AmerisourceBergen GNP VALO User Guide

VALO Commerce Platform

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Access Your Commerce Site

To access your AB GNP eCommerce Site, navigate to https://gnp.hhglobal.com/. Provide your username and password to log in.
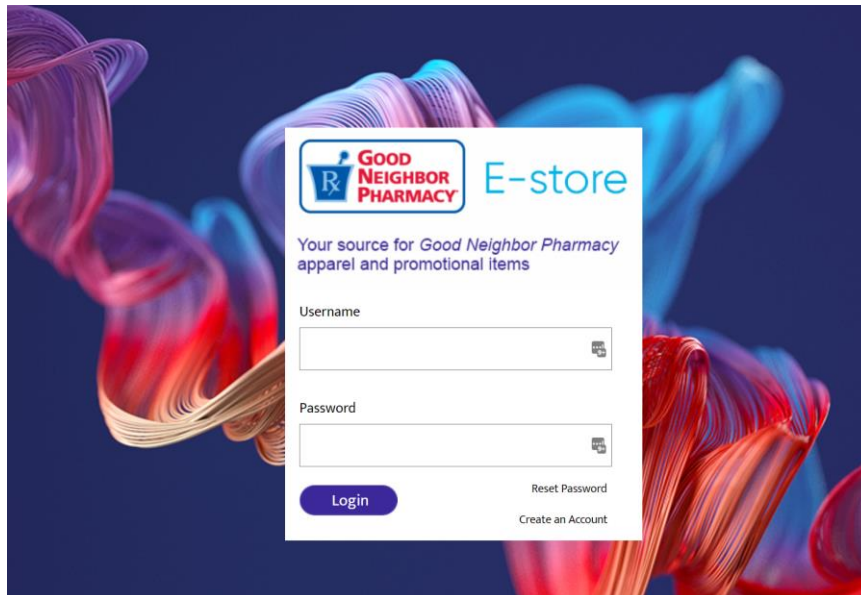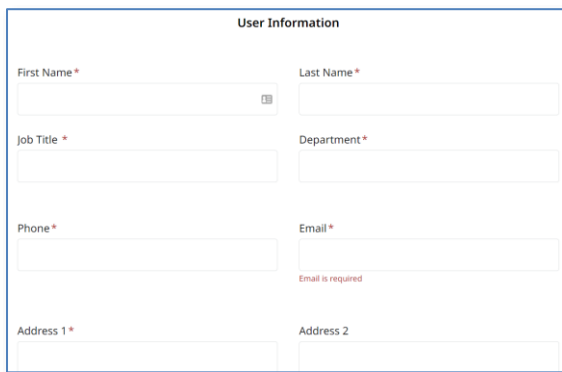

If this is your first time logging in, click on the "Reset Password" link,
and enter your email address on the following screen in the username field.
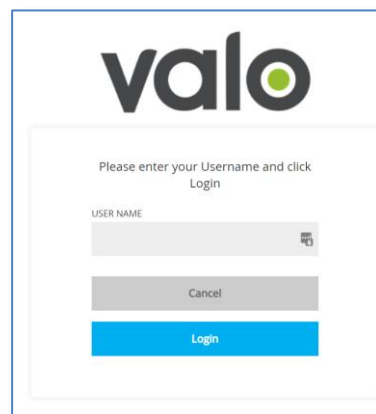
You will receive an email link to set your starting password. Click the exit icon in the upper right to return to the login page.

