
VALO COMMERCE

JOHN DEERE – USER GUIDE
CALENDAR PROGRAM





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INTRODUCTION TO VALO COMMERCE

The VALO Commerce solution from InnerWorkings is a global platform for selling virtually anything online via a familiar, highly customizable eCommerce storefront experience. Products may include promotional items, apparel, standard print items, and custom print jobs using templates with variables.

VALO Commerce offers self-service procurement of predefined products that are made available in a catalog interface with pre-negotiated prices.

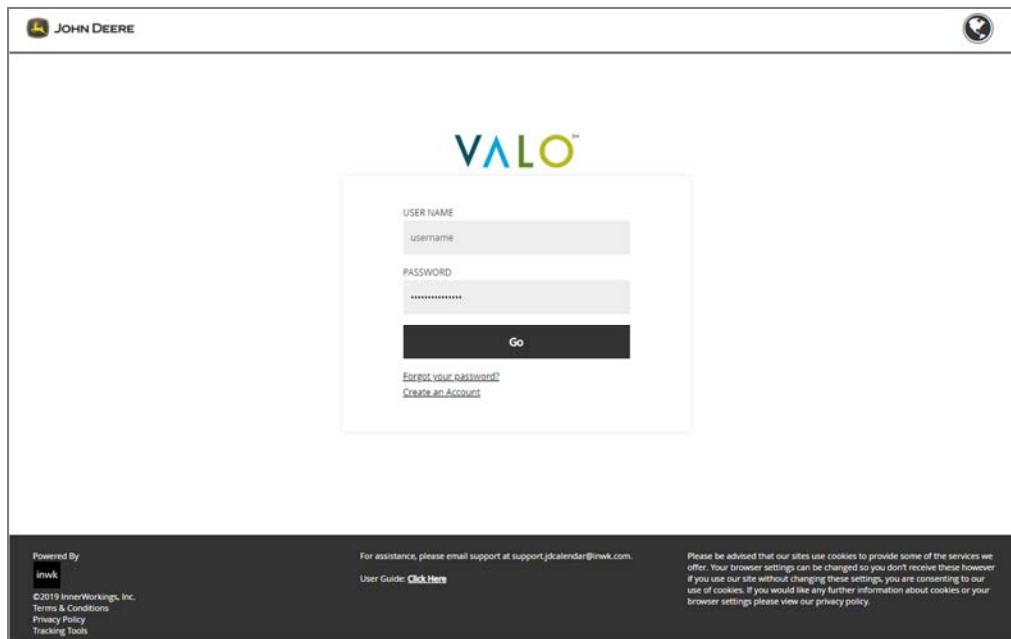
USING VALO COMMERCE

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

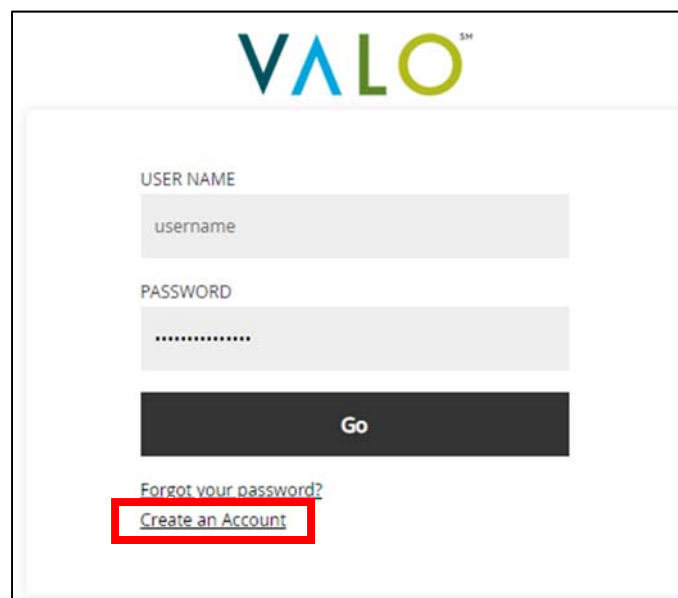
ACCESSING THE JOHN DEERE VALO COMMERCE SITE

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



The screenshot shows the John Deere VALO login page. At the top left is the John Deere logo. The main content area features the VALO logo in blue and green. Below the logo is a login form with two input fields: 'USER NAME' with the placeholder 'username' and 'PASSWORD' with a masked password '.....'. A dark grey 'Go' button is positioned below the password field. Underneath the button are two links: 'Forgot your password?' and 'Create an Account'. The footer contains copyright information for InnerWorkings, Inc. (©2019), a user guide link, and a cookie policy notice.

If this is your first time accessing VALO, you will need to register by clicking *Create an Account*.



This is a close-up view of the login form. The 'Create an Account' link is highlighted with a red rectangular box. The rest of the form, including the 'USER NAME' and 'PASSWORD' fields and the 'Go' button, is visible but not highlighted.



To request access to the John Deere Calendar Program, select **John Deere Calendar Program** from the **COMPANY DIVISION** drop-down menu.

Provide all the required information and click **Submit**. You will receive an email once your account has been approved for creation with a link to set up your password and complete the login process. Passwords should be a minimum of 8 characters long, and must include at least 1 uppercase letter, number, and a special character (e.g. #!%& etc.)

The image shows a screenshot of the VALO user registration interface. The top of the page features the VALO logo. The form is divided into two main sections: 'User Information' and 'Create Password'.

