

UNFI Supplier Portal

Entering New Items

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Purpose

To describe best practices for drafting a portal packet.

Intended for

UNFI Suppliers and Brokers.

Tips

- If you experience any glitches or errors during this process and you need assistance, be sure to email <u>SupplierSupport@unfi.com</u>, or the specialist assigned to your items, and include screenshots.
- Hover over the question marks in the packet for more information about most sections.
- Everything marked with an asterisk is required to save the page.
- Each portal packet is assigned it's own, individual ID number.

Entering a Product Packet

- 1. If you are connected to more than one supplier, click on the "Suppliers" tab.
 - a. Select the supplier you are submitting the packet for and proceed to #2.
- 2. Click into "Products," followed by the orange button on the right that says "+ New Product Packet."
 - a. **Note:** Each packet can only contain one brand/vendor and temp zone. If you have items for the same brand, but different temp zones, they'll need to go into a separate packet.

	Supplier Portal	Products Supplier #	1		1 ANI			众 Supplier #1 ↔
# Home								
👶 Suppliers	Supplier V Search for.							٩
Products	Flags Select Some Ontions	Current Status		Item UPC			Clear All	and the second se
Promotions		one on one opena					Clear All	cabba.
Appointments								+ New Product Packet
Reports	All Products Active	Completed						
Help	Ind Created 🚽	Supplier Name	Brand Req	uestor #Items	Promo Month	Last Updated	Status	Assigned
	7/9/2018	Supplier #1	Brand Supp	lier #1 1	November 2018	7/9/2018	Onboarding Review	A
	Showing 1 to 1 of 1 entries							
								Previous 1 Next

- 3. When you open a new item packet, you'll see seven tabs on the left, plus Workflow Notes and Manage Files. Each tab represents the information we require to consider and complete a new item in our system. Keep in mind the following can make this easier:
 - a. **Master Template** Allows you to upload information one time and it will apply to all items in the packet. For further instruction, <u>click here</u>.
 - b. Duplicating Item Allows you to duplicate an item in the packet, so a new item is created with the same details. You'd just have to change things like UPCs and Descriptions. For further instruction, <u>click here</u>.
 - c. **Manage Files** Allows you to upload all required documents at one time. For further instruction, <u>click here</u>.



Basic Info

- 4. Fill in "Requested by" The name of the store/customer who is requesting your product. If you don't have a customer requesting, please put your SMM's name.
- 5. The Guaranteed Sales Agreement is required for all suppliers uploaded as a PDF with a physical or DocuSigned signature.
 - a. If you need a copy, there is one available to download on your portal packet.
- 6. Enter in item details: Description, Country/State of Origin, UPCs, Manufacturer Part Number, Pack Sizes, Unit of Measure.
 - a. Note: UPCs need to be formatted with dashes when entering and include the check digits. The UPC will be validated and needs to be correct to save the page. You may need to include additional 0s at the front to make the UPC the required number of digits, which is 14.
- 7. Suggested Retail Unit is optional, but you can choose how you want your item to be sold to the consumer.
- 8. Include item label flats, inclusive of the scannable case UPC photo of the side of the shipping box, as well as the Product Image.
 - a. A scannable case UPC is required on the outside of the shipping box as of January 2023.
- 9. Click "Save & Next" to continue.
 - a. If the page doesn't save, something is missing or needs to be corrected.

ID: 17050	Packet Contents:	Master Template	Item 1 👻 + Add Item	Niew All Ite	ems 🖬			
1 Basic Info		Basic Info	e Steps		Domunicated Ry (2) *		Quaranteed Sales Arreement	
2 Pricing & Specs		Test Supplier					Download a blank copy Select an Option	•
3 Product Attributes		Brand ⑦ *			Product Category *		Files must be less than 10 MB. Allowed file types: pdf.	
4 Shelf Life/Expiration					Select an Option	•	+ Manage Files	
5 Warehouses								
6 Shipper Components		Item Details Description *				Country of Origin *		State/Province *
7 New Item Promotions						United States	X *	Select an Option 🔹
Workflow		Item UPC ⑦ *		UPC of Cadd	ly, Sleeve or Inner (if applicable)	Master Case UPC ⑦ *		
 Manage Files 								
		Size *	Pack of Caddy Inner QTY (?)	y, Sleeve, or	Pack of Case or Master Case QTY ⑦ *	Manufacturer Part No. 🕜 *		Random Weight O Yes I No
		Unit of Measure * Select an Option	•			Suggested Retail Selling Unit Select an Option	¥	

Pricing & Specs

- 10. Fill in Case and Unit Costs for East and West, or just East.
 - a. West has a "Not Carried" option if this is an east only set up.
 - b. Its best to enter both Delivered and FOB costs if you have them.
- 11. Choose a **Shipping Method** from the drop down Delivered or FOB. Whichever you choose, the required field will be those specific cells.
- 12. Add the SRP, if you have it. (This field is optional.)
- 13. Upload and add your Price List and Spec Sheet to this section. Everything you enter on the portal needs to match this document.



