



 InnerWorkings

# Bacardi VALO Commerce User Guide



we make marketing happen.

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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 online storefront experience.

The Bacardi Reserves and On Demand Catalog contains designated POS and merchandise items for purchase at any time.

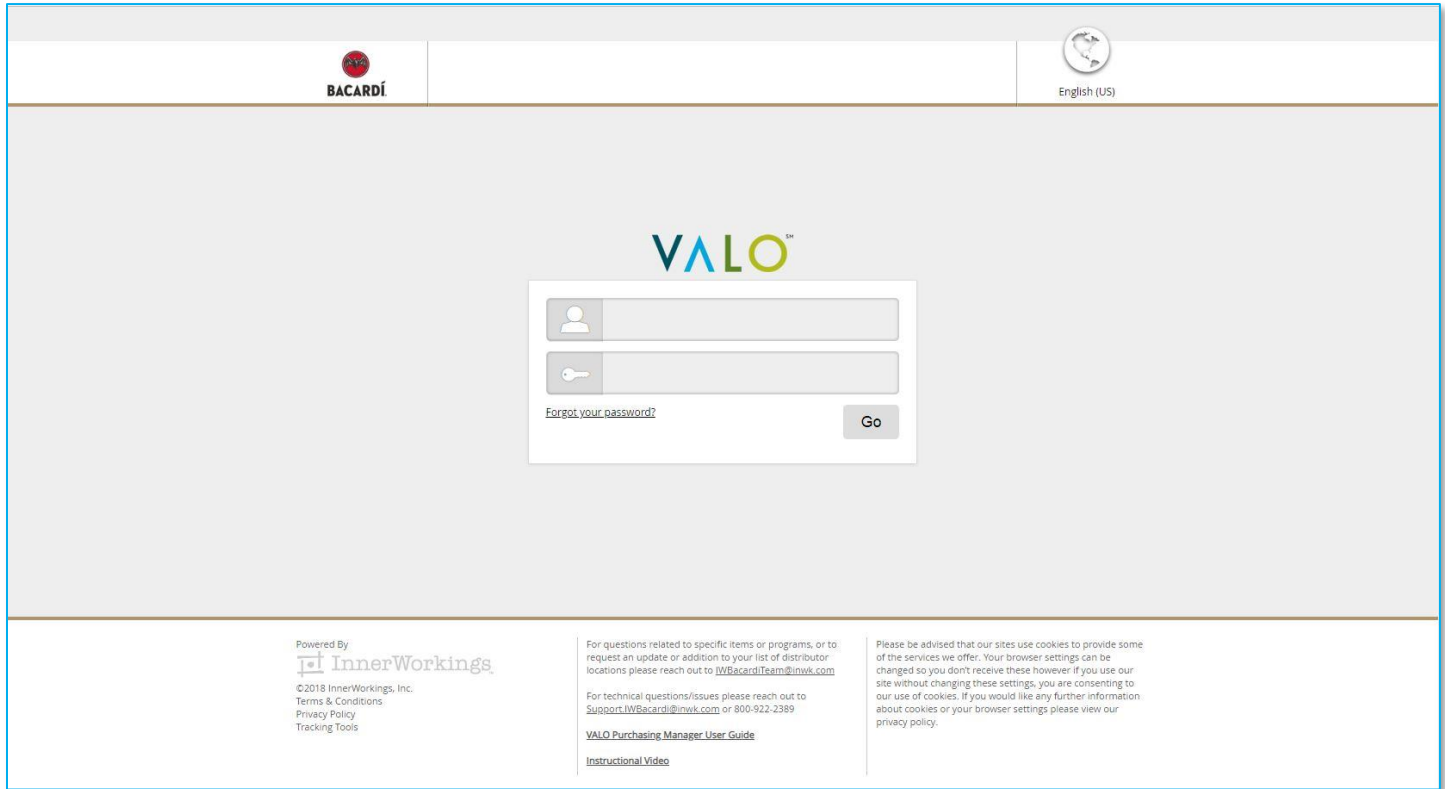
## Using VALO Commerce

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

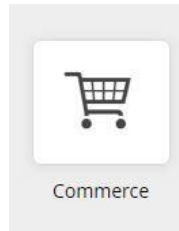
To access the Bacardi VALO Commerce site, navigate to <https://bacardi.inwk.com>. Provide your username (your email address) and password to log in.



