



 InnerWorkings

VALO Commerce

IHG Food and Beverage User Guide

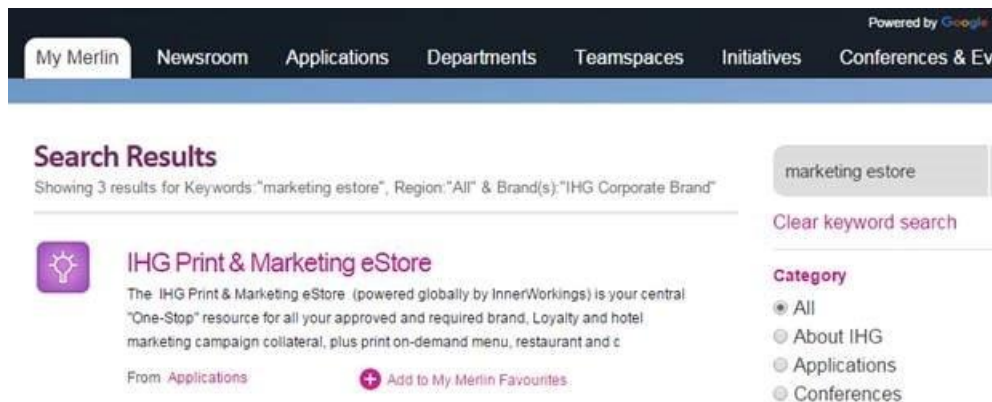
we make marketing happen.

Using VALO Commerce

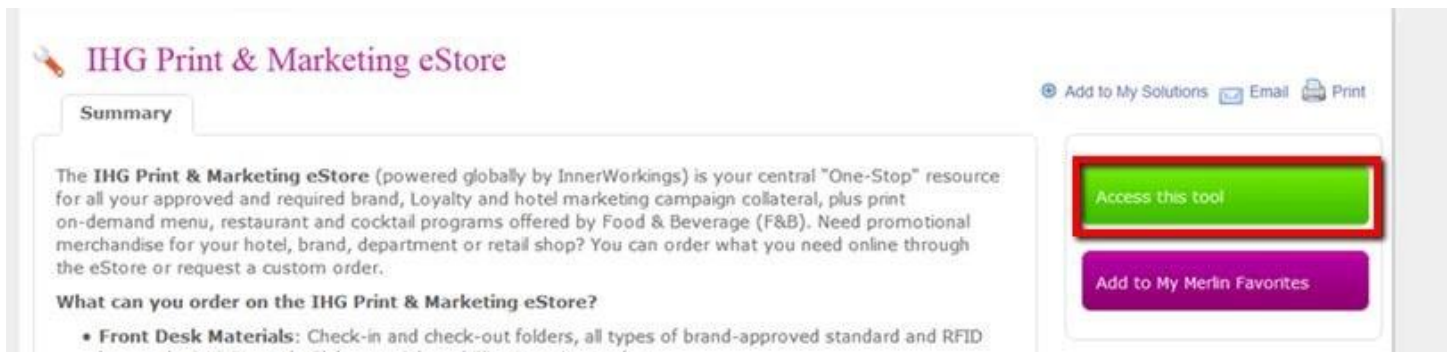
Logging In to Your Commerce Site

To log into the IHG Food and Beverage VALO Commerce site, you will need to perform the following steps:

1. Log in to Merlin at <https://ihgmerlin.com>.
2. Use the keyword search to search for “marketing estore.” A link to the *IHG Print & Marketing eStore* will display.



3. Click the link to access the IHG Print & Marketing eStore landing page. To launch your Commerce site, click *Access this tool*.



Note: If you will frequently access the eStore, it is recommended that you add it to your favorites in Merlin by clicking the *Add to My Merlin Favourites* link. An icon to access the tool directly will then display on your Merlin home page.

My Favourites ?

Applications Departments Teamspaces Initiatives Contacts

[Browse all applications](#) [Popular Applications >](#)




IHG Print &...