- 14. At the bottom of the page, add in the required Specs (Gross Case Weight (lbs), Ti x Hi, Unit Dimensions, and Case Dimensions.
- 15. Select the "Packaging Type" from the drop down.
- 16. Click "Save & Next."

ID: 17050	Packet Contents:	Master Template	Item 1 💉 🚽	Add Item Vie	w All Items			
1 Basic Info		Description:				UPC:		
2 Pricing & Specs		Should this item he lin	a priced to match	another in this ca	steriory and family group?	LIPC for Item to Match		
3 Product Attributes		O Yes O No	o priced to mater		acgory and ranny group:			
4 Shelf Life/Expiration	n	Fast Case Costs						
5 Warehouses		East Unit FOB		East Unit De	elivered	East Case or MC FOB		East Case or MC Delivered
6 Shipper Compone	nts	Suggested Retail Pric	•	Current Ship	oping Method *			
7 New Item Promoti	ons			Select an O	ption			٣
• Workflow		Price List ⑦ *						
 Manage Files 		Select Some Options	10 MB					
		Allowed file types: jpe	j jpg png gif pdf :	xis xisx.				
	+ Manage Files							
		West Case Costs West Unit FOB		West Unit D	elivered	West Case or MC FOB		West Case or MC Delivered
		Suggested Retail Pric	•	Current Ship	oping Method *			
				Select an O	ption			*
		Price List (?)						
		Select Some Options						
		Files must be less tha Allowed file types: jpe	n 10 MB. j jpg png gif pdf:	xls xlsx.				
		+ Manage Files						
Packaging Specs Packaging Type *		Gross Case Weight *			Tie *		High *	
Select an Option	*							
Item Height *		Item Width *			Item Depth *			
Inner Pack Height		Inner Pack Width			Inner Pack Depth			
Master Case Height *		Master Case Width *			Master Case Depth *			

Product Attributes

You will enter product attributes, ingredients, certificates, and dietary information on this page.

- 17. If you are setting up a beverage with bottle deposits, the top portion is required.
- 18. If you have an organic certificate: Both the Certificate and Product Listing portions are required.
- 19. You can upload Kosher, Gluten Free, Fair Trade, Non-GMO, and other certificates as needed.
- a. A correct, up to date Kosher Certificate is required for it to be flagged as such in our systems. 20. Select applicable Product Attributes from the drop downs.
- 21. Paste ingredients in Word Format.
- 22. Click "Save & Next."



ID: 17050	Packet Contents:	Master Template	Item 1 × + Add Iter	n View All Ite	ems 🖬					
1 Basic Info		Description:				ı	UPC:			
2 Pricing & Specs		Povoragos								
3 Product Attributes		Beverage Container	Deposit		Bottle Color				Container Type	
4 Shelf Life/Expiration		Select Some Options								
5 Warehouses		Chicago Water Tax O Yes			Baltimore Beverage	Tax			Berkeley Beverage Tax ⑦ *	
6 Shipper Components		O No			○ No				O No	
7 New Item Promotions		Certifications								
Workflow		USDA Organic		Organic Perc	entage 🕐		Organic Certif	fying Agency		
 Manage Files 		○ Yes ○ No		Select an O	otion	•				
-		Organic Certificate		Organic Cert	ificate Renew Date	(Organic Certif	ficate USDA Equiv	valent	
		Select Some Options					Select Some	Options		
		Files must be less th Allowed file types; ip	an 10 MB. eg ipg png gif pdf.							
		+ Manage Files	0,01001							
Additives Contains			Fat Content				S	Sweetener		
Select Some Options			Select Some Opti	ons				Select Some C	Options	
Free of			Salt Content				_			
Select Some Options			Select Some Option	ons						
Dietary Information										
Dietary Preference			Processing				E	Ethnic		
Select Some Options			Select Some Opti	ons				Select an Opti	ion	•
Maior Allergen			Other							
Select Some Options			Select Some Opti	ons						
Ingredients *										

Shelf Life/Expiration

- 23. Select your "Temp Zone" and "Level" for these items.
 - a. If applicable, select which temp zones you want your product protected from (Freeze or Heat).
- 24. Provide Shelf Life at time of Production and at Time of UNFI Possession In DAYS.
 - a. UNFI Requires 75% Shelf Life at time of possession on all products. Anything less will need to be approved and discussed with your SMM.
- 25. Select Expiration details from the drop downs.
 - a. <u>Open</u> Refers to Best By, Use By, Sell By.
 - b. <u>Closed</u> You need to provide an example.
- 26. If this is a non-food item, and it contains pesticides, you'll need to fill out the bottom portion and download a Pesticide Questionnaire to upload.



