



hh global®

HH Global
520 Lake Cook Road Suite 680
Deerfield, IL 60015 United States

User Guide

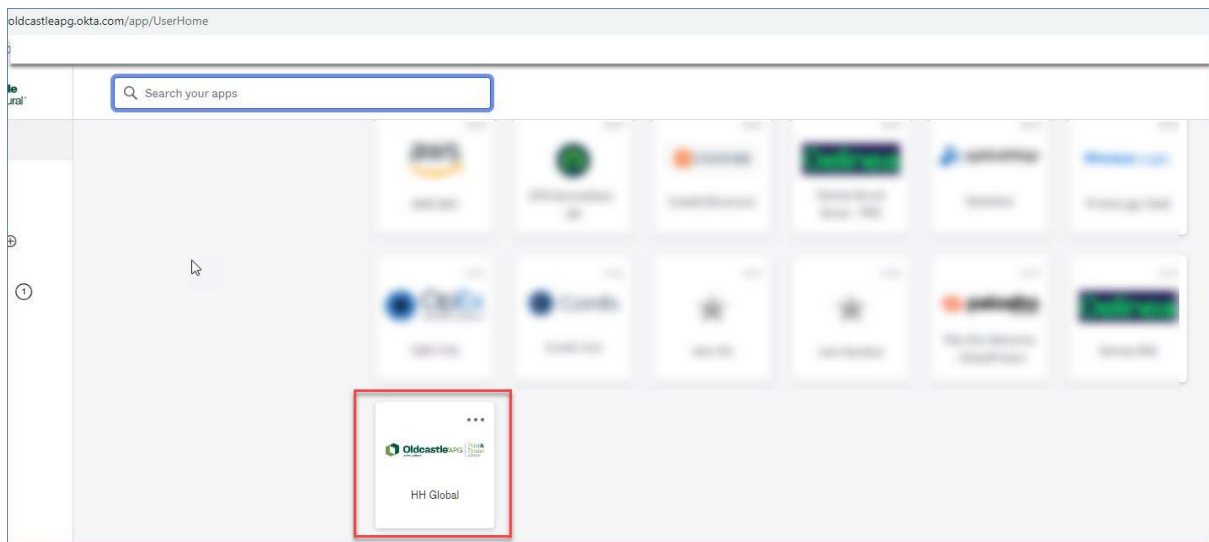
CRH APG - VALO Commerce

Table of Contents

Access Your Commerce Site	2
Browse the Catalog	3
Quick entry	6
Adding Items to Your Favorites	6
Placing An Order	8
Review Your Items	8
View Previous Orders	9
Order History Details	9
Contact Support	10

Access Your Commerce Site

To access your VALO Commerce site, navigate to your Okta intranet site:



Click on OldCastleAPG/HH Global Icon. After clicking on the button, you will be directed to the VALO site. At first login, your account will be created automatically, and you will be automatically logged into your existing account with each subsequent login.



hhglobal®

HH Global
520 Lake Cook Road Suite 680
Deerfield, IL 60015 United States

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 screenshot shows the HH Global catalog interface. At the top, there is a search bar with the text "Search...". Below the search bar, there is a "CATEGORIES" section on the left with a list of categories: All, Favorites, Amerimix, Barrette Outdoor Living, Belgard Commercial, Belgard Residential, and Echelon. Each category has a plus sign next to it. The main content area displays three product cards. The first card is for "A-Frame Shelf Insert (Spare)" with SKU BEL-AS MPL-BD and price \$ 50.00 USD. The second card is for "A-Frame- Base & Header" with SKU BEL-ABSE-HDR and price \$ 152.66 USD. The third card is for "Antigua Polo - Men's (Old ...)" with SKU APPM-NAP-MEN and price \$ 0.00 USD. Each card includes a product image, a status indicator (Out Of Stock), a "Dealer Displays" button, and a heart icon for favorites. The interface also shows "Sort By: Product Name A to Z" and a page indicator "12".

The **catalog item** display will include the item image, SKU and price.



hhglobal®

HH Global
520 Lake Cook Road Suite 680
Deerfield, IL 60015 United States



T-Shirt

T-SHIRT LONG SLEEVE ORA...

TSUS-305-170L

\$ 11.80 USD



T-Shirt

T-SHIRT LONG SLEEVE ORA...

TSUS-305-170XL

\$ 11.80 USD



Hover over item for a quantity box to appear, 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 e.g. quantity.



hh global®

HH Global
520 Lake Cook Road Suite 680
Deerfield, IL 60015 United States

The **detail screen** (below) will include the item description at the bottom left, pricing, and additional information in the upper-right.



T-SHIRT Short Sleeve Safety Yellow
T-SHIRT Short Sleeve Safety Yellow SMALL

Product ID
TSUS-191S


Items in Stock
17

Min Quantity
1

Size
Small

Additional Product Information —
Apparel Apparel

Items to Add
0 USD \$9.55

Add to cart 



hhglobal®

HH Global
520 Lake Cook Road Suite 680
Deerfield, IL 60015 United States

Quick entry

If you already know the product you would like to customize and order, you can enter a specific SKU into the **SEARCH** field to instantly edit and customize by clicking on the cart icon.