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.



Finally, 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.

**BACARDÍ** Home Search Bacardi Test User

Categories: All, Favorites, Aberfeldy, Angels Envy, Bacardi Flavored Rums, Bacardi Rums, Bombay, Cazadores, Dewars, Dusse, Grey Goose, Havana Club, Martini, Non Branded, Oakheart, Santa Teresa, St Germain, Teeling

Quick Entry Search By: Product Name A to Z 12

BAC19-BCRD119842 Available: 25	BAC19-BCRD126897 Available: 0	BAC19-BCRD119846 Available: 0
*CHEST & TUB (1) PK=1 USD \$0.00	*CUP-SAMPLING-2OZ PK=100 USD \$0.00	*GLOW STICKS (50) PK=50 USD \$0.00
BAC19-BCRD131681 Available: 0	ABE19-BCRD118428 Available: 0	ABE19-BCRD118427 Available: 0
*TATTOO PK=25 USD \$0.00	ABEREFELDY PIN (CRAIG) PK=1 USD \$0.00	ABEREFELDY PIN PK=1 USD \$0.00
ABE16-BCRD042459 Available: 9	GGO19-BCRD095835 Available: 28	BOM19-BCRD113650 Available: 679
ABEREFELDY INFLUENCER BAG KIT (O) PK=1 USD \$0.00	ACRYLIC 12 OZ PK=48 USD \$0.00	ACRYLIC 14OZ SAPPHIRE COLLINS GLASS PK... USD \$0.00
BOM18-BCRD068020 Available: 18	BOM19-BCRD113654 Available: 0	ANG19-BCRD118632 Available: 0

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 Bacardi mobile application interface. At the top, there is a navigation bar with the Bacardi logo, a home icon, a search bar, and a user profile icon labeled 'Bacardi Test User'. Below the navigation bar is a 'Categories' sidebar on the left, listing various product categories such as 'All', 'Favorites', 'Aberfeldy', 'Angels Envy', 'Bacardi Flavored Rums', 'Bacardi Rums', 'Bombay', 'Cazadores', 'Dewars', 'Dusse', 'Grey Goose', 'Havana Club', 'Martini', 'Non Branded', 'Oakheart', 'Santa Teresa', 'St Germain', and 'Teeling'. The main content area shows a grid of product cards. Each card displays a product ID, availability status, a placeholder image with a 'no image' icon, and a price. For example, one card shows '\*CHEST & TUB (1) PK=1' for 'USD \$0.00'. A detailed view of the 'ABERFELDY INFLUENCER BAG KIT (OI) PK=1' is overlaid on the bottom right. This view includes a product image of a black bag kit with a bottle and a box. To the right of the image is a 'Product Information' table:

Product Information	
Product Name	ABERFELDY INFLUENCER BAG KIT (OI) PK=1
Product ID	ABE16-BCRD042459
Price	USD \$0.00
Items in Stock	9
Min Quantity	1

Below the product information is an 'Add to Cart' section with a table:


Items to Add	Price per Unit	Total Price
<input type="text"/>	USD \$0.00	

At the bottom right of the detailed view, there are 'Add To Favorites' and 'Add To Cart' buttons.