Although a number of accounts were already established, you may not be in our system if you do not receive a link by email to set up your starting password. Please be sure to check your spam folder if you don't see the email in your inbox.
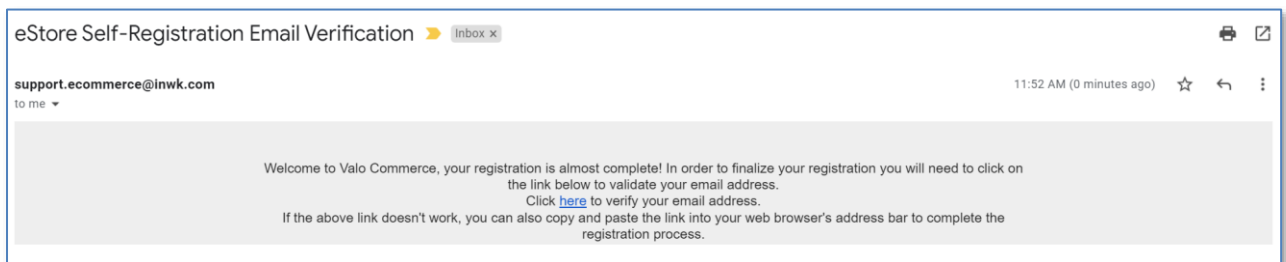
If you don't receive the link, click on "Create an Account" to set up an account.
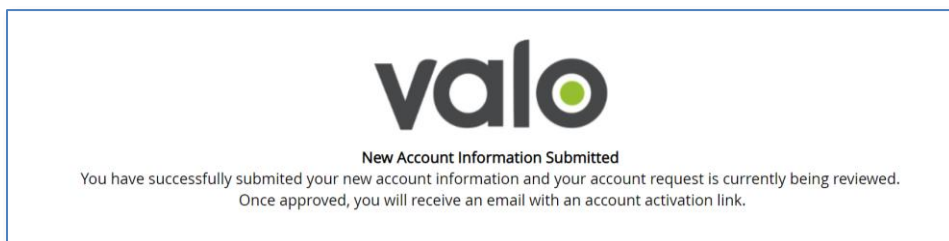Please be sure to enter all required fields.

You will receive an email verification to the email address listed on the self-registration form.
Click the link in the email to verify your email address.

All accounts set up through the site will go through a round of review for approval. Once approved, you will receive an email notifying you that your account is active.

If you need assistance with logging in, please contact support at support.abhhg@inwk.com.

Browse the Catalog

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.
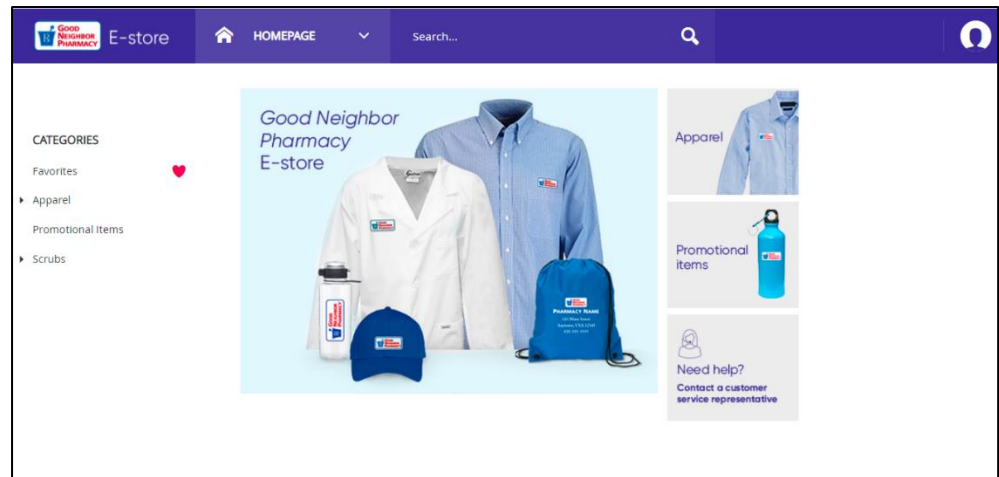
The search field will display items based on name or description containing the search term entered.
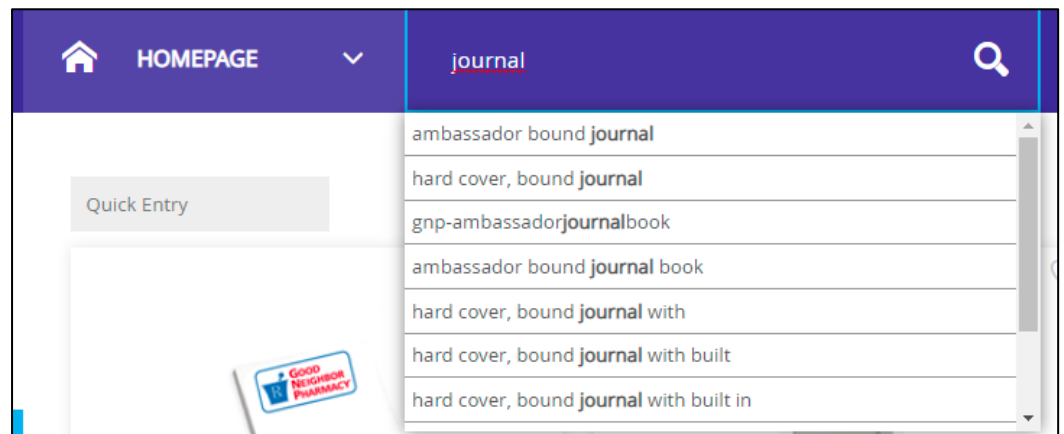
The **catalog item** display will include the item image, SKU and price.