27. Click "Save & Next."

ID: 17050	Packet Contents:	Master Template Item 1 ~ + Add Item View All Iter	ms 🖬	
1 Basic Info		Description:	UPC:	
2 Pricing & Specs				
3 Product Attributes		Shelf Life Temperature Zone ⑦ *	Level ⑦ *	Protect From
4 Shelf Life/Expiration		Product Shelf Life at Time of Production *	Guaranteed Shelf Life at Time of UNFI Possession (?) *	Guaranteed Shelf Life to Retail
5 Warehouses		Number of Days	Number of Days	
6 Shipper Components		Enrobed in chocolate		
7 New Item Promotions				
Workflow		Expiration Type of Code Life Dating *	Open	Closed Dating
 Manage Files 		Select an Option	Select an Option •	
		Non-Food Items	EPA (2)	Pesticide Questionaire
		O Yes	Select an Option	Download a blank copy
		No		Select Some Options
				Files must be less than 10 MB.
				Allowed file types: xls, xlsx.
				+ Manage Files

Warehouses

- 28. Select which UNFI DCs these items should be activated in. Use the "CTRL" key on your keyboard and click to select multiple UNFI warehouses at once.
 - a. You will need to provide weekly case movement for each DC.
- 29. From the drop down, select which of your warehouses this item will be shipping from.
 - a. If you haven't added your Supplier Warehouse yet, you can follow the "Supplier Warehouse Add to a Packet" section <u>here</u>.
- 30. Click "Save & Next."

ID: 17050	Packet Contents:	Master Template Item 1 × + Add Item View All Items	
1 Basic Info		Description:	UPC:
2 Pricing & Specs			
3 Product Attributes		UNFI East Distribution Centers (2)	UNFI West Distribution Centers ⑦
Shelf Life/Expiration Warehouses		Atlanta, Georgia (Atlanta Warehouse) Chesterfield, New Hampshire (Chesterfield Warehouse) Daywile, Connecticut (Daywile Warehouse) Greenwood, Indiana (Greenwood Warehouse) Howell, New Jersey (Howell Warehouse) Iowa City, Jona (Jowa City, Warehouse)	Aurora, Colorado (Denver Warehouse) Fontana, California (Moreno Valley) Gitroy, California (Moreno Valley) Lancaster, Texas (Lancaster Warehouse) Ridgefield, Washington (Ridgefield Warehouse) Rockin, California (Rockin Warehouse)
6 Shipper Components		Mongomety, New York (Hudson Valley Warehouse) Prescott, Visconsin (Twin Citles) Richburg, South Carolina (Richburg Warehouse) Sarasola, Florida (Sarasola Warehouse) Sturtevant, Wisconsin (Racine Warehouse) York, Benesilvania (Wrk Marehouse)	UNFI Wellness Distribution Centers ⑦ Wellness West Wellness East, Philadelphia, PA
Workflow		List the expected weekly movement for this item in the Distribution Centers	s @
Manage Files			
• manage r noo		Supplier Warehouse Locations *	+ New Warehouse Location
		Select Some Options	
		SRM Assigned East Account Number	SRM Assigned West Account Number
		East Warehouse Additional Packet File 🛞	West Warehouse Additional Packet File ⑦
		Select an Option	Select an Option
		Files must be less than 10 MB. Allowed file types: jpeg jpg png gif pdf xls xlsx.	Files must be less than 10 MB. Allowed file types: jpeg jpg png gif pdf xis xisx.
		+ Manage Files	+ Manage Files



Shipper Components

This section only needs to be filled out if you're setting up a shipper/display or a pallet.

- 31. For "Is this item a shipper?" click YES and the required fields will populate down.
- 32. Here, add the items that will be displayed in the shipper. We'll need the Unit UPC, UNFI Item Numbers, Item Description, Size and Unit of Measure, and total quantity included in the shipper.
- 33. To include additional items, hit the "+ Add" button on the bottom right.
- 34. Click "Save & Next."

ID: 17050	Packet Contents:	Master Template Item 1	 + Add Item 	ew All Items			
1 Basic Info		Description:				UPC:	
2 Pricing & Specs		In this item a phinner? (a) *					
3 Product Attributes		Yes No					
4 Shelf Life/Expiration							
5 Warehouses		Selling Unit UPC ⑦ *		l	UNFI Item Number 🕥		Item Description *
6 Shipper Components							
7 New Item Promotions		Suggested Retail Selling Unit Select an Option	Size *		Unit of Measure * Select an Option	Quantity *	- Remove + Add
 Manage Files 							

New Product Promotions

- 35. Add in the First Available Ship Date when is the soonest this item will be ready to ship?
- 36. Add a discount to your new item(s) so it can be published in our Monthly Specials catalogue and distributed to retailers. All the active DCs for this item will receive the discount.
 - a. **Note:** We work several months in advance. Be sure to plan ahead!
- 37. Select a 90 Day Promo the "Buy Dates" will automatically populate.
 - a. Any promotions less than 90 Days will need to be approved by your SMM.
- 38. Optional Pre-90 Day discount. This is the month prior to the 90 Day discount and unpublished.
- 39. Provide your 90-Day Intro Off Invoice %. We require at least 15% Off Invoice.
- a. Any MCB or Off Invoice %s less than 15 will need to be approved by your SMM.
- 40. Click "Save & Next."