User Information

FIRST NAME *	LAST NAME *
Test	User
JOB TITLE *	DEPARTMENT *
Test user	Deere
PHONE *	EMAIL *
5555555555	test@johndeere.com
ADDRESS 1 *	
123 Main Street	
COUNTRY *	
United States	
STATE *	
Illinois	

Create Password

PASSWORD *	CONFIRM PASSWORD *
.....

Choose Your Organization

COMPANY DIVISION *

[Dropdown menu]

Buttons: Cancel, Submit

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 John Deere catalog interface. At the top, there is a navigation bar with the John Deere logo, a 'HOME PAGE' dropdown, a search field (highlighted with a red box), and a user profile icon. Below the navigation bar is a promotional banner for 'John Deere C&F Calendars Available' with a note: 'Please note: sample images/designs on this site may not be final and subject to change'. The main content area features a grid of 12 calendar products. On the left side, a 'CATEGORIES' sidebar (highlighted with a red box) lists: 'All', 'Favorites', 'Magnetic Calendar', 'Year-At-A-Glance Calendars', 'Wall Calendars', 'Desk Pad', and 'Pocket Calendar'. The grid items include:


- HITDESKEN_2020 Hitachi Desk Pad**: \$3.48 USD
- HITMAGEN_2020 Hitachi Magnetic Year-At-...**: \$1.63 USD
- HITWALLEN_2020 Hitachi Wall Calendar**: \$2.43 USD
- HITMAGEN_2020 Hitachi Year-At-A-Glance ...**: \$2.43 USD
- JDCFWALLEN_2020 John Deere CCE Wall Cale...**: \$2.43 USD
- JDCFWALLR_2020 John Deere CCE Wall Cale...**: \$2.43 USD
- JDCFWAGEN_2020 John Deere CCE Year-At-A...**: \$2.43 USD
- JDCFWAGR_2020 John Deere CCE Year-At-A...**: \$2.43 USD
- JDCDESKN_2020 John Deere Construction ...**: \$3.48
- JDCMAGEN_2020 John Deere Construction ...**: \$1.63
- JDCWALLEN_2020 John Deere Construction ...**: \$2.43
- JDCWALLR_2020 John Deere Construction ...**: \$2.43



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.

Start > Wall Calendars > Construction (CE) > English > John Deere Construction Wall Calendar

John Deere Construction Wall Calendar



2020
CONSTRUCTION WALL CALENDAR

Product Information


Product Name	John Deere Construction Wall Calendar
Product ID	JDCCWALLEN_2020
Min. Quantity	50

Overview


English - John Deere Construction Wall Calendar
25.25 x 17.25 x 3.25
Please click the pencil icon above to customize your calendar.
PLEASE NOTE: Images subject to change.

Add to Cart

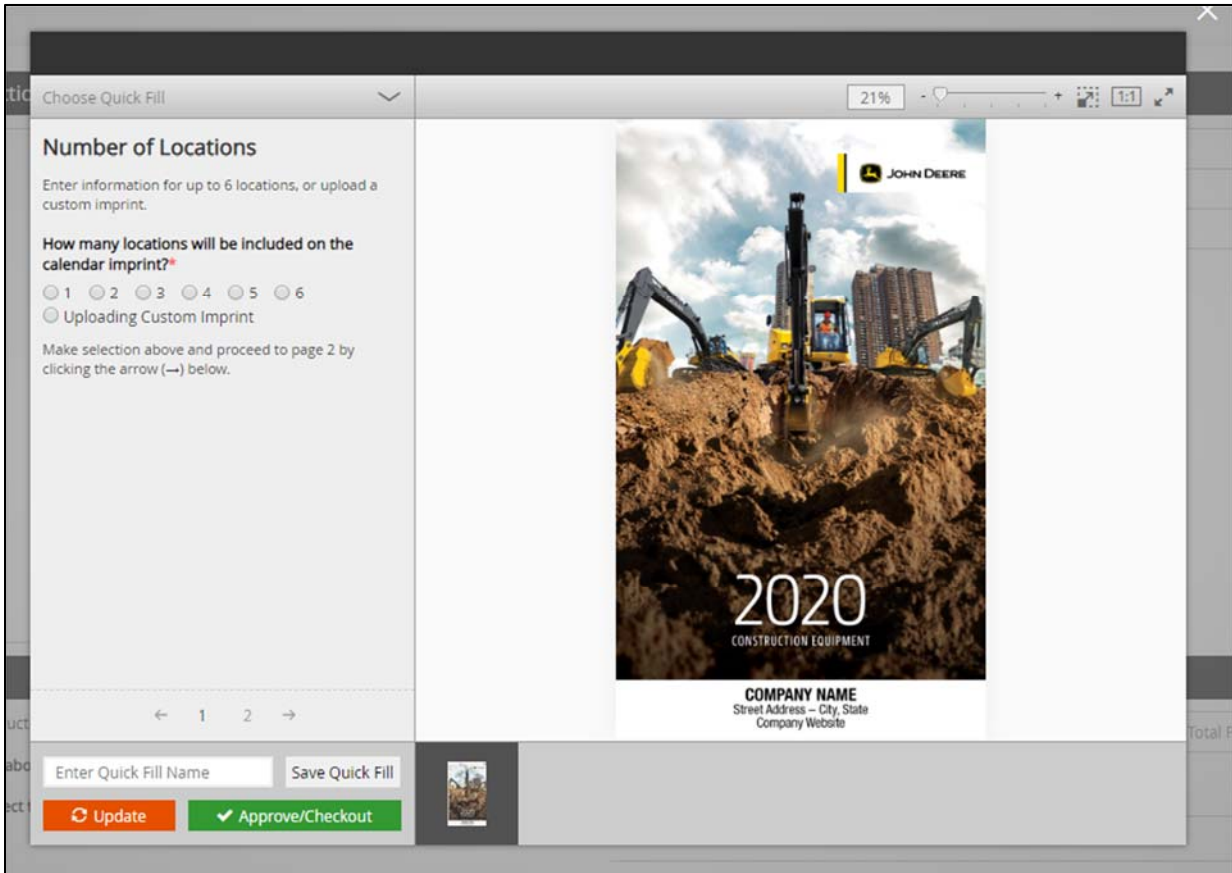
Items to Add	Price per Unit	Total Price
<input type="text" value="1"/>	USD \$2.45	

