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# VALO COMMERCE

ECHO P&L STORE – USER GUIDE





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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 ECHO VALO COMMERCE SITE

To access the Echo VALO Commerce site, navigate to <https://echogloballogistics.inwk.com/>. Provide your username (your email address) and password, then click **Go** to log in.

USER NAME  
test@echoglobal.inwk.com

PASSWORD  
\*\*\*\*\*

Go

[Forgot your password?](#)  
[Forgot your password?](#)  
[Create an Account](#)

### **P&L Store - Corporate employees:**

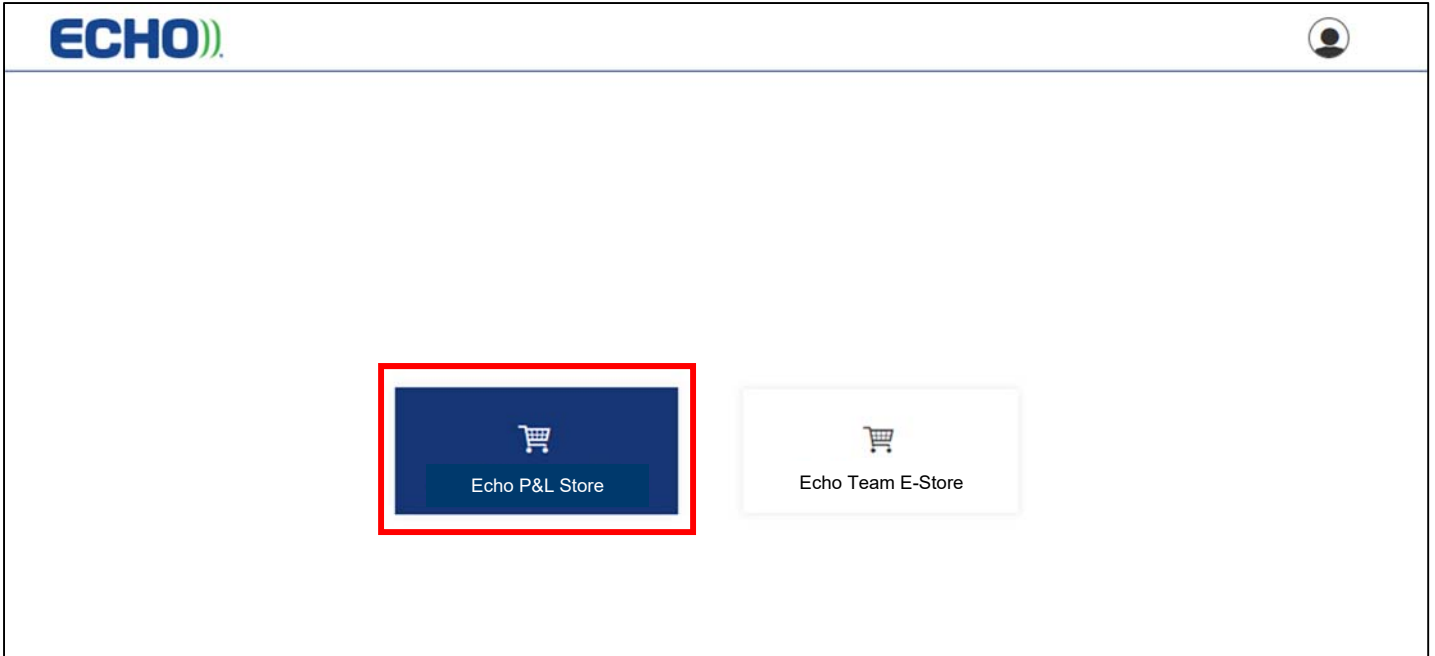
If this is your first time logging in to <https://echogloballogistics.inwk.com/>, you will need to reset your password to gain access. Click on the [Forgot your password?](#) link, enter your employee email as your username and follow the instructions to create a new password for this site.

### **Team e-Store - Credit card site access:**

- If you have access to the corporate site, you will automatically have access to the Team e-Store credit card site.
- If you only require access to the employee credit card site, click on the [Create an Account](#) link, and follow the instructions to create an account.
- [Click here for the Team e-Store Site User Guide](#)

