
VALO COMMERCE

WAC BRANDED MERCH – USER GUIDE





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INTRODUCTION TO VALO COMMERCE

The VALO Commerce solution from InnerWorkings is a global platform for selling virtually anything online via a familiar, highly customizable online storefront experience. Products may include promotional items, apparel, standard print items, and custom print jobs using templates with variables.

USING VALO COMMERCE

ACCESSING YOUR COMMERCE SITE

Access the log in page at <https://wacmerch.inwk.com/>. Provide your username (your email address) and password to log in.

VALOSM

USER NAME
wmttestuser@wacmerchtest.com

PASSWORD

Go

[Forgot your password?](#)

If you've forgotten your password, click the Forgot your password? link. Enter your username, which is your email address. You will receive an email with a link to the password reset page.

Note: If you do not receive the password reset email, look in your spam/trash folders. If you still do not see the email, contact your IT representative to add support.wac@inwk.com as a safe sender and repeat the steps above.

BROWSING THE CATALOG

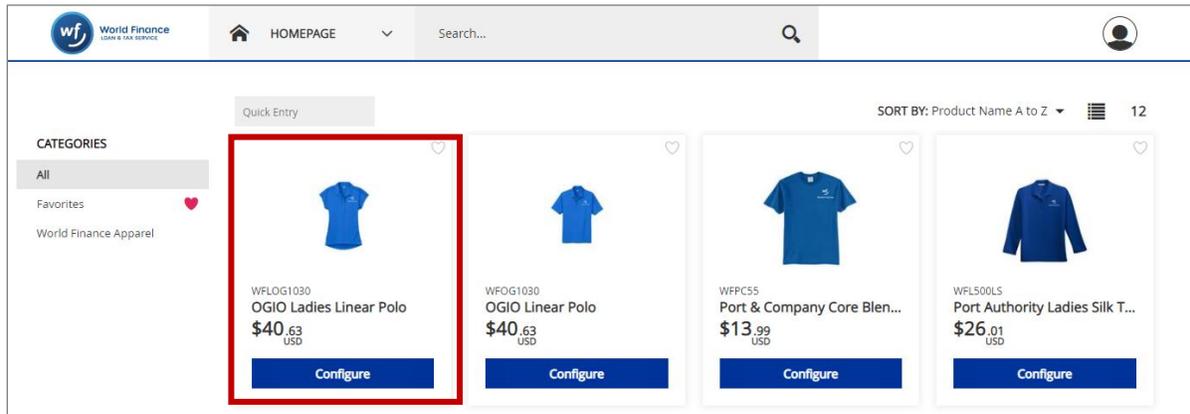
After logging in you will be directed to the catalog home screen.

To find a specific item, you can 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.