[Add To Favorites](#) 

Customize an Item

To customize an item, click on the pencil  in the top right corner to bring up the custom form.

1. Either select the number of locations to be entered or to upload a custom imprint on the left side of the screen.
2. Proceed to page 2 using the page numbers near the bottom left.



Choose Quick Fill

Number of Locations

Enter information for up to 6 locations, or upload a custom imprint.

How many locations will be included on the calendar imprint?*

1 2 3 4 5 6

Uploading Custom Imprint

Make selection above and proceed to page 2 by clicking the arrow (→) below.

← 1 2 →

Enter Quick Fill Name Save Quick Fill

21%

JOHN DEERE

2020
CONSTRUCTION EQUIPMENT

COMPANY NAME
Street Address - City, State
Company Website





3. If you selected to enter locations, enter the company name and location information for each one. The fields are by the line, so enter the address, phone, or any other information as you would like it to appear on the imprint.
4. If you selected to upload a custom imprint on Page 1, click the upload button on page 2 and select your file to upload. Accepted file types include PDF, EPS, JPG, TIF and PNG. The file should have everything you want to appear on the imprint including locations and logos. If you need assistance with preparing a custom imprint, please contact support at support.jdvalo@inwk.com
5. To save your information, enter a name in the “Quick Fill” field below the page numbers and click on “Save Quick Fill”. This will allow you to load info onto the same item at a later visit.
6. To load a saved quickfill, click the down arrow at the top left, next to the words “Choose Quick Fill” and select the name you previously saved. This will load all saved data.
7. To view your imprint, click “Update” The image on the right will update to show your entered information.



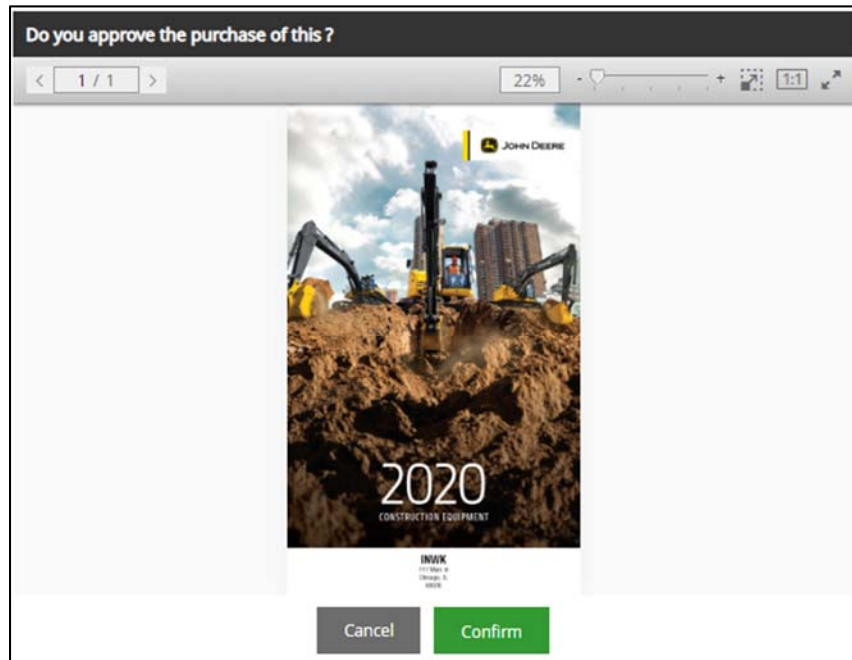
The image bar at the top right can be used to alter how you view the imprint, including zoom in/out by percentage, zoom in/out by slider, full screen view, and view at actual size (1:1)

8. Once you're satisfied with your imprint, click the “Approve/Checkout” button which saves your imprint and activates the “Add to Cart” Button. You will not be able to place an order until the Approve/Checkout button is clicked. The form window will close afterwards.

9. Back on the item detail screen, enter a quantity to order in the “**Items to Add**” field. The quantity entered should be greater than or equal to the “**Min. Quantity**” listed in the item information in the upper right.

Add to Cart			
Items to Add	Price per Unit	Total Price	
55	USD \$2.43	USD \$133.65	
Add To Favorites			

10. To add the item to your cart, click the **shopping cart** button. You will be prompted to **Confirm** or **Cancel** on the pop. Click “**Confirm**” and the item will be added to your cart. If this is the first item added to your cart, the Shopping Cart/Checkout icon will appear in the upper-right corner of the screen.





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	
55	USD \$2.43	USD \$133.65	
			Add To Favorites

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.

