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520 Lake Cook Road Suite 680
Deerfield, IL 60015 United States

User Guide

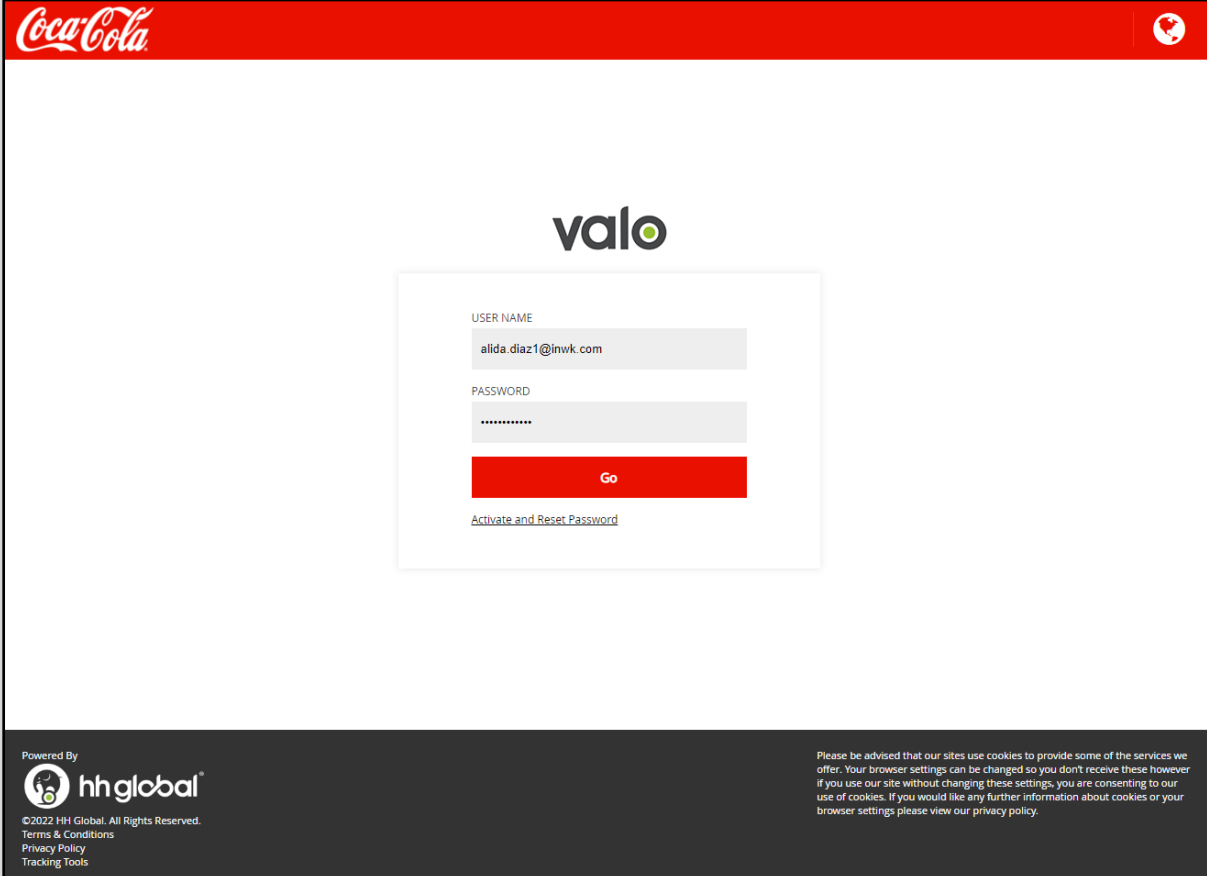
Coca-Cola Operational Unit Mexico - VALO Commerce


Table of Contents

Access Your Commerce Site.....	2
Adding items to your cart from the product details page	6
Adding Items to Your Favorites	6
Placing An Order	7
Review Your Items.....	8
View and Copy Previous Orders.....	9
Order History Details.....	10
Contact Support	10

Access Your Commerce Site

In your browser, go to <https://oumexico.cocacolalata.inwk.com/>. Provide your username (your email address) and password to log in.



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If this is your first time accessing VALO, you will need to set your starting password by clicking on **Activate or Reset Password**, located just below the password field.

Enter your email address in the username field and click **Go**. You will receive an email with a link to set up your password and complete the login process.

