
VALO COMMERCE

NESTLE FOODSERVICE – USER GUIDE

NESCAFÉ





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INTRODUCTION TO VALO COMMERCE

The VALO Commerce solution from InnerWorkings is a global B2B eCommerce platform for selling branded products via a familiar, highly customizable online storefront experience. This tool offers self-service procurement of predefined products that are made available in a catalog interface with pre-determined prices.

USING VALO COMMERCE

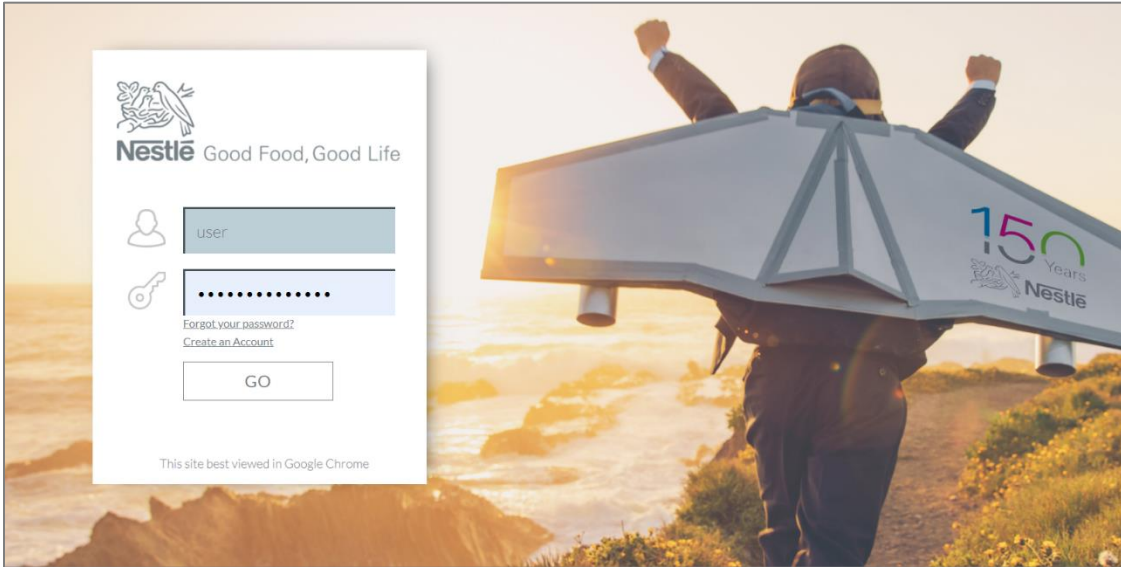
When working with VALO Commerce, you can:

- Access your Commerce site
- Browse the catalog
- Add items to your shopping cart
- Place an order
- Add items to your Favorites list
- View and copy previous orders
- Manage shipping addresses
- Contact Support



ACCESSING THE NESTLE FOODSERVICE VALO COMMERCE SITE

To access the Nestle Foodservice VALO Commerce site, navigate to <https://foodservice.nestle.inwk.com/>. Provide your username (your email address) and password, then click **Go** 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.).

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.

