



 InnerWorkings

# Elkay VALO Commerce User Guide – Plumbing



we make marketing happen.

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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.

The Elkay Marketing site will be used to order literature, merchandising and display items.

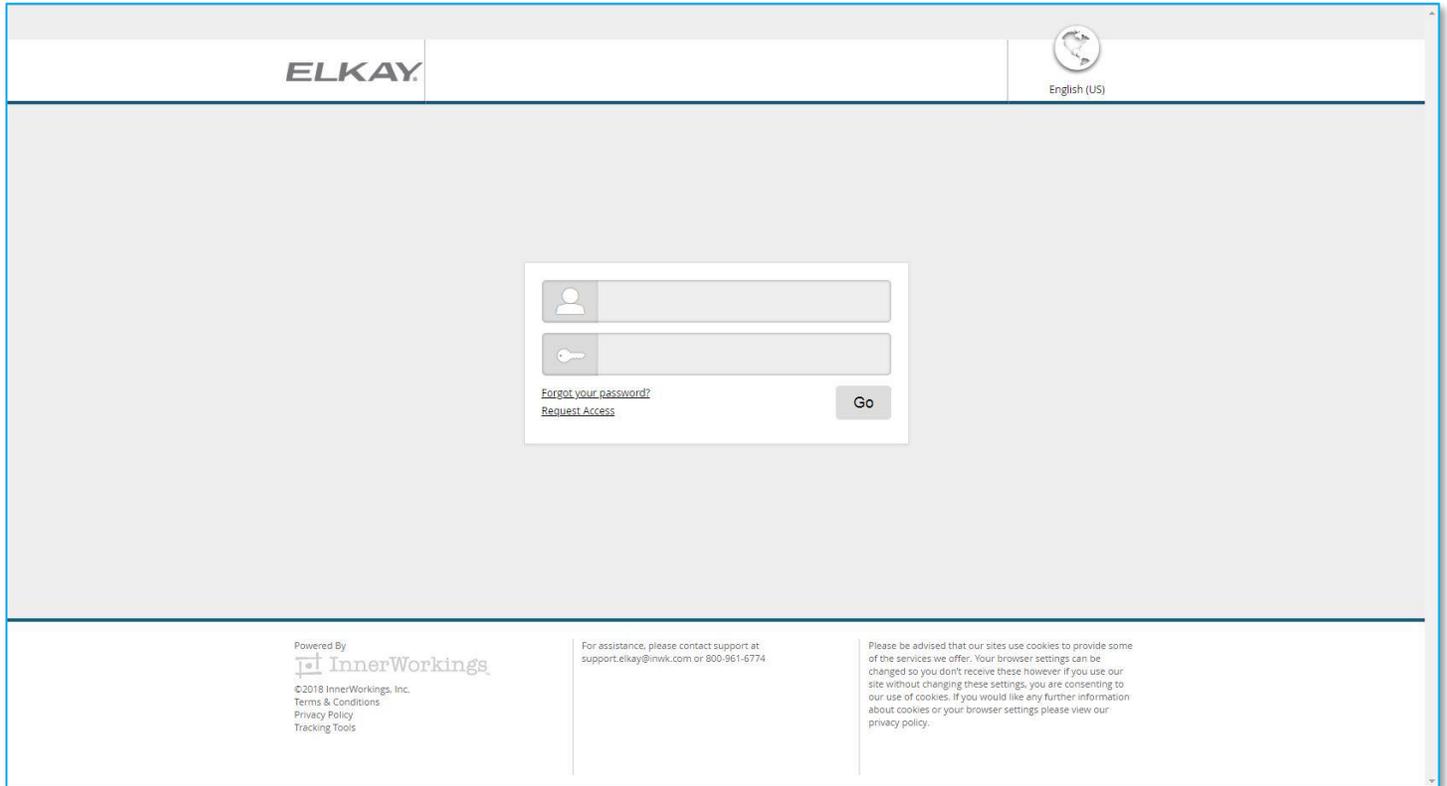
## Using VALO Commerce

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 Elkay VALO Commerce site, navigate to <https://elkay.inwk.com>. Provide your username (your email address) and password to log in.



