

# myUNFI Supplier

Natural Portal Single Sign On from myUNFI

Effective Date:

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Last Revised By: John Toner; IT Business Analyst Sr

## Contents

Purpose .....	3
Intended for .....	3
Best Practices.....	3
Natural Portal Access from myUNFI .....	4
Use of the old Natural Portal Login screen is prohibited.....	11
Clear Your Chrome Browser Cache.....	14
Clear Your Edge Browser Cache .....	15
Approvals .....	16

## Purpose

Describe the steps to access the Natural Portal after enrolling in myUNFI.

## Intended for

Users of the Natural Portal that have previously enrolled in myUNFI.

## Best Practices

- Remove any old Natural Portal bookmarks from your browser. This can only cause problems and can never help.
- Logout of myUNFI when your work is complete.

## Natural Portal Access from myUNFI

Jim Smith is a Natural Portal user and has previously enrolled in myUNFI.

Jim wants to access the Natural Portal, so he opens a browser and navigates to <https://www.myunfi.com>.

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

The screenshot shows the myUNFI login interface. At the top is the myUNFI logo. Below it is a 'Username' label and a text input field containing 'JimSmithMyUNFI@abcde.com'. A blue callout bubble points to this field with the text 'Enter new myUNFI user id'. Below the input field is a green button labeled 'Log in to myUNFI'. A blue arrow points to this button with the text 'Click Login'. Below the button are three links: 'Why does this screen look different?', 'Need a myUNFI Login? [Enroll](#) today.', and 'If you need help with an existing account, please contact [Customer Care](#).'. At the bottom is a paragraph of legal disclaimer text.

myUNFI

Username

JimSmithMyUNFI@abcde.com

Log in to myUNFI

Click Login

[Why does this screen look different?](#)

Need a myUNFI Login? [Enroll](#) today.

If you need help with an existing account, please contact [Customer Care](#).

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.

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

Note: Click the **Forgot your password** link if you do not remember your myUNFI password.

The image shows a screenshot of 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 masked characters. A red callout bubble labeled "Change Password" points to the "Forgot your password?" link below the password field. A blue callout bubble labeled "Enter Password" points to the password input field. A blue arrow callout labeled "Click Login" points to the green "Log in to myUNFI" button. Below the button, there is text about enrolling and a link to "Customer Care". At the bottom, there is a disclaimer about terms of use and privacy policy.

**myUNFI**

Sign in with your username

Username

JimSmithMyUNFI@abcde.com

Password

.....

[Forgot your password?](#)


**Log in to myUNFI**

Need a myUNFI Login? [Enroll](#) today.

If you need help with an existing account, please contact [Customer Care](#).

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.

Jim Smith lands on the myUNFI Supplier Dashboard.



Tools

Resources

?

J Jim Smith

My Profile

Profile and Preferences

Change Password

Download Center

Log Out

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.

Welcome to the new Supplier Dashboard!

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.

