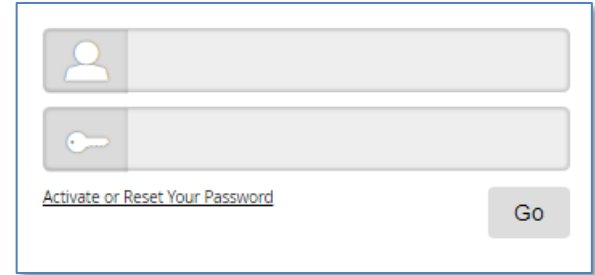


VALO Commerce Quick Guide

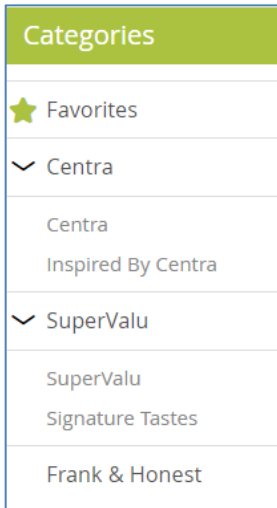
Step 1: Access your site

In your browser, go to Musgrave.inwk.com. To set your starting password, click on the Activate or Reset Password link, and enter your email address on the following screen. You'll be sent an email with a link to set your starting password. Login using your email address as the username and the password you've chosen. New passwords should be a minimum of 8 characters, contain at least 1 capital letter, 1 digit, and 1 special character (e.g. &*#%^)

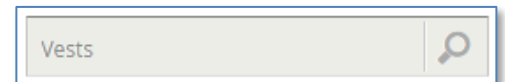


Step 2: Browse and search for print and marketing materials

Use the search field at the top of the screen to find a product or click the arrows in the category section on the left-hand side of the screen to view the available item categories. Click on a subcategory to view the available items.



- Categories
- ★ Favorites
- ▼ Centra
 - Centra
 - Inspired By Centra
- ▼ SuperValu
 - SuperValu
 - Signature Tastes
 - Frank & Honest

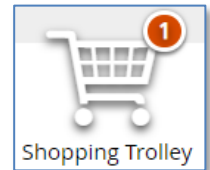


Step 3: Add Items to your cart

To add an item to your cart, enter a quantity in the quantity box in the upper right corner of the item then click the add to cart button next to it. To view more item detail, click on the product image to access the product detail screen. The detail screen offers an add to cart option in the lower right corner.



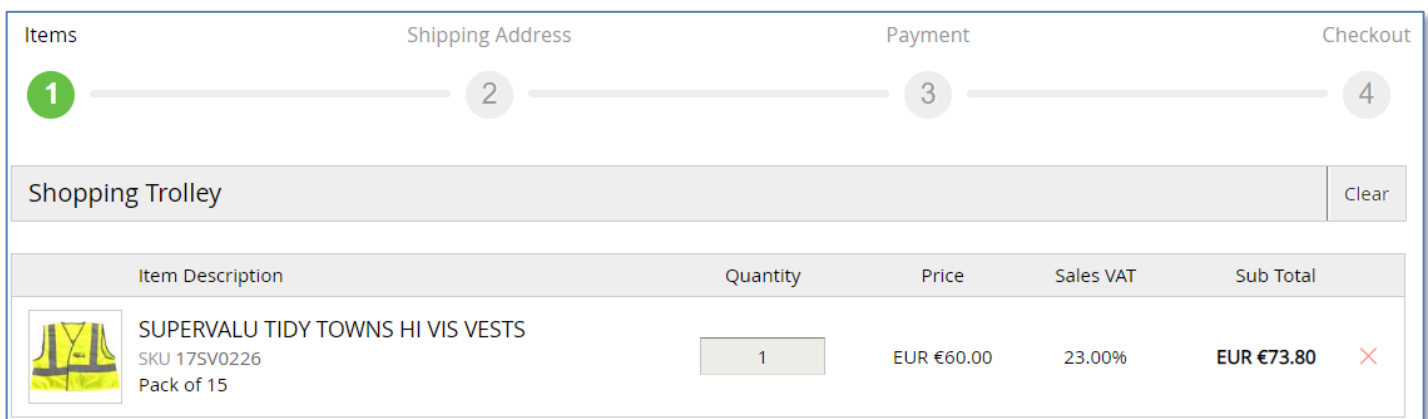
After you add at least one item to your cart, a *Checkout* icon appears in the upper right corner of the screen. Hover over the icon to see a quick snapshot of all items in the cart.



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


When ready to check out, hover over the *Checkout* icon at the top of the screen and click *Checkout*. The system will guide you through the simple checkout process. Please note that your ship-to address is locked, and you'll only be able to revise the ship-to name, and contact number.

Please contact support if you have any concerns. After completing your checkout, you will receive an email confirmation and an additional email when your order has shipped which includes the tracking information.



Items 1 Shipping Address 2 Payment 3 Checkout 4

Shopping Trolley Clear

Item Description	Quantity	Price	Sales VAT	Sub Total
 SUPERVALU TIDY TOWNS HI VIS VESTS SKU 175V0226 Pack of 15	1	EUR €60.00	23.00%	EUR €73.80 ×

