
USER GUIDE

FEDEX – VALO COMMERCE





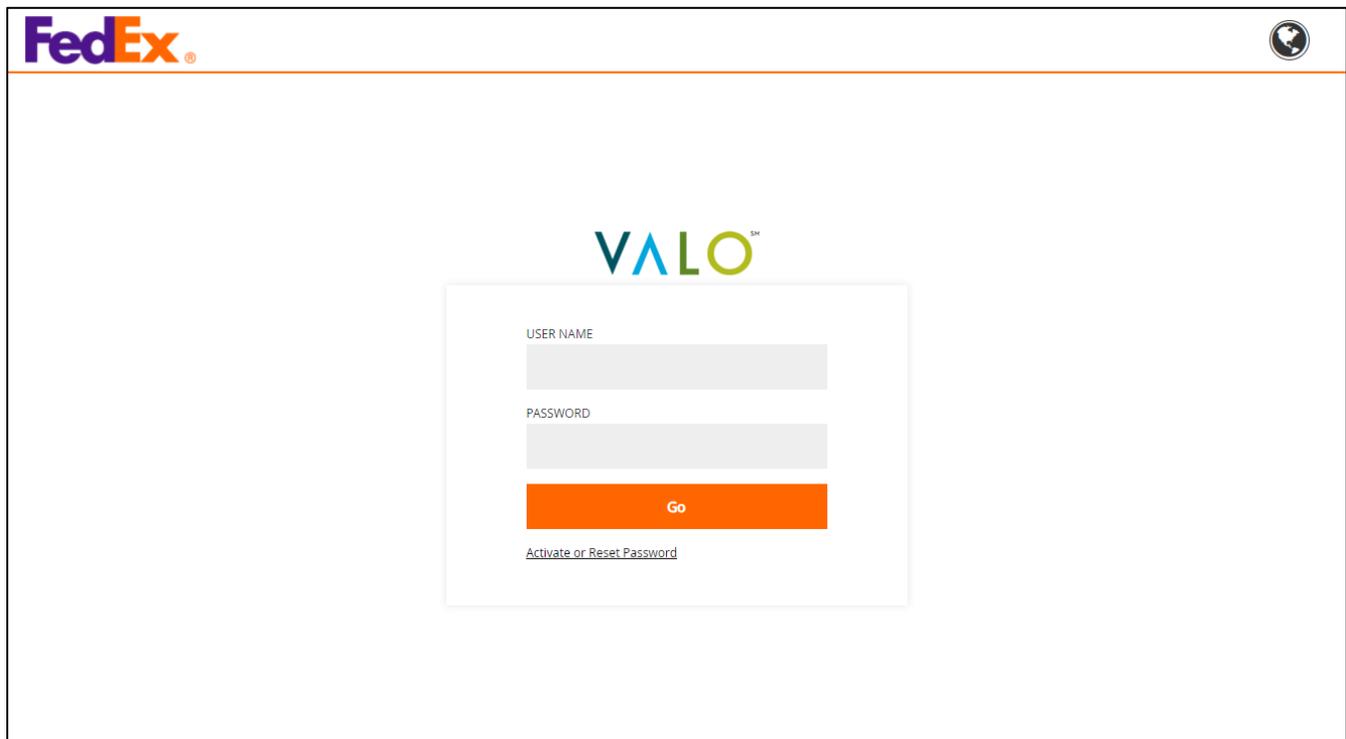
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ACCESS YOUR COMMERCE SITE

To access your VALO Commerce site, navigate to <https://fedex-onsite.inwk.com/>. Provide 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 VALO Commerce login interface. 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.

