



myUNFI: Carrier Appointments

January 2025

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myUNFI: Carrier Appointments Module Overview and Benefits

The Carrier Appointments application within myUNFI will provide you with the following enhancements to your current appointment management process:

Improved Appointment Visibility – The appointment module will provide the ability to view standing, pending, scheduled, and past appointments. Improved visibility will provide a better understanding of your business with UNFI.

Automated Appointment Set-up – The appointment module will enable you to submit load information through myUNFI and receive an immediate response with available appointment times. Selecting one of the options will provide UNFI's Inbound Logistics (IBL) team with an appointment request. If the appointment time is available, the IBL team can simply accept the request, generating an automated email confirmation, and publish the appointment in the Upcoming tab of your dashboard.

Reschedule a Confirmed Appointment – The appointment module will allow you to reschedule a confirmed appointment, add or remove POs, update carrier contact, and select an alternative delivery date.

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myUNFI: Appointment Module for Carriers

Request Access to the myUNFI

Carrier Self Enrollment Form

Carrier Self Enrollment Form is available from the main myUNFI.com login page by clicking [here](#) under the login button.

myUNFI.

Username

Username

Log in to myUNFI

Need a myUNFI Login? [Request one here.](#)

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

Want to learn more about myUNFI Customer Shopping and Claims features? Click [here](#).

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.



Carrier Sign-Up

1. Select *Carrier* user type and click the *Start Sign-Up* button to begin the myUNFI sign-up.

The image shows a screenshot of the myUNFI Sign-Up form. At the top, the text 'myUNFI Sign-Up' is displayed in green. Below this is the myUNFI logo. A green banner with the text 'Almost there!' and 'Please select your user type to begin myUNFI sign up' is present. Below the banner are four radio button options: 'Customer', 'Carrier', 'Supplier', and 'Associate'. The 'Carrier' option is selected, indicated by a yellow highlight. At the bottom of the form is a grey button labeled 'Start Sign-Up'.

-



2. Fill out the User Information section. All fields are required unless labeled as optional.

myUNFI Sign-Up

myUNFI

Welcome to myUNFI Sign-Up

Welcome to the new myUNFI! We're creating connections and delivering information to build an intelligent digital future – a foundation that optimizes the way we work.

All fields required unless marked optional. [Clear all](#)

User Information

First Name

Middle Initial (optional)

Last Name

Title (optional)

Email Address

3. Fill out the Create Login ID section.

Create Login ID

New Login ID

- Max length 30 characters
- Min length 6 characters
- Must start with a letter
- Can contain both letters and numbers
- May contain the following special characters - _ . @

0/30

NOTE: The system will check to verify your requested ID does not exist upon submission.



4. Fill out the Carrier Information section. All fields are required unless labeled as optional.

Carrier Information

Carrier Name

Max length 50 characters0/50

Address

CityPostal Code

Country

Select

State/Province


Select

Comments (optional)

Character limit: 3000/300

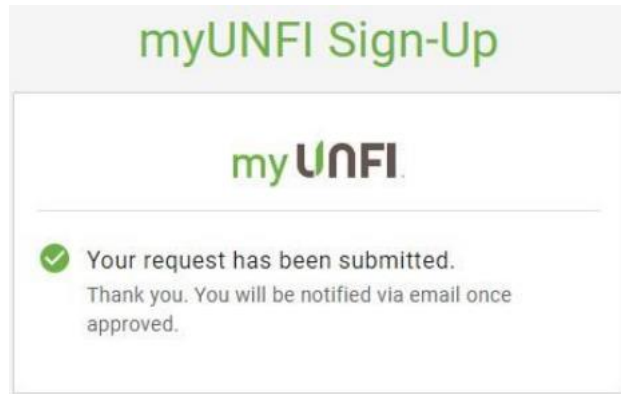
5. Complete the reCAPTCHA and click the [Sign Up for myUNFI](#) button.

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Sign Up for myUNFI

NOTE: If the button remains grey, a required field(s) is incomplete.



Check your inbox for a myUNFI Carrier Access Request Confirmation email.

Account Creation

Upon submission your request will be routed for approval before you can create your account. Once your account has been approved by UNFI, you will receive an email from no-reply@unfi.com to complete your registration.

-



Logging into myUNFI

myUNFI Carrier Dashboard

After logging into myUNFI, you are directed to your main landing page: The Carrier Dashboard. This is a customizable page specific to our Carrier Community.

myUNFI Tools & Resources Help & Support MyUNFI Appointments

Carrier Appointments Find my Standing Appointment Add Favorite

Training & Publications

Resource Title	File Type
Carrier Self-Enrollment Form for New Users	Adobe PDF
myUNFI Carrier Appointment Enhancements Overview	Adobe PDF
myUNFI Carrier Appointments User Manual	Adobe PDF

DC Hours and Information

Select Distribution Center
Advantage Logistics Midwest - MRDC

After-hours Support

Email Address: QGBApts@unfi.com

Receiving Hours: Mon - Fri 5:30 AM, 08:30 AM, 11:00 AM and 12:30 PM

Address: 501 North Mallick Road, Oglesby, IL 61348

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1. **Log Out** is located by clicking on your Name in the top right corner.

myUNFI Tools & Resources Help & Support MyUNFI Appointments

Carrier Appointments Find my Standing Appointment Add Favorite

Training & Publications

Resource Title	File Type
Carrier Self-Enrollment Form for New Users	Adobe PDF
myUNFI Carrier Appointment Enhancements Overview	Adobe PDF
myUNFI Carrier Appointments User Manual	Adobe PDF

DC Hours and Information

Select Distribution Center
Advantage Logistics Midwest - MRDC

After-hours Support

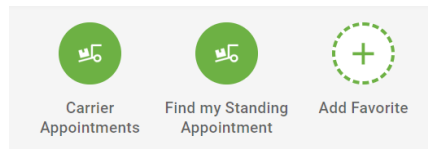
Email Address: QGBApts@unfi.com

My Profile

- Profile and Preferences
- Change Password
- Download Center
- Log Out**



2. *Favorites* is a central block that allows you to select and display your most used applications. Your first login will load with a blank Favorite Tools section.



3. *DC Hours and Information* widget displays the selected information for the UNFI Distribution Center (DC).

DC Hours and Information

Select Distribution Center

Advantage Logistics Midwest - MRDC

After-hours Support

Email Address OGBAppnts@unfi.com

Receiving Hours Mon - Fri 5:30 AM, 08:30 AM, 11:00 AM and 12:30 PM

Address
501 North Mallick Road
Oglesby, IL 61348

4. *Tools & Resources* are combined to incorporate all your needs in one location.
5. *Help & Support* replaced Customer Care to be more inclusive.
6. *Training & Publications* is a new and direct connection to the most up-to-date training and resources available on Zendesk.

Training & Publications ^	
Resource Title ↕	File Type ↕
Carrier Self-Enrollment Form for New Users ↗	Adobe PDF
myUNFI Carrier Appointment Enhancements Overview ↗	Adobe PDF
myUNFI Carrier Appointments User Manual ↗	Adobe PDF



Carrier Appointments Module Overview

After navigating to your Carrier Appointments Dashboard, your screen will display available load and appointment information.

Your tabs may appear different than the example given depending on your Carrier type. For example, your company may not have “standing appointments” at any of the UNFI DCs; therefore, your *Standing* tab will be blank.

1. If you are associated to multiple Carrier Companies, you can switch Carriers in *My Profile* after clicking on *See My Carrier button*.

After release on 10/26/2024

LOAD ID #	ETA DATE & TIME	DESTINATION DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL
2954990	09/04/2024 12:00 AM	UNFI Lancaster	1	1,916	40	D

After release on 10/26/2024

LOAD ID #	ETA DATE & TIME	DESTINATION DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL
2917037	07/30/2024 12:00 AM	UNFI Bartlett	9	6,965	494	F
2959424	09/16/2024 12:00 AM	Pompano Beach	28	43,176	1,317	D

2. Your myUNFI main header remains with your currently selected Carrier shown.



3. **Load** tab displays offered loads available to be scheduled for delivery to a designated UNFI DC(s).

After release on 10/26/2024

UNFI Carrier Appointments Tools Resources Canada Administrator							
JB Hunt Transport - Asset							
Load		Standing	Pending	Upcoming	Past		
Load ID #	▼	Search within	95 loads		Contact UNFI	New Appointment +	
LOAD ID# ^	ETA DATE & TIME ↕	DESTINATION DC ↕	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL	ACTIONS
2962932	09/24/2024 12:00 AM	UNFI Racine	39	35,499	1,693	C	Schedule Load
2963466	10/03/2024 12:00 AM	UNFI Richburg	26	39,918	1,760	D	Schedule Load

4. **Standing** tab lists all available reoccurring appointments for specific UNFI DCs.

NOTE: Purchase Orders can be added to Standing Appointments. New Standing Appointments can only be created by emailing a Master Scheduler.

After release on 10/26/2024

UNFI Carrier Appointments Tools Resources Canada Administrator							
JB Hunt Transport - Asset							
Load		Standing	Pending	Upcoming	Past		
Appointment ID #	▼	Search within	Refine	14 appointments		Contact UNFI	New Appointment +
APPT ID# ^	ETA DATE & TIME ↕	DESTINATION DC ↕	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL	COMMENTS
8171568	10/23/2024 11:00 PM	UNFI Lancaster	0	0	0	RFR	RAC-LAN CHILL/DRY WEDNESDAY @ 2300 JB HUNT DC to DC CROSSDOCK LOAD
8171569	10/30/2024 11:00 PM	UNFI Lancaster	0	0	0	RFR	RAC-LAN CHILL/DRY WEDNESDAY @ 2300 JB HUNT DC to DC CROSSDOCK LOAD
8171627	10/22/2024 11:00 PM	UNFI Lancaster	0	0	0	RFR	RAC-LAN CHILL/DRY TUESDAY @ 2300 JB HUNT DC to DC CROSSDOCK LOAD



5. **Pending** tab displays requested appointment information prior to being confirmed by the Inbound Logistics (IBL) team.