Oldcastle^{APG} Print & Promo eStore

TSUS-191S

Showing 1-1 of 1 results × TSUS-191S

Back to Portal Commerce

Favorites ♥

Amerimix +

Barrette Outdoor Living +

Belgard Commercial +

Belgard Residential +

Echelon +

TSUS-191

\$ 9.55 USD

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.



hh global®


HH Global
520 Lake Cook Road Suite 680
Deerfield, IL 60015 United States

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

All

Favorites 

Amerimix +


Barrette Outdoor Living +


Belgard Commercial +

Belgard Residential +

Echelon +

Showing 1-1 of 1 results × TSUS-1915



T-SHIRT Short Sleeve Safet...
TSUS-191 
\$ 9.55 USD

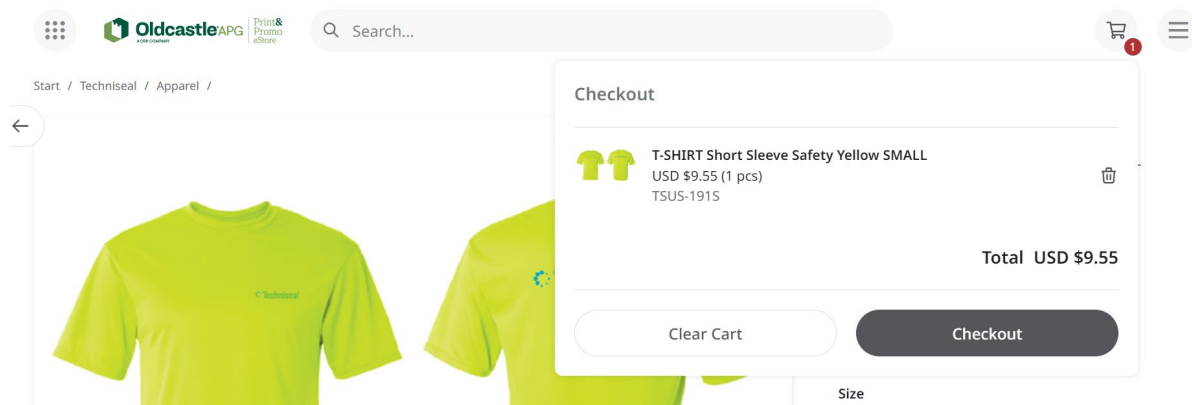


hhglobal®

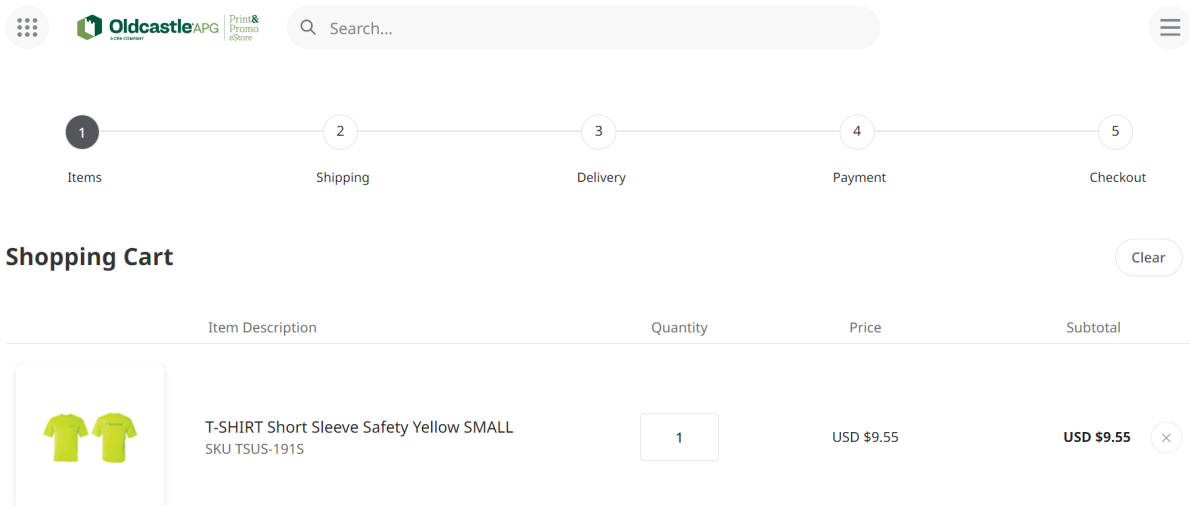
HH Global
520 Lake Cook Road Suite 680
Deerfield, IL 60015 United States

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.



This launches the **Shopping Cart** screen.



Review Your Items

In the **Shopping Cart**, 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 with the purchasing process by clicking the **Checkout** button.

Chose a Delivery Method (Shipping) and Delivery Address and Payment Method



Shipping Address

Gina Knox
HH Global
302 Wetmore Springs Rd
Delano, TN, 37325
▼


Change

Delivery

FedEx Ground
Change

Payment Information

Bill to My Account
Divisions (If you do not see your Division,
please enter it accordingly) Amerimix
Change

	Item Description	Quantity	Price	Subtotal
	T-SHIRT Short Sleeve Safety Yellow SMALL SKU TSUS-191S	1	USD \$9.55	USD \$9.55

After the **Checkout** button is pressed, the order will be routed back to the HH Global to complete the ordering process. Within your intranet, you will complete the ordering process including the selection of the ship-to address. Approvals for orders may appear in the intranet and will be processed accordingly.



hhglobal®

HH Global
520 Lake Cook Road Suite 680
Deerfield, IL 60015 United States

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.

Oldcastle APG Print & Promo eStore

Search...

Date Range

9/13/2023

9/20/2023

Order Status

- In Progress
- Partially Shipped
- Completed
- Invoiced
- Canceled

Order History

Order Number	Order Date	Order Total
#PO4231525796	9/13/2023	USD \$21.65

- User Profile
- Address Book
- Order History
- Kit Saved Progress
- Subscribed Items
- Log Out

IN PROGRESS

Contact Support

If you need assistance with logging in, please contact the CRH APG Okta team.