
QUICK START GUIDE

FEDEX – VALO COMMERCE





STEP 1: ACCESS THE FEDEX VALO COMMERCE SITE

Registered Users

To access your VALO Commerce site, navigate to <https://fedex-onsite.inwk.com/>. If you already have an account set up in eStore, use your username and password to log in.

*Please note – if this is your first time logging into VALO Commerce, you will need to click on the **Activate or Reset Password** link on the homepage to set your password. Your username will be your FedEx email address.*

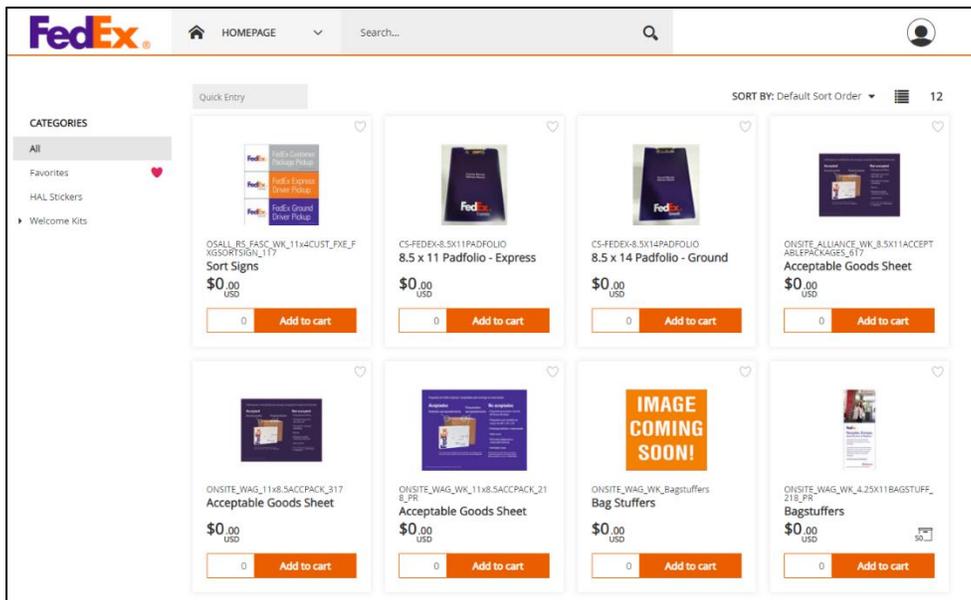
The screenshot shows the login interface for the VALO Commerce site. At the top left is the FedEx logo, and at the top right is a globe icon. The VALO logo is centered on the page. Below it is a login form with the following elements:

- USER NAME: A text input field.
- PASSWORD: A text input field.
- Go: An orange button.
- Activate or Reset Password: A link below the button.

If you need assistance logging in, please contact stacey.wells@fedex.com.

STEP 2: BROWSE THE CATALOG

Use the search field at the top of the screen to find a product or click on the category dropdowns on the left. Once you select the dropdown, the available products in that category will be listed.



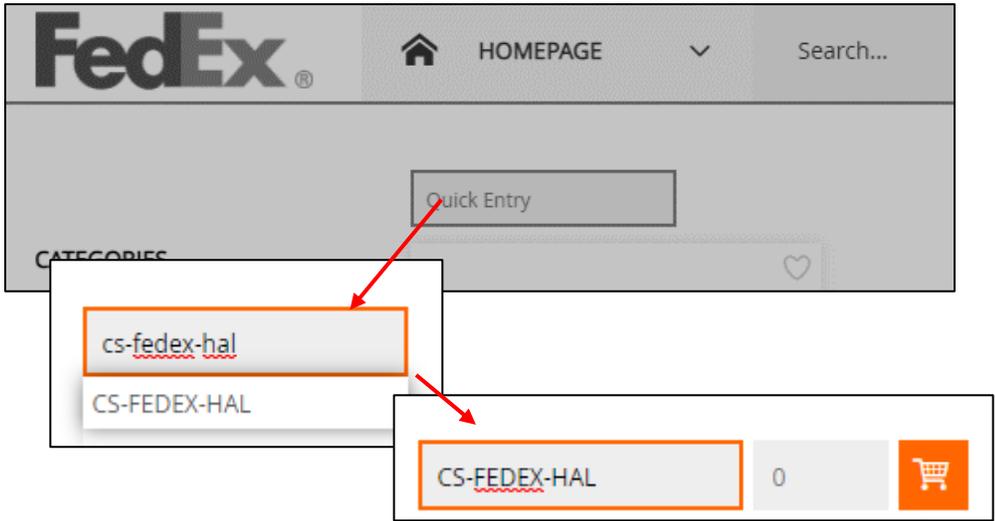
STEP 3: ADD ITEMS TO YOUR SHOPPING CART

Add to Cart			
Items to Add	Price per Unit	Total Price	
0	USD \$0.00		
Add To Favorites			

To add an item to the shopping cart, you can confirm/update the item quantity and click on the “add to cart” button. For additional information on the product, click on the item image to be taken to the detail screen. On the detail screen, you can enter a quantity in the add to cart section at the bottom right. Click the **cart** icon to add it to your cart.



You can also use the **Quick Entry** field on the item catalog page to instantly add a specific item & amount to your shopping cart.



STEP 4: COMPLETE THE CHECKOUT

To begin a checkout, hover over the **Checkout** icon at the top of the screen and click **Checkout**.

The system will guide you through the simple checkout process. From here, you can confirm your orders are correct in the 'Items' screen and move on to shipping and checkout.

You will receive an order confirmation on screen and by email when the checkout process is completed.



CHECKOUT ICON

For questions or requests regarding your site, please support at JHooten@inwk.com, also located on the footer of your VALO site.