If a quantity box appears under 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 detail screen where additional selections will need to be made in order to add the item to the shopping cart.
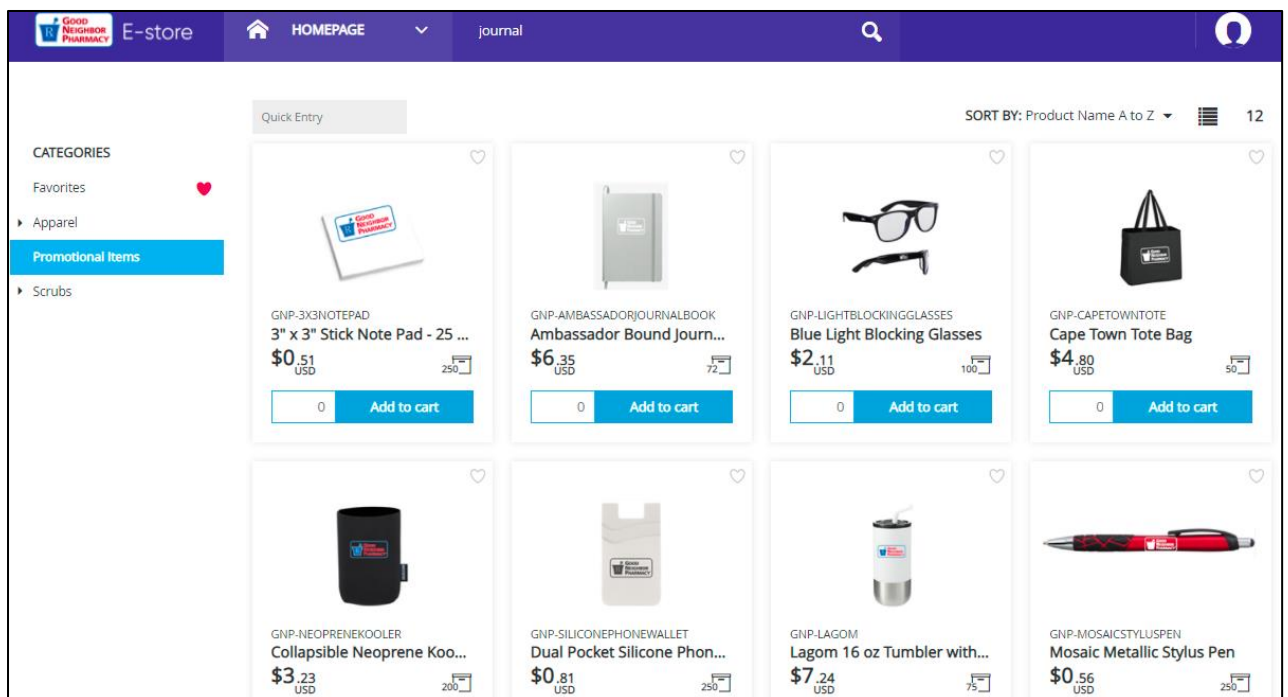
The **detail screen** (below) will include the item description at the bottom left, pricing and additional information such as Min/Max quantities in the upper-right.

Blue Light Blocking Glasses	Product Information	
	Product Name	Blue Light Blocking Glasses
	Product ID	GNP-LIGHTBLOCKINGGLASSES
	Price	USD $2.11
	Package Quantity	Pack of 100
	Min Quantity	100
	Max Quantity	500

Overview	Add to Cart			
Open new avenues of business with a great item like these blue light blocking glasses! This is the perfect item to give out to customers who struggle with various ocular issues. They can put these on to ease eye strain and improve dry eyes and blurry vision. Something unique like this is just what your business needs to stand out. Add your company name or logo and put your brand ahead of your competitors!	Items to Add	Price per Unit	Total Price	
	0	USD $2.11		🛒
			Add To Favorites	♡

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, choose from the different options that appear in the drop-down lists of available customizable fields.

