



 InnerWorkings

WorldStrides VALO Commerce User Guide

we make marketing happen.

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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 eCommerce storefront experience. Products may include promotional items, apparel, standard print items, and custom print jobs using templates with variables.

VALO Commerce offers self-service procurement of predefined products that are made available in a catalog interface with pre-negotiated prices.

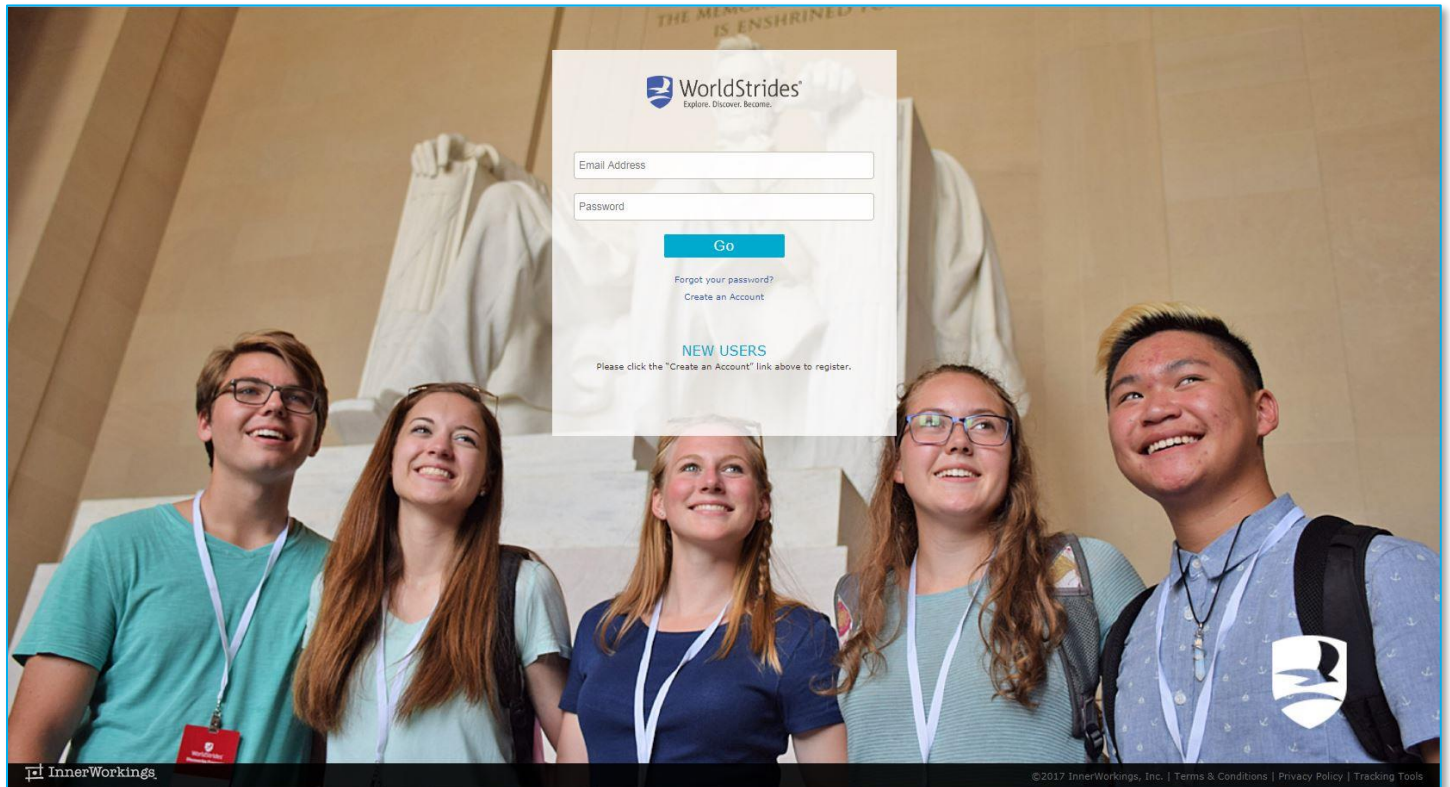
Using VALO Commerce

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

Access Your Commerce Site

To access the WorldStrides VALO Commerce site, navigate to <https://worldstrides.inwk.com>. Provide your username (your email address) and password to log in.



If this is your first time accessing VALO, please register for the site by clicking the *Create an Account* link. All fields with a red asterisk are required. Click *Submit* to complete your registration.

Browse the Catalog

To find an item, you can browse through the items, or you can enter a keyword in the search field at the top of the screen.

