
USER GUIDE

VALO COMMERCE - NESTLE





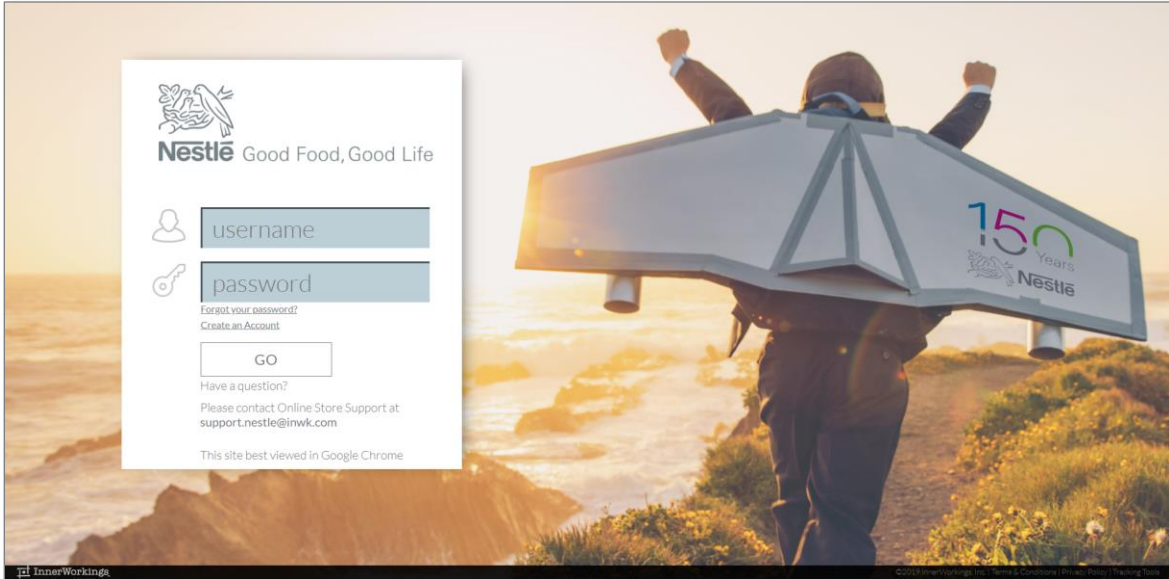
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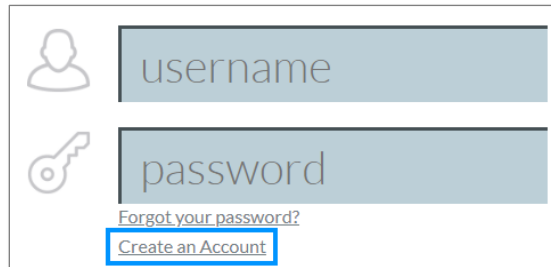


ACCESS YOUR COMMERCE SITE

To access your VALO Commerce site, navigate to nestle.inwk.com
Provide your username (your email address) and password to log in.



If this is your first time accessing VALO, you will need to register by clicking on **Create an Account**.





Provide all the required information and click **Submit**.

You will receive an email with a link to set up your password and complete the login process. Passwords should be a minimum of 8 characters long, and must include at least 1 uppercase letter, number, and a special character (e.g. # \$! % & etc.).

If the provided email has a Nestle domain, you will be granted immediate access to the site.