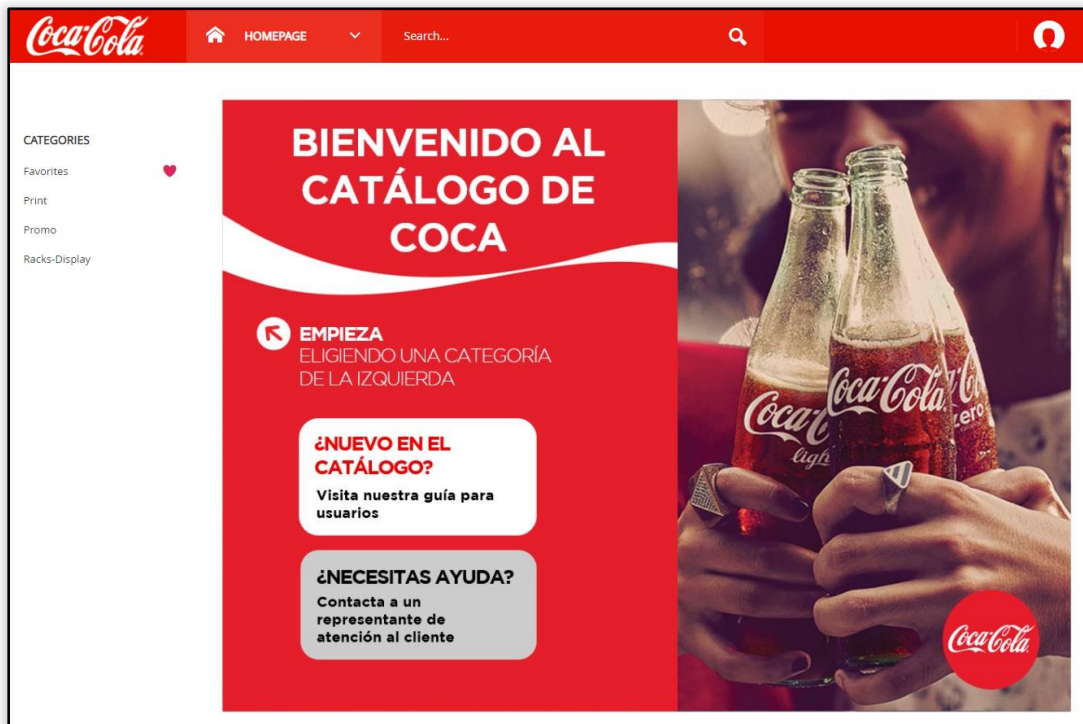
Passwords should be a minimum of 8 characters, and must include at least one uppercase letter, number, and special character (e.g. # \$ % ! etc.)



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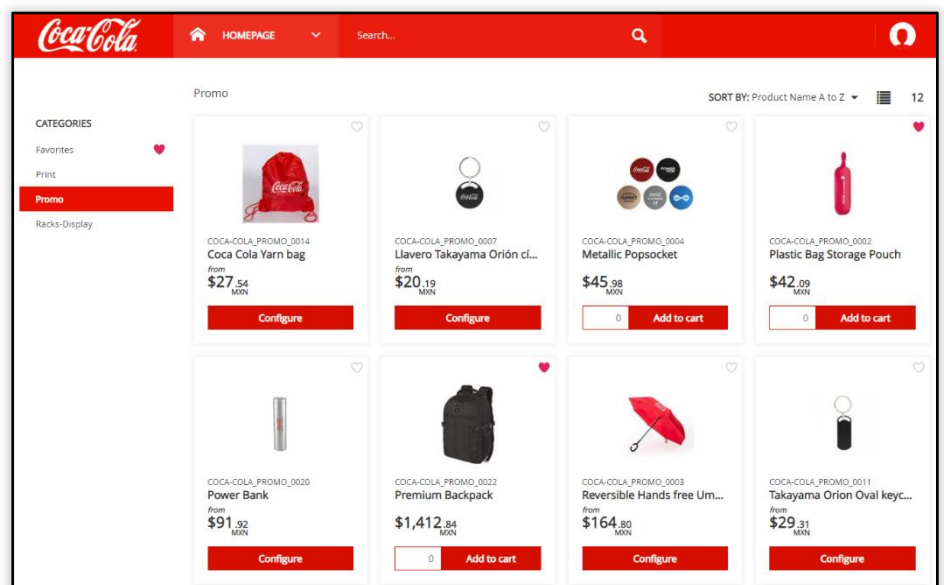
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After a successful login, the VALO Site homepage will appear.



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.