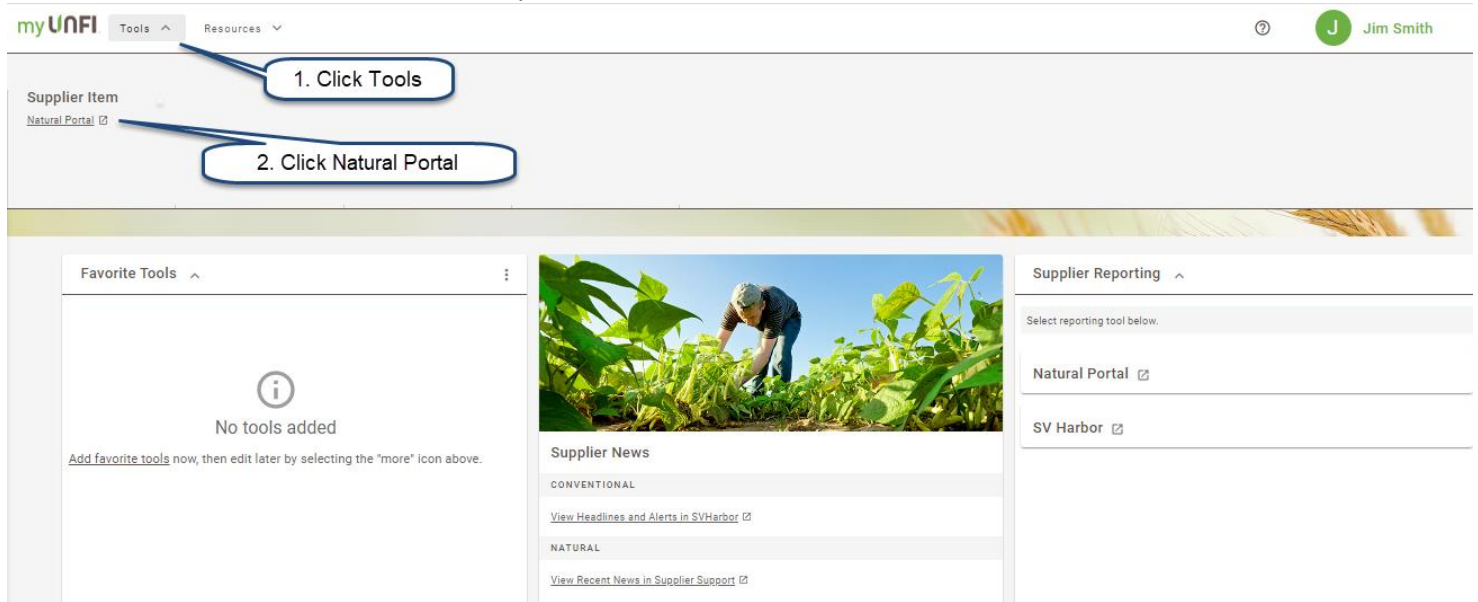


Feedback

UNFI Internal Purposes Only

Page 6 of 16

To access the Natural Portal, follow the steps in the screenshot below.



myUNFI Tools Resources J Jim Smith

Supplier Item  
Natural Portal

1. Click Tools

2. Click Natural Portal

Favorite Tools  
No tools added  
Add favorite tools now, then edit later by selecting the "more" icon above.

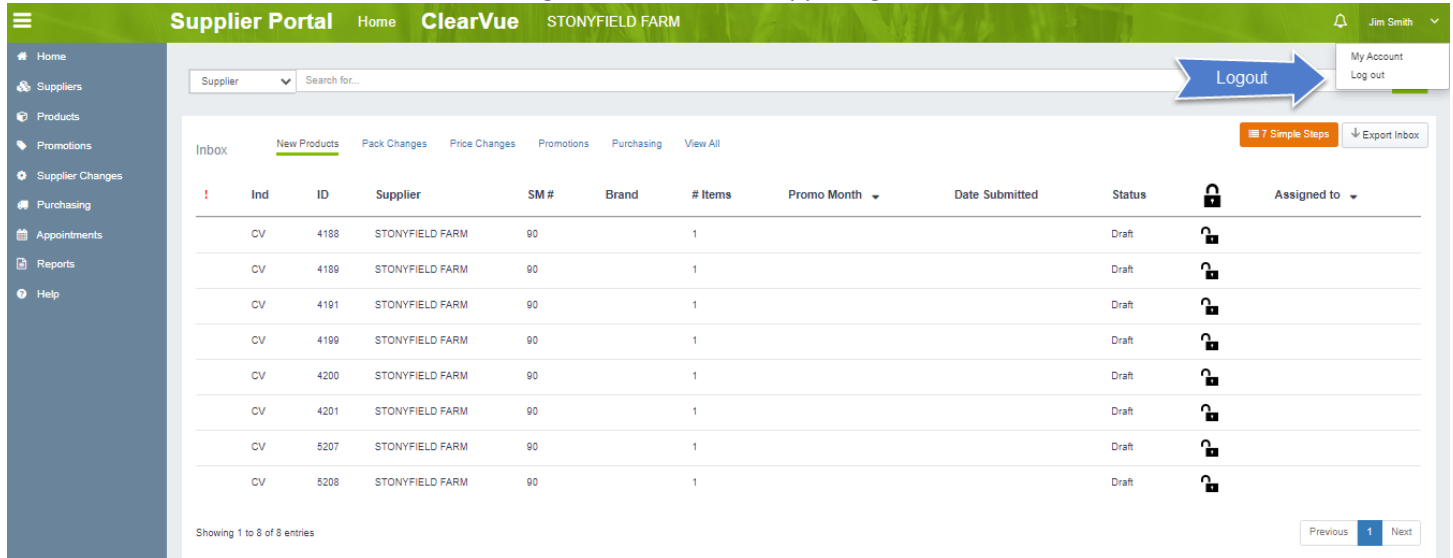
Supplier News  
CONVENTIONAL  
View Headlines and Alerts in SVHarbor  
NATURAL  
View Recent News in Supplier Support

