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# QUICK START GUIDE

VALO COMMERCE – NESTLE





## Step 1: Access the Nestle VALO Commerce Site

In your browser, go to [nestle.inwk.com](http://nestle.inwk.com).

Click on the “**Create an Account**” link located underneath the username and password fields.

On the self-registration screen, enter your information and primary ship-to address. Select your division, create your starting password then click submit.

Passwords should be a minimum of 8 characters, and must contain a lowercase letter, uppercase letter, number and symbol.

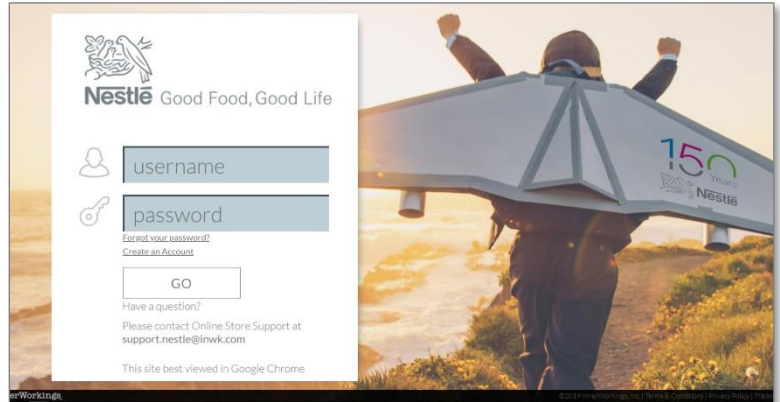
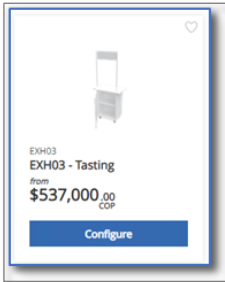


FIGURE 1 – LOGIN SCREEN & RESET PASSWORD PAGE

Login using your email address as the username and the password you entered on the self-registration screen.

## Step 2: Browse the Catalog



Use the search field at the top of the screen to find a display or browse the categories on the left side of the screen. The search field checks the item names and descriptions when returning results. The left-hand navigation is broken down by brand and display type (see figure 3).

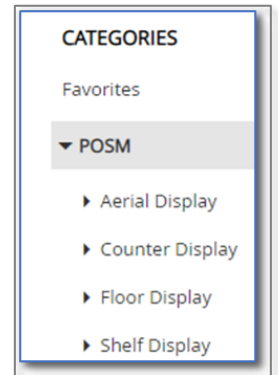


FIGURE 3 - LEFT-HAND NAVIGATION

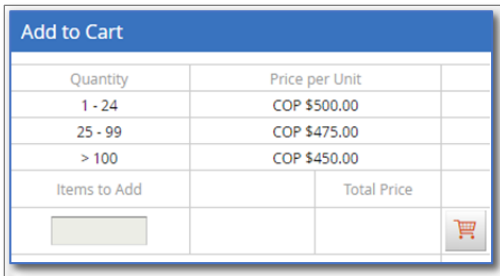


FIGURE 2 –ITEM CATALOG AND ADD TO CART (ITEM DETAIL SCREEN)

## Step 3: Add Items to your Shopping Cart

To add an item to the shopping cart, you will need to click the “Configure” button to view the item detail screen. On the detail screen, review the options on the right and enter a quantity in the add to cart section at the bottom right. Click the **cart** icon to add it to your cart.

Some items such as the extra parts can be ordered without viewing the detail screen and will show an add to cart option directly in the catalog.



#### **Step 4: Complete the Checkout**

To begin a checkout, hover over the **Checkout** icon at the top of the screen and click **Checkout**.

The system will guide you through the simple checkout process. Be sure to answer the additional questions during checkout including whether design localization, delivery or setup and installation are needed.

You will receive an order confirmation on screen and by email when the checkout process is completed.

*To contact InnerWorkings Support with questions or requests regarding your site, please view the “contact support” link at the bottom of the screen.*

Contact Support



FIGURE 4 - CHECKOUT ICON