User Information

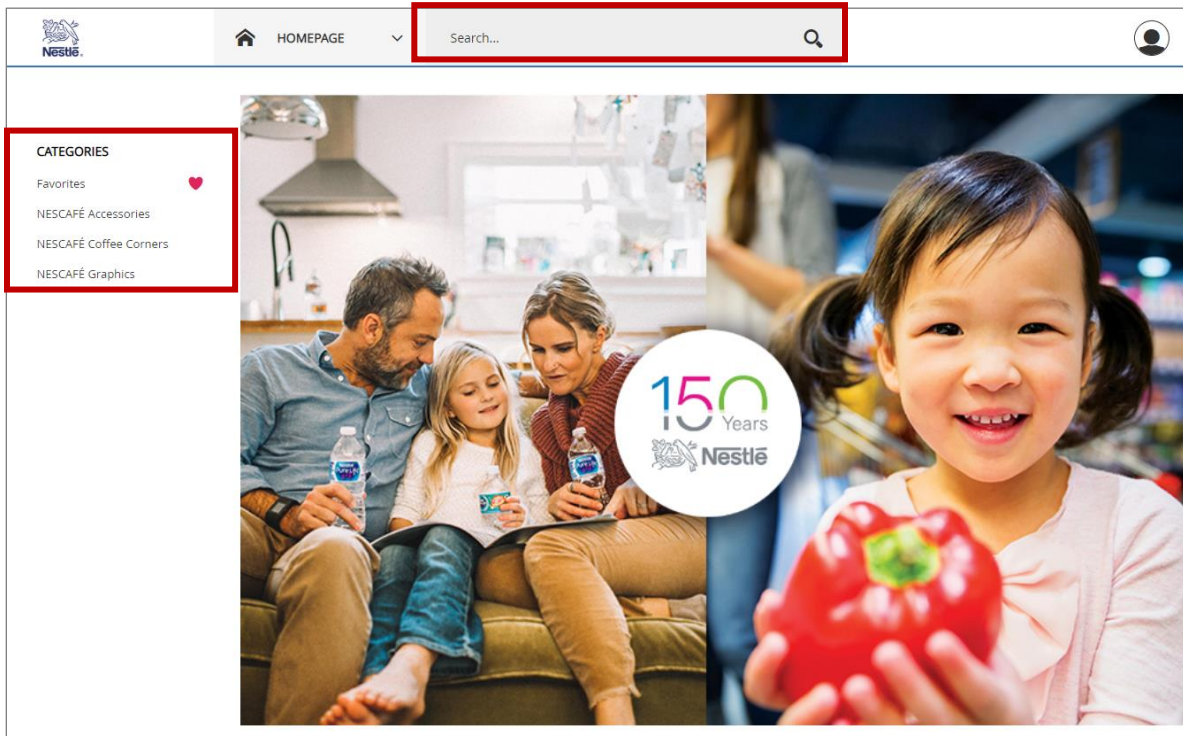
FIRST NAME *	LAST NAME *
<input type="text"/>	<input type="text"/>
JOB TITLE *	DEPARTMENT *
<input type="text"/>	<input type="text"/>
PHONE *	EMAIL *
<input type="text"/>	<input type="text"/>
ADDRESS 1 *	ADDRESS 2
<input type="text"/>	<input type="text"/>
COUNTRY *	CITY *
<input type="text" value="United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

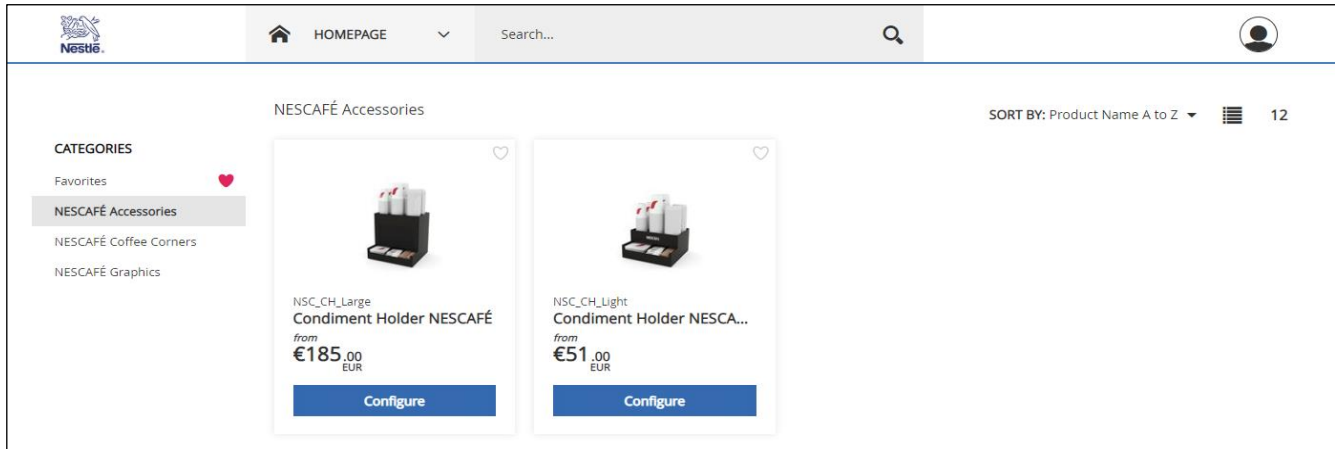
BROWSING THE CATALOG

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.





Click on an item's image to access the item detail screen, which provides you with additional information and gives you the option to add the item to your shopping cart or to your list of favorites.