Supplier Reporting  
Select reporting tool below.  
Natural Portal  
SV Harbor





To exit Natural Portal, Jim Smith clicks the **Log out** button in the upper right section of the Natural Portal screen.



Supplier Portal Home ClearVue STONYFIELD FARM

Supplier Search for...

Logout

My Account Log out

Inbox New Products Pack Changes Price Changes Promotions Purchasing View All

7 Simple Steps Export Inbox

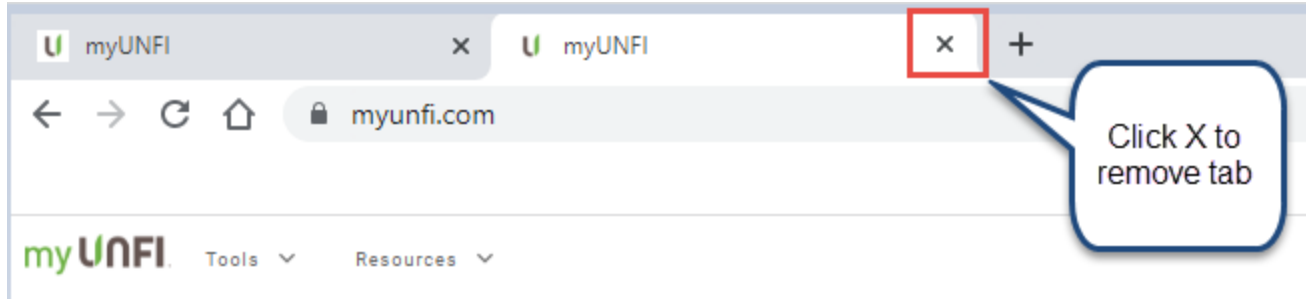
Ind	ID	Supplier	SM #	Brand	# Items	Promo Month	Date Submitted	Status	Assigned to
CV	4188	STONYFIELD FARM	90		1			Draft	
CV	4189	STONYFIELD FARM	90		1			Draft	
CV	4191	STONYFIELD FARM	90		1			Draft	
CV	4199	STONYFIELD FARM	90		1			Draft	
CV	4200	STONYFIELD FARM	90		1			Draft	
CV	4201	STONYFIELD FARM	90		1			Draft	
CV	5207	STONYFIELD FARM	90		1			Draft	
CV	5208	STONYFIELD FARM	90		1			Draft	

