iUNFI™

# Steps to Create and Submit Your First Order (OnePass)

Logging In and Creating an Order

1 Tap the iUNFI icon to open the app and follow the prompts to sign in.

Note: Natural users (Legacy iUNFI) will need to self-enroll their Username first. Enter your current username & password and iUNFI will guide you through the process. You may be asked to create a new username and/or password. You can link natural & conventional accounts to 1 username in this process.
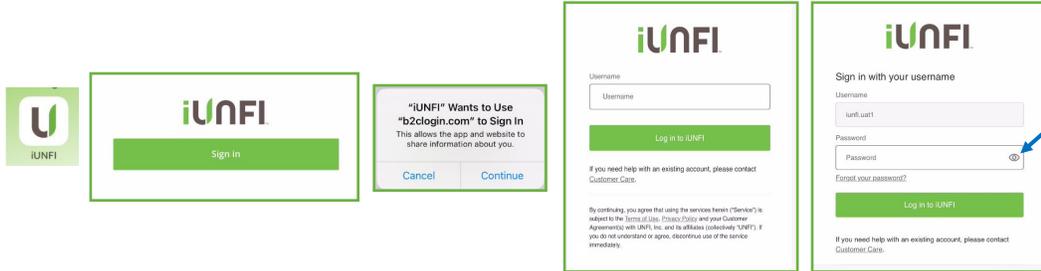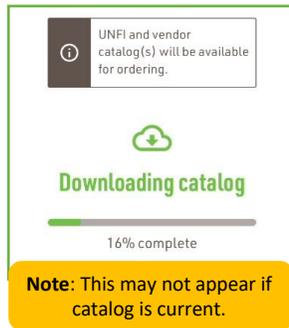

Tip: Tap here to show or hide password.

2 If prompted, select an account (or store). The catalog will automatically download or update if needed.
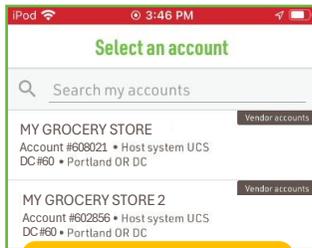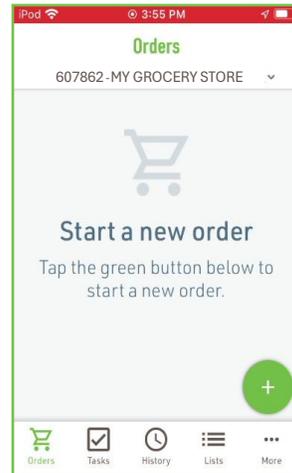

Note: This step may not appear if user has access to only 1 store.

**Note**: This may not appear if catalog is current.

3 Tap the ⊕ to start a new order.

4 Fill out the appropriate fields, then tap Start Order to begin.

Required Fields:

A. **Select Catalog(s).** (Default will be the UNFI catalog. Other catalogs can be selected instead of or in addition to UNFI's.)

B. **Set Duplicate Item Selection**. (Select either **manual** to choose which of the duplicate items will be added to the order or an auto-select option to have the item chosen by the system.)

Tip: Check this box to save your Duplicate Item Selection settings.
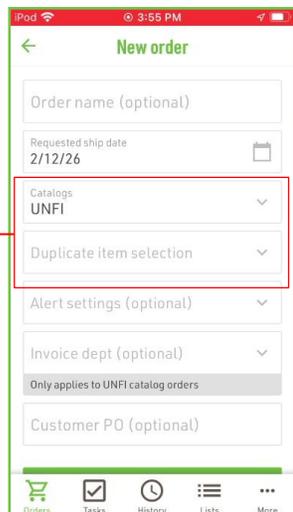
Optional Fields:

A. **Name the order (recommended).** (Blank will default to "Order Started on mm/dd/20yy." If multiple orders are submitted on the same date, all orders will have the same name if skipped.)

B. **Set Ship Date.** (Default will be the next delivery date. Click the icon on the right to show the calendar tool for easy future date selection.)

C. **Set Alert Settings**. (This is one way to set previous history and max order qty per item. Skipping will default to local setting found on the **MORE** tab.)

D. **Set Invoice Dept**. (Blank will allow items in this order to invoice to their normally set invoice depts. Also when left blank, the user can override the invoice dept by item if needed.)

E. **Set Customer PO**. (Blank will allow items in this order to invoice to their normally set invoice depts. Also when left blank, the user can override the invoice dept by item if needed.)
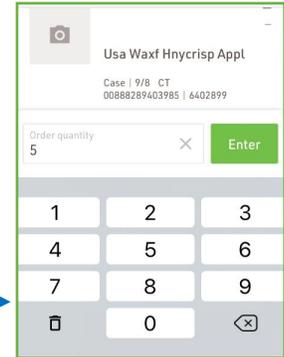
Building the Order

Items can be added by either scanning or catalog browsing. **Scanning Items**—simply scan and items will appear in the order.