The screenshot displays the WorldStrides e-commerce catalog interface. At the top, there is a navigation bar with the WorldStrides logo, a home icon, a search field, and a user profile icon labeled 'Test User'. Below the navigation bar is a 'Categories' sidebar on the left, which includes 'All', 'Favorites', and 'WorldStrides'. The main content area features a 'Quick Entry' search field and a 'Sort By: Product Name A to Z' dropdown menu. The catalog is organized into a grid of product cards, each showing an image, a product ID, a name, and a price. The items listed are:

Product ID	Product Name	Price (USD)
WORLDSTRIDES-HOODIE	Hoodie	USD \$35.49
WORLDSTRIDES-MESSENGERBAG	Messenger Bag	USD \$50.49
WORLDSTRIDES-MENS-ADIDASCLIMAPOLO	Polo Adidas Men's Clima	USD \$30.49
WORLDSTRIDES-WOMENS-ADIDASCLIMAPOLO	Polo Adidas Women's Clima	USD \$33.49
WORLDSTRIDES-WOMENS-NIKEPOLO	Polo Nike Women's	USD \$30.49
WORLDSTRIDES-MENS-UATECHPOLO	Polo Under Armour Men's Tech	USD \$33.49
WORLDSTRIDES-LS-TEE	Tees Long Sleeve	USD \$25.49
WORLDSTRIDES-SS-TEE	Tees Short Sleeve	USD \$20.49
WORLDSTRIDES-UABACKPACK	Under Armour Backpack	USD \$50.49
WORLDSTRIDES-UACAP	Cap	-

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.

The screenshot displays the WorldStrides e-commerce application. At the top, there is a navigation bar with the WorldStrides logo, a home icon, a search bar, and a user profile icon labeled 'Test User'. Below this is a main content area with a 'Categories' sidebar on the left and a product grid. The grid shows six items: a black hoodie (WORLDSTRIDES-HOODIE), a messenger bag (WORLDSTRIDES-MESSENGERBAG), a black polo shirt (WORLDSTRIDES-MENS-ADIDASCLIMAPOLO), a women's polo shirt (WORLDSTRIDES-WOMENS-ADIDASCLIMAPOLO), a light blue polo shirt (WORLDSTRIDES-WOMENS-NIKEPOLO), and a blue polo shirt (WORLDSTRIDES-MENS-UATECHPOLO). Each item has a price and a 'Quick Entry' button.

The detailed view of the 'Hoodie' is shown in a modal window. It features a breadcrumb trail: 'Start > WorldStrides > Hoodie'. The left sidebar shows 'Categories' with 'WorldStrides' selected. The main content area is divided into three sections: 'Hoodie' with a large image of the black hoodie, 'Product Information' with a table of details, and 'Add to Cart' with a table for adding items to the cart.

Product Information	
Product Name	Hoodie
Variation	Hoodie - Small
Product ID	WORLDSTRIDES-HOODIE-SM
Items in Stock	15
Min Quantity	1
Size	Small


Add to Cart			
Items to Add	Price per Unit	Total Price	
<input type="text"/>	USD \$35.49		<input type="button" value="Add to Cart"/>
			<input type="button" value="Add To Favorites"/> <input type="button" value="Star"/>

Overview
 The perfect 3-season sweatshirt. Lightweight yet warm, this custom sweatshirt features ultra-soft 225g cotton-blend fleece with a material that wicks sweat & dries really fast. The sweatshirt features a front pouch pocket for added style. 80% Cotton/20% Polyester.

Add Items to Your Shopping Cart

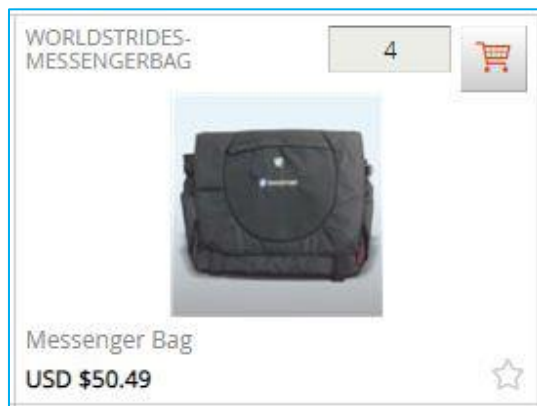
There are two ways to add an item to your shopping cart:

1. On the Item Detail page, in the Add to Cart area, enter the desired quantity and click the *Shopping Cart* button.

Add to Cart			
Items to Add	Price per Unit	Total Price	
100	USD \$8.26	USD \$826.00	