User Information

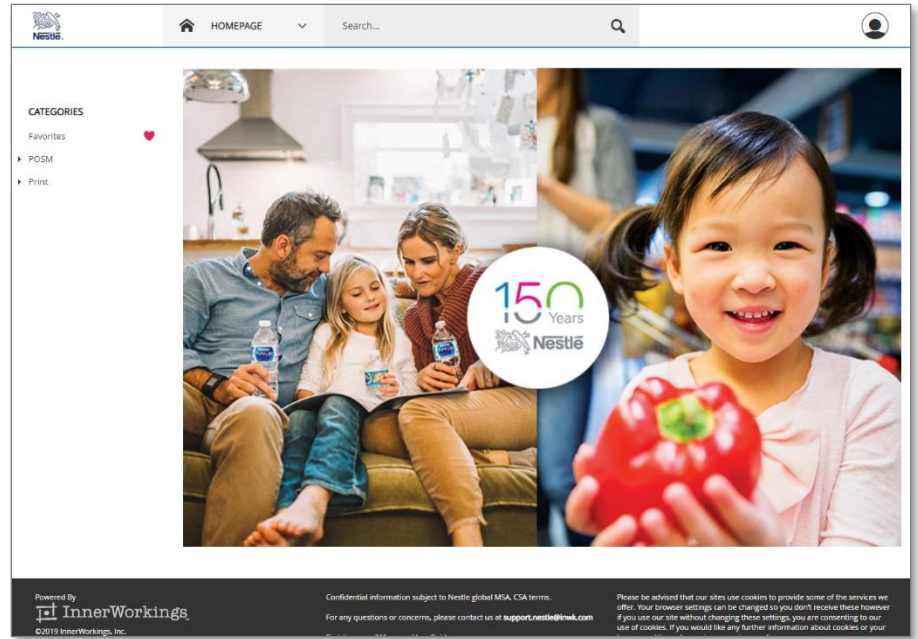
FIRST NAME *	LAST NAME *
<input type="text"/>	<input type="text"/>
JOB TITLE *	DEPARTMENT *
<input type="text"/>	<input type="text"/>
PHONE *	EMAIL *
<input type="text"/>	<input type="text"/>
ADDRESS 1 *	ADDRESS 2
<input type="text"/>	<input type="text"/>
COUNTRY *	CITY *
<input type="text" value="United States"/>	<input type="text"/>
STATE *	ZIP CODE *
<input type="text"/>	<input type="text"/>

Create Password

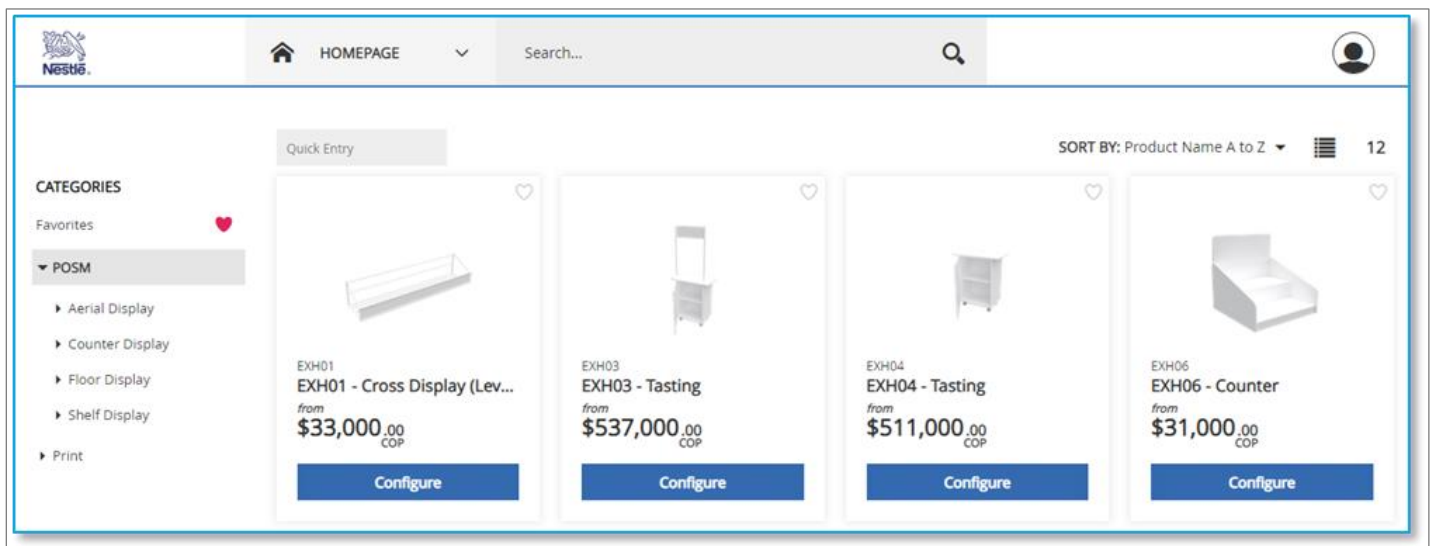
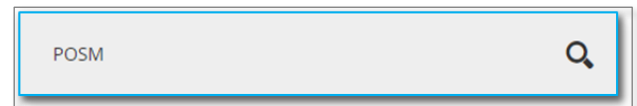
After a successful login, the portal home page will appear.

BROWSE THE CATALOG

To find a particular item, browse through the categories on the left side of the screen, or enter a keyword in the search field at the top of the screen.



The search field will display items based on name or description containing the search term entered.





