
VALO COMMERCE

JOHN DEERE – USER GUIDE
STATIONERY 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.

JOHN DEERE

VALO™

USER NAME
username

PASSWORD

Go

[Forgot your password?](#)
[Create an Account](#)

If this is your first time accessing this site after the transition from the previous platform, your account has already been created. Click on the [Forgot your password?](#) link to enter your email and follow the instructions to set a new password.

VALO™

Please enter your Username and click Go

USER NAME

Cancel

Go

Note: If you receive the message “**We cannot find a record for this username,**” please follow the instructions below to request access to the John Deere Stationery Program Site.



If this is your first time accessing **any** John Deere e-store, you will need to register by clicking [Create an Account](#).

To request access to the John Deere Stationery Program, select **John Deere Stationery 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.)

VALO™

User Information

FIRST NAME *
Test

LAST NAME *
User

JOB TITLE *
Test user

DEPARTMENT *
Deere

PHONE *
5555555555

EMAIL *
test@johndeere.com

ADDRESS 1 *
123 Main Street

COUNTRY *
United States

STATE *
Illinois

Create Password

PASSWORD *
.....

CONFIRM PASSWORD *
.....

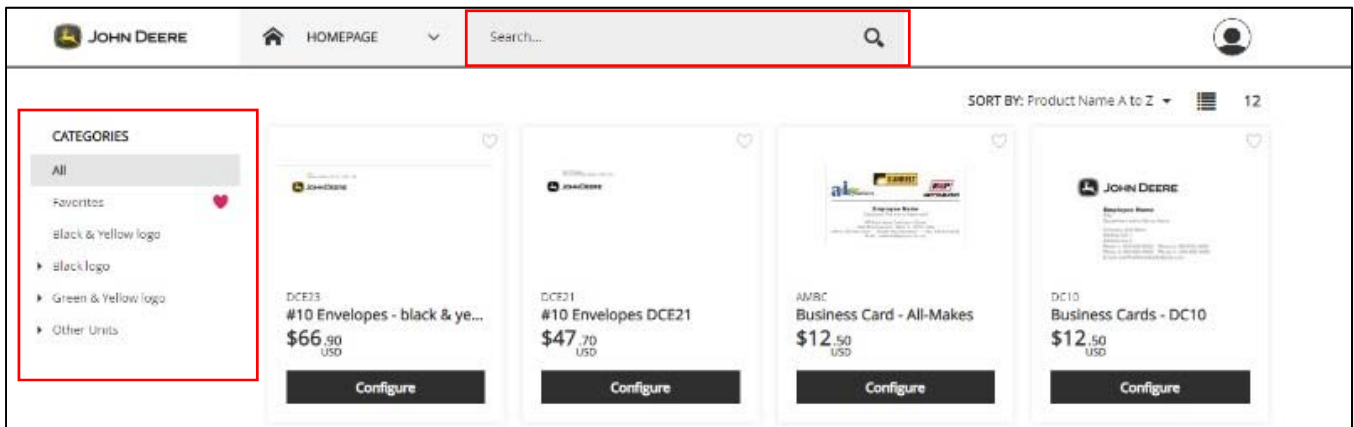
Choose Your Organization

COMPANY DIVISION *
▼

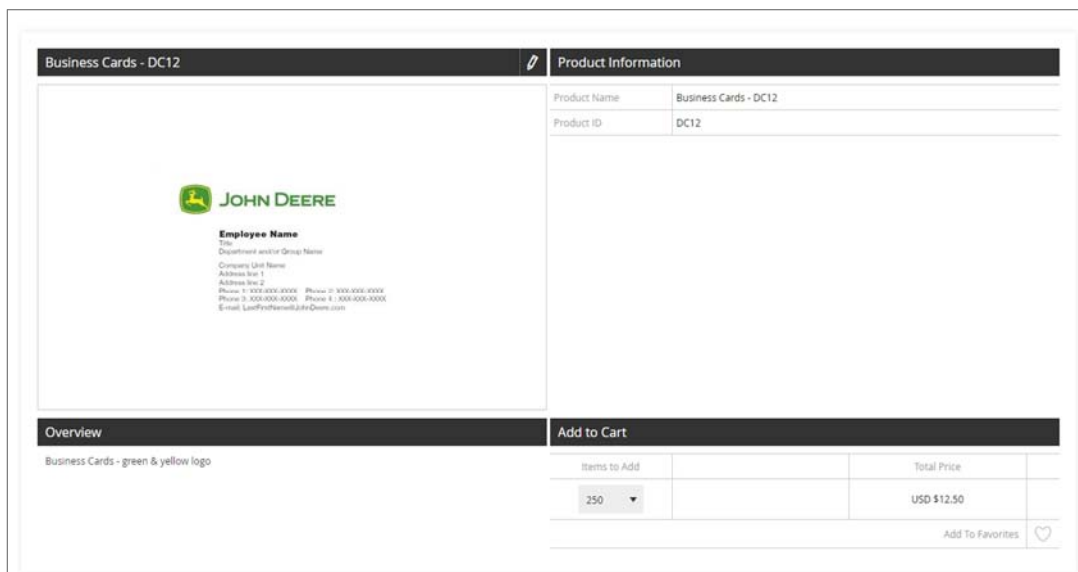
Cancel Submit

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.



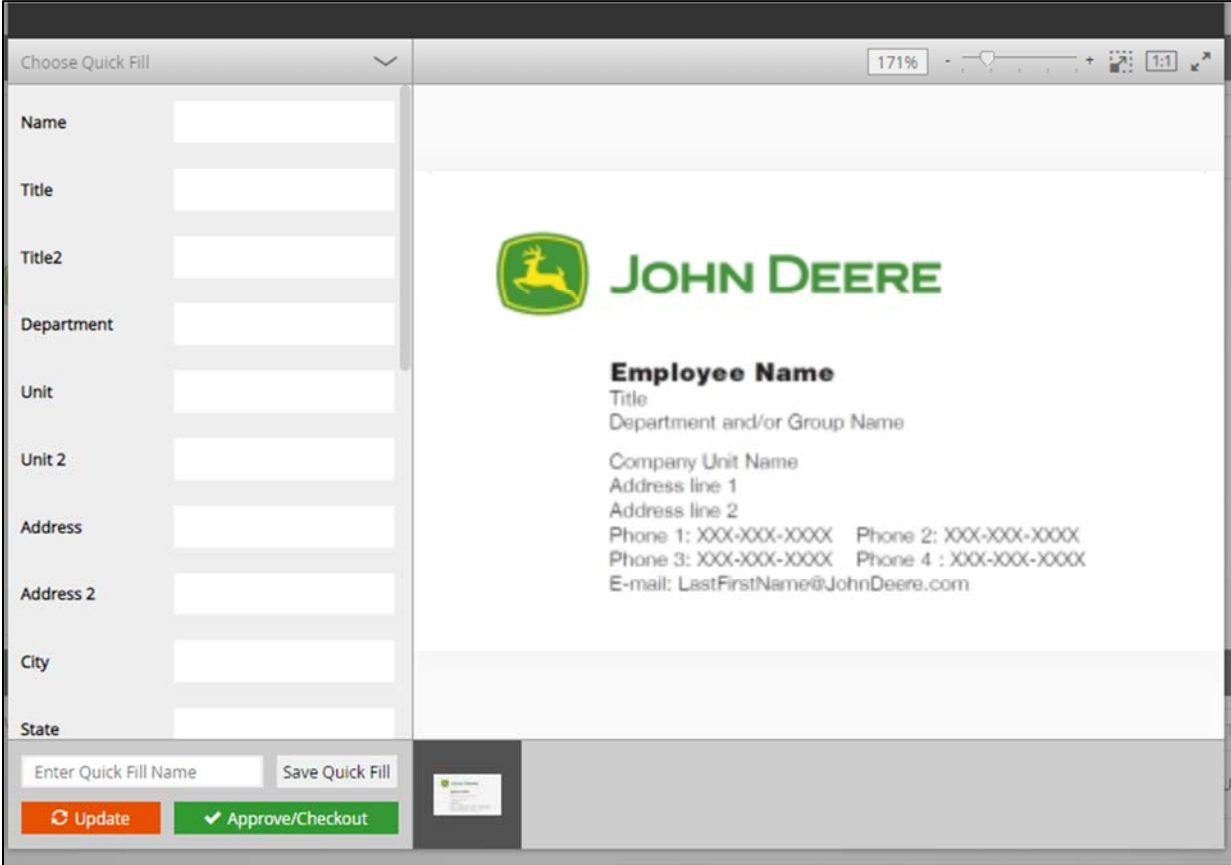
Click on an item's image to access the item detail screen, which provides you with additional information and gives you the option to add the item to your shopping cart or to your list of favorites.



