



Supplier Portal User Guide: User



August 2023

Welcome!

UNFI's suppliers and brokers can visit our Supplier Portal to find the following:

- New Item Packet Submission
- Promotional Form Submission
- Clearvue Reporting (if CV supplier)
- Supplier In-Site Reporting (if SCCV supplier)

This guide will walk you, the “Supplier User,” through the Supplier/User section and Dashboard of the portal.

Supplier Portal User

The Supplier Portal User can:

- Add their own new product packets
- Run reporting if CV/SIS
- Submit a monthly special promotion under that supplier

Supplier Portal User Guide: User

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Login/Reset Password

01

How to Login & Reset Your Password

- Use your email to login at <https://suppliers.unfi.com/>
- If you forgot your password, click “Forgot your password.” Enter your email. A reset link will be emailed to you if you’re a valid user.

UNFI
BETTER FOOD. BETTER FUTURE.

Building better relationships.
Unlocking opportunities for our partners.

See how.

Welcome Back
Your session has timed out. Please login again.

Email/Username

Password

Forgot your password?

Log in

For additional help or access, contact your Supplier Manager or Supplier Support

Not a UNFI Supplier yet? Click here to find out how to become one.

Supplier Portal v4.19.9

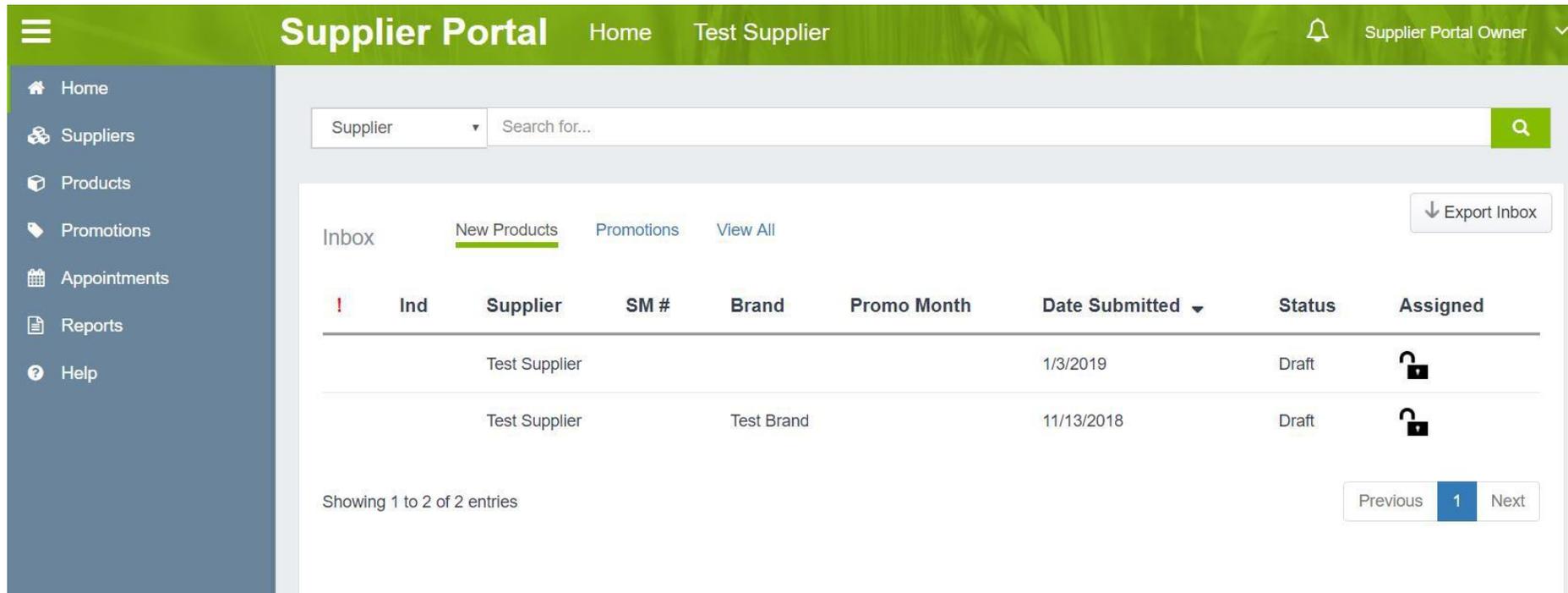
Home Page & Dashboard

02

Home Page

When you log in, you will be directed to your “Home” page.

From there, you’ll be able to navigate through the function tabs on the left.