Showing 1 to 8 of 8 entries

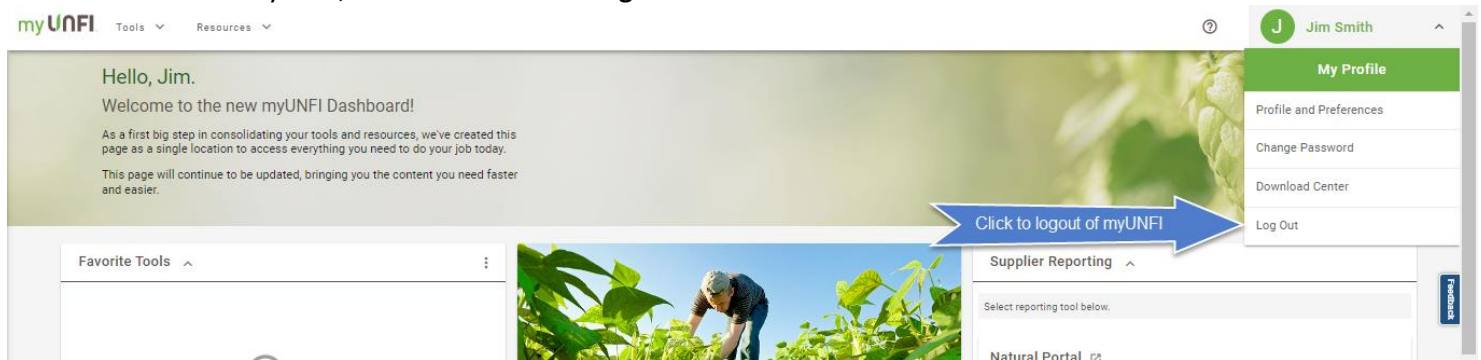
Previous 1 Next

Upon logging out from the Natural Portal, control is returned to the myUNFI Supplier Dashboard, but the newly created browser tab remains.

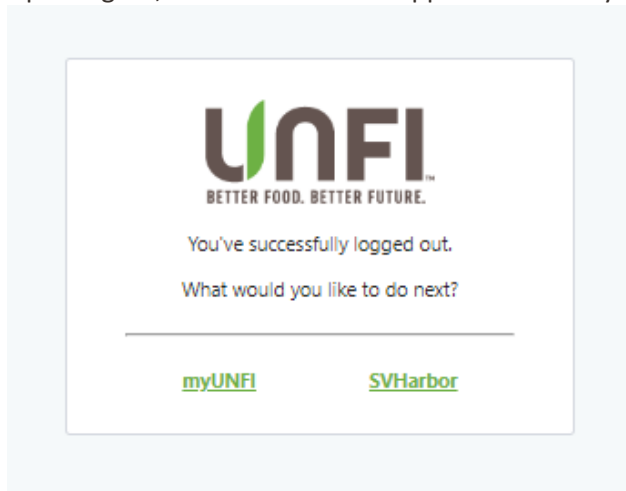
Note: You can opt to work from either tab or close one of the tabs by clicking the X. Either option is fine.



To disconnect from myUNFI, Jim Smith clicks the **Log Out** menu selection shown in the screenshot below.