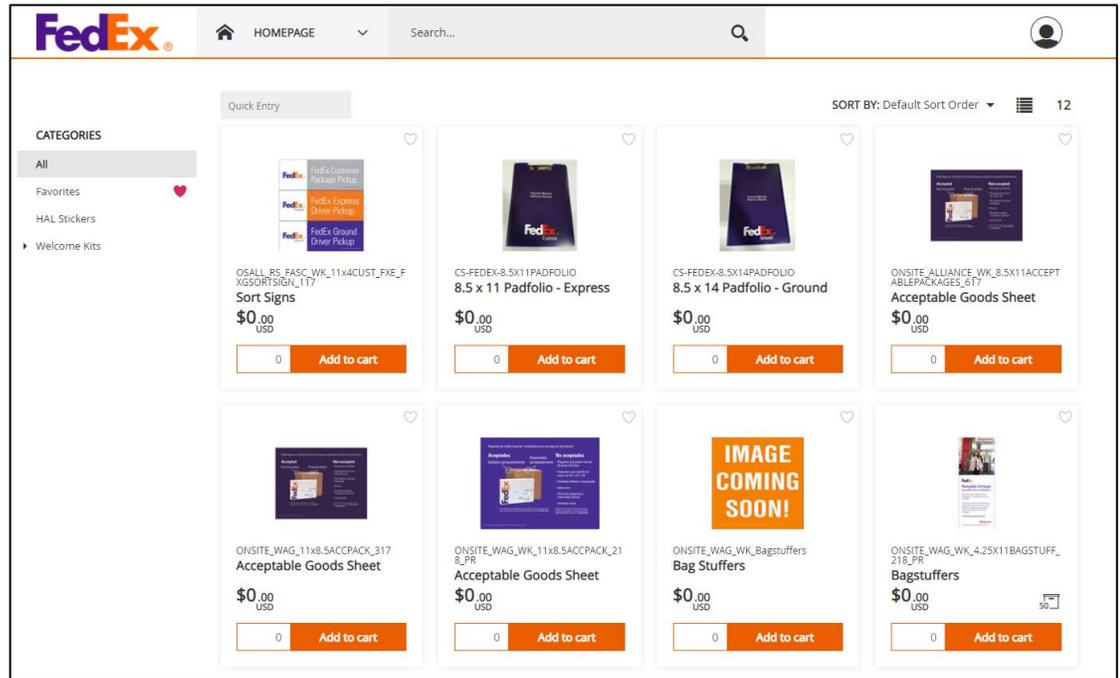
If you need assistance with logging in, please contact stacey.wells@fedex.com.