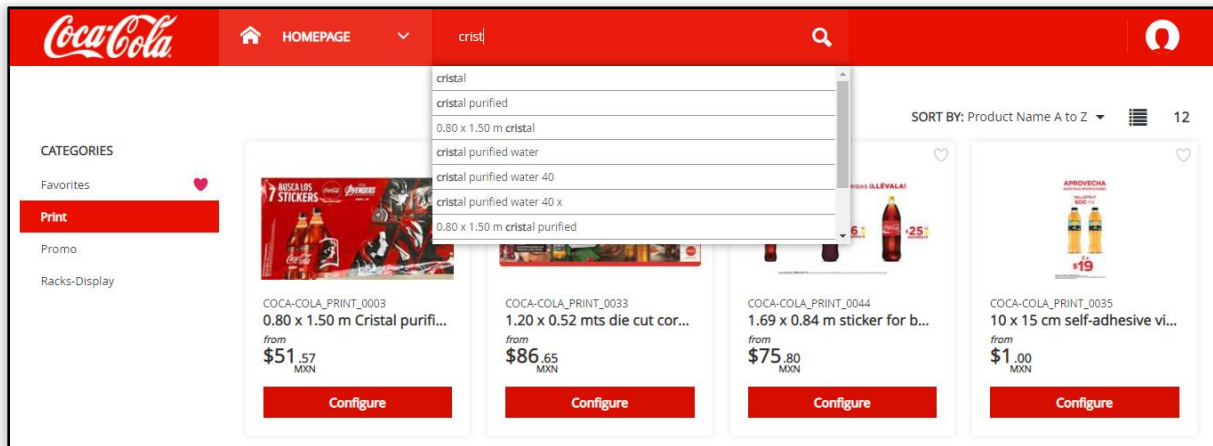




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The search field will display items based on name or description containing the search term entered.






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.

Coca Cola Yarn bag	Product Information												
	Product Name	Coca Cola Yarn bag											
	Product ID	COCA-COLA_PROMO_0014											
	Price	MXN \$27.54 - \$36.14											
	Min Quantity	10											
Overview	Add to Cart												
<p>DESCRIPTION Model Prisma Color Red SIN 021 R String bag, Material: Polyester. MEASUREMENTS 38 X 46.5 cm. BRANDEO Screen printing,Inks: 1,Logo measurements: 25x10</p>	<table border="1"> <thead> <tr> <th>Quantity</th> <th>Price per Unit</th> </tr> </thead> <tbody> <tr> <td>10 - 499</td> <td>MXN \$36.14</td> </tr> <tr> <td>500 - 999</td> <td>MXN \$28.25</td> </tr> <tr> <td>1000 - 4999</td> <td>MXN \$27.54</td> </tr> <tr> <td>5000 - 9999</td> <td>MXN \$28.21</td> </tr> <tr> <td>> 10000</td> <td>MXN \$27.88</td> </tr> </tbody> </table>	Quantity	Price per Unit	10 - 499	MXN \$36.14	500 - 999	MXN \$28.25	1000 - 4999	MXN \$27.54	5000 - 9999	MXN \$28.21	> 10000	MXN \$27.88
Quantity	Price per Unit												
10 - 499	MXN \$36.14												
500 - 999	MXN \$28.25												
1000 - 4999	MXN \$27.54												
5000 - 9999	MXN \$28.21												
> 10000	MXN \$27.88												
	<table border="1"> <thead> <tr> <th>Items to Add</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="0"/></td> <td></td> </tr> </tbody> </table>	Items to Add	Total Price	<input type="text" value="0"/>									
Items to Add	Total Price												
<input type="text" value="0"/>													
	<p style="text-align: right;">  Add To Favorites  </p>												



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Adding items to your cart from the product details page

1. Click into the product image to go into the product detail page.
2. Select a quantity to order in the “Items to Add” field.

Add to Cart		
Quantity	Price per Unit	
100 - 499	MXN \$97.11	✓
500 - 999	MXN \$93.13	
1000 - 4999	MXN \$90.75	
5000 - 9999	MXN \$88.50	
> 10000	MXN \$86.65	
Items to Add	Total Price	
200	MXN \$19,422.00	
	Add To Favorites	

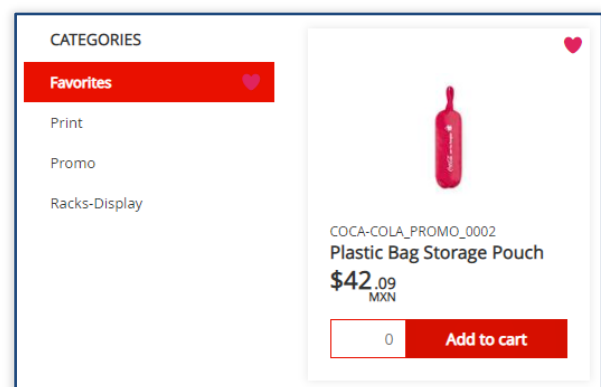
3. To add the item to your cart, click the Shopping cart button. The item will be added to your cart.
4. After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.