ID: 17050	Packet Contents:	Master Template Item 1 v + Add Item	View All Items						
1 Basic Info		Description:				UPC:			
Driving & Space		Inclusion in the New	Product Section of	f Monthly Spe	cials & New Product Ma	gazine and Activatio	n		Fees
Pricing & Specs			New & Now and I	Nonthly Specia	Is Listing Fee: Without Ar	nnual Advertising Agre	ement Per Item/	/Per DC	Without an Annual Advertising Agreement \$400 Per Item/Per DC
3 Product Attributes		product launch: **Program details and rates subject to change	Now Itom Activati	an Easa			With Annual Ac Agreement Per	dvertising r Item/Per DC	\$400
4 Shelf Life/Expiration		unungo.	New Item Activati	on rees			Without Annua Agreement Per	l Advertising r Item/Per DC	\$1,100
5 Warehouses									
6 Shipper Components		First Available Ship Date *		Intro Prom	Months ⑦			UNFI Buy Dates	0
7 New Item Promotions				From	Select an Option		Ŧ	From	
Workflow				To	Select an Option		*	То	
Manage Files									
	Pricing & Specs Inclusion in the New Pro Jonduct Attributes Iunderstand that the following fee apply to my new product leunch: "Program details and rates subject to change. N Shelf Life/Expiration Iunderstand that the following fee apply to my new product leunch: "Program details and rates subject to change. N Warehouses First Available Ship Date * N New Item Promotions Pre-90 Day Discount? (*) (*) Yes New Product Discount (*) New Product Discount (*) (*) New Product Discount (*) (*) Yes			Pre-Buy St	art Date 🕐				
		⊖ Yes							
		• No							
		New Product Discount ⑦ New Product D	iscount Type 🕐			Additional Discount	0	Additional Disco	ount Type 💿
		Select an Option	n		Ŧ			Select an Optio	n •
		UNFI Only Approved Manufacturer Chargeback ⑦		UNFI East	Contribution			Select Nutrition	
	 No New Product Discount () New Product Disc Select an Option UNFI Only Approved Manufacturer Chargeback () Yes No 								
		No							

Workflow

You can add a comment to this packet before submitting. If you have additional details you'd like the Supplier Merchandising Manager to know, this is where you can add them.

Once this is done, click "Submit for SM Approval." Your comments will automatically save!

ID: 17050 Packet Contents:	Master Template Item 1 v +Add Item View All Items	
1 Basic Info	Description: UPC:	Delete Packet
2 Pricing & Specs		
3 Product Attributes	Comments	
4 Shelf Life/Expiration	B I V E Z B E C O	*
(5) Warehouses		
6 Shipper Components		
7 New Item Promotions		
• Workflow		
Manage Files		
	> c	•
		Save Comments
	Submittion SM Approval	



Manage Files

Use this feature to upload all required documents to your portal packet at once.

You can use the "Manage Files" screen at any point in the packet on the item level.

After uploading the files, you can easily select your documents without having to upload individually.

- 1. Navigate to your portal packet. On the left-hand side, underneath the list of tabs 1-7 to fill out you will see "Manage Files."
- 2. Click on "Manage Files" to open a pop-up.
 - a. You can also access "Manage Files" at any of the below screens:
 - i. Guaranteed Sales Agreement
 - ii. Product Label
 - iii. Product Image
 - iv. East and West Price List and Spec Sheet
 - v. Organic/Kosher/Gluten Free/Fair Trade/Third Party Certificate
 - vi. Pesticide Questionnaire

ID: 17050	Packet Contents:	Master Template	ltem 1 v + Ad	d Item View Al	I Items
Basic Info Pricing & Specs		Basic Info III 7 Sin Supplier Name * Test Supplier	nple Steps		Requested By ⑦ *
3 Product Attributes		Brand ⑦ *			Product Category *
4 Shelf Life/Expiration					Select an Option
5 Warehouses					
6 Shipper Components		Item Details Description *			
New Item Promotions					
Workflow		Item UPC ⑦*		UPC of Cad applicable)	dy, Sleeve or Inner (if
Manage Files					

