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# VALO USER GUIDE

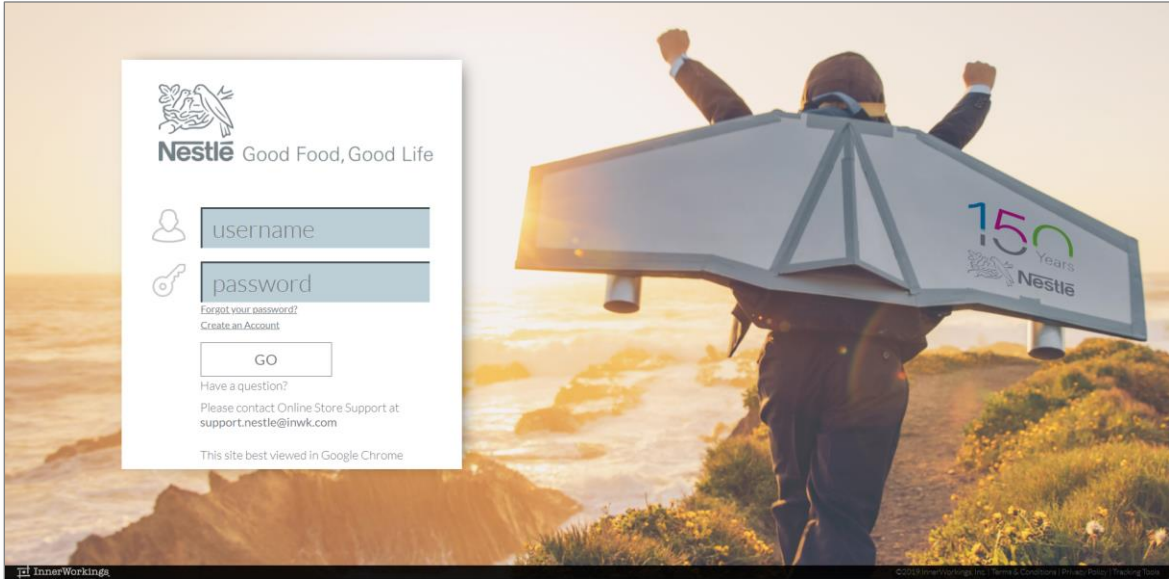
NESTLE - AOA



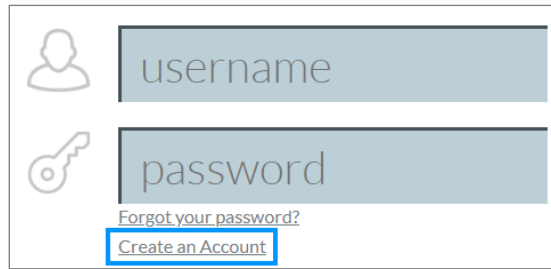


## ACCESS YOUR COMMERCE SITE

To access your VALO Commerce site, navigate to [nestle.inwk.com](https://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

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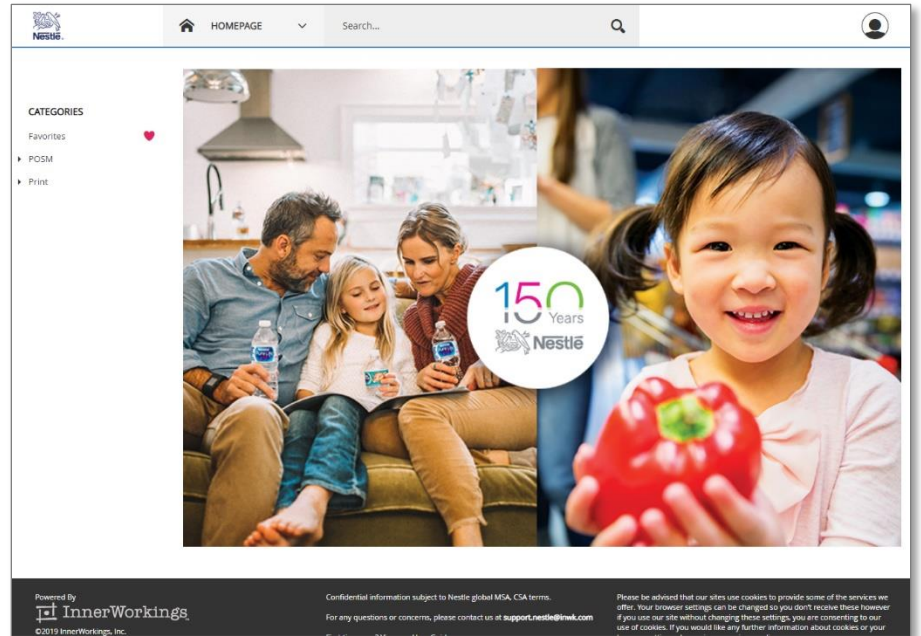
FIRST NAME *	LAST NAME *
<input type="text"/>	<input type="text"/>
JOB TITLE *	DEPARTMENT *
<input type="text"/>	<input type="text"/>
PHONE *	EMAIL *
<input type="text"/>	<input type="text"/>
ADDRESS 1 *	ADDRESS 2
<input type="text"/>	<input type="text"/>
COUNTRY *	CITY *
<input type="text" value="United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