## Add Items to Your Shopping Cart

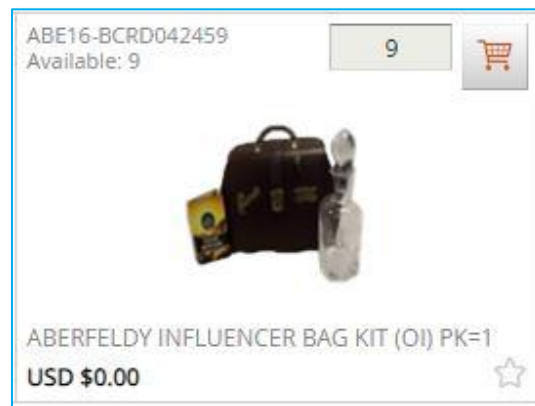
There are two ways to add an item to your shopping cart:

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	
9	USD \$0.00	USD \$0.00	

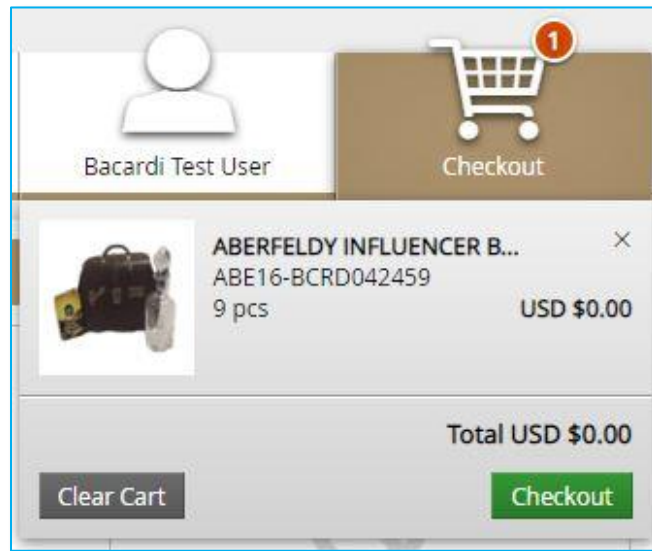
**Note:** You can only add an item that comes in multiple sizes to your cart from the Item Detail page, because you must select the size you would like on the item detail page before you can add it to your cart.

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.



## 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 five 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.

Shopping Cart
Clear

Item Description	Quantity	Price	Subtotal
 <span style="font-size: 0.9em;">ABERFELDY INFLUENCER BAG KIT (OI) PK=1 SKU ABE16-BCRD042459</span>	<input type="text" value="9"/>	USD \$0.00	USD \$0.00 <span style="float: right; font-size: 0.8em; color: #f00;">✕</span>

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Subtotal: **USD \$0.00**

TOTAL: **USD \$0.00**

## 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\*

First Name\*  Last Name\*

Company\*

Address 1\*

Address 2

City\*  State  Zip Code

Phone\*

Email

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

Continue Shopping Back 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\*

First Name\*  Last Name\*

Company\*

Address 1\*

Address 2

City\*  State  Zip Code

Phone\*

Email

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

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

**Bacardi Test User**  
 Test Company  
 Test Address  
 Chicago, IL, 60654  
 United States  
 testuser@bacardi.com  
 555-555-5555

Ups Ground

Ups Next Day Air ('Red')

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Subtotal: **USD \$0.00**  
 Shipping Total: **USD \$0.00**  
**TOTAL: USD \$0.00**

[Continue Shopping](#)

[Back](#)
[Next](#)

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

**Note:** Selecting Next Day shipping is for exceptions only

## Enter Payment Information

Billing is not applicable for this site - click *Next* to proceed to the Checkout page.

Payment method

Bill to My Account

Bill to My Account

Subtotal: USD \$0.00  
Shipping Total: USD \$0.00  
**TOTAL: USD \$0.00**


Continue Shopping Back Next

## 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
<p><b>Bacardi Test User</b>            Test Company            Test Address            Chicago, IL 60654</p> <p>▼  <a href="#">Change</a></p>	<p><b>Ups Ground</b>  <a href="#">Change</a></p>	<p><b>Bill to My Account</b>  <a href="#">Change</a></p>

Item Description	Quantity	Price	Subtotal
 <p><b>ABERFELDY INFLUENCER BAG KIT (OJ) PK=1</b>            SKU ABE16-BCRD042459</p>	8	USD \$0.00	<b>USD \$0.00</b>

[Change](#)

Subtotal: <b>USD \$0.00</b>
Shipping Total: <b>USD \$0.00</b>
<b>TOTAL: USD \$0.00</b>

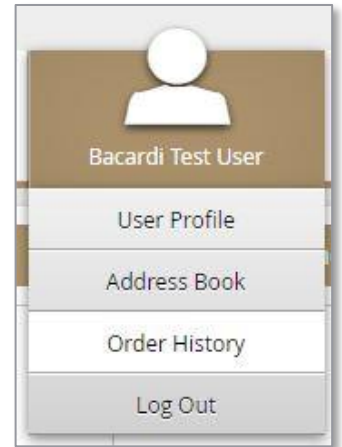
  

<a href="#">Continue Shopping</a>	<a href="#">Back</a>	<a href="#">Checkout</a>
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You will receive an email notification when your order has been shipped.

## View and Copy Previous Orders

To access a list of your previous orders, hover over your User icon, and then select *Order History*.



Shop 
Order History page header 6

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO1124538632	11/29/2018	USD \$0.00	In Progress	<a href="#">View Details</a>
#PO1124454462	11/29/2018	USD \$0.00	In Progress	<a href="#">View Details</a>

View Details

On the Order History page, you can filter by order date or status, or search for a particular key word.

**ORDER CONFIRMATION** 11/29/2018

ORDER #PO1124538632 DETAILS  
In Progress

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**SHIPPING ADDRESS**  
 Bacardi Test User  
 Test Company  
 Test Address  
 Chicago, IL 60654  
 United States  
[aveibel@inwk.com](mailto:aveibel@inwk.com)  
 555-555-5555

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Item	Line Item Status	Quantity	Price	Sub
*CHEST & TUB (1) PK#1 BAC19-BCRD119842	In Progress	1	USD \$0.00	USD \$0.00
Ups Ground				USD \$0.00

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

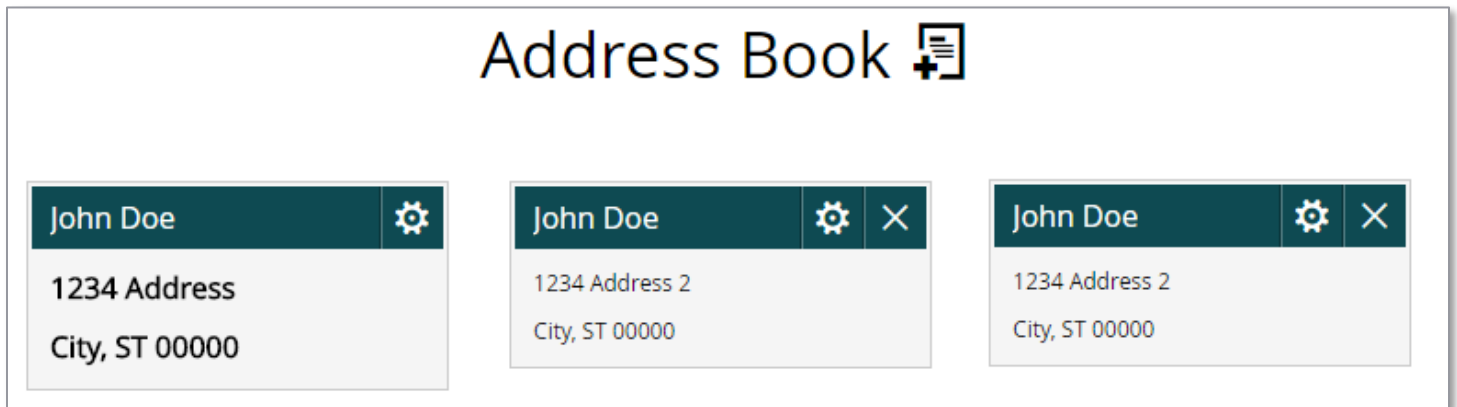
Click the *View Details* link in the Order Details column to open the order's Confirmation information, which lists all of the items included in the order.

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.IWBacardi@inwk.com](mailto:Support.IWBacardi@inwk.com) or 800-922-2389.

