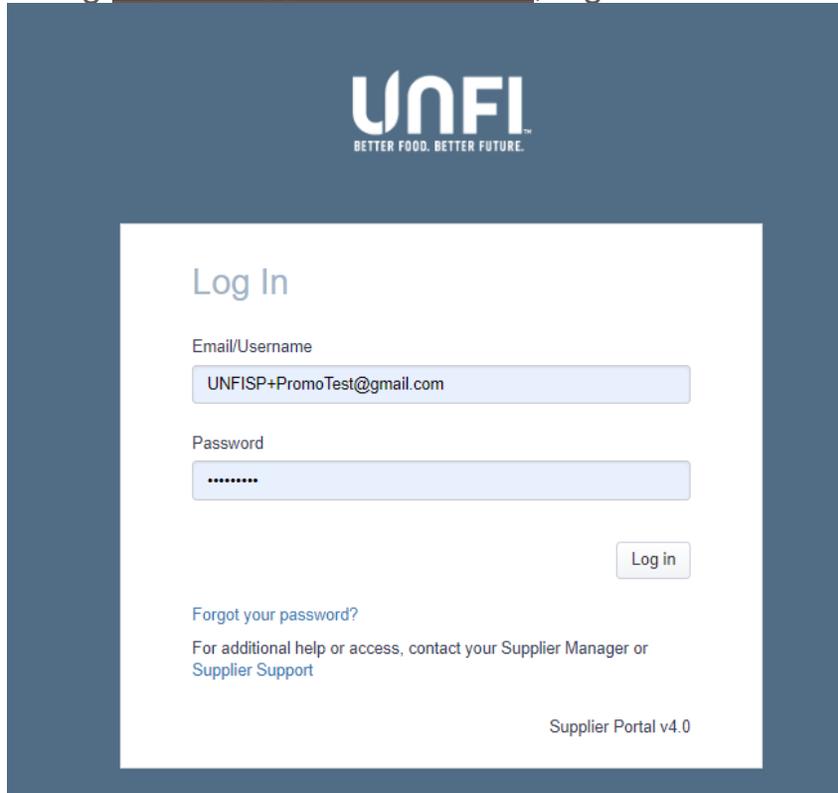




UNFI SUPPLIER PORTAL – Promotions Entry

Step 1: Login to your Account:

Using <https://suppliers.unfi.com/>, login with the username and password provided to you:



The image shows a screenshot of the UNFI Supplier Portal login page. At the top, the UNFI logo is displayed with the tagline "BETTER FOOD. BETTER FUTURE." Below the logo, the text "Log In" is centered. There are two input fields: "Email/Username" containing "UNFISP+PromoTest@gmail.com" and "Password" containing a masked password "*****". A "Log in" button is positioned to the right of the password field. Below the input fields, there is a link for "Forgot your password?" and a note: "For additional help or access, contact your Supplier Manager or Supplier Support". At the bottom right, the text "Supplier Portal v4.0" is visible.

Step 2: For Brokers: Select a Supplier:

- Use the left menu to select Suppliers.

Supplier Portal Home ClearVue HAIN CELESTIAL GROUP

Home Suppliers Products Promotions Reports Help

Supplier Search for...

Inbox New Products Promotions View All

!	Ind	Supplier	Brand	Date Submitted	Status
	CV	HAIN CELESTIAL GROUP	Celestial Seasoning	8/24/2018	Draft

- Choose the Supplier that you are submitting for.

Supplier Portal Suppliers ClearVue HAIN CELESTIAL GROUP BrokerManager

Home Suppliers Products Promotions Reports Help

Search by supplier name or remit number

All Suppliers Active Inactive Export Suppliers

Current Supplier	Supplier Name	Remit No.	SM	Reporting Access	
<input type="radio"/>	BLUE DIAMOND GROWERS	10150	Joseph Johnson	None	edit
<input type="radio"/>	GLADRAGS SUSTAINABLE WOMEN'S	31838	Stephanie LaCasse	None	edit
<input checked="" type="radio"/>	HAIN CELESTIAL GROUP	11961	Katrina Eichenfeldt	ClearVue	edit

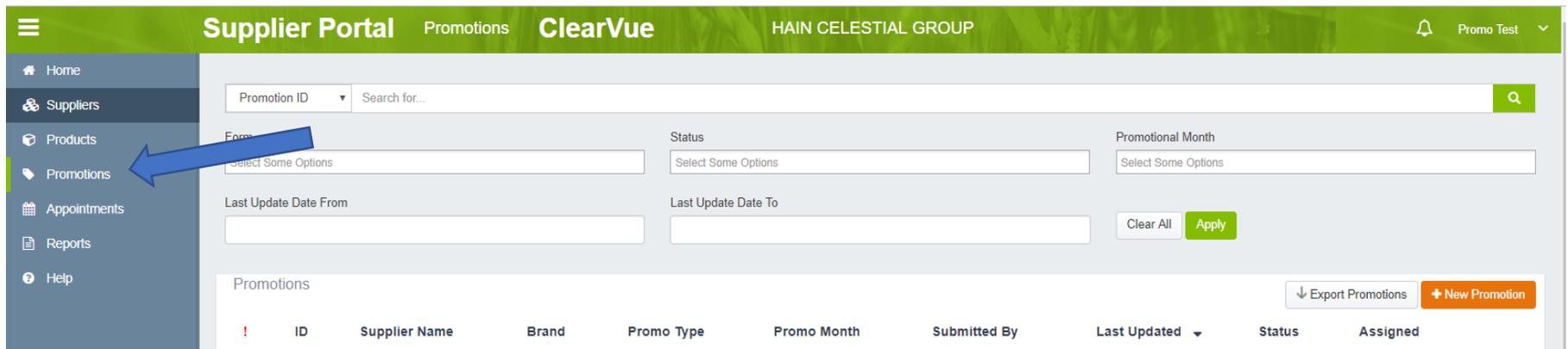
Showing 1 to 3 of 3 entries

Previous 1 Next

Step 3: Add a New Promotion:

From the left menu choose Promotions to enter the Promotions Dashboard.

