



New Item Process – Supplier Training National GFD Region 98



May 2026

Agenda

- 01 Common Errors = Delays
- 02 SVHarbor & eNew Item
- 03 Submit Item Proposal
- 04 Viewing Submitted Packets
- 05 Returned Packets
- 06 GDSN Items
- 07 FAQs

Common Errors = Delays

01

New Item Setup- Packet Rejection

The #1 reason why new items are rejected and sent back for rework is the lack of appropriate certifications. To avoid these issues please ensure that you are completing the following:

- Verify Product Images for Organic, Kosher, Fair Trade, Non-GMO, Gluten Free
 - Ensure that appropriate documentation is attached to new item packets prior to submission

Create Item - Images

Create Item

Welcome Buysys Multivend | SVConnect Portal | Help | Logout

Step 1: Item type | Step 2: Item configuration | Step 3: Define items | Step 4: Item details | Step 5: Images | Step 6: Review & Create

Upload product images

For each component of your case, upload required images. Image quality must be high enough to read all text.

Case: 80372500051131: RTE CHOC PUDDING Vendor Pack: 12 Pack: 12

Consumer Unit: 80372500051148: EE STRWBRY PUDDING 13 OZ Qty: 12 Pack: 1

* Product Image(s) Images must show product brand, description and net contents

Search existing images Browse

Create Item

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Step 1: Item type | Step 2: Item configuration | Step 3: Define items | Step 4: Item details | Step 5: Images | Step 6: Review & Create

Upload product images

For each component of your case, upload required images. Image quality must be high enough to read all text.

Case: 80372500051131: RTE CHOC PUDDING Vendor Pack: 12 Pack: 12

Consumer Unit: 80372500051148: EE STRWBRY PUDDING 13 OZ Qty: 12 Pack: 1

* Product Image(s) Images must show product brand, description and net contents * Required

Search existing images Browse Upload Files Clear All

uploading.png

* Nutrition Image(s) Images must be for nutrition values and product ingredients

Images & documentation are required for retail sellable GTINs.

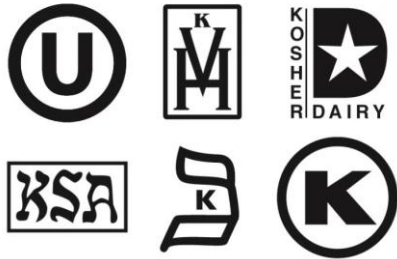
- Product, Barcode, Nutrition, Organic, Kosher, Fair Trade, Non-GMO & Gluten-Free
- Browse to select files, then Upload files.

Additional Key Attributes to Verify:

- All Certificates must be current with the last year
- Blurry Images/Images with no item size will lead to immediate rejection as this is a key source of truth for the audit teams
- Barcode should be item level, not the case barcode
- Enter shelf-life date attributes
- When a packet is returned- please revise the items and resubmit.

Ensuring that this work is completed will lead to your items being setup in a timely manner, and significantly less rework. Should you have any questions please work with your National Category Manager

Certifier Logos – Kosher & Gluten Free



These are some of the common Kosher logos



These are some of the common Certified Gluten Free logos. You can attach this to any of the *image type tabs since we do not have a designated GF tab.
*Suggest the Fair Trade



UNFI Internal Delays

- Review and Approve New Items to Classify list every day
- Reminder that if Display corporate codes are older existing items or manually created by EIM
 - They will not have components on the related items tab.
 - The status is not pending approval
 - No need to return the packet to the supplier

SV Harbor & eNew Item

02

eNew Item – Submitting New Items

- SV Harbor account setup required before accessing eNew Item
- Once you access SVHarbor click the link to **UNFI Wholesale**. This takes you to SV Connect, where you will find several tools. Click on the **Items** folder
- In “Items” there are several options available. Click **Submit Item Proposal to:**
 - Add items to Conventional warehouses
 - Search for existing UNFI items to add additional warehouses
 - Create brand new items to include in the packet
- Once the packet is submitted, it will be reviewed by UNFI and moved to setup in the Conventional system

▼	Items
	Item Listing
	View Item Assortment
	Submit Item Proposal
	Supplier Code Maintenance

eNew Item – Submitting New Items Help

The screenshot displays the 'Item Proposal' web application interface. At the top, the title 'Item Proposal' is shown in orange. The user is logged in as 'Nancy Meader' and is on the 'SVConnect Portal'. A 'Help' link is highlighted with a red box, and a green arrow points upwards from it. The main navigation bar shows six steps: Step 1: Proposal Details, Step 2: Select Items (highlighted in orange), Step 3: Select Locations, Step 4: Item Costs, Step 5: Freight, and Step 6: Summary. Below the navigation bar, there are buttons for 'Save for Later', 'Next Step >', and 'Cancel'. A search criteria section shows 'Vendor: Procter & Gamble - 689000'. A search results area is partially visible with 'No items found'. A white help window titled 'eNew Item' is overlaid on the screen, containing a 'Close Window' link and a 'Reference Materials' section. The 'Reference Materials' section lists three items: 'Submitting an Item Proposal' (highlighted with a red box and a green arrow pointing left), 'Submitting a Cost Change', and 'Item and UPC List Template'. The background interface also shows a 'Search Options' section with 'My Favorite Searches' and filters for 'Item Code', 'Item Group', 'Brand', and 'Department'.