CATEGORIES

- All
- Favorites**
- Black & Yellow logo
 - Black logo
 - Green & Yellow logo
 - Other Units
 - Magnetic Calendar
 - Year-At-A-Glance Calendars
 - Wall Calendars

Products:

- DCE23 #10 Envelopes - black & ye...** \$66.90 USD
- DCE21 #10 Envelopes DCE21** \$47.70 USD
- AMBC Business Card - All-Makes** \$12.50 USD
- DC10 Business Cards - DC10** \$12.50 USD



ADDING ITEMS TO YOUR SHOPPING CART

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

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

				CHECKOUT	
Title	Quantity	Total Price			
John Deere Construction Wall Calendar JDCEWALLEN_2020	55 pcs	USD \$133.65			
		Total USD \$133.65			

When the Checkout page opens, you will be prompted through six 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 Delivery Payment Card Details Checkout

1 2 3 4 5 6

Shopping Cart Enable Multiple Address Shipping Clear

Item Description	Quantity	Price	Subtotal
 Pending Approval SKU JDCEWALLEN_2020 John Deere Construction Wall Calendar	55	USD \$2.43	USD \$133.65

Subtotal: USD \$133.65

TOTAL: USD \$133.65

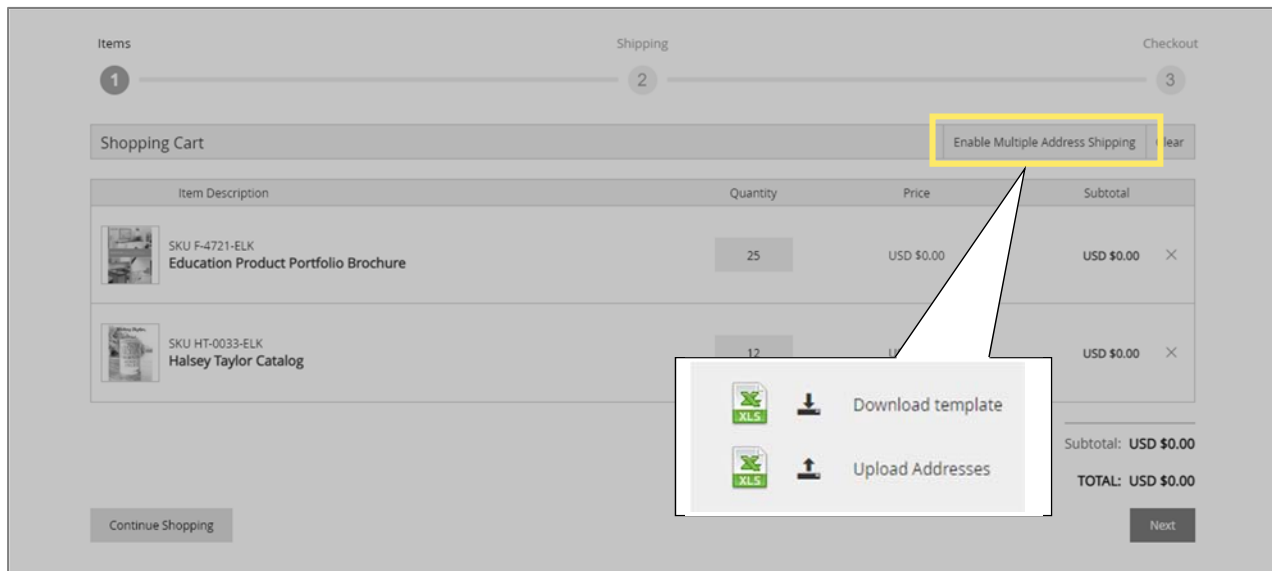
Continue Shopping Next

Note: If the order should be shipped to multiple locations, click the **Enable Multiple Address Shipping** button.



MULTIPLE ADDRESS SHIPPING

Selecting **Enable Multiple Address Shipping** enables **Download Template** and **Upload Addresses** options.



Click the **Download Template** button to open a spreadsheet with address fields. Fields marked with a red asterisk * are mandatory fields. Enter all shipping addresses for the order and save a copy of the spreadsheet.

	A	B	C	D	E	F	G	H	I	J
2	Country*	First Name*	Last Name*	Company/Store #*	Phone*	Address 1*	Address 2	City*	State	Zip Code
3	USA	John	Doe	INWK	555-555-5555	123 Main Street		Baxter	MN	56401
4	USA	Jane	Doe	INWK	555-555-5555	456 Main St		Detroit Lakes	NM	56501



Click the **Upload Addresses** button and select your address file. Once your file has uploaded, the Multiple Addresses window will appear, allowing you to determine how many of each item should be shipped to each location.

Shopping Cart Open Address Book Enable Single Address Shipping Clear

	Education Product Port...	Halsey Taylor Catalog
John Doe USA Baxter MN 56401 123 Main Street	25 <input type="text"/> <input type="button" value="X"/>	12 <input type="text"/> <input type="button" value="X"/>
Jane Doe USA Detroit Lakes NM 56501 456 Main St	25 <input type="text"/> <input type="button" value="X"/>	12 <input type="text"/> <input type="button" value="X"/>

