



myUNFI Supplier

myUNFI Enrollment from Natural Portal

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Contents

Purpose	3
Intended for	3
Natural Portal – Existing User	4
myUNFI Enrollment Startup	5
myUNFI Enrollment – No Previously Existing SV Harbor Account	8
myUNFI Enrollment For User with Existing SV Harbor Account	13
Authenticating to myUNFI	16
Using myUNFI and Single Sign On for Natural Portal	18
Clear Your Chrome Browser Cache	23
Clear Your Edge Browser Cache	24
Approvals	25



Purpose

Describe the process whereby Natural Portal users...

- Enroll in myUNFI
- Login to myUNFI
- Utilize the myUNFI Supplier Dashboard
- Access Natural Portal via myUNFI

Intended for

Natural Portal users that need to enroll in myUNFI.

Natural Portal – Existing User

Jim Smith is a Natural Portal user. He is setup as a Supplier.

Supplier Portal Edit User 

Email *	myUNFI Enrollment Status	First Name *	Last Name *
<input type="text" value="Jim.Smith@abode.com"/>	<input type="text" value="false"/>	<input type="text" value="Jim"/>	<input type="text" value="Smith"/>
Phone Number		Mobile Number	Fax Number
<input type="text" value="401-722-9999"/>		<input type="text" value="401-333-1122"/>	<input type="text"/>
Address 1	Address 2		
<input type="text" value="100 Smith Street"/>	<input type="text"/>		
City	State/Province	Postal Code	Country
<input type="text" value="Providence"/>	<input type="text" value="Rhode Island"/>	<input type="text" value="02908"/>	<input type="text" value="United States"/>
Company	Global Role		
<input type="text" value="Search for..."/>	<input type="text" value="Supplier"/>		

Supplier or Broker

Company Relationships + Add Company

Company	Company Roles	Contact Types	[x]Default?	Broker Reporting	
STONYFIELD FARM 11280	Supplier Owner, Reporter	Accounts Receivable	<input type="radio"/>	<input type="text"/>	*remove Export Pr...

Continue to major section called **MyUNFI Enrollment Startup**.

myUNFI Enrollment Startup

It is time for Jim Smith to enroll in myUNFI.

Jim signs in to Natural Portal using the existing Natural Portal login page.

UNFI
BETTER FOOD. BETTER FUTURE.

Building better relationships.
Unlocking opportunities for our partners.

See how.

Welcome Back

Your session has timed out. Please log in again.

Email/Username
Jim.Smith@abode.com

Password
.....

Forgot your password?

Log in

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

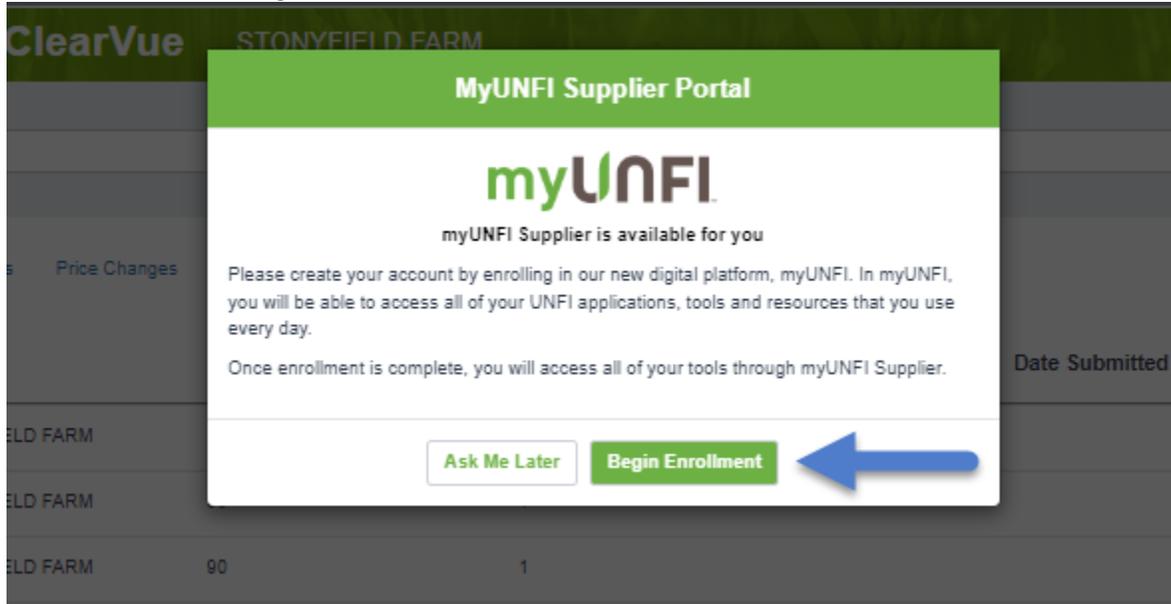
Not a UNFI Supplier yet? [Click here to find out how to become one.](#)

Supplier Portal v4.19.9

Login to Natural Portal using the legacy login screen.

Upon logging in, Jim Smith is greeted with a prompt to enroll in myUNFI. Jim can choose to begin enrollment or defer enrollment to a later date. If Jim defers, he will be asked to enroll each day until he enrolls. After two weeks of deferrals, the **Ask Me Later** button will no longer appear, and Jim will be forced to begin the enrollment process.

Jim Smith clicks the **Begin Enrollment** button.



Jim Smith reaches Step 1 of the myUNFI Enrollment process.

