

United Natural Foods

# Web Ordering For Buying Clubs

Manual for  
Buying Club  
Members



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## Logging In

Your buying club coordinator will set up a web user account for you. UNFI Customer Web Services.

You will receive an automatic email confirmation from UNFI with your username and password.

Welcome – Your United Natural Foods Web User Account is ready to use!

Log in at <http://www.unfi.com/er> with

Username:

Password:

Thank you

UNFI Customer Service

To log in, go to <http://www.unfi.com/logon.aspx>

When logged in, your name, member ID and UNFI account name and number appear at the top of every screen.

**Welcome!**

*Susie Smith, Member ID 0001, HOMETOWN BUYING CLUB # 12345*

## Managing Your Account Information

You are responsible for maintaining your basic information. You can also change your password here, Click the My Account link (top right menu bar)

### Web User Information

First Name: \*

Last Name: \*

Title:

Phone #/Ext.: \*

Fax:

Email: \*

## About Member Discounts and Fees

You can view the discounts and fees that will apply to your orders.

- **Member Discount %:** the percent volume discount you will receive on non-sale items that are subject to volume discount.
- **Member Fixed Fee:** a fixed dollar amount that will be added to each invoice .
- **Member Percent Fee:** a percent of your order total that will be added to the your invoice as a fee.

# Ordering

## Placing Your Personal Order

There are three different ways to place items on your order.

- view basket: displays products you've ordered, as well as your order total. You can also add items in this screen
- quick entry: allows product numbers and quantities to be entered
- product search or browse: allows you to search or browse the online catalog and view available product information before actually ordering the item.

## Ordering With "View Basket"

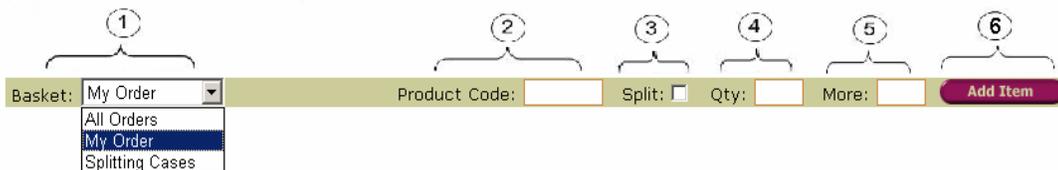


**My Basket** shows ALL your items, full and split cases.

**Splitting Cases** shows all the items that members of your buying club are splitting, so you can browse through and see if there is anything you want to order or suggest that the group split.

To order in View Baskets:

1. Choose a basket
2. Enter item number in "product code" field
3. If you want to split the item, click the "split" box
4. Enter how many of the items you want to order in the "qty" field
5. If you are willing to take more of that product to fill the case, enter how many more in the "More" field
6. Click "Add to Basket" to add the product to your basket



## Ordering With "Quick Entries"

The "QUICK ENTRIES" pulls up an order form. The form does not display descriptions or prices, but descriptions and prices will be displayed after you add the items to your basket.

This is a quick way to create your order using a pricelist or past invoice as a reference. The Quick Entry Form allows you to quickly add up to 120 products to your basket by entering an item number, quantity, 'more' and indicating split cases.

After you add the items on the form to your basket, you can review product descriptions and prices to be sure you have ordered the correct items.

**WARNING: You must be careful because the Quick Entries page “times out” after 15 minutes of inactivity. If the page times out you will lose what you have entered. We recommend “Adding to Basket” every 5 minutes to ensure your entries are not lost.**

Quick Entries Form:

Hit "Enter" or "Tab" to move through each field. If you enter through the Order Quantity field the system automatically fills the space with a 1. Note: using the browser firefox, only the TAB key can be used to move from field to field.

When finished, click on the "Add to Basket" button. Upon clicking the "Add to Basket" button, the valid item numbers will be added to your basket.

If more slots are needed, click on "Add More"

After you have selected “Add to Basket”, any invalid product numbers will be identified and listed for you at the top of the page.

Your item(s) have not been added to your basket because of the following invalid entries (wrong product code or order quantity):  
135874

After you have added any corrections/finished entering your product numbers, click on “Add to Basket.” You will receive a confirmation at the top of the page confirming that your items have been added.