Select a quantity to order in the "Items to Add" field.

To add the item to your cart, click the Shopping cart button.

After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.

Adding Items to Your Favorites

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. The heart is available on the catalog and detail screen.

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.
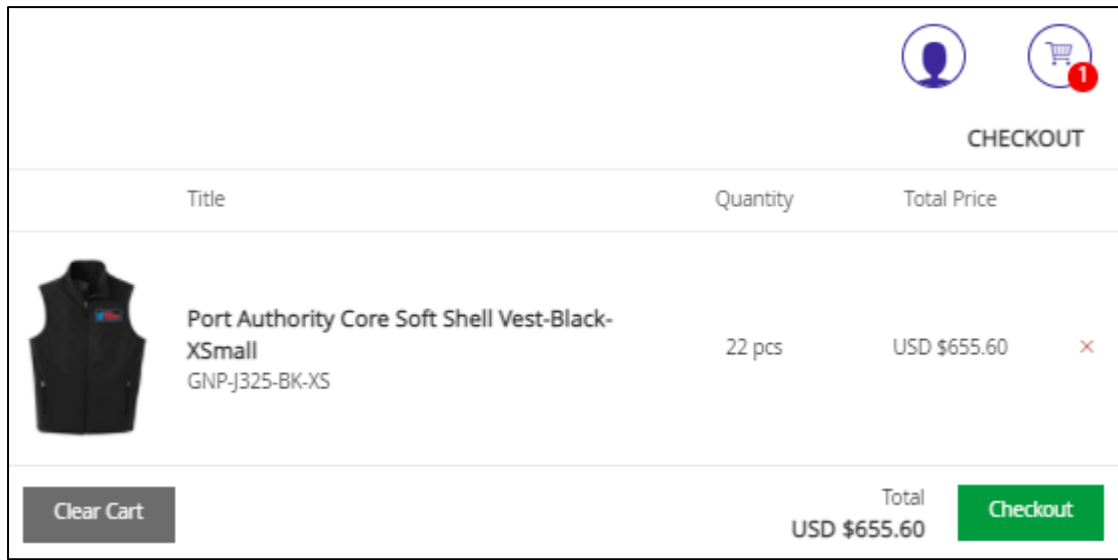
Placing an Order

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.
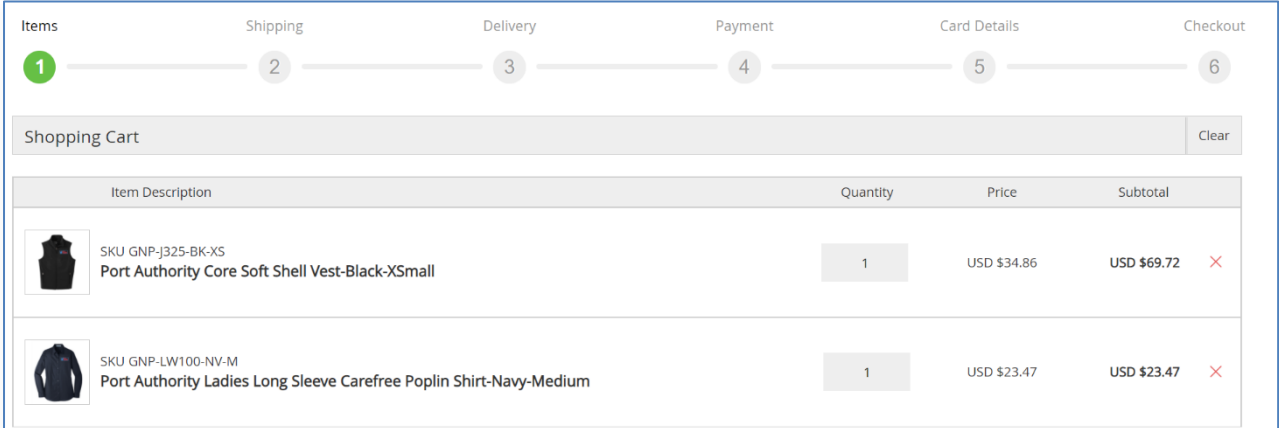

When the **Checkout** page opens, you will be prompted through a series of steps:

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 red **X** button to the far right.

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.