After release on 10/26/2024

UNFI Carrier Appointments Tools Resources Canada Administrator									
JB Hunt Transport - Asset									
Load		Standing		Pending		Upcoming		Past	
Appointment ID #		Search within		Refine		3 appointments		Contact UNFI	New Appointment +
APPT ID#	ETA DATE & TIME	DESTINATION DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL	COMMENTS	DATE & TIME (SUBMITTED)	
8142170	10/17/2024 12:00 AM	UNFI Hudson Valley	22	19,441	1,361	F	ROC-HVA WEDNESDAYS @ 0000	10/10/2024 10:06 AM	
9264734	10/16/2024 1:00 AM	UNFI Manchester	47	21,486	1,855	D		10/10/2024 10:07 AM	
9264734	10/16/2024 1:00 AM	UNFI Manchester	2	792	64	D		10/10/2024 10:07 AM	

6. **Upcoming** tab displays all confirmed appointments.

After release on 10/26/2024

UNFI Carrier Appointments Tools Resources Temporary Administrator									
JB Hunt Transport - Dedicated									
Load		Standing		Pending		Upcoming		Past	
Appointment ID #		Search within		Refine		11 appointments		Contact UNFI	New Appointment +
APPT ID#	ETA DATE & TIME	DESTINATION DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL	COMMENTS	ACTION	
9255554	10/10/2024 11:00 PM	UNFI Gilroy	35	39,297	1,758	D		Reschedule	
9255568	10/11/2024 1:00 AM	UNFI Hudson Valley	36	37,875	1,785	D		Reschedule	



7. **Past** tab displays previous landed, scheduled, and canceled appointments within the past 6 months.

After release on 10/26/2024

UNFI Carrier Appointments Tools Resources Canada Administrator							
JB Hunt Transport - Asset							
Load Standing Pending Upcoming Past							
Appointment ID #		Search within		Refine	2474 appointments		Contact UNFI New Appointment +
APPT ID# ^	LOAD #	ETA DATE & TIME	DESTINATION DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL
7702888	2927228	08/28/2024 12:00 AM	UNFI Moreno Valley	23	20,117	1,310	C
8139420	2958512	09/16/2024 6:00 AM	UNFI Hudson Valley	31	24,637	1,101	C
8139421	2964348	09/24/2024 6:00 AM	UNFI Hudson Valley	26	20,964	1,284	C
8139653	2885109	07/08/2024 6:00 AM	UNFI Hudson Valley	33	20,811	1,263	C



Create an Appointment for Vendor Ship POs (VSP)

1. On the main Carrier Appointments Dashboard click the *New Appointment +* button.

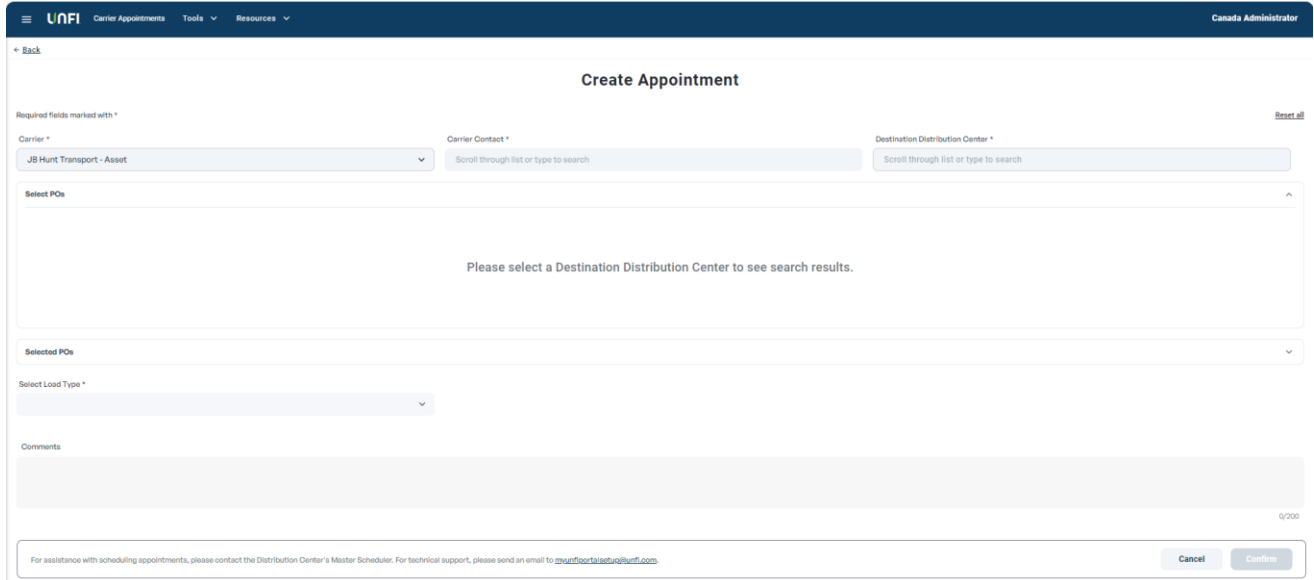
After release on 10/26/2024

The screenshot shows the UNFI Carrier Appointments Dashboard for JB Hunt Transport - Asset. The dashboard has a dark blue header with the UNFI logo, navigation links (Carrier Appointments, Tools, Resources), and the user role (Canada Administrator). Below the header, there's a section titled 'JB Hunt Transport - Asset' with tabs for Load, Standing, Pending, Upcoming, and Past. A search bar is present with a dropdown for 'Load ID #' and a 'Search within' button. To the right of the search bar, it says '95 loads'. There are two buttons: 'Contact UNFI' and 'New Appointment +'. Below this is a table of loads with the following columns: LOAD ID #, ETA DATE & TIME, DESTINATION DC, PALLETS (# OF), WEIGHT, CUBES, PROTECTION LEVEL, and ACTIONS. The table contains three rows of data, each with a 'Schedule Load' button in the ACTIONS column.

LOAD ID #	ETA DATE & TIME	DESTINATION DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL	ACTIONS
2962932	09/24/2024 12:00 AM	UNFI Racine	39	35,499	1,693	C	<button>Schedule Load</button>
2963466	10/03/2024 12:00 AM	UNFI Richburg	26	39,918	1,760	D	<button>Schedule Load</button>
2963468	10/03/2024 12:00 AM	UNFI Howell	26	35,276	1,824	D	<button>Schedule Load</button>

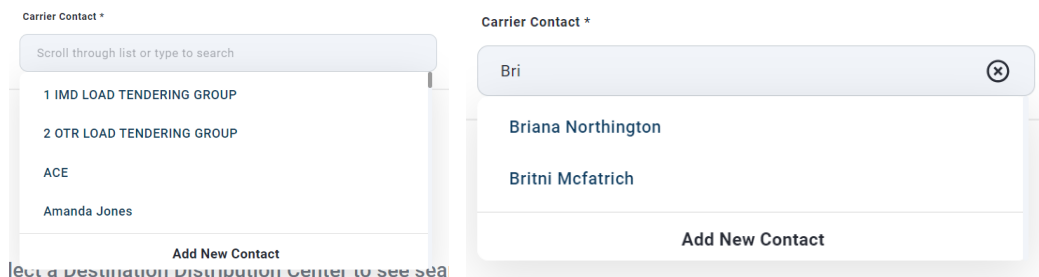
2. On the *Create Appointment* screen, you will select the following:
 - Carrier Contact
 - Destination Distribution Center
 - POs using the Select POs accordion and Selected POs accordion
 - Load Type
 - Appointment Slot “MM/DD/YYYY HH:MM:SS AM/PM” using radio button

After release on 1/16/2025



3. If needed, click the *Reset all* option at the top right-hand corner of the *Create Appointment* screen, which will reset the following selections: *Carrier Contact*, *Destination Distribution Center*, *Select POs* accordion, *Selected POs* accordion, *Select Load Type*, *Search for Appointments on or Next Available from*, appointment slots “MM/DD/YYYY HH:MM:SS AM/PM”, and *Comments*.
 - **New Enhancement:** Ability to reset selections made on the Create Appointment screen.
4. Choose a *Carrier Contact* from the dropdown list.
 - **New Enhancement:** Ability to type to search for a Carrier Contact along with previous ability to scroll through list of options.

After release on 10/26/2024





5. Choose a UNFI *Destination Distribution Center* from the dropdown list. This selection will load available POs based on the DC chosen.
 - **New Enhancement:** Ability to type to search for a Destination Distribution Center along with previous ability to scroll through list of options.

After release on 10/26/2024

Destination Distribution Center *

Scroll through list or type to search

- Advantage Logistics-Midwest
- Advantage Logistics-Southeast
- Alberts Denver
- Alberts New England
- Alberts South

For results.

Destination Distribution Center *

Adv

- Advantage Logistics-Midwest
- Advantage Logistics-Southeast

6. In the *Select POs* accordion, select one or more POs to add to your appointment.
 - You can search for multiple POs at a time by entering PO numbers separated by commas in the search bar called *Search PO #s...* (i.e. 48194071, 48194380).
 - **New Enhancement:** Increased the character limit of search bar called *Search PO #s...* from 30 characters to 200 characters.
 - Selected POs will appear on the table within the *Selected POs* accordion. You can click on the *X* to remove a PO from your appointment.