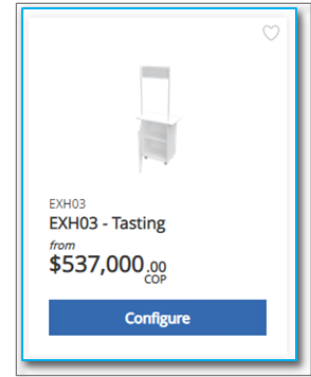
The catalog item display will include the item image, SKU and price.

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 icon next to it. Minimum quantities have been set based on historical prices.

If the quantity box does not appear, click on the picture of the item or the **Configure** button 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 breakdowns, and additional information in the upper-right.

For items with a dropdown on the right, make a selection then enter your order quantity and click the **Add to cart** button at the bottom right.




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.



Start > Colombia > POSM > EXH03 - Tasting

EXH03 - Tasting



Product Information

Product Name	EXH03 - Tasting
Variation	EXH03 - Tasting - Basic
Product ID	EXH03-Basic
Min Quantity	20
Type	Basic

Overview

Portable floor stand made of a resistant structure that allows a promoter to offer product testing/sampling in the POS. It usually has a rigid structure (metal, MDF wood), a horizontal surface to assist clients, a storage and frontal publicity. Depending on the display purpose it can be dismantled to be transported to another POS.

Add to Cart

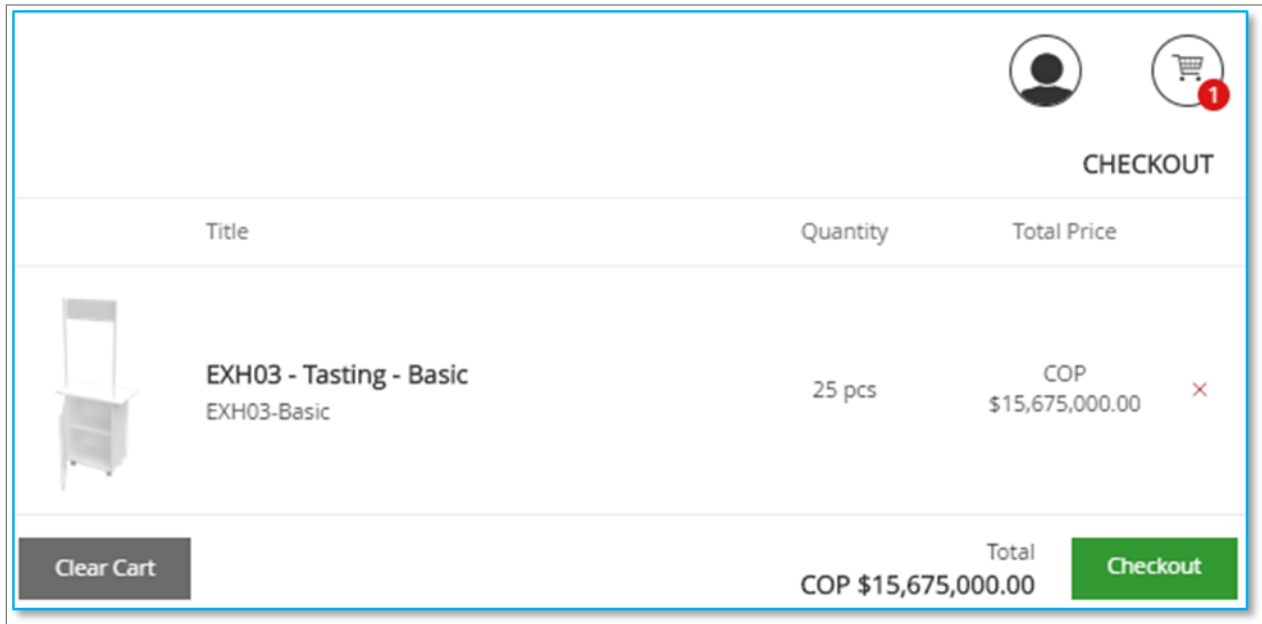
Quantity	Price per Unit	
20 - 49	COP \$627,000.00	
50 - 99	COP \$581,000.00	
> 100	COP \$537,000.00	


Items to Add		Total Price	
<input type="text" value="0"/>			

[Add To Favorites](#)

PLACE AN ORDER

Place your mouse over the Checkout icon to view the contents of the cart. Click on **Checkout** to begin the ordering process.