3. From here, you have 2 options: "Add Files" or "Drag and Drop."



			Reques		(×
Filename			S	tatus	Size	ł
	Dra	g files here.				
Add Files Star	t Upload			0%	0 kb	
Name	Size	Date	•			I
	No data a	available in table	9		_	
Showing 0 to 0 of 0	entries		P	revious	Next	

4. Option 1: Add Files

- a. Click the "Add Files" button and Windows Explorer will open.
- b. Select one, or multiple files, that you wish to upload. To select multiple, use the CTRL key on your keyboard and select.
- c. Once selected, click "Open" and the files will begin uploading to the portal. You'll be able to see the progress of the files uploading.
 - i. Start and stop the upload as necessary.
 - ii. Add or remove files as necessary.
 - iii. Files will display in the lower half of the screen when upload is complete.

Organize 👻 New folder				I ≣ ▼	. (2)				du P.D. to share		itabase ita
3D Objects ^ Desktop	Name	Date 11/1/2016 12:59 PM	Type Microsoft Excel W	Size 38 KB	Tags			-			
Documents Downloads Music	Label 1 Label 2 Label 3	9/8/2021 1:20 PM 9/8/2021 1:27 PM 9/8/2021 1:23 PM	PNG File PNG File PNG File	188 KB 509 KB 230 KB							
Pictures Videos Windows (C:)								Re	quested By 🕜 "		×
initiation (ci.)					•				Status	Size	
File nan			 ✓ Custom File Open 	es Ca	v ncel		orag files here.				
	6 Shipper Components		Item [Descri								c
	New Item Promotions										J
	Workflow		Item L	dd Files	Start Uplo	ad			0%	0 kb	
	 Manage Files 			Name		Size	Dat	te 🕈			
			Size *			No dat	a available in tabl	le			
			Unit of Select	howing 0 to 0	of 0 entries				Previous	Next	s

5. Option 2: Drag and Drop

- a. Open Windows Explorer on your computer.
- b. Highlight the files you wish to upload.
- c. Drag the files into the "Manage Files" screen in the white space that says "Drag Files Here."



	V 🔁 🔄 👻 U Me								
	File Home	Share View							^ ?
aster Template Item 1 - + Add Item	🔺 ት	📋 🐰 Cut 🚾 Copy path	💊 🖣	🗙 🛋	📕 📲		🚺 Open 🝷	Select all	
c Info III 7 Simple Steps	Pin to Quick Copy access	Paste 😰 Paste shortcut	Move Copy to + to +	Delete Rename	New folder	Properties	listory	HINVERT SELECT	ion
lior Namo *	Clip	oboard	Orç	ganize	New	OI	pen	Select	
	← → ~ ↑	≪ Desktop → New Item	n Documents						
Filmen	🗊 3D Objects		Name		Date		ђ	ype	Size
Filename	📃 Desktop		📧 Example	e - Price and Spec S	heet 11/1	/2016 12:59 PM	1 №	/licrosoft Excel W	
	🔮 Documents		Label 1		9/8/	2021 1:20 PM	P	NG File	
C. C	Drag 🛛 🕹 Downloads		🛋 Label 2		9/8/	2021 1:27 PM	P	NG File	
	👌 Music		🛋 Label 3			2021 1:23 PM	P	NG File	
	📰 Pictures								
~	🚆 Videos								
	4 items 4 items se	elected 963 KB						_	Í
									oraten
								× *	Select
								× *	Select
				United States				X *	Select
Add Files Start Upload	_	0% 01	на си	United States				x *	Select
Add Files Start Upload	_	0% 01	kb)	United States				X Y	Select
Add Files Start Upload	_	0% 01	кь (United States				X Y	Select
Add Files Start Upload	Date 🔺	0% 01	kb 0	Juited States				× *	Select
Add Files Start Upload	Date *	0% 01	кв М	Juited States aster Case UPC (₽ * Io. (?) *			x x	Select
Add Files Start Upload Name Size No dat	Date * ta available in table	0% 01	kb	Juited States aster Case UPC (anufacturer Part)	D * lo. (7) *			× *	Select Randor Yes
Add Files Start Upload Name Size No date No date	Date 🔺 ta available in table	096 01	kb M	Junited States aster Case UPC (anufacturer Part)	€ * 10. (?) *			× *	Randor Ves No
Add Files Start Upload Name Size No dat Showing 0 to 0 of 0 entries	Date 🔺 ta available in table	0% 01 Previous Next	kb) (united States aster Case UPC (anufacturer Part I) * 40. () *			х *	Randon O Yes No
Add Files Start Upload Name Size No dat Showing 0 to 0 of 0 entries	Date 🔺 ta available in table	0% 01 Previous Next	- M	united States aster Case UPC (anufacturer Part)	⑦ * No. ⑦ * elling Unit			х т	Randor O Yes No
Add Files Start Upload Name Size No dat Showing 0 to 0 of 0 entries	Date *	0% 01 Previous Next	- M	united States aster Case UPC (anufacturer Part I uggested Retail S Select an Option	D * No. ⑦ * eiling Unit			*	Randor O Yes No
Add Files Start Upload Name Size No dat Showing 0 to 0 of 0 entries	Date * ta available in table	0% 01	kt M - M	united States aster Case UPC (anufacturer Part) uggested Retail S Select an Option	D * No. ⑦ * eiling Unit			× *	Randor Yes No
Add Files Start Upload Name Size No dat Showing 0 to 0 of 0 entries	Date 🔺 ta available in table	096 01 Previous Next	- M	united States aster Case UPC (anufacturer Part I uggested Retail S Select an Option	D [*] No. ⊕ [*] elling Unit			× ▼	Randon O Yes No