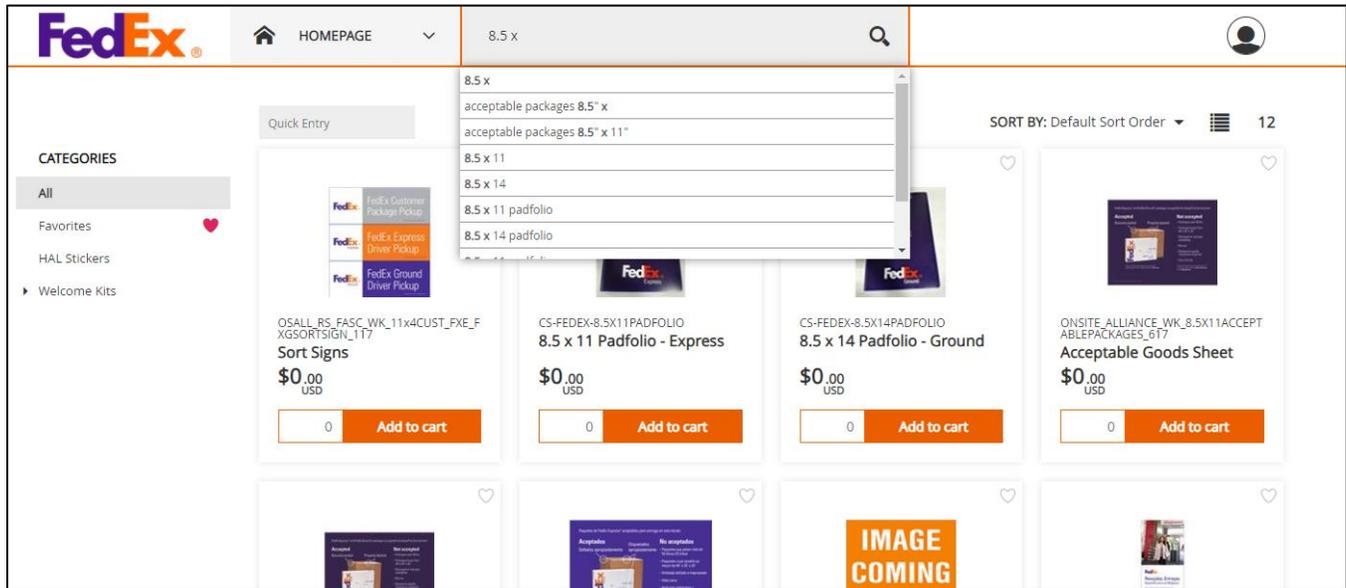


BROWSE THE CATALOG

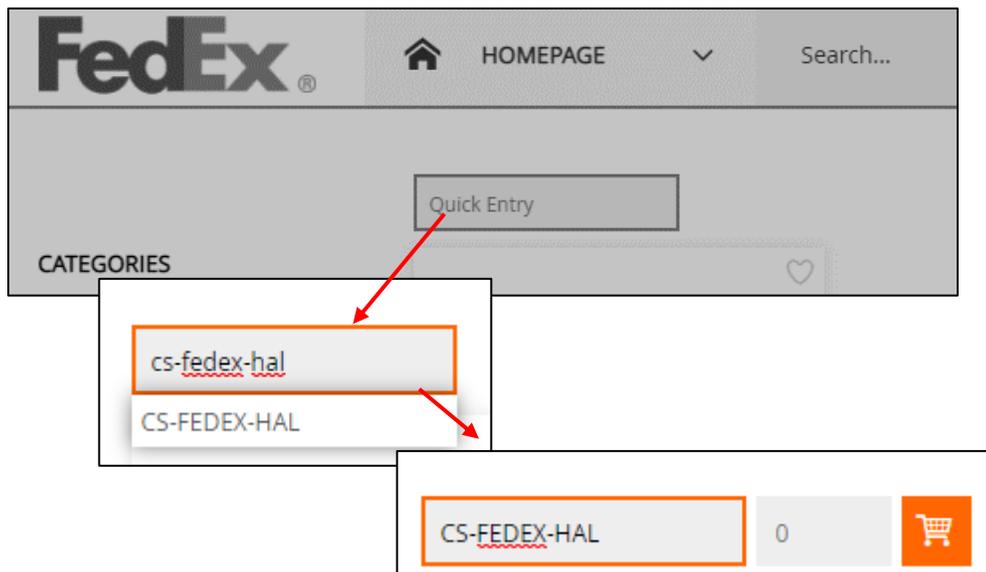
To browse through a list of items, click on one of the categories on the left. Once you select a category, the available products in that category will be listed.

The search field will display items based on name or description containing the search term entered.