Title	Quantity	Total Price
 EXH03 - Tasting - Basic EXH03-Basic	25 pcs	COP \$15,675,000.00

Clear Cart Total
COP \$15,675,000.00 [Checkout](#)

When the **Checkout** page opens, you will be prompted through four steps:




Review Your Items

On the **Items** page, you can:

1. Remove all the items from your shopping cart by clicking **Clear**.
2. Modify item quantities in the Quantity field.
3. Remove individual items by clicking the button for the line item.
4. Continue adding items to your cart before checking out by clicking the **Continue** button.
5. Continue with the purchasing process by clicking the **Next** button.

The screenshot shows a shopping cart interface with a progress bar at the top. The progress bar has four steps: 'Items' (1), 'Shipping' (2), 'Payment' (3), and 'Checkout' (4). The 'Items' step is highlighted with a green circle and the number 1. Below the progress bar is a 'Shopping Cart' header with a 'Clear' button (1). The cart contains one item: 'EXH63 - 1 Side - Standard' with SKU 'EXH63-QA-Standard'. The item has a quantity of 1 (2) and a price of USD \$600.00. The subtotal for this item is USD \$600.00, with a red 'X' (3) next to it. At the bottom left is a 'Continue' button (4) and at the bottom right is a 'Next' button (5). The overall subtotal and total are both USD \$600.00.

Item Description	Quantity	Price	Subtotal
 EXH63 - 1 Side - Standard SKU EXH63-QA-Standard	1	USD \$600.00	USD \$600.00

Subtotal: USD \$600.00
TOTAL: USD \$600.00

Review or Enter a Shipping Address

On the **Shipping Address** page, you can enter the location where the items will be shipped. If you have a default shipping address saved in your user profile, the default address is displayed.

Items Shipping Payment Checkout

✓ 2 3 4

Shipping Address Open Address Book Clear

Country*
United States

First Name* Last Name*
John Doe

Company*
My Company

Address 1*
1234 Anywhere Street

Address 2

City* State* Zip Code*
Chicago Illinois 00000

Phone*
000-000-0000

Shipping Comments

Subtotal: USD \$600.00
TOTAL: USD \$600.00

Continue Back Next

To select from a list of addresses saved in your user profile or the corporate address book, click the **Open Address Book** link.

Items Shipping Payment Checkout

Shipping Address Open Address Book Clear

Search by Search

Country

First Name Last Name

Company

Address 1

Address 2

Personal Address Book

John Doe
Company 1234 Anywhere Street
Chicago, IL 00000

John Doe
Company 2 2345 Anywhere
Street Chicago, IL 00000

Ok Cancel

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Select the correct shipping address, and then click **OK** to add the location to your order.

In the **Open Address Book** section, there are several buttons:

Personal Address Book

John Doe
Company 1234 Anywhere Street
Chicago, IL 00000

John Doe
Company 2 2345 Anywhere
Street Chicago, IL 00000

Ok Cancel

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	Cancel: Closes the Address Book.
	Refresh: Refreshes the addresses displayed in the Address Book.
	Grid: Displays the addresses in a grid format.
	List: Displays the addresses in a list format.
	Ok: Selects the highlighted address.
	Results Displayed: Selects the number of results displayed on the page (6, 12, or 24).

Click **Next** to proceed to the **Payment** page.
Additional information will not be needed to complete a checkout.

The image shows a checkout progress bar with four steps: Items, Shipping, Payment, and Checkout. The 'Items' and 'Shipping' steps are completed, indicated by green checkmarks. The 'Payment' step is currently active, indicated by a green circle with the number '3'. The 'Checkout' step is indicated by a grey circle with the number '4'. Below the progress bar, there is a section for 'Payment method' with a 'Bill to My Account' button.

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



Finalize Your Order

On the Checkout page, you have the opportunity to review and change all of your order information before clicking **Checkout** which will route your order for processing.

Items Shipping Payment Checkout

✓ ✓ ✓ 4


Shipping Address

John Doe
Company
1234 Anywhere Street
Chicago, IL, 00000
United States
000-000-0000

^
[Change](#)

Payment Information

Bill to My Account
[Change](#)

Item Description	Quantity	Price	Subtotal
 EXH63 - 1 Side - Standard SKU EXH63-QA-Standard	1	USD \$600.00	USD \$600.00

[Change](#)