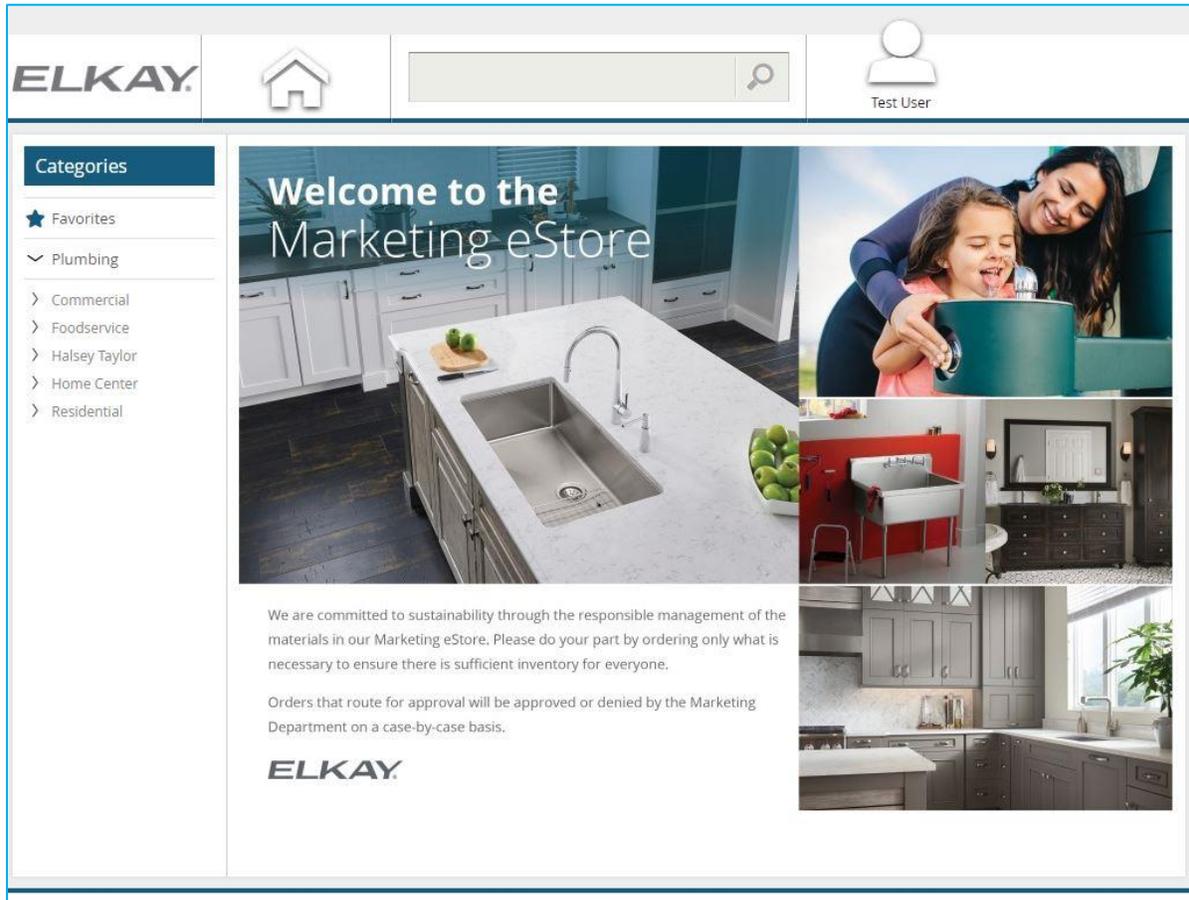
If this is your first time accessing VALO, please set your password by clicking the *Forgot your password?* link. You will be prompted to enter your username (your email address). Click *Go* to generate an email that will allow you to enter a custom password and access the site.



If you receive the message “We cannot find a record for this user name,” please click on “Request Access” to provide your name and email address. A representative will reach out to you shortly to follow up.