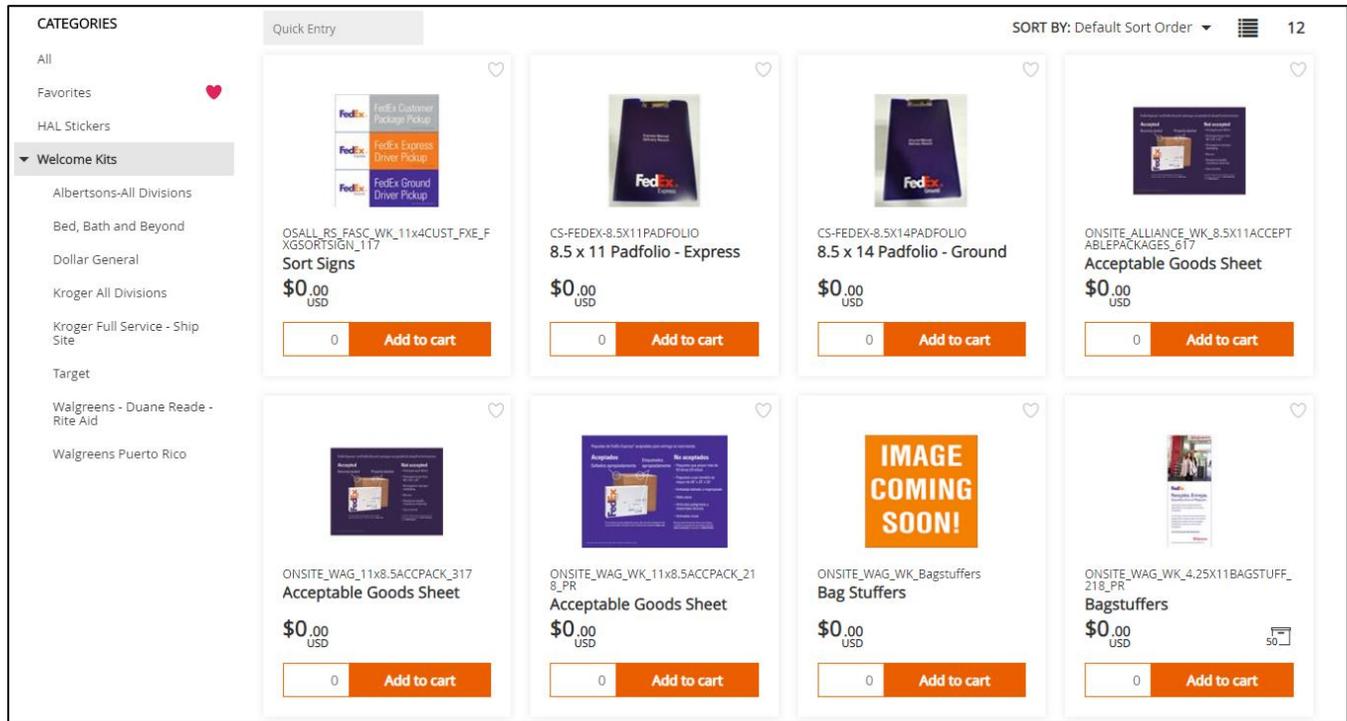




If you already know the product you would like to order, you can enter a specific SKU into the **Quick Entry** field to instantly edit quantity and add that item directly to your cart.



The catalog item display will include the item image, SKU and price.



If a quantity box appears under the item image, the item can be added to the shopping cart by entering a quantity and clicking the “add to cart” button.

Click on the picture of the item to view the detail screen where additional selections will need to be made in order to add the item to the shopping cart.

The detail screen (below) will include the item description at the bottom left, pricing, and additional information in the upper-right. Make a selection then enter your order quantity and click the **Add to cart** button at the bottom right.



8.5 x 11 Padfolio - Express		Product Information	
	Product Name	8.5 x 11 Padfolio - Express	
	Product ID	CS-FEDEX-8.5X11PADFOLIO	
	Price	USD \$0.00	
	Min Quantity	1	

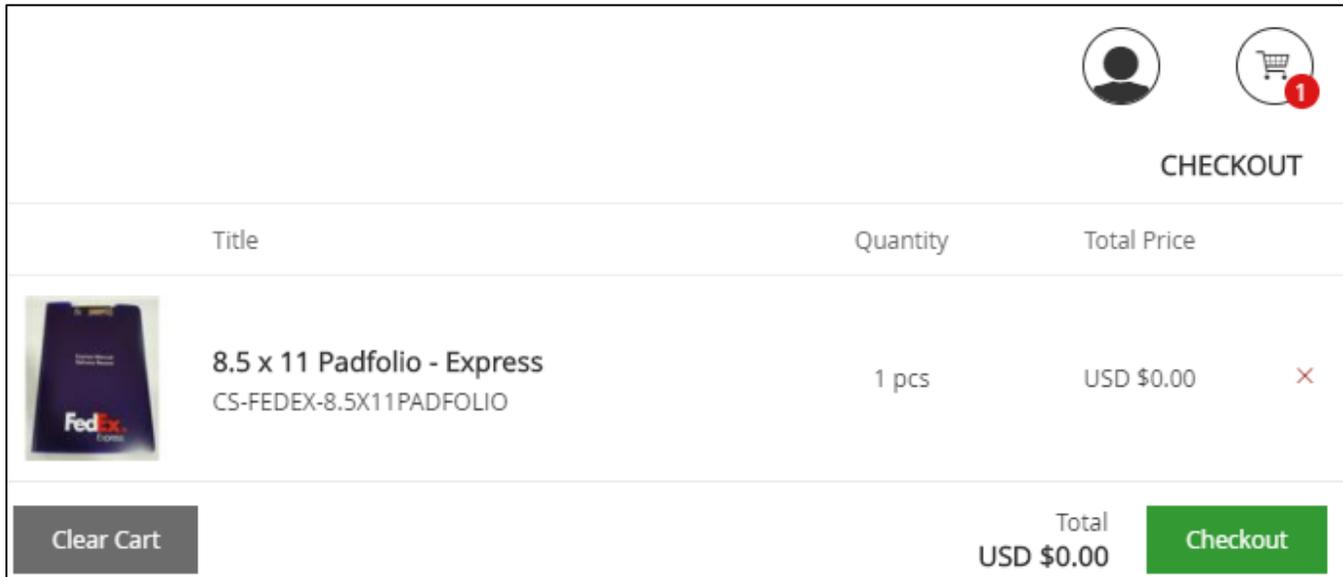
Overview		Add to Cart			
Purple clipboard holding Manual Release Pads and Job Aids Ships within 48 hours after the order is placed		Items to Add	Price per Unit	Total Price	
		<input type="text" value="0"/>	USD \$0.00		
					Add To Favorites 

After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.