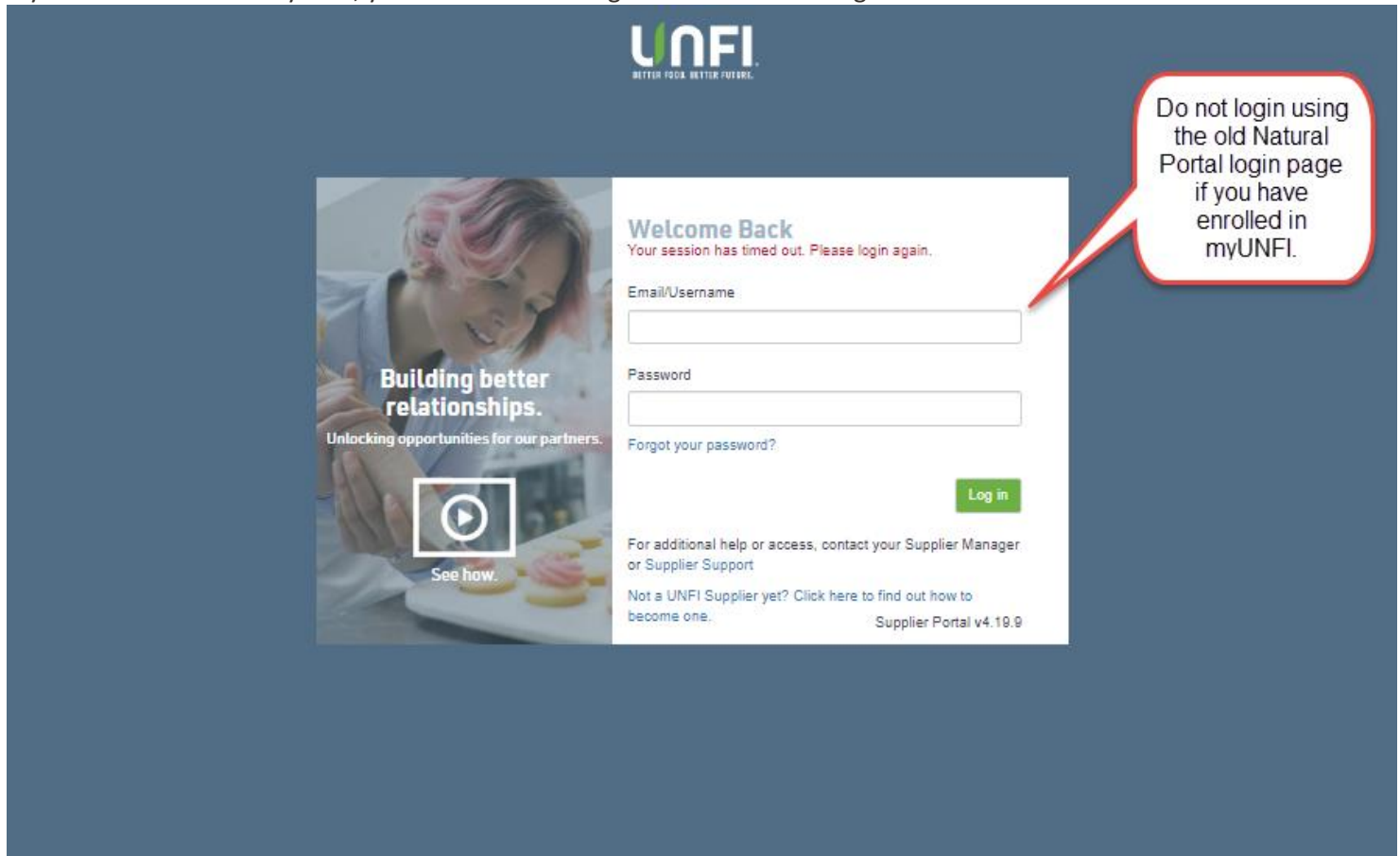


Upon logout, the window below appears. You may close out of the browser or click myUNFI to start the process again.



## Use of the old Natural Portal Login screen is prohibited

If you have enrolled in myUNFI, your access to the original Natural Portal login screen is blocked.



Since we cannot stop you from typing your old user id and password, access is blocked by offering a button to access myUNFI.

**MyUNFI Supplier Portal**

**myUNFI**

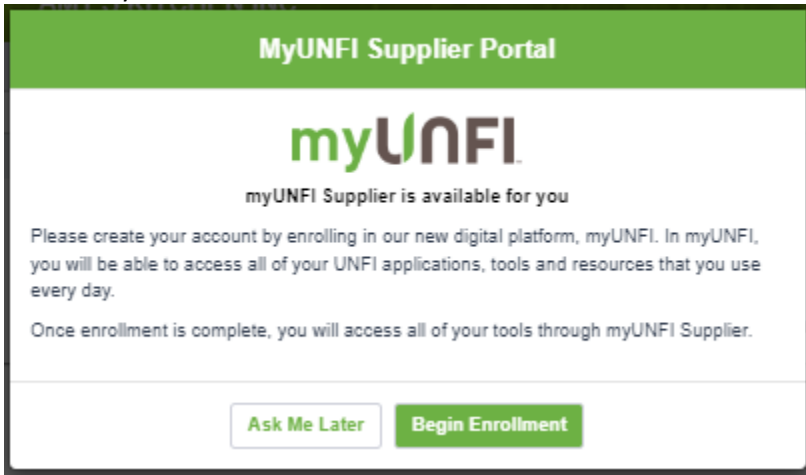
**Jim.Smith@abcde.com is enrolled in myUNFI. Please access Natural Supplier Portal from myUNFI.**

In myUNFI, you will be able to access all of your UNFI applications, tools and resources that you use every day.

