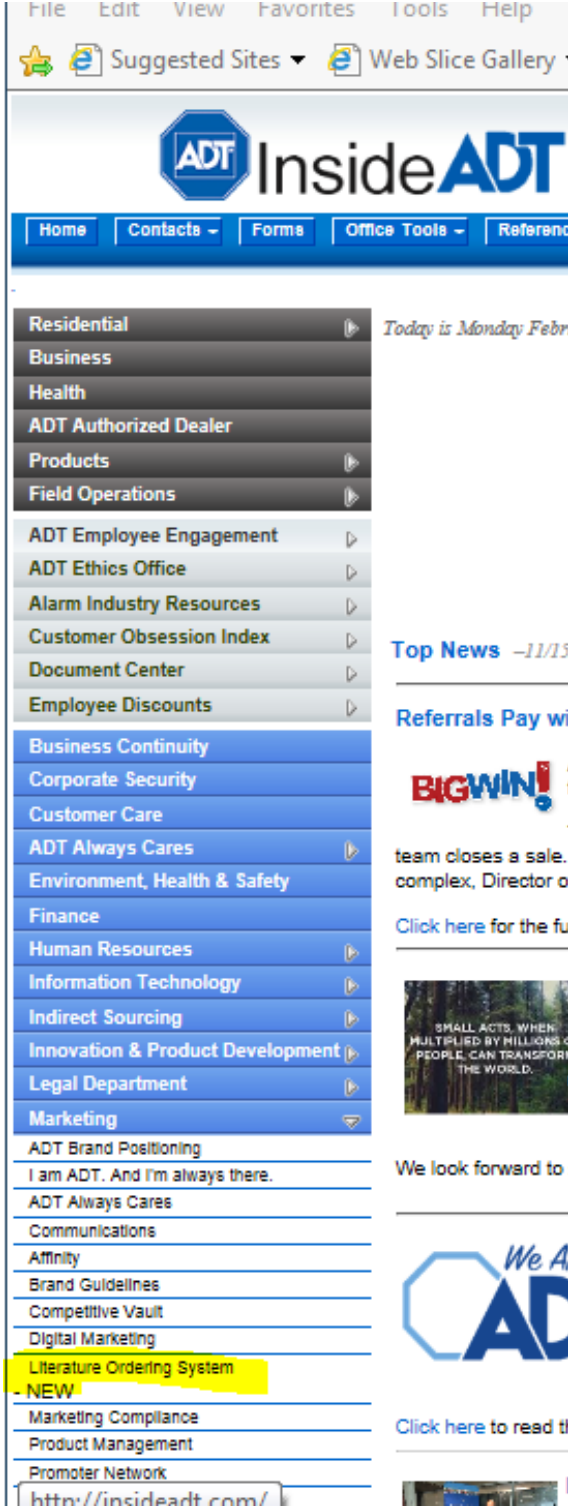
Updated 3.3.17



we make marketing happen.

Using VALO Commerce

Accessing Your Commerce Site



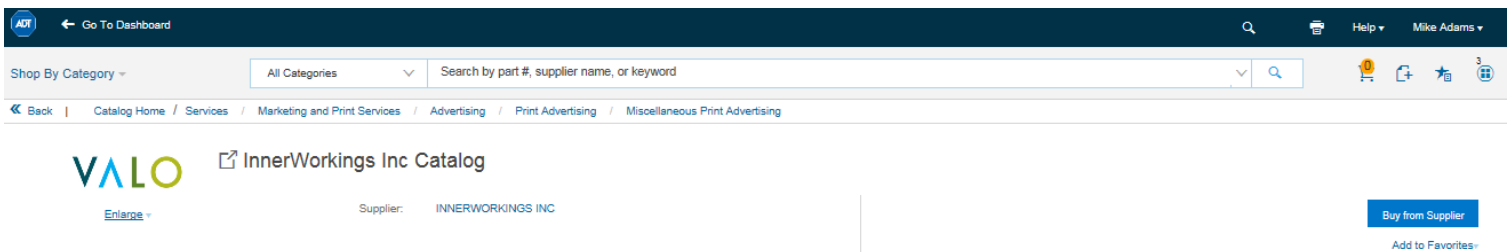
The ADT VALO Commerce site can be accessed through single sign on from Ariba. From Inside ADT click on the Marketing section on the right rail and then click *Literature Ordering System – NEW*. This will take you out to Ariba.

Now ensure you are on the home tab, select Catalog then type *InnerWorkings* and hit the search button.