Create Password

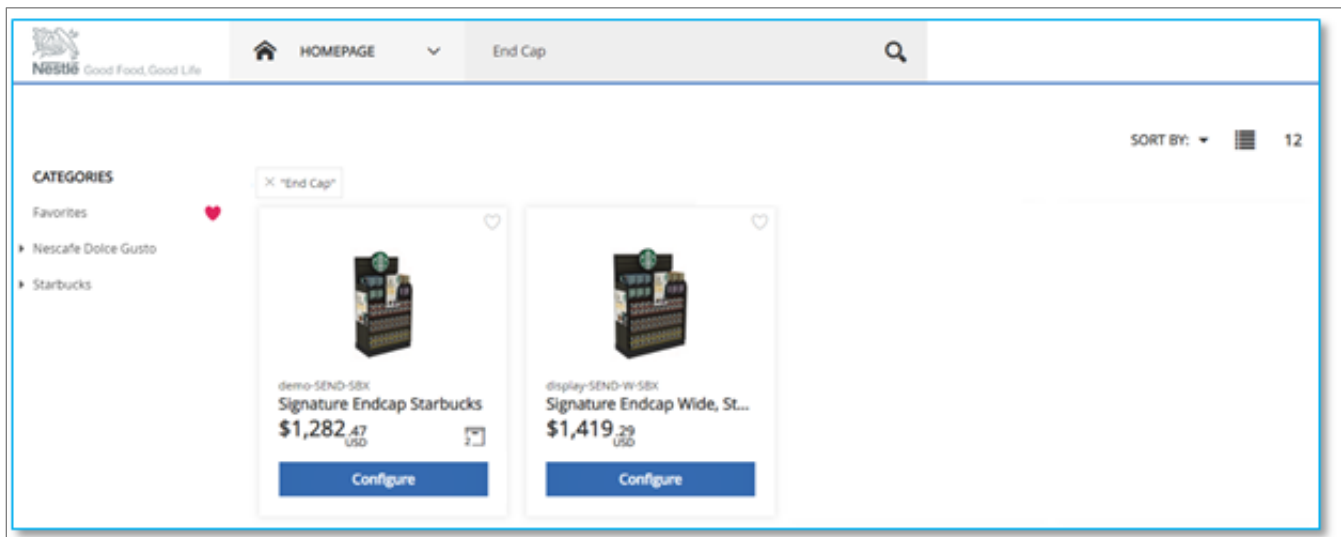
After a successful login, the portal home page will appear.

## 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.

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.

Most Displays for Starbucks will include an option to add an additional part, and Nescafe Dolce Gusto will include additional part and plinth color options.



