

## UNFI INSIGHTS - Purchase Order Dashboard FAQ

### **Dashboard Purpose:**

The purpose of this dashboard is to provide transparency into UNFI Purchase Orders. The dashboard will show both Open and Received POs, with the flexibility to filter in and out as needed. You will be able to view POs by Original ETA Date, Revised ETA Date, Received Date, Distribution Center Region (Natural view only), Distribution Center, and PO Number.

### **What if I don't see a PO on the list that I believe should be shown?**

The dashboard provides visibility into received PO's dating back one year. POs received prior will not be visible.

### **Report Parameters**

The Dashboard automatically shows all Open & Received POs. To filter to only "Open" POs, for example, click on "Received" to remove the highlight and then click the "refresh" icon in the top righthand corner of your screen.



### **Overview Blocks**

**Open POs:** Total number of Open POs for the filters selected. Open POs are POs that have not yet been received into a UNFI warehouse.

**Late POs:** Total number of Late POs for the filters selected. A PO is considered late if an open order's ETA date is in the past or a received order's ETA date is before the actual received date.

**POs by DC:** This visual is shown as a pie chart with Total Purchase Orders by DC for the filters selected. By clicking on one piece of the pie, you can quickly navigate to an individual DC, prompting all the associated overview blocks and details to update the filter according to your selection. Unselecting the piece of the pie will bring you back to the previous filter setting.

### **Purchase Order Details Headers:**

**PO Status:** Indicates if the PO is Open or Received.

**PO Number:** Number assigned to each PO to identify the specific order.

**DC:** Distribution Center (DC) the purchase order was placed for. This is shown as the DC short name.



**Product Code:** UNFI item number

**Original Order Quantity:** This is the quantity ordered by the UNFI buyer when the PO was first placed.

**Revised Order Quantity:** Adjustments made to quantities prior to receiving.

**PO Created Date:** The date the PO was issued to the Supplier.

**Order Requested Date:** The due date assigned when the PO is issued

**Original ETA Date:** The original ETA date based on PO appointment date

**Revised ETA Date:** The revised date PO is expected to deliver/arrive to UNFI

**Delivery Appointment Date:** This is the date the appointment has been made to deliver into the UNFI DC.

**Landed Date:** The date the PO landed at the DC via transportation or carrier service

**Received Date:** The date the PO was received/closed at the DC

**Revised Pick Up Date:** The revised date of expected pick up from Supplier's location

**PO Amount:** The dollar value of the PO

**Off Invoice Allowance:** The dollar value of any off invoice (OI) promotions given

**Line Purchase Price:** Item purchase price

**Weight:** Purchase order weight

**Delivery Method:** Delivery Method is Pickup (by UNFI) or Delivered (by Supplier to UNFI warehouse).

**Transaction Master Cases:** Total master case quantity

**PO Buyer Name:** The UNFI buyer contact who placed the Purchase Order

**Ship From Address:** Street address the product is shipping from

**Ship From City:** City the product is shipping from

**Ship From State:** State the product is shipping from



**Ship from Zip:** Zip Code the product is shipping from