



InnerWorkings

VALO Commerce

PLS User Guide



we make marketing happen.

Welcome to the new PLS eCommerce site! PLS has partnered with InnerWorkings to provide an online shopping experience for store materials. User accounts will be given to Store Managers and above, and the site does not contain wearable items.

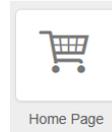
Using VALO Commerce

Step One: Log In to Your Commerce Site

Access the login page at <https://pls.inwk.com>. If this is your first time logging in, you should reset your default password by clicking the *Reset Password* link.



You'll be prompted to enter your username, which is your email address. You will then receive an email with a link to the password



reset page. Enter and confirm your new password, then click the *Home Page* button to enter VALO Commerce.

Step Two: Browse the Catalog

To find a particular item, you can browse through the categories on the left side of the screen, or you can enter a keyword in the search field at the top of the screen. If you are a store manager/district manager, you will be able to see items in your state only, while if you are a director, you will be able to view items in all states.

Selecting "View as List" from the catalog header will allow you to see more detailed product descriptions.

Quick Entry Sort By: [grid] [list] 12

Categories

- ★ Favorites
- ∨ Brochures
- Texas
- > Buckslips
- > Cards

Product ID	Product Name	Price
BRO-0013-ATL25-BIL	BROCHURE - Auto Title Loans/\$2,500 - TX - Bill...	Pack of 250 USD \$11.50
BRO-0024-CCLAL11-BIL	BROCHURE - Check Cashing As Low As 1% + ...	Pack of 250 USD \$11.50
BRO-0025-CCALA1-BIL	BROCHURE - Check Cashing As Low as 1% + ...	Pack of 250 USD \$11.50

Because item names tend to be long, it is recommended you click the list icon to switch from the default grid view to a list view when browsing the catalog.

Quick Entry

Sort By:  

12

	BROCHURE - Auto Title Loans/\$2,500 - TX - Bilingual Loans/\$2,500 - TX - Bilingual - 250/pk	Auto Title Loans/\$2,500 - TX - Bilingual Pack of 250	BRO-0013-ATL25-BIL	USD \$11.50 <input type="text"/>		
	BROCHURE - Check Cashing As Low As 1% + \$1 - CA/IN/NC/TX/WI - Bil...	Check Cashing As Low As 1% + \$1 - CA/IN/NC/TX/WI - Bilingual Pack of 250	BRO-0024-CCLAL11-BIL	USD \$11.50 <input type="text"/>		
	BROCHURE - Check Cashing As Low as 1% + 50¢ - TX - Bilingual - 25...	Check Cashing As Low as 1% + 50¢ - TX - Bilingual Pack of 250	BRO-0025-CCALA1-BIL	USD \$11.50 <input type="text"/>		

Click on an item image to view more information.

BROCHURE - Auto Title Loans/\$2,500 - TX - Biling...

Product Information



Product Name	BROCHURE - Auto Title Loans/\$2,500 - TX - Bilingual - 250/pk
Product ID	BRO-0013-ATL25-BIL
Price	USD \$11.50
Package Quantity	Pack of 250
Items in Stock	95
Min Quantity	1

Overview

Auto Title Loans/\$2,500 - TX - Bilingual

Add to Cart

Items to Add	Price per Unit	Total Price	
<input type="text"/>	USD \$11.50		

Add To Favorites



Step Three: Add Items to Your Shopping Cart

There are three ways to add an item to your shopping cart:

1. From the product list, enter the desired quantity in the field provided and click the shopping cart button.

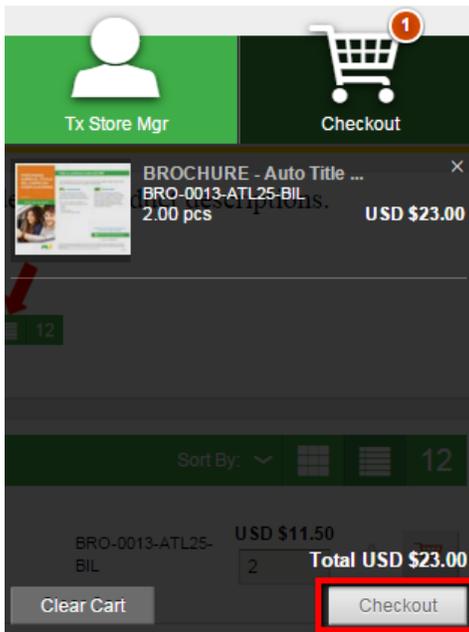


2. If you know the item code/SKU, enter it in the *Quick Entry* field at the top of the product list, enter the desired quantity, and click the shopping cart button.



3. You can also add the item within the *Add to Cart* section of product detail.

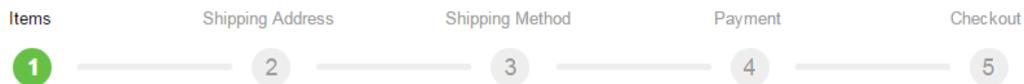
Add to Cart			
Items to Add	Price per Unit	Total Price	
2	USD \$11.50	USD \$23.00	



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*.