Finding Crowne Plaza Reduced Lunch/Dinner menus

After logging in to the VALO commerce portal, find the 'F&B' section under the Crowne Plaza left navigation. "Reduced Lunch/Dinner menu"


CATEGORIES

- Food and Beverage
 - F&B Collateral
 - Pilot Power Up Mornings
 - Power Up Mornings
 - Reduced Lunch/Dinner Menu**
 - Required Menu
 - Optional Menus



CPFB-CFO-1
Reduced Lunch/Dinner (3-5 items)
\$40.55
USD

[Configure](#)

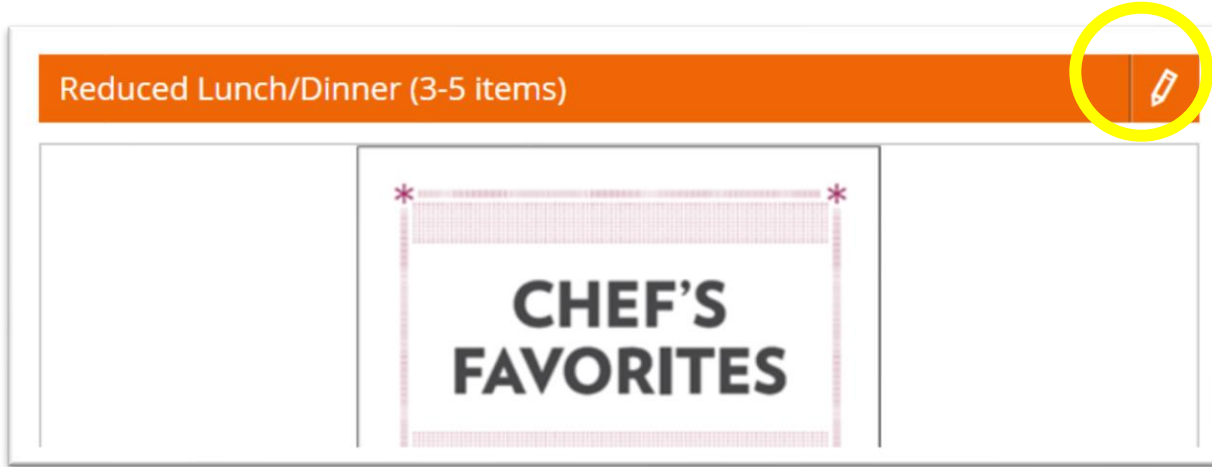


CPFB-LUNCH-1
Reduced Lunch/Dinner (7-10 items)
\$112.41
USD

[Configure](#)

Customizing Your Menus

Click on the menu you want to customize, then click on the pencil icon in the top right corner.



Enter Menu Header, choose whether you require a meat/seafood disclaimer, and use, or adjust, Restaurant Dining Details, which will show at the bottom of the menu.

The image shows a settings panel for a menu. It has a light blue header with the text "Menu Header*" and "Mike's Lunch Bistro". Below this, there is a section titled "Show meat/seafood disclaimer?*" with two radio buttons: "Yes" (selected) and "No". Underneath is a text area labeled "Disclaimer Text*" containing the text: "*NOTICE: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne". At the bottom, there is a section titled "Restaurant Dining Details" with a text area containing the text: "Contact front desk for In-Room Dining Availability and Details.".

Items & Pricing

For menu items, either choose from the drop down list of menu items or select Create Your Own and build your own item with name, description, price. Each item will be Create My Own pricing, enter your pricing in this format; 00.00 with **no dollar sign**.

How many items does your menu have?* 7

Item 1* Grilled Shrimp Tacos

Item Price 1* 8

Item Name 2* Create My Own

Create My Own Item Name 2*

Create My Own Item Description 2*

Item Price 2*

Does the dish you just created contain meat or seafood?*

Saving Your Menu

To save menu content information for future use or reorders, use the Quick Fill feature at the bottom by entering a name for the Quick Fill and clicking “Save Quick Fill”. To load a stored Quick Fill menu, select an item then click the down arrow in the grey bar at the top. **If you do not save a Quick Fill you will be required to enter your menu information again.**

Enter Quick Fill Name Save Quick Fill

Update Proof Approve/Checkout

The Items Screen

The shopping cart shows the selected items. To see any customized item's proof, click the magnifying glass. Click "Next" to continue your checkout.

Item Description	Quantity	Price	Subtotal
SKU CFPB-LUNCH-1-DL Reduced Lunch/Dinner (7-10 items)	1	USD \$0.00	USD \$0.00

Subtotal: USD \$0.00
TOTAL: USD \$0.00

The Shipping Screen

Enter your shipping address **HYHQWRXQQRPHQXVZOOEHVKSSHG** Enter your Holidex code in the provided space.. For order confirmation emails, be sure the Email field has the correct email address. Click "Next" to continue.