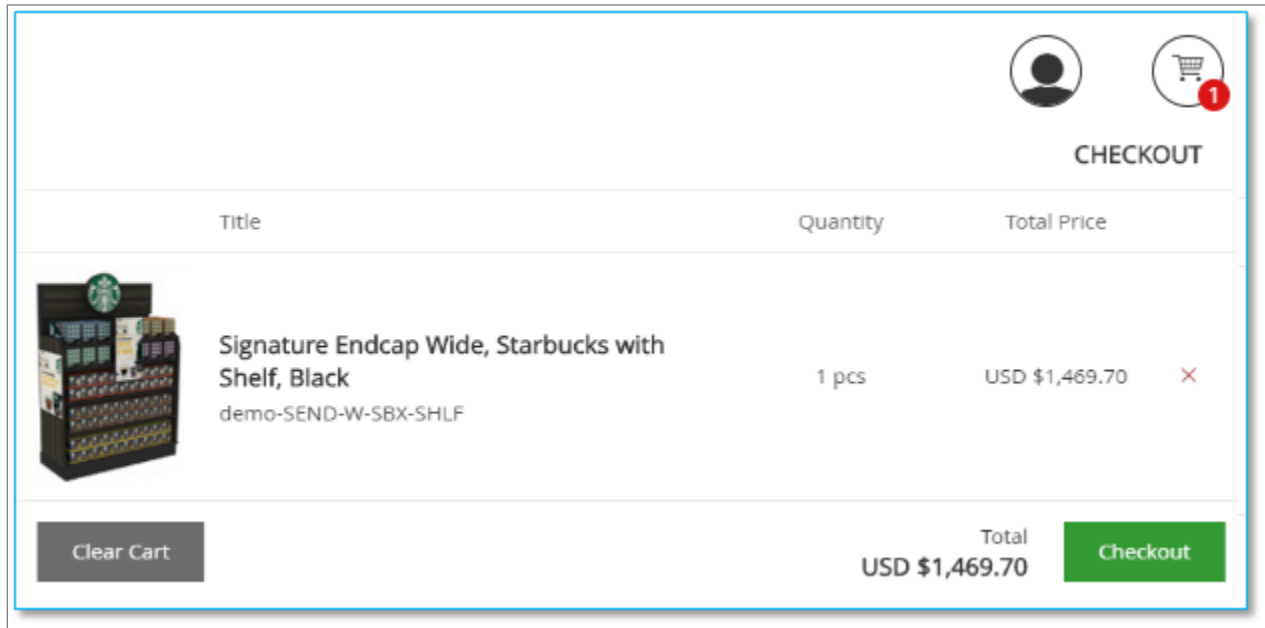
After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.




Signature Endcap Wide, Starbucks		Product Information									
		Product Name	Signature Endcap Wide, Starbucks								
		Variation	Signature Endcap Wide, Starbucks								
		Product ID	demo-SEND-W-SBX								
		Min Quantity	1								
		Additional Options	No Additional Options								
Overview		Add to Cart									
METAL, WOOD AND LAMINATE WITH MAGNETIC GRAPHIC PANELS AND BACKLIT SIREN LOGO. SHIPS FULLY ASSEMBLED. DISPLAY DIMENSIONS: 183CM X 52.5CM X 120CM PACKAGING DIMENSIONS: 195CM X 67CM X 135CM UNITS PER PALLET: 2		<table border="1"> <thead> <tr> <th>Items to Add</th> <th>Price per Unit</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>USD \$1,419.29</td> <td></td> </tr> </tbody> </table>	Items to Add	Price per Unit	Total Price	0	USD \$1,419.29		<table border="1"> <tr> <td></td> </tr> <tr> <td><a href="#">Add To Favorites</a> </td> </tr> </table>		<a href="#">Add To Favorites</a>
Items to Add	Price per Unit	Total Price									
0	USD \$1,419.29										
<a href="#">Add To Favorites</a>											

## 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.



The screenshot shows a shopping cart interface. At the top right, there is a user profile icon and a shopping cart icon with a red '1' notification. Below these is the word 'CHECKOUT'. The main area is a table with columns for 'Title', 'Quantity', and 'Total Price'. A single item is listed: 'Signature Endcap Wide, Starbucks with Shelf, Black' with a quantity of '1 pcs' and a total price of 'USD \$1,469.70'. Below the table, there is a 'Clear Cart' button on the left, a 'Total USD \$1,469.70' label, and a green 'Checkout' button on the right.

Title	Quantity	Total Price
 Signature Endcap Wide, Starbucks with Shelf, Black demo-SEND-W-SBX-SHLF	1 pcs	USD \$1,469.70

Clear Cart Total USD \$1,469.70 [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 displays a checkout interface with a progress bar at the top showing four steps: **Items** (1), **Shipping** (2), **Payment** (3), and **Checkout** (4). The **Items** step is highlighted with a green circle. Below the progress bar is a **Shopping Cart** section with a **Clear** button (marked with a red '1'). The cart contains one item:

Item Description	Quantity	Price	Subtotal
 SKU demo-SEND-W-SBX-SHLF Signature Endcap Wide, Starbucks with Shelf, Black	1 (marked with a red '2')	USD \$1,469.70	USD \$1,469.70 (marked with a red '3' and a red 'x')

Below the table, the **Subtotal** is USD \$1,469.70 and the **TOTAL** is USD \$1,469.70. At the bottom, there is a **Continue Shopping** button on the left and a **Next** button on the right.

## 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

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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

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

Click **Next** to proceed to the Payment page.

Select responses to the listed questions including whether you need delivery, setup and installation, or a local language applied to the design.