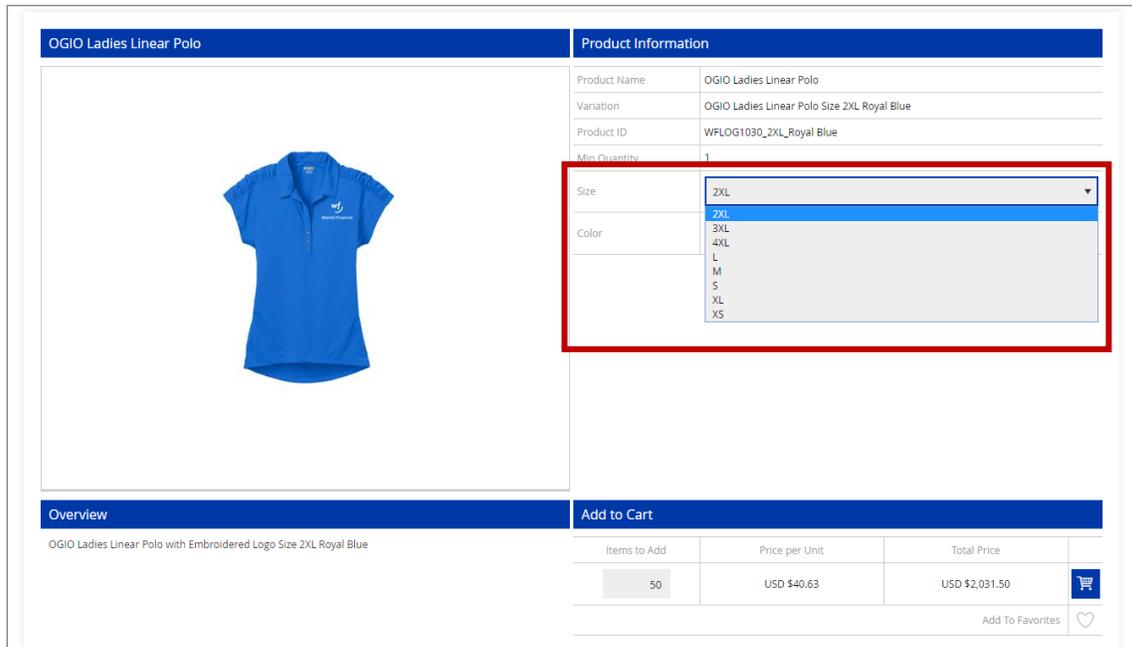
The screenshot displays the World Finance catalog interface. At the top, there is a navigation bar with the World Finance logo, a 'HOME PAGE' dropdown, a search field (highlighted with a red box), and a user profile icon. Below the navigation bar, a 'Quick Entry' section is visible. On the left, a 'CATEGORIES' sidebar (also highlighted with a red box) lists 'All', 'Favorites', and 'World Finance Apparel'. The main content area shows a grid of apparel items, each with a product image, name, price, and a 'Configure' button. The items are sorted by 'Product Name A to Z'.

Product ID	Product Name	Price (USD)
WFOG1030	OGIO Ladies Linear Polo	\$40.63
WFOG1030	OGIO Linear Polo	\$40.63
WFOG55	Port & Company Core Blen...	\$13.99
WFL500LS	Port Authority Ladies Silk T...	\$26.01
WFL500	Port Authority Ladies Silk T...	\$20.34
WFK500LS	Port Authority Silk Touch L...	\$26.01
WFK500	Port Authority Silk Touch P...	\$20.34
WFC112	Port Authority Snapback Tr...	\$11.40

Click on an item's image or on **Configure** to access the item detail screen, where you can customize the item to add it to your shopping cart.



Click on the **Size** and **Color** drop-down lists to customize the item





Adding Items to Your Favorites List

If you will be ordering a certain item frequently, click the **Add To Favorites** heart to add it to your Favorites list to make it easy to find in the future.

Add to Cart			
Items to Add	Price per Unit	Total Price	
50	USD \$40.63	USD \$2,031.50	
			Add To Favorites

You can see the list of all your favorite items by clicking **Favorites** in the **Categories** menu. Click the heart to remove it from your favorites.

The screenshot shows the World Finance online store interface. At the top, there is a navigation bar with the World Finance logo, a 'HOME PAGE' dropdown, a search bar, and user account and cart icons. Below the navigation bar, there is a 'CATEGORIES' sidebar on the left with 'All' and 'Favorites' (highlighted with a red box) options. The main content area displays a grid of apparel items, each with a 'Configure' button and a heart icon for adding to favorites. The first item, 'WFOG1030 OGIO Ladies Linear Polo', is highlighted with a red box around its heart icon. Other items include 'WFOG1030 OGIO Linear Polo', 'WFPC55 Port & Company Core Blen...', and 'WFL500LS Port Authority Ladies Silk T...'. The top right of the main area shows 'SORT BY: Product Name A to Z' and a count of '12' items.

ADDING ITEMS TO YOUR SHOPPING CART

On the item detail screen, enter the desired **Quantity** in the **Add to Cart** area and click the blue **Shopping Cart** icon.

The screenshot displays the product page for 'OGIO Ladies Linear Polo'. The 'Add to Cart' section is highlighted with a blue callout box. The callout box contains a table with the following data:

Items to Add	Price per Unit	Total Price	
50	USD \$40.63	USD \$2,031.50	
			Remove from favorites

The main product page also shows a smaller version of this 'Add to Cart' section at the bottom, with a white callout box pointing to the 'Items to Add' input field.

Note: You can only add an item that comes in multiple sizes to your cart from the Item Detail page, because you must select the size you would like on the item detail page before you can add it to your cart.