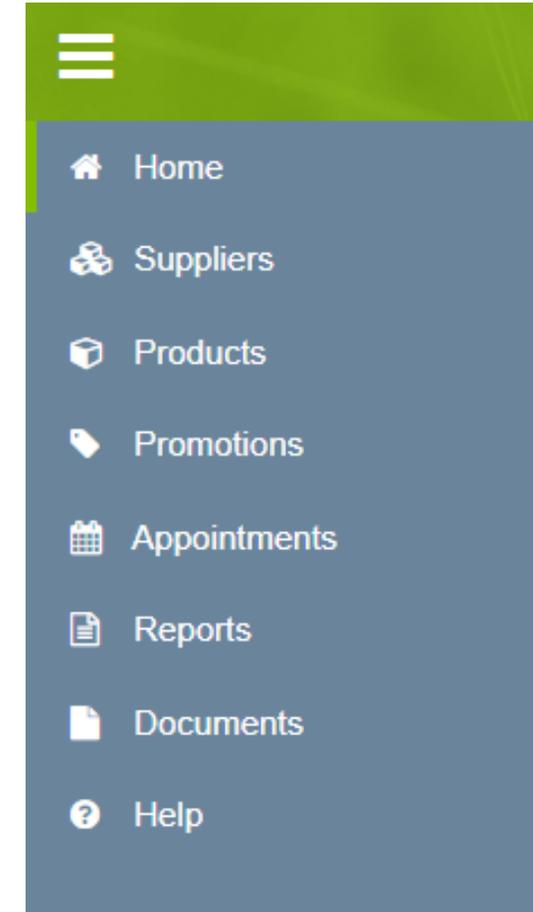
The screenshot displays the UNFI Supplier Portal interface. At the top, a green header bar contains the text "Supplier Portal" and navigation links for "Home" and "Test Supplier". On the right side of the header, there is a notification bell icon and the user's name "Supplier Portal Owner" with a dropdown arrow. A left-hand navigation menu is visible, listing options: Home, Suppliers, Products, Promotions, Appointments, Reports, and Help. The main content area features a search bar with a dropdown menu set to "Supplier" and a search input field. Below the search bar, there are tabs for "Inbox", "New Products", "Promotions", and "View All", with "New Products" currently selected. An "Export Inbox" button is located in the top right corner of the main content area. The central part of the page contains a table with the following columns: Ind, Supplier, SM #, Brand, Promo Month, Date Submitted, Status, and Assigned. The table lists two entries, both with a status of "Draft". The first entry has a date of 1/3/2019, and the second entry has a date of 11/13/2018. At the bottom of the table, it indicates "Showing 1 to 2 of 2 entries" and includes "Previous", "1", and "Next" navigation buttons.

!	Ind	Supplier	SM #	Brand	Promo Month	Date Submitted	Status	Assigned
		Test Supplier				1/3/2019	Draft	
		Test Supplier		Test Brand		11/13/2018	Draft	

Dashboard

Fully functioning tabs at your fingertips:

- Home: Brings you back to the main dashboard
- Suppliers: View current users & supplier details
- Products: Enter a new product packet to submit to your Supplier Merchandising Manager or Specialist
- Promotions: Submit a monthly special to our Promotional Team
- Appointments: Now handled through myUNFI
- Reports: Clearvue or SIS supplier? Reporting is accessed here
- Help: Need assistance? Navigate to our [ZenDesk](#) for additional materials or contact SupplierSupport@unfi.com.





My Account

03

Updating Account Details

To update your account details, click the drop down next to your name and “My Account.”

The screenshot displays the UNFI Supplier Portal interface. At the top, there is a green navigation bar with "Supplier Portal", "Home", and "Test Supplier" links. On the right, a user profile for "Jessica Glaude" is shown with a dropdown menu containing "My Account" and "Log out". Below the navigation bar, there is a search bar with a "Supplier" dropdown and a "Search for..." input field. The main content area features a tabbed interface with "Inbox", "New Products", "Promotions", and "View All" tabs. The "New Products" tab is active. To the right of the tabs are two buttons: "7 Simple Steps" and "Export Inbox". Below the tabs is a table with the following columns: "Ind", "ID", "Supplier", "SM #", "Brand", "# Items", "Promo Month", "Date Submitted", "Status", and "Assigned to". The table contains three rows of data, all with a status of "Draft".

!	Ind	ID	Supplier	SM #	Brand	# Items	Promo Month	Date Submitted	Status	Assigned to
		10728	Test Supplier			5			Draft	
		17050	Test Supplier			1			Draft	
		17060	Test Supplier			1			Draft	

Showing 1 to 3 of 3 entries

Previous 1 Next

Updating Account Details (continued)

You can change your password, update your address, and update your phone number. This is only for basic information updates linked to the Supplier Portal.

Email *	myUNFI Enrollment Status	First Name *	Last Name *
<input type="text" value="jglaude@unfi.com"/>	<input type="text" value="false"/>	<input type="text" value="Jessica"/>	<input type="text" value="Glaude"/>
Phone Number	Mobile Number	Fax Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address 1	Address 2		
<input type="text"/>	<input type="text"/>		
City	State/Province	Postal Code	Country
<input type="text"/>	<input type="text" value="Select an Option"/>	<input type="text"/>	<input type="text" value="United States"/>
Company			
<input type="text" value="Search for..."/>			
Global Role			
<input type="text" value="Supplier"/>			

Thank You.