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

Education Product Port... Halsey Taylor Catalog

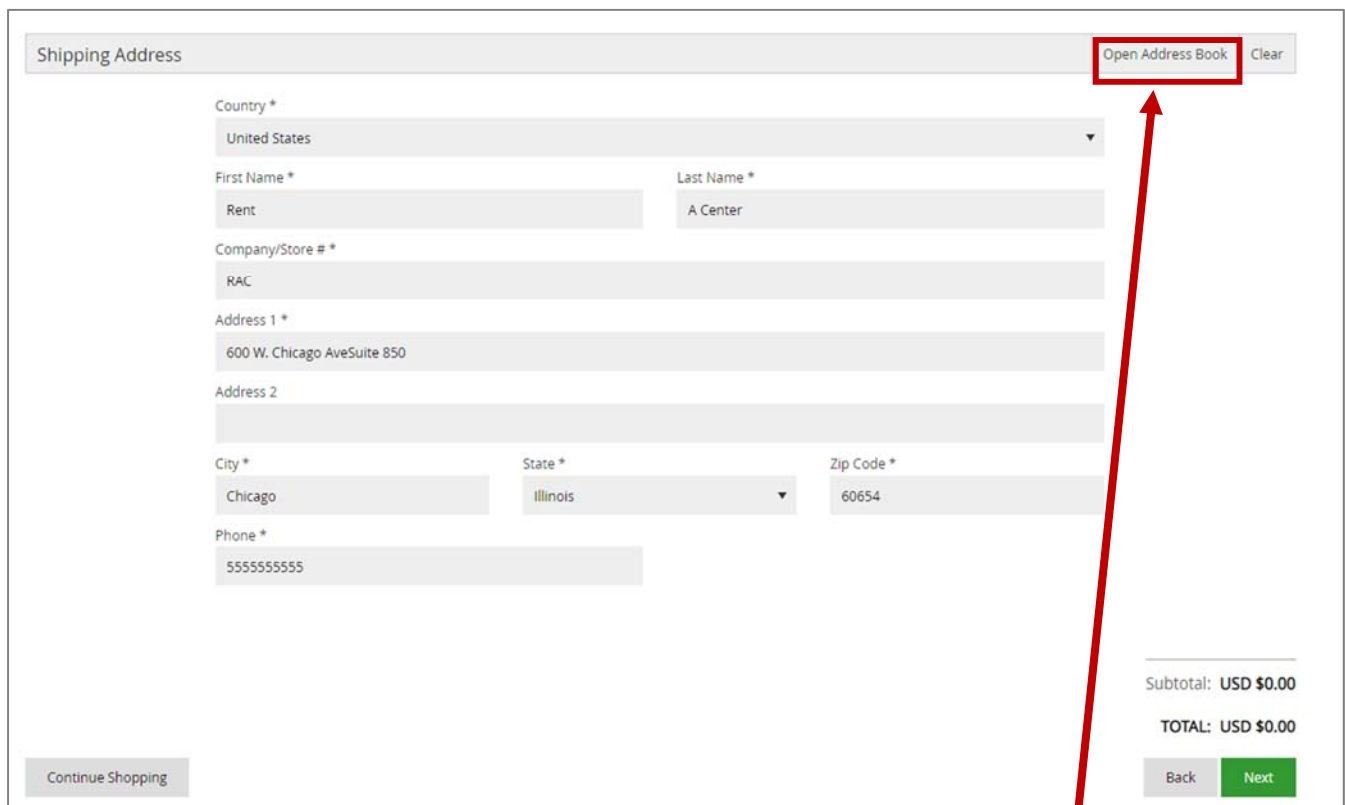
Copy to all Copy to all

25 <input type="text"/> <input type="button" value="X"/>	12 <input type="text"/> <input type="button" value="X"/>
25 <input type="text"/> <input type="button" value="X"/>	12 <input type="text"/> <input type="button" value="X"/>

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 'Shipping Address' form with the following fields and values:

- Country *: United States
- First Name *: Rent
- Last Name *: A Center
- Company/Store #: RAC
- Address 1 *: 600 W. Chicago Ave Suite 850
- Address 2: (empty)
- City *: Chicago
- State *: Illinois
- Zip Code *: 60654
- Phone *: 5555555555

At the top right of the form, there is a link labeled 'Open Address Book' and a 'Clear' button. A red arrow points from the bottom right of the form towards the 'Open Address Book' link. At the bottom right, there is a summary section showing 'Subtotal: USD \$0.00' and 'TOTAL: USD \$0.00', along with 'Back' and 'Next' buttons. A 'Continue Shopping' button is located at the bottom left.

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



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

Shipping Address Open Address Book Clear

Search by

Corporate Address Book **Personal Address Book**

COUNTRY United States	LOWE'S COMPANIES INC DAVIE #3315 11620 STATE RD DAVIE, FL 33325	LOWE'S COMPANIES INC LAKE NONA 3350 12276 ANDRIC LN ORLANDO, FL 32827
FIRST NAME <input type="text"/>	LOWE'S COMPANIES INC LITTLE ROCK #3331 1100 S BOWMAN RD LITTLE ROCK, AR 72211	LOWE'S COMPANIES INC SALINAS 2805 90 SAN JUAN GRADE RD SALINAS, CA 93906
LAST NAME <input type="text"/>	LOWE'S COMPANIES INC WILDWOOD #3351 CTY RD 466A & NE 57TH DR WILDWOOD, FL 34785	LOWE'S COMPANIES INC, BROOKHAVEN 5005 EDMONT AVE BROOKHAVEN, PA 19015
COMPANY <input type="text"/>	LOWE'S COMPANIES INC. HOPE MILLS #2906 3080 N MAIN ST HOPE MILLS, NC 28348	LOWE'S COMPANIES, INC N MT PLEASANT 3317 3255 N HWY 17 MOUNT PLEASANT, SC 29464
ADDRESS 1 <input type="text"/>	LOWE'S COMPANIES, INC PROPER #3104 4301 E UNIVERSITY DR PROSPER, TX 75078	LOWE'S COMPANIES, INC YONKERS 3305 100 RIDGE HILL BLVD YONKERS, NY 10710
ADDRESS 2 <input type="text"/>	LOWE'S COMPANIES, INC. ABBEVILLE 3015 2700 CHARITY ST ABBEVILLE, LA 70510	LOWE'S COMPANIES, INC. ABILENE 138 4134 RIDGEMONT DR ABILENE, TX 79606
ADDRESS 3 <input type="text"/>		
ADDRESS 4 <input type="text"/>		
CITY <input type="text"/>		
STATE <input type="text"/>		
ZIP CODE <input type="text"/>		
PHONE <input type="text"/>		
MOBILE PHONE <input type="text"/>		
EMAIL <input type="text"/>		