If Jim has an existing “Supplier” SV Harbor or myUNFI user id, he should click **Yes**. Otherwise, Jim should click **No**.

Note: There is a difference between having a “Supplier” SV Harbor account vs “Customer” SV Harbor account.

If Jim has a “Customer” SV Harbor account only or no SV Harbor account at all, he should click the **No** radio button.

The screenshot shows the 'myUNFI' logo at the top. Below it is a green header with the text 'Create your new myUNFI account'. Underneath, a message states: 'This will replace your current account. With this new account, you will still be able to access all the tools you use every day.' A progress bar follows, with four steps: 1 (SVHarbor), 2 (Supplier Portal), 3 (User Info), and 4 (myUNFI). Step 1 is highlighted with a green circle. Below the progress bar, it says 'All fields required'. The main question is: 'Do you have an existing **Supplier** SVHarbor account that you use to access Conventional Supplier tools?'. A note below reads: 'Please do **not** enter Customer SVHarbor credentials.' Below that, it says: 'If you are an UNFI associate, select yes.' There are two radio button options: 'No' and 'Yes'. At the bottom, a green button says 'Step 1 Complete'.

Continue to major section called **MyUNFI Enrollment – No Previously Existing SV Harbor Account.**

myUNFI Enrollment – No Previously Existing SV Harbor Account

For Step 1 (SV Harbor), let us assume that Jim Smith does not have an existing “Supplier” SVHarbor account. Jim clicks the **No** radio button followed by **Step 1 Complete**.

Note 1: If Jim has a previously existing “Supplier” SV Harbor account, he should continue to major section called [MyUNFI Enrollment For User with Existing SV Harbor Account](#).

Note 2: There is a difference between having a “Supplier” SV Harbor account vs “Customer” SV Harbor account. If Jim has a “Customer” SV Harbor account only or no SV Harbor account at all, he should click the **No** radio button followed by **Step 1 Complete**.

myUNFI

Create your new myUNFI account

This will replace your current account. With this new account, you will still be able to access all the tools you use every day.

1 — 2 — 3 — 4
SVHarbor Supplier Portal User Info myUNFI

All fields required

Do you have an existing **Supplier** SVHarbor account that you use to access Conventional Supplier tools?

Please do **not** enter Customer SVHarbor credentials.

If you are an UNFI associate, select yes.

No Yes

Click No or Yes

Step 1 Complete

Click Step 1 Complete

Control flows to Step 2 (Supplier Portal) where Jim enters his existing Natural Portal user id and password. Jim clicks **Step 2 Complete**.

myUNFI Enrollment

myUNFI

Create your new myUNFI account

This will replace your current account. With this new account, you will still be able to access all the tools you use every day.

Progress: 1 ✓ SVHarbor — 2 **Supplier Portal** — 3 User Info — 4 myUNFI

Current Natural Supplier Portal Username
Jim.Smith@abcde.com

Current Natural Supplier Portal Password
.....

Forgot password? Use [Supplier Portal](#) to recover

Enter Natural Portal Credentials

Click Step 2 Complete

Control flows to Step 3 (User Setup). Jim Smith's user information from Natural Portal is displayed. Please enter any missing user attributes and click **Step 3 Complete**.

The screenshot shows the 'myUNFI Enrollment' process. The progress bar indicates that 'SW Harbor' and 'Supplier Portal' are complete, while 'User Info' and 'myUNFI' are in progress. The 'User Info' section contains the following fields:

- Country:** A dropdown menu with a callout arrow pointing to it labeled 'Enter Country'.
- Address:** A text field containing '109 Smith Street' with a callout arrow pointing to it labeled 'Enter State'.
- City:** A text field containing 'Providence' with a callout arrow pointing to it labeled 'Enter State'.
- State:** A dropdown menu with a callout arrow pointing to it labeled 'Enter State'.
- Zip Code (optional):** A text field containing '02908' with a callout arrow pointing to it labeled 'Enter State'.
- Phone Number:** A text field containing '(401) 722-9999' with a callout arrow pointing to it labeled 'Enter Email'.
- Email:** An empty text field with a callout arrow pointing to it labeled 'Enter Email'.

At the bottom of the form, there are two buttons: 'Back' and 'Step 3 Complete'. A callout arrow points to the 'Step 3 Complete' button with the text 'Click Step 3 Complete'.

Control flows to Step 4 (myUNFI). Jim creates new a user id and password for myUNFI. Jim clicks **Step 4 Complete**.

The screenshot shows the 'myUNFI' account creation interface. At the top, the 'myUNFI' logo is displayed. Below it, the heading 'Create your new myUNFI account' is followed by a sub-heading: 'This will replace your current account. With this new account, you will still be able to access all the tools you use every day.' A progress indicator shows four steps: 'SVHarbor', 'Supplier Portal', 'User Info', and 'myUNFI'. The 'myUNFI' step is currently active, indicated by a green circle with the number '4'. The form contains three input fields: 'myUNFI Login ID' with the value 'JimSmithMyUNFI@abcde.com', 'myUNFI Password' (masked with dots), and 'Confirm myUNFI Password' (also masked). Below the password fields are two buttons: 'Back' and 'Step 4 Complete'. Four blue arrows point to specific elements: 'New myUNFI User ID' points to the login ID field, 'New myUNFI Password' points to the password field, 'Reenter myUNFI Password' points to the confirm password field, and 'Click Step 4 Complete' points to the 'Step 4 Complete' button.

myUNFI

Create your new myUNFI account

This will replace your current account. With this new account, you will still be able to access all the tools you use every day.