Item Proposal

Welcome Nancy Meader | SVConnect Portal | **Help** | Logout

Step 1 : Proposal Details

Step 2 : Select Items

Step 3 : Select Locations

Step 4 : Item Costs

Step 5 : Freight

Step 6 : Summary

« Hide Filters

Save for Later

Next Step >

Cancel

My Search Criteria Clear All

Vendor: Procter & Gamble - 689000

Select

Search

Add

No items found

Save as Favorite Search

Search Options:

My Favorite Searches

Item Code

Item Group

Brand

Department

Case UPC

Item UPC

Department

Me

All

All

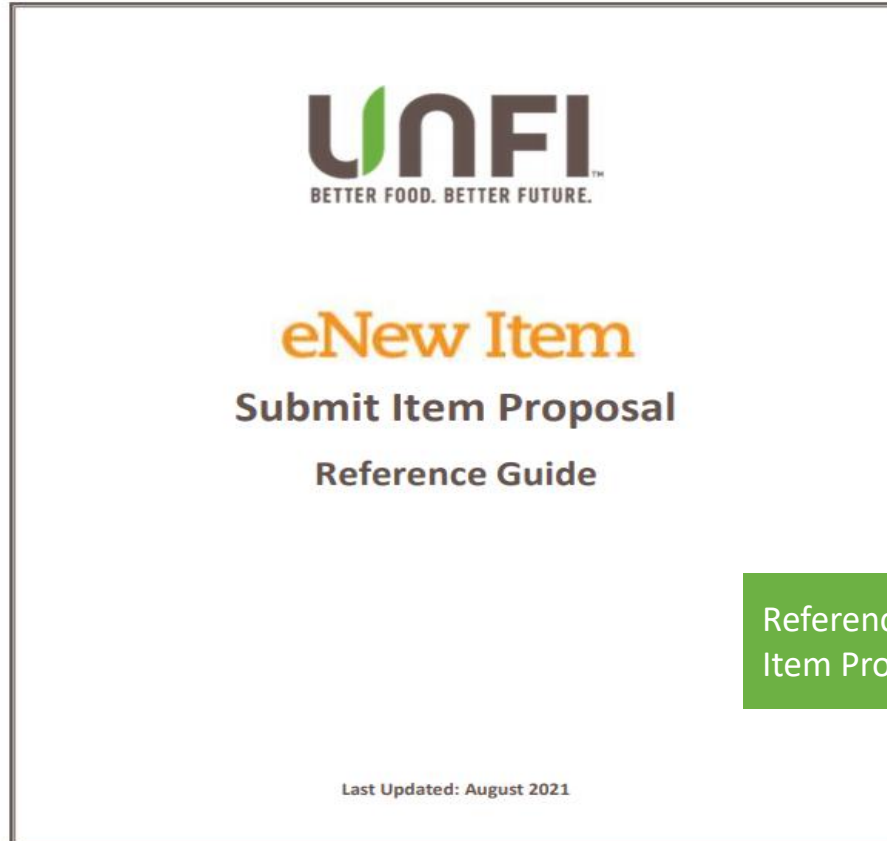
eNew Item

Close Window

Reference Materials

- Submitting an Item Proposal**
- Submitting a Cost Change
- Item and UPC List Template

eNew Item – Submitting New Items Help



Reference Guide for the Submit Item Proposal process

Submit Item Proposal

03

Item Proposal Landing Page

Item Proposal

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[New Proposal](#) [Done](#)

Proposal Drafts

Submitted Proposals

Working proposals are listed below. Select one to continue or click "New Proposal" to start a new proposal.

[Continue](#)

Packet #	Organization	Description	Status	Last Updated	Promo Offer	Deals	# of Items	Vendor #	Vendor Name
<input type="radio"/>	All		All		All	All			
2509882	NATIONAL GFD	Test Display Natl GFD	Returned	08/29/25			3	0325266	GENERAL MILLS MINNEAPOLIS

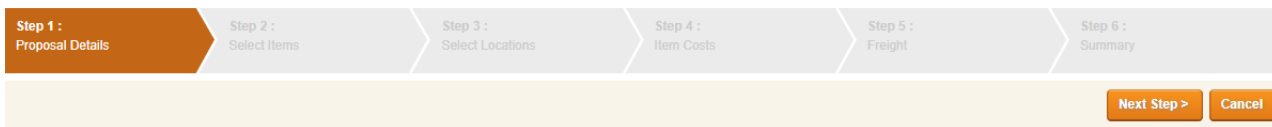
Access Item Proposal 'Packets'

- Drafts – in process, not submitted or returned packets
- Submitted Proposals
- Create a New Proposal

Item Proposal Details

Item Proposal

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Enter Proposal Details

* Vendor

* Item Proposal Description

* Distribution Method

* Is this for a promotional event?