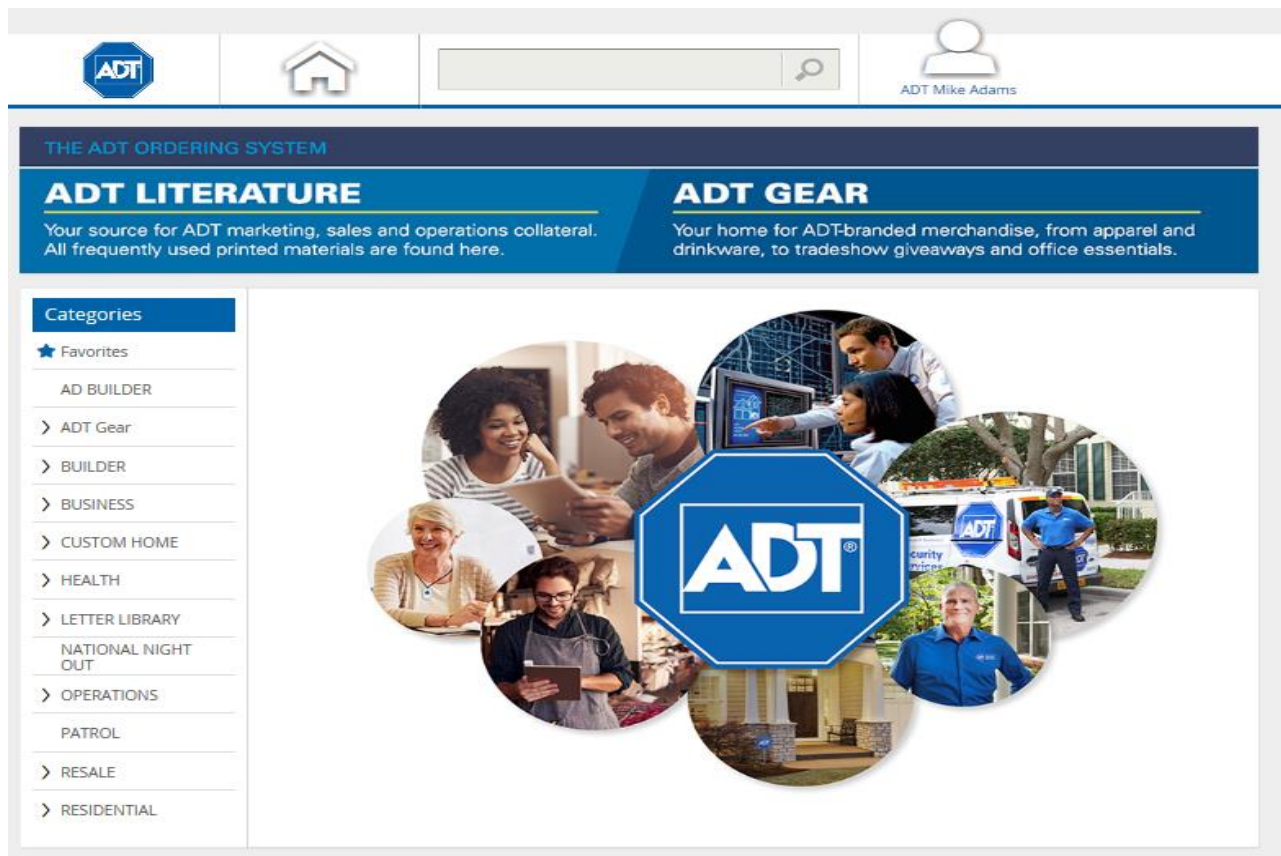
*Please note that if the supplier is not found, you are not on the approved user list. You will have to email marketingsalesmaterials@adt.com and ask to be added.



Next click on buy from supplier in blue and you will punchout to VALO Commerce site.



The home page will now appear.



Browsing the Catalog

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

The screenshot displays the ADT Ordering System interface. At the top, there is a navigation bar with the ADT logo, a home icon, a search bar (highlighted with a red border), and a user profile icon labeled "ADT Mike Adams". Below this is a dark blue banner with the text "THE ADT ORDERING SYSTEM".

Two main sections are visible: "ADT LITERATURE" and "ADT GEAR".

- ADT LITERATURE:** "Your source for ADT marketing, sales and operations collateral. All frequently used printed materials are found here."
- ADT GEAR:** "Your home for ADT-branded merchandise, from apparel and drinkware, to tradeshow giveaways and office essentials."

On the left side, there is a "Categories" sidebar (highlighted with a red border) containing the following items:

- ★ Favorites
- AD BUILDER
- > ADT Gear
- > BUILDER
- > BUSINESS
- > CUSTOM HOME
- > HEALTH
- > LETTER LIBRARY
- NATIONAL NIGHT OUT
- > OPERATIONS
- PATROL
- > RESALE
- > RESIDENTIAL

The main content area features a collage of circular images showing people interacting with technology, a woman smiling, a man in a blue shirt, and an ADT security van. A large blue octagonal ADT logo is centered over the collage.