d. Once the files are dropped, they will begin uploading.



Duplicate an Item

To make item entry easier, you can duplicate an item once you have completed set up of one within your packet. You can only duplicate it when the packet is in "Draft" or "Declined" status. **Note – Not all fields will copy to the new item. Ones that will <u>not</u> include:**

- UPC of Unit*
- UPC of Caddy, Sleeve, or Inner
- UPC of Case or Master Case*
- Manufacturer Part Number
- Product (Marketing) Image*
- Flat File Product Labels*
- Shipper *
- East Item Number
- West Item Number

To Duplicate:

- 1. Create a new item packet or open an existing packet that's either in "Decline" or "Draft" status.
- 2. Completely enter in details for 1 item and make sure it saved.
- 3. Highlight the tab of the item you want to duplicate.
- 4. Click the down arrow to the immediate right of the UPC number.
- 5. Click "Duplicate Item."
 - a. A copy of the highlighted item will be created and labeled with "Item #," with # representing the next available sequential number. Once the Item UPC has been entered and saved, the tab name will reflect the UPC.
 - b. You can duplicate an item as many times as you want.

Supplier Portal	Edit Product Packet	Test Supplier		🗘 Supplier PortalOwner 🗸		
Packet Contents	s: Master Template	Item 1 v + Add Item	View All Items			
	Basic Info	Duplicate Item				
1 Basic Info	Supplier Name *		Requested By ⑦ *	Guaranteed Sales Agreement *		
Pricing & Specs	Test Supplier		Store	Download a blank copy		
	Brand ⑦ *		Product Category *	Files must be less than 10 MB. Allowed file types: pdf.		
Supplier Portal	Edit Product Packet	Test Supplier		🗘 Supplier PortalOwner 🗸		
Packet Contents	S: Master Template	Item 1 v Item 2 v	Item 3 ~ + Add Item View All Items			
	Basic Info					
1 Basic Info	Supplier Name *		Requested By ⑦ *	Guaranteed Sales Agreement *		
Driving & Space	Test Supplier			Download a blank copy		
Product Attributes	Brand ⑦ *		Product Category *	Files must be less than 10 MB. Allowed file types: pdf.		

6. After duplicating the item(s), you will remain on the tab for the first item in the packet. Click on the tab of the new item.



Review and update all necessary information on the new item. **Note:** You won't be able to "Save and Next" until all required fields are entered in.

7. "Basic Info" tab -

- a. Review "Description," as it will duplicate from the original item.
- b. You'll need to enter:
 - i. Item UPC
 - ii. Master Case UPC
 - iii. Manufacturer Number
 - iv. Product Label
 - v. Product Image
- c. Click "Save and Next"

8. "Pricing & Specs" tab -

- a. All information will be duplicated, review and update if needed.
- b. Click "Save and Next"

9. "Product Attributes" tab -

- a. Review "Ingredients," as it will duplicate from the original item.
- b. All other information will be duplicated, review and update if needed.
- c. Click "Save and Next"

10. "Shelf Life / Expiration" tab -

- a. All information will be duplicated, review and update if needed.
- b. Click "Save and Next"

11. "Warehouses" tab -

- a. All information will be duplicated, review and update if needed.
- b. Click "Save and Next"

12. "Shipper Components" tab -

- a. All information will be duplicated, review and update if needed.
- b. Click "Save and Next"

13. "Promotions" tab -

- a. All information will be duplicated, review and update if needed.
- b. Click "Save and Next"



Master Template

The Master Template is used to update <u>all</u> items in the packet at once. If any new items are created, they will default with the information listed in the Master Template.

Please Note:

- Any information entered in the Master Template can be overwritten at the item level.
- If a change is made to the Master Template and saved, it will overwrite any changes made on the item level.
- The following can't be changed on the Master Template -
 - Item UPC
 - o UPC of Caddy, Sleeve, or Inner
 - o UPC of Case or Master Case
 - Manufacturer Part Number
 - Product (Marketing) Image
 - Flat File Product Labels

Process

- 1. Create a Product Packet
- 2. Click the "+ Add Item" tab to create a new item. Repeat this step for as many items you'll be including in the product packet.