The entered items have been added to your basket successfully

## Ordering With Product Search

**Advanced Search** allows you to search products by using several filtering options to make your searches more accurate and meaningful. This is a quick and easy way to find a specific product even if you only know only one word in the description, the brand, etc.



### Search for Results

**all words:**  } Type in the word or words to search in either one of the input fields

**exact phrase:**

**at least one word:**

**excluding the word(s):**

Search in Product Descriptions } Check the box for product descriptions, product ingredients, additional info/advertising text or all. Product description has been checked as the default.

Search in Product Ingredients

Search in Additional Info/Advertising Text

**Brands:**  } Select brand or brands. "ALL BRANDS" has been selected as the default.

**Categories:**  } Select category or categories. "ALL CATEGORIES" has been selected as the default.

} Click the "Search" button to search for results.

## Ordering With View by Brand or Category

**View by Brand** is a quick, easy way to browse products. When the “View by Brand” link is clicked, it brings up a list of brand names starting with A that are carried by United Natural Foods. To view other brands, click the corresponding letter of the alphabet at the top of the page.

Click on the brand name desired, then click on the category desired (*Note: if there is nothing available from your warehouse in a particular category, nothing will happen. You will remain at the category selection screen.*)

**A.VOGEL >> SEASONING/EXTRACTS/PKGD SALT**

DIGEST AIDS/FIBER/INTEST CLNSR SUPPLEMENTS, SPECIALTY      SEASONING/EXTRACTS/PKGD SALT

Products Per Page:   = image available for product

Brand	UPC	Product Code	Product Description	Pack Size	Split	Item Qty	More
A.VOGEL	021718-412169	71281-0	HERBAMARE,OG,SEASNG SALT At least 95% Organic	1/8.8 OZ	M3	<input type="text"/>	<input type="button" value="More"/>
A.VOGEL	021718-412060	71283-6	HERBAMARE,OG,SEASNG SALT At least 95% Organic	1/3.2 OZ	M3	<input type="text"/>	<input type="button" value="More"/>
A.VOGEL	021718-412299	71285-1	TROCOMARE,OG,SEASNG SALT At least 95% Organic	1/8.8 OZ	M3	<input type="text"/>	<input type="button" value="More"/>
A.VOGEL	021718-412725	71277-8	TROCOMARE,OG,SEASNG SALT At least 95% Organic	1/3.2 OZ	M3	<input type="text"/>	<input type="button" value="More"/>

**Tips:** you may select items on multiple pages and click **Add to Basket** button once to add all your selected items to your basket.

To order an item:

- Enter a quantity in the “Item Quantity” field (circled in blue), and click the  button. This will add the product and take you to your order basket to double check that it was added. *(Note: When you order items from multiple pages, then return to the previous page, the order quantity you originally entered cannot be seen, but the items will still be added to your order when you click “Add to Basket”)*
- To review ingredients & other information about an item, click on the product code (circled in red) to view the product information we have on file for that item. To order this product, enter the quantity in the “Qty” field and click . This will add the product and take you to your order basket to double check that it was added.

>>>View printer friendly version

Qty:

Product Detail	
Brand	A.VOGEL
Sub Header	SEASONING/EXTRACTS/PKGD SALT
Product Description	HERBAMARE,OG,SEASNG SALT
Advertising Description	Organic Herbamare Salt Seasoning
Organic Code	O2
UPC	021718-412169
Case UPC	000000-000000
Master Case UPC	000000-000000
Product Code	71281-0
Pack Size	1/8.8 OZ
Ingredients	Sea salt, organically grown herbs (celery, leeks, leek, water and garden cress, onion, chive, parsley, lovage, garlic, basil, marjoram, rosemary, thyme) and kelp. Ingredients Updated: 7/9/2001
Additional Info/Advertising Text	Natural sea salt combined with organically grown herbs for a mild spicy flavor.
Product Source	Switzerland

**View By Category** works just like “View by Brand”, except instead of displaying items by brand, items are display by category, just like in the Buying Club Pricelist. When a category is clicked, it brings up a list of sub-categories to choose from. You can then choose to enter the item quantity or click on the product code and .