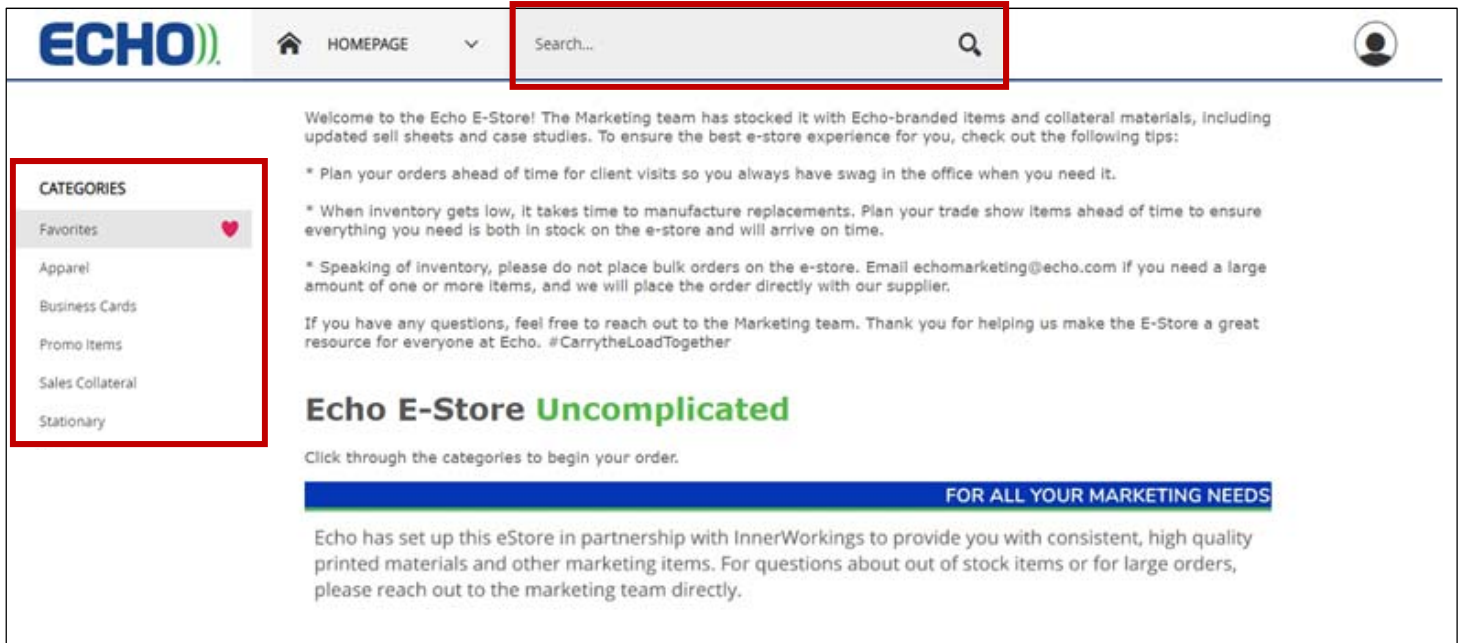


Once you've logged in, click on the **Echo P&L Store** module button to enter the catalog.




## 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.



The screenshot displays the Echo E-Store interface. At the top left is the ECHO logo. To its right is a navigation bar with a home icon, the text 'HOMEPAGE', a dropdown arrow, and a search field containing 'Search...' with a magnifying glass icon. A red box highlights the search field. On the far right of the navigation bar is a user profile icon. Below the navigation bar, a left sidebar titled 'CATEGORIES' is highlighted with a red box. It lists: Favorites (with a heart icon), Apparel, Business Cards, Promo Items, Sales Collateral, and Stationary. The main content area features a welcome message, three bullet points of tips, and a call to action: 'Echo E-Store Uncomplicated'. Below this is a blue banner with the text 'FOR ALL YOUR MARKETING NEEDS' and a paragraph about the partnership with InnerWorkings.

**ECHO** | HOMEPAGE | Search... | 

Welcome to the Echo E-Store! The Marketing team has stocked it with Echo-branded items and collateral materials, including updated sell sheets and case studies. To ensure the best e-store experience for you, check out the following tips:

- \* Plan your orders ahead of time for client visits so you always have swag in the office when you need it.
- \* When inventory gets low, it takes time to manufacture replacements. Plan your trade show items ahead of time to ensure everything you need is both in stock on the e-store and will arrive on time.
- \* Speaking of inventory, please do not place bulk orders on the e-store. Email echomarketing@echo.com if you need a large amount of one or more items, and we will place the order directly with our supplier.

If you have any questions, feel free to reach out to the Marketing team. Thank you for helping us make the E-Store a great resource for everyone at Echo. #CarrytheLoadTogether

