
VALO PURCHASING MANAGER

ALTRIA – USER GUIDE





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INTRODUCTION TO VALO PURCHASING MANAGER

The VALO Purchasing Manager solution from InnerWorkings is an allocation aggregation tool which allows users to interact within Buy Groups (Territories) to allocate quantities of a defined product catalog to specified locations.

VALO Purchasing Manager offers an easy to navigate online interface with real time updates within Buy Groups.

USING VALO PURCHASING MANAGER

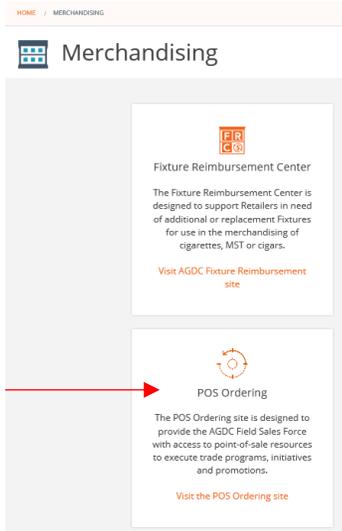
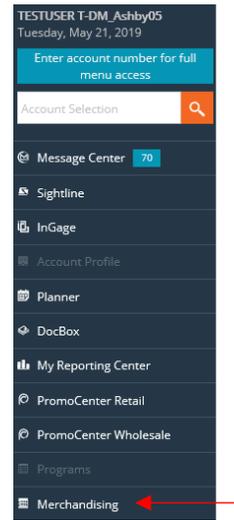
When working with VALO Purchasing Manager, you can:

- Access your Purchasing Manager module
- View the Buy Groups (Territory) List
- Navigate the Buy Group Screen
- View in Full Screen Mode
- Filter Items
- View Item Detail
- Change allocation for an Item
- Contact Support



ACCESSING YOUR PURCHASING MANAGER SITE

To access the site, please visit <https://www.insightsc3m.com/>. Click on the Merchandising link on the left navigation menu. Under POS Ordering Card, click on the link "Visit the POS Ordering Site". Your browser will redirect and you'll automatically be logged in with your personal credentials. Below is a progression of screens you should be seeing onscreen:





Once you land on the VALO portal page, click on the 'Purchasing Manager' tile. This will launch the module.

Note: If you do not see Purchasing Manager, please contact support at support.altria@inwk.com. Please communicate your contact and territory information.

THE BUY GROUP LIST (TERRITORY LIST)

When you first access the Purchasing Manager module, you will see a list of buy groups available for the regions you support. Each buy group consists of specific locations associated to that region and brand where you will be able to allocate items. **If you belong to only 1 buy group, you will bypass the Buy Group List page.**

The screenshot shows the 'pos ordering' logo on the left, a 'HOME PAGE' button with a dropdown arrow, and a user profile icon on the right. The main content area is titled 'Buy Group List' and contains a table with the following data:

NAME	LAST CHANGE	USERS ONLINE
110101		1/2
110102		0/2

The Last Change column shows when a user last modified this buy group's information (for example, modified the amount of items they had allocated for a particular location). The Users Online column shows how many total users are currently accessing the site within a particular territory.

To View a buy group, click the link in the Buy Group Name column



NAVIGATING THE BUY GROUP SCREEN

The buy group screen is arranged in a grid format. Each row represents one item in which a user can adjust allocations for any location. Each column represents an individual location the item can be ordered for.

No.	Function
1	Territory location address
2	POS information
3	Quantity allocated
4	POS Filters
5	Items per page indicator
6	Territory information
7	Full screen mode