## Browse the Catalog

To find an 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'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 ELKAY eStore interface. At the top, there is a navigation bar with the ELKAY logo, a home icon, a search bar, and a user profile icon labeled 'Test User'. Below this is a large banner area with the text 'Welcome to the Marketing eStore' and images of a kitchen sink and a woman with a child. A left-hand navigation menu lists categories like 'Plumbing', 'Commercial', 'Foodservice', 'Halsey Taylor', 'Home Center', and 'Residential'. The main content area shows a breadcrumb trail: 'Start > Plumbing > Commercial > Literature > Drinking Solutions Catalog'. Below this, there are three columns: 'Categories' (with 'Literature' selected), 'Drinking Solutions Catalog' (featuring an image of a water cooler with the text 'Since 1920'), and 'Product Information' (listing details like Product Name, ID, Price, and Stock). At the bottom, there is an 'Overview' section with a description and an 'Add to Cart' section with a table for quantity, price, and total price, along with an 'Add To Favorites' button.

Product Information	
Product Name	Drinking Solutions Catalog
Product ID	F-4617-ELK
Price	USD \$0.00
Items in Stock	8588
Min Quantity	1
Max Quantity	25

Add to Cart		
Items to Add	Price per Unit	Total Price
<input type="text"/>	USD \$0.00	

## Add Items to Your Shopping Cart

**Important:** Some items are ordered in packs, not individually. When entering item quantities, be sure to verify the pack size of the item.

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.

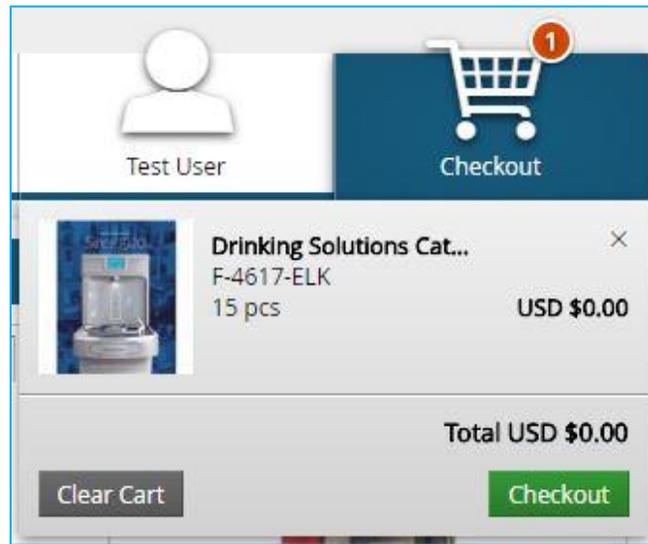
Add to Cart			
Items to Add	Price per Unit	Total Price	
15	USD \$0.00	USD \$0.00	

2. On the catalog page, 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 five 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
 Drinking Solutions Catalog <small>SKU F-4617-ELK</small>	<input type="text" value="15"/>	USD \$0.00	<b>USD \$0.00</b> <span style="float: right; color: red; font-size: 1.2em;">×</span>

Continue Shopping

Subtotal: **USD \$0.00**  
 Total: **USD \$0.00**

Next

## Review or Enter a Shipping Address

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

Shipping Address
Open Address Book
Clear

Country\*

First Name\*

Last Name\*

Company/Store #\*

Address 1\*

Address 2

City\*

State\*

Zip Code\*

Phone\*

Subtotal: **USD \$0.00**

Total: **USD \$0.00**

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

Shipping Address
[Open Address Book](#) [Clear](#)

Search by

Corporate Address Book
Personal Address Book

**Test User**  
 Test Address Test Address  
 Chicago, IL 60654

✕  
↺  
⋮  
☰  
✓  
12

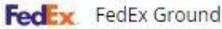
Click *Next* to proceed to the Delivery page.

## Select Delivery Method

FedEx Ground is the only available delivery method.

### Choose Delivery Method

**Test User**  
Test Company  
Test Address  
Chicago, IL, 60654  
United States  
555-555-5555

	<b>USD \$8.09</b>
--	-------------------

---

Subtotal: **USD \$0.00**  
Shipping Total: **USD \$8.09**  
Total: **USD \$8.09**

[Continue Shopping](#) [Back](#) [Next](#)

Select FedEx Ground and click *Next* to progress to the Payment page.