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.



The screenshot displays a shopping cart interface. At the top right, there are icons for a user profile and a shopping cart with a red notification bubble containing the number '1'. Below these icons is a 'CHECKOUT' button. The main area of the cart is a table with the following structure:

Title	Quantity	Total Price	
 8.5 x 11 Padfolio - Express CS-FEDEX-8.5X11PADFOLIO	1 pcs	USD \$0.00	×

At the bottom left of the cart area is a 'Clear Cart' button. At the bottom right, the total price is shown as 'Total USD \$0.00' next to a green 'Checkout' button.

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

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.

Item Description	Quantity	Price	Subtotal
 SKU CS-FEDEX-8.5X11PADFOLIO 8.5 x 11 Padfolio - Express	1	USD \$0.00	USD \$0.00 X

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

Continue Shopping Next

LOCATION ID AND SHIPPING ADDRESS

The shipping address page allows you to enter the location where to where the items will be shipped. You can find your shipping address by searching by **Location ID** within the **Corporate Address Book**. You must find a shipping address using **Location ID** before you proceed.

Shipping Address Open Address Book Clear

<p>FIRST NAME <input type="text"/></p> <p>LAST NAME <input type="text"/></p> <p>COMPANY <input type="text"/></p> <p>ADDRESS 1 <input type="text"/></p> <p>ADDRESS 2 <input type="text"/></p> <p>CITY <input type="text"/> STATE <input type="text"/> ZIP CODE <input type="text"/></p> <p>LOCATION ID <input type="text"/></p>	<p>Corporate Address Book</p> <table><tr><td>Customer Service Manager Albertsons 1 SNOW ROAD MARSHFIELD, MA 2050 NZWME</td><td>Customer Service Manager Albertsons 10 BENNING DRIVE WEST LEBANON, NH 3784 LEBNB</td></tr><tr><td>Customer Service Manager Albertsons 100 EAST TAYLOR STREET SHERMAN, TX 75092 CKYPR</td><td>Customer Service Manager Albertsons 100 NORTH MAIN STREET CARVER, MA 2330 PYMMB</td></tr><tr><td>Customer Service Manager Albertsons 100 SUBURBAN DRIVE NEWARK, DE 19711 ILGLC</td><td>Customer Service Manager Albertsons 100 W. SOUTHLAKE BLVD. SUITE 2 SOUTHLAKE, TX 76092 CMIPC</td></tr><tr><td>Customer Service Manager Albertsons 1000 W. 11TH STREET QUANAHA, TX 79252 SPSLB</td><td>Customer Service Manager Albertsons 10020 NE 137TH ST KIRKLAND, WA 98034 BVUOB</td></tr><tr><td>Customer Service Manager Albertsons 101 AUBURN WAY S AUBURN, WA 98002 CMJPT</td><td>Customer Service Manager Albertsons 10101 N. HAMPSHIRE AVE SILVER SPRING, MD 20903 WASHC</td></tr><tr><td>Customer Service Manager Albertsons 10104 RIVER RD POTOMAC, MD 20854 GAIWD</td><td>Customer Service Manager Albertsons 1017 YORK RD TOWSON, MD 21204 APGHT</td></tr></table>	Customer Service Manager Albertsons 1 SNOW ROAD MARSHFIELD, MA 2050 NZWME	Customer Service Manager Albertsons 10 BENNING DRIVE WEST LEBANON, NH 3784 LEBNB	Customer Service Manager Albertsons 100 EAST TAYLOR STREET SHERMAN, TX 75092 CKYPR	Customer Service Manager Albertsons 100 NORTH MAIN STREET CARVER, MA 2330 PYMMB	Customer Service Manager Albertsons 100 SUBURBAN DRIVE NEWARK, DE 19711 ILGLC	Customer Service Manager Albertsons 100 W. SOUTHLAKE BLVD. SUITE 2 SOUTHLAKE, TX 76092 CMIPC	Customer Service Manager Albertsons 1000 W. 11TH STREET QUANAHA, TX 79252 SPSLB	Customer Service Manager Albertsons 10020 NE 137TH ST KIRKLAND, WA 98034 BVUOB	Customer Service Manager Albertsons 101 AUBURN WAY S AUBURN, WA 98002 CMJPT	Customer Service Manager Albertsons 10101 N. HAMPSHIRE AVE SILVER SPRING, MD 20903 WASHC	Customer Service Manager Albertsons 10104 RIVER RD POTOMAC, MD 20854 GAIWD	Customer Service Manager Albertsons 1017 YORK RD TOWSON, MD 21204 APGHT
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← 1 2 3 ... 1409 → Ok Cancel



Enter your location ID into the Location ID field at the bottom of this page and click “search”. The full address should appear in the search results. Please select this address to be populated as your shipping address and proceed to the payment screen.