- This dashboard allows you to search already submitted promotions, submit new promotions and export promotions.
- Choose the +New Promotion button.



Step 4: Choose a Promotional Form:

- Choose from a National Monthly, National Yearly, or Hot Sheet Form.
 - Information regarding fees and entry will populate for the selected form.
- Click Next

Promotion Form *

National Monthly Promotion

|

National Monthly Promotion

National Yearly Promotion

Hot Sheet

2023 Rates

Promotion Form *

National Monthly Promotion

Monthly Specials:

Upon submission of this agreement to UNFI, the supplier agrees to the deals provided and to pay the listing fees associated with the same. Please note that if you do not have a current UNFI Ad Agreement you will be charged as follows:

2023 Rates
Item Listing Per Item/Per DC \$50
Example: 5 items active in 10 DCs= \$2,500

2024 Rates
Item Listing Per Item/Per DC \$50
Example: 5 items active in 10 DCs= \$2,500

All shippers and non-counter displays included on your promotional form will be processed as unpublished deals. Please remember that Private and Control Label Brands are not to be submitted on National Monthly Promotion Forms.

If you have any questions please contact: MonthlySpecials@unfi.com

****Program details and rates subject to change.**

Step 5: Enter Promotional Information:

- Required fields are marked by an asterisk.
 - The Contact Phone will auto populate based on your My Account Info.

1 Promotion Type

2 Promotion Details

3 Add Products

• Workflow History

Supplier: HAIN CELESTIAL GROUP ClearVue **Submitted By:** Broker Manager

Contact Phone *

Brand *

Category *

Promotional Month

Deadline to Submit

From: *

To: *

National

OI%	<input type="text"/>	MCB%	<input type="text"/>	UNFI%	<input type="text"/>	East Discount	<input type="text" value="0"/>	West Discount	<input type="text" value="0"/>
-----	----------------------	------	----------------------	-------	----------------------	---------------	--------------------------------	---------------	--------------------------------

- Brands are listed A-Z. You may scroll through the list or start typing the brand in the search box.

1 Promotion Type **Supplier:** HAIN CELESTIAL GROUP ClearVue

2 Promotion Details

3 Add Products

• Workflow History

Contact Phone * Brand *

555-444-6666 ALBA BOTANICA

Promotional Month 365

Select an Option ALBA BOTANICA

From: * ALMOND DREAM

BEARITOS

BEARITOS WHOLE FOODS

BETTER BEAN

BREADSHOP GRANOLAS

CASRAH

- Only the category(s) associated with the brand will populate.
 - Only one category per form is permitted.

1 Promotion Type **Supplier:** HAIN CELESTIAL GROUP ClearVue **Submitted By:** Broker Manager

2 Promotion Details

3 Add Products

• Workflow History

Contact Phone * Brand * Category *

555-444-6666 ALBA BOTANICA Select an Option

GROCERY

HABA

Promotional Month Deadline to Submit

- Next select from the available promo periods.