Customize an Item

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

1. Enter all of the customizable information you wish to include on the ordered stationery.



The screenshot shows a web application window titled "Choose Quick Fill" with a 171% zoom level. On the left side, there is a vertical list of customizable fields, each with an empty input box: Name, Title, Title2, Department, Unit, Unit 2, Address, Address 2, City, and State. At the bottom of this list are two buttons: "Update" (orange) and "Approve/Checkout" (green). Below the buttons is a text input field labeled "Enter Quick Fill Name" and a "Save Quick Fill" button. The main area of the window displays a preview of stationery. At the top of the preview is the John Deere logo (a green leaping deer in a shield) followed by the text "JOHN DEERE" in green. Below the logo is the heading "Employee Name" in bold, followed by several lines of text: "Title", "Department and/or Group Name", "Company Unit Name", "Address line 1", "Address line 2", "Phone 1: XXX-XXX-XXXX Phone 2: XXX-XXX-XXXX", "Phone 3: XXX-XXX-XXXX Phone 4 : XXX-XXX-XXXX", and "E-mail: LastFirstName@JohnDeere.com".



3. 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.
4. 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.
5. To view your customized item, 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)

6. 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.

Choose Quick Fill

Company Name

Enter the company name

Location Information

Enter contact information on the three lines provided for each location.

If necessary, you can separate information on a line with a bullet point (Alt + 0149).

Location 1

Line 1

Line 2



Line 3

Location 2

← 1 2 →





Save Quick Fill


7. Back on the item detail screen, select a quantity from the drop-down menu to order in the “Items to Add” field.

Add to Cart			
Items to Add		Total Price	
<input type="text" value="250"/>		USD \$12.50	
<ul style="list-style-type: none">2505001000			Add To Favorites 

8. To add the item to your cart, click the **shopping cart** button. You will be prompted to **Confirm** or **Cancel** on the proof. 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.

Do you approve the purchase of this ?

< 1 / 1 > 186%    1:1 

 **JOHN DEERE**


Test User
Test

123 Main Street
Chicago IL 60601
5555555555

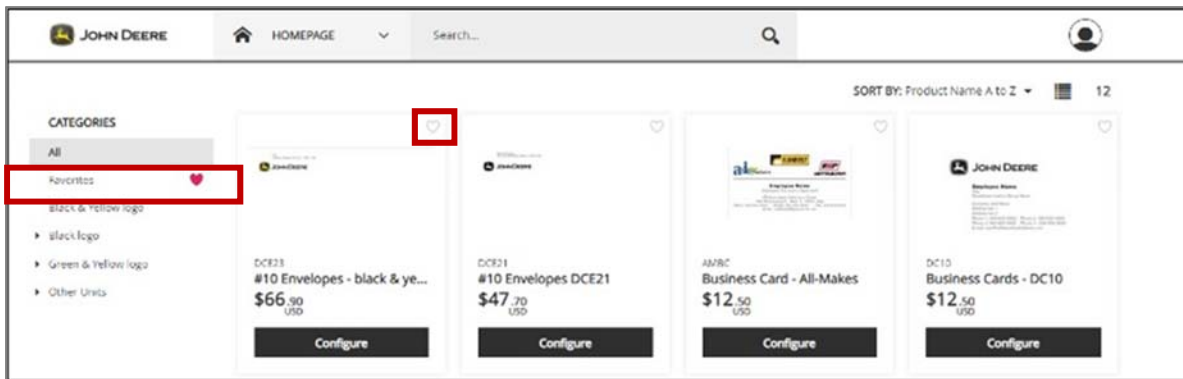


Adding Items to Your Favorites List

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		Total Price	
250 ▼		USD \$12.50	
			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.