Click on **Configure** or an item image to view more information and add the item to your shopping cart.

Condiment Holder NESCAFÉ



Product Information

Product Name	Condiment Holder NESCAFÉ
Product ID	NSC_CH_Large
Price	EUR €185.00 - €231.00
Min Quantity	1
Max Quantity	1000

Overview

Condiment holder with space to insert tea boxes, cups, lids, sugars and napkins

Add to Cart

Quantity	Price per Unit	
1 - 5	EUR €231.00	
6 - 10	EUR €217.00	
11 - 25	EUR €208.00	
26 - 50	EUR €199.00	
51 - 100	EUR €196.00	
101 - 500	EUR €188.00	
501 - 1000	EUR €185.00	

Items to Add: Total Price:



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	
Quantity	Price per Unit
1 - 5	EUR €231.00
6 - 10	EUR €217.00
11 - 25	EUR €208.00
26 - 50	EUR €199.00
51 - 100	EUR €196.00
101 - 500	EUR €188.00
501 - 1000	EUR €185.00
Items to Add	Total Price
<input type="text" value="0"/>	
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.


CATEGORIES

- Favorites**
- NESCAFÉ Accessories
- NESCAFÉ Coffee Corners
- NESCAFÉ Graphics



NSC_CH_Large
Condiment Holder NESCAFÉ
from
€185.00
EUR

[Configure](#)



NSC_CH_Light
Condiment Holder NESCAFÉ_Light
from
€51.00
EUR

[Configure](#)



ADDING ITEMS TO YOUR SHOPPING CART

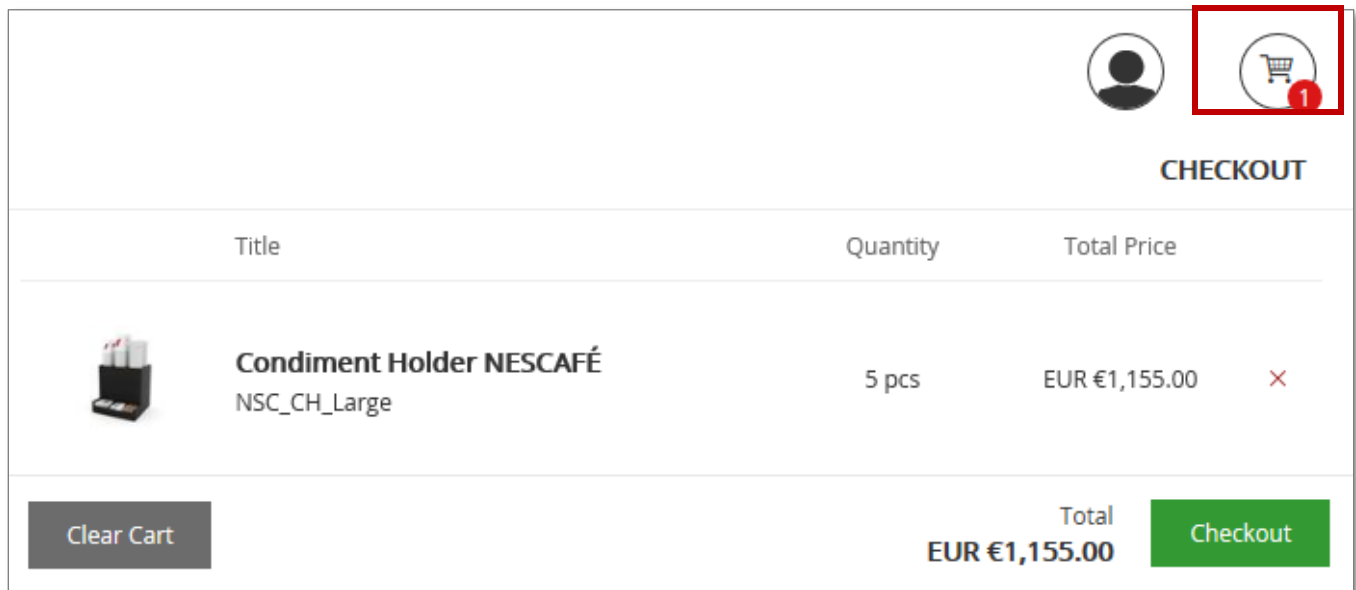
From the main catalog page, click on **Configure** or an item image to open the item detail screen.