* Do you want to include a deal?

0325266-GENERAL MILLS MINNEAPOLIS

Test regular item

Warehouse Direct-Store Delivery

Yes No

Yes No

* Organizations

Select All Clear All

- W. Newell Region (69)
- Sv Florida (77)
- Central Region (79)
- Bakery Deli Meat Seafood (93)
- Store Brands (97)
- National Gfd (98)
- Nwxd (850)

* National GFD 98 – new!
No longer submit to –
29, 39, 77, 79

Enter *required fields

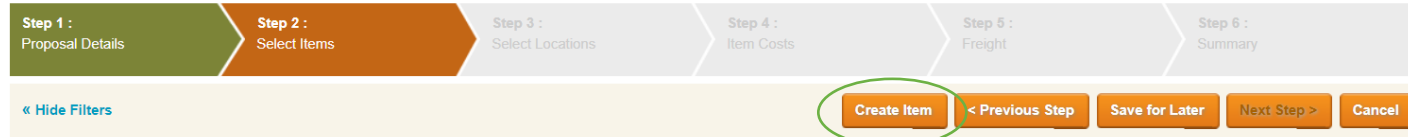
- Vendor – if access to only one, field is populated. If multiple vendors, dropdown or search options.
- Item Proposal Description – helps Merchandisers identify your items.
- Organizations – based on SVHarbor access

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Item Proposal - Select Items

Item Proposal

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My Search Criteria

[Clear All](#)

Vendor: General Mills Minneapolis - 325266
 Item Type: Regular Case
 Department: Fruit Snacks

[Save as Favorite](#)

[Search](#)

Search Options:

My Favorite Searches

Item Code

Select Items

Search Results

Selected Items (0)

Items in Process

Items 1 - 25 of 361

First | Prev | 1 2 3 4 5 6 7 8 9 10 | Next

[Add to Selected Items](#)

	Corporate Code	SV Item Code	Brand	Description	Vendor Pack	SV Pack					
<input type="checkbox"/>											All
<input type="checkbox"/>	4249378		ANNIE'S	FRT SNACK BUNNY	1	1	7.3OZ	0001356200103	001356200103	GROC	
<input type="checkbox"/>	4701196	3450264	ANNIE'S	FRUIT TAPE BERRY	8	8	4.5 OZ	0001356211005	001356200240	GROC	W
<input type="checkbox"/>	4701197	3450263	ANNIE'S	STRWBERRY FR TAPE	8	8	4.5 OZ	0001356211013	001356200241	GROC	W
<input type="checkbox"/>	4023662		ANNIE'S	BERRY PTCH FRT SNA	3	3	4OZ	0001356211105	001356211105	GROC	
<input type="checkbox"/>	4024742		ANNIE'S	FRUIT SNACKS STRAW	3	3	4OZ	0001356211107	001356211107	GROC	

Search for existing items in UNFI's item data base.
 If the item doesn't exist, click "Create Item" to create a new corporate code to add to the packet.

Item Proposal - Select Items

Item Proposal

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Step 1 :
Proposal Details

Step 2 :
Select Items

Step 3 :
Product Information

Step 4 :
Select Locations

Step 5 :
Item Costs

Step 6 :
Freight

Step 7 :
Promotional Offer

Step 8 :
Deals

Step 9 :
Summary

[Show Filters »](#)

Create Item

< Previous Step

Save for Later

Next Step >

Cancel

Select Items

Search Results

Selected Items (0)

Items in Process

Items 1 - 6 of 6

Add to Selected Items

	Corporate Code	Item Code	Brand	Description	Vendor Pack	Sell Pack	Size	Case UPC	Item UPC	Department	Dist Method	Brand Type	Tobacco State
<input type="checkbox"/>				PUD						All	All	All	All
<input checked="" type="checkbox"/>	3407111	3600282	ESSEVRYDY	RTE PUDDING CHOCO	12	12	13 OZ	1004130301995	004130301995	GROC	WAREHOUSE	Primary Brands	
<input checked="" type="checkbox"/>	3407112	3600283	ESSEVRYDY	RTE PUDDING VANILA	12	12	13 OZ	1004130301996	004130301996	GROC	WAREHOUSE	Primary Brands	
<input type="checkbox"/>	3407113	3600291	ESSEVRYDY	RTE PUDDING TPIOCA	12	12	13 OZ	1004130301997	004130301997	GROC	WAREHOUSE	Primary Brands	
<input type="checkbox"/>	3407114	3600292	ESSEVRYDY	RTE PUDDING BTRSCO	12	12	13 OZ	1004130301998	004130301998	GROC	WAREHOUSE	Primary Brands	
<input type="checkbox"/>	3407116	3600293	ESSEVRYDY	RTE PUDDING FF CHO	12	12	13 OZ	1004130301999	004130301999	GROC		Primary Brands	
<input type="checkbox"/>	3407118	3600295	ESSEVRYDY	RTE PUDDING CHO FU	12	12	13 