The screenshot shows the John Deere website interface. At the top, there is a navigation bar with the John Deere logo, a home icon, 'HOMEPAGE', a search bar, and a user profile icon. Below the navigation bar, there is a 'CATEGORIES' menu on the left with options: 'All', 'Favorites' (highlighted with a red box and a heart icon), 'Black & Yellow Logo', 'Black Logo', 'Green & Yellow Logo', and 'Other Units'. The main content area displays a grid of product cards. The first card is for 'DCE23 #10 Envelopes - black & ye...' priced at \$66.90 USD, with a heart icon in the top right corner highlighted by a red box. Other cards include 'DCE21 #10 Envelopes DCE21' for \$47.70 USD, 'AM/RC Business Card - All-Makes' for \$12.50 USD, and 'DC10 Business Cards - DC10' for \$12.50 USD. Each card has a 'Configure' button at the bottom. The top right of the product grid shows 'SORT BY: Product Name A to Z' and a count of '12' items.



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		Total Price	
250		USD \$12.50	
			Add To 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		
Business Cards - DC12 DC12	250 pcs	USD \$12.50		
		Total USD \$12.50		


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

Item Description	Quantity	Price	Subtotal
 Pending Approval SKU DC12 Business Cards - DC12	250		USD \$12.50

Subtotal: USD \$12.50
TOTAL: USD \$12.50

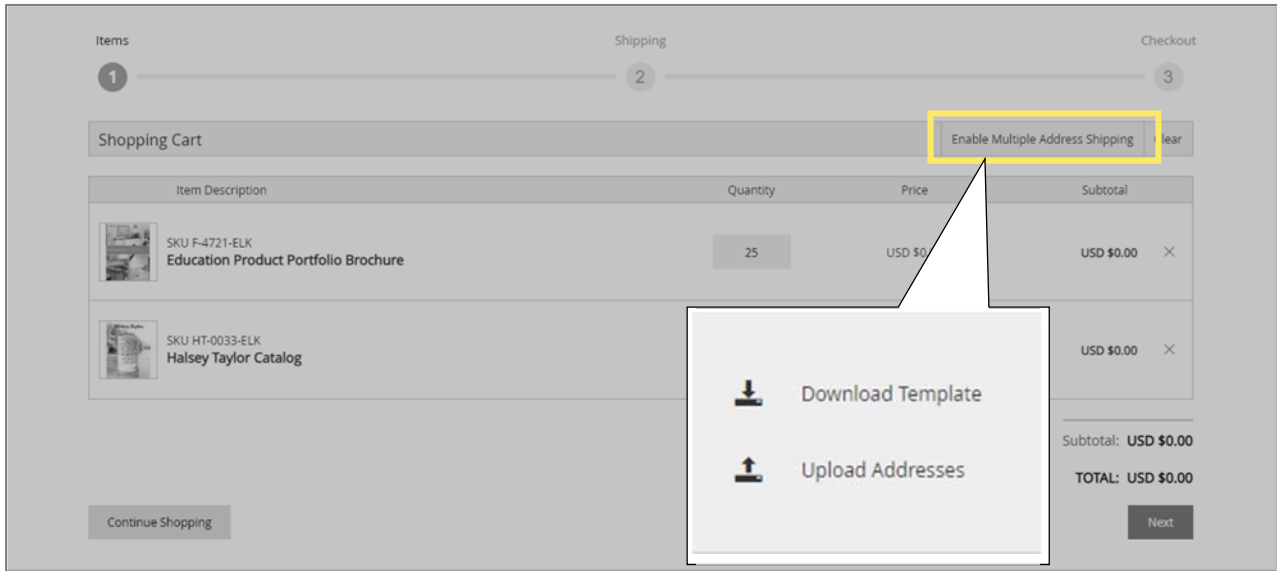
Continue Shopping Next

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

Address	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
Back Next

Education Product Port... Copy to all

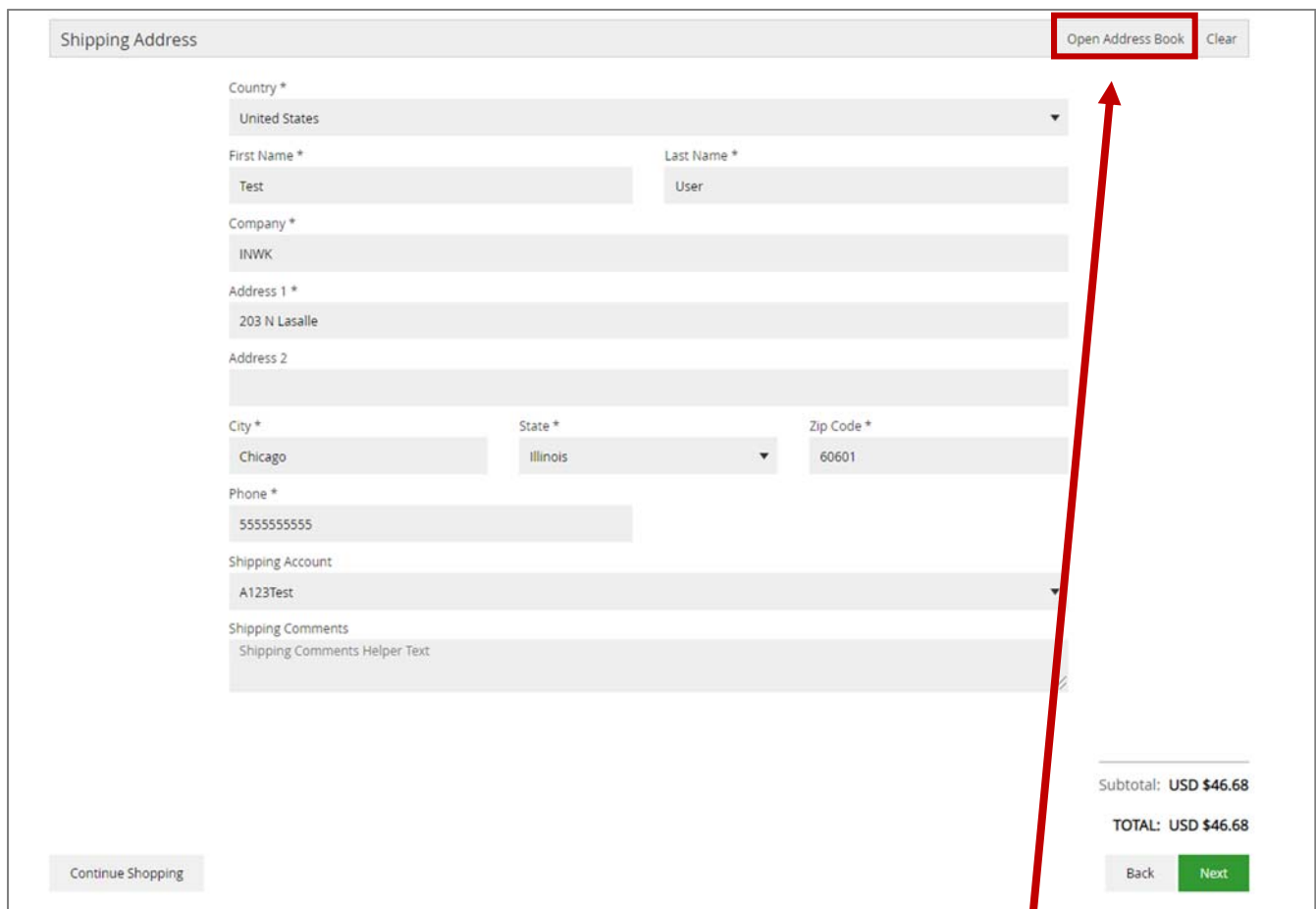
Halsey Taylor Catalog Copy to all

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 *: Test
- Last Name *: User
- Company *: INWK
- Address 1 *: 203 N Lasalle
- Address 2: (empty)
- City *: Chicago
- State *: Illinois
- Zip Code *: 60601
- Phone *: 555555555
- Shipping Account: A123Test
- Shipping Comments: Shipping Comments Helper Text

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 'Open Address Book' link down towards the explanatory text below. At the bottom right, the subtotal and total are both listed as USD \$46.68, with 'Back' and 'Next' buttons.

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.



In addition to entering an address, you will be required to select a **Shipping Account** from the dropdown menu on the **Shipping Page**.

Note: All orders will ship UPS Ground.