2 Promotion Details

3 Add Products

Workflow History

Contact Phone *

860-774-2800

Promotional Month

Select an Option

2023 - September

2023 - October

2023 - November

2023 - December

2024 - January

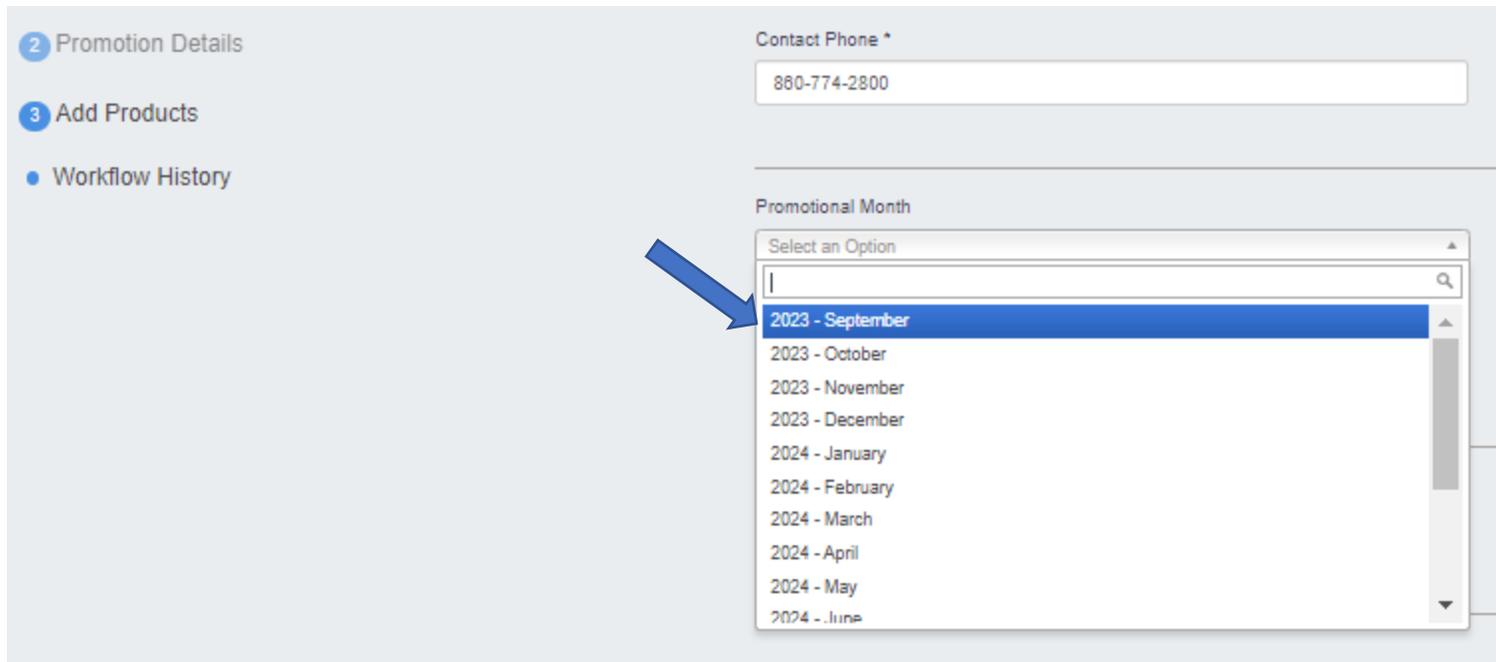
2024 - February

2024 - March

2024 - April

2024 - May

2024 - June



- The From and To Dates are the buy in period and will automatically populate the UNFI 6 week Buy In Period for the Promotional Month selected.
- Next enter the discount that you would like to apply to all items on promotion.
 - National Monthly/Yearly Promotion

Supplier: HAIN CELESTIAL GROUP

ClearVue

Submitted By: Keri Logee

Contact Phone *

860-774-2800

Brand *

Select an Option

Category *

Select an Option

Promotional Month

2024 - January

Deadline to Submit

07/07/2023

From: *

12/10/2023

To: *

01/20/2024

Finalized Date

07/13/2023

National

OI%

MCB%

UNFI%

East Discount

0

< Previous

Next >

Cancel



○ Hot Sheet

The screenshot shows a web form titled "Hot Sheet". On the left, there is a sidebar with four steps: "1 Promotion Type", "2 Promotion Details", "3 Add Products", and "Workflow History". The main form area contains the following fields:

- Supplier: HAIN CELESTIAL GROUP
- ClearVue
- Submitted By: Keri Logee
- Contact Phone *: 860-774-2800
- Brand *: Select an Option
- Category *: Select an Option
- Promotional Month: Select an Option
- Deadline to Submit: [Empty text box]
- From: * [Empty text box]
- To: * [Empty text box]
- Finalized Date: [Empty text box]
- Region: Select an Option

At the bottom of the form, there are two columns: "Hot Sheet" and "MCB%". The "MCB%" column contains a yellow rectangular button.

- Click the Next Button.

Step 6: Add Products:

- All products under the brand will appear on this screen.
- They are sortable and searchable by Description, UPC, Pack Size.

Brand: ALBA BOTANICA Promotion Month: 2019 - September

1 Promotion Type
2 Promotion Details
3 Add Products
• Workflow History

Select Products

Description Search for... 

Region	Description ^	UPC	Pack Size	<input type="checkbox"/> Select All
N	ACNEDOTE CLEAN TREAT TWL	00724742007652	1/30 CT	<input type="checkbox"/>
N	ACNEDOTE DEEP CLN ASTRNGT	00724742007638	1/6 FZ	<input type="checkbox"/>
N	ACNEDOTE DEEP PORE WASH	00724742007607	1/6 FZ	<input type="checkbox"/>
N	ACNEDOTE FACE&BODY SCRUB	00724742007614	1/8 OZ	<input type="checkbox"/>
N	ACNEDOTE INVSB TRTMT GEL	00724742007645	1/5 OZ	<input type="checkbox"/>

- After selecting which attribute you want to search by, enter the searchable info and click the magnifying glass.
- To clear the search, remove the info and click the magnifying glass.

Brand: ALBA BOTANICA

1 Promotion Type
2 Promotion Details
3 Add Products
• Workflow History

Select Products

Description sun 

Description ^
UPC
Size UOM

Description ^	UPC	Pack Size	<input type="checkbox"/> Select All
ACNEDOTE CLEAN TREAT TWL	00724742007652	1/30 CT	<input type="checkbox"/>
ACNEDOTE DEEP CLN ASTRNGT	00724742007638	1/6 FZ	<input type="checkbox"/>
ACNEDOTE DEEP PORE WASH	00724742007607	1/6 FZ	<input type="checkbox"/>

- To Sort the products simply click the title of the column you wish to change.

- The carrot will change direction.

Brand: ALBA BOTANICA

1 Promotion Type
2 Promotion Details
3 Add Products
• Workflow History

Select Products

Description ▼ sun

Description ▲	UPC	Pack Size	<input type="checkbox"/> Select All
AFTER SUN GEL,98% ALOE	00724742004019	1/8 FZ	<input type="checkbox"/>
AFTER SUN LOTION,85% ALOE	00724742004026	1/8 FZ	<input type="checkbox"/>
AFTER SUN LTN,KONA COFFEE	00724742008260	1/8.5 FZ	<input type="checkbox"/>

- To select products, you may check the Select All box or select individual products.
- When filtered, the Select All box is just for those items within the search criteria.