After release on 1/16/2025

← Back

Create Appointment

Required fields marked with *

Carrier * JB Hunt Transport - Asset

Carrier Contact * ACE

Destination Distribution Center * Advantage Logistics-Midwest

Select POs

48196002, 48196003, 48196004, 48196005

Enter full PO numbers

Separate multiple POs with a comma "

4 POs

	PO# ^	PICKUP DATE	ETA DATE	NEEDED DATE	DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL
<input type="checkbox"/>	48196002	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	10	2,993	384	D
<input type="checkbox"/>	48196003	02/03/2025	02/03/2025	10/24/2024	Advantage Logistics-Midwest	65	18,799	2,744	D
<input type="checkbox"/>	48196004	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	52	11,838	1,858	D
<input type="checkbox"/>	48196005	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	104	33,808	5,104	D

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myerfloortaisetup@unfi.com.

Cancel Confirm

← Back

<input checked="" type="checkbox"/>	48196004	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	52	11,838	1,858	D
<input checked="" type="checkbox"/>	48196005	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	104	33,808	5,104	D

Selected POs

4 POs

PO# ^	PICKUP DATE	ETA DATE	NEEDED DATE	DC	PALLETS # OF	WEIGHT	CUBES	PROTECTION LEVEL
⊕ 48196002	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	10	2,993	384	D
⊕ 48196003	02/03/2025	02/03/2025	10/24/2024	Advantage Logistics-Midwest	65	18,799	2,744	D
⊕ 48196004	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	52	11,838	1,858	D
⊕ 48196005	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	104	33,808	5,104	D

Select Load Type *

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. [For technical support, please send an email to myunfiportal@unfi.com.](mailto:myunfiportal@unfi.com)

Cancel Confirm

7. Choose a *Load Type* from the dropdown list.

After release on 11/13/2024

Select Load Type *

^

Pallet Load

Floor Load

8. Select a date option from the *Search for Appointments on or Next Available from* dropdown, which causes multiple appointment slots “MM/DD/YYYY HH:MM:SS AM/PM” to appear.
- **New Feature:** “Search for Appointments on or Next Available from” field
 - **New Feature:** Preferred date will appear with “(preferred)” on the right-side of the date (MM/DD/YYYY).
 - If the preferred date is in the past, then the dropdown options will be dates after preferred date.
 - If the preferred date is the current date, then there will be dropdown options starting with tomorrow’s date.
 - If the preferred date is in the near future, then dropdown options will appear in this order: dates prior to preferred date, preferred date, and dates after preferred date.



- If the preferred date is in the distant future, then dropdown options will appear in this order: preferred date and dates starting with tomorrow's date.

NOTE: The current date will not be a dropdown option in the "Search for Appointments on or Next Available from" field.

After release on 11/13/2024
Example with Preferred Date in the past

The screenshot shows the UNFI Carrier Appointments interface. The top navigation bar includes the UNFI logo, 'Carrier Appointments', 'Tools', 'Resources', and 'Canada Administrator'. A 'Back' button is in the top left. Below the navigation bar is a pagination bar with a 'Back' button and a series of numbered links (1, ..., 60, 61, 62, 63, 64). The main content area is titled 'Selected POs' and contains a table with columns: PO#, PICKUP DATE, ETA DATE, NEEDED DATE, DC, PALLETS # OF, WEIGHT, CUBES, and PROTECTION LEVEL. The table has one row with PO# 7771871, PICKUP DATE 10/11/2024, ETA DATE 11/11/2024, NEEDED DATE 11/11/2024, DC UNFI Chesterfield, PALLETS # OF 41, WEIGHT 43,062, CUBES 2,051, and PROTECTION LEVEL D. Below the table is a 'Select Load Type' dropdown menu set to 'Pallet Load'. To the right of the dropdown is a search bar labeled 'Search for Appointments on or Next Available from'. A dropdown menu is open below the search bar, showing dates: 11/11/2024 (preferred), 11/13/2024, 11/14/2024, 11/15/2024, and 11/16/2024. Below the search bar is a 'Next Available Appointment' section with a note: 'Based on appointment days out: Dry N/A | Chill N/A |'. Below that is a 'Receiving Hours' section with a radio button and a 'Comments' section with a text area.

Example with Preferred Date in the near future

The screenshot shows the UNFI Carrier Appointments interface. The top navigation bar includes the UNFI logo, 'Carrier Appointments', 'Tools', 'Resources', and 'Canada Administrator'. A 'Back' button is in the top left. Below the navigation bar is a pagination bar with a 'Back' button and a series of numbered links (1, ..., 60, 61, 62, 63, 64). The main content area is titled 'Selected POs' and contains a table with columns: PO#, PICKUP DATE, ETA DATE, NEEDED DATE, DC, PALLETS # OF, WEIGHT, CUBES, and PROTECTION LEVEL. The table has one row with PO# 48194071, PICKUP DATE 11/25/2024, ETA DATE 11/25/2024, NEEDED DATE 11/25/2024, DC UNFI Chesterfield, PALLETS # OF 29, WEIGHT 8,755, CUBES 1,310, and PROTECTION LEVEL D. Below the table is a 'Select Load Type' dropdown menu set to 'Pallet Load'. To the right of the dropdown is a search bar labeled 'Search for Appointments on or Next Available from'. A dropdown menu is open below the search bar, showing dates: 11/20/2024, 11/21/2024, 11/22/2024, 11/23/2024, 11/24/2024, 11/25/2024 (preferred), 11/26/2024, 11/27/2024, 11/28/2024, 11/29/2024, and 11/30/2024. Below the search bar is a 'Next Available Appointment' section with a note: 'Based on appointment days out: Dry N/A | Chill N/A |'. Below that is a 'Receiving Hours' section with four radio buttons: 11/25/2024 5:30 AM, 11/25/2024 6:00 AM, 11/25/2024 6:30 AM, and 11/25/2024 7:00 AM. Below the radio buttons is a 'Comments' section with a text area. At the bottom of the form are 'Cancel' and 'Confirm' buttons.



Example with Preferred Date in the future

The screenshot shows the UNFI Carrier Appointments interface. At the top, there's a navigation bar with 'UNFI', 'Carrier Appointments', 'Tools', and 'Resources'. The user is logged in as 'Canada Administrator'. Below the navigation bar, there's a 'Back' button and a pagination control showing '1' of 82 items. A table titled 'Selected POs' lists appointment details. Below the table, there's a 'Select Load Type' dropdown set to 'Pallet Load'. A 'Next Available Appointment' section shows 'Based on appointment days out: Dry N/A | Chill N/A'. A 'Receiving Hours' section has radio buttons for different times. A dropdown menu is open, showing a list of dates: '01/06/2025 (preferred)', '11/13/2024', '11/14/2024', '11/15/2024', and '11/16/2024'.

PO#	PICKUP DATE	ETA DATE	NEEDED DATE	DC	PALLETS # OF	WEIGHT	CUBES	PROTECTION LEVEL
48195279	01/06/2025	01/06/2025	01/06/2025	Advantage Logistics-Midwest	44	41,845	1,370	D

9. View **Receiving Hours** information populated below **Next Available Appointment** title.
- **New Enhancement:** Receiving Hours information included on Create Appointment screen, Schedule Load screen, and Reschedule Appointment screen.

NOTE: "N/A" will appear if Receiving Hours information is not available.

After release on 11/13/2024 Example with Receiving Hours information available

The screenshot shows the UNFI 'Create Appointment' interface. It includes fields for 'Carrier' (JB Hunt Transport - Asset), 'Carrier Contact' (Bronda Cain), and 'Destination Distribution Center' (Advantage Logistics-Midwest). There are dropdowns for 'Select POs' and 'Selected POs'. The 'Select Load Type' is set to 'Floor Load'. The 'Next Available Appointment' section shows 'Based on appointment days out: Dry N/A | Chill N/A | Freezer N/A | Repack N/A | Average N/A'. The 'Receiving Hours' section is now populated with radio buttons for different times: '11/14/2024 9:30 AM', '11/14/2024 6:00 AM', '11/14/2024 6:30 AM', '11/14/2024 7:00 AM', and '11/14/2024 7:30 AM'. A note 'Mon-Fri 5:30am-1:30pm' is also visible.

Example with Receiving Hours information not available

UNFI
Carrier Appointments
Tools
Resources
Canada Administrator

Back

Create Appointment

Required fields marked with *

Carrier *
JB Hunt Transport - Asset
Carrier Contact *
ACE
Destination Distribution Center *
UNFI York

Select POs

Selected POs

Select Load Type *
Pallet Load
Search for Appointments on or Next Available from *
11/13/2024

Next Available Appointment * Based on appointment days out: Dry N/A | Chill N/A | Freezer N/A | Repack N/A | Average N/A

Receiving Hours
N/A

☐ 11/13/2024 12:00 AM
☐ 11/13/2024 12:30 AM
☐ 11/13/2024 1:00 AM
☐ 11/13/2024 1:30 AM
☐ 11/13/2024 2:00 AM

Comments

10. Click the radio button next to the appointment slot “MM/DD/YYYY HH:MM:SS AM/PM” that you desire the load to be delivered on.

11. Type in any related information into the **Comments** textbox (optional).

NOTE: If desired date and time is not available as an appointment slot “MM/DD/YYYY HH:MM:SS AM/PM”, then kindly type your desired date and time into the Comments textbox (in addition to clicking on one of the radio buttons for an appointment slot).

12. Click the **Cancel** button to exit or the **Confirm** button to submit.
- **New Enhancement:** Confirm button enabled once the following are completed: 1) Carrier Contact is selected; 2) Destination Distribution Center is selected; 3) PO(s) is selected via “Select POs” accordion and “Selected POs” accordion; 4) Load Type is selected; 5) date is selected via “Search for Appointments on or Next Available from” field 6) radio button for an appointment slot “MM/DD/YYYY HH:MM:SS AM/PM” is selected.