← 1 2 3 181 →

Select the desired shipping address from either the **Corporate** or **Personal Address Books**, click **Ok** to add it to your order. Click **Next** to proceed to the **Delivery** page.

SELECT DELIVERY METHOD

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

Select the Delivery Method; the cost is updated to include subtotals, tax, and total cost.

Items Shipping Delivery Payment Card Details Checkout

Choose Delivery Method

Test2 Deere INWK 111 Main St Chicago, IL, 60601 United States 5555555555	FedEx Ground	USD \$10.37
	FedEx 2-Day	USD \$25.87
	FedEx Standard Overnight	USD \$52.94

Subtotal: USD \$133.65
Tax: USD \$13.70
TOTAL: USD \$147.35

Continue Shopping Back Next

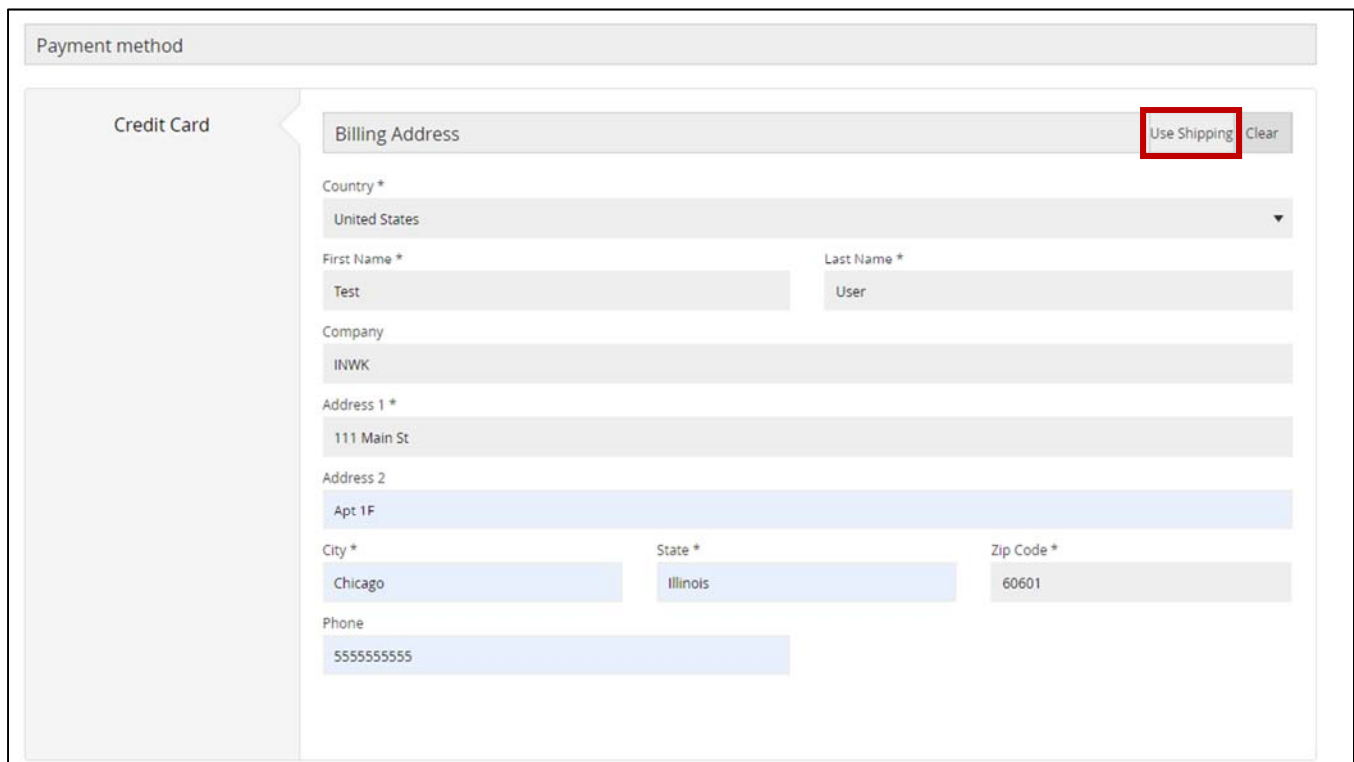
Click **Next** to proceed to the Payment page

ENTER PAYMENT INFORMATION

**If you believe your account should have access to internal billing options at checkout, please email mschroeder@inwk.com*

For most accounts, Credit Card is the only available payment method and is selected by default.

If the billing address is the same as the shipping address, click the **Use Shipping** button.