Brand: ALBA BOTANICA

1 Promotion Type
2 Promotion Details
3 Add Products
• Workflow History

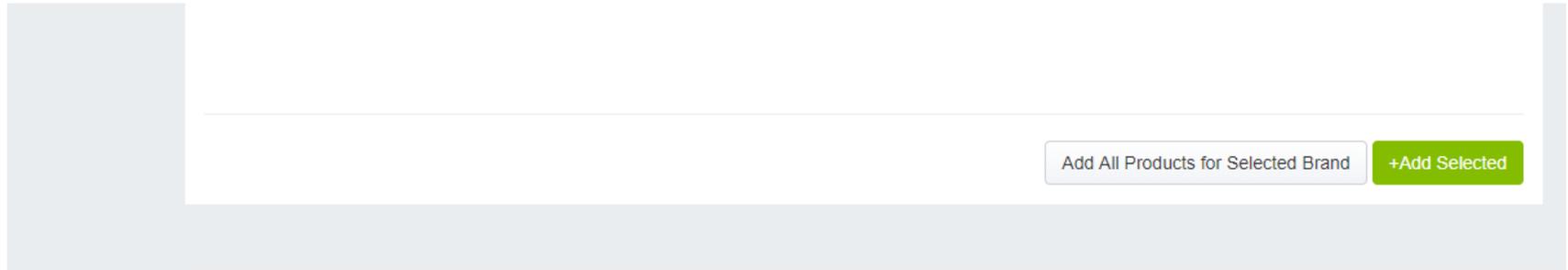
Select Products

Description ▼ sun

Description ▲	UPC	Pack Size	<input type="checkbox"/> Select All
AFTER SUN GEL,98% ALOE	00724742004019	1/8 FZ	<input type="checkbox"/>
AFTER SUN LOTION,85% ALOE	00724742004026	1/8 FZ	<input type="checkbox"/>
AFTER SUN LTN,KONA COFFEE	00724742008260	1/8.5 FZ	<input type="checkbox"/>

- Once your items are selected scroll to the bottom and click the +Add Selected button.

- To submit a Line Drive, you may choose Select All and then Add Selected or you may choose the Add All Products for Selected Brand.



- Once you have added the products to the promotion, they will appear at the bottom of the screen with the discount that was entered on the Promotions Details tab.
- At this point you can edit individual items.
 - Adjust Discounts
 - Remove Items

Add All Products for Selected Brand +Add Selected

Products

Description ^	UPC	Pack Size	OI%	MCB%	SW%	Total Discount	Remove item
AFTER SUN GEL,98% ALOE	00724742004019	1/8 FZ	<input type="text"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="x"/>
AFTER SUN LOTION,85% ALOE	00724742004026	1/8 FZ	<input type="text"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="x"/>
AFTER SUN LTN,KONA COFFEE	00724742008260	1/8.5 FZ	<input type="text"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="x"/>
DSP,LIP BALM SUNBLK,SPF25	00724742003944	24/15 OZ	<input type="text"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="x"/>
DSP,SUN CARE SIDE KICK	000072474200471	50/CT	<input type="text"/>	<input type="text" value="20"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="x"/>

Showing 1 to 5 of 5 entries

< Previous Next >

- Once all items are correct click Next to go the Workflow History Page.

Step 7: Save or Submit:

- This is the Workflow History Page from here you can choose to *Save* as a draft or *Submit* for approval.

1 Promotion Type

2 Promotion Details

3 Add Products

Workflow History

Brand: ALBA BOTANICA

Comments

B I U [List Icons] [Undo] [Redo]

< Previous Save Submit Cancel

Workflow History

Time ▼	Status	Permission Groups	Comments
No data available in table			

Showing 0 to 0 of 0 entries

- Once Submitted/Saved you will be directed back to the Promotions Dashboard.

Supplier Portal Promotions ClearVue HAIN CELESTIAL GROUP

Home Suppliers Products Promotions Appointments Reports Help

Promotion ID Search for...

Form: Select Some Options Status: Select Some Options Promotional Month: Select Some Options

Last Update Date From: Last Update Date To: Clear All Apply

Export Promotions + New Promotion

ID	Supplier Name	Brand	Promo Type	Promo Month	Submitted By	Last Updated	Status	Assigned
----	---------------	-------	------------	-------------	--------------	--------------	--------	----------

- From Here you can Export into Excel.
 - To export selected forms use the check box to the left of the ID #.
 - To Export All forms simply click the Export Promotions Button.