### Echo E-Store Uncomplicated

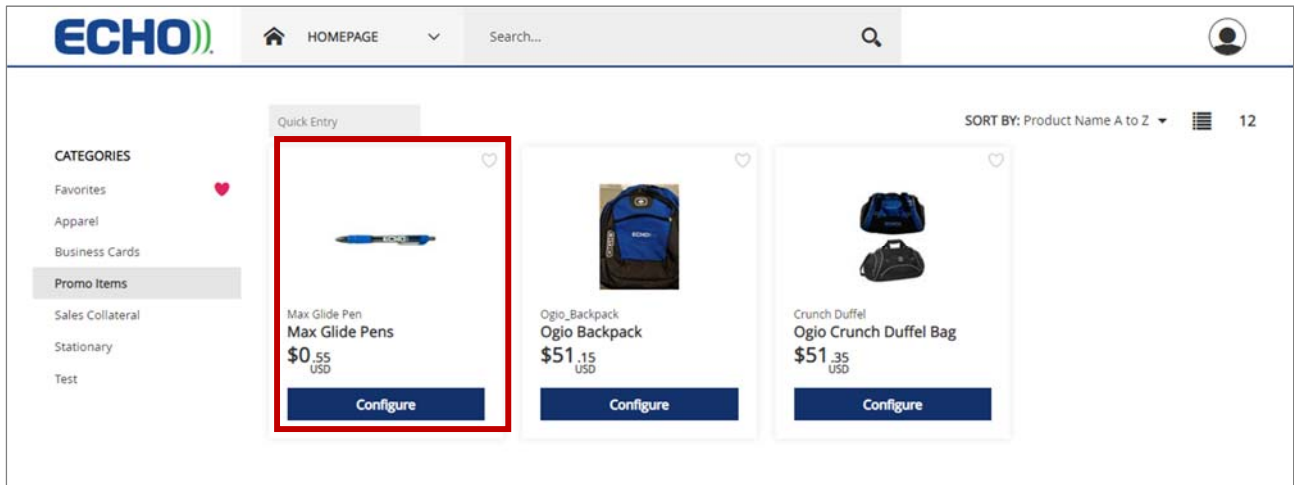
Click through the categories to begin your order.

**FOR ALL YOUR MARKETING NEEDS**

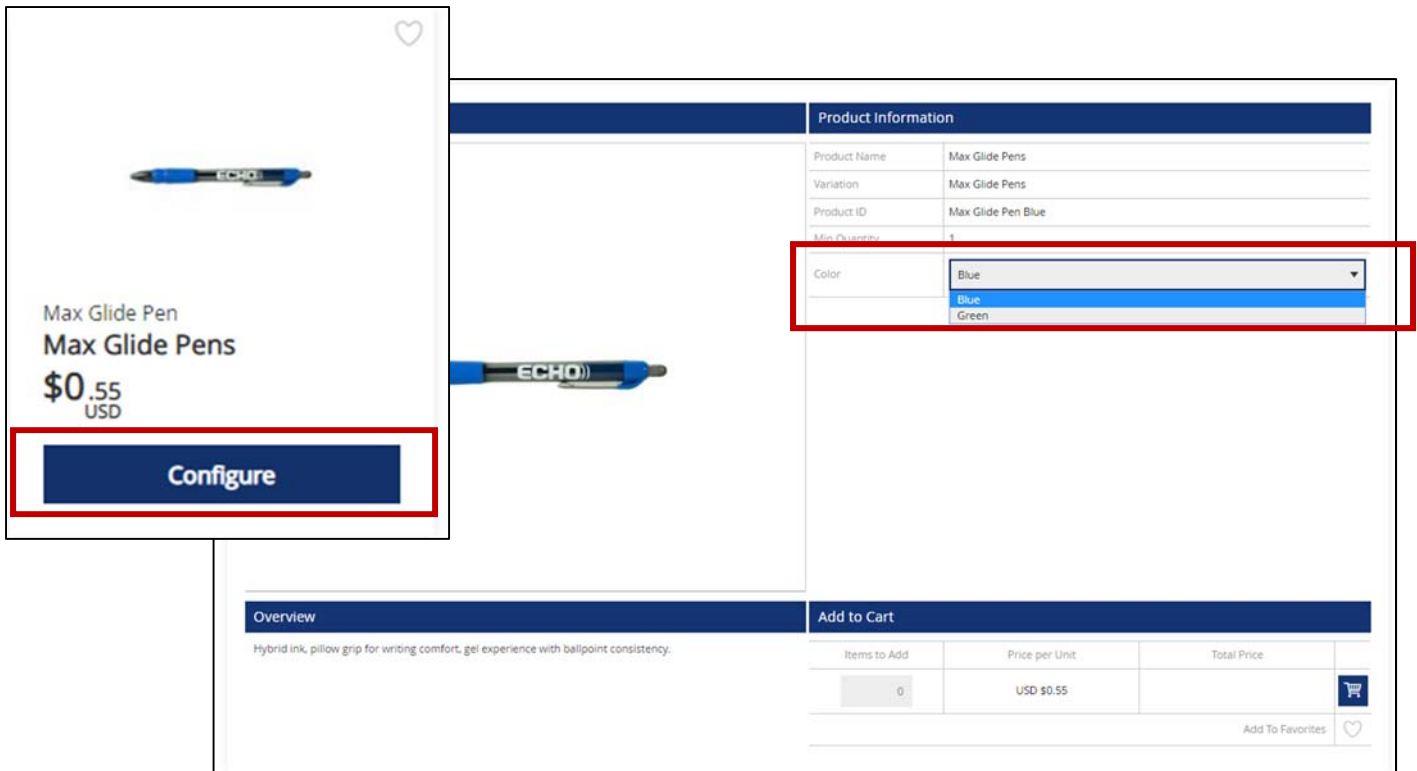
Echo has set up this eStore in partnership with InnerWorkings to provide you with consistent, high quality printed materials and other marketing items. For questions about out of stock items or for large orders, please reach out to the marketing team directly.



