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# QUICK START GUIDE

VALO COMMERCE – COCA-COLA LATAM (ARCA)





### Step 1: Access Your Commerce Site

In your browser, go to <https://cocacolalatam.inwk.com>. Login using your username and password. If this is your first time accessing the site, click on the **Activate or Reset Password** link on the login page. On the following screen enter your email address in the username field. You will receive an email with a link to set your starting password. Passwords must be a minimum of 8 characters with at least one digit, one number, and one special character (e.g. #\$\$%^).

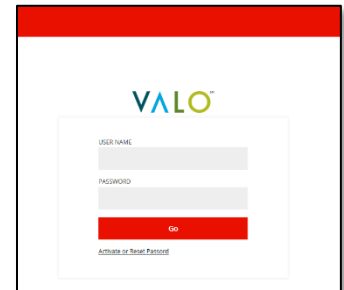


FIGURE 1 – LOGIN PAGE



FIGURE 2 – ITEM CATALOG

### Step 2: Browse the Catalog

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. The search field checks the item names and descriptions when returning results. To save an item to your Favorites category, click the “heart” icon in the upper-right corner of the item. Click on an item to view its detail screen which provides more details.



FIGURE 3 – LEFT-HAND NAVIGATION

### Step 3: Add Items to Your Shopping Cart

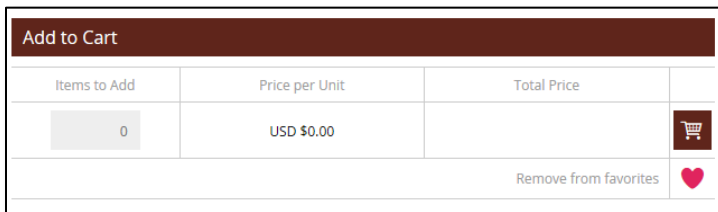


FIGURE 4 – ADD TO CART (ITEM DETAIL SCREEN)

To add an item to the shopping cart, click on the item image to view the item detail screen. On the detail screen, enter a quantity in the add to cart section at the bottom right. Click the cart icon to add it to your cart.



FIGURE 5 - CHECKOUT ICON

You can also add items directly to your cart from the catalog by entering a quantity and clicking the “add to cart” button underneath the item image. Some items may require going to the detail screen to order.

After adding at least one item to your shopping cart, a checkout icon will appear at the upper right side of the screen.

### Step 4: Complete the Checkout

To begin a checkout, hover over the Checkout icon at the top of the screen. The mini-shopping cart appears. Click the **Checkout** to begin. The system will guide you through the simple checkout process, and you will receive an order confirmation on screen and by email when the checkout process is completed.

Questions? Please contact Customer support by email at [support.coke.arca@inwk.com](mailto:support.coke.arca@inwk.com).