Supplier Portal	Edit Product Packet	Test Supplier					🗘 Supplier PortalOwner 🗸
	Packet Contents:	Master Template Item 1 \vee 🛛 + Add Item	View All Items				
1 Basic Info		Basic Info Supplier Name		Requested By		Guaranteed Sales Agreement	
2 Pricing & Specs		Test Supplier				Download a blank copy Choose File No file chosen	
3 Product Attributes		Brand 💮		Product Category Select an Option	¥	Files must be less than 10 MB. Allowed file types: pdf.	
Chalf Life/Evoiration							
Supplier Portal	Edit Product Packet	Test Supplier				4	Supplier PortalOwner 🗸
	Packet Contents:	Master Template Item 1 👻 Item 2 👻	Item 3 👻 Item	4 Y Item 5 Y + Add Item View All I	Items		
1 Basic Info	1	Basic Info Supplier Name		Requested By (?)		Guaranteed Sales Agreement	
Driving & Cause		Test Supplier				Download a blank copy	
Pricing & Specs Product Attributes	E	Brand 🛞		Product Category		Files must be less than 10 MB. Allowed file types: pdf.	
- Todaci Attributes				Select an Option	•		

- 3. Click on the "Master Template" tab and complete the "Basic Info" tab by entering details that will apply to all or most of your items.
 - a. Grayed out fields can't be used.



ID: 10728	Packet Contents:	Master Template	ltem 1 🗸	ltem 2 👻 lte	em 3 🗸	Item 4 🗸 🗸	ltem 5 🗸	+ Add Item	View All Items	
1 Basic Info		Basic Info	ple Steps		Reque	ested By ⑦			Guaranteed Sales Agr	eement
2 Pricing & Spece	5	Test Supplier							Download a blank copy	y
3 Product Attribut	les	Brand ⑦			Produ	ct Category		¥	Files must be less than Allowed file types: pdf.	10 MB.
4 Shelf Life/Expire	ation								Manage Files	
5 Warehouses										
6 Shipper Compo	onents	Item Details Description					Coun	try of Origin		State/Province
New Item Prom	otions						Sele	ct an Option	*	Select an V
Workflow		Item UPC ⑦		UPC of Ca	ddy, Slee	ve or Inner (if	Maste	er Case UPC 🕜		
 Manage Files 										
		Size	Pack of	Caddy, Sleeve,	Pack	of Case or Mas	ter Manu	facturer Part No.	0	Random Weight
			or miller	an g	Case					O Yes ● No
		Unit of Measure					Suga	ested Retail Selli	ina Unit	
		Select an •					Sele	ct an Option	*	

- 4. Once everything is filled in, click "Accept" at the bottom of the page.
 - a. You don't have to fill in all the details to "Accept" the page. If you fill in part of it, it'll still work.
- 5. Continue entering appropriate data for the remaining tabs:
 - a. Pricing & Specs
 - b. Product Attributes
 - c. Shelf Life / Expiration
 - d. Warehouses
 - e. Shipper Components
 - f. New Item Attributes
- 6. Once you've entered in all details and pressed "Accept," access the items on the individual level to finish set up. Make sure all required fields are entered to save the page.



Supplier Warehouse

It's important UNFI has the most update to date warehouse address – i.e., where your items are shipping from. Please make sure your warehouse is updated before submitting any new items.

To download the latest version of our Freight Form, click here.

If you're no longer shipping from a particular Warehouse, let your Supplier Merchandising Manager know.

You can create as many supplier warehouses as you need.

Add Warehouse to a Packet

If you are working on a Portal Packet, and there are no Supplier Warehouses listed from the drop down on the "Warehouses" tab, you will need to create one.