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** to enter an item's detail page and select options.





## 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			
Items to Add	Price per Unit	Total Price	
0	USD \$0.55		
			<b>Add To Favorites</b>

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.

Quick Entry

SORT BY: Product Name A to Z 12

- CATEGORIES**
- Favorites**
- Apparel
- Business Cards
- Promo Items
- Sales Collateral
- Stationary
- Test

Max Glide Pen  
Max Glide Pens  
\$0.55  
USD

Configure

Ogio\_Backpack  
Ogio Backpack  
\$51.15  
USD

Configure

Crunch Duffel  
Ogio Crunch Duffel Bag  
\$51.35  
USD

Configure



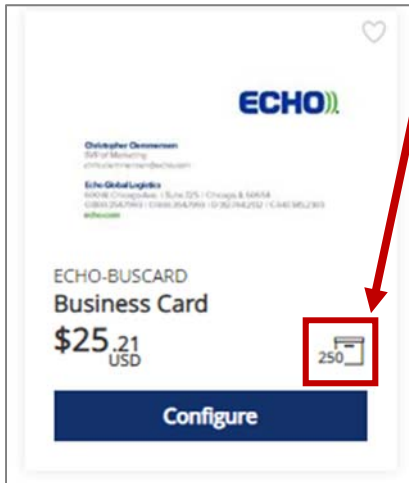
## ADDING ITEMS TO YOUR SHOPPING CART

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

1. From the catalog page, enter the quantity in the field provided and click **Add to cart**






**Important:** When entering the desired quantity for your order, be sure to look at the pack size of the item. Items are often ordered in packs, not individually.



Product Information	
Product Name	Business Card
Product ID	ECHO-BUSCARD
Package Quantity	Pack of 250
Min Quantity	1

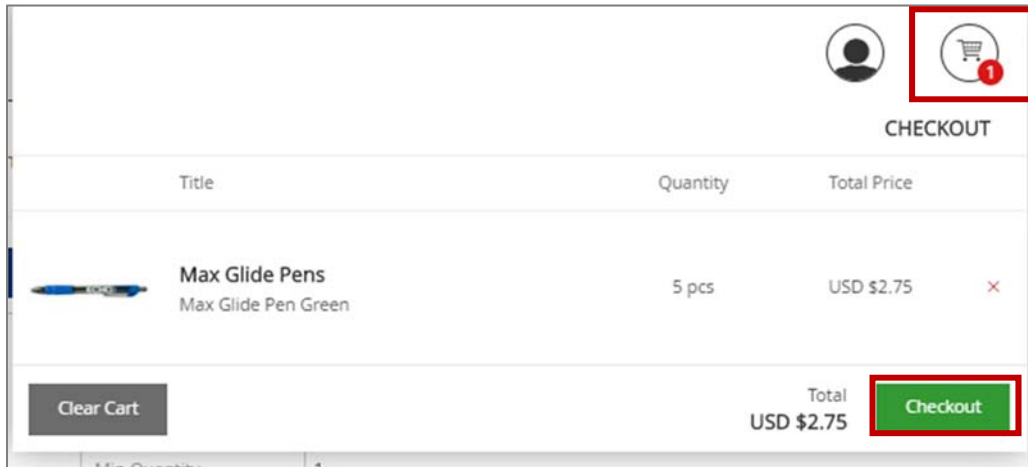
2. On the item detail screen, enter the desired quantity in the Add to Cart area and click the shopping cart button.

Max Glide Pens	Product information		
	Product Name	Max Glide Pens	
	Variation	Max Glide Pens	
	Product ID	Max Glide Pen Green	
	Min Quantity	1	
	Color	Green	
Overview	Add to Cart		
Hybrid ink, pillow grip for writing comfort, gel experience with ballpoint consistency.	Items to Add	Price per Unit	Total Price
	5	USD \$0.55	USD \$2.75
			
			Remove from favorites 



## 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.



When the Checkout page opens, you will be prompted through four steps. After completing each step, click the **Next** button to proceed.



