

## UNFI's New Supplier Setup Process

- Read through and use the **NEW SUPPLIER CHECKLIST** to ensure all required information is completed and included with the packet return.
- Begin by identifying who at your company is qualified to complete the Food Safety Specific Documents.
  - Supplier Food Safety Assessment
  - Foreign Supplier Affidavit (FSVP Form)
- Complete/Locate the following documents:
  - **Supplier Food Safety Assessment**
  - **New Supplier Information Form**, which includes 4 tabs: the New Supplier Form, Addl Broker Contacts, EDI, and Natl Spoils. Return in Excel format.
  - Locate your **W-9 (W-8 for International Suppliers)**. W-9 must be signed and dated. If choosing limited liability for W-9, be sure to enter the class classification (C, S, or P) located on the right of the form. Please make sure your W-9 is the Rev. March 2024 Version!
  - **Foreign Supplier Affidavit (FSVP Form)**
  - **Food Safety Audit** – All suppliers must have a FSMA (Food Safety Modernization Act) compliant food safety program in place. Annually, you will provide UNFI with a copy of your most recent food safety Certification and audit as performed by an accredited certifier, or documentation that reflects your own internal safety plan. UNFI will treat said documents as confidential.
  - **Finished Product Specification Sheet** for 1 of the requested items.
- Review the **UNFI Supplier Policies & UNFI Supplier Agreement**. Be sure to address any concerns with your UNFI Supplier Relationship Manager as soon as possible. Please physically sign or DocuSign the **UNFI Supplier Agreement**, scan, and return all pages.
- Locate your **Certificate of Insurance (COI)** and use the examples in STEP 11 of the New Supplier New Item ZIP File to verify you have the correct amount of coverage and addresses. Be sure to review the “Description of Operations” on the example for required verbiage.
- Provide a copy of your **Blank Invoice** for AP.
- Complete **UNFI Freight Form** and return in Excel format with the **Price List & Spec Sheet**.
  - For Price List & Spec Sheet example see **UNFI New Supplier Checklist**
- Complete **New Store Opening and Reset Program Form (NATURAL ONLY)**. This requires a physical signature.
- Complete **PFSA Law Supplier Cert of Compliance**. This requires a physical signature.

Have you double checked your New Supplier Information Form? Do you have all required documents attached? You are all set to submit! **See Page 2 for further instructions.**

**Preparing for Item submission:**



After the above legal documents have been gathered and emailed, you can continue by preparing the below documents. Once you have access to the Item Setup Portal, you can upload these documents for submission:

- 1.) UNFI requires digital files containing legible **Product Labels**, inclusive of the front, back, UPC, and, if applicable, recycling redemption states and values. **Product Images** are also needed for marketing, as well as the **Product Ingredients** which will be pasted into a cell in the Supplier Portal.
- 2.) UNFI requires all shipping cases to have scannable barcodes on the outside of the case. Please provide a legible image of the **Case UPC Image** affixed to the box.
- 3.) You'll need your **Distributor Price List & Specification Sheet** for uploading.
- 4.) Locate all other certificates you have as they relate to your product. **Kosher, Non-GMO, Organic, and Fair Trade**. Check the dates on each cert to ensure they are current.
- 5.) **Diversity Certification** – UNFI serves customers across diverse geographies and demographics. To best serve these customers from coast to coast and border to border, we embrace diversity across our business, from our talented associates to the vendors we work with to deliver the products and services our customers are looking for. [Visit the UNFI website](#) for complete information to sign up.

Any questions – feel free to reach out to your **Supplier Merchandising Specialist** or your **Supplier Relationship Manager**.