



 InnerWorkings

Edrington VALO Commerce User Guide



we make marketing happen.

Table of Contents

- Introduction to VALO Commerce 1**
- Using VALO Commerce..... 1**
 - Access Your Commerce Site 2
 - Browse the Catalog 3
 - Add Items to Your Shopping Cart 5
 - Place an Order 6
 - Review Your Items 7
 - Review or Enter a Shipping Address 8
 - Select Delivery Method 10
 - Enter Payment Information..... 11
 - Card Details 12
 - Finalize Your Order 12
 - View and Copy Previous Orders 13
 - Manage Shipping Addresses 14
 - Contact Support..... 14

Introduction to VALO Commerce

The VALO Commerce solution from InnerWorkings is a global platform for selling virtually anything online via a familiar, highly customizable online storefront experience.

The Edrington Brand Shop contains on demand items for purchase at any time.

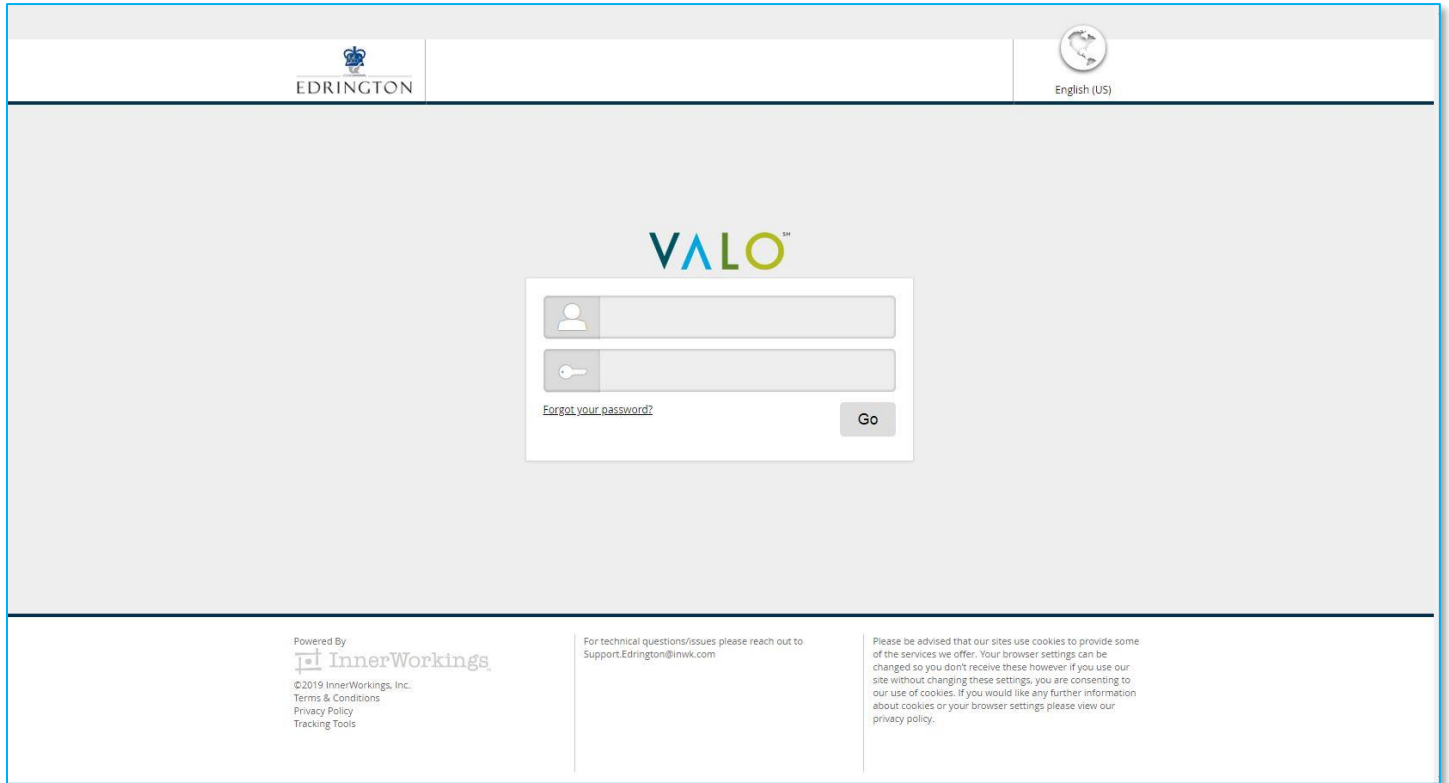
Using VALO Commerce

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 Edrington VALO Commerce site, navigate to <https://eapos.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.