Items	Shipping	Delivery	Payment	Card Details	Checkout
✓	2	3	4	5	6

Shipping Address   Open Address Book   Clear

Country *

United States ▼

First Name *   Last Name *

Janed   Doe

Company *

GNP

Address 1 *

456 Anywhere St.

Address 2
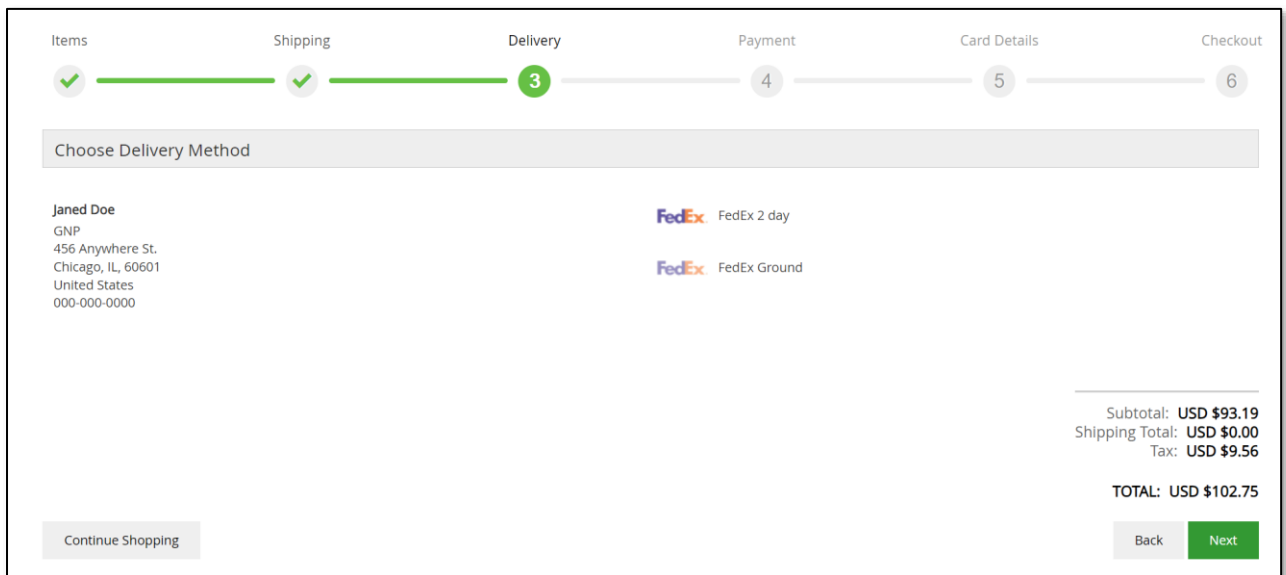

City *   State *   Zip Code *

Chicago   Illinois ▼   60601

Phone *

000-000-0000

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

Delivery Options

On the delivery screen, select from the available shipping options.
Please note: The available options below are an example and may appear differently on your site.

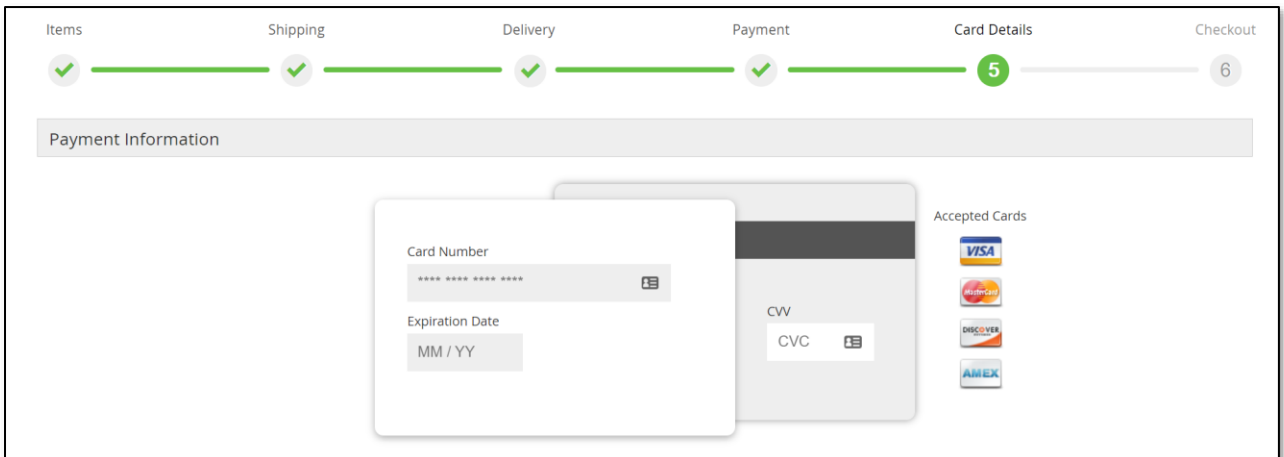Click **Next** to proceed to the Payment Information screen.