## 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 Checkout

1 2 3

Shopping Cart Enable Multiple Address Shipping Clear

Item Description	Quantity	Price	Subtotal
 SKU F-4721-ELK Education Product Portfolio Brochure	25	USD \$0.00	USD \$0.00 X
 SKU HT-0033-ELK Halsey Taylor Catalog	12	USD \$0.00	USD \$0.00 X

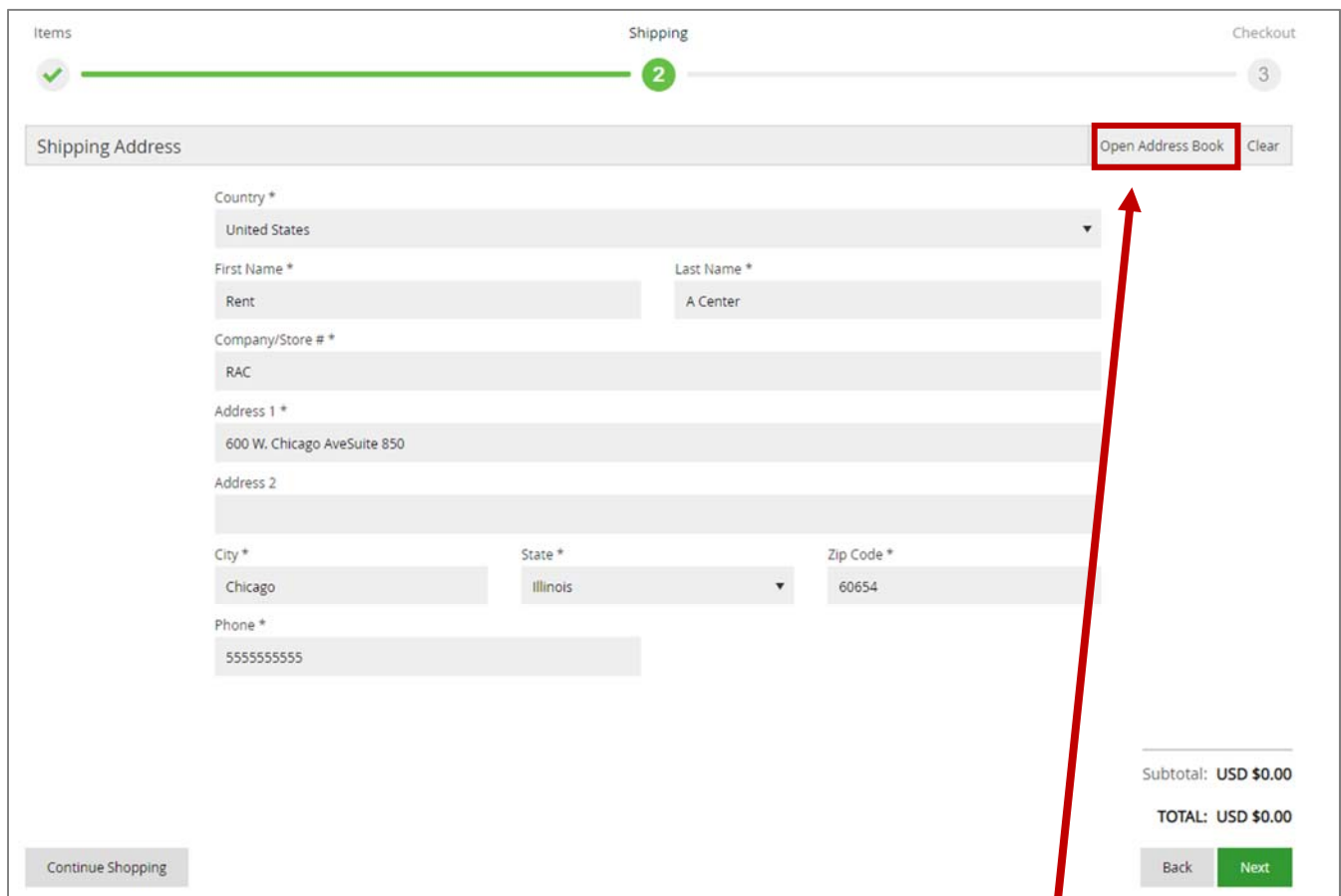
Subtotal: USD \$0.00  
TOTAL: USD \$0.00

Continue Shopping 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.