Shipping Account

Shipping Comments

Shipping Comments Helper Text

- A123Test
- John Deere SouthEast Engineering Center
- Sunbelt Outdoor Products-Charlotte
- JD WW Comm & Consumer Equip. Div.(Cary)
- John Deere Cylinder Works-Moline
- John Deere Waterloo Product Engineering
- John Deere Waterloo Works - Westfield Ave
- John Deere Des Moines Works**
- JD Financial WW Hdts - Johnston, IA
- John Deere Training Center -C&F
- John Deere Engine Works
- John Deere Waterloo Works - Donald St.
- Deere & Co Aviation Dept
- Deere & Company Archives
- John Deere Harvester Prod Engineering
- John Deere Coffeyville Works Inc.
- John Deere Thibodaux, Inc.
- John Deere Training Center-Ag Wichita, KS
- John Deere Power Products
- John Deere Parts Distr Center - Minneapolis

Once all required fields have been completed, click **Next** to proceed to the **Payment** page.

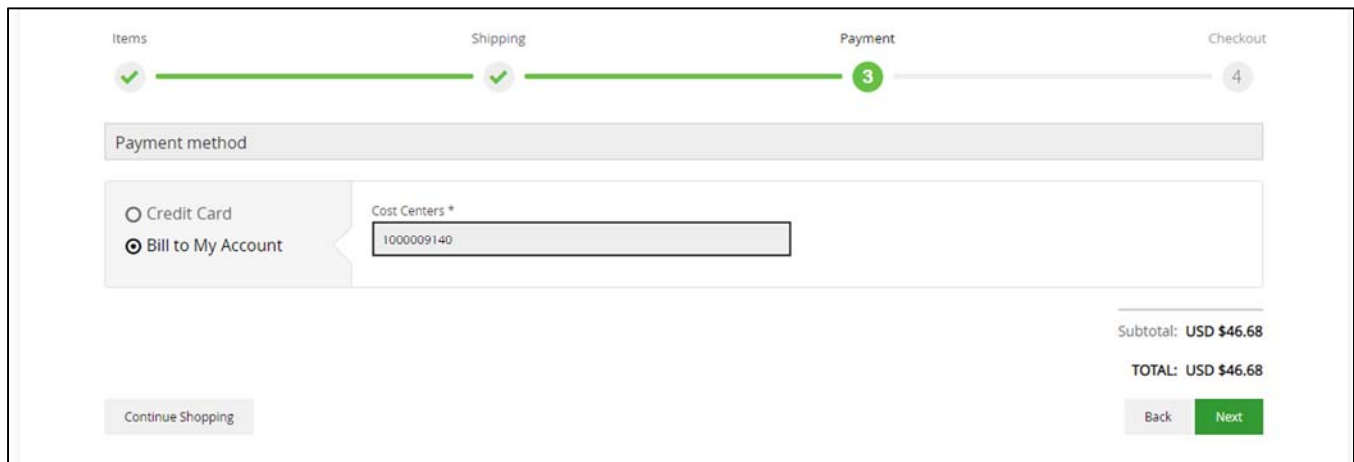
ENTER PAYMENT INFORMATION

**If you believe your account should have access [to internal billing or purchase order options](#) at checkout, please email ssotelo@inwk.com*

For most accounts, [Credit Card](#) is the only available payment method and is selected by default.

Bill to My Account (company purchase order) payments:

If your permissions allow, you may select **“Bill to My Account”** in the left-hand menu to pay by Company Purchase Order.