SVHarbor Supplier Portal User Info **myUNFI**

myUNFI Login ID

JimSmithMyUNFI@abcde.com

- Must be between 6 and 30 characters in length
- Must start with a letter
- May not contain spaces
- Can only contain letters, numbers, hyphens(-), underscore(_), period(.), or (@)

myUNFI Password

.....

- 10 characters minimum
- Must contain atleast 3 out of these 4 - 1 lowercase letter, 1 uppercase letter ,1 number, 1 special (non- alphanumeric) character
- Password may not match your User Id
- May not match your existing user profile attributes
- Avoid common words

Confirm myUNFI Password

.....

Back **Step 4 Complete**

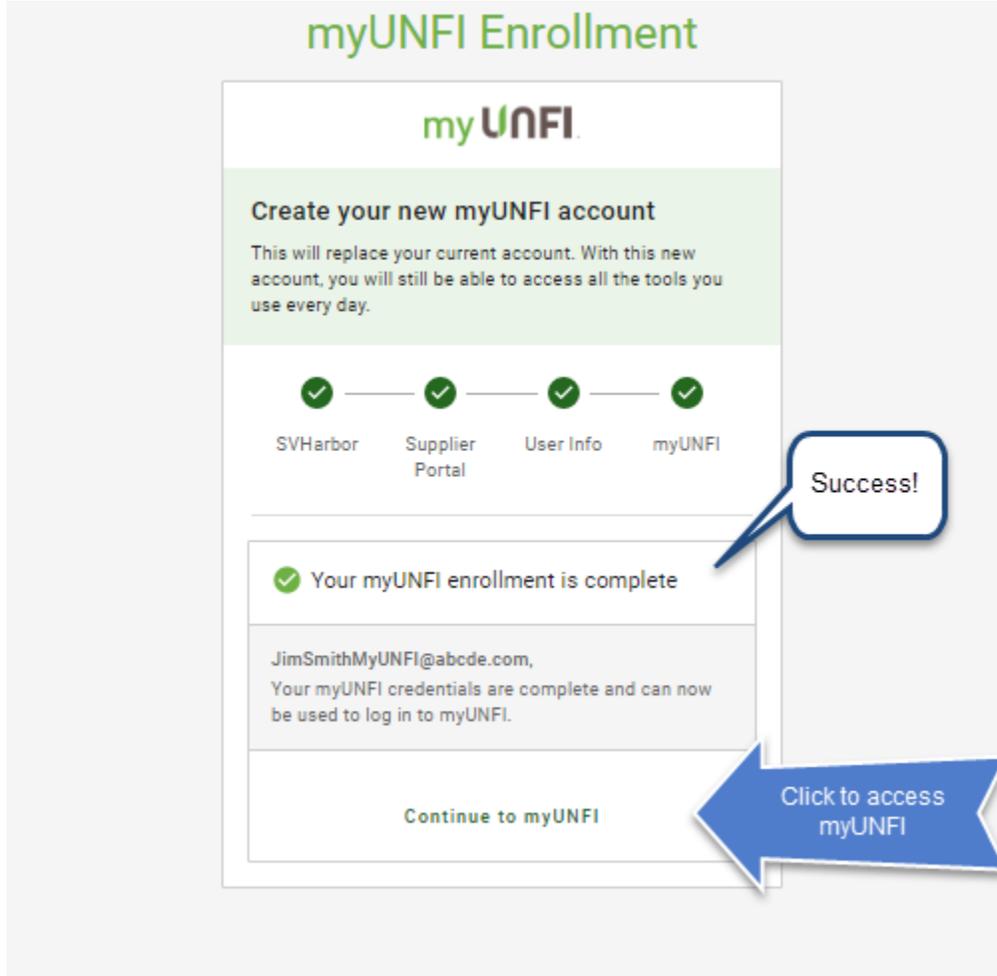
New myUNFI User ID

New myUNFI Password

Reenter myUNFI Password

Click Step 4 Complete

Jim Smith is successfully enrolled in myUNFI and is presented with the option to click **Continue to myUNFI**.



If you have successfully completed this section, continue to major section called **Authenticating to myUNFI**.

myUNFI Enrollment For User with Existing SV Harbor Account

In this **Step 1** (SVHarbor) scenario, Jim Smith has a previously created “Supplier” SVHarbor user name and password because of past “Supplier” SVHarbor work. Jim clicks the **Yes** radio button, enters his “Supplier” SV Harbor user name/password, and clicks **Step 1 Complete**.

Note: There is a difference between having a “Supplier” SV Harbor account vs “Customer” SV Harbor account. Do not enter “Customer” SVHarbor account credentials where it calls for “Supplier” SVHarbor account credentials.

myUNFI

Create your new myUNFI account

This will replace your current account. With this new account, you will still be able to access all the tools you use every day.

1 — 2 — 3
SVHarbor Supplier Portal myUNFI

All fields required

Do you have an existing **Supplier** SVHarbor account that you use to access Conventional Supplier tools?

Please do **not** enter Customer SVHarbor credentials.

If you are an UNFI associate, select yes.

No

Yes

Yes, I have a **Supplier** SVHarbor account.

You'll be able to log in to myUNFI with these **Supplier** SVHarbor credentials.