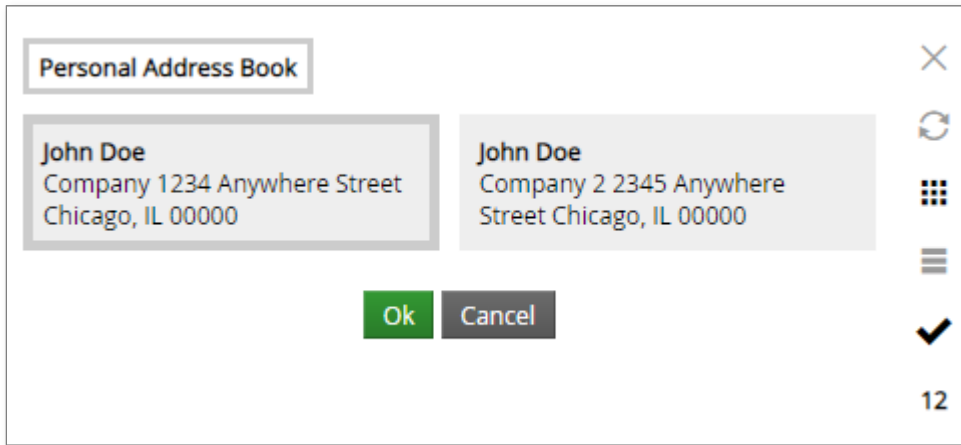
The screenshot shows a checkout progress bar with three steps: 'Items' (completed), 'Shipping' (current step, marked with a '2'), and 'Checkout' (marked with a '3'). Below the progress bar is the 'Shipping Address' form. The form includes fields for Country (United States), First Name (Rent), Last Name (A Center), Company/Store # (RAC), Address 1 (600 W. Chicago Ave Suite 850), Address 2, City (Chicago), State (Illinois), Zip Code (60654), and Phone (5555555555). A red box highlights the 'Open Address Book' link, with a red arrow pointing to it. The 'Clear' link is also visible. At the bottom right, the subtotal and total are both USD \$0.00. A 'Continue Shopping' button is on the bottom left, and 'Back' and 'Next' buttons are on the bottom right.







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

**Please Note:** All shipments are sent UPS Ground. Please allow 3-4 shipping days to receive your order



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



	<b>Cancel:</b> Closes the Address Book.
	<b>Refresh:</b> Refreshes the addresses displayed in the Address Book.
	<b>Grid:</b> Displays the addresses in a grid format.
	<b>List:</b> Displays the addresses in a list format.
	<b>Ok:</b> Selects the highlighted address.
	<b>Results Displayed:</b> Selects the number of results displayed on the page (6, 12, or 24).



To narrow the list of displayed addresses, enter the desired criteria in the **Search By** area and click **Search**.

Select the desired shipping address from either the **Address Book**, click **Ok** to add it to your order.

Click **Next** to proceed to the **Payment** page.

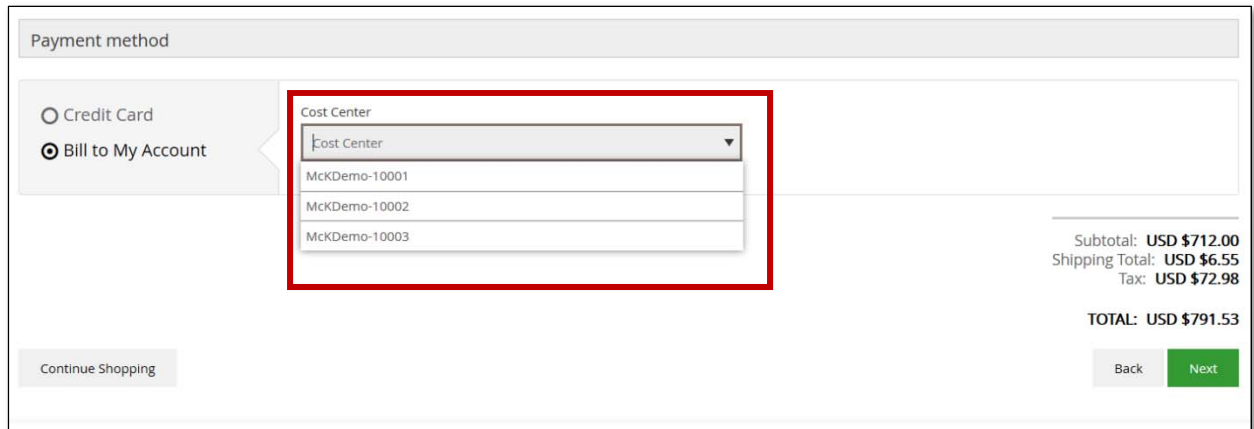
The image shows a 'Shipping Address' form with the following fields:

- Search by** and **Search** (highlighted with a red box)
- COUNTRY**: United States (dropdown menu)
- FIRST NAME** and **LAST NAME** (text input fields)
- COMPANY** (text input field)
- ADDRESS 1**, **ADDRESS 2**, **ADDRESS 3**, and **ADDRESS 4** (text input fields)
- CITY**, **STATE** (dropdown menu), and **ZIP CODE** (text input fields)
- PHONE** and **MOBILE PHONE** (text input fields)
- EMAIL** (text input field)



Select your business unit/cost center from the dropdown menu.

Click **Next** to proceed to the Checkout Confirmation screen.