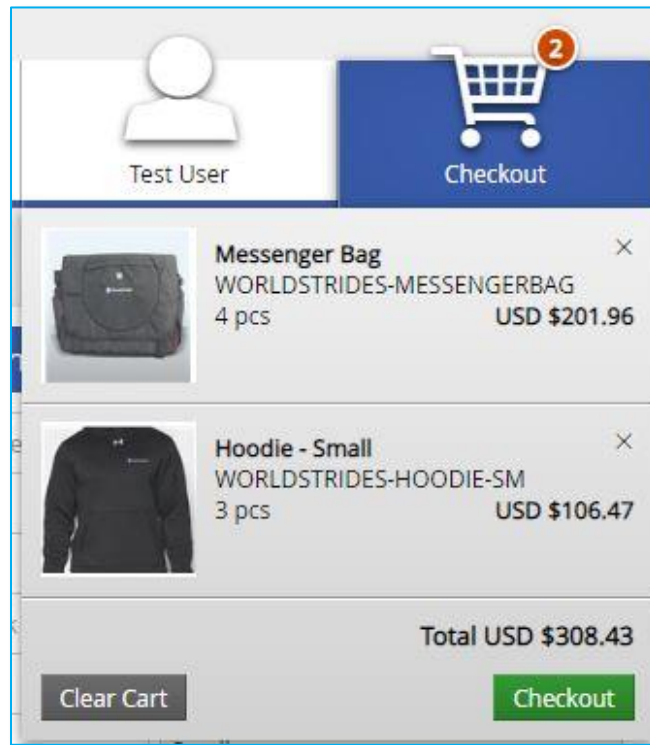
Note: You can only add an item that comes in multiple sizes to your cart from the Item Detail page, because you must select the size you would like on the item detail page before you can add it to your cart.

2. For items that do not come in multiple sizes, on the catalog page you can enter the desired quantity, and then click the *Shopping Cart* button.



Place an Order

When all necessary items are in your shopping cart, hover over the Cart icon in the upper right-hand corner of the screen and select *Checkout*.




When the Checkout page opens, you will be prompted through six 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 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.

Shopping Cart
Clear

Item Description	Quantity	Price	Subtotal
 <div style="margin-left: 5px;"> Messenger Bag <small>SKU WORLDSTRIDES-MESSENGERBAG</small> </div>	<input type="text" value="4"/>	USD \$50.49	USD \$201.96 ✕
 <div style="margin-left: 5px;"> Hoodie - Small <small>SKU WORLDSTRIDES-HOODIE-SM</small> </div>	<input type="text" value="3"/>	USD \$35.49	USD \$106.47 ✕

Subtotal: **USD \$308.43**

TOTAL: USD \$308.43

Continue Shopping
Next

Review or Enter a Shipping Address

On the Shipping Address page, you can enter the location where the items will be shipped. Shipping address must exactly match billing address for credit card. If you have a default shipping address saved in your user profile, the default address is displayed.

Shipping Address Open Address Book Clear

Country*
United States

First Name*
Test

Last Name*
User

Company (if Residential, enter N/A)*
Test Company

Address 1*
Test Address

Address 2

City*
Chicago

State*
Illinois

Zip Code*
60654

Phone*
555-555-5555

Subtotal: USD \$308.43

TOTAL: USD \$308.43

Continue Shopping Back Next

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

Shipping Address Open Address Book Clear

Select the correct shipping address, and then click *OK* to add the location to your order.

Personal Address Book ✕

John Doe
Corporate 600 W. Chicago Ave.

↻
☰
☰
✓
12

Ok Cancel

Click *Next* to proceed to the Delivery page.

Shipping Address Open Address Book Clear

Country*
United States

First Name*
Test

Last Name*
User

Company (if Residential, enter N/A)*
Test Company

Address 1*
Test Address

Address 2

City*
Chicago

State*
Illinois

Zip Code*
60654

Phone*
555-555-5555

Subtotal: USD \$308.43
TOTAL: USD \$308.43










Continue Shopping Back Next

Select Delivery Method

The available delivery methods and costs are displayed on the Delivery page. To select a delivery method:

1. Select the *Delivery Method*; the cost is updated to include subtotals, tax, and total cost.

Choose Delivery Method

<p>Test User Test Company Test Address Chicago, IL, 60654 United States 555-555-5555</p>	<table style="width: 100%; border-collapse: collapse;"> <tr style="border: 1px solid #ccc;"> <td style="width: 30px;"></td> <td style="padding: 5px;">FedEx Ground</td> <td style="text-align: right; padding: 5px;">USD \$9.06</td> </tr> <tr> <td></td> <td style="padding: 5px;">FedEx 2 day</td> <td style="text-align: right; padding: 5px;">USD \$16.63</td> </tr> <tr> <td></td> <td style="padding: 5px;">FedEx Standard Overnight</td> <td style="text-align: right; padding: 5px;">USD \$23.54</td> </tr> </table>		FedEx Ground	USD \$9.06		FedEx 2 day	USD \$16.63		FedEx Standard Overnight	USD \$23.54
	FedEx Ground	USD \$9.06								
	FedEx 2 day	USD \$16.63								
	FedEx Standard Overnight	USD \$23.54								

Subtotal: **USD \$308.43**
 Shipping Total: **USD \$9.06**
 Tax: **USD \$15.81**
TOTAL: USD \$333.30

[Continue Shopping](#)

Back

Next

2. Click *Next* to progress to the Payment page.

Enter Payment Information

The billing address must be the same as the shipping address, and is pre-entered for you based on what was entered on the “Shipping” page.