Payment Method

Please enter your credit card billing address on the payment screen. If the shipping address matches the billing address, click the "Shipping" button in the upper right to automatically fill in your billing address.

Click **Next** to proceed to the Credit Card Detail screen.

Enter your credit card number, expiration date and CVV in the provided fields.

Click **Next** to proceed to the Order Confirmation screen.

Finalize 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.

Items	Shipping	Delivery	Payment	Card Details	Checkout
✓	✓	✓	✓	✓	6

Shipping Address	Delivery	Payment Information	Billing Address
Janed Doe	Quote Unavailable	Credit Card	John Doe
GNP	Change		GNP
456 Anywhere St.		Card Number XXXX XXXX XXXX XXXX	1234 Anywhere St.
Chicago, IL, 60601		Change	Chicago, IL, 60601
∨			United States
Change			000-000-0000
			Change

Item Description	Quantity	Price	Subtotal
SKU GNP-J325-BK-XS Port Authority Core Soft Shell Vest-Black-XSmall	2	USD $34.86	USD $69.72
SKU GNP-LW100-NV-M Port Authority Ladies Long Sleeve Carefree Poplin Shirt-Navy-Medium	1	USD $23.47	USD $23.47

Change

Subtotal: **USD $93.19**
Shipping Total: **USD $0.00**
Tax: **USD $9.56**

TOTAL: **USD $102.75**

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 Movado's Commerce Support regarding the order for any reason, please reference your order number.


ORDER CONFIRMATION   7/19/2021

ORDER #PO2721414334   DETAILS
                                              In Progress

SHIPPING ADDRESS

HH Global
203 N. LaSalle
Chicago, IL 60601
United States
4444444444

Item	Line Item Status	Quantity	Price	Sub
3 Tier Display, 1st and 2nd Shelf Only US-0801208-T MGI (US) Brand Marketing Ferrari	In Progress	1	USD $0.00	USD $0.00