The screenshot shows a checkout page with a "Payment method" section. On the left, there are two radio button options: "Credit Card" and "Bill to My Account", with "Bill to My Account" selected. To the right of these options is a dropdown menu labeled "Cost Center". The dropdown menu is open, showing three options: "Cost Center", "McKDemo-10001", "McKDemo-10002", and "McKDemo-10003". A red box highlights the dropdown menu. Below the dropdown menu is a "Continue Shopping" button. On the right side of the page, there is a summary of costs: "Subtotal: USD \$712.00", "Shipping Total: USD \$6.55", "Tax: USD \$72.98", and "TOTAL: USD \$791.53". At the bottom right, there are "Back" and "Next" buttons.

Payment method

Credit Card

Bill to My Account

Cost Center

Cost Center

McKDemo-10001

McKDemo-10002

McKDemo-10003

Subtotal: USD \$712.00

Shipping Total: USD \$6.55

Tax: USD \$72.98

TOTAL: USD \$791.53

Continue Shopping

Back Next





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 any items in your order require approval prior to shipping, you will receive an email confirming the status of your order.

If you need to contact InnerWorkings regarding the order for any reason, please reference your order number.

**ORDER CONFIRMATION** 9/30/2019

ORDER #PO1619134221 DETAILS  
In Progress

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**SHIPPING ADDRESS**  
Rent A Center  
RAC  
600 W. Chicago Ave Suite 850  
Chicago, IL 60654  
United States  
5555555555

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Item	Line Item Status	Quantity	Price	Sub
Education Product Portfolio Brochure F-4721-ELK	In Progress	25	USD \$0.00	USD \$0.00
Halsey Taylor Catalog HT-0033-ELK	In Progress	12	USD \$0.00	USD \$0.00

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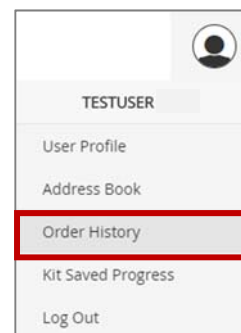
**PAYMENT INFORMATION**  
Payment method: Bill to My Account TOTAL: USD \$0.00

[Continue Shopping](#) 



# VIEW AND COPY PREVIOUS ORDERS

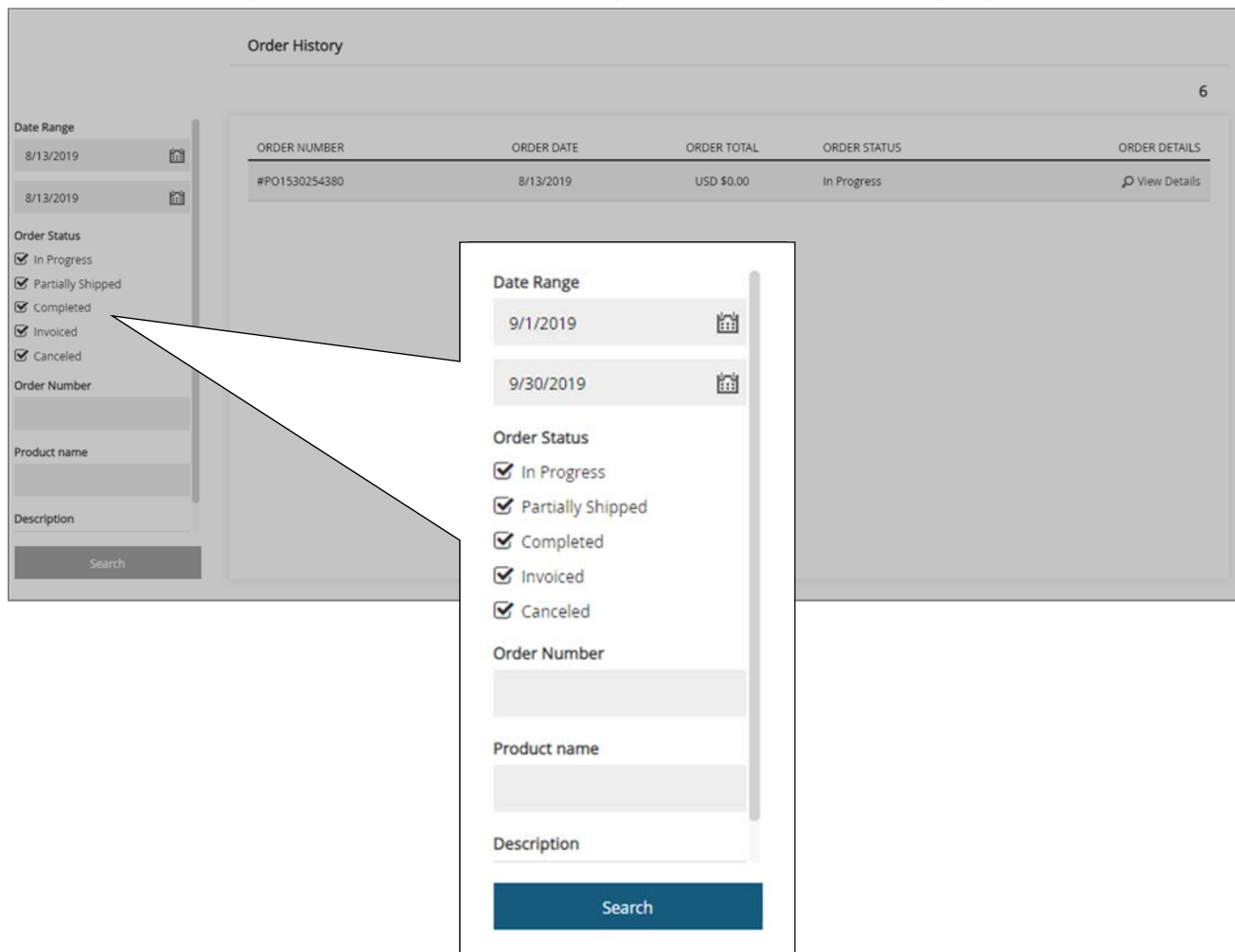
To access a list of all orders you have placed, hover over your user icon and select **Order History**.