Payment method			
Credit Card	Billing Address		
	Country		
	USA		
	First Name	Last Name	
	Test	User	
	Company (if Residential, enter N/A)		
	Test Company		
	Address 1		
	Test Address		
	Address 2		
City	State	Zip Code	
Chicago	IL	60654	
Phone			
555-555-5555			

Enter your Credit Card information on the following screen. Be sure to include the CVV value.





Payment Information

Card Number:

Expiration Date:
 /

CVV Value:



[Find CVV](#)

Finalize Your Order

On the Checkout page, you have the opportunity to review and change all of your order information before clicking *Checkout*.

Shipping Address	Delivery	Payment Information	Billing Address
<p>Test User Test Company Test Address Chicago, IL 60654</p> <p>Change</p>	<p>FedEx Ground Change</p>	<p>Credit Card Number XXXX XXXX XXXX XXXX Change</p>	<p>Test User Test Company Test Address Chicago, IL, 60654 United States 555-555-5555 Change</p>

Item Description	Quantity	Price	Subtotal
 <p>Messenger Bag SKU WORLDSTRIDES-MESSENGERBAG</p>	4	USD \$50.49	USD \$201.96
 <p>Hoodie - Small SKU WORLDSTRIDES-HOODIE-SM</p>	3	USD \$35.49	USD \$106.47

[Change](#)

[Continue Shopping](#)

Subtotal: **USD \$308.43**
 Shipping Total: **USD \$9.06**
 Tax: **USD \$15.81**

TOTAL: USD \$333.30

[Back](#) [Checkout](#)

You will receive an email notification when your order has been shipped.

View and Copy Previous Orders

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.

Item	Quantity	Price	Sub Total
#10 Envelopes #10Env	100	USD \$0.00	USD \$0.00
TOTAL: USD \$34.44			
PAYMENT INFORMATION : Payment Method: Bill to My Account			

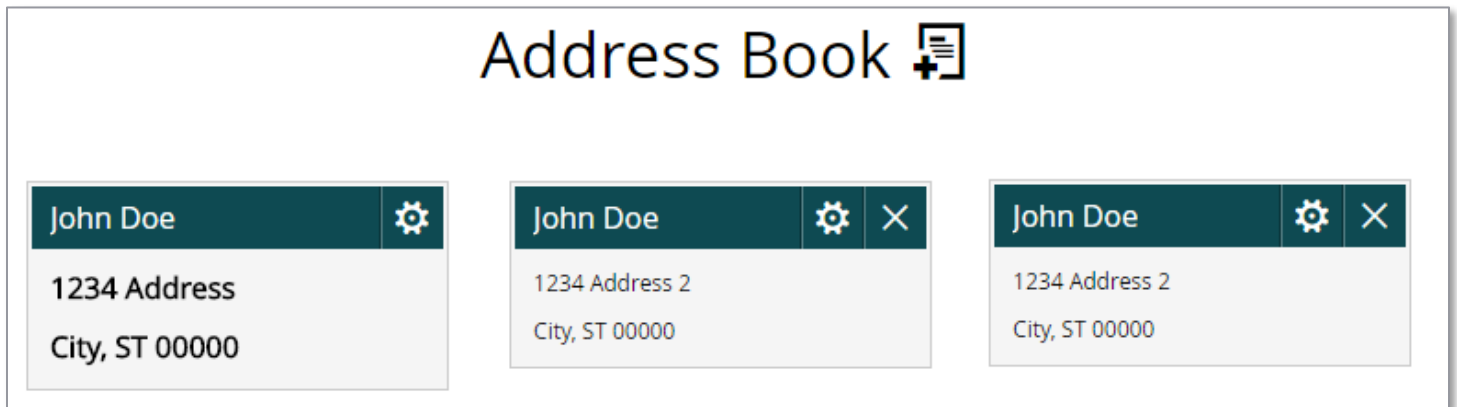
Click the *View Details* link in the Order Details column to open the order's Confirmation information, which lists all of the items included in the order.

At the bottom right of the screen, you can click the *Shopping Cart* button to re-add all of the items to your cart, or you can click the *Print* button to print the order confirmation.

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 .

Contact Support

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