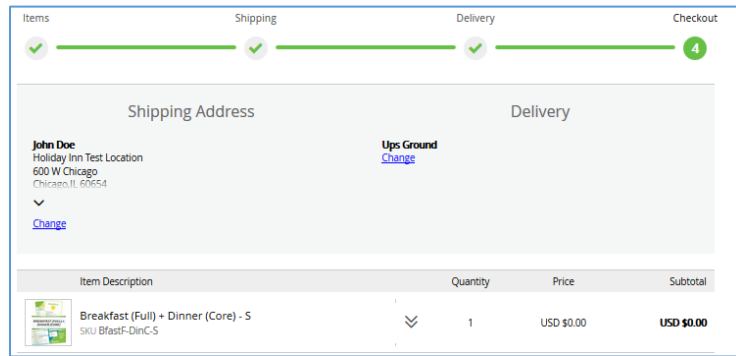
The Delivery Screen

Simply click Checkout to continue

Item Description	Quantity	Price	Subtotal
SKU CFPB-LUNCH-1-DL Reduced Lunch/Dinner (7-10 items)	1	USD \$0.00	USD \$0.00

Subtotal: USD \$0.00
TOTAL: USD \$0.00

After submitting your order, you will receive a copy of the order via email and updates when the order is approved and your printable PDF is available. While accuracy of the menus is the full responsibility of the hotel, IHG F&B will review all menus for final approval.



Managing Your User Profile



Hover over the user icon in the upper right corner of the screen to see your user profile menu. Here you can view and edit your basic information, edit the shipping addresses available in your personal address book, and review orders that you have placed in the past. **Edit Profile**

The *User Profile* option allows you to modify your basic contact information as well as your primary shipping address, which defaults on the checkout screen. You can disregard the *Default Billing Address* section, as billing addresses currently are not required at checkout.

Profile

User Account English 							
	<table border="1"> <tr> <td>First Name</td> <td>IHG</td> </tr> <tr> <td>Last Name</td> <td>FB</td> </tr> <tr> <td>Email</td> <td>IHGFB@ihg.inwk.com</td> </tr> </table>	First Name	IHG	Last Name	FB	Email	IHGFB@ihg.inwk.com
First Name	IHG						
Last Name	FB						
Email	IHGFB@ihg.inwk.com						

Default Shipping Address 	
Country	United States
First Name	IHG
Last Name	FB
Hotel / Brand	IHG-Global-US
Phone	555-555-5555
Address 1	3 Ravinia Drive
Address 2	Suite 100
City	Atlanta
State	GA
Zip Code	30346
Holidex Code	12345

Default Billing Address 	
Country	
First Name	
Last Name	
Hotel / Brand	
Phone	
Address 1	
Address 2	
City	
State	
Zip Code	
Holidex Code	

Beneath this information, you can review a list of Quick Fills that you have saved for all variable print data products on the site. Click the *Edit* button to update the selections made for a Quick Fill, or the X to remove it.

Quick Fills			
			
<u>All</u>	Picnic Bar Menu (BAR-MENU-CC2)		

Address Book

The *Address Book* screen allows you to modify the shipping addresses available in your personal address book.

Address Book

IHG FB


3 Ravinia Drive Suite 100
Atlanta, GA 30346

IHG IL
 

600 W Chicago Ave Suite 850
Chicago, IL 60654

IHG NY
 

1440 Broadway 22nd Floor
New York, NY 10018



to enter a new address. You can modify an address by clicking the gear icon, or click

Order History

Orders that have been placed in the past are accessible via the *Order History* menu option.

Shop


Date Range

2/22/2016  3/2/2016 

Order Status

In Progress

Cancelled

Completed

Order History

Order Number	Order Date	Order Total	Order Status	Order Details
#PO110118808	2/29/2016	USD \$0.00	In Progress	View Details
#PO109928775	2/29/2016	USD \$22.57	In Progress	View Details

Here you can review details on each of your placed orders, including the order status. Click the *View Details* link to see further information, including shipment information if applicable.

Contact Support

To contact InnerWorkings Support with questions or requests regarding your site, please send an email to support.ihg@inwk.com.