Supplier SVHarbor/myUNFI Username

JimSmithMyUNFI@abcde.com

Supplier SVHarbor/myUNFI Password

.....|

Forgot Password? Please contact your company administrator or the Helpdesk at 1-888-767-4227, Option 5. If you require further assistance, please contact MerchandisingServices@unfi.com

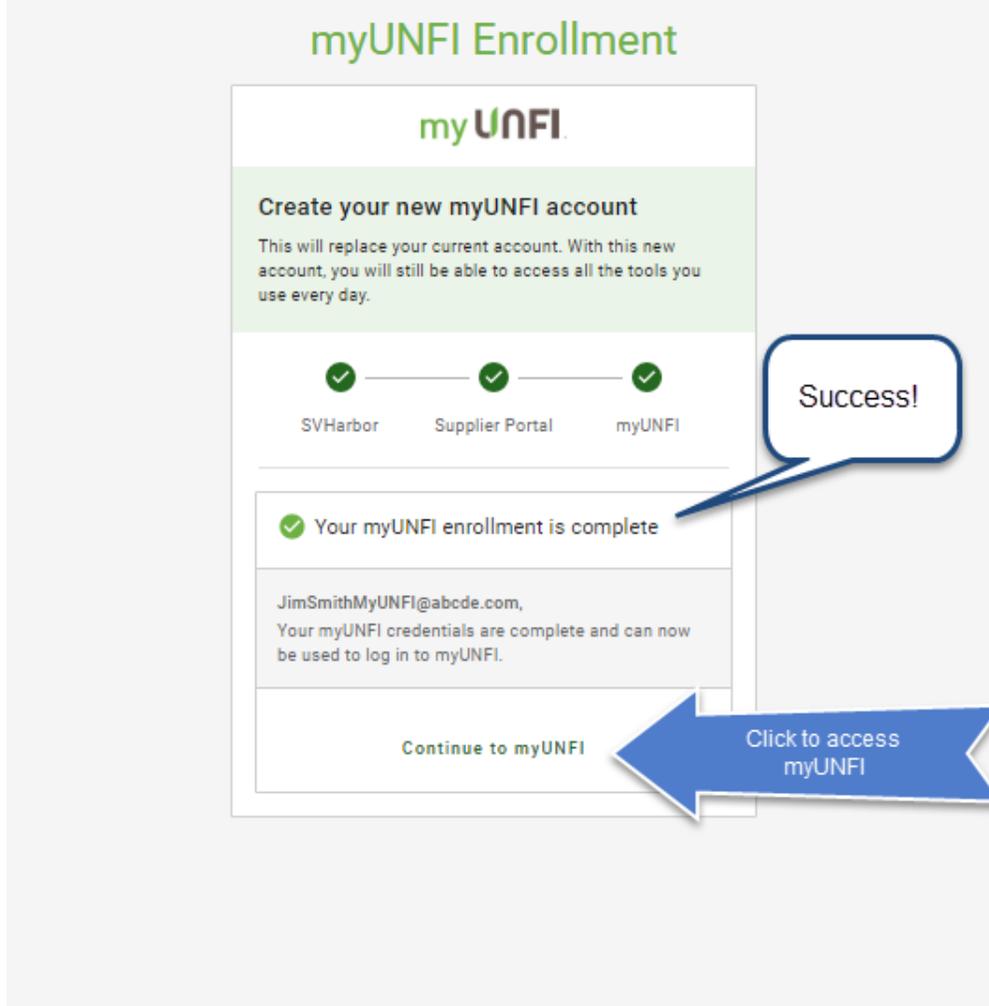
Step 1 Complete

Click Step 1 Complete

Control flows to Step 2 (Supplier Portal) where Jim enters his Natural Portal user id and password. Jim clicks **Step 2 Complete**.

The screenshot displays the 'myUNFI Enrollment' interface. At the top, the 'myUNFI' logo is visible. Below it, the heading 'Create your new myUNFI account' is followed by a sub-heading: 'This will replace your current account. With this new account, you will still be able to access all the tools you use every day.' A progress indicator shows three steps: 'SVHarbor' (completed with a green checkmark), 'Supplier Portal' (current step, highlighted with a green circle and number 2), and 'myUNFI' (pending, with a grey circle and number 3). The 'Supplier Portal' section contains two input fields: 'Current Natural Supplier Portal Username' with the value 'Jim.Smith@abcde.com' and 'Current Natural Supplier Portal Password' with masked characters '.....'. A blue callout bubble points to the password field with the text 'Enter Natural Portal Credentials'. Below the fields is a link: 'Forgot password? Use [Supplier Portal](#) to recover'. At the bottom, there are two buttons: 'Back' and 'Step 2 Complete'. A blue arrow points to the 'Step 2 Complete' button with the text 'Click Step 2 Complete'.

Control flows to Step 3 (myUNFI). Jim Smith's Natural Portal id is now linked to his SVHarbor ID. Jim is successfully enrolled in myUNFI and may click the **Continue to myUNFI** button.



Continue to major section called [Authenticating to myUNFI](#).

Authenticating to myUNFI

Jim Smith enters his newly created myUNFI user id and clicks **Log in to myUNFI**.



Jim Smith enters his newly created myUNFI password and clicks **Log in to myUNFI**.