PAYMENT INFORMATION

TOTAL: USD $0.00

For shipped orders, the tracking information will appear in your order history, in addition to the email notification you will receive when the order ships.
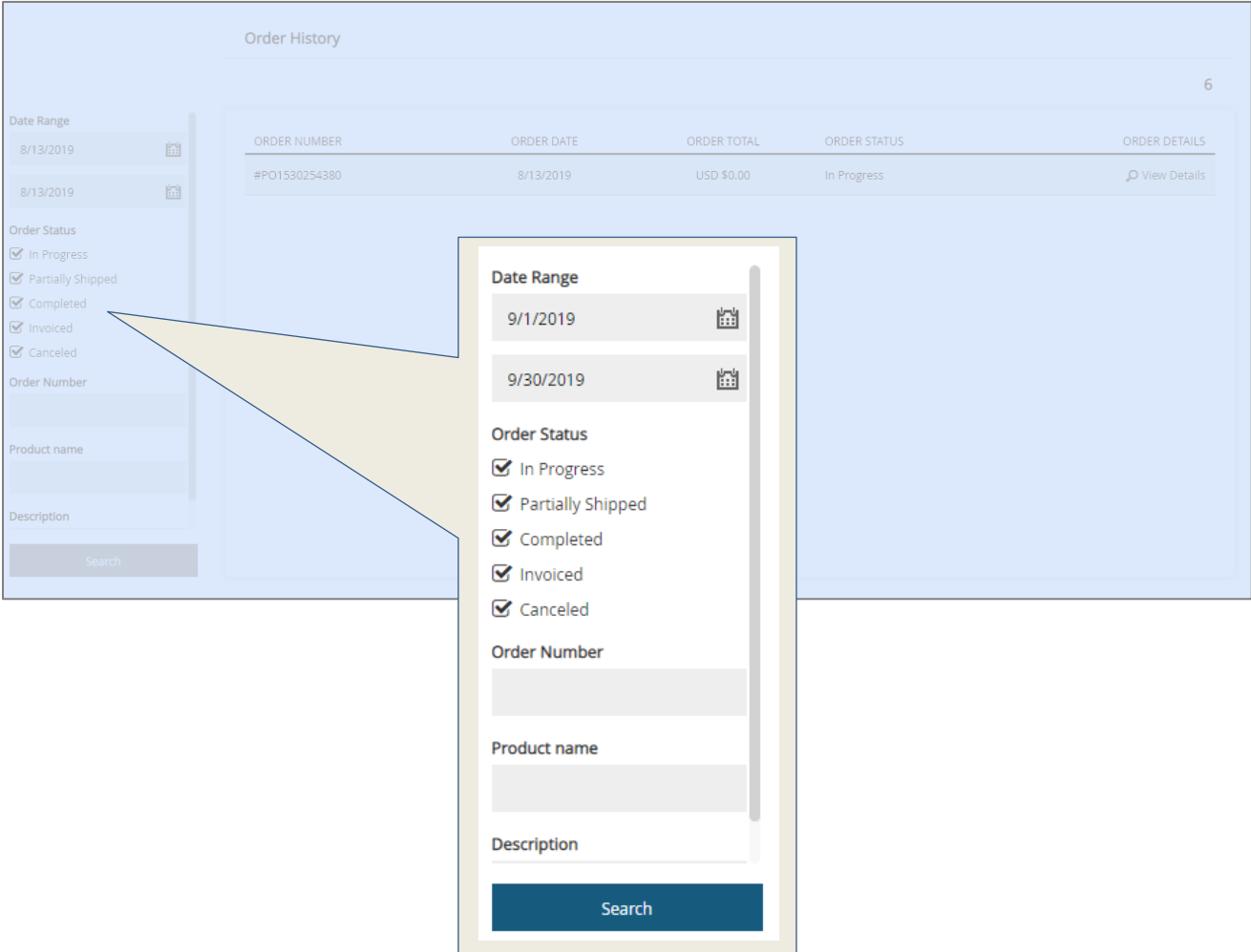
ORDER CONFIRMATION				10/15/2019
ORDER #PO1154578359	DETAILS In Progress			

SHIPPING ADDRESS
Jean Doe
Sample Company 1
123 Anywhere Street
Chicago, IL 00000
United States
000-000-0000

Item	Line Item Status	Quantity	Price	Sub
JBA PHONE FAN COURTNEY STARK JBA20A09235-C Group East-RGN-NY	In Progress	23	USD $0.00	USD $0.00

Tracking Received Fed Ex Ground 12/20/2020
Tracking Number 8675309
Tracking URL http://wwwapps.ups.com/WebTracking/processInputRequest? US&InquiryNumber1=8675309&track.x=0&track.y=0

Next Kit	USD $0.00

PAYMENT INFORMATION

View and Copy Previous Orders

To access a list of all orders you have placed, hover over your user icon and select **Order History.**
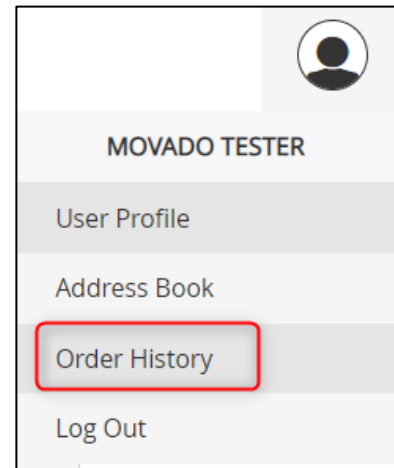
On the **Order History** screen, you can **filter** order by date or status or search by keyword.

Order History Details

🔍 View Details   Click 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 History

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ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
	8/18/2020	USD $0.00	In Progress	🔍 View Details
	7/29/2020	USD $0.00	Cancelled	🔍 View Details
	7/29/2020	USD $0.00	Cancelled	🔍 View Details
	7/28/2020	USD $0.00	Cancelled	🔍 View Details

Date Range
7/28/2020 📅
8/18/2020 📅

Order Status
☑ In Progress
☑ Partially Shipped
☑ Completed
☑ Invoiced
☑ Canceled
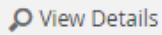
Order Number

Product name

Description

Search

Contact Support

Please email us at support.abhhg@inwk.com for order inquiries or site assistance.

Support hours of operation are Monday – Friday 8am – 5pm EST.