WorldStrides VALO Commerce User Guide

InnerWorkings

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

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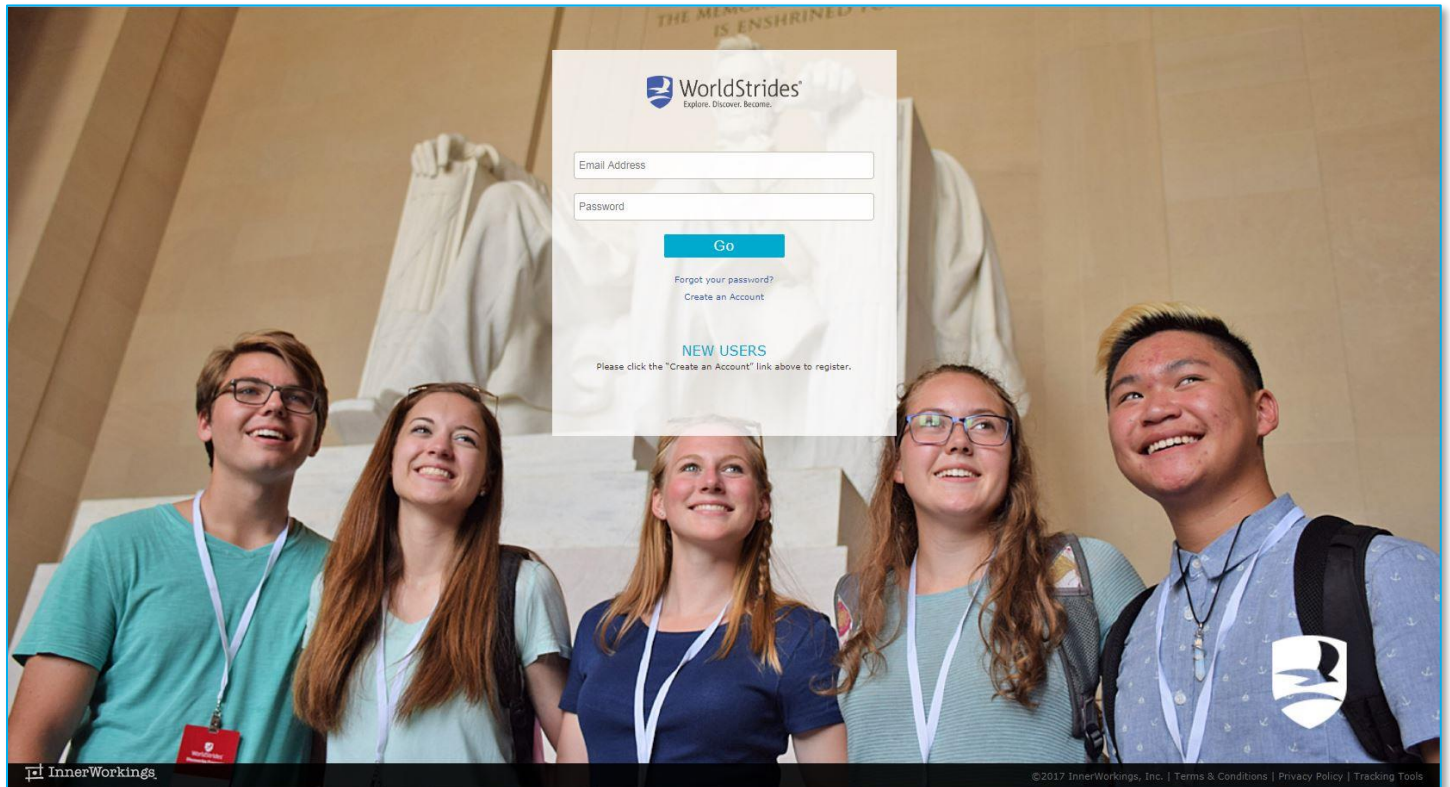
If this is your first time accessing VALO, please register for the site by clicking the *Create an Account* link. All fields with a red asterisk are required. Click *Submit* to complete your registration.

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.

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.

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.