After release on 1/16/2025

← Back

48196004	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	52	11,838	1,858	D
48196005	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	104	33,808	5,104	D

Select Load Type *
Pallet Load

Search for Appointments on or Next Available from *
02/03/2025 (preferred)

Next Available Appointment * Based on appointment days out: Dry 1 | Chill 1 | Freezer 1 | Repack 1 | Average 1

Receiving Hours
Mon-Fri 5:30am-1:30pm

01/31/2025 5:30 AM ☒ 01/31/2025 6:00 AM ☐ 01/31/2025 6:30 AM ☐ 01/31/2025 7:00 AM ☐ 01/31/2025 7:30 AM ☐

Comments

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Cancel Confirm

13. If the **Cancel** button is clicked (after one or more changes have been made on the Create Appointment screen), then the **Unconfirmed Appointment** modal will appear.
- **New Enhancement:** Unconfirmed Appointment modal implemented on the Create Appointment screen, Schedule Load screen, and Appointment screen accessed via Standing tab.

After release on 1/16/2025

← Back

48196004	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	52	11,838	1,858	D
48196005	02/03/2025	02/03/2025	02/03/2025	Advantage Logistics-Midwest	104	33,808	5,104	D

UNCONFIRMED APPOINTMENT

This appointment will not be created.
Continue without creating?

No Yes

Select Load Type *
Pallet Load

Next Available Appointment * Based on appointment days out: Dry 1 | Chill 1 | Freezer 1 | Repack 1 | Average 1

Receiving Hours
Mon-Fri 5:30am-1:30pm

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Cancel Confirm



Important Notes about Requested Appointments:

- *At this step, the appointment is **not** confirmed.*
- *A member of UNFI's Inbound Logistics (IBL) team will review the appointment request and send a confirmation message from the following email:
TMSApp@unfi.com.*
- *In the event the appointment time is not available, you will receive a second email notification with a rescheduled delivery time.*
- *If you do not receive an email within (1) one business day, check the Upcoming tab to see if the appointment was successfully scheduled.*
- *If the appointment is not scheduled, please contact your DC's Master Scheduler.*



Accept a Load

1. On the **Load** tab, search for a load by typing the **Load ID#** into the search box and hitting enter.

After release on 11/13/2024

Load ID #	ETA DATE & TIME	DESTINATION DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL	ACTIONS
2999679	10/28/2024 12:00 AM	Centralla	9	20,893	404	D	<button>Accept</button> <button>Reject</button>

2. Once you have located the load, click the **Accept button**.
3. In the **Accept Load** modal, provide any related comments to accepting the load (optional).

After release on 10/26/2024

Accept Load

Required fields marked with *

Please add any comments necessary for this load.

Maximum comment length: 200 characters

Cancel Confirm

4. Click the **Cancel** button to exit or **Confirm** button to submit.

NOTE: If there is critical information that you want to relay, reach out to a UNFI Master Scheduler directly.



Reject a Load

1. On the **Load** tab, search for a load by typing the **Load ID#** into the search box and hitting enter.

After release on 11/13/2024

LOAD ID#	ETA DATE & TIME	DESTINATION DC	PALLETS (E OF)	WEIGHT	CUBES	PROTECTION LEVEL	ACTIONS
2999679	10/28/2024 12:00 AM	Centralia	9	20,893	404	D	<button>Accept</button> <button>Reject</button>

2. Once you have located the load, click the **Reject** button.
3. In the **Reject Load** modal, select a reason for rejecting the load (required).

After release on 10/26/2024

Reject Load

Required fields marked with *

Please choose why you are rejecting this load.

Reason *

Please add any comments necessary for this load.

Maximum comment length: 200 characters

Cancel Confirm

4. Provide any related comments to rejecting the load (*optional*).
5. Click the **Cancel** button to exit or **Confirm** button to submit.

NOTE: If there is critical information that you want to relay, reach out to a UNFI Master Scheduler directly.



Create an Appointment for Collect Load

1. On the **Load** tab, search for a load by typing the **Load ID#** into the search box and hitting enter.

After release on 11/13/2024

The screenshot shows the UNFI web interface for 'JB Hunt Transport - Asset'. The top navigation bar includes 'UNFI', 'Carrier Appointments', 'Tools', 'Resources', and 'Canada Administrator'. Below the navigation bar, there are tabs for 'Load', 'Standing', 'Pending', 'Upcoming', and 'Past'. The 'Load' tab is selected. A search bar contains 'Load ID #' and '2951623'. To the right of the search bar, it says '1 load' and 'Contact UNFI'. Below the search bar, there is a table with columns: 'LOAD ID #', 'ETA DATE & TIME', 'DESTINATION DC', 'PALLET (S)', 'WEIGHT', 'CUBES', 'PROTECTION LEVEL', and 'ACTIONS'. The table has one row with the following data: '2951623', '09/20/2024 12:00 AM', 'UNFI Hudson Valley', '26', '38,933', '1,874', 'D', and a 'Schedule Load' button. At the bottom of the page, there is a footer with '© 2024 United Natural Foods, Inc.' and links for 'Your Privacy Choices', 'Terms of Use', and 'Privacy Policy'.

2. Once you have located the load, click the **Schedule Load** button to schedule a time slot.
3. On the **Schedule Load** screen, you will select the following:
 - Carrier Contact
 - **New feature:** Ability to type to search for a Carrier Contact along with previous ability to scroll through list of options.
 - Load Type
 - Appointment Slot “MM/DD/YYYY HH:MM:SS AM/PM” using radio button

After release on 1/16/2025

3000639

Schedule Load

Required fields marked with *

Destination Distribution Center *
UNFI Sarasota

Carrier Contact *
Scroll through list or type to search

Load Type *

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.
Cancel
Confirm

3000639

Schedule Load

Required fields marked with *

Destination Distribution Center *
UNFI Sarasota

Carrier Contact *
Scroll through list or type to search

1 IMD LOAD TENDERING GROUP
2 OTR LOAD TENDERING GROUP
ACE
Amanda Jones
Add New Contact

Load Type *

Pallet Load
Floor Load

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.
Cancel
Confirm

- If needed, click the **Reset all** option at the top right-hand corner of the **Create Appointment** screen, which will reset the following: **Carrier Contact**, **Load Type**, **Search for Appointments on or Next Available from**, appointment slots “MM/DD/YYYY HH:MM:SS AM/PM”, and **Comments**.
 - New Enhancement:** Ability to reset selections made on the Schedule Load screen.



5. Select a date option from the *Search for Appointments on or Next Available from* dropdown, which causes appointment slots “MM/DD/YYYY HH:MM:SS AM/PM” to appear.
 - **New Feature:** “Search for Appointments on or Next Available from” field
 - **New Feature:** Preferred date will appear with “(preferred)” on the right-side of the date (MM/DD/YYYY).
 - If the preferred date is in the past, then the dropdown options will be dates after preferred date.
 - If the preferred date is the current date, then there will be dropdown options starting with tomorrow’s date.
 - If the preferred date is in the near future, then dropdown options will appear in this order: dates prior to preferred date, preferred date, and dates after preferred date.
 - If the preferred date is in the distant future, then dropdown options will appear in this order: preferred date and dates starting with tomorrow’s date.

NOTE: The current date will not be a dropdown option in the “Search for Appointments on or Next Available from” field.

6. Click the radio button next to the appointment slot “MM/DD/YYYY HH:MM:SS AM/PM” that you desire the load to be delivered on.

After release on 1/16/2025

← 3000639

Schedule Load

Required fields marked with *

Destination Distribution Center *

UNFI Sarasota

Carrier Contact *

1IMD LOAD TENDERING GROUP

Load Type *

Pallet Load

Search for Appointments on or Next Available from *

11/04/2024 (preferred)

Next Available Appointment *

Based on appointment days out: Dry 1 | Chill 1 | Freezer 1 | Repack 1 | Average 1

Receiving Hours

N/A

☐ 01/14/2025 10:00 PM

☐ 01/14/2025 10:30 PM

☒ 01/14/2025 11:00 PM

☐ 01/14/2025 11:30 PM

☐ 01/15/2025 12:00 AM

Comments

For assistance with scheduling appointments, please contact the Distribution Center’s Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Cancel

Confirm



7. View **Receiving Hours** information populated below **Next Available Appointment** title.

- **New Enhancement:** Receiving Hours information included on Create Appointment screen, Schedule Load screen, and Reschedule Appointment screen.

NOTE: "N/A" will appear if Receiving Hours information is not available.

8. Type in any related information into the **Comments textbox** (optional).

NOTE: If desired date and time is not available as an appointment slot "MM/DD/YYYY HH:MM:SS AM/PM", then kindly type your desired date and time into the Comments textbox (in addition to clicking on one of the radio buttons for an appointment slot).

9. Click the **Cancel** button to exit or the **Confirm** button to submit.

- **New Enhancement:** Confirm button enabled once the following are completed: 1) Carrier Contact is selected; 2) Load Type is selected; 3) date is selected via "Search for Appointments on or Next Available from" field 4) radio button for an appointment slot "MM/DD/YYYY HH:MM:SS AM/PM" is selected.