## Enter Payment Information

All orders will be billed to the Elkay freight account

Payment method

Bill to My Account

Bill to Elkay Freight Account

Subtotal: **USD \$0.00**  
Shipping Total: **USD \$8.09**  
Total: **USD \$8.09**

Continue Shopping

Back **Next**

Click *Next* to progress to the Checkout page.

## 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
<b>Test User</b> Test Company Test Address Chicago, IL 60654 ▼ <a href="#">Change</a>	<b>FedEx Ground</b> <a href="#">Change</a>	<b>Bill to My Account</b> <a href="#">Change</a>

Item Description	Quantity	Price	Subtotal
 Design-Craft_2015 Specifications Book <small>SKU LITCSPC-DC-ELK</small>	1	USD \$0.00	<b>USD \$0.00</b>

[Change](#)

---

 Subtotal: **USD \$0.00**  
 Shipping Total: **USD \$8.09**  
**Total: USD \$8.09**

[Continue Shopping](#)

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

You will receive an order confirmation email notification, and an order shipment 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*.

Order Number	Order Date	Order Total	Order Status	Order Details
#PO872614103	5/31/2018	USD \$8.09	In Progress	<a href="#">View Details</a>
#PO872400429	5/31/2018	USD \$8.09	In Progress	<a href="#">View Details</a>

[View Details](#)

Testuser Elkay

- User Profile
- Address Book
- Order History
- Log Out

**ORDER CONFIRMATION** 5/31/2018

**ORDER #PO872614103** **DETAILS**  
In Progress

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**SHIPPING ADDRESS**  
 Test User  
 Test Company  
 Test Address  
 Chicago, IL 60654  
 United States  
 555-555-5555

---

Item	Line Item Status	Quantity	Price	Sub
Design-Craft_2015 Specifications Book LITCSPC-DC-ELK	In Progress	1	USD \$0.00	USD \$0.00
FedEx Ground				USD \$8.09

---

**TOTAL: USD \$8.09**

**PAYMENT INFORMATION:**  
Payment method: Bill to My Account




On the Order History page, you can filter by order date or status, or search for a particular key word.

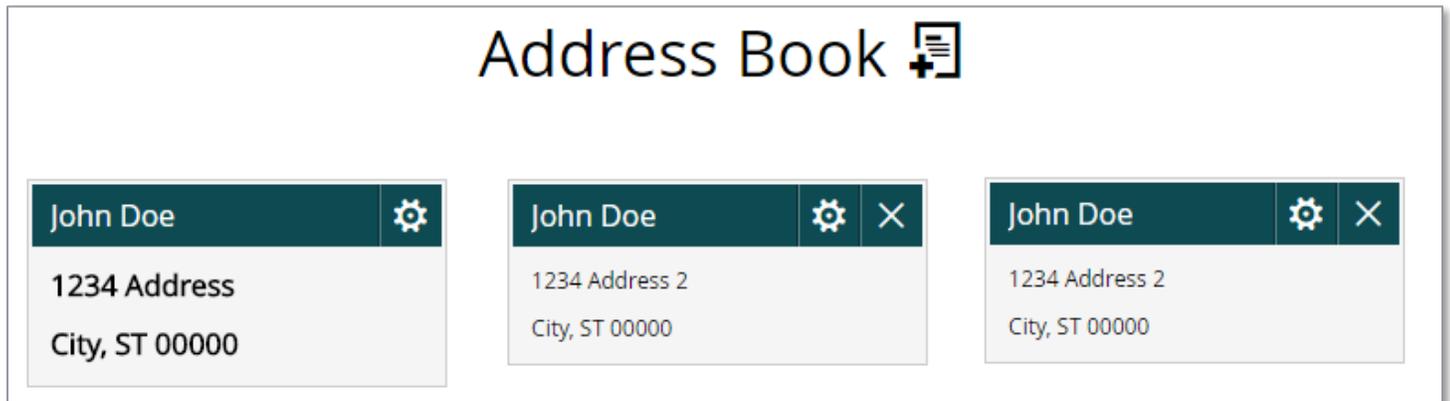
Click the *View Details* link in the Order Details column to open the order's Confirmation information, which lists all of the items included in the order.

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.elkay@inwk.com](mailto:support.elkay@inwk.com) or call 800-961-6774.

