



UNFI Supplier Portal

General Usage

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Last Revised By: Jessica Glaude

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Purpose

Detailing specific portal processes.

Intended for

UNFI Suppliers and Brokers.

Logging In

Enter your new items, promotions, run reporting, and more!

Create Your Account

Email suppliersupport@unfi.com or visit <https://unfinc.zendesk.com/hc/en-us/requests/new>. You will need to provide them:

1. The name of your Supplier Merchandising Manager
2. Your Remit/Lawson Number

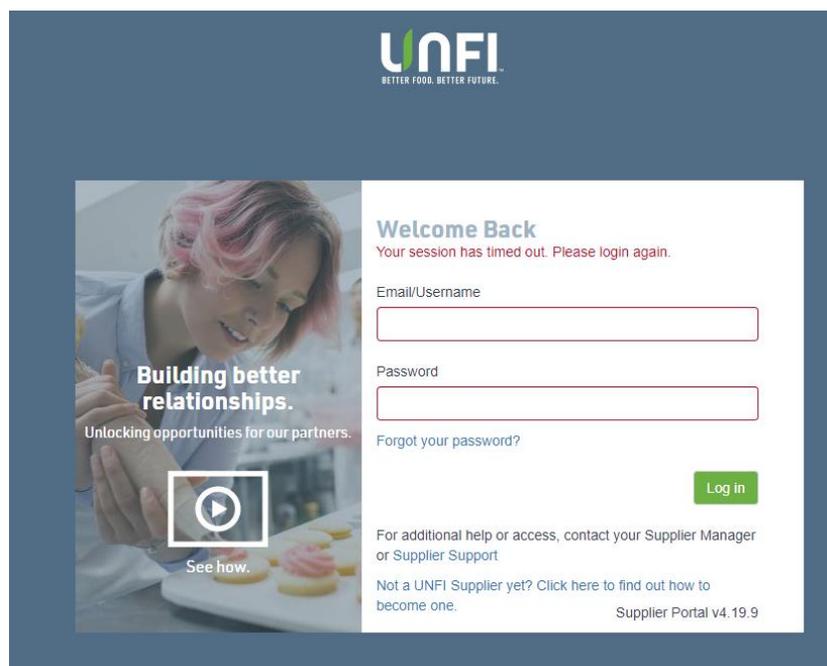
If you are a broker, we'll need verification from the supplier that you're the broker. Additionally, the Supplier Owner of the account will be able to add you to their listing.

Once you receive the login link, you will have **24 hours** to log in and create a password.

Logging In

Once you've confirmed and verified your email, visit <https://suppliers.unfi.com>.

- Log in using your email and password
- If you've forgotten your password, click the "Forgot your password?" link and a reset email will be sent to you.

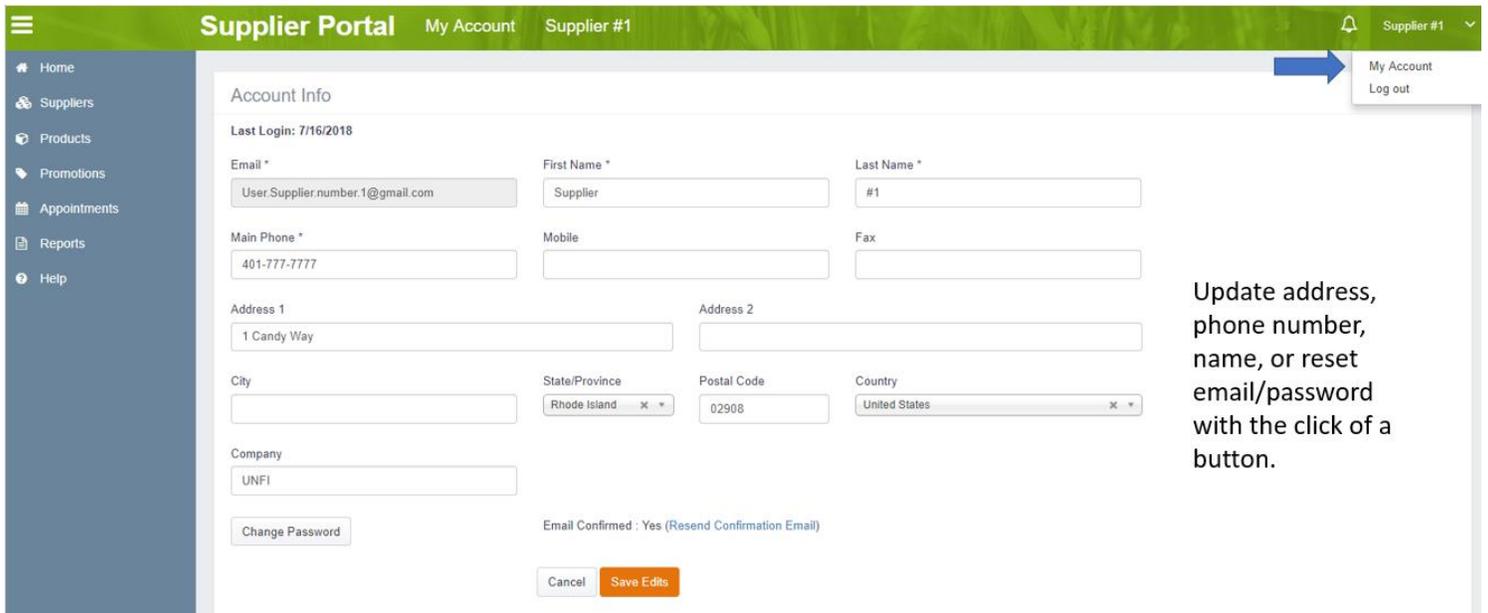


My Account

Manage or update your User Account information from “My Account.”

To change your account information:

1. Navigate to the carrot at the top right of the home screen next to your name.
2. Click “My Account.”
3. Update your phone number, address, company, password, and more.
4. Click “Save Edits.”



Home aka “Dashboard”

The home page of your supplier portal is your **Dashboard**. It contains an inbox that is tailored to you, showing any new product packets, promotional forms, or reports that require your attention.

Some features:

- Click on a row to view a request.
- **Lock Icon** - Use this to show when you are working on the packet. Located at the far right, click to lock or unlock a packet.
- **New Products** – Shows any new product packet you’re working on.
- **Promotions** – Shows any promotional deal submitted or needing attention.

The tabs to the very left, in the blue, include:

- Home: Brings you back to the main dashboard
- Suppliers: Allows you to add and edit current users
- Products: Enter a new product packet to submit to your Supplier Manager/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: Navigate to our [ZenDesk](#) for additional materials or contact SupplierSupport@unfi.com