After release on 1/16/2025

← 3000539

Schedule Load

Required fields marked with *

Reset all

Destination Distribution Center *

UNFI Sarasota

Carrier Contact *

1 IMD LOAD TENDERING GROUP

Load Type *

Pallet Load

Search for Appointments on or Next Available from *

11/04/2024 (preferred)

Next Available Appointment *

Based on appointment days out: Dry 1 | Chill 1 | Freezer 1 | Repack 1 | Average 1

Receiving Hours

N/A

☐ 01/14/2025 10:00 PM

☐ 01/14/2025 10:30 PM

☒ 01/14/2025 11:00 PM

☐ 01/14/2025 11:30 PM

☐ 01/15/2025 12:00 AM

Comments

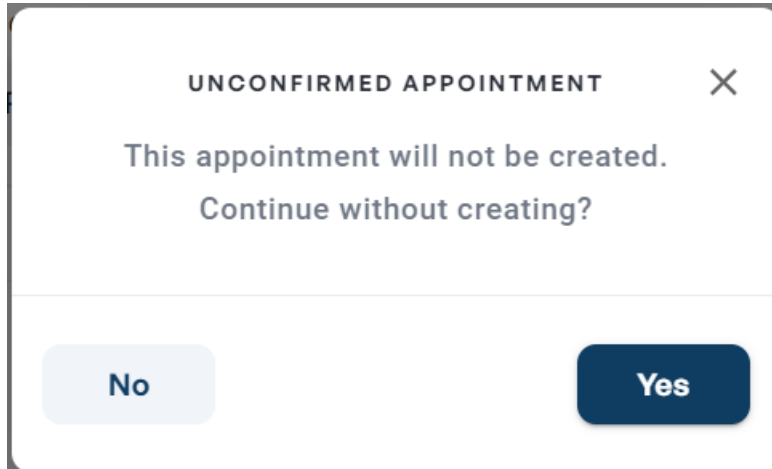
For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Cancel

Confirm

10. If the **Cancel** button is clicked (after one or more changes have been made on the Create Appointment screen), then the **Unconfirmed Appointment** modal will appear.
- **New Enhancement:** Unconfirmed Appointment modal implemented on the Schedule Load screen, Create Appointment screen, and Appointment screen accessed via Standing tab.

After release on 11/13/2024





Important Notes about Requested Appointments:

- At this step, the appointment is **not** confirmed.
- A member of UNFI's Inbound Logistics (**IBL**) team will review the appointment request and send a confirmation message from the following email: TMSApp@unfi.com.
- In the event the appointment time is not available, you will receive a second email notification with a rescheduled delivery time.
- If you do not receive an email within (1) one business day, check the Upcoming tab to see if the appointment was successfully scheduled.
- If the appointment is not scheduled, please contact your DC's Master Scheduler.

View Standing Appointments

1. On the **Standing** tab, you will see available reoccurring appointments for specific UNFI DCs.

After release on 10/26/2024



Carrier Appointments
Tools
Resources
Canada Administrator

JB Hunt Transport - Asset

Load
Standing
Pending
Upcoming
Past

Appointment ID #
Search within
Refine
14 appointments
Contact UNFI
New Appointment +

APPT ID#	ETA DATE & TIME	DESTINATION DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL	COMMENTS
8171568	10/23/2024 11:00 PM	UNFI Lancaster	0	0	0	RFR	RAC-LAN CHILL/DRY WEDNESDAY @ 2300 JB HUNT DC to DC CROSSDOCK LOAD
8171569	10/30/2024 11:00 PM	UNFI Lancaster	0	0	0	RFR	RAC-LAN CHILL/DRY WEDNESDAY @ 2300 JB HUNT DC to DC CROSSDOCK LOAD
8171627	10/22/2024 11:00 PM	UNFI Lancaster	0	0	0	RFR	RAC-LAN CHILL/DRY TUESDAY @ 2300 JB HUNT DC to DC CROSSDOCK LOAD

2. You can review the date and time that standing appointment is scheduled for, Destination DC, number of pallets, weight, cubes, protection level, and submitted comments.
3. Search for a standing appointment within the **Standing** tab by typing the **Appt ID#** into the search box and hitting enter.
4. Filter standing appointments by clicking on the **Refine** button, which causes the **Refine** modal to appear:
 - a. Search by Start Date
 - b. Search by End Date
 - c. Search by Distribution Center
 - **New Enhancement:** Ability to type to search for a DC along with previous ability to scroll through list of options.

-

After release on 10/26/2024

The image displays three screenshots of the UNFI 'REFINE' modal, illustrating the steps to select a distribution center.

Top Left Screenshot: The modal is titled 'REFINE' with a close button (X) and a 'Clear all' link. It features two date pickers labeled 'Start Date' and 'End Date'. Below these is a 'Distribution Center' section with a search bar containing the placeholder text 'Scroll through list or type to search'. At the bottom is a large blue 'Apply' button.

Top Right Screenshot: This screenshot shows the 'Distribution Center' search results. A list of options is displayed: Advantage Logistics-Midwest, Advantage Logistics-Southeast, Alberts Denver, Alberts New England, Alberts South, and Alberts Twin Cities. Below the list is another search bar with the same placeholder text and a blue 'Apply' button at the bottom.

Bottom Screenshot: This screenshot shows the 'Distribution Center' search results with the search bar containing the text 'Sd'. The list of options is filtered to show: Advantage Logistics-Southeast, Alberts South, and UNFI Hudson Valley. A blue 'Apply' button is at the bottom.

5. Click on the **Apply** button on the **Refine** modal.
6. Click on **Clear all** to start over.



View Standing Appointment: View Appointment Details

NOTE: This process applies to Standing Appointments.

1. Locate the appointment to view the details and click on the [Appt ID#](#).
2. On the [Appointment](#) screen, you can view the appointment details, such as: Details section, appointment history, and email history.

After release on 1/16/2025

The screenshot displays the 'Appointment 8171581' details page in the UNFI system. The page header includes the UNFI logo, navigation links for 'Carrier Appointments', 'Tools', and 'Resources', and the user role 'Canada Administrator'. A 'Back' link is visible in the top left. The main content area features a table with the following details:

Details	ID	Status	Appointment Date
	8171581	Standing	01/22/2025 11:00 PM
		JB Hunt Transport - Asset	Truck Load
		11	Carrier Contact Details
			Distribution Center
			1 IMD LOAD TENDERING GROUP
			UNFI Lancaster

Below the table, there is a section for 'Required fields marked with *'. It includes a 'Load Type *' dropdown menu, a 'Carrier Contact *' search bar with the placeholder 'Scroll through list or type to search', and a '+ Add POs' button. A 'Clear all' link is also present. A 'Comments' section with a text area and a '0/200' character count is located below the search bar. Further down, there are two expandable sections: 'Appointment History' and 'Appointment Email History'. At the bottom, a footer note states: 'For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. [For technical support, please send an email to myunfiportalsetup@unfi.com.](mailto:myunfiportalsetup@unfi.com)' with 'Cancel' and 'Confirm' buttons. The page footer includes copyright information '© 2025 United Natural Foods, Inc.' and links for 'Your Privacy Choices', 'Terms of Use', and 'Privacy Policy'.

3. On the [Appointment](#) screen (accessed via the [Standing](#) tab), you can select the following:
 - Load Type
 - Carrier Contact
 - POs using the Select POs accordion and Selected POs accordion

After release on 1/16/2025

← Back

Appointment 8171581

Details	ID	8171581	Appointment Date	01/22/2025 11:00 PM
Status	Standing		Truck Load	
Carrier Name	JB Hunt Transport - Asset		Carrier Contact Details	1 IMD LOAD TENDERING GROUP
Dock	11		Distribution Center	UNFI Lancaster

Required fields marked with *

Clear all

Load Type *

Carrier Contact *

Scroll through list or type to search

+ Add POs

Pallet Load

Floor Load

1 IMD LOAD TENDERING GROUP

2 OTR LOAD TENDERING GROUP

ACE

Amanda Jones

0/200

Appointment History

Appointment Email History

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Cancel Confirm

- If needed, click on **Clear all** option located below the Details section on the right-hand corner of the **Appointment** screen (accessed via the **Standing** tab).
 - New Enhancement:** Ability to clear selections made for fields.
- Click on the **+ Add POs** button, which causes the **Select POs** accordion and **Selected POs** accordion to appear.

After release on 1/16/2025

← Back

Appointment 8171581

Details	ID	8171581	Appointment Date	01/22/2025 11:00 PM
Status	Standing		Truck Load	
Carrier Name	JB Hunt Transport - Asset		Carrier Contact Details	1 IMD LOAD TENDERING GROUP
Dock	11		Distribution Center	UNFI Lancaster

Required fields marked with *

Clear all

Load Type *

Carrier Contact *

1 IMD LOAD TENDERING GROUP

+ Add POs

Select POs

Selected POs

Comments

0/200

Appointment History

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Cancel Confirm



6. Expand **Select POs** accordion and **Selected POs** accordion to manage POs.
 - You can search for multiple POs at a time by entering PO numbers separated by commas in the search bar called **Search PO #s...** (i.e. 48194071, 48194380).
 - **New Enhancement:** Increased the character limit of search bar called **Search PO #s...** from 30 characters to 200 characters.
 - Selected POs will appear on the table within the **Selected POs** accordion. You can click on the **X** to remove a PO from your appointment.
7. Type in any related information into the **Comments** textbox (optional).
8. Expand **Appointment History** accordion to view action history.
9. Expand **Appointment Email History** accordion to view emails' timestamps.
10. Click the **Cancel** button to exit or the **Confirm** button to submit.
 - **New Enhancement:** Confirm button enabled once the following are completed: 1) Load Type is selected; 2) Carrier Contact is selected; 3) PO(s) is selected via the "Select POs" accordion and "Selected POs" accordion.