Adding Items to Your Favorites

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. The heart is available on the catalog and detail screen.

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.



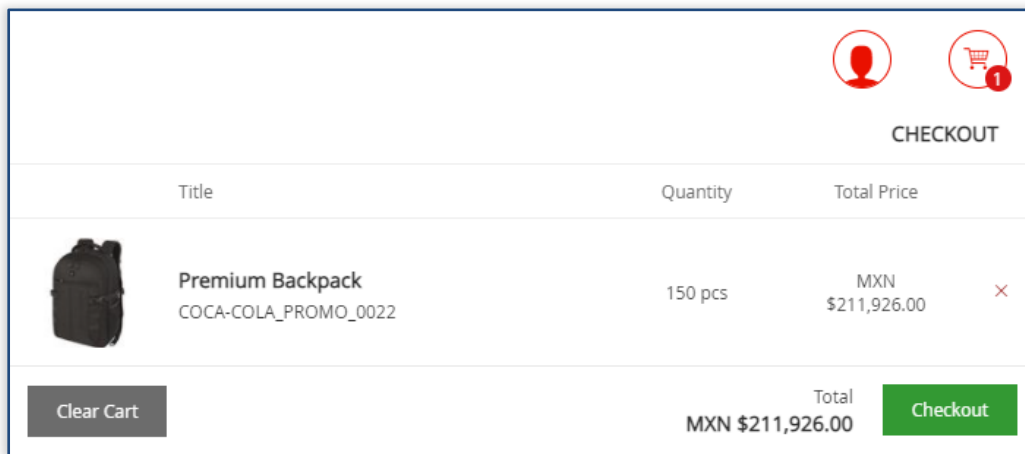


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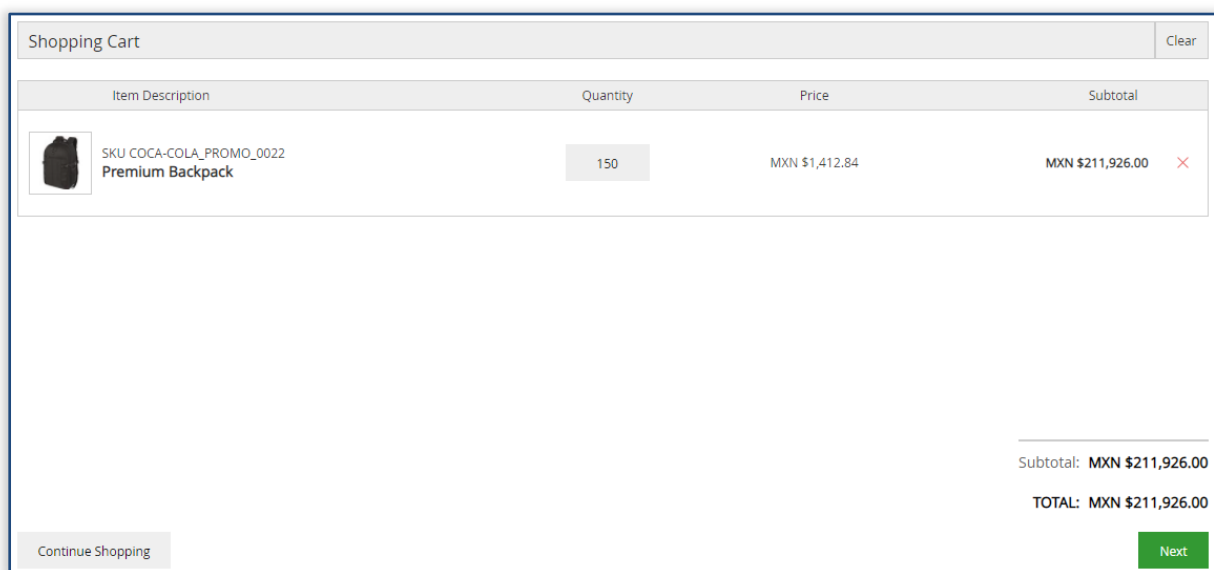
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Placing An Order

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.



This launches the **Shopping Cart** screen.