On the item detail screen, enter the desired quantity in the Add to Cart area and click the shopping cart button.


Add to Cart		
Quantity		Price per Unit
1 - 5		EUR €231.00
6 - 10		EUR €217.00
11 - 25		EUR €208.00 <input checked="" type="checkbox"/>
26 - 50		EUR €199.00
51 - 100		EUR €196.00
101 - 500		EUR €188.00
501 - 1000		EUR €185.00
Items to Add		Total Price
<input type="text" value="25"/>		EUR €5,200.00 <input type="button" value="Shopping Cart"/>
		Add To Favorites <input type="button" value="Heart"/>

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.



The screenshot shows a checkout interface. At the top right, there is a user profile icon and a shopping cart icon with a red '1' notification badge, which is highlighted by a red box. Below the cart icon is the word 'CHECKOUT'. The main area contains a table with the following items:

Title	Quantity	Total Price
 Condiment Holder NESCAFÉ NSC_CH_Large	5 pcs	EUR €1,155.00

At the bottom left is a 'Clear Cart' button. At the bottom right, the total price is displayed as 'Total EUR €1,155.00' next to a green 'Checkout' button.

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



REVIEW YOUR ITEMS


On the **Items** screen, you can

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

Items Shipping Payment Checkout

1 2 3 4

Shopping Cart Clear

Item Description	Quantity	Price	Subtotal
 SKU NSC_CH_Large Condiment Holder NESCAFÉ	5	EUR €231.00	EUR €1,155.00 X

Subtotal: EUR €1,155.00

TOTAL: EUR €1,155.00

Continue Next

REVIEW OR ENTER SHIPPING ADDRESS

If you are only shipping to a single address, on the **Shipping Address** page you can enter the location where the items will be shipped.

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.

The screenshot shows a checkout process with four steps: Items, Shipping, Payment, and Checkout. The 'Shipping' step is currently active, indicated by a green bar and the number '2' in a green circle. The 'Items' step is completed with a green checkmark, 'Payment' is step 3, and 'Checkout' is step 4.

The 'Shipping Address' form contains the following fields:

- Country *: United States (dropdown menu)
- First Name *: Test
- Last Name *: Tester
- Company *: Test
- Address 1 *: 123 Anywhere St.
- Address 2: (empty)
- City *: Chicago
- State *: Illinois (dropdown menu)
- Zip Code *: 00000
- Phone *: 5555555555
- Order or Shipping Comments: Shipping Comments

At the bottom right of the form, the subtotal and total are displayed:

Subtotal: **EUR €1,155.00**
TOTAL: **EUR €1,155.00**

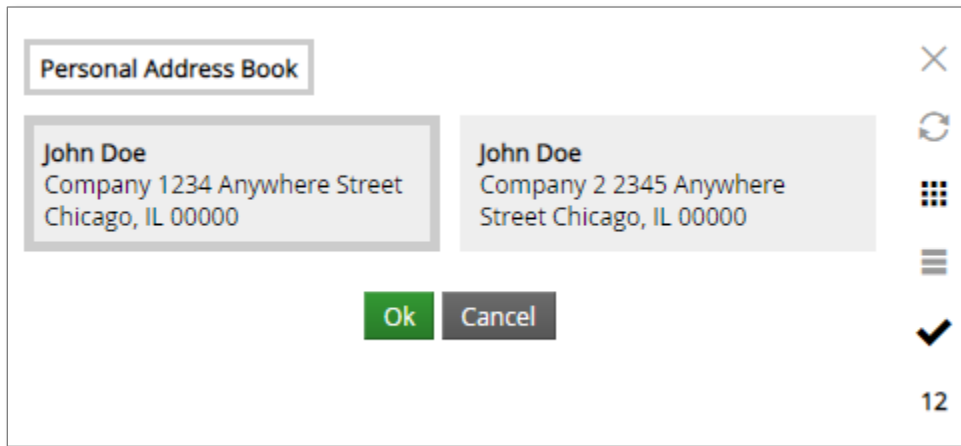
Navigation buttons include 'Continue' (disabled), 'Back' (disabled), and 'Next' (active).



To select from a list of addresses saved in your user profile, 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.
	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 screenshot 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 the current active step, 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 titled 'Payment method' with a grey background. Underneath, there are two options for 'Bill to My Account', each with a grey background and a white arrow pointing to the right.