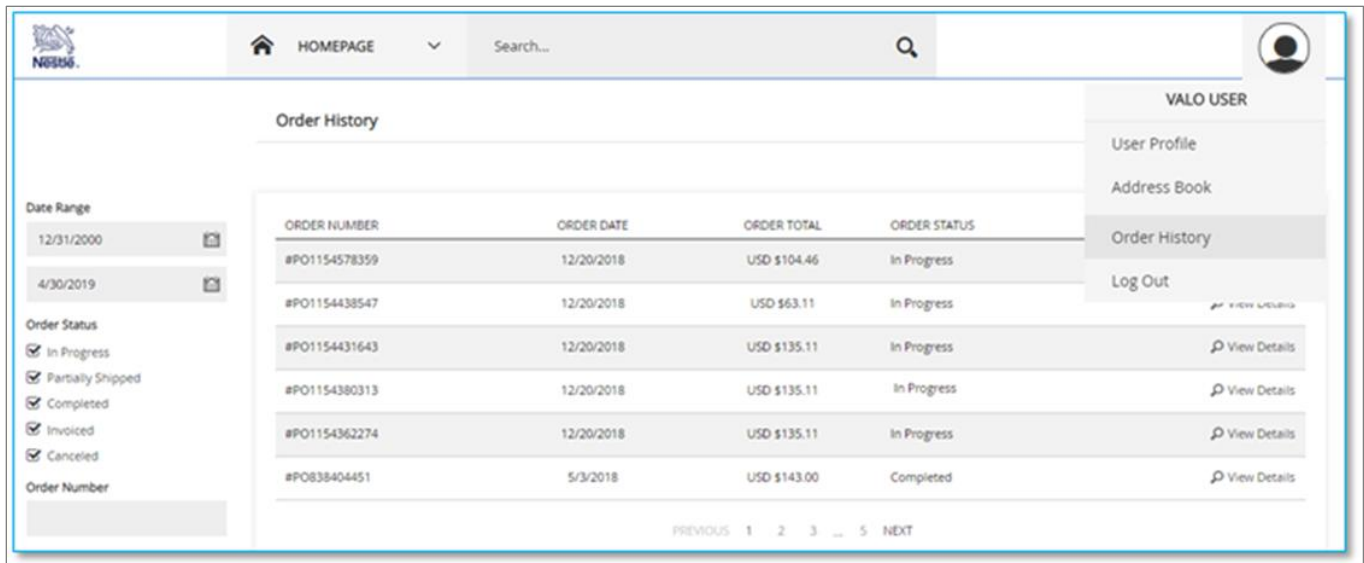
Subtotal: USD \$600.00
TOTAL: USD \$600.00

[Continue](#) [Back](#) [Checkout](#)

You will receive an email notification /order confirmation once you submit the order online.

VIEWING PAST ORDER HISTORY

To access a list of your previous orders, hover over your User icon, and then select **Order History**.