Login to myUNFI



**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

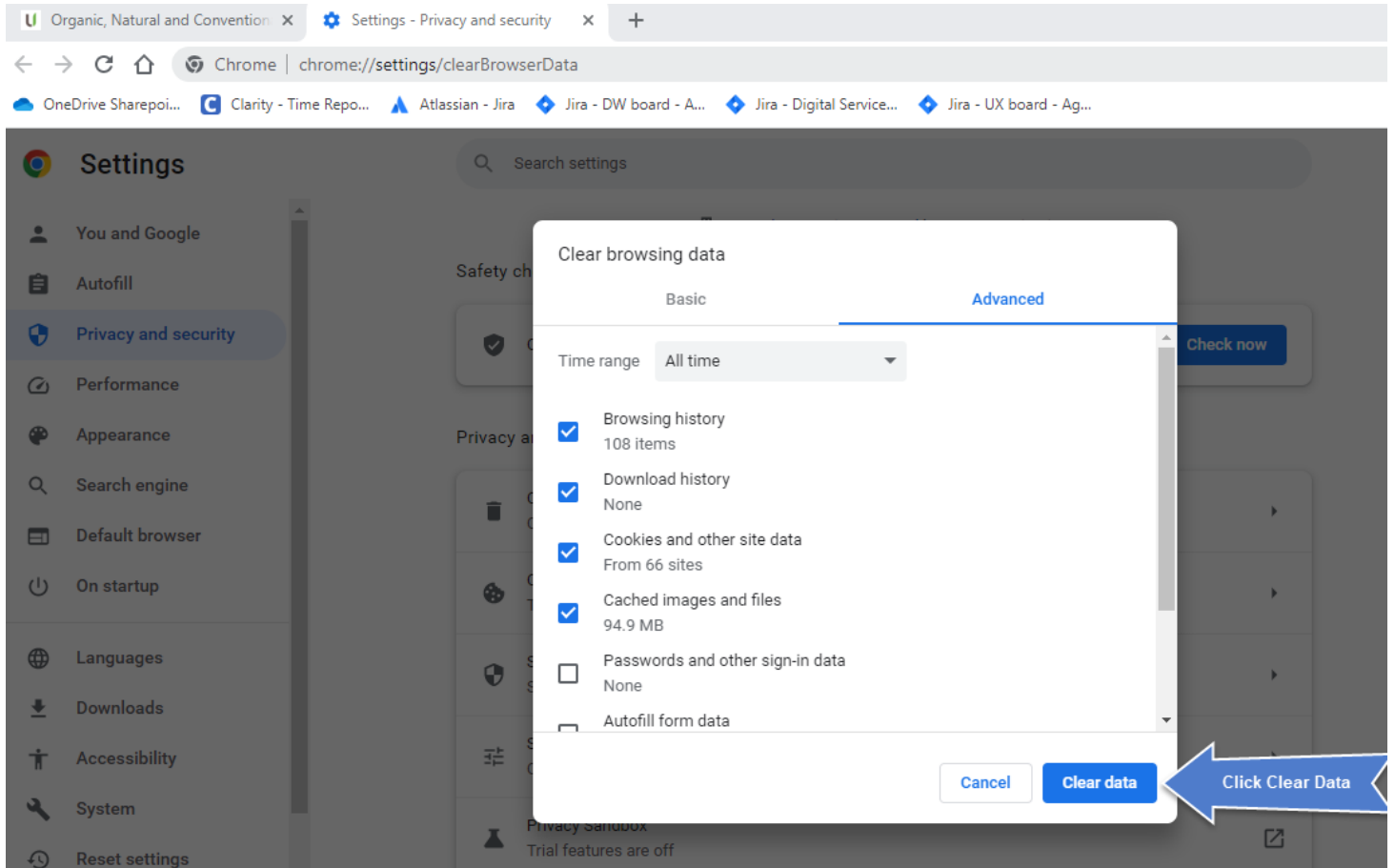
From the Chrome browser, click the CTRL-SHIFT-DELETE keys at the same time.