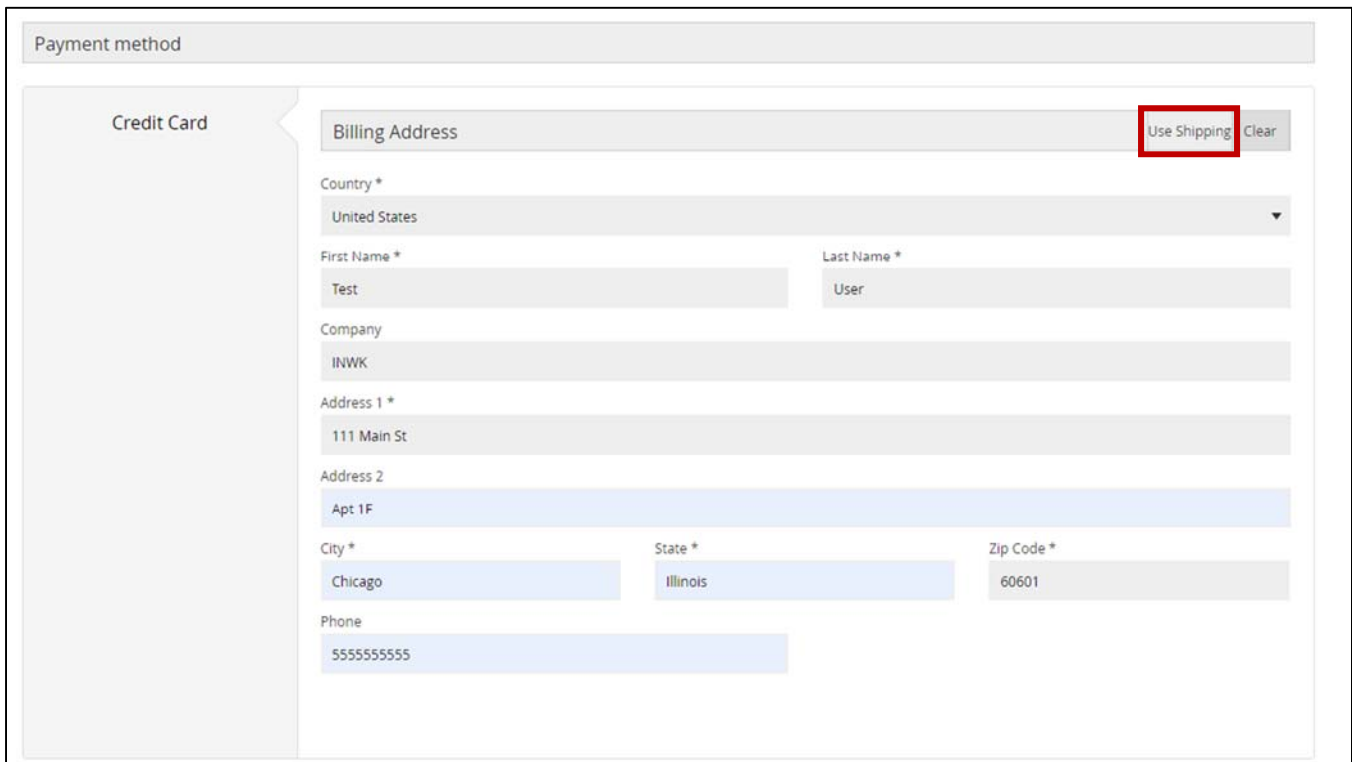
The screenshot shows a checkout page with a progress bar at the top. The progress bar has four steps: 'Items' (checked), 'Shipping' (checked), 'Payment' (active, highlighted with a green circle and the number 3), and 'Checkout' (4). Below the progress bar is a 'Payment method' section. It contains two radio buttons: 'Credit Card' (unselected) and 'Bill to My Account' (selected). To the right of the radio buttons is a 'Cost Centers *' field with the value '1000009140'. At the bottom right, the subtotal is 'USD \$46.68' and the total is 'TOTAL: USD \$46.68'. There are 'Continue Shopping', 'Back', and 'Next' buttons.

Enter your Purchase Order number and Cost Center into the **“Cost Centers”** field. **This should be a current approved number provided by your Purchasing department.**

Click **Next** to proceed to review your order prior to checkout.

Credit Card Payments:

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



The screenshot shows a 'Payment method' section with a 'Credit Card' tab selected. The 'Billing Address' section is active, and the 'Use Shipping' button is highlighted with a red box. The form contains the following fields:

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

Items Shipping Delivery Payment Card Details Checkout

Payment Information

Card Number
**** *
Expiration Date
MM / YY

CVV
CVC

Accepted Cards
VISA
Mastercard
AMERICAN EXPRESS
ANEK

Subtotal: USD \$12.50
Shipping Total: USD \$87.19
TOTAL: USD \$99.69

Continue Shopping Back Next

Click the **Submit** button to proceed to review your order.

