



InnerWorkings

# VALO Commerce

## Energizer User Guide



we make marketing happen.

# Using VALO Commerce

## Step One: Access the Commerce Site

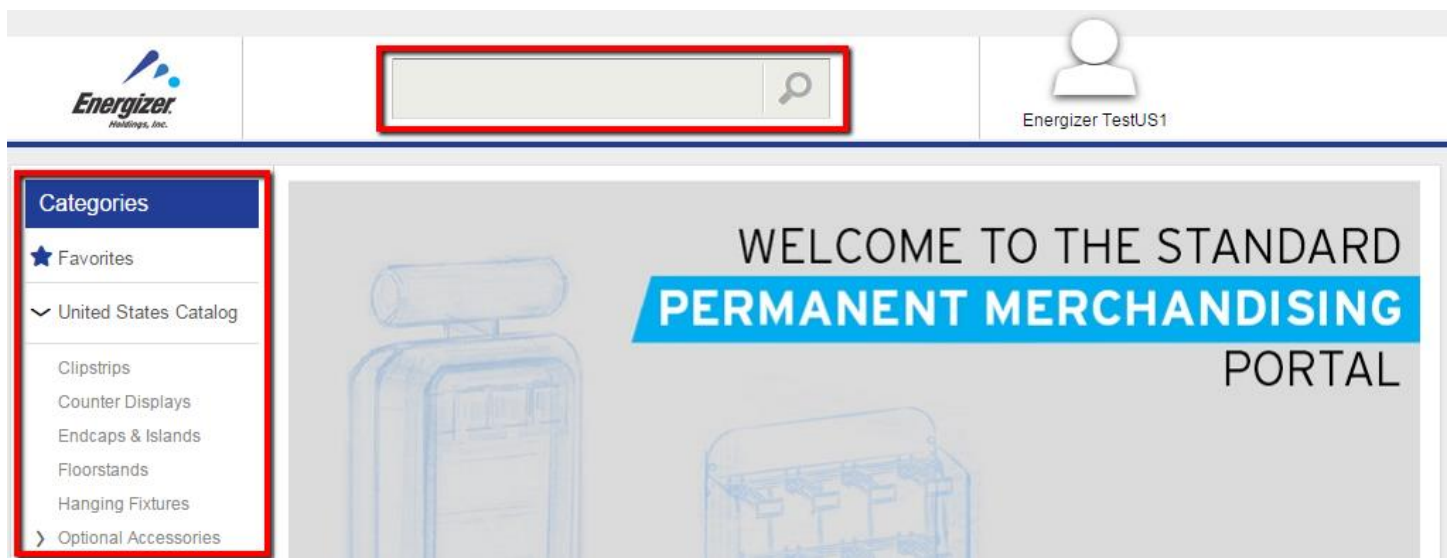
In the Powerline section of the intranet site, open the *Visibility* menu and select *VALO (Perm MDSG)*.




If this is your first time logging in, you should reset your default password by clicking the *Reset Password* link. You'll be prompted to enter your username, which is your email address. You will then receive an email with a link to the password reset page. Enter and confirm your new password, then click the *Home Page* button to enter VALO Commerce.



## Step Two: Browse the Catalog

To find a particular item, you can browse through the categories on the left side of the screen, or you can enter a keyword in the search field at the top of the screen.



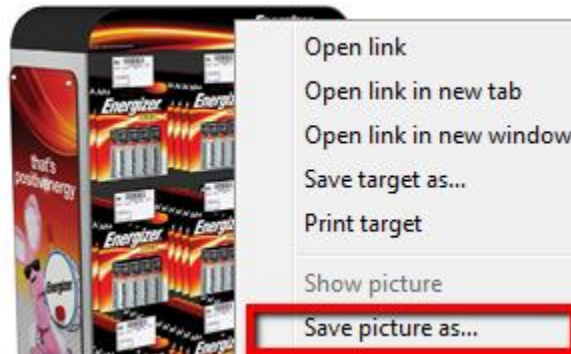
Click on an item image to view more information.

Countertop Large	Product Information
	Product Name: Countertop Large
	UPC/EAN Number: 0-39800-12587-3
	Price*: USD \$40.01
	Items in Stock: 85
	Min Quantity: 1

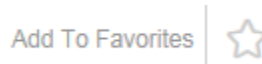
Product Details	Add to Cart			
<p><b>NOTE: SHIPS ASSEMBLED WITH STANDARD GRAPHICS AND 6IN METAL PLATE SCAN HOOKS AS SHOWN</b></p> <p><b>*PRICE PROVIDED IS FCA CHINA - SHIPPING IS NOT INCLUDED</b></p> <p><b>Max SKU Capacity: 90 AA 4-Packs</b>  <b>Total # Facings: 9</b>                      Facings, Front: 9                      Facings, Left: N/A                      Facings, Right: N/A                      Facings,Back: N/A</p> <p><b>Display Dimensions: 17.1" W x 7.92" D x 22.19" H</b>                      Pegboard Area: 13" W x 16" H                      Carton Dimensions: 19" W x 10" D x 24.25" H                      Pallet Size: 40" W x 48" D x 5.5" H                      Cartons Per Pallet: 20                      Display Weight: 11.5 lbs                      Shipping Weight: 15.5 lbs</p> <p>REPLACES: MOD2-SWC9</p> <p>LINK TO OPTIONAL ACCESSORIES: <a href="#">Click Here</a></p> <p>LINK TO DOWNLOADABLE SELL SHEET: <a href="#">Click Here</a></p> <p>LINK TO DOWNLOADABLE INSTRUCTION SHEET: <a href="#">Click Here</a></p>	Items to Add	Price per Unit*	Total Price*	
	<input type="text"/>	USD \$40.01		
	Add To Favorites			

On the product detail screen, you can do the following:

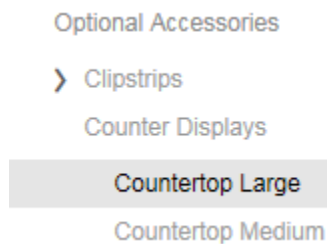
- Click on the product image to enlarge it.
- Right click the product image to save a copy to your computer.