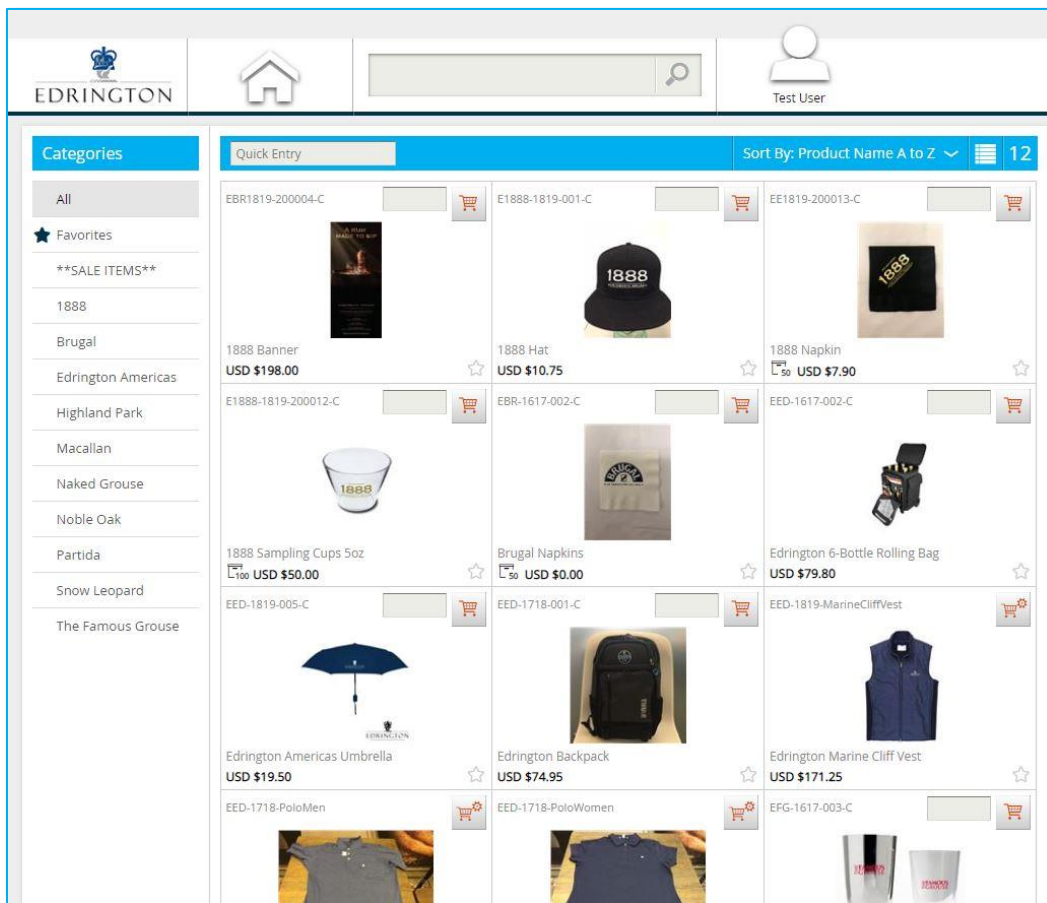


If applicable, click the Commerce tile:



Browse the Catalog

To find an item, you can browse through the items, 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 EDRINGTON e-commerce platform. At the top, there is a navigation bar with the EDRINGTON logo, a home icon, a search bar, and a user profile icon labeled 'Test User'. Below this is a main content area with a 'Categories' sidebar on the left and a product grid. The sidebar lists various categories including 'All', 'Favorites', '**SALE ITEMS**', '1888', 'Brugal', 'Edrington Americas', 'Highland Park', 'Macallan', 'Naked Grouse', 'Noble Oak', 'Partida', 'Snow Leopard', and 'The Famous Grouse'. The product grid shows items like '1888 Banner' (USD \$198.00), '1888 Hat' (USD \$10.75), '1888 Napkin' (USD \$7.90), '1888 Sampling Cups 5oz', 'Brugal Napkins', and 'Edrington 6-Bottle Rolling Bag'. A modal window is open for the '1888 Banner' product, showing its image and details.