The screenshot shows a payment method form titled "Payment method" with a "Credit Card" section selected. The "Billing Address" section is highlighted, and a "Use Shipping" button is circled in red. The form fields are as follows:

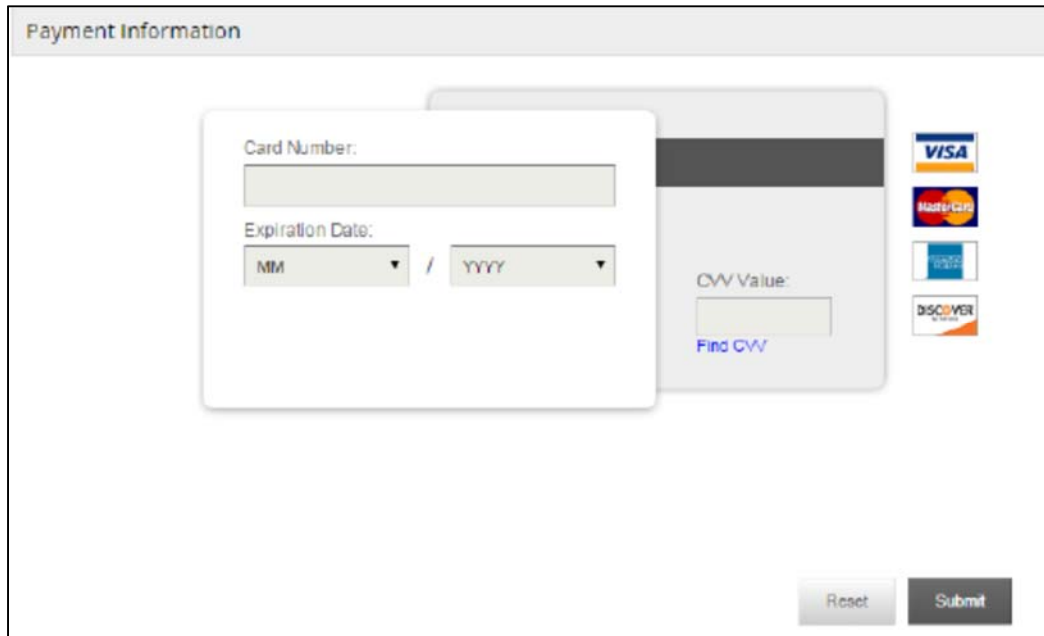
Billing Address		
Country *		
United States		
First Name *	Last Name *	
Test	User	
Company		
INWK		
Address 1 *		
111 Main St		
Address 2		
Apt 1F		
City *	State *	Zip Code *
Chicago	Illinois	60601
Phone		
5555555555		

If the billing address is different from the shipping address, complete the Billing Address fields.

Click the **Next** button to progress to the Card Details page.

PROVIDE CARD DETAILS

Provide your credit card information. Be sure to complete all required fields.



The image shows a web form titled "Payment Information". It contains several input fields: a text box for "Card Number", a date selector for "Expiration Date" with dropdowns for "MM" and "YYYY", and a text box for "CVV Value". To the right of these fields are logos for VISA, MasterCard, and DISCOVER. Below the CVV field is a blue link that says "Find CVV". At the bottom right of the form are two buttons: "Reset" and "Submit".

Click the **Submit** button to proceed.

FINALIZE YOUR ORDER


On the final screen, review your order and make any necessary changes. Once you've confirmed the information, click **Checkout**.

The screenshot displays the final checkout screen with a progress bar at the top indicating the following steps: Items, Shipping, Delivery, Payment, Card Details, and Checkout (6). The Checkout step is highlighted with a green circle and the number 6.

The main content area is divided into three sections:

- Shipping Address:** Test2 Deere, INWK, 111 Main St, Chicago, IL, 60601. Includes a "Change" link.
- Delivery:** FedEx Ground. Includes a "Change" link.
- Payment Information:** Includes a "Change" link.

Below these sections is a table with the following data:

Item Description	Quantity	Price	Subtotal
 Pending Approval SKU JDCEWALLEN_2020 John Deere Construction Wall Calendar	55	USD \$2.43	USD \$133.65

Below the table is a "Change" link.

Summary of costs:

- Subtotal: USD \$133.65
- Shipping Total: USD \$10.37
- Tax: USD \$13.70
- TOTAL: USD \$157.72**

At the bottom, there are two buttons: "Continue Shopping" and "Back". The "Checkout" button is highlighted with a red box.



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 InnerWorkings regarding the order for any reason, please reference your order number.

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

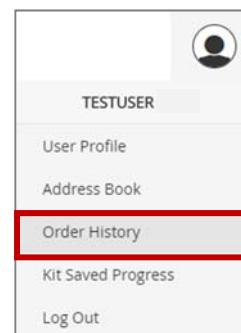
PAYMENT INFORMATION
Payment method: Bill to My Account TOTAL: USD \$0.00

[Continue Shopping](#) 