1. In the product packet, locate the orange button to the right that says "+New Warehouse Location."

1 Basic Info	Description:		UPC:
2 Pricing & Specs	Distribution Centers		
3 Product Attributes	UNFI East Distribution Centers ⑦		UNFI West Distribution Centers ⑦
4 Shelf Life/Expiration	Atlanta, Georgia (Atlanta Warehouse) Chesterfield, New Hampshire (Chesterfield Warehouse) Dayville, Connecticut (Dayville Warehouse) Greenwood, Indiana (Greenwood Warehouse)	A	Aurora, Colorado (Denver Warehouse) Fontana, California (Moreno Valley) Gilroy, California (Gilroy Warehouse) Lancaster, Texas (Lancaster Warehouse)
5 Warehouses	Howell, New Jersey (Howell Warehouse) Iowa City, Iowa (Iowa City Warehouse) Montromeny: New York (Hurden) Valley Warehouse)		Ridgefield, Washington (Ridgefield Warehouse) Rocklin, California (Rocklin Warehouse)
6 Shipper Components	Prescut, Wisconsin (Twin Childson Father) (Fathering (Childson)) Prescut, Wisconsin (Twin Childson) Richburg, South Carolina (Richburg Warehouse) Sarasota. Florida (Sarasota Warehouse)		UNFI Wellness Distribution Centers ⑦
7 New Item Promotions	Sturtevant, Wisconsin (Racine Warehouse) York, Pennsylvania (York Warehouse)	Ŧ	Weilness West Weilness East, Philadelphia, PA
• Workflow	List the expected weekly movement for this item in the Distribution Centers $\textcircled{\sc 0}$		
Manage Files			
	Supplier Warehouse Locations *		+ New Warehouse Location
	Select Some Options		
	SRM Assigned East Account Number		SRM Assigned West Account Number
	Select Some Options		Select Some Options

- 2. The portal will automatically open Supplier Warehouse form to fill out.
- 3. Fill in:
 - a. Location Name
 - i. **TIP:** Don't make them all the same name because when you go to select it, you won't know which is which.
 - b. Street Address
 - c. City
 - d. State
 - e. Zip
 - f. Country
 - g. Select a contact from the drop down
 - h. Select whether appointments are required or not
 - i. Add Pick-Up Times
 - j. Upload a completed freight form
 - k. Optional Add Special Instructions



- 4. Once finished, click "Save" at the bottom of the screen.
- 5. Go back into your Portal Packet.
- 6. Navigate to the "Warehouses" tab and to the "Supplier Warehouse Locations" fields. Your warehouse name will be listed in the drop down and you can select it.

litle *							
Address 1	1.			Address 2			
City *			State/Province *	Postal Code *	Cou	ntry *	
			Select an Option	•	Uni	ited States	× *
Contact							
Select an	1 Option			•			
Appoint Pick Up T	tment Required						
T lok op h	Mon	Tue	Wed	Thu	Fri	Sat	Sun
from							
						1	
to	24H	24H	24H	24H	24H	24H	24H
to Special In	24H estructions	24H	24H	24H	24H Uplo Dow Files Alloo	24H ad Freight Form * mload a blank copy etd an Option s must be less than 10 MB. wed fle types: xks xks.	24H

Add Warehouse from Supplier Tab

- 1. Click on the "Supplier" tab from the Dashboard.
- 2. Click on the Supplier Name, which is a link.

=		Supplier Portal	Suppliers	Supplier #1	1 MAR			
*	Home							
æ	Suppliers	Search by supplier name or remit	number					
۲	Products	All On It Active	Inactive					
•	Promotions	All Suppliers	index to					
â	Appointments	Current Supplier	Sup	oplier Name 🔺		Remit No.	SM	Reporting
	Reports		Sup	plier #1		54896		None
?	Help	Showing 1 to 1 of 1 entries						

- 3. In the menu, click on "Supplier Warehouses."
- 4. At the top right, click the orange button that says "+Add."

Warehouses				+ Add
Title 🔺	Account No. East	Account No. West	Address	



- 5. Fill in:
 - a. Location Name
 - i. **TIP:** Don't make them all the same name because when you go to select it, you won't know which is which.
 - b. Street Address
 - c. City
 - d. State
 - e. Zip
 - f. Country
 - g. Select a contact from the drop down
 - h. Select whether appointments are required or not
 - i. Add Pick-Up Times
 - j. Upload a completed freight form
 - k. Optional Add Special Instructions
- 6. Once finished, click "Save" at the bottom of the screen.

Title *								
Address 1	*			Address 2				
City *			State/Province *	Postal Code *	Postal Code *			× *
Contact Select an	Option			•				
Appoint Pick Up Ti	ment Required							
from	Mon	Tue	Wed	Thu	Fri	S	at	Sun
to								
	24H	24H	24H	24H	24H	24	ан 2	24H
Special Ins	structions					Upload Freight Form * Download a blank copy Select an Option Files must be less than	10 MB.	¥
						Allowed life types. Als A	SX.	

Modifying a Warehouse

After creating a Supplier Warehouse, you can modify it at any time.

1. Click on the Warehouse name, which is a link.

	Supplier Portal	Edit Supplier	Supplier #1			۵	Supplier #1 💙
 Home Suppliers Products Promotions Appointments Reports Help 	Supplier Info Associated Users Manage Contacts Supplier Warehouses	S 	Title Gummy Warehouse howing 1 to 1 of 1 entri	uses Supplier Account No. East	Supplier Account No. West	+ New Su Address 1 Gummy Bear Lane Providence, RI 02908 USA	plier Warehouse



- Make any edits you need.
 Click "Save" at the bottom of the page.