Items Shipping Payment

✓ 2 3

Shipping Address

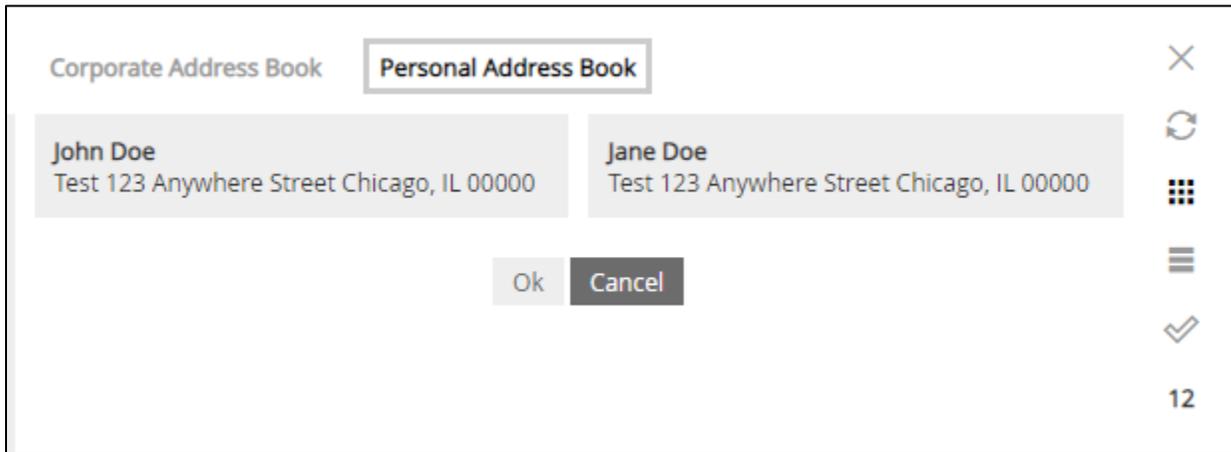
Search by Search Corporate Address Book

FIRST NAME	LAST NAME	
<input type="text"/>	<input type="text"/>	
COMPANY		
<input type="text"/>		
ADDRESS 1		
<input type="text"/>		
ADDRESS 2		
<input type="text"/>		
CITY	STATE	ZIP CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
LOCATION ID		
<input type="text" value="TEST"/>		

Test Address
INWK 123 Test St Ste 456 Test, IL 60601 TEST

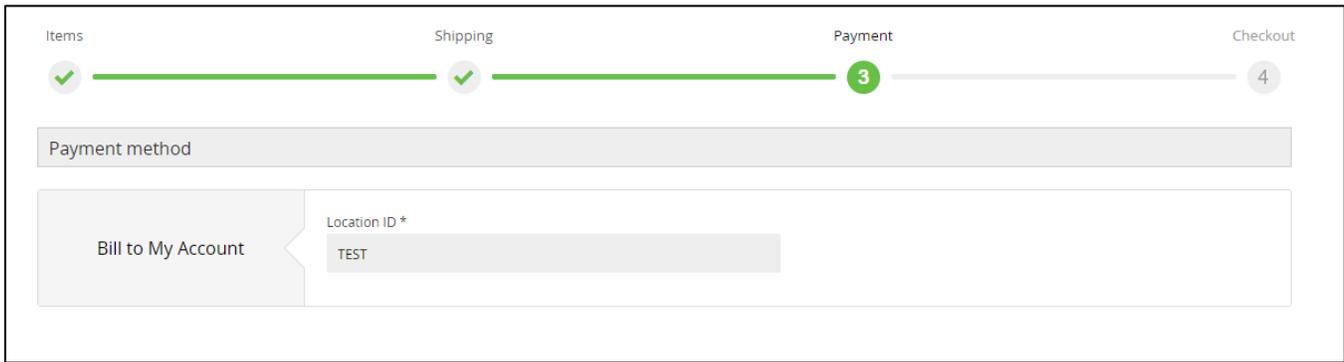
Ok Cancel

If you need to search for a Location ID or Address you can do so with the **Open Address Book** section. Here, you will see several buttons:



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

Once you have confirmed the shipping address is correct, click **Next** to proceed to the **Payment** page. Here, you will enter the same Location ID as listed in from your **Address** in the **Shipping** section.