The screenshot shows the myUNFI login interface. At the top is the myUNFI logo. Below it is the text "Sign in with your username". There are two input fields: "Username" containing "JimSmithMyUNFI@abcde.com" and "Password" containing a masked password "*****" with an eye icon for visibility. A blue callout bubble with the text "Enter Password" points to the password field. Below the password field is a link for "Forgot your password?". A large green button labeled "Log in to myUNFI" is centered below the form. A blue arrow callout with the text "Click Login" points to this button. Below the button, there is text: "Need a myUNFI Login? [Enroll](#) today." and "If you need help with an existing account, please contact [Customer Care](#)." At the bottom, there is a disclaimer: "By continuing, you agree that using the services herein ("Service") is subject to the [Terms of Use](#), [Privacy Policy](#) and your Customer Agreement(s) with UNFI, Inc. and its affiliates (collectively "UNFI"). If you do not understand or agree, discontinue use of the service immediately."

Continue to major section called **Using myUNFI and Single Sign On for Natural Portal.**

Using myUNFI and Single Sign On for Natural Portal

Jim Smith lands on the myUNFI Supplier Dashboard. Explore!

myUNFI Tools ▾ Resources ▾ ⓘ J Jim Smith ▾

Welcome Jim.

Hello, Jim.
Welcome to the new myUNFI Dashboard!

As a first big step in consolidating your tools and resources, we've created this page as a single location to access everything you need to do your job today.

This page will continue to be updated, bringing you the content you need faster and easier.

Add a favorite application

Favorite Tools ▾

No tools added

Add favorite tools now, then edit later by selecting the "more" icon above.

Supplier News

CONVENTIONAL

[View Headlines and Alerts in SVHarbor](#) ↗

NATURAL

[View Recent News in Supplier Support](#) ↗

Supplier Reporting ▾

Select reporting tool below.

[Natural Portal](#) ↗

[SV Harbor](#) ↗

Training Resources ▾

[myUNFI](#) [Supplier Portal \(Natural\)](#) [SVHarbor \(Conventional\)](#)

SUPPLIER SUPPORT

We're here to help

Be sure to check out our [FAQ](#) page for answers to common questions.

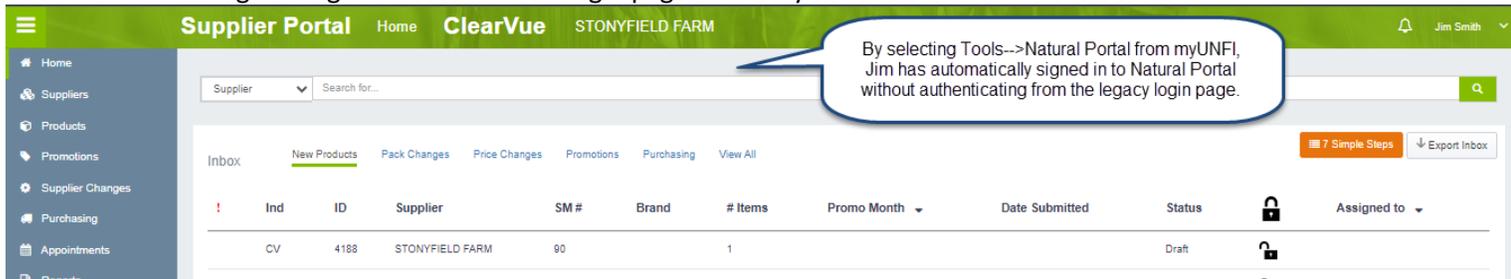
Now that Jim Smith is enrolled in myUNFI, his access to Natural Portal happens via myUNFI. Click the Tools dropdown.



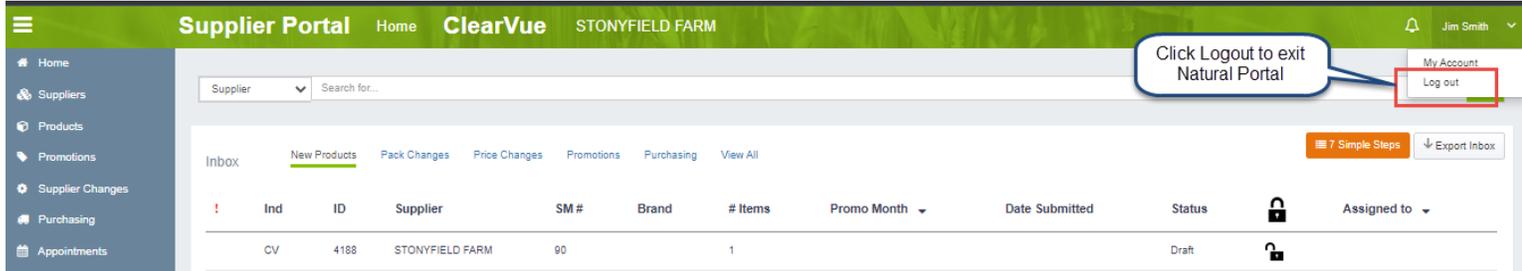
Under “Tools”, Jim clicks “Natural Portal”.



Jim Smith is brought directly to the Natural Portal in a new browser tab. Since Jim has already signed in to myUNFI, he does not need to login using the Natural Portal login page. Jim may continue to work in the Natural Portal.