EXPANDING VIEWING AREA

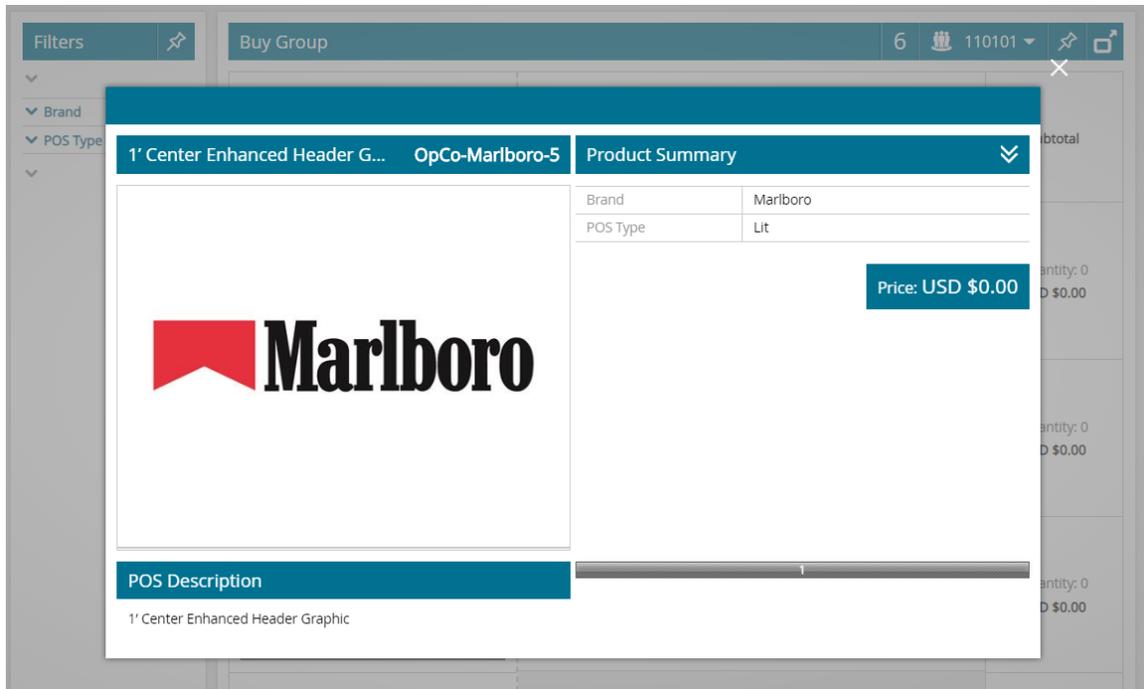
Click on the item name expansion logo (indicated next to the red arrow) to view the entire POS item name. You can also go into full screen mode by clicking the green arrow (second image).

The screenshot shows a POS interface with a table. The table has three columns: 'POS', '40 Knights Landing Road', and 'Subtotal'. The first row contains the text 'POS', '40 Knights Landing Road', and 'Subtotal'. The second row contains a Marlboro logo, '1' Center Enhanced Header ...', 'OpCo-Marlboro-5', 'USD \$0.00', a quantity input field with '0', 'USD \$0.00', 'Quantity: 0', and 'USD \$0.00'. A red arrow points to a small expansion icon (a right-pointing arrow) located at the end of the first row. The interface also includes a 'Filters' sidebar on the left and a top navigation bar with 'Buy Group', '6', '110101', and other icons.

This screenshot shows the same POS interface as the first one, but with a green arrow pointing to a full-screen icon (a square with a right-pointing arrow) located in the top right corner of the table area. The table content is identical to the first screenshot, but the first row now contains 'POS', '40 Knights Landing Road', and 'Subtotal' with a left-pointing arrow between the first and second columns. The interface elements (filters, top bar) are the same.

VIEWING BUY GROUP ITEM DETAIL

Click on the item name or image to view the item detail screen.



Click the 'X' in the upper right corner of the item detail screen to return to the list of items. Any filters you applied to the list will be retained.



CHANGE ALLOCATION FOR AN ITEM

To change your allocation for an item for one of the listed locations, enter the quantity in the box indicated below.

The default allocation will be pre-filled in this box. In example below, the quantity is '0'.

Buy Group		6	110101		
POS	→	40 Knights Landing Road			Subtotal
 1' Center Enhanced Header ... OpCo-Marlboro-5 USD \$0.00		<input type="text" value="0"/>		Quantity: 0 USD \$0.00	

Once you've changed your allocation, press 'Commit'. This will save your changes. You will have the opportunity to change your allocations through the duration of the change window.

40 Knights Landing Road	
<input type="text" value="1"/> <i>i</i>	
USD \$0.00	
<input type="button" value="✓ Commit"/>	<input type="button" value="× Cancel"/>



To see how allocations have changed over time, you can click on the *i* icon next to the allocation box. A modal will appear. Click the 'X' in the top right corner to close the modal.

Original Value	Updated Value	Delta	Date	User
1	0	-1	10/29/2019 2:40:13 PM	testuser.pm@altria.com
0	1	+1	10/29/2019 2:39:41 PM	testuser.pm@altria.com

As you scroll through the page, you will see the header and footer lock. The purpose of this is to remind you of the location you are changing allocations to.

POS	40 Knights Landing Road	Subtotal
2' Center Enhanced Header ... OpCo-Marlboro-6 USD \$0.00	0 USD \$0.00	Quantity: 0 USD \$0.00
2' Left Enhanced Header Graphic OpCo-Marlboro-2 USD \$0.00	0 USD \$0.00	Quantity: 0 USD \$0.00
2' Right Enhanced Header Graphic OpCo-Marlboro-10 USD \$0.00	0 USD \$0.00	Quantity: 0 USD \$0.00
3' Center Enhanced Header ...	0	Quantity: 0
Subtotal	USD \$0.00	Total: USD \$0.00



CONTACT SUPPORT

To contact InnerWorkings Support with questions or requests regarding your site, please send an email to support.altria@inwk.com. Please have your contact and territory information available.