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

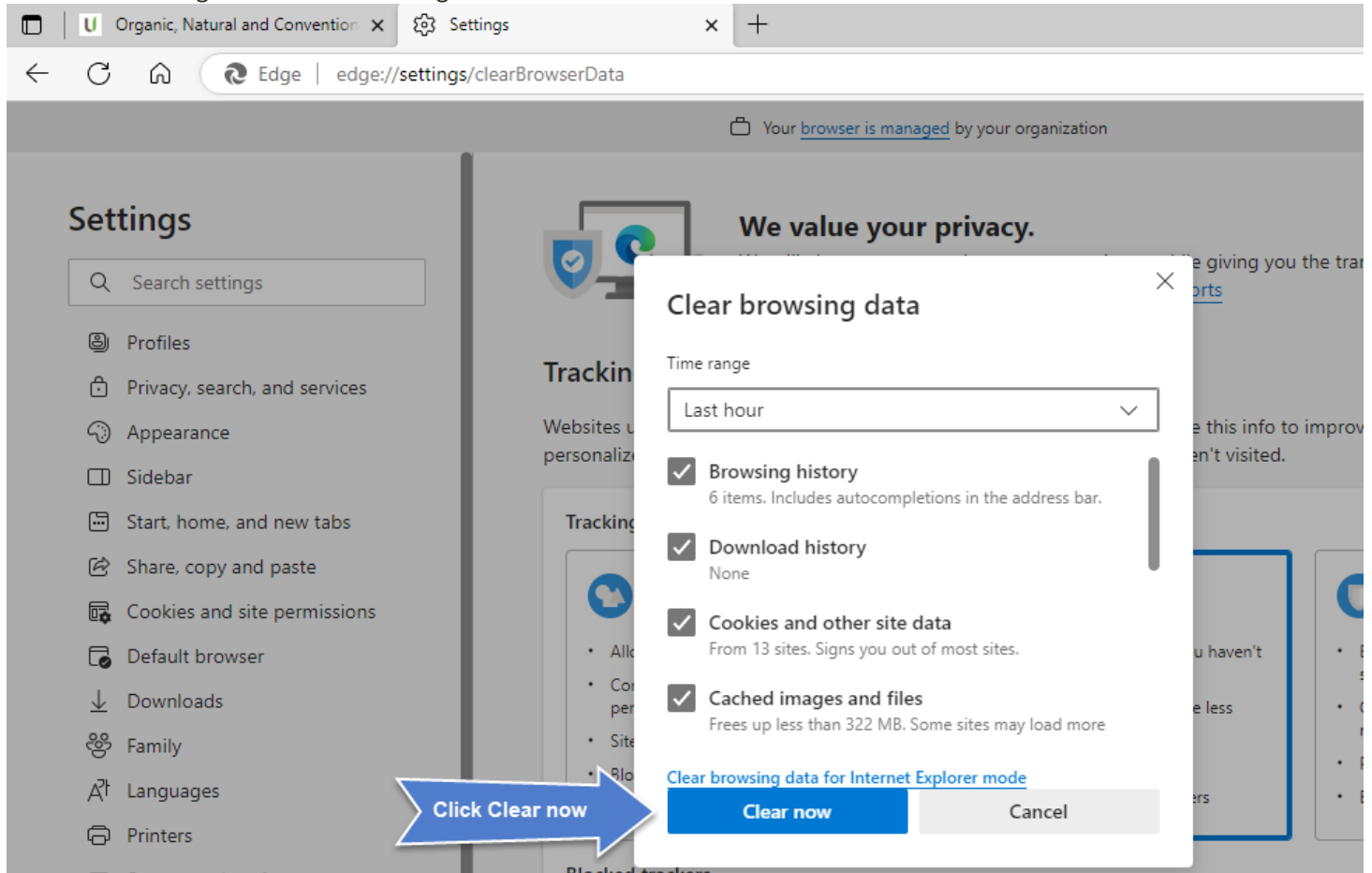
From the Microsoft Edge browser, click the CTRL-SHIFT-DELETE keys at the same time.

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		