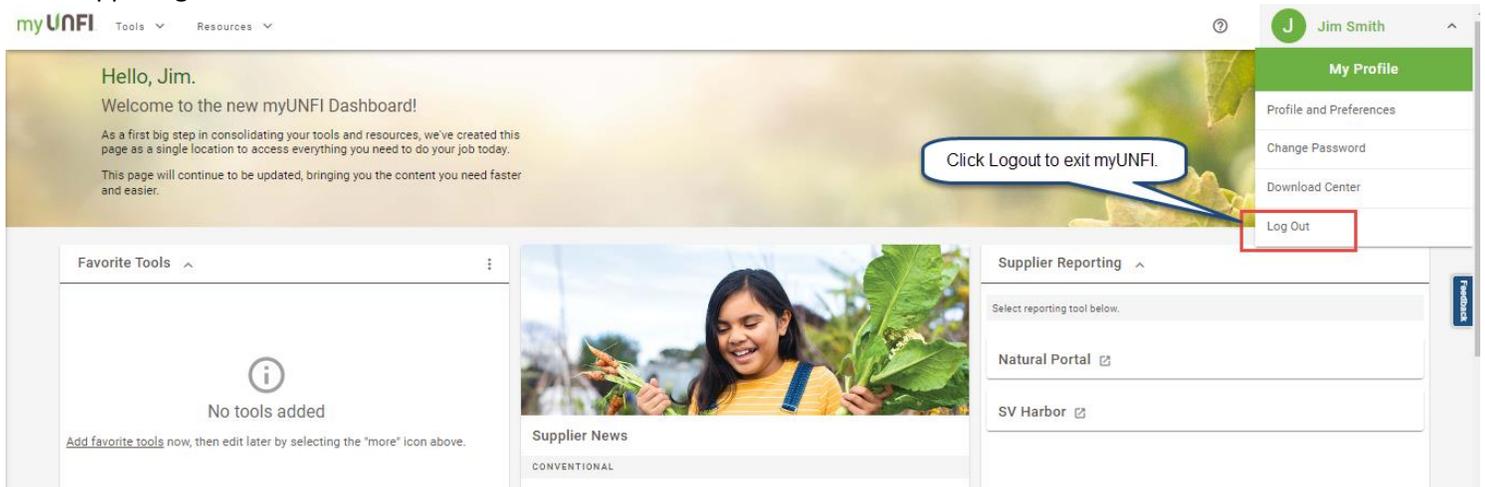
To disconnect, Jim should click the “Log Out” button for Natural Portal.



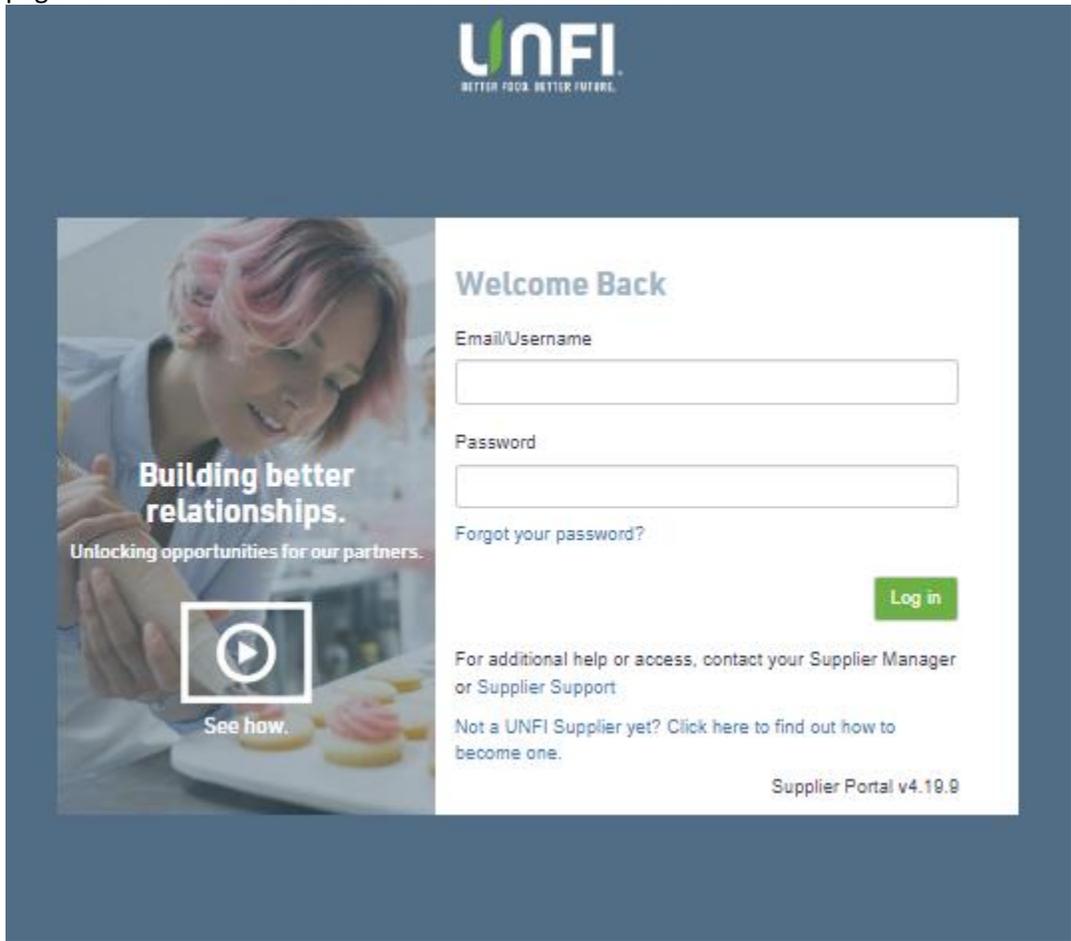
In the newly created browser tab, control is returned to the myUNFI Supplier Dashboard.

To disconnect from myUNFI, click “Log Out” using the dropdown menu found under Jim Smith’s name in the upper right section of the screen.