The screenshot displays a checkout interface with a progress bar at the top. The progress bar has four steps: 'Items' (marked with a green checkmark), 'Shipping' (marked with a green checkmark), 'Payment' (marked with a green circle containing the number '3'), and 'Checkout' (marked with a grey circle containing the number '4'). Below the progress bar, there is a 'Payment method' section with a grey background. Underneath, there is a 'Bill to My Account' button and a 'Location ID *' field containing the text 'TEST'.

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

FINALIZE YOUR ORDER

On the Checkout page, you can review and change all your order information before clicking **Checkout** which will route your order for processing.

Items Shipping Payment Checkout

✓ ✓ ✓ 4

Shipping Address

Test Address
INWK
123 Test St
Ste 456
Test, IL, 60601

▼
[Change](#)

Payment Information

Bill to My Account
Location ID TEST
[Change](#)

Item Description	Quantity	Price	Subtotal
 SKU CS-FEDEX-8.5X11 PADFOLIO 8.5 x 11 Padfolio - Express	1	USD \$0.00	USD \$0.00

[Change](#)

Subtotal: **USD \$0.00**

TOTAL: USD \$0.00

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



An **Order Confirmation** screen will appear with the option to print on the bottom right corner.

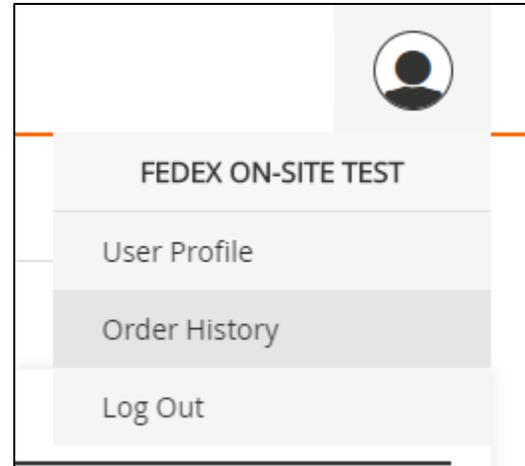
You will also receive an email copy of your order confirmation at the email address on your account. If you need to contact VALO Support regarding the order for any reason, please reference your order number.

ORDER CONFIRMATION		8/18/2020		
ORDER # FED-2133831534		DETAILS In Progress		
.....				
SHIPPING ADDRESS				
Test Address INWK 123 Test St Ste 456 Test, IL 60601 United States 8018798694 TEST				
.....				
Item	Line Item Status	Quantity	Price	Sub
8.5 x 11 Padfolio - Express CS-FEDEX-8.5X11PADFOLIO	In Progress	1	USD \$0.00	USD \$0.00
.....				
PAYMENT INFORMATION Payment method: Bill to My Account Location ID: TEST				TOTAL: USD \$0.00