After release on 1/16/2025

[← Back](#)
[Clear all](#)

Required fields marked with *

Load Type *

Pallet Load

Carrier Contact *

1 IMD LOAD TENDERING GROUP

+ Add POs

Select POs

Selected POs

PO# ^	PICKUP DATE	ETA DATE	NEEDED DATE	DC	PALLETS # OF	WEIGHT	CUBES	PROTECTION LEVEL
074254213	12/23/2024	12/23/2024	12/23/2024	UNFI Lancaster	56	60,405	2,287	D

Comments

0/200

Appointment History

Appointment Email History

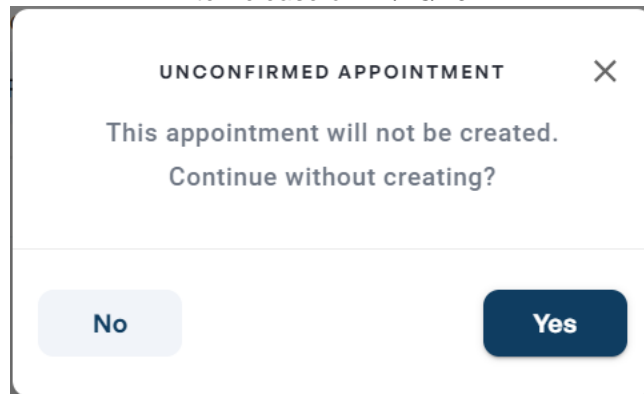
For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Cancel

Confirm

11. If the **Cancel** button is clicked (after one or more changes have been made on the **Appointment** screen (accessed via the **Standing** tab), then the **Unconfirmed Appointment** modal will appear.
- **New Enhancement:** Unconfirmed Appointment modal implemented on the Appointment screen accessed via Standing tab, Create Appointment screen, and Schedule Load screen.

After release on 11/13/2024

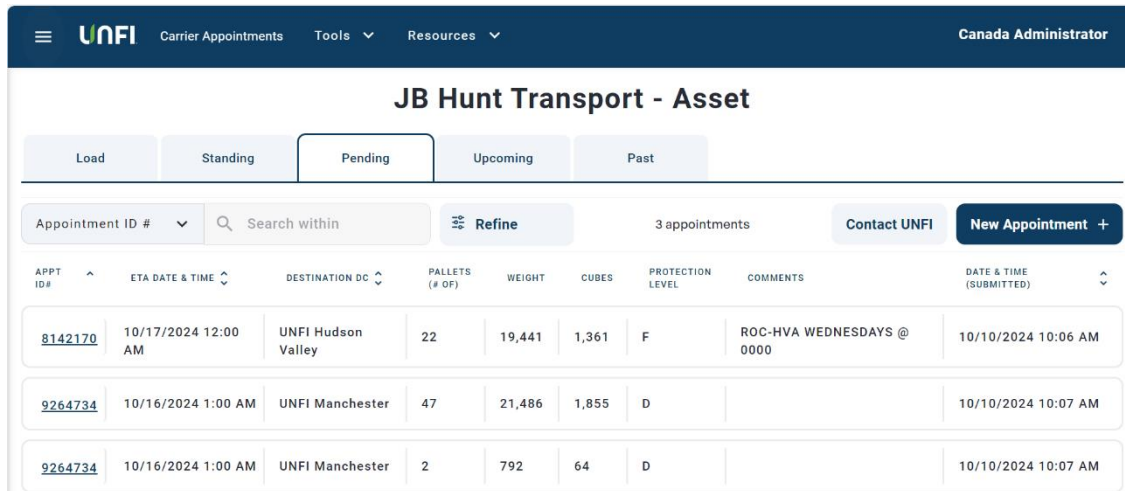


View Pending Appointments

NOTE: Appointments seen in the Pending tab are not confirmed.

1. On the **Pending** tab, you will see requested appointments that have not been confirmed yet.

After release on 10/26/2024



The screenshot shows the UNFI Carrier Appointments interface. The top navigation bar includes the UNFI logo, 'Carrier Appointments', 'Tools', 'Resources', and 'Canada Administrator'. The main heading is 'JB Hunt Transport - Asset'. Below this are tabs for 'Load', 'Standing', 'Pending' (selected), 'Upcoming', and 'Past'. A search bar with 'Appointment ID #' and a 'Search within' dropdown is present, along with a 'Refine' button and a '3 appointments' count. A 'Contact UNFI' button and a 'New Appointment +' button are also visible. The table below lists three appointments with columns for APPT ID #, ETA DATE & TIME, DESTINATION DC, PALLETS (# OF), WEIGHT, CUBES, PROTECTION LEVEL, COMMENTS, and DATE & TIME (SUBMITTED).

APPT ID #	ETA DATE & TIME	DESTINATION DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL	COMMENTS	DATE & TIME (SUBMITTED)
8142170	10/17/2024 12:00 AM	UNFI Hudson Valley	22	19,441	1,361	F	ROC-HVA WEDNESDAYS @ 0000	10/10/2024 10:06 AM
9264734	10/16/2024 1:00 AM	UNFI Manchester	47	21,486	1,855	D		10/10/2024 10:07 AM
9264734	10/16/2024 1:00 AM	UNFI Manchester	2	792	64	D		10/10/2024 10:07 AM

2. You can review the date and time for the pending appointment, Destination DC, number of pallets, weight, cubes, protection level, submitted comments, date and time pending appointment was submitted.
3. Search for a pending appointment within the **Pending** tab by typing the **Appt ID#** into the search box and hitting enter.
4. Filter pending appointments by clicking on the **Refine** button, which causes the **Refine** modal to appear.
 - a. Search by Start Date
 - b. Search by End Date
 - c. Search by Distribution Center
 - **New Enhancement:** Ability to type to search for a DC along with previous ability to scroll through list of options.

After release on 10/26/2024

The image displays three screenshots of the UNFI 'REFINE' modal, illustrating the process of selecting a distribution center.

- Top Left Screenshot:** Shows the initial state of the modal. It includes a 'REFINE' title, a 'Clear all' link, and two date pickers for 'Start Date' and 'End Date'. Below these is a 'Distribution Center' section with a search bar containing the placeholder text 'Scroll through list or type to search'. An 'Apply' button is at the bottom.
- Top Right Screenshot:** Shows the modal after clicking the search bar. A list of distribution centers is displayed: Advantage Logistics-Midwest, Advantage Logistics-Southeast, Alberts Denver, Alberts New England, Alberts South, and Alberts Twin Cities. The search bar now contains the placeholder text 'Scroll through list or type to search'. An 'Apply' button is at the bottom.
- Bottom Screenshot:** Shows the modal after typing 'sq' into the search bar. The search bar contains 'sq' and a clear button. The list of distribution centers is filtered to show: Advantage Logistics-Southeast, Alberts South, and UNFI Hudson Valley. An 'Apply' button is at the bottom.

5. Click on the **Apply** button on the **Refine** modal.
6. Click on **Clear all** to start over.



View Confirmed Appointments

NOTE: Appointments will not be visible in the Upcoming tab until UNFI has accepted or rescheduled the appointment.

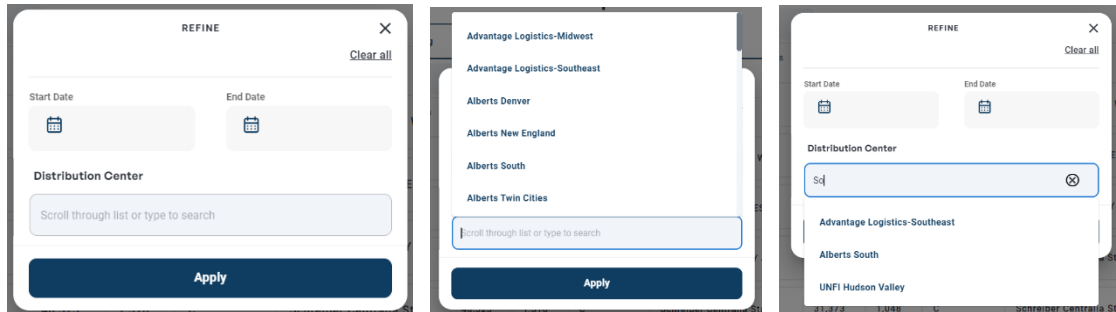
1. On the *Upcoming* tab, you will see confirmed appointments.

After release on 10/26/2024

UNFI Carrier Appointments Tools Resources Temporary Administrator									
JB Hunt Transport - Dedicated									
Load		Standing		Pending		Upcoming		Past	
Appointment ID # ▾		Search within		Refine		11 appointments		Contact UNFI	New Appointment +
APPT ID# ^	ETA DATE & TIME ↕	DESTINATION DC ↕	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL	COMMENTS	ACTION	
9255554	10/10/2024 11:00 PM	UNFI Gilroy	35	39,297	1,758	D		Reschedule	
9255568	10/11/2024 1:00 AM	UNFI Hudson Valley	36	37,875	1,785	D		Reschedule	
9255588	10/25/2024 1:00 AM	UNFI Hudson Valley	36	38,337	1,817	D		Reschedule	

2. You can review the date and time of the confirmed appointment, Destination DC, number of pallets, weight, cubs, protection level, and submitted comments.
3. Search for a confirmed appointment within the *Upcoming* tab by typing the *Appt ID#* into the search box and hitting enter.
4. Filter confirmed appointments by clicking on the *Refine* button, which causes the *Refine* modal to appear.
 - a. Search by Start Date
 - b. Search by End Date
 - c. Search by Distribution Center
 - **New Enhancement:** Ability to type to search for a DC along with previous ability to scroll through list of options.

After release on 10/26/2024



5. Click on the **Apply** button on the **Refine** modal.
6. Click on **Clear all** to start over.



Reschedule an Appointment

1. On the *Upcoming* tab, search for your confirmed appointment.
2. Once you have located the appointment, click the *Reschedule* button.

NOTE: Reschedules are no longer limited to one instance. Users can request unlimited reschedules.

3. On the *Reschedule Appointment* screen, you can change the following:
 - a. Carrier Contact
 - b. POs using the Select POs accordion and Selected POs accordion
 - c. Load Type
 - d. Appointment Slot “MM/DD/YYYY HH:MM:SS AM/PM” using radio button

NOTE: The Select POs accordion appears along with Selected POs accordion (with the ability to remove POs) when a Load ID# does not exist. The Selected POs accordion appears alone (without the ability to remove POs) when a Load ID# does exist.