Note: Multiple myUNFI tabs may exist after logging out from the Natural Portal. It is ok to logout of these or click the X in the upper right of the browser tab.



Warning: It is possible that some users will experience an issue the first time logging out of Natural Portal while using Single Sign On. Some users will be directed to the Natural Portal legacy Login page. If this happens to you, it will only be the first time after myUNFI Enrollment. This will not happen to everyone. In this scenario, do not attempt to login using this page. It will not work. Click the X to exit the browser tab.



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Welcome Back

Email/Username

Password

[Forgot your password?](#)

[Log in](#)

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

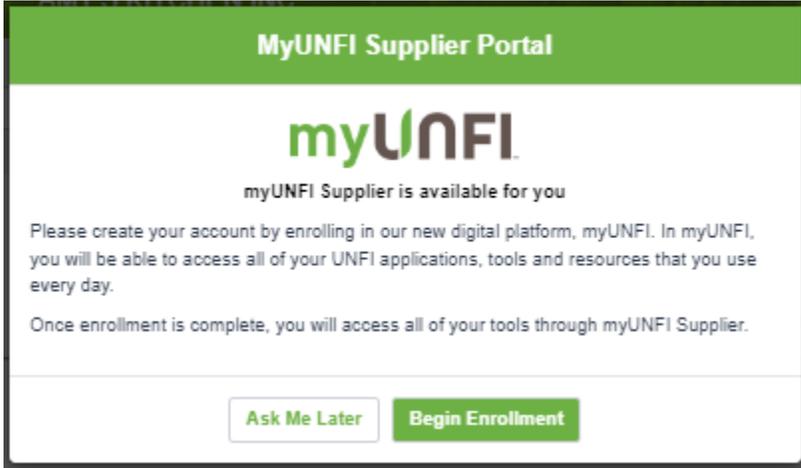
Not a UNFI Supplier yet? [Click here to find out how to become one.](#)

Supplier Portal v4.19.9

Building better relationships.
Unlocking opportunities for our partners.

[See how.](#)

Warning: If you receive the Enrollment prompt shown below while connecting from myUNFI, disconnect from myUNFI and clear your browser cache.



If using the Google Chrome browser, continue to **Clear Your Chrome Browser Cache.**
If using Microsoft Edge browser, continue to **Clear Your Edge Browser Cache.**

Clear Your Chrome Browser Cache

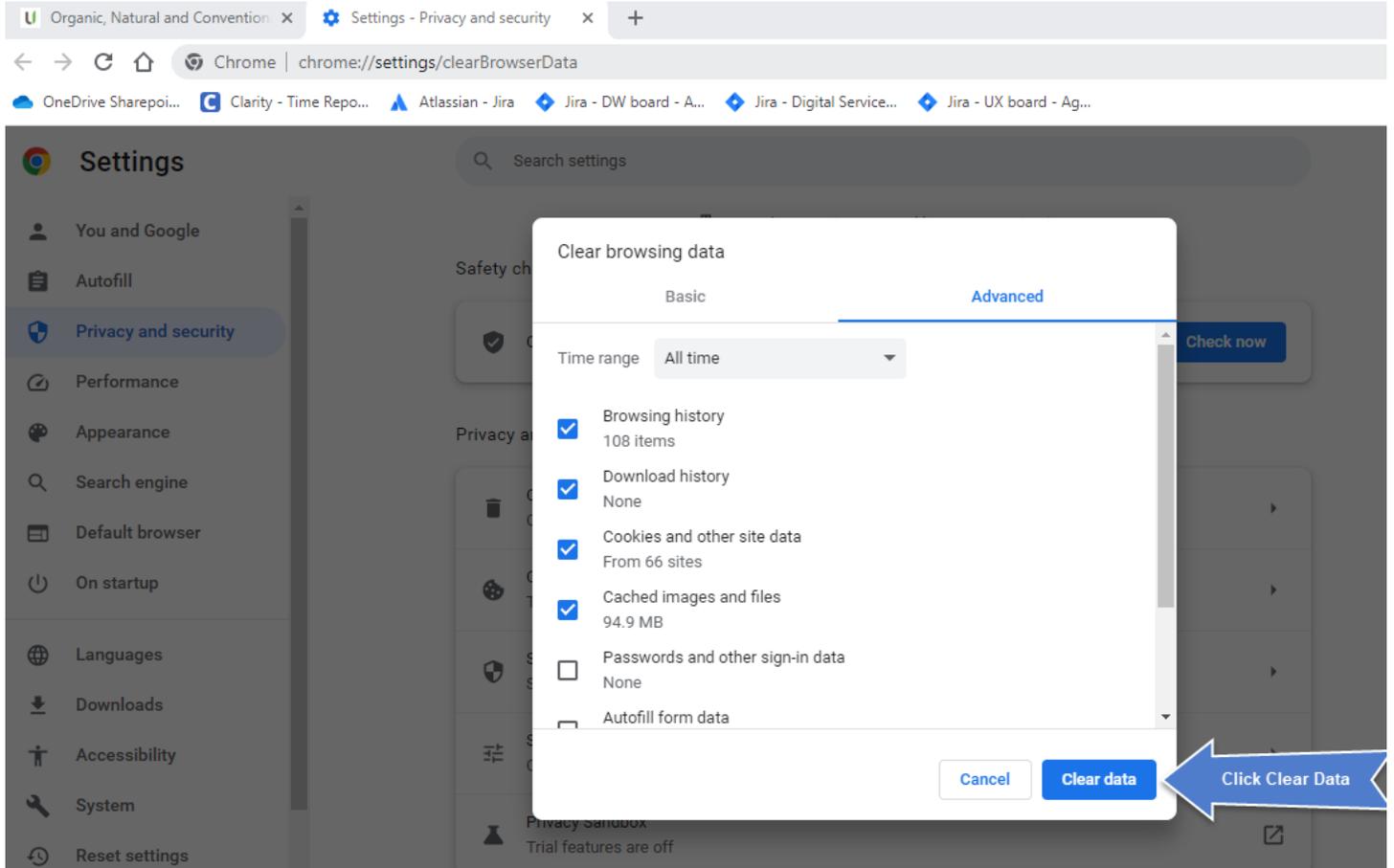
From the Chrome browser, click the CTRL-SHIFT-DELETE keys at the same time.

