USER GUIDE

VALO COMMERCE - NESTLE
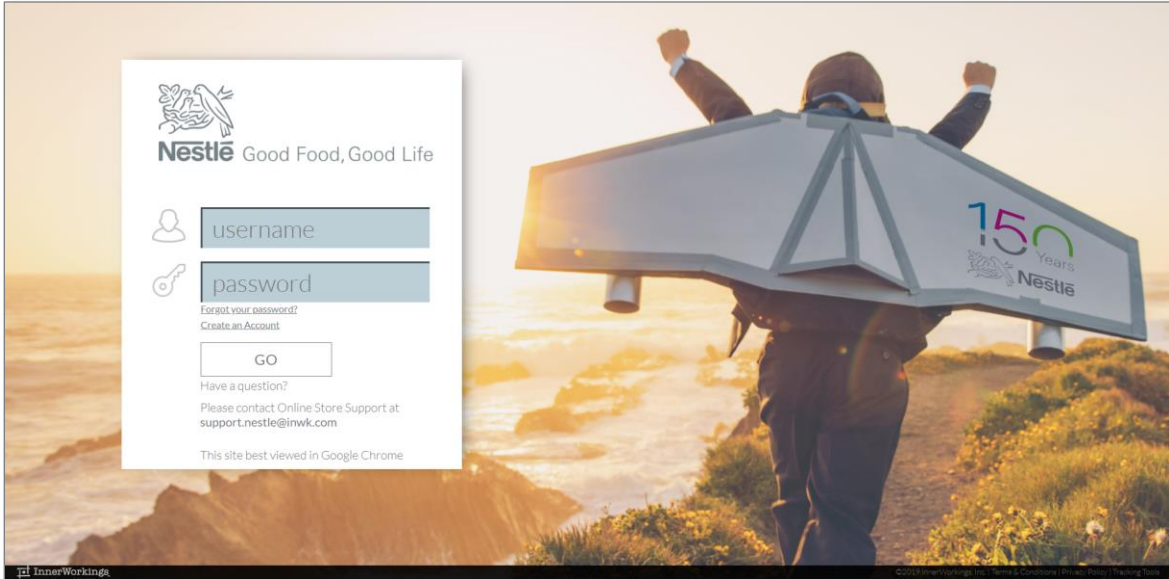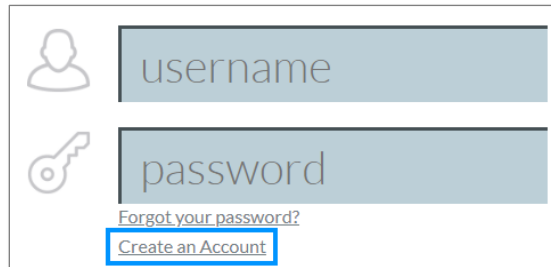
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ACCESS YOUR COMMERCE SITE

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 *

JOB TITLE *

DEPARTMENT *

PHONE *

EMAIL *

ADDRESS 1 *

ADDRESS 2

COUNTRY *

United States ▼
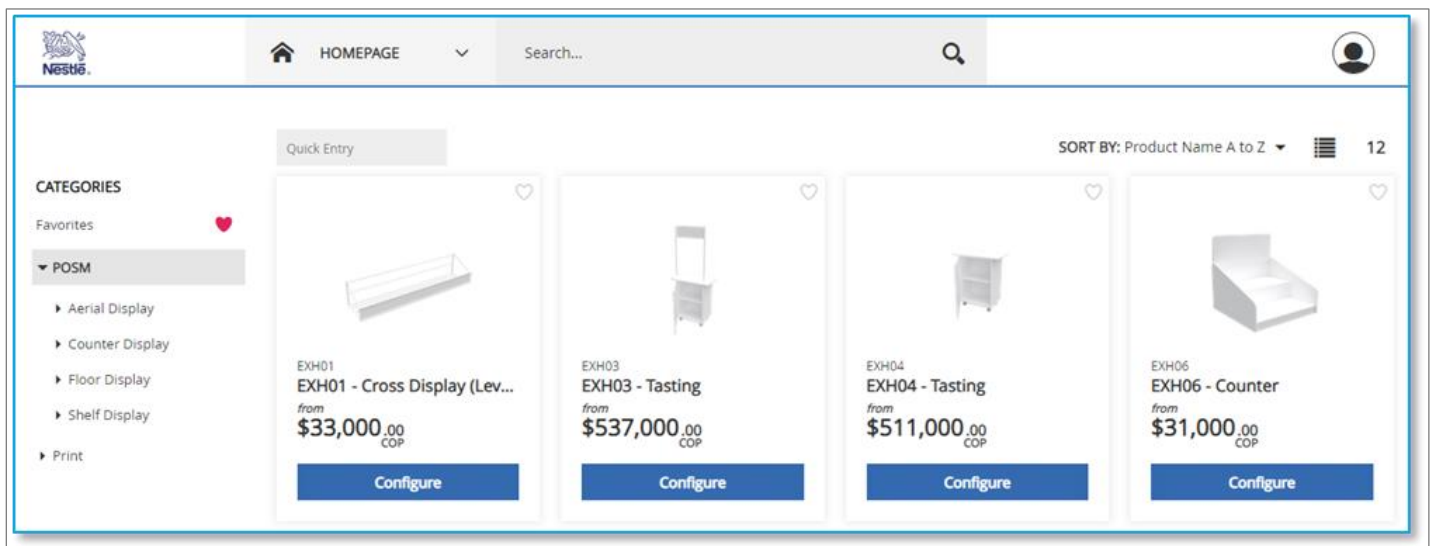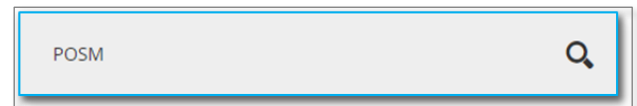
CITY *