PLACING AN ORDER

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen and select **Checkout**. This launches the checkout screen. After completing each step, click the **Next** button to proceed.

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 circle containing the number '2'. Below these icons is the word 'CHECKOUT'. The main area contains a table with two items:

Title	Quantity	Total Price
 OGIO Ladies Linear Polo Size 2XL Royal Blue WFLOG1030_2XL_Royal Blue	50 pcs	USD \$2,031.50
 OGIO Linear Polo Size 2XL Royal Blue WFLOG1030_2XL_Royal Blue	10 pcs	USD \$406.30

At the bottom left is a 'Clear Cart' button. At the bottom right, the total price is shown as 'Total USD \$2,437.80' next to a green 'Checkout' button.

REVIEW YOUR ITEMS

On the **Items** screen, you can modify item **Quantities** or **Remove** items from your shopping cart by clicking on the **red X** before continuing.

Item Description	Quantity	Price	Subtotal
 SKU WFLOG1030_2XL_Royal Blue OGIO Ladies Linear Polo Size 2XL Royal Blue	50	USD \$40.63	USD \$2,031.50
 SKU WFOG1030_2XL_Royal Blue OGIO Linear Polo Size 2XL Royal Blue	10	USD \$40.63	USD \$406.30

Subtotal: USD \$2,437.80
TOTAL: USD \$2,437.80

[Continue Shopping](#) [Next](#)

Click **Next** to proceed to the Shipping Address page.

REVIEW OR ENTER SHIPPING ADDRESS

Enter the location where the items should be shipped.

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

Items Shipping Delivery Payment Card Details Checkout

1 2 3 4 5 6

Shipping Address [Open Address Book](#) [Clear](#)

Country *
United States

First Name * WACMerch Last Name * Test

Company *
INWK

Address 1 *
203 N Lasalle

Address 2

Address 3

City * Chicago State * Illinois Zip Code * 60601

Phone * 5555555555 Mobile Phone

Email *
wmtestuser@wacmerchtest.com

Subtotal: USD \$2,437.80
TOTAL: USD \$2,437.80

[Continue Shopping](#) [Back](#) [Next](#)

Note: Confirm the address is correct. If you have a default shipping address saved in your user profile, the shipping address may default to this location.



To narrow the list of displayed addresses, enter the desired criteria in the **Search By** area and click **Search**.

The screenshot shows a 'Shipping Address' form. At the top right, there are buttons for 'Open Address Book' and 'Clear'. Below the title bar, there is a 'Search by' dropdown menu and a 'Search' button, both highlighted with a red box. To the right, a 'Personal Address Book' is open, showing a search result 'WACMerch Test' with 'Ok' and 'Cancel' buttons highlighted by a red box. The main form contains fields for: COUNTRY (dropdown), FIRST NAME and LAST NAME (text), COMPANY (text), ADDRESS 1, ADDRESS 2, ADDRESS 3, ADDRESS 4 (text), CITY, STATE, and ZIP CODE (text), PHONE and MOBILE PHONE (text), and EMAIL (text). On the right side of the form, there are icons for close (X), refresh, grid, list, and checkmark, along with a count of '12'.

Once the correct shipping address has been chosen, click **Ok** to add it to your order. Click **Next** to proceed to the **Delivery** page.

CHOOSE DELIVERY METHOD

On the **Delivery** page, select a **FedEx** delivery option and click **Next** to continue to the **Payment** page.

Items Shipping **Delivery** Payment Card Details Checkout

✓ ✓ **3** 4 5 6

Choose Delivery Method

WACMerch Test
INWK
203 N Lasalle
Chicago, IL, 60601
United States
wmtestuser@wacmerchtest.com
5555555555

 FedEx Ground	USD \$39.69
 FedEx 2 day	USD \$85.33
 FedEx Standard Overnight	USD \$111.32

Subtotal: USD \$2,437.80
Shipping Total: USD \$39.69
Tax: USD \$249.88
TOTAL: USD \$2,727.37

Continue Shopping Back **Next**

ENTER PAYMENT DETAILS

1. On the **Payment** page, enter your Billing Address for the credit card that's being used for payment. Click **Next** to enter the full Credit Card Details.