FINALIZE YOUR ORDER

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


Items Shipping Payment Checkout

Shipping Address

Test User
INWK
203 N LaSalle
Chicago, IL, 60601
▼
[Change](#)

Payment Information

Bill to My Account
Cost Centers 1000009140
[Change](#)

Item Description	Quantity	Price	Subtotal
 Pending Approval SKU DCE22 Finan Madison #10 Envelopes DCE22 Financial Madison	1000		USD \$46.68

[Change](#)

Subtotal: USD \$46.68
TOTAL: USD \$46.68

Continue Shopping

Back Checkout

Note: All orders will be submitted for approval prior to fulfillment. You will receive an email once your order has been approved or denied.

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 4/20/2020


ORDER

SHIPPING ADDRESS
Test User
John Deere
203 N Lasalle
Chicago, IL 60601
United States
5555555555
A123Test

Item	Line Item Status	Quantity	Price	Sub
#10 Envelopes DCE22 Financial Madison DCE22 Finan Madison Pending Approval	In Progress	1000		USD \$46.68
Blank 2nd Sheets - DCSS2B DCSS2B Pending Approval	In Progress	500		USD \$8.00

PAYMENT INFORMATION
Payment method: Bill to My Account
Cost Centers: test123

TOTAL: USD \$54.68

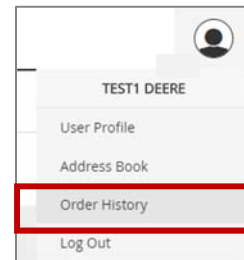
[Continue Shopping](#) 



VIEW AND COPY PREVIOUS ORDERS

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

Note: Orders pending approval will not appear in Order History tab.





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

The screenshot shows the 'Order History' interface. On the left, there are filters for 'Date Range' (8/13/2019), 'Order Status' (In Progress, Partially Shipped, Completed, Invoiced, Canceled), 'Order Number', 'Product name', and 'Description'. A search button is at the bottom of these filters. The main area contains a table with one order entry: #PO1530254380, dated 8/13/2019, with a total of USD \$0.00 and status 'In Progress'. A 'View Details' link is next to it. A search filter overlay is shown in the foreground, mirroring the left-side filters but with a blue 'Search' button at the bottom.

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

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

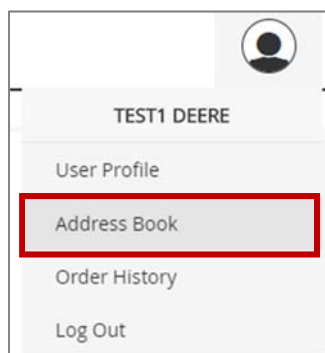
PAYMENT INFORMATION
Payment method: Bill to My Account TOTAL: USD \$0.00

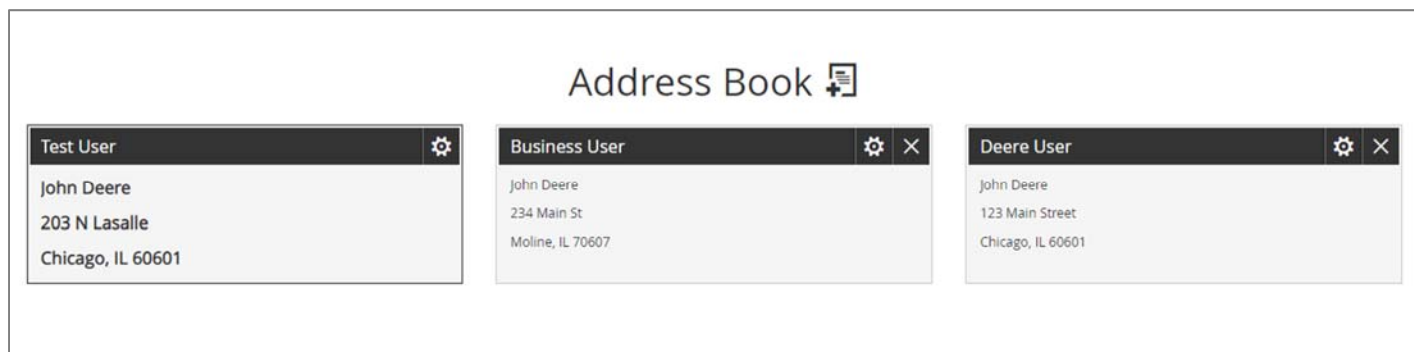




MANAGE SHIPPING ADDRESSES

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 white 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.