Items Shipping Payment Checkout

Payment method

Bill to My Account

1. Localize the Design? \*  
Select Yes or No

2. Delivery? \*  
Select Yes or No

3. Setup & Installation? \*  
Select Yes or No

4. Additional Order Comments

Subtotal: USD \$1,352.17  
TOTAL: USD \$1,352.17

Continue Shopping Back Next

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.

The screenshot displays a checkout interface with a progress bar at the top. The progress bar has four steps: 'Items' (checked), 'Shipping' (checked), 'Payment' (checked), and 'Checkout' (4, indicating the current step). Below the progress bar, there are two main sections: 'Shipping Address' and 'Payment Information'.

**Shipping Address:**  
John Doe  
Company  
1234 Anywhere Street  
Chicago, IL, 00000  
United States  
000-000-0000  
^  
[Change](#)

**Payment Information:**  
Bill to My Account  
[Change](#)

Below these sections is a table with the following columns: Item Description, Program Number : Quantity, Price, and Subtotal.

Item Description	Program Number : Quantity	Price	Subtotal
 SKU demo-SEND-W-SBK-SHLF Signature Endcap Wide, Starbucks with Shelf, Black	1	USD \$1,469.70	USD \$1,469.70

[Change](#)

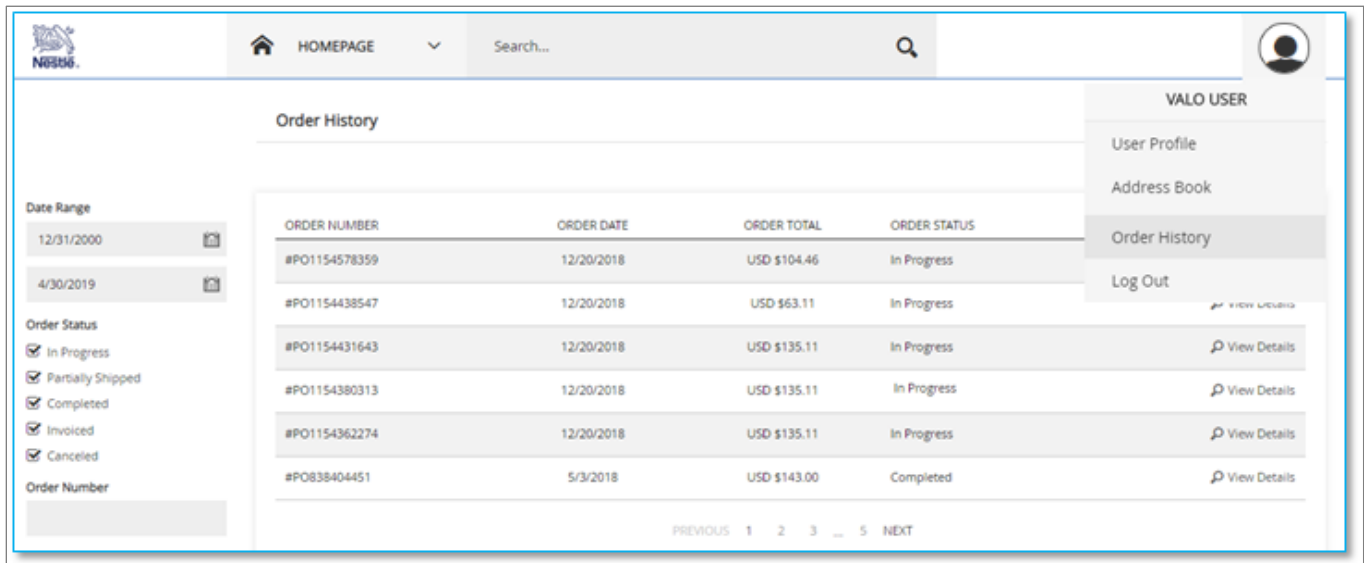
Subtotal: **USD \$600.00**  
**TOTAL: USD \$600.00**

Buttons: 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**.

