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# QUICK START GUIDE

NESTLE FOODSERVICE – USER GUIDE





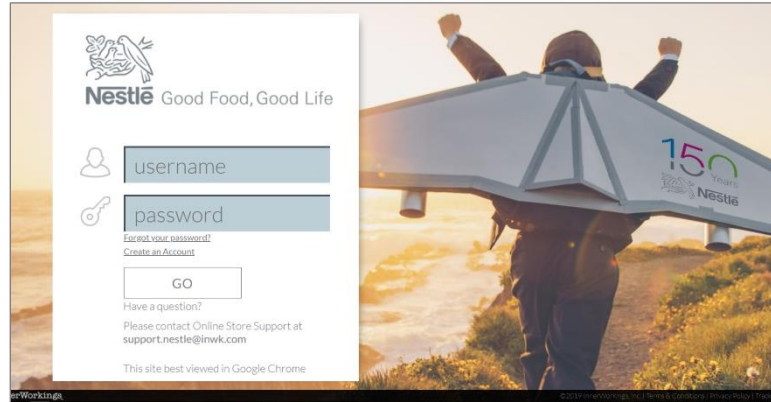
### Step 1: Access the Nestle VALO Commerce Site

In your browser, go to <https://foodservice.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. 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.



***Please note that you will not be granted access to the Nestle Foodservice VALO Commerce site until the information you entered has been reviewed and approved. Once approved, you will be able to log in using your username and password.***

### Step 2: Browse the Catalog

Use the search field at the top of the screen to find an item or browse the categories on the left side of the screen. The search field checks the item names and descriptions when returning results.

### Step 3: Add Items to your Shopping Cart

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

Some items will require additional configuration prior to ordering. If so, you will need to click the “Configure” button to view the item detail screen. On the detail screen, review the options and enter a quantity in the add to cart section at the bottom right. Click the **cart** icon to add it to your cart.

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



For questions or requests regarding your site, please contact [nestle.orders.emena@eyelevel.com](mailto:nestle.orders.emena@eyelevel.com)