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.
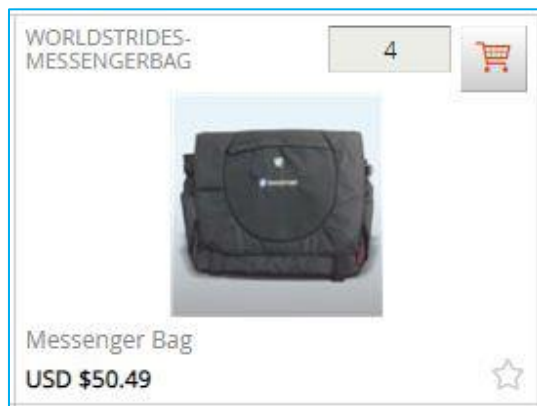
Place an Order

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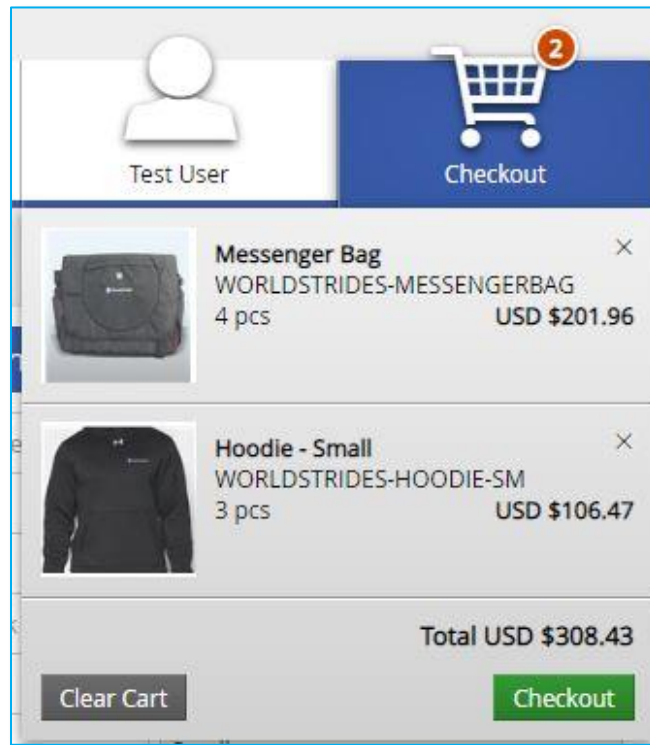
When the Checkout page opens, you will be prompted through six steps:

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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**	
Messenger Bag SKU WORLDSTRIDES-MESSENGERBAG	4	USD $50.49	USD $201.96	✕
Hoodie - Small SKU WORLDSTRIDES-HOODIE-SM	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.

[Ok]   [Cancel]

⟳
⊞
☰
✓
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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]

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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.

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
Test

Last Name
User

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

Address 1
Test Address

Address 2

City
Chicago

State
IL

Zip Code
60654

Phone
555-555-5555

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

Finalize Your Order

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


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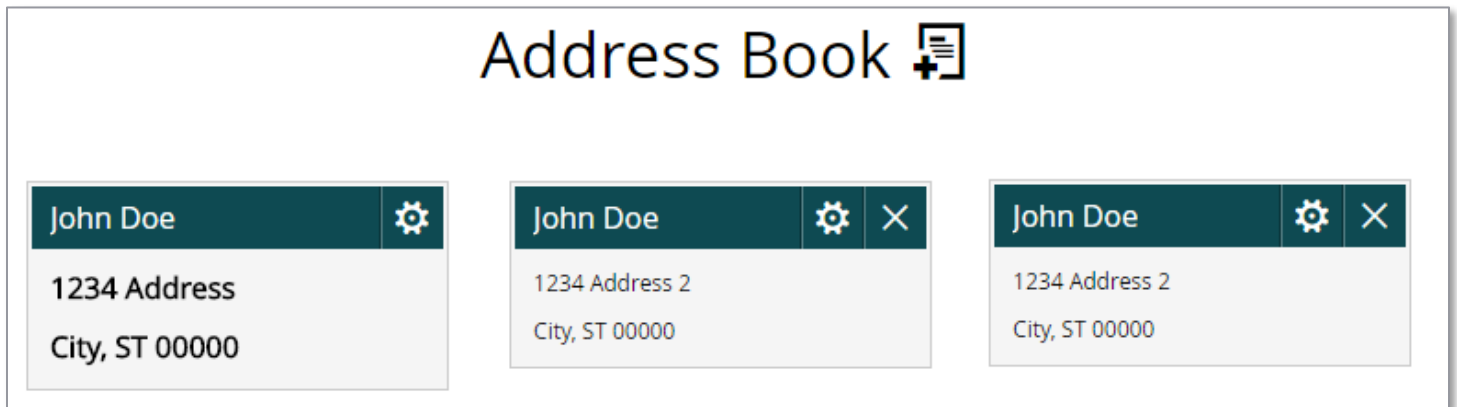
To add a new address, click the *Add* icon . To modify an existing address, click the *Gear* icon .

Contact Support

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