Items Shipping Delivery **Payment** Card Details Checkout

✓ ✓ ✓ **4** 5 6

Payment method

Credit Card

Billing Address Shipping Clear

Country *

First Name * Last Name *

Company

Address 1 *

Address 2

Address 3

City * State * Zip Code *

Phone Mobile Phone

Email *

Subtotal: USD \$2,437.80
Shipping Total: USD \$39.69
Tax: USD \$249.88

TOTAL: USD \$2,727.37

Continue Shopping Back **Next**

2. On the **Payment Information** page, enter the Credit Card Information and click **Next** to Finalize your order.

The screenshot shows a checkout process with six steps: Items, Shipping, Delivery, Payment, Card Details, and Checkout. Steps 1-4 are completed, and step 5 (Card Details) is the current active step. The page title is "Payment Information".

Form fields include:

- Card Number *: *****1234
- Expiration Date: 1 / 2022
- CW *: 123

Accepted payment methods are listed: VISA, Mastercard, DISCOVER, and AMEX.

Summary of costs:

- Subtotal: USD \$2,437.80
- Shipping Total: USD \$39.69
- Tax: USD \$249.88
- TOTAL: USD \$2,727.37**

Buttons: "Continue Shopping", "Back", and "Next" (highlighted with a red box).

FINALIZE YOUR ORDER

On the final screen, review your order and make any necessary changes. Once you've confirmed the information, click **Checkout**.

Items Shipping Delivery Payment **Card Details** Checkout

✓ ✓ ✓ ✓ 5 6

Shipping Address WACMerch Test INWK 203 N Lasalle Chicago, IL, 60601 Change	Delivery FedEx Ground Change	Payment Information Credit Card Number XXXX XXXX XXXX 1234 Expiry 01/22 Change	Billing Address WAC Merch Test INWK 203 N Lasalle Chicago, IL, 60601 United States wmtestuser@wacmerchtest.com Change
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Item Description	Quantity	Price	Subtotal
 SKU WFLOG1030_2XL_Royal Blue OGIO Ladies Linear Polo Size 2XL Royal Blue	50	USD \$40.63	USD \$2,031.50
 SKU WFOG1030_2XL_Royal Blue OGIO Linear Polo Size 2XL Royal Blue	10	USD \$40.63	USD \$406.30

[Change](#)

Subtotal: USD \$2,437.80
Shipping Total: USD \$39.69
Tax: USD \$249.88
TOTAL: USD \$2,727.37

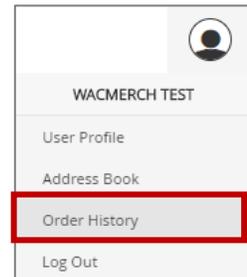
[Continue Shopping](#) [Back](#) [Checkout](#)

An **Order Confirmation** screen will appear with the option to **Print** on the bottom right corner.