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Reschedule Appointment 9327787

Reset all

Required fields marked with *

Carrier *
JB Hunt Transport - Asset

Carrier Contact *
Kristle Watson

Destination Distribution Center *
UNFI Racine

Select POs

Selected POs

PO#	PICKUP DATE	ETA DATE	NEEDED DATE	DC	PALLETS # OF	WEIGHT	CUBES	PROTECTION LEVEL
3978445	01/23/2025	01/23/2025	01/23/2025	UNFI Racine	18	38,477	965	D

Details

ID: 9327787

Status: Scheduled

Appointment Date: 01/22/2025 11:00:00 PM

Load Type: Pallet Load

Distribution Center: UNFI Racine

Dock: 17

Receiving Hours: MON-FRI 0005AM-0600AM

Request Another Time Slot (optional)

Select Load Type *

Comments

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to appt@unfi.com.

Cancel

Confirm



4. If needed, click on **Reset all** option located on the top right-hand corner of the **Reschedule Appointment** screen.
 - **New Enhancement:** Ability to clear selections made for fields.

NOTE: If changes are made to pre-populated "Carrier Contact" field and pre-populated "Selected POs" accordion and the Reset all option is clicked, then the Reschedule Appointment screen will reload with original values for both.

5. Ability to select a different **Carrier Contact** from the dropdown list.
 - **New Enhancement:** Ability to type to search for a Carrier Contact along with previous ability to scroll through list of options.
6. In the **Select POs** accordion, select one or more POs to add to your appointment.
 - a. You can search for multiple POs at a time by entering PO numbers separated by commas in the search bar called **Search PO #s...** (i.e. 48194071, 48194380).
 - **New Enhancement:** Increased the character limit of search bar called **Search PO #s...** from 30 characters to 200 characters.
 - b. Selected POs will appear on the table within the **Selected POs** accordion. You can click on the **X** to remove a PO from your appointment.
7. View information in **Details** section, such as: ID, Status, Appointment Date, Load Type, Load Number, Distribution Center, Dock, and Receiving Hours.
8. Scroll down to see **Request Another Time Slot (optional)** accordion and choose a **Load Type** from the dropdown list.
 - **New Enhancement:** Request Another Time Slot (optional) accordion will be open with "Select Load Type" field visible.

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Request Another Time Slot (optional)

Select Load Type *

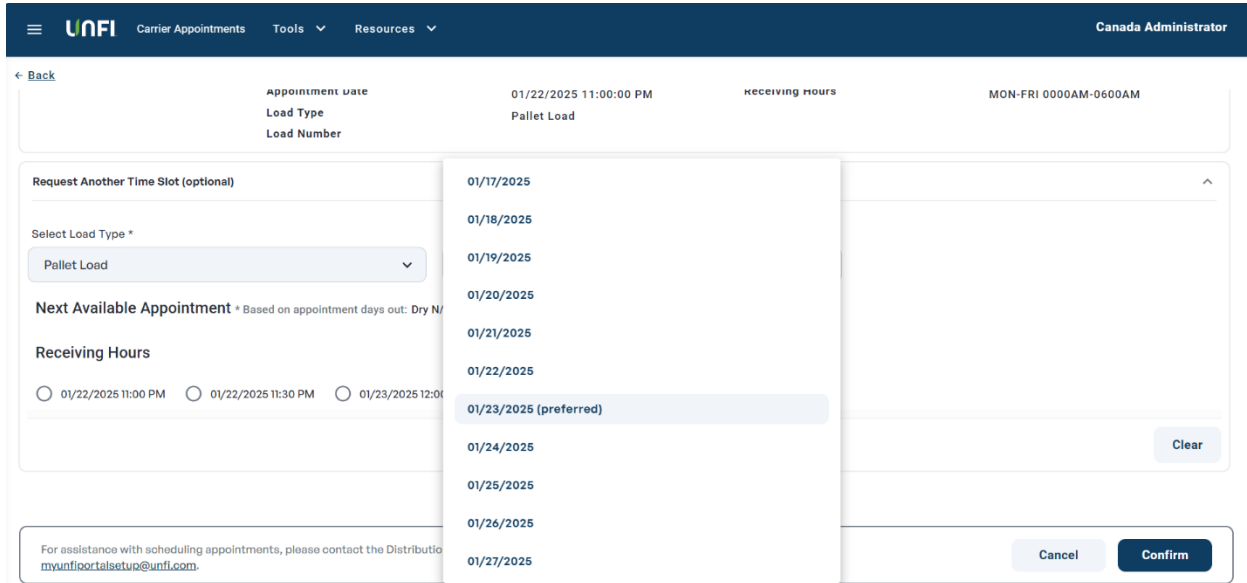
For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to mountainportalsetup@unfi.com

Cancel Confirm

9. Select a date option from the *Search for Appointments on or Next Available from* dropdown, which causes multiple appointment slots “MM/DD/YYYY HH:MM:SS AM/PM” to appear.
 - **New Feature:** “Search for Appointments on or Next Available from” field
 - **New Feature:** Preferred date will appear with “(preferred)” on the right-side of the date (MM/DD/YYYY).
 - If the preferred date is in the past, then the dropdown options will be dates after preferred date.
 - If the preferred date is the current date, then there will be dropdown options starting with tomorrow’s date.
 - If the preferred date is in the near future, then dropdown options will appear in this order: dates prior to preferred date, preferred date, and dates after preferred date.
 - If the preferred date is in the distant future, then dropdown options will appear in this order: preferred date and dates starting with tomorrow’s date.

NOTE: The current date will not be a dropdown option in the “Search for Appointments on or Next Available from” field.

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The screenshot displays the UNFI Carrier Appointments interface. At the top, the navigation bar includes the UNFI logo, "Carrier Appointments", "Tools", "Resources", and "Canada Administrator". Below the navigation bar, the main content area shows a form for scheduling appointments. The form includes fields for "Appointment date" (01/22/2025 11:00:00 PM), "Load Type" (Pallet Load), "Load Number", and "Receiving hours" (MON-FRI 0000AM-0600AM). A dropdown menu is open, showing a list of dates from 01/17/2025 to 01/27/2025. The date 01/23/2025 is highlighted and labeled "(preferred)". The form also includes a "Select Load Type" dropdown (set to "Pallet Load"), a "Next Available Appointment" section, and "Receiving Hours" radio buttons. At the bottom, there is a "Cancel" button and a "Confirm" button.



10. View **Receiving Hours** information populated below **Next Available Appointment** title.

- **New Enhancement:** Receiving Hours information included on Create Appointment screen, Schedule Load screen, and Reschedule Appointment screen.

NOTE: “N/A” will appear if Receiving Hours information is not available.

After release on 1/16/2025

11. Click the radio button next to the appointment slot “MM/DD/YYYY HH:MM:SS AM/PM” that you desire for your rescheduled appointment (if necessary).

NOTE: Selecting a date under “Search for Appointments on or Next Available from” field and clicking on a radio button for an appointment slot “MM/DD/YYYY HH:MM:SS AM/PM” are not required on the Reschedule Appointments screen as changes to an appointment may not be related to requesting another time slot.

12. Type in any related information into the **Comments** textbox (conditional).

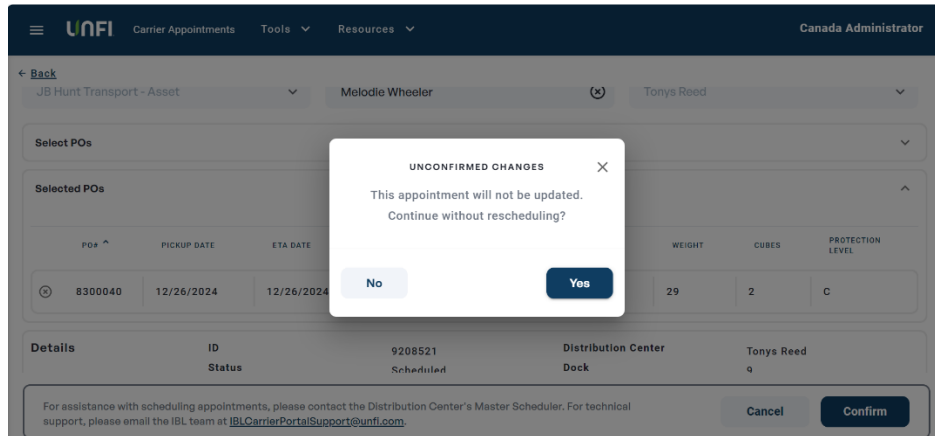
NOTE: Comments textbox is required when appointment slot “MM/DD/YYYY HH:MM:SS AM/PM” is selected. Also, if desired date and time is not available as an appointment slot “MM/DD/YYYY HH:MM:SS AM/PM”, then kindly type your desired date and time into the Comments textbox (in addition to clicking on one of the radio buttons for an appointment slot).

13. Click the **Cancel** button to exit or the **Confirm** button to submit.
- New Enhancement:** Confirm button will be disabled until a Carrier Contact is selected (if missing) and Load Type is selected.

NOTE: Selecting a date under “Search for Appointments on or Next Available from” field and clicking on a radio button for an appointment slot “MM/DD/YYYY HH:MM:SS AM/PM” are not required on the Reschedule Appointments screen as changes to an appointment may not be related to requesting another time slot.

14. If the **Cancel** button is clicked (after one or more changes have been made on the **Reschedule Appointment** screen), then the **Unconfirmed Changes** modal will appear.
- New Enhancement:** Unconfirmed Changes modal implemented on the Reschedule Appointment screen.

After release on 11/13/2024



The screenshot shows the UNFI Carrier Appointments interface. A modal titled "UNCONFIRMED CHANGES" is displayed in the center, asking "This appointment will not be updated. Continue without rescheduling?" with "No" and "Yes" buttons. The background interface shows the appointment details for "JB Hunt Transport - Asset" with a carrier "Melodie Wheeler" and a contact "Tony's Reed". The appointment is scheduled for 12/26/2024. The modal is titled "UNCONFIRMED CHANGES" and has a close button (X). The text inside the modal says "This appointment will not be updated. Continue without rescheduling?". There are two buttons: "No" and "Yes".