- Click the *Add To Favorites* icon to add this product to your list of Favorites, making it easier to find in the future.



- Click the *Link to Optional Accessories* link to view all optional accessories that can be used with this product.  
**Note:** You can also access the optional accessories for each available product by browsing the *Categories* list, as shown below.



- Click the *Link to Downloadable Sell Sheet* link to access a PDF document that includes information on all available products and accessories. The same document is accessible from all product detail screens.
- Click the *Link to Downloadable Instruction Sheet* link to access a PDF document that describes how to install the fixture. The instruction sheet is specific to the item you are viewing.

### Step Three: Add Items to Your Shopping Cart

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

1. From the product list, enter the desired quantity in the field provided and click the shopping cart button.

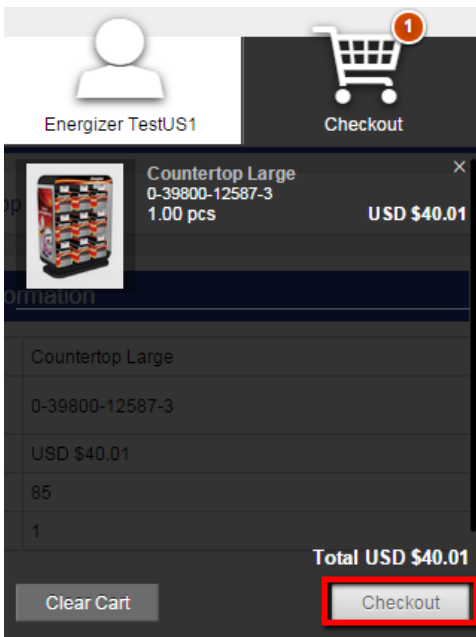


2. If you know the item code/SKU, enter it in the *Quick Entry* field at the top of the product list, enter the desired quantity, and click the shopping cart button.

0-39800-12587-3-US	5	
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3. Enter the desired quantity in the *Items to Add* field in product detail and click the shopping cart button.

Add to Cart			
Items to Add	Price per Unit*	Total Price*	
5	USD \$40.01	USD \$200.05	



### Step Four: Place Your 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*.

On the checkout screen, you can modify item quantities or remove items from your order.

In the *Payment Information* section, the only available *Payment Method* is *National Merchandising Fund*. You are required to enter a *Customer PO#*. Customer purchase order numbers are required for LTL shipments; if your order will not ship LTL, you can enter *N/A* in this field.

In the *Shipping Address* section, enter the location where the order should be shipped. If the order should be shipped to multiple locations, select the *Multiple Address Shipping* checkbox.

Multiple Address Shipping

Selecting *Multiple Address Shipping* enables a *Download Template* button and an *Upload Addresses* button.

Multiple Address Shipping	
Download Template	
Upload Addresses	


Click the *Download Template* button to open a spreadsheet with address fields. Enter all shipping addresses for the order and save a copy of the spreadsheet.

	A	B	C	D	E	F	G	H	I	J
2	Country	First Name	Last Name	Company	Phone	Address 1	Address 2	City	State	Zip Code
3	United States	William	Crane	INWK	555-555-5555	600 W Chic	Suite 850	Chicago	IL	60654
4	United States	Carol	Johnson	INWK	444-444-4444	9445 Marlin Street		Sacramen	CA	94206
5	United States	Jason	Martin	INWK	333-333-3333	723 Lucas Lane		Stillwater	OK	74074

Click the *Upload Addresses* button and select your address file. A *Multiple Addresses* window displays, allowing you to determine how many of each item should be shipped to each location.

Multiple Addresses
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**Countertop L...**

<b>Sub Total</b>	<b>USD \$480.12</b>	
<b>Total</b>	<b>USD \$480.12</b>	

Copy all

<b>William Crane</b> 600 W Chicago Ave Suite 850	5 <input type="text"/>
<b>Carol Johnson</b> 9445 Marlin Street	2 <input type="text"/>
<b>Jason Martin</b> 723 Lucas Lane	3 <input type="text"/>

Click *Place Order* from the checkout screen or *Submit* from the *Multiple Addresses* screen to place your order. When your request has been processed, you will see an order confirmation screen. Please write down your order number so that you have it for reference if you need to contact InnerWorkings regarding the order for any reason.

You will receive a notification email when your order has been shipped. Please note that all orders require approval by Karen Greenfield to ensure that order quantities are within your forecasted amount.

## Contact Support

To request assistance with your site or to provide feedback, please use the email links and contact information provided in the site footer. Note that Support contact information differs by region.

For assistance:  
United States / Canada: Email: [support.energizer@inwk.com](mailto:support.energizer@inwk.com)  
 Phone: 1-800-782-1481 🌐 Hours: 8:30am-5pm Central  
Latin America: Email: [inavarro@inwk.com](mailto:inavarro@inwk.com)  
 Phone: (+562) 2 8969400 Hours: 9am-5pm SGT-UTC+8:00  
Asia Pacific: Email: [wheng@inwk.com](mailto:wheng@inwk.com)  
 Phone: +65 9752 2902 🌐 Hours: 9am-6pm CLST-UTC-3:00  
Europe / Middle East / Africa:  
 Email: [support\\_emea.energizer@inwk.com](mailto:support_emea.energizer@inwk.com)  
 Phone: +33 972 364 378 🌐 Hours: 9am-6pm CET