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

Test Tester
Test
123 Anywhere St.
Chicago, IL 00000

▼
[Change](#)

Payment Information

Bill to My Account
[Change](#)

Item Description	Quantity	Price	Subtotal
 SKU NSC_CH_Large Condiment Holder NESCAFÉ	5	EUR €231.00	EUR €1,155.00

[Change](#)

Subtotal: **EUR €1,155.00**

TOTAL: EUR €1,155.00

[Continue](#) [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 VALO Support regarding the order for any reason, please reference your order number.

ORDER CONFIRMATION 12/9/2019

ORDER #PO1748526170 **DETAILS**
In Progress

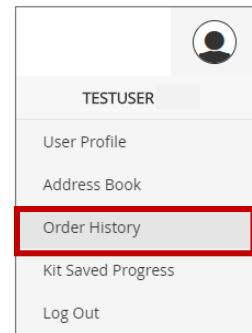
SHIPPING ADDRESS
Test Tester
Test
123 Anywhere St.
Chicago, IL 00000
United States
5555555555

Item	Line Item Status	Quantity	Price	Sub
Condiment Holder NESCAFE NSC_CH_Large	In Progress	5	EUR €231.00	EUR €1,155.00

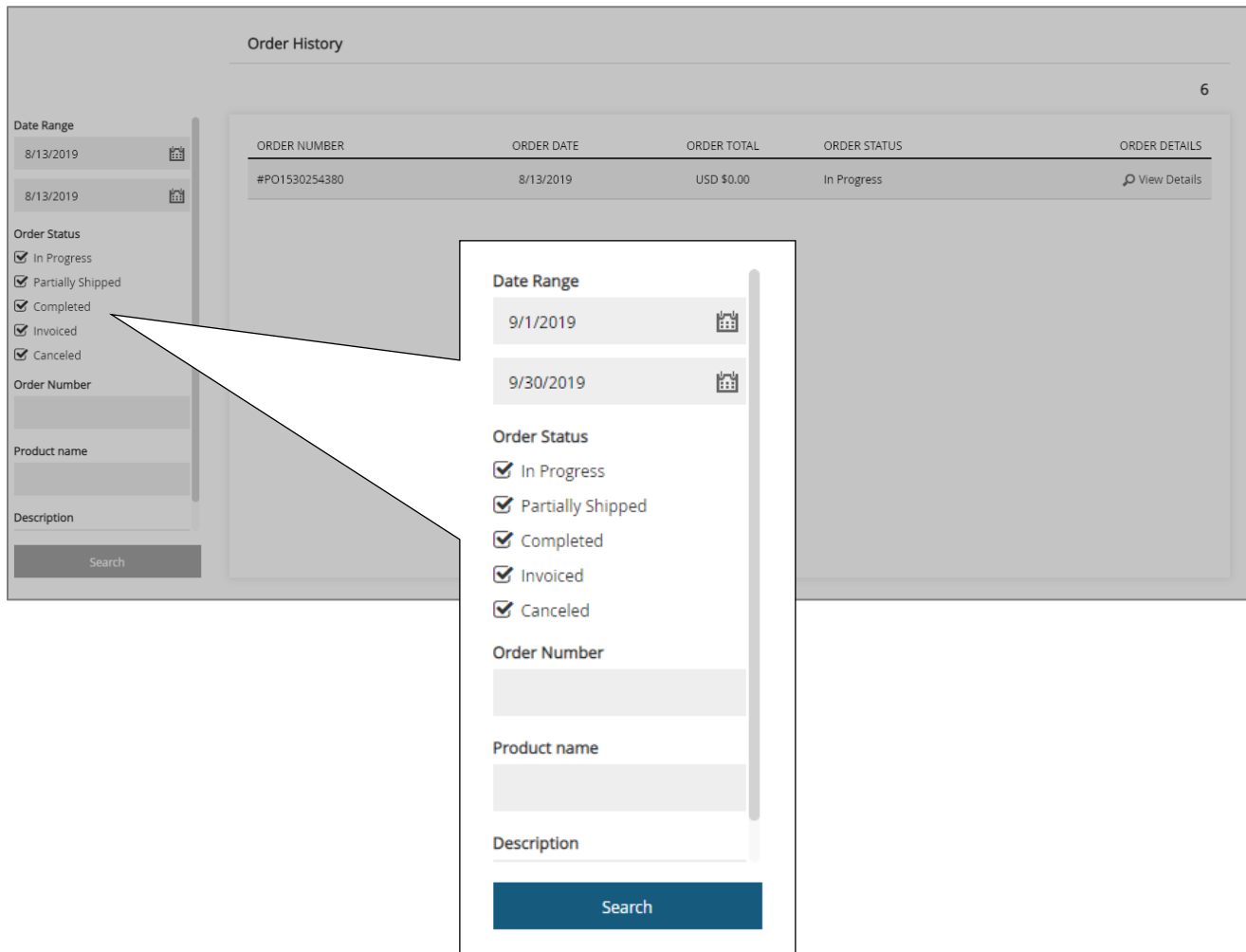
PAYMENT INFORMATION
Payment method: Bill to My Account **TOTAL: EUR €1,155.00**