STATE *

▼

ZIP CODE *

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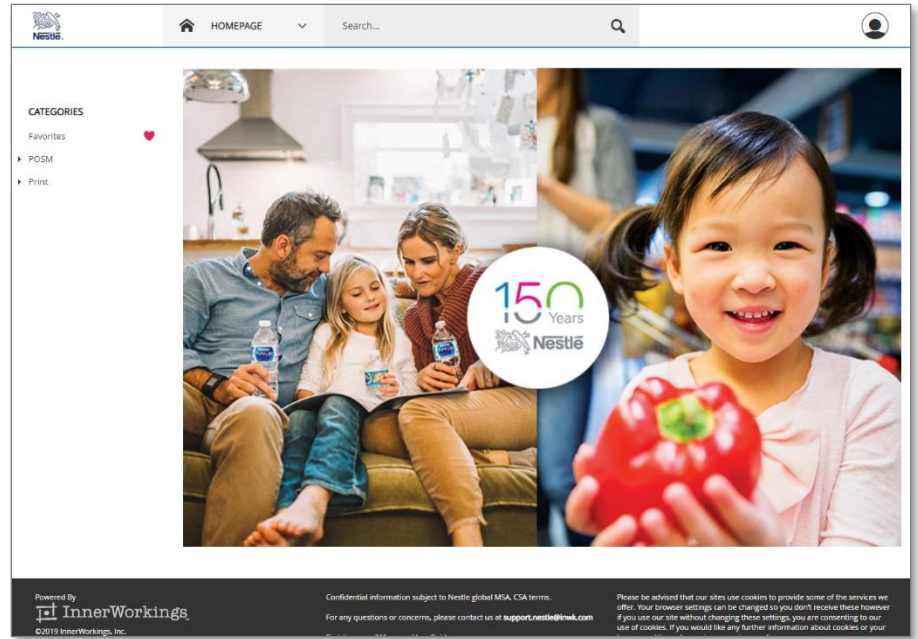
The search field will display items based on name or description containing the search term entered.

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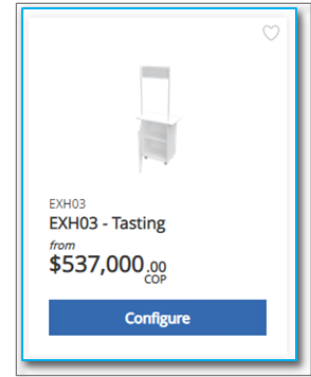
After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.