Step Four: Place Your Order

Clicking *Checkout* launches the checkout screen, which consists of five simple steps.



After completing each step, click the *Next* button in order to proceed.

Review Your Items

On the *Items* screen, you can modify item quantities or remove items from your shopping cart before continuing.

Shopping Cart				Clear
Item Description	Quantity	Price	Subtotal	
 BROCHURE - Auto Title Loans/\$2,500 - TX - Bilingual - 250/pk SKU BRO-0013-ATL25-BIL Pack of 250	2	USD \$11.50	USD \$23.00	×
			Subtotal	USD \$23.00
			Tax	USD \$1.84
			Total	USD \$24.84

Review or Enter Shipping Address

If you are a store manager, you can modify your name and phone number, but cannot update the shipping address to ship to a location other than your store. If your store's address is incorrect, please contact support.pls@inwk.com.

If you are a district manager or director, you can ship to any store location. Click *Open Address Book* to access the corporate address book.

Shipping Address	Open Address Book	Clear
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To narrow the list of displayed addresses, enter the desired criteria in the *Search By* area and click *Search*.

Search by	Corporate Address ...	Personal Address B...	×
<input type="text" value="Houston"/> City <input type="text"/> Zip Code <input type="text" value="TX"/> State <input type="text"/> Store Number <input type="text"/>	<input type="text" value="Corporate Address ..."/> Store Manager 8607 Long Point Rd. Suite-100 Houston, TX 77055 PD259	<input type="text" value="Personal Address B..."/> Store Manager 100 S. Wayside Dr. Houston, TX 77011 CC128	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Store Manager 34 Aldine Bender Rd. Houston, TX 77060 PD263	Store Manager 6237 Bellaire Blvd. Houston, TX 77081 CC041	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Store Manager 12601 Westheimer Rd., Suite 100 Houston, TX 77077 CC125	Store Manager 12601 Westheimer Rd., Suite 100 Houston, TX 77077 PD265	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Select the correct shipping address and click the check mark to add it to your order.

Corporate Address ...

Personal Address B...



Store Manager
8607 Long Point Rd. Suite-100
Houston, TX 77055 PD259

Store Manager
100 S. Wayside Dr. Houston, TX
77011 CC128



Store Manager
34 Aldine Bender Rd. Houston, TX
77060 PD263

Store Manager
6237 Bellaire Blvd. Houston, TX
77081 CC041



Review Shipping Estimate

On the following screen, a shipping estimate displays based on the order's shipping method and shipping location.

Choose Shipping Method

Tx Store Mgr PLS - Store Manager 900 E Pioneer Pkwy United States
Arlington TX 76010 555-555-5555

FedEx FedEx Ground

USD \$6.97

Subtotal **USD \$23.00**

Shipping **USD \$6.97**

Tax **USD \$1.84**

Total **USD \$31.81**

Enter Payment Information

Bill to My Account is the only available payment method, but you are required to enter your store number (or approved cost center if you have it). If you do not enter the correct store number, your order will not be processed and you will be sent back to this page to correct it.

Bill to My Account

You must enter YOUR store number or Cost Center to continue with your order. *

CC016

Finalize Your Order

On the final screen, you have the opportunity to review and change all your order information before clicking *Checkout*.

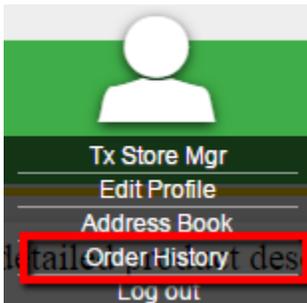
Shipping Address	Delivery Information	Payment Information
Tx Store Mgr PLS - Store Manager 900 E Pioneer Pkwy United States Arlington TX 76010 555-555-5555 Change	FedEx Ground Change	Bill to My Account Store Number CC036 Change

Item Description	Quantity	Price	Subtotal
 BROCHURE - Auto Title Loans/\$2,500 - TX - Bilingual - 250/pk SKU BRO-0013-ATL25-BIL Pack of 250	2	USD \$11.50	USD \$23.00

[Change](#)

When you click *Checkout*, if you have typed the wrong store number, your order will not process and you will need to return to the *Payment* step to correct it. If everything is accurate, you will see an Order Confirmation screen.

You will receive a notification email when your order has been shipped.



Orders that have been placed in the past are accessible via the *Order History* menu option.

Here you can review details on each of your placed orders, including the order status. Click the *View Details* link to see further information, including shipment information if applicable.

Order History

Order Number	Order Date	Order Total	Order Status	Order Details
#PO71002437	10/27/2015	USD \$681.16	In Progress	View Details
#PO64282683	10/21/2015	USD \$43.53	In Progress	View Details

Contact Support

To contact InnerWorkings Support with questions or requests regarding your site, please send an email to support.pls@inwk.com.

Alternatively, you can call our toll-free number at 1-800-825-2706.