DateSubmitt	PromotionFormSt	BrandName	EastItemNum	WestItemNum	Pac	Size	DescriptionOfItem	UPC	OI	MCB	UNFI	UNFIBuyFromDa	UNFIBuyToDa	PromotionMon
8/27/2018	Submitted	ALBA BOTANIC	151715	69447	1	8 FZ	AFTER SUN GEL, 98% ALOE	00724742004019		20		2/3/2019	3/16/2019	March 2019
8/27/2018	Submitted	ALBA BOTANIC	151714	69446	1	8 FZ	AFTER SUN LOTION, 85% AL	00724742004026		20		2/3/2019	3/16/2019	March 2019
8/27/2018	Submitted	ALBA BOTANIC	039009	44877	1	8.5 FZ	AFTER SUN LTN, KONA COF	00724742008260		20		2/3/2019	3/16/2019	March 2019
8/27/2018	Submitted	ALBA BOTANIC	108892	51201	44	CT	DSP, FLR, SUNCARE, SIDEKI	00724742004699		20		2/3/2019	3/16/2019	March 2019
8/27/2018	Submitted	ALBA BOTANIC	040140	44716	24	.15 OZ	DSP, LIP BALM SUNBLK, SPI	00724742003944		20		2/3/2019	3/16/2019	March 2019

Supplier	CV	Category	PromotionForm	TotalEa	TotalWe	OrderQuant	MCBTier	UNFITier	TotalDiscountT	OrderQuantityTi	MCBTier	UNFITier
HAIN CELESTIAL GROU	CV	HABA	National Monthly Promotion	20.00	20.00							
HAIN CELESTIAL GROU	CV	HABA	National Monthly Promotion	20.00	20.00							
HAIN CELESTIAL GROU	CV	HABA	National Monthly Promotion	20.00	20.00							
HAIN CELESTIAL GROU	CV	HABA	National Monthly Promotion	20.00	20.00							

Editing the Discount on a Promotional Form

- A promotional form can be edited from Draft, Submitted, Revision, Resubmitted or Approved.

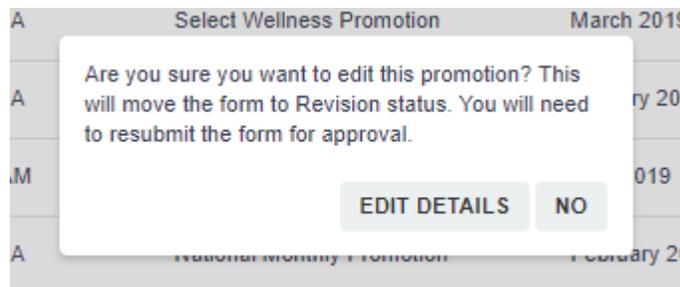
- Editing from Submitted or Approved moves the promotion into Revision Status and the form will then need to be Resubmitted.
- Forms cannot be edited after Finalization
- To edit the form, click on the edit carrot and select Edit Details.

Promotions

!	ID	Supplier Name	Brand	Promo Type	Promo Month	Submitted By	Last Updated
<input type="checkbox"/>	42	HAIN CELESTIAL GROUP	ALBA BOTANICA	National Monthly Promotion	March 2019	Broker Manager	8/27/2018

!	ID	Supplier Name	Brand	Promo Type	Promo Month	Submitted By	Last Updated
<input type="checkbox"/>	42	HAIN CELESTIAL GROUP	ALBA BOTANICA	National Monthly Promotion	March 2019	Broker Manager	8/27/2018
<input type="checkbox"/>	37	HAIN CELESTIAL GROUP	LIVE CLEAN	National Monthly Promotion	May 2019	Broker Manager	8/22/2018

- You will be prompted to confirm you want to edit the details of a Submitted, Resubmitted or an Approved promotion.
 - To move forward with the edit, click Edit Details. To return to the previous screen, click no.



- You may navigate to the Promotion Details page and Add Products page by clicking next or using the menu on the left.

The screenshot displays a web interface for creating a promotion. On the left is a vertical navigation menu with four items: '1 Promotion Type', '2 Promotion Details' (which is highlighted with a blue circle), '3 Add Products', and 'Workflow History'. The main content area is titled 'Promotion Form *' and contains a text input field with 'National Monthly Promotion' entered. Below this is a section for 'Monthly Specials:' which includes a disclaimer: 'Upon submission of this agreement to UNFI, the supplier agrees to the deals provided and to pay the listing fees associated with the same. Please note that if you do not have a current UNFI Ad Agreement you will be charged as follows:'. This is followed by '2023 Rates' and '2024 Rates', both listing 'Item Listing Per Item/Per DC \$50' and an example: 'Example: 5 items active in 10 DCs= \$2,500'. A note states: 'All shippers and non-counter displays included on your promotional form will be processed as unpublished deals. Please remember that Private and Control Label Brands are not to be submitted on National Monthly Promotion Forms.' At the bottom of the main area, it says 'If you have any questions please contact: MonthlySpecials@unfi.com' and a disclaimer: '**Program details and rates subject to change.' At the bottom right of the form are two buttons: 'Next >' and 'Cancel'.

- To edit the discount to all products you may adjust from the Promotion Details Page.
 - If you adjusted individual items to have a different discount in the original file, say adding an OI to certain items on this MCB deal, the OI will remain unless you enter an OI on this screen.
 - Original Submission

Products

Description ^	UPC	Pack Size	OI%	MCB%	UNFI%	East Total	West Total	
AFTER SUN GEL,98% ALOE	00724742004019	1/8 FZ	<input type="text" value="15"/>	<input type="text" value="20.00"/>	<input type="text"/>	<input type="text" value="35"/>	<input type="text" value="35"/>	<input type="button" value="x"/>
AFTER SUN LOTION,85% ALOE	00724742004026	1/8 FZ	<input type="text"/>	<input type="text" value="20.00"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="button" value="x"/>
AFTER SUN LTN,KONA COFFEE	00724742008260	1/8.5 FZ	<input type="text"/>	<input type="text" value="20.00"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="button" value="x"/>
DSP,FLR,SUNCARE,SIDEKICK	00724742004699	44/CT	<input type="text" value="15"/>	<input type="text" value="20.00"/>	<input type="text"/>	<input type="text" value="35"/>	<input type="text" value="35"/>	<input type="button" value="x"/>
DSP,LIP BALM SUNBLK,SPF25	00724742003944	24/.15 OZ	<input type="text"/>	<input type="text" value="20.00"/>	<input type="text"/>	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="button" value="x"/>