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Review Your Items

In the **Shopping Cart**, 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 with the purchasing process by clicking the Place Order button.

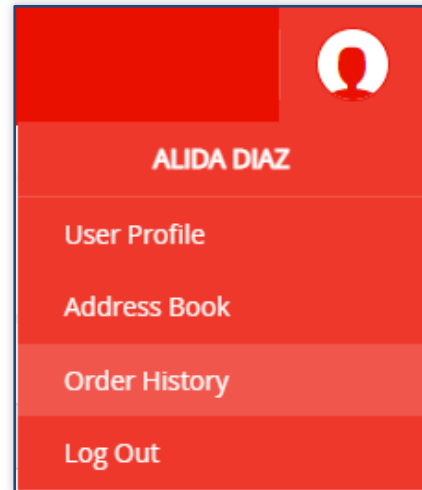


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View and Copy Previous Orders

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.

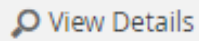
The screenshot shows the 'Order History' page. On the left, there is a filter sidebar with the following sections:

- Date Range:** Two date range selectors, both set to 1/11/2022.
- Order Status:** A list of checkboxes for 'In Progress', 'Partially Shipped', 'Completed', 'Invoiced', and 'Canceled', all of which are checked.
- Order Number:** A text input field.
- Product name:** A text input field.
- Description:** A text input field.
- Ordered by:** A text input field.
- Search:** A red button at the bottom of the sidebar.

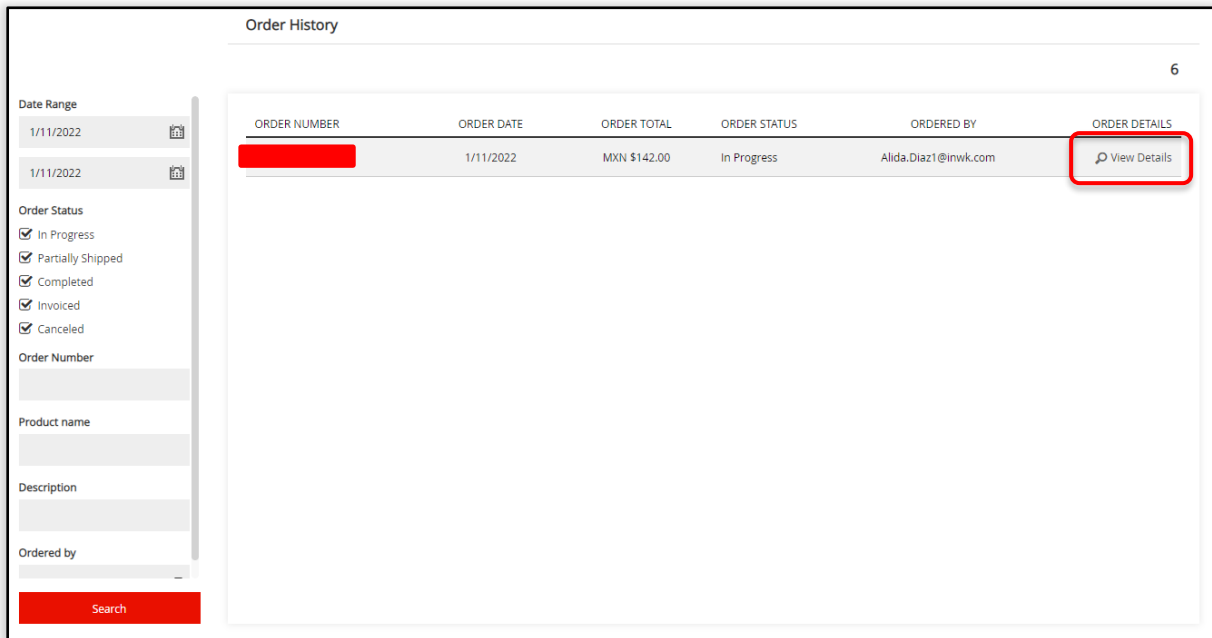
The main table displays the following order:

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDERED BY	ORDER DETAILS
[REDACTED]	1/11/2022	MXN \$142.00	In Progress	Alida.Diaz1@inwk.com	View Details

Order History Details



Click in 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 NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDERED BY	ORDER DETAILS
[REDACTED]	1/11/2022	MXN \$142.00	In Progress	Alida.Diaz1@inwk.com	View Details

Contact Support

If you need assistance with logging in, please contact the Coca-Cola Operational Unit Mexico support e-mail at: **support.coke.OUMexico@hhglobal.com**.