VIEW AND COPY PREVIOUS ORDERS

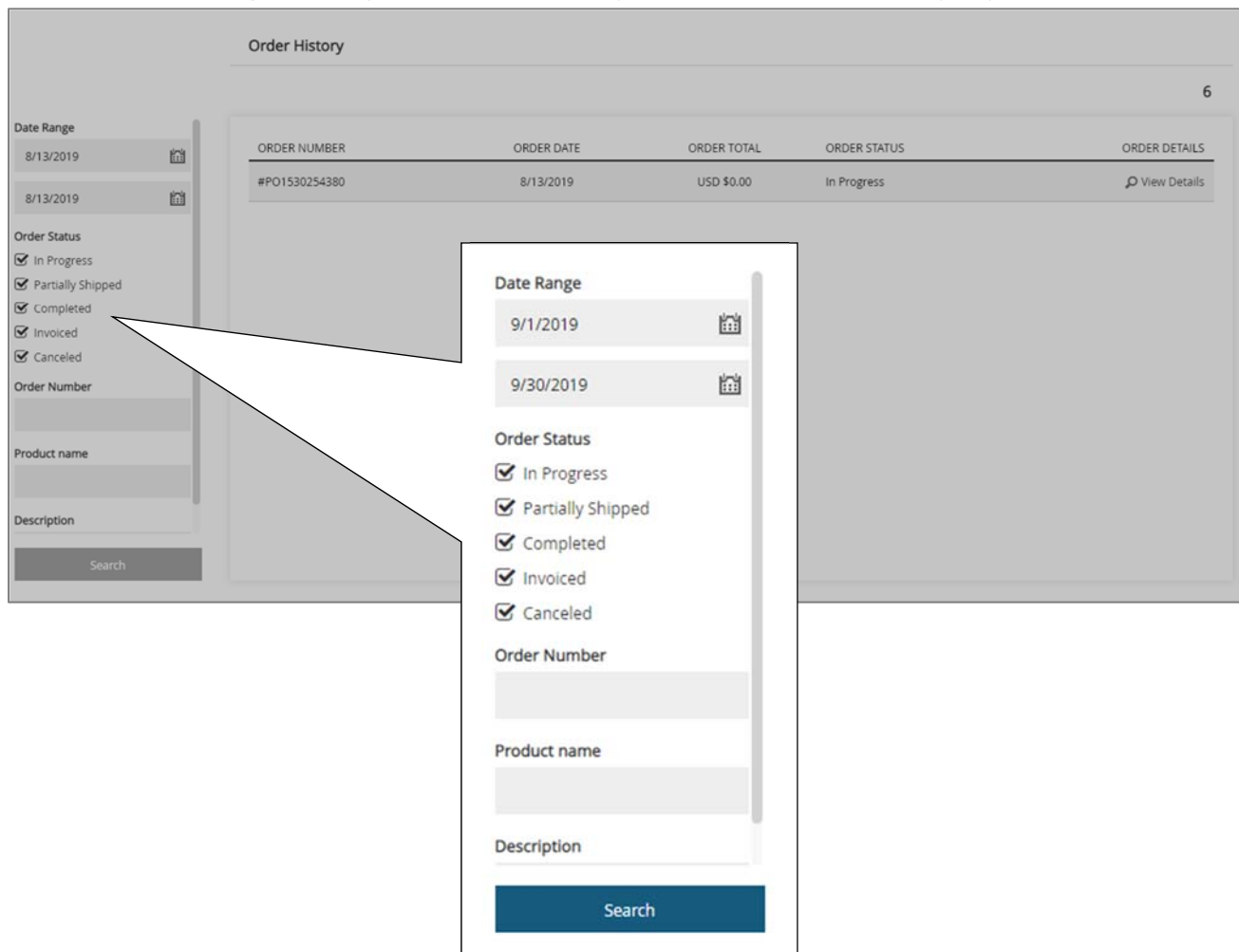
To access a list of all orders you have placed, hover over your user icon and select **Order History**.



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	View Details

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

-
-

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

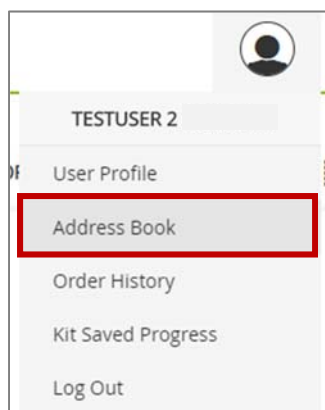
PAYMENT INFORMATION
Payment method: Bill to My Account TOTAL: USD \$0.00

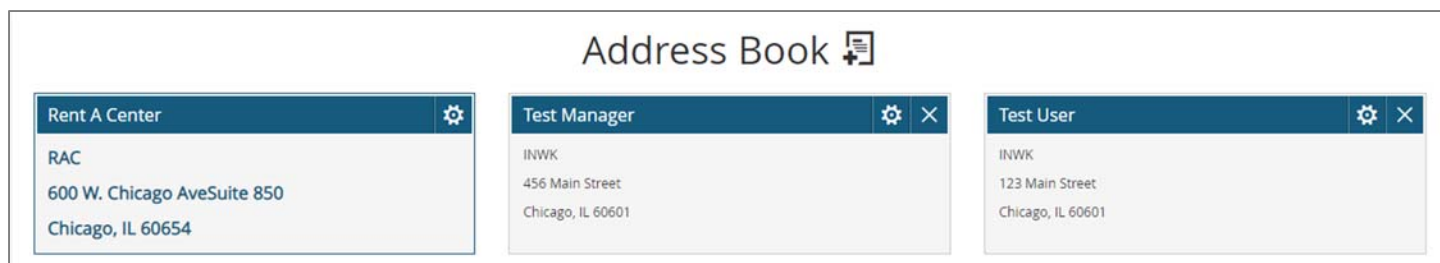




MANAGE SHIPPING ADDRESSES

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.jdvalo@inwk.com.