Showing 1 to 5 of 5 entries

- Adjust MCB from Promotion Detail Page

Supplier: HAIN CELESTIAL GROUP ClearVue Submitted By: Broker Manager

1 Promotion Type
2 Promotion Details
3 Add Products
Workflow History

Contact Phone * Brand * Category *

Promotional Month Deadline to Submit

From: * To: *

National OI% MCB% UNFI% East Discount West Discount

(pointing to UNFI% field)

< Previous Next > Cancel

Products

Description ▲	UPC	Pack Size	OI%	MCB%	UNFI%	East
AFTER SUN GEL,98% ALOE	00724742004019	1/8 FZ	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
AFTER SUN LOTION,85% ALOE	00724742004026	1/8 FZ	<input type="text"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
AFTER SUN LTN,KONA COFFEE	00724742008260	1/8.5 FZ	<input type="text"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
DSP,FLR,SUNCARE,SIDEKICK	00724742004699	44/CT	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>
DSP,LIP BALM SUNBLK,SPF25	00724742003944	24/.15 OZ	<input type="text"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>

Showing 1 to 5 of 5 entries

- To adjust all items to the same discount. On the Promotion Details tab enter a discount into both fields.

National

OI%
 MCB%
 UNFI%
 East D

Products

Description ^	UPC	Pack Size	OI%	MCB%	UNFI%	East Total	West Total	
AFTER SUN GEL,98% ALOE	00724742004019	1/8 FZ	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value=""/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="button" value="x"/>
AFTER SUN LOTION,85% ALOE	00724742004026	1/8 FZ	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value=""/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="button" value="x"/>
AFTER SUN LTN,KONA COFFEE	00724742008260	1/8.5 FZ	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value=""/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="button" value="x"/>
DSP,FLR,SUNCARE,SIDEKICK	00724742004699	44/CT	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value=""/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="button" value="x"/>
DSP,LIP BALM SUNBLK,SPF25	00724742003944	24/15 OZ	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value=""/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="button" value="x"/>

Showing 1 to 5 of 5 entries

- After editing, click next to move to the Workflow History tab.

- Enter a comment as to what edits were performed and click Resubmit to send for Approval or Save to keep as Revision or Draft.

Comments

B *I* U

Adjusted Discount

< Previous Save Resubmit Cancel

- If you do not enter a comment, you will receive the following error message.

Unable to change promotion workflow status. Please correct the following errors:
Comments are required to resubmit a promotion.

Brand: ALBA BOTANICA

- After Saving or Resubmitting, you will be brought back to the Promotions Dashboard.
- If you have gone into the form to edit and then need to leave the form it will remain in Revision status until Resubmitted.

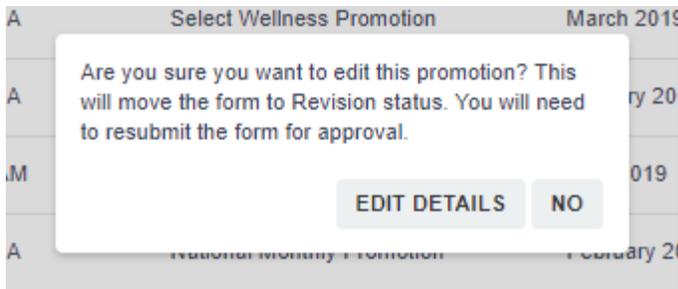
Editing the Products on a Promotional Form

- A promotional form can be edited from Draft, Submitted or Approved.
 - Editing from Submitted or Approved moves the promotion into Revision Status and the form will then need to be Resubmitted.
 - Forms cannot be edited after Finalization
- To edit the form, click on the edit carrot and select Edit Details.

Promotions

!	ID	Supplier Name	Brand	Promo Type	Promo Month	Submitted By	Last Updated ▼	Status	Assigned
<input type="checkbox"/>	42	HAIN CELESTIAL GROUP	ALBA BOTANICA	National Monthly Promotion	March 2019	Broker Manager	8/27/2018	Approved	 edit ▼ 
!	ID	Supplier Name	Brand	Promo Type	Promo Month	Submitted By	Last Updated ▼	Status	Assigned
<input type="checkbox"/>	42	HAIN CELESTIAL GROUP	ALBA BOTANICA	National Monthly Promotion	March 2019	Broker Manager	8/27/2018	Approved	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Edit Details Copy Form Export </div>
<input type="checkbox"/>	37	HAIN CELESTIAL GROUP	LIVE CLEAN	National Monthly Promotion	May 2019	Broker Manager	8/22/2018	Submitted	

- You will be prompted to confirm you want to edit the details of a Submitted, Resubmitted or an Approved promotion.
 - To move forward with the edit, click Edit Details. To return to the previous screen, click no.



- You may navigate to the Add Products page by clicking next or using the menu on the left.