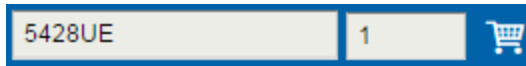
Adding Items to Your Shopping Cart

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

1. From the product list, enter the desired quantity in the field provided and click the shopping cart button. (Make sure to note the item's unit of measure; in the example below, entering a quantity of "1" would place an order for one pack of 50 contracts.)



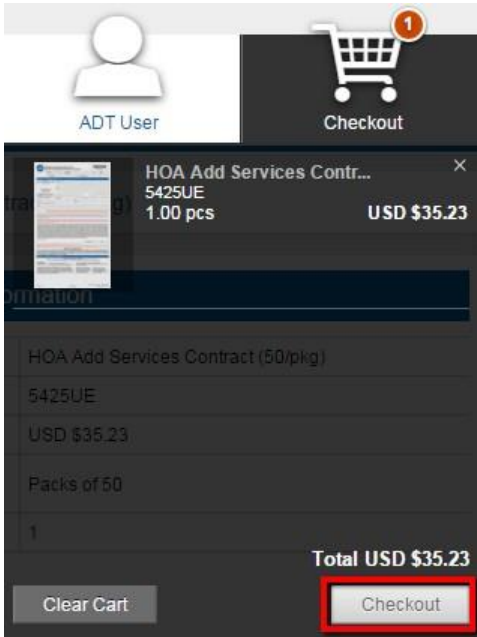
2. If you know the item code/SKU, enter it in the *Quick Entry* field at the top of the product list, enter the desired quantity, and click the shopping cart button.



3. You can also add the item within the *Add to Cart* section of product detail.

Note: This is the only way to add a variable print data item to your cart. When ordering a variable print data item, you will be asked to confirm that the proof is acceptable before being taken straight to the checkout screen. If you wish to add more items to your order, you can click the *Continue* button to continue shopping.

Add to Cart			
Items to Add	Price per Unit	Total Price	
1	USD \$35.23	USD \$35.23	



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*.

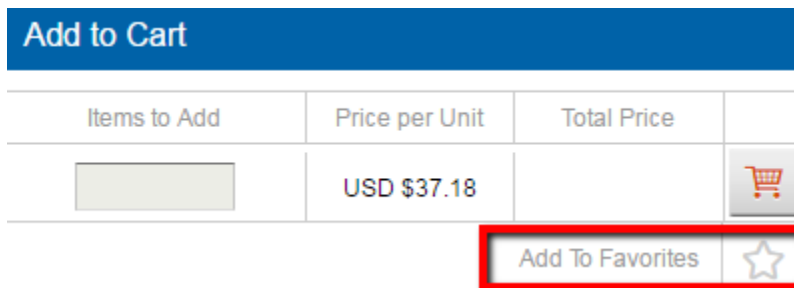
You are taken to the *Shopping Cart* screen, where you can modify any item quantities or remove items from your cart before returning to Ariba to finalize your order.



If you are satisfied with your order, click the *Place Order* button. You are redirected to Ariba, where you can enter delivery information and review your list of items before clicking the *Submit* button.

Adding Items to Your Favorites List

If you will be ordering a certain item frequently, you can add it to your Favorites list to make it easy to find in the future. Click the *Add To Favorites* star located directly under the *Add to Cart* section of the product detail screen.



You can see a list of all your favorite items by clicking *Favorites* in the *Categories* menu. Click the star beneath an item to remove it from your favorites.

Categories

- All
- ★ Favorites
- > BUILDER
- > BUSINESS
- > CUSTOM HOME

Favorites Sort By: Product Name A to Z

5411UE	5425UE	5424UE
Business Receipt of Payment (50/pkg) Packs of 50 USD \$7.90	HOA Add Services Contract (50/pkg) Packs of 50 USD \$35.23	HOA Basic Services Contract Packs of 50 USD \$39.20

ADT User

Order History

Log Out

View and Copy Previous Orders

To access a list of all orders you have placed through the ADT VALO Commerce site, 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 a particular keyword.

Shop

Date Range

2/11/2016 4/14/2016

Order Status

In Progress

Cancelled

Completed

Order Number

Order History 6

Order Number	Order Date	Order Total	Order Status	Order Details
#PO104168262	2/15/2016	USD \$93.96	In Progress	View Details
#PO103913231	2/11/2016	USD \$93.96	In Progress	View Details

Click the *View Details* link to bring up an order's confirmation screen, which lists all the included items. At the bottom of the screen, you can click the shopping cart button to add all of these items to your cart, or the print button to print the screen.

Contact Support

To contact InnerWorkings Support with questions or requests regarding your site please email support.adt@inwk.com.