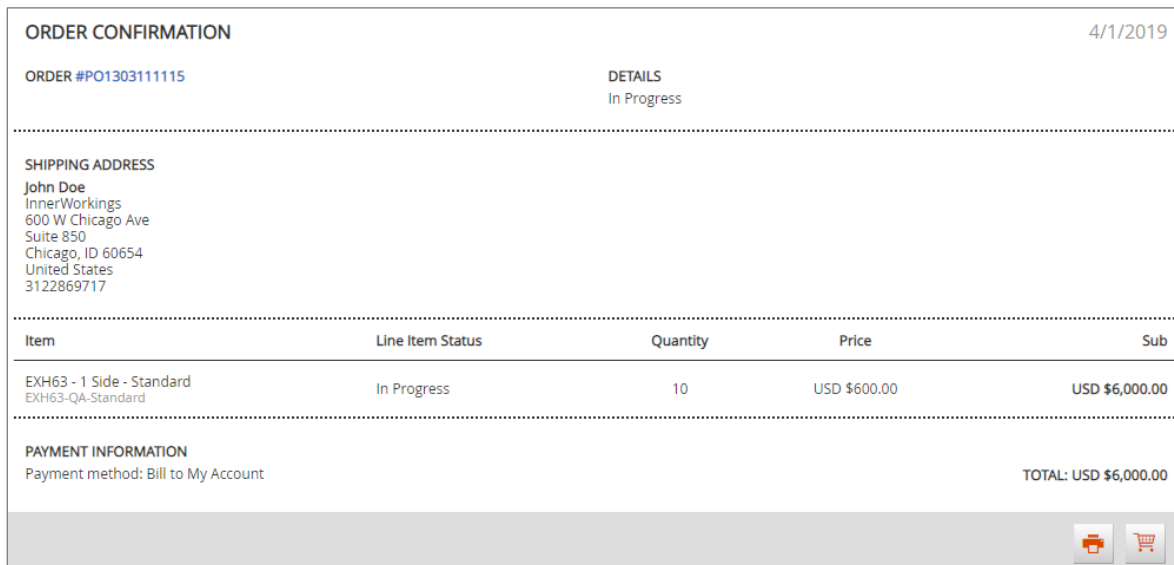


The screenshot displays the 'Order History' page. On the left, there are filters for 'Date Range' (12/31/2000 to 4/30/2019) and 'Order Status' (In Progress, Partially Shipped, Completed, Invoiced, Canceled). The main table lists orders with the following data:

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	<a href="#">View Details</a>
#PO1154431643	12/20/2018	USD \$135.11	In Progress	<a href="#">View Details</a>
#PO1154380313	12/20/2018	USD \$135.11	In Progress	<a href="#">View Details</a>
#PO1154362274	12/20/2018	USD \$135.11	In Progress	<a href="#">View Details</a>
#PO838404451	5/3/2018	USD \$143.00	Completed	<a href="#">View Details</a>

At the bottom of the table, there are navigation links: PREVIOUS 1 2 3 ... 5 NEXT. On the right, the user menu is open for 'VALO USER', with 'Order History' selected.



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 shows 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, 3122869717. The line items table is as follows:

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

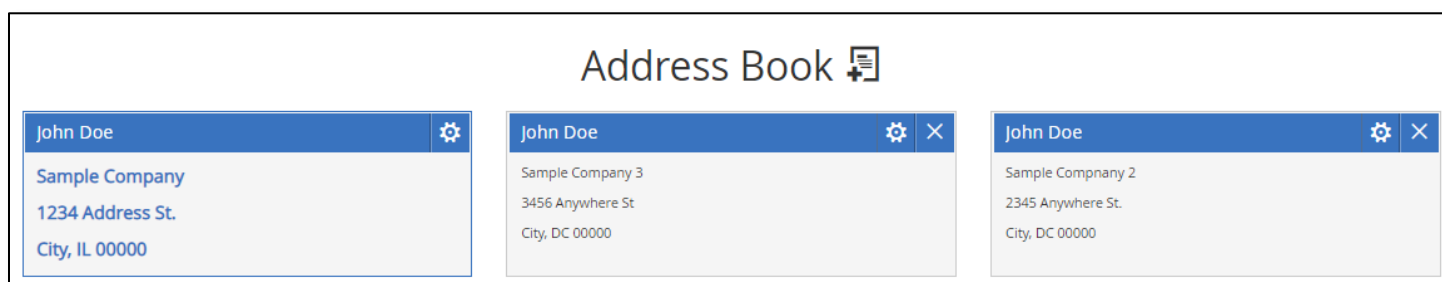
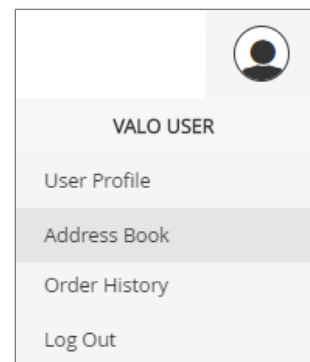
Payment information shows the method is 'Bill to My Account' and the total is USD \$6,000.00. There are print and shopping cart icons at the bottom right.



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 email [support.nestle@inwk.com](mailto:support.nestle@inwk.com)