A screenshot of the "Add Products" page in a promotion workflow. The page has a light blue header and a sidebar on the left with four menu items: "1 Promotion Type", "2 Promotion Details", "3 Add Products" (which is highlighted with a blue circle), and "Workflow History". The main content area is titled "Promotion Form *" and contains a dropdown menu with "National Monthly Promotion" selected. Below this is a section titled "Monthly Specials:" followed by a paragraph of text: "Upon submission of this agreement to UNFI, the supplier agrees to the deals provided and to pay the listing fees associated with the same. Please note that if you do not have a current UNFI Ad Agreement you will be charged as follows:". This is followed by two sections for "2023 Rates" and "2024 Rates", each with the text "Item Listing Per Item/Per DC \$50" and "Example: 5 items active in 10 DCs= \$2,500". Below these is another paragraph: "All shippers and non-counter displays included on your promotional form will be processed as unpublished deals. Please remember that Private and Control Label Brands are not to be submitted on National Monthly Promotion Forms." This is followed by a line of text: "If you have any questions please contact: MonthlySpecials@unfi.com". At the bottom of the page, there is a horizontal line and two buttons: "Next >" and "Cancel".

- From the Add Products Page you can select products to be Added or Remove products.

Brand: ALBA BOTANICA

1 Promotion Type
2 Promotion Details
3 Add Products
• Workflow History

Select Products

Description Search for... 

Description ^	UPC	Pack Size	<input type="checkbox"/> Select All
ACNEDOTE CLEAN TREAT TWL	00724742007652	1/30 CT	<input type="checkbox"/>
ACNEDOTE DEEP CLN ASTRNGT	00724742007638	1/6 FZ	<input type="checkbox"/>
ACNEDOTE DEEP PORE WASH	00724742007607	1/6 FZ	<input type="checkbox"/>
ACNEDOTE FACE&BODY SCRUB	00724742007614	1/8 OZ	<input type="checkbox"/>

Products

Description ▲	UPC	Pack Size	OI%	MCB%	UNFI%	East Total	West Total	
AFTER SUN GEL,98% ALOE	00724742004019	1/8 FZ	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	x
AFTER SUN LOTION,85% ALOE	00724742004026	1/8 FZ	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	x
AFTER SUN LTN,KONA COFFEE	00724742008260	1/8.5 FZ	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	x
DSP,FLR,SUNCARE,SIDEKICK	00724742004699	44/CT	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	x
DSP,LIP BALM SUNBLK,SPF25	00724742003944	24/15 OZ	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	x

Showing 1 to 5 of 5 entries

- After editing, click next to move to the Workflow History tab.
 - Enter a comment as to what edits were performed and click Resubmit to send for Approval or Save to keep as Revision or Draft.

Comments

B *I* U       

Adjusted Discount

[< Previous](#) [Save](#) [Resubmit](#) [Cancel](#)

- If you do not enter a comment, you will receive the following error message.

Unable to change promotion workflow status. Please correct the following errors:
Comments are required to resubmit a promotion.
Brand: ALBA BOTANICA

- After Saving or Resubmitting, you will be brought back to the Promotions Dashboard.

- If you have gone into the form to edit and then need to leave the form it will remain in Revision status until Resubmitted.

Copying a Form

- Forms may be copied from Submitted, Resubmitted, Approved, and Finalized.

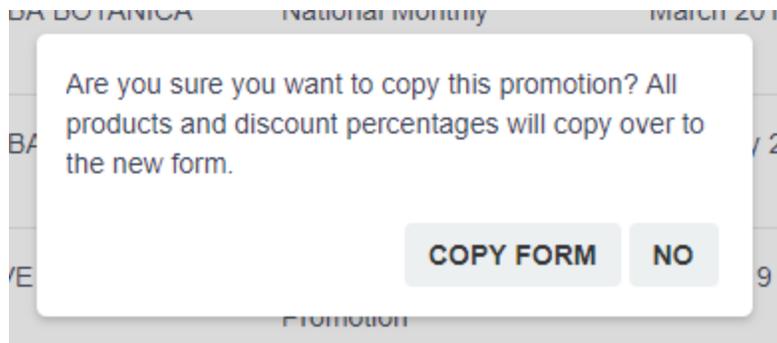
Promotions

[Export Promotions](#)
[+ New Promotion](#)

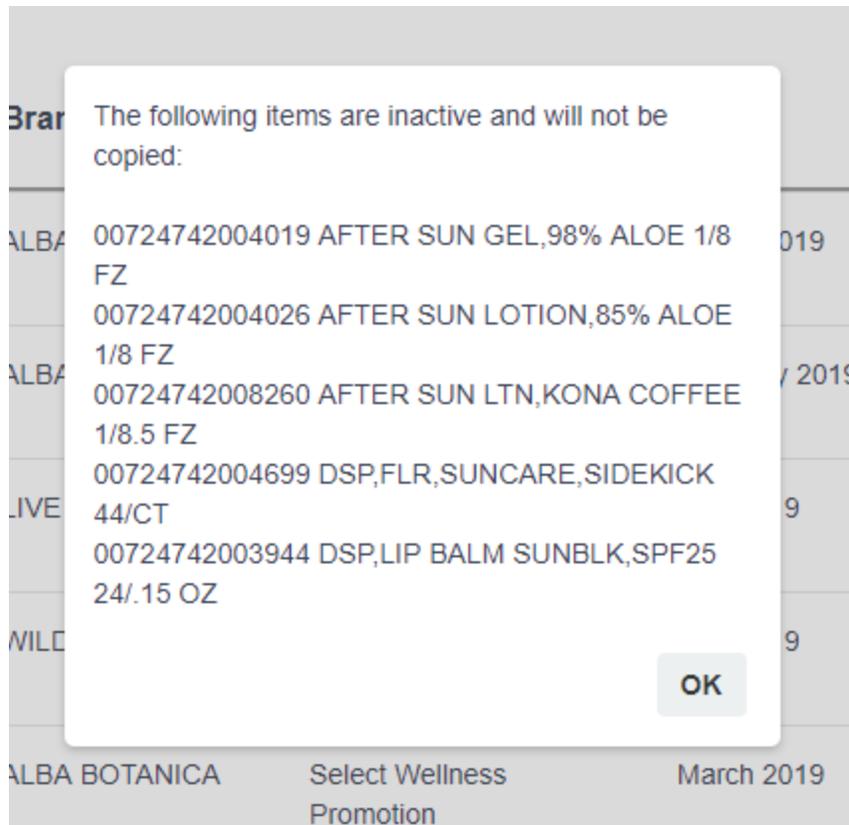
!	ID	Supplier Name	Brand	Promo Type	Promo Month	Submitted By	Last Updated	Status	Assigned
<input type="checkbox"/>	42	HAIN CELESTIAL GROUP	ALBA BOTANICA	National Monthly Promotion	March 2019	Broker Manager	8/27/2018	Approved	 edit 