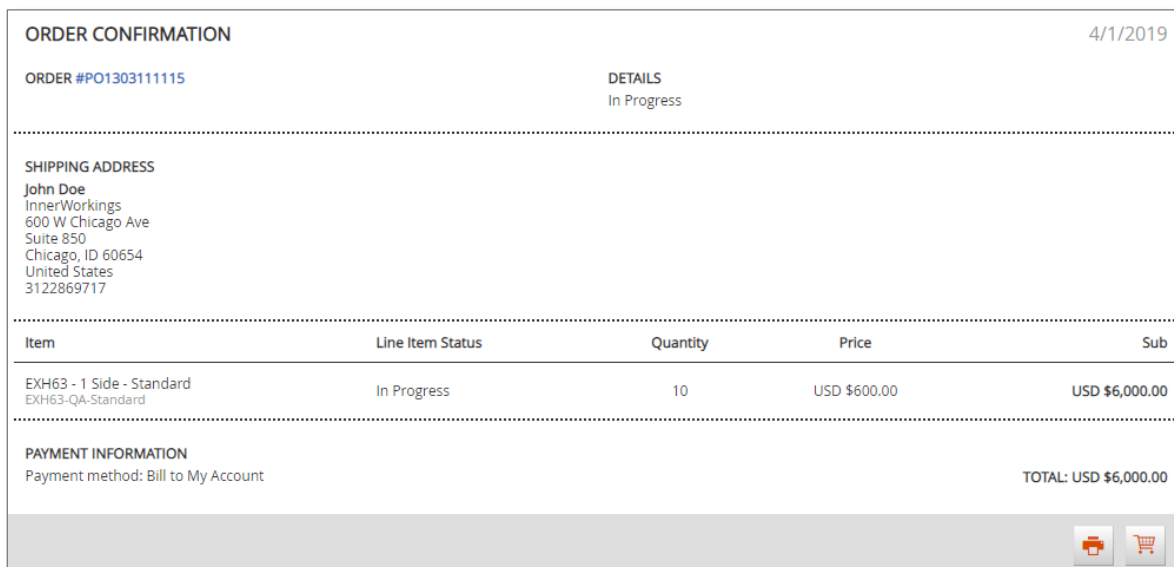


The screenshot displays the 'Order History' page. At the top, there is a navigation bar with 'HOME PAGE' and a search field. A user menu is open on the right, showing 'VALO USER' and options: 'User Profile', 'Address Book', 'Order History' (highlighted), and 'Log Out'. The main content area shows a table of orders with the following data:

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	
#PO1154578359	12/20/2018	USD \$104.46	In Progress	
#PO1154438547	12/20/2018	USD \$63.11	In Progress	VIEW DETAILS
#PO1154431643	12/20/2018	USD \$135.11	In Progress	View Details
#PO1154380313	12/20/2018	USD \$135.11	In Progress	View Details
#PO1154362274	12/20/2018	USD \$135.11	In Progress	View Details
#PO838404451	5/3/2018	USD \$143.00	Completed	View Details

At the bottom of the table, there is a pagination control: 'PREVIOUS 1 2 3 ... 5 NEXT'. On the left side, there are filters for 'Date Range' (12/31/2000 to 4/30/2019), 'Order Status' (In Progress, Partially Shipped, Completed, Invoiced, Canceled), and 'Order Number'.



On the **Order History** page, you can filter by order date or status, or search for a particular key-word. Click on the **View Details** on the right to see an order's detailed information.



The screenshot displays an 'ORDER CONFIRMATION' page for order #PO1303111115, dated 4/1/2019. The order status is 'In Progress'. The shipping address is for John Doe at InnerWorkings, 600 W Chicago Ave, Suite 850, Chicago, ID 60654, United States. The table below shows the line items:

Item	Line Item Status	Quantity	Price	Sub
EXH63 - 1 Side - Standard EXH63-QA-Standard	In Progress	10	USD \$600.00	USD \$6,000.00

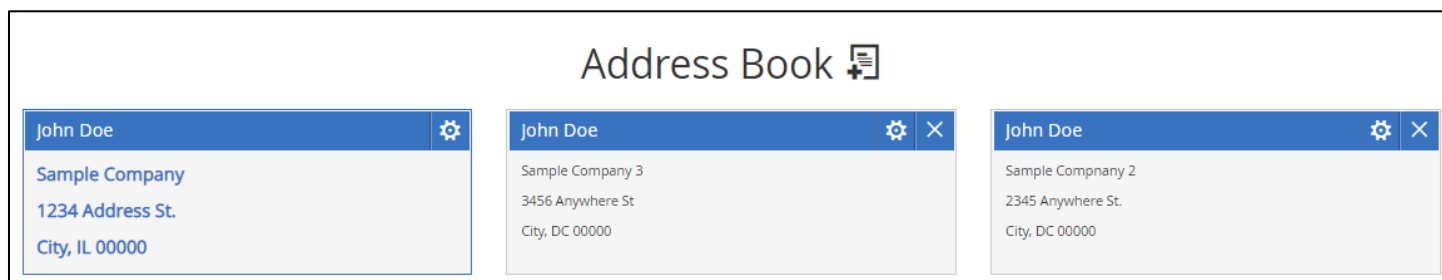
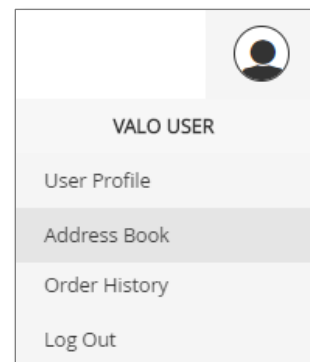
The payment information shows the method is 'Bill to My Account' and the total is USD \$6,000.00. At the bottom right, there are icons for printing and shopping.



At the bottom of the screen, click the **Shopping Cart** button  to add all the items to your cart to reorder, or click the **Print** button  to print the screen.

MANAGE SHIPPING ADDRESSES

To modify the list of shipping addresses available at checkout, hover over your User icon and select **Address Book**.

Your saved shipping addresses display, along with your default address in a larger, bolder font.



To add a new address, click the **Add** icon . To modify an existing address, click the **Gear** icon .

To delete an address that is not selected as the Default Shipping Address, click the **X** icon .

CONTACT SUPPORT

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