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.



The screenshot shows the 'Order History' interface. On the left, there are filters for 'Date Range' (8/13/2019), 'Order Status' (In Progress, Partially Shipped, Completed, Invoiced, Canceled), 'Order Number', 'Product name', and 'Description'. A search button is at the bottom. The main area displays a table with one order: #PO1530254380, dated 8/13/2019, for USD \$0.00, in 'In Progress' status. A search filter overlay is shown, mirroring the left sidebar filters and including a 'Search' button.

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO1530254380	8/13/2019	USD \$0.00	In Progress	View Details



ORDER HISTORY DETAILS

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.

Order History

6

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO1748526170	12/9/2019	EUR €1,155.00	In Progress	View Details

Date Range
12/9/2019 
12/9/2019 

Order Status
 In Progress
 Partially Shipped
 Completed
 Invoiced
 Canceled

Order Number

Product name

Description

ORDER CONFIRMATION

12/9/2019

ORDER #PO1748526170

DETAILS

In Progress

SHIPPING ADDRESS

Test Tester
Test
123 Anywhere St.
Chicago, IL 00000
United States
5555555555

Item	Line Item Status	Quantity	Price	Sub
Condiment Holder NESCAFÉ NSC_CH_Large	In Progress	5	EUR €231.00	EUR €1,155.00

PAYMENT INFORMATION

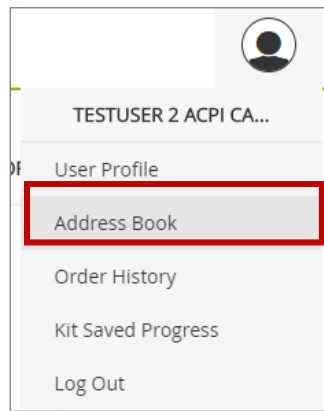
Payment method: Bill to My Account

TOTAL: EUR €1,155.00

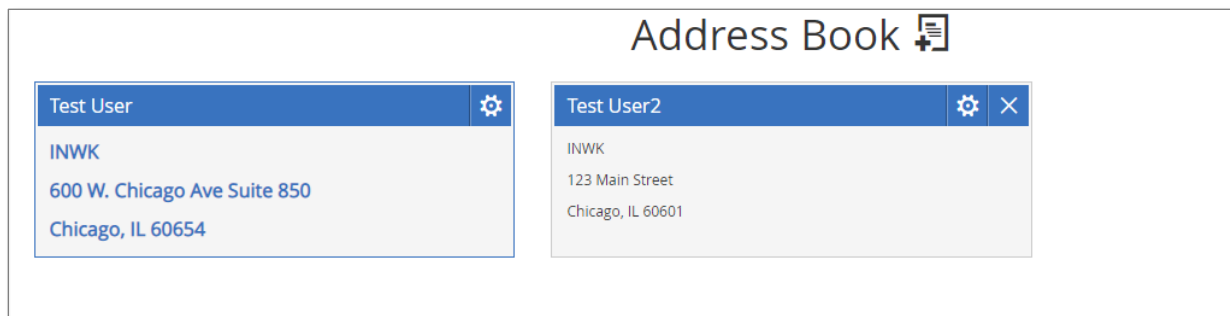




MANAGE SHIPPING ADDRESSES

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

For questions or requests regarding your site, please contact nestle.orders.emena@eyelevel.com.