Product Information	
Product Name	1888 Banner
Product ID	EBR1819-200004-C
Price	USD \$198.00
Items in Stock	18
Min Quantity	1

Add to Cart			
Items to Add	Price per Unit	Total Price	
1	USD \$198.00	USD \$198.00	
			Add To Favorites

Add Items to Your Shopping Cart

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	
<input type="text" value="1"/>	USD \$198.00	USD \$198.00	
Add To Favorites			

Note: You can only add an item that comes in multiple sizes to your cart from the Item Detail page, because you must select the size you would like on the item detail page before you can add it to your cart.

2. For items that do not come in multiple sizes, on the catalog page you can enter the desired quantity, and then click the *Shopping Cart* button.

EBR1819-200004-C 

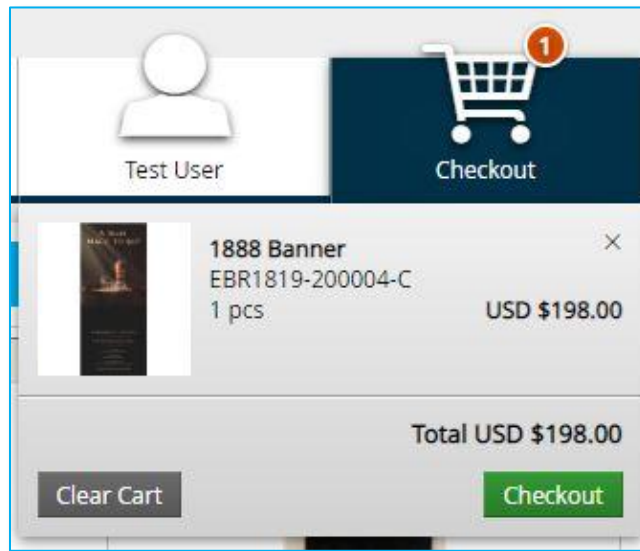


1888 Banner 

USD \$198.00

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 six 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.

Item Description	Quantity	Price	Subtotal
 1888 Banner SKU EBR1819-200004-C	<input type="text" value="1"/>	USD \$198.00	USD \$198.00 

 Subtotal: **USD \$198.00**
TOTAL: USD \$198.00

[Continue Shopping](#)
[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*			
<input type="text"/>			
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"/>	
Phone*			
<input type="text"/>			
		Subtotal: USD \$198.00	
		TOTAL: USD \$198.00	
<input type="button" value="Continue Shopping"/>		<input type="button" value="Back"/>	<input type="button" value="Next"/>

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

Personal Address Book

✕

John Doe
Corporate 600 W. Chicago Ave.

↻
☰
☑
12

Ok

Cancel

Click *Next* to proceed to the Delivery page.

Shipping Address
Open Address Book Clear

Country*
United States

First Name*
Test

Last Name*
User

Company*
Test Company

Address 1*
600 W Chicago Ave

Address 2

City*
Chicago

State*
Illinois

Zip Code*
60657

Phone*
555-555-5555

Subtotal: USD \$198.00

TOTAL: USD \$198.00

Continue Shopping










Back Next

Select Delivery Method

The available delivery methods are displayed on the Delivery page. To select a delivery method:

1. Select the *Delivery Method*

Choose Delivery Method

<p>Test User Test Company 600 W Chicago Ave Chicago, IL, 60657 United States 555-555-5555</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"></td> <td style="padding-left: 10px;">Ups Ground</td> <td style="text-align: right;">USD \$8.02</td> </tr> <tr> <td style="text-align: center;"></td> <td style="padding-left: 10px;">Ups Second Day Air ('Blue')</td> <td style="text-align: right;">USD \$16.29</td> </tr> <tr> <td style="text-align: center;"></td> <td style="padding-left: 10px;">Ups Next Day Air ('Red')</td> <td style="text-align: right;">USD \$25.14</td> </tr> </table>		Ups Ground	USD \$8.02		Ups Second Day Air ('Blue')	USD \$16.29		Ups Next Day Air ('Red')	USD \$25.14
	Ups Ground	USD \$8.02								
	Ups Second Day Air ('Blue')	USD \$16.29								
	Ups Next Day Air ('Red')	USD \$25.14								

Subtotal: **USD \$198.00**
 Shipping Total: **USD \$8.02**
 Tax: **USD \$10.15**
TOTAL: USD \$216.17

2. Click *Next* to progress to the Payment page.

Enter Payment Information

Enter the Billing Address of the credit card you will be using and click *Next* to proceed to the Card Details page. If the Billing Address is the same as the Shipping Address you can click “Shipping” to quickly populate that.