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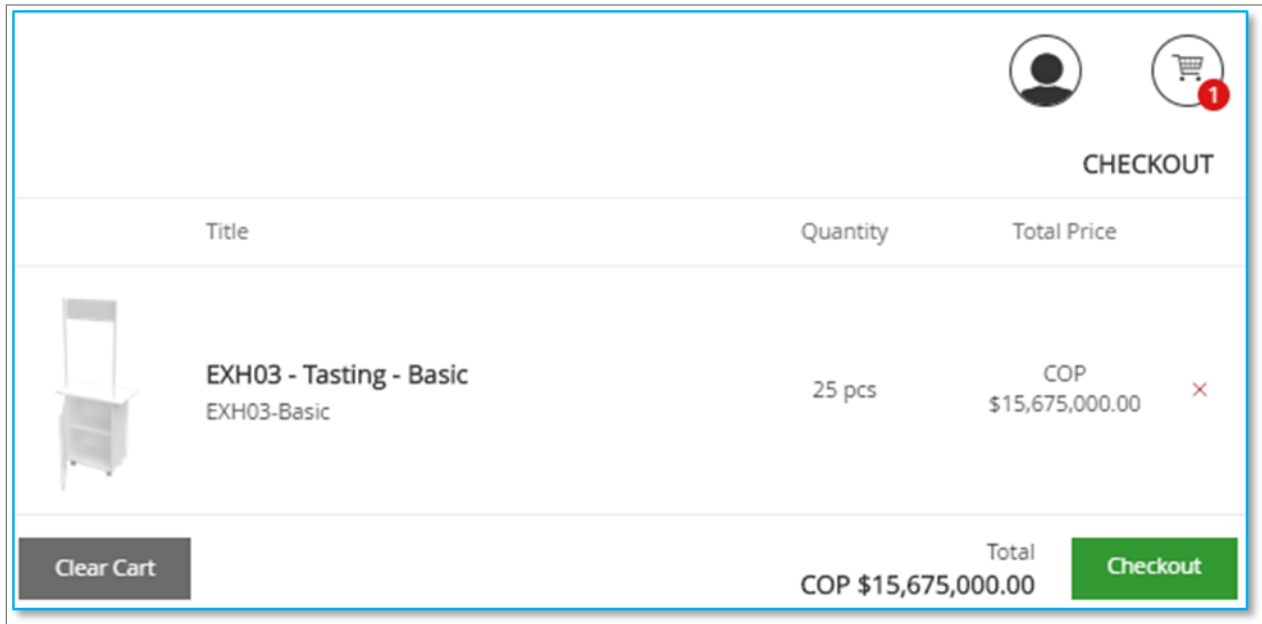
Quantity	Price per Unit
20 - 49	COP $627,000.00
50 - 99	COP $581,000.00
> 100	COP $537,000.00

Items to Add		Total Price	
0			🛒

Add To Favorites ♡

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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.

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.

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.

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

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:

✕	**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.
6	**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.

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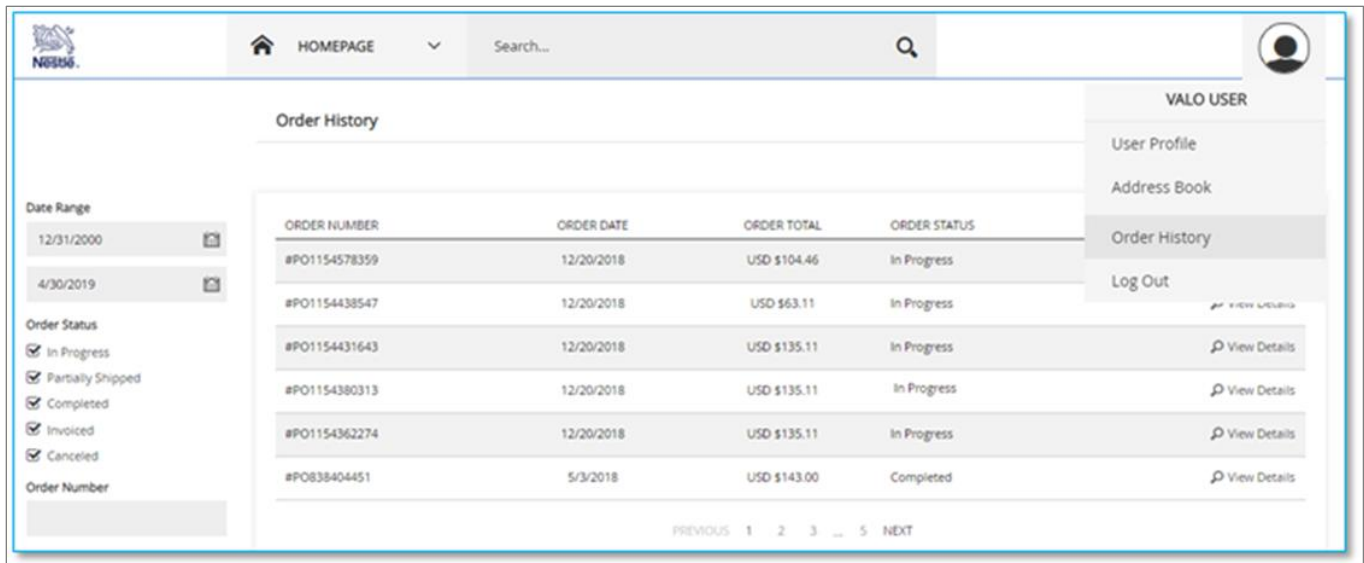
You will receive an email notification /order confirmation once you submit the order online.