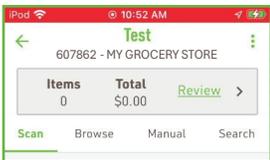**Note**: After scanning items, the catalog the added item is pulling from will show here.
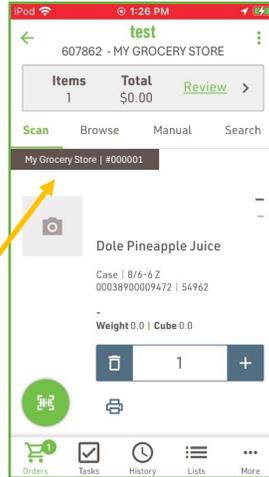
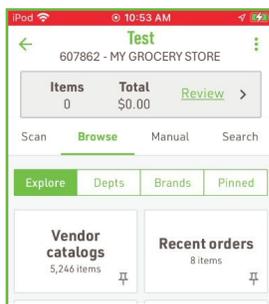**Tip**: After adding to order, tap the number field to manually enter a quantity.
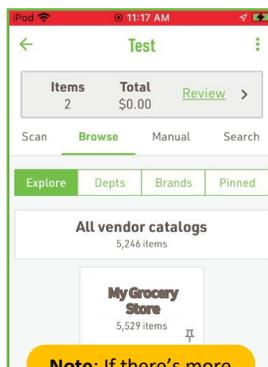
Catalog Browsing

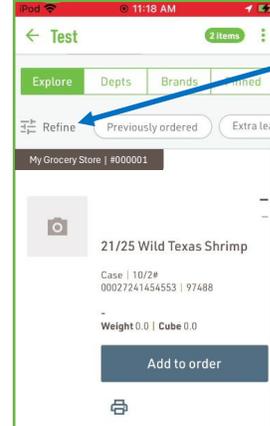**1** Tap **Browse.**

2 Tap **Vendor Catalogs**

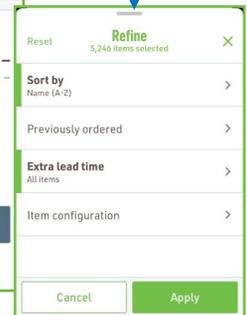**3** Select the desired option.

Note: If there's more than one vendor catalog available to view, they would be visible here.
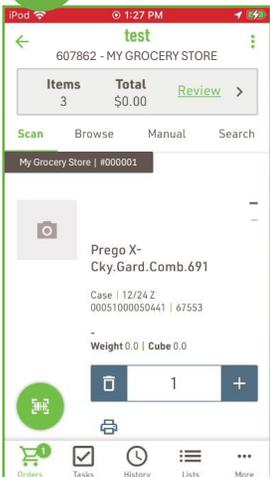
4 When ready, tap **Add to order.**
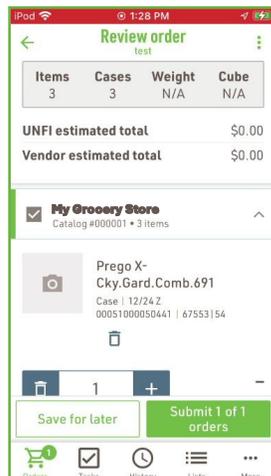
Tip: Tap **Refine** to filter the list.

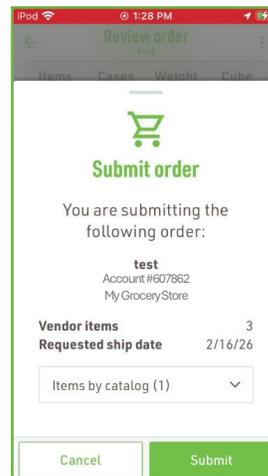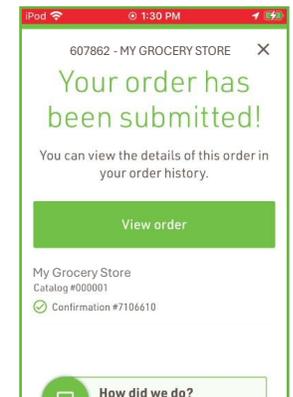## Submitting the Order

1 Tap **Review.**

2 Review the order, then tap **Submit** when ready.

3 When you see this pop-up, tap **Submit** again.

4 Tap **View this order** to open order history.

Tip: If you set up your email (helpful for password resetting), you will receive a confirmation of this order via email.