Payment method

Credit Card

Billing Address Shipping Clear

Country*
United States

First Name*
Test

Last Name*
User

Company
Test Company

Address 1*
600 W Chicago Ave

Address 2

City*
Chicago

State*
Illinois

Zip Code*
60657

Phone
555-555-5555

Subtotal: USD \$198.00
Shipping Total: USD \$8.02
Tax: USD \$10.15
TOTAL: USD \$216.17

Continue Shopping Back Next

Card Details

Enter your Credit Card information on the following screen. Be sure to include the CVV value and click “Submit” to validate the info you entered.


The screenshot shows a 'Payment Information' form. It has a 'Card Number' input field, an 'Expiration Date' section with dropdowns for 'MM' and 'YYYY', and a 'CVV Value' input field with a 'Find CVV' link below it. On the right side, there are logos for VISA, MasterCard, American Express, and DISCOVER.

Once you receive a “Credit Card Charge Approved” message, click “Next” to proceed 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	Billing Address
<p>Test User Test Company 600 W Chicago Ave Chicago, IL, 60657</p> <p>▼</p> <p>Change</p>	<p>Ups Ground</p> <p>Change</p>	<p>Credit Card</p> <p>Number XXXX XXXX XXXX XXXX</p> <p>Change</p>	<p>Test User Test Company 600 W Chicago Ave Chicago, IL, 60657 United States 555-555-5555</p> <p>Change</p>

Item Description	Quantity	Price	Subtotal
 <p>1888 Banner SKU EBR1819-200004-C</p>	1	USD \$198.00	USD \$198.00

[Change](#)

Subtotal: USD \$198.00
Shipping Total: USD \$8.02
Tax: USD \$10.15
TOTAL: USD \$216.17

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

You will receive an order confirmation email with your order number, as well as an 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
#PO1190627615	1/18/2019	USD \$8.35	In Progress	View Details
#PO1189291956	1/17/2019	USD \$8.35	In Progress	View Details

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.

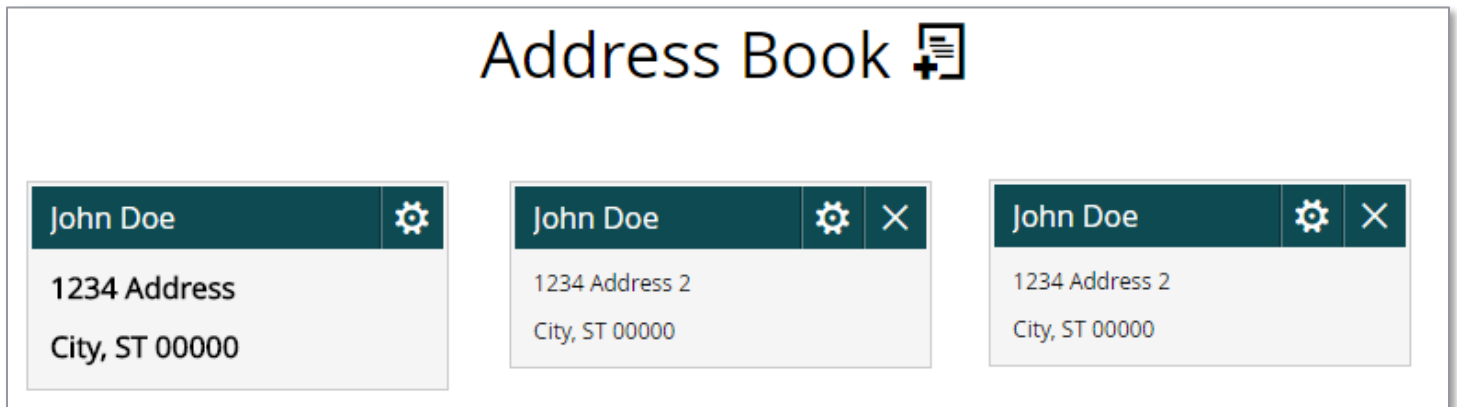




At the bottom right of the screen, you can click the *Shopping Cart* button to re-add all of the items to your cart, or you can click the *Print* button to print the order confirmation.

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 reach out to Support.Edrington@inwk.com.