!	ID	Supplier Name	Brand	Promo Type	Promo Month	Submitted By	Last Updated	Status	Assigned
<input type="checkbox"/>	42	HAIN CELESTIAL GROUP	ALBA BOTANICA	National Monthly Promotion	March 2019	Broker Manager	8/27/2018	Approved	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Edit Details Copy Form Export </div>
<input type="checkbox"/>	37	HAIN CELESTIAL GROUP	LIVE CLEAN	National Monthly Promotion	May 2019	Broker Manager	8/22/2018	Submitted	

- Click Copy Form



- If there are items that have become inactive, since the original promotion was created there will be a popup indicating which ones. Click OK to continue.



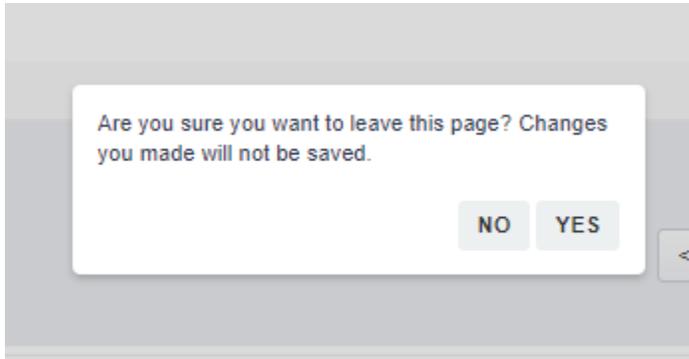
- This will bring you onto the Promotion Type tab. From here navigate to the Promotions Detail Tab to select the Promotional Month.

The screenshot displays a web interface for creating a promotion. On the left, a vertical navigation menu shows three steps: '2 Promotion Details' (active), '3 Add Products', and 'Workflow History'. The main content area is titled 'Promotion Details' and includes a 'Contact Phone' field with the value '860-774-2800'. Below this is a 'Promotional Month' dropdown menu. The dropdown is open, showing a search bar and a list of months from '2023 - September' to '2024 - June'. '2023 - September' is highlighted in blue.

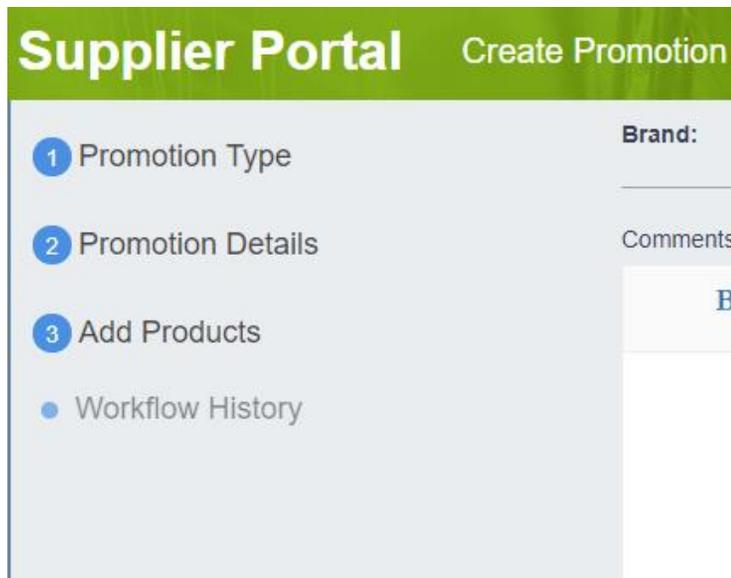
- At this point the discount can also be adjusted if necessary.
- Click Next or use the left menu to navigate to the Add Products page.
- On the Add products page double check all products in the discount section are correct.
- Click Next or use the left menu to navigate to the Workflow History page to Save or Submit the promotion.

Promotions Quick Tips:

- When leaving a promotional form, you will be prompted as follows:



- As a Supplier/Broker, you can Delete promotions that are in the Draft state.
- The Promotional Form can be navigated by the left menu as well as clicking Next or Previous.



- If a promotion needs to be cancelled, please put a revision comment to that effect and resubmit. The promotion will then be Rejected as confirmation.
- If on the Add Products page, you have filtered the products and then click **Add All Products for Selected Brand** it will add all products not just those within the filtered results.