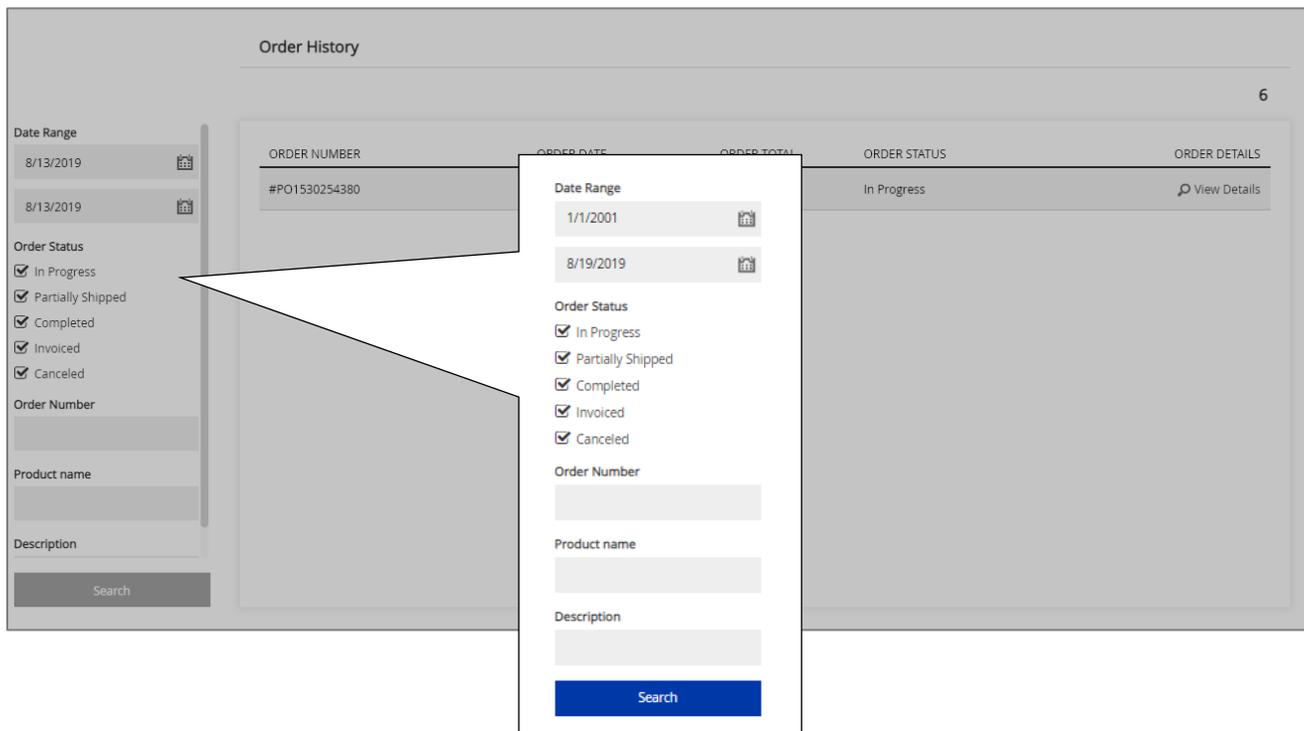
You will also receive an email copy of your order confirmation at the email address on your account. If you need to contact InnerWorkings regarding the order for any reason, please reference your order number.

VIEW AND COPY PREVIOUS ORDERS

To access a list of all orders you have placed, hover over your user icon and select **Order History**.



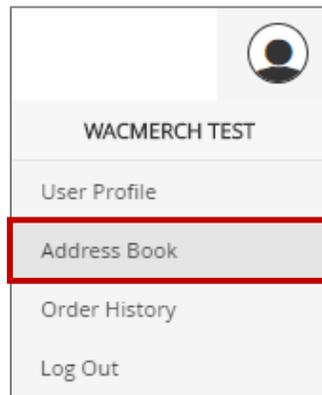
On the **Order History** screen, you can **filter** order by date or status or search by keyword.



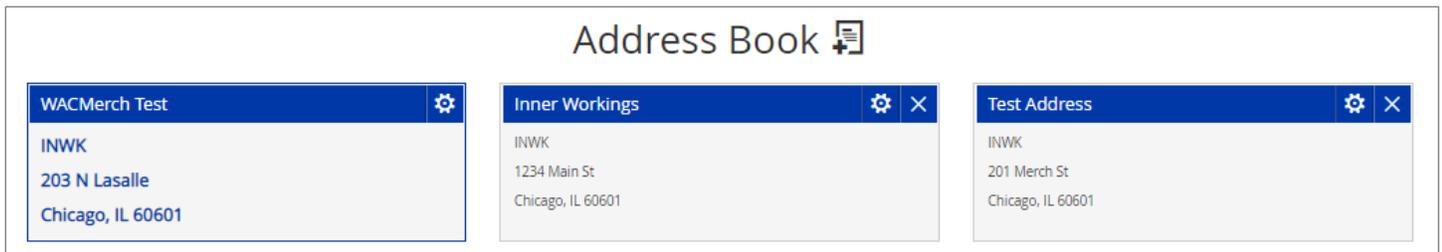
Click [View Details](#) to bring up an order's confirmation screen, which lists all the included items. At the bottom of the screen, click the shopping cart  to add all these items to your cart, or the print  button to print the screen.

MANAGE SHIPPING ADDRESSES

To modify the 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 **blue font**.



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

CONTACT SUPPORT

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