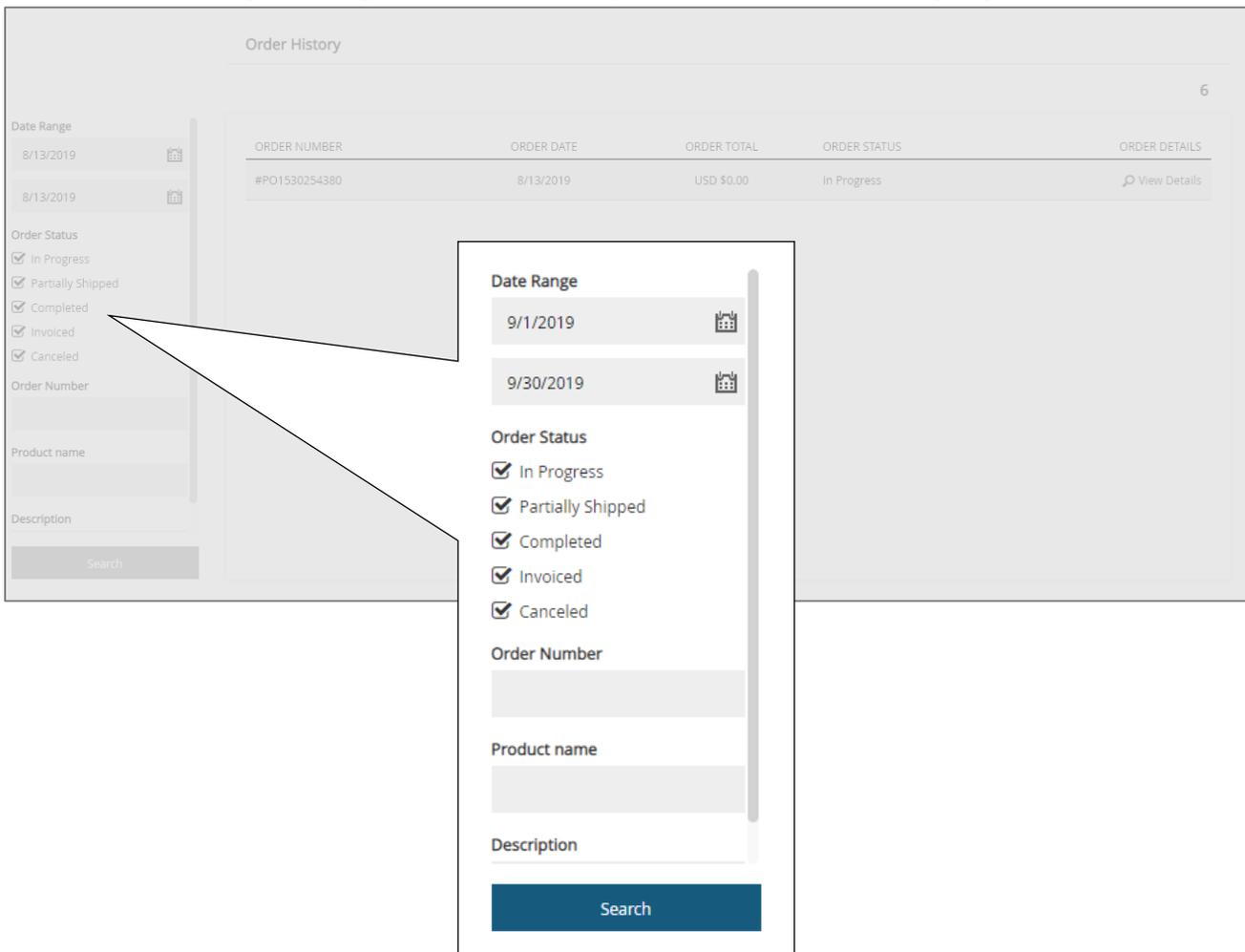


VIEW AND COPY PREVIOUS ORDERS

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



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



The "Order History" screen is shown with a search filter overlay. The main screen has a table with the following data:

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO1530254380	8/13/2019	USD \$0.00	In Progress	View Details

The search filter overlay on the left contains the following sections:

- Date Range:** Two date pickers with calendar icons, showing "9/1/2019" and "9/30/2019".
- Order Status:** A list of checkboxes, all of which are checked: "In Progress", "Partially Shipped", "Completed", "Invoiced", and "Canceled".
- Order Number:** A text input field.
- Product name:** A text input field.
- Description:** A text input field.
- Search:** A blue button with the text "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 History 6

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#FED-2133831534	8/18/2020	USD \$0.00	In Progress	View Details
#FED-2099781956	7/29/2020	USD \$0.00	Cancelled	View Details
#FED-2098490123	7/29/2020	USD \$0.00	Cancelled	View Details
#FED-2097464457	7/28/2020	USD \$0.00	Cancelled	View Details

Date Range

7/28/2020

8/18/2020

Order Status

In Progress

Partially Shipped

Completed

Invoiced

Canceled

Order Number

Product name

Description

[Search](#)



ORDER CONFIRMATION 8/18/2020

ORDER #FED-2133831534 DETAILS
In Progress

SHIPPING ADDRESS
Test Address
INWK
123 Test St
Ste 456
Test, IL 60601
United States
8018798694
TEST

Item	Line Item Status	Quantity	Price	Sub
8.5 x 11 Padfolio - Express CS-FEDEX-8.5X11PADFOLIO	In Progress	1	USD \$0.00	USD \$0.00

PAYMENT INFORMATION
Payment method: Bill to My Account
Location ID: TEST TOTAL: USD \$0.00

CONTACT SUPPORT

To contact InnerWorkings Support with questions or requests regarding your site, please email JHooten@inwk.com.

