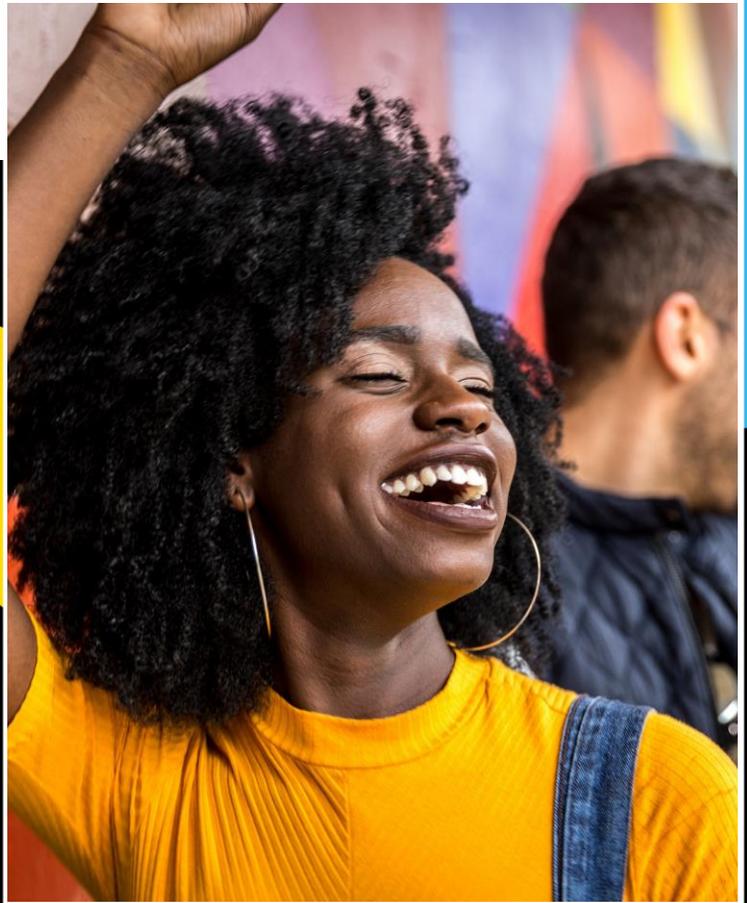


---

# QUICK START GUIDE

VALO COMMERCE - KRAFT HEINZ



### Step 1: Access the Kraft Heinz Commerce Site

In your browser, go to <https://kraftheinz.inwk.com>. If this is your first time accessing the site, click the “Activate or Reset Password” link found just below the username and password fields. On the following page, enter your email address. You will 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.

Passwords must be a minimum of 8 characters with at least one digit, one number, and one special character (e.g. #\$\$%^).

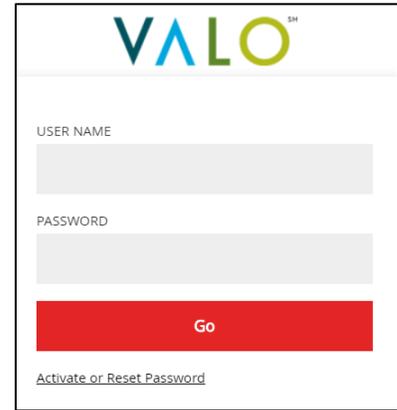


FIGURE 1 – LOGIN PAGE

### Step 2: Browse the Catalog



FIGURE 2 – ITEM CATALOG

Use the search field at the top to find products or browse the categories on the left side of the screen. To save an item to your Favorites, click the “heart” icon in the upper-right corner of the item. Click an item to view its detail screen where you can view more information.

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

You can 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.

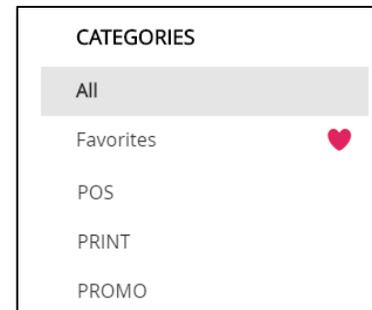


FIGURE 3 – LEFT-HAND NAVIGATION

### Step 4: Complete the Checkout

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. You will receive an order confirmation on screen and by email when the checkout process is completed.



FIGURE 4 - CHECKOUT ICON



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