TESTUSER

- User Profile
- Address Book
- Order History**
- Kit Saved Progress
- Log Out

On the **Order History** screen, you can **filter** order by date or status or search by keyword.



Order History

6

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO1530254380	8/13/2019	USD \$0.00	In Progress	<a href="#">View Details</a>

**Date Range**

- 8/13/2019
- 8/13/2019

**Order Status**

- In Progress
- Partially Shipped
- Completed
- Invoiced
- Canceled

**Order Number**

**Product name**

**Description**

Search

**Date Range**

- 9/1/2019
- 9/30/2019

**Order Status**

- In Progress
- Partially Shipped
- Completed
- Invoiced
- Canceled



**Order Number**

**Product name**

**Description**

Search

## 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 CONFIRMATION** 9/30/2019

ORDER #PO1619134221 DETAILS  
In Progress

---



**SHIPPING ADDRESS**  
Rent A Center  
RAC  
600 W. Chicago Ave Suite 850  
Chicago, IL 60654  
United States  
5555555555

---

Item	Line Item Status	Quantity	Price	Sub
Education Product Portfolio Brochure F-4721-ELK	In Progress	25	USD \$0.00	USD \$0.00
Halsey Taylor Catalog HT-0033-ELK	In Progress	12	USD \$0.00	USD \$0.00

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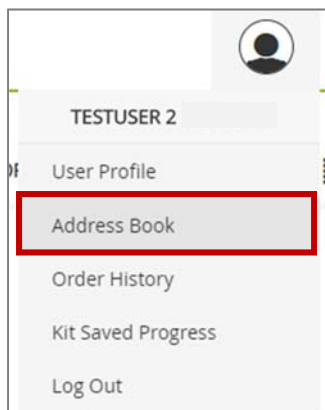
**PAYMENT INFORMATION**  
Payment method: Bill to My Account TOTAL: USD \$0.00

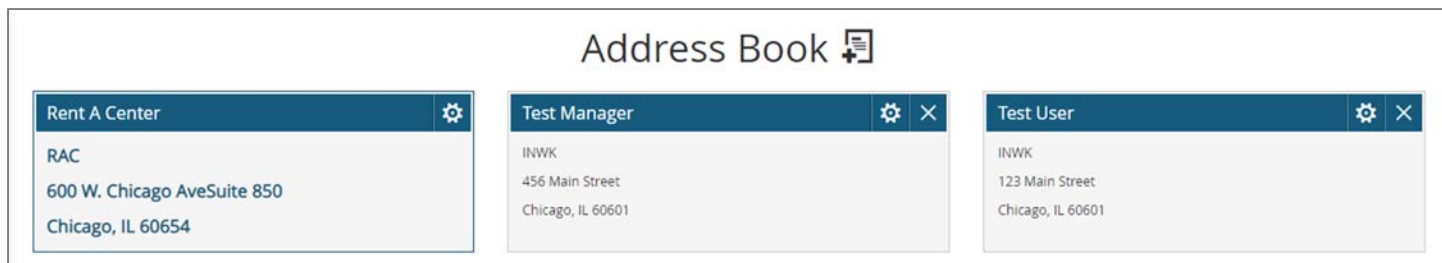




## MANAGE SHIPPING ADDRESSES

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

To contact InnerWorkings Support with questions or requests regarding your site, please send an email to [support.echo@inwk.com](mailto:support.echo@inwk.com).