VIEWING PAST ORDER HISTORY

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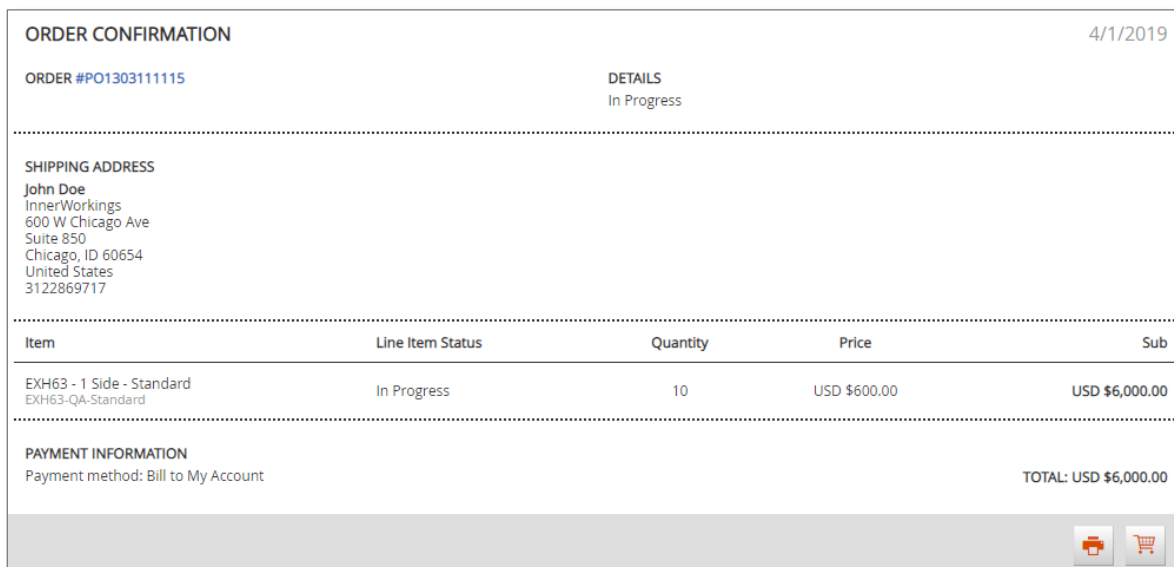

On the **Order History** page, you can filter by order date or status, or search for a particular key-word.
Click on the **View Details** on the right to see an order's detailed information.

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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.

VALO USER

User Profile

Address Book

Order History

Log Out

Address Book

John Doe	⚙
Sample Company	
1234 Address St.	
City, IL 00000	

John Doe	⚙ ✕
Sample Company 3	
3456 Anywhere St	
City, DC 00000	

John Doe	⚙ ✕
Sample Compnany 2	
2345 Anywhere St.	
City, DC 00000	
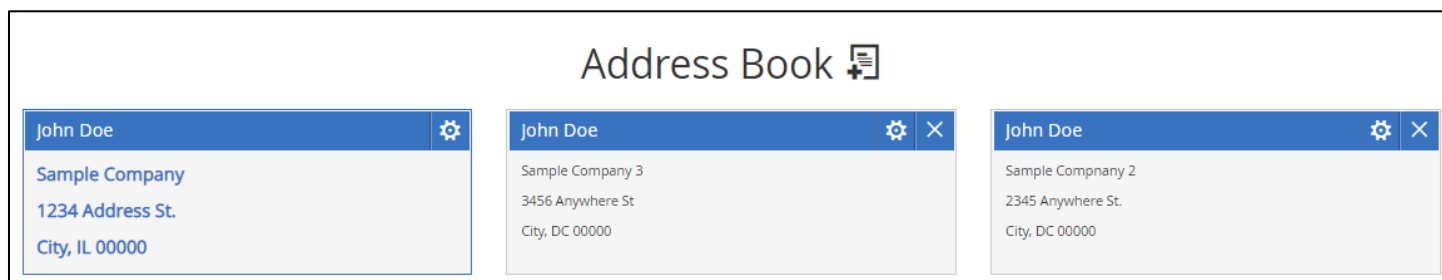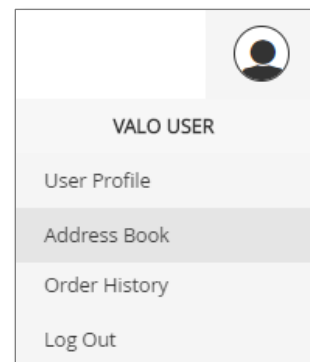
To add a new address, click the **Add** icon . To modify an existing address, click the **Gear** icon .

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

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