Important Notes about Requested Appointments:

- At this step, the appointment is **not** confirmed.
- A member of UNFI's Inbound Logistics (**IBL**) team will review the appointment request and send a confirmation message from the following email: TMSApp@unfi.com.
- In the event the appointment time is not available, you will receive a second email notification with a rescheduled delivery time.
- If you do not receive an email within (1) one business day, check the Upcoming tab to see if the appointment was successfully scheduled.
- If the appointment is not scheduled, please contact your DC's Master Scheduler.

View Past Appointments

1. On the *Past* tab, you will see landed, scheduled, and cancelled past appointments.

After release on 10/26/2024

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Upcoming

Past

Appointment ID #

Search within

Refine

2474 appointments

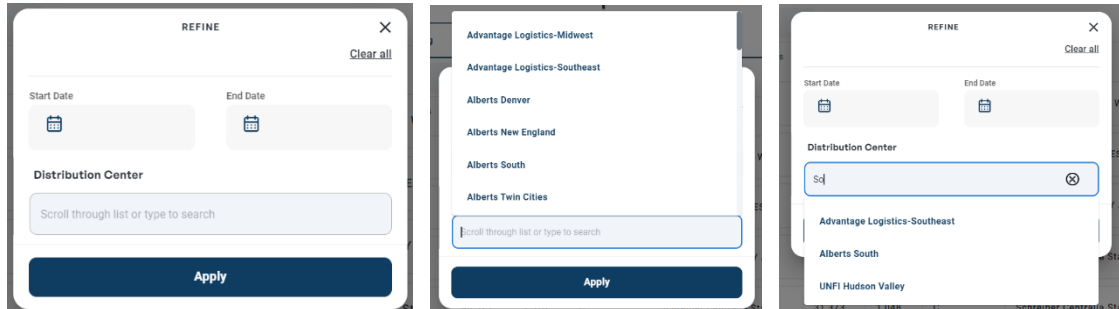
Contact UNFI

New Appointment +

APPT ID# ^	LOAD # ^	ETA DATE & TIME ^	DESTINATION DC ^	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL
7702888	2927228	08/28/2024 12:00 AM	UNFI Moreno Valley	23	20,117	1,310	C
8139420	2958512	09/16/2024 6:00 AM	UNFI Hudson Valley	31	24,637	1,101	C
8139421	2964348	09/24/2024 6:00 AM	UNFI Hudson Valley	26	20,964	1,284	C
8139653	2885109	07/08/2024 6:00 AM	UNFI Hudson Valley	33	20,811	1,263	C

2. You can review Appt ID, Load number, date and time, Destination DC, number of pallets, weight, cubes, and protection level.
3. Search for a past appointment within the *Past* tab by using the dropdown.
 - a. Search by Appointment ID #
 - b. Search by PO #
4. Filter past appointments by clicking on the *Refine* button, which causes the *Refine* modal to appear:
 - a. Search by Start Date
 - b. Search by End Date
 - c. Search by Distribution Center
 - **New Enhancement:** Ability to type to search for a DC along with previous ability to scroll through list of options.

After release on 10/26/2024



5. Click on the **Apply** button on the **Refine** modal.
6. Click on **Clear All** to start over.



View Appointment Details

NOTE: This process applies to Pending, Upcoming and Past appointments.

1. Locate the appointment to view the details and click on the [Appt ID#](#).
2. On the [Appointment](#) screen, you can view the appointment details (ID, Status, Carrier Name, Dock, Load Number, etc.), selected Purchase Orders, appointment history, and email history.

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Appointment 9410753

Details	ID	9410753	Appointment Date	12/03/2024 12:30 AM
	Status	Landed	Truck Load	P
	Carrier Name	JB Hunt Transport - Asset	Carrier Contact Details	Charles Bockelman
	Dock	19	Distribution Center	UNFI Moreno Valley
	Load Number	3020094		

Selected POs

Appointment History

Appointment Email History

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Close

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- Expand **Selected POs** accordion to view POs chosen for the appointment.

NOTE: The Selected POs accordion will be expanded when the Appointment screen loads.

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Appointment 9410753

Details

ID

Status

Carrier Name

Dock

Load Number

9410753

Landed

JB Hunt Transport - Asset

19

3020094

Appointment Date

Truck Load

Carrier Contact Details

Distribution Center

12/03/2024 12:30 AM

P

Charles Beckelman

UNFI Moreno Valley

Selected POs

12 POs

PO#	NAME	SUPPLIER #	PICKUP DATE	ETA DATE	NEEDED DATE	DC	PALLETS (# OF)	WEIGHT	CUBES	PROTECTION LEVEL
446761573	SCHLOTTERBECK & FOSS CO(DRY)	L-923080	11/11/2024	11/25/2024	11/25/2024	UNFI Moreno Valley	2	4,429	114	D
446762037	DREW'S LLC	L-012587	11/14/2024	11/27/2024	11/27/2024	UNFI Moreno Valley	2	2,252	49	D
446769197	PHILADELPHIA MACARONI CO.	L-922935	11/06/2024	11/18/2024	11/18/2024	UNFI Moreno Valley	7	5,244	260	D
446769821	BELGRAVIA IMPORTS	L-708658	11/12/2024	11/25/2024	11/25/2024	UNFI Moreno Valley	1	1,140	54	D

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Close

- Expand **Appointment History** accordion to view action history.

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Appointment History

STATUS	DESCRIPTION	DATE	COMMENTS
Scheduled		11/22/2024 1:18 PM	11/26 at 09:00 JBRU571864
Scheduled	Collect Resched - Notice	11/22/2024 1:27 PM	
Scheduled		11/22/2024 1:27 PM	Need By: 11/17/2024, Reason: Transit Time, Appt Rescheduled from 11/29/2024 00:00
Rescheduled	Collect No Show	11/27/2024 1:56 PM	

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Close



- Expand *Appointment Email History* accordion to view emails timestamps.

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Appointment Email History

EMAIL CREATOR	TO ADDRESS	DATE ▾	STATUS
	allopez@unfi.com	11/22/2024 1:28 PM	BEYOND_ETA_BUYER
	crodriguez@unfi.com	11/22/2024 1:28 PM	BEYOND_ETA_BUYER
	dbaeuerlen@unfi.com	11/22/2024 1:28 PM	BEYOND_ETA_BUYER
	lnewman@unfi.com	11/22/2024 1:28 PM	BEYOND_ETA_BUYER

For assistance with scheduling appointments, please contact the Distribution Center's Master Scheduler. For technical support, please send an email to myunfiportalsetup@unfi.com.

Close

- Click *Close* button to return to the Appointment Dashboard.



Appointment Module Glossary

TERM	DESCRIPTION
Load ID # (Load ID Number)	A unique UNFI-designated number assigned to a specific load
Appt ID # (Appointment ID Number)	A unique number assigned to a specific appointment
Destination Distribution Center (Destination DC)	The DC where the load is scheduled to be delivered to
Pallets	The number of pallets included in a specific load
Weight	The weight of the load
Cubes	A calculated number proving the total amount of space taken up by the cases in a load
Protection Level	The type of truck required based on the items being delivered in that load. For example: D-Dry, C-Chilled, F-Frozen.
Standing Appointment	A reoccurring appointment
Upcoming Appointment	An appointment that has been confirmed by the UNFI Master Scheduler
Past Appointment	Appointments that fall within the past 6 months
Truck Load Type	Designation of either Floor Load or Pallet Load
Dock	Provides the dock number where the load will be delivered
Needed	This is a data that you will find in appointment details. A calculated value that changes on the PO indicating the urgency of that PO to be delivered to UNFI

-



Frequently Asked Questions (FAQs)

Question	Answer
How do I get access to the appointment module of the UNFI MyUNFI?	Access www.myunfi.com
What is the link to the UNFI MyUNFI appointment module?	<p>Once you have been granted access to myUNFI, you can access the appointment module by using this link: www.myunfi.com/carrier-appointments.</p> <p>If you do not have access to the Portal, follow the instructions directly above.</p>
Whom do I contact if I have questions about this appointment module?	<p>Click Help on the MyUNFI.</p> <p>Here you will find FAQs, a glossary of terms, and myUNFI guides, such as this one.</p> <p>Additional questions can be directed to your Master Scheduler or sent to myunfiportalsetup@unfi.com.</p>
Should I use a specific internet browser when I am working in the appointment module?	Yes, we recommend Google Chrome or Internet Explorer version 11 or higher.
Is my appointment confirmed when I complete the <i>Request an Appointment</i> Process?	<p>No. After you select one of the appointment slots “MM/DD/YYYY HH:MM:SS AM/PM” provided to you, a request is sent to the UNFI Inbound Logistics (IBL) team. The requested appointment will then be available to view in the Pending tab.</p> <p>A member of UNFI’s Inbound Logistics (IBL) team will review the appointment request. If the appointment is accepted, you will receive an email confirmation.</p> <p>In the event the appointment time is not available, for whatever reason, you will receive a second email notification with a rescheduled delivery time.</p>



I have accepted a load with an EDI 990. Do I need to accept this load in the portal to schedule an appointment?	<p>No. When you accept a load with an EDI 990, there is no need to accept the load within the portal.</p> <p>Under the <i>Load</i> tab, loads will appear with a <i>Schedule Load</i> button on the right-hand side, and you can follow the Create an Appointment for Collect Load process.</p>
What do I do if I receive an error message within the portal?	<p>If you receive an error message that indicates there is a system error, it means the server is temporarily down.</p> <p>If you require immediate appointment scheduling support, reach out to your Master Scheduler directly.</p>