

VALO Commerce Quick Guide

Step 1: Access your site through the intranet.

Log in to the Columbia Intranet and click on “Okta SSO” located under “Links of Interest” on the left-hand side. Look for the “VALO” application and click on it to be logged in automatically to VALO.

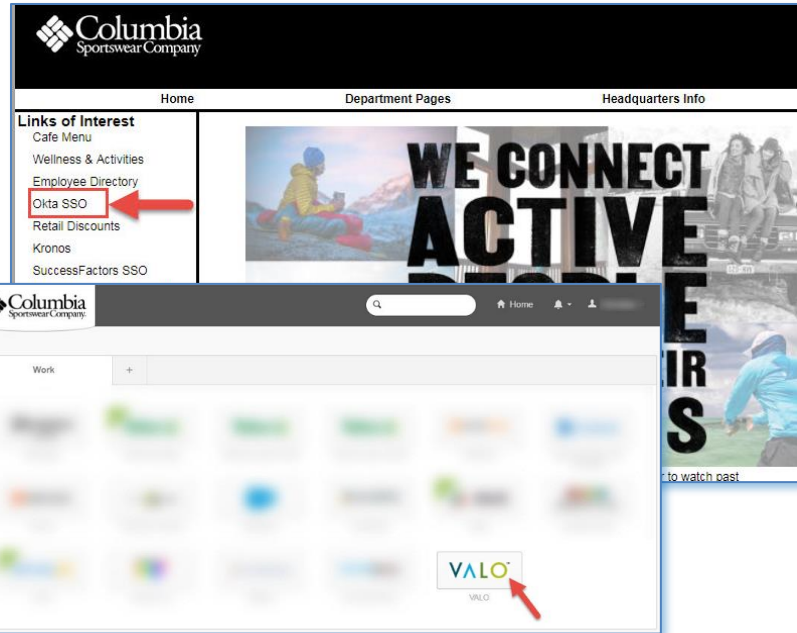


Figure 1 - Columbia Intranet & VALO Link

Step 2: Browse and search for print and marketing materials

Use the search field at the top of the screen to find a product, or browse the categories on the left side of the screen.

Step 3: Click on a product to view or add to cart

Click on a product image to access the product detail screen. At the bottom of the product detail screen, you will see the *Add to Cart* section,

where you can specify your desired quantity and add the items to your cart.

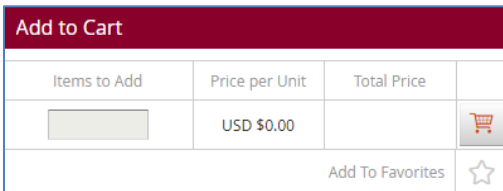


Figure 2 - Add to Cart (Item Detail Screen)

After you add at least one item to your cart, a *Checkout* icon appears in the upper right corner of the screen.

Step 4: Proceed to the checkout screen to place your order

When you have selected all the items you wish to purchase, hover over the *Checkout* icon at the top of the screen and click *Checkout*. The system will guide you through the simple checkout process.

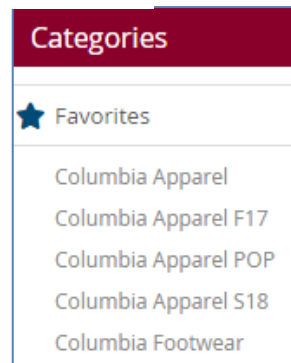


Figure 3 - Left-Hand Navigation

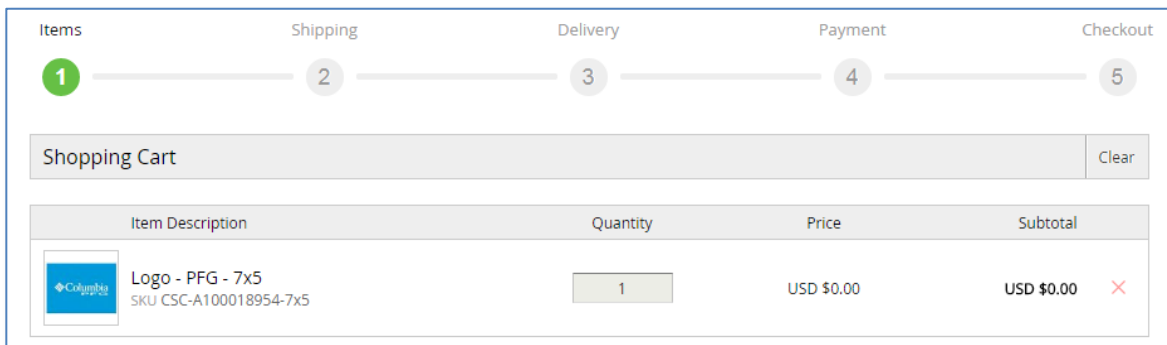


Figure 4 - Shopping Cart



Figure 5 - Checkout Icon

Questions? Please contact support.columbia@inwk.com.