The **Clear browsing data** window appears.

Click the **Clear data** button.

When the **Clear browsing data** window disappears, the cache is cleared.

Exit Chrome and start a new Chrome browser session.



Clear Your Edge Browser Cache

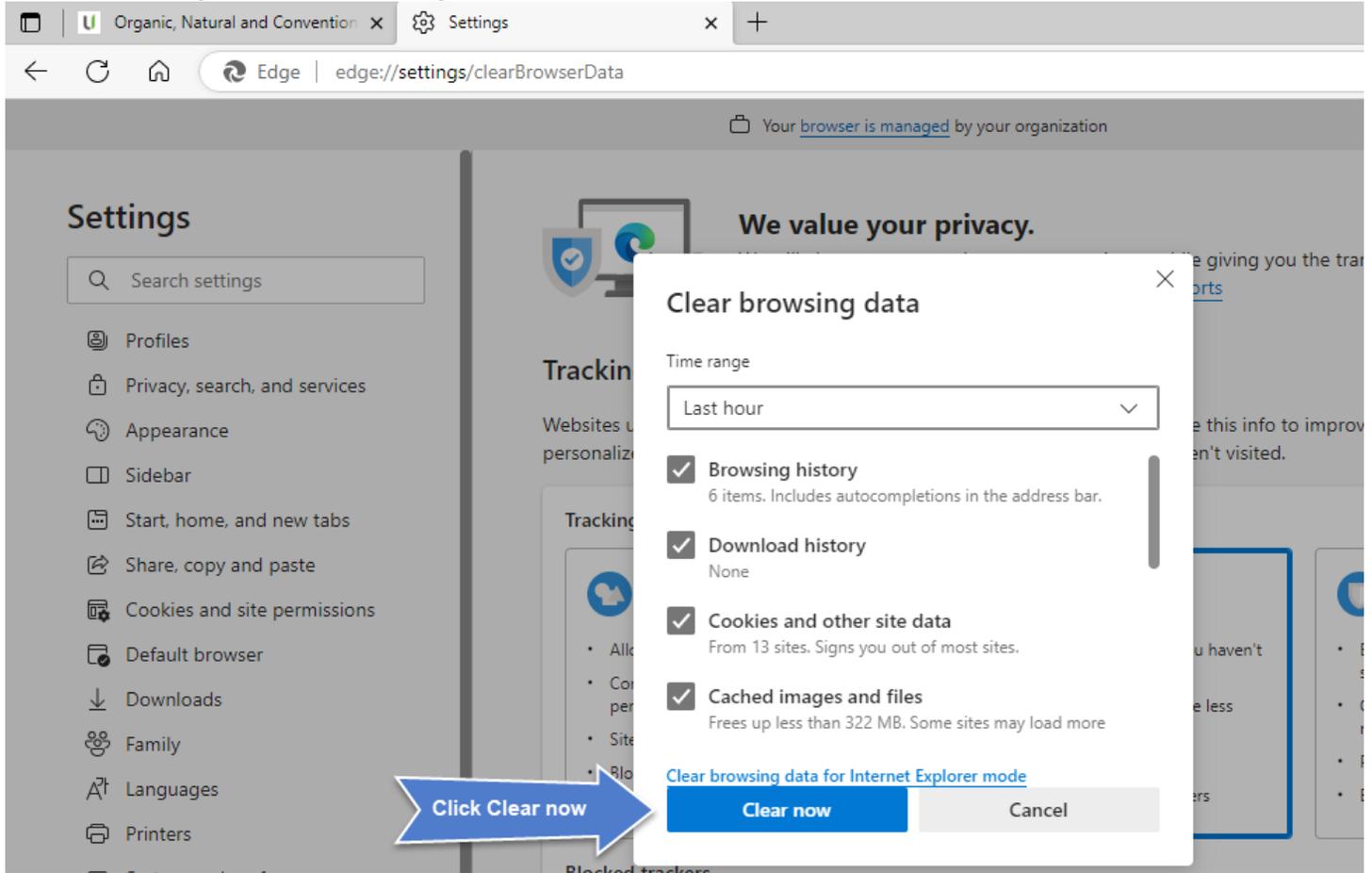
From the Microsoft Edge browser, click the CTRL-SHIFT-DELETE keys at the same time.

The **Clear browsing data** window appears.

Click the **Clear now** button.

When the **Clear browsing data** window disappears, the cache is cleared.

Exit Microsoft Edge and start a new Edge browser session.



Approvals

Name	Role	Signature	Date
	Business Sponsor		
	Business Owner		
	IT Stakeholder		
Victor Ferreira	IT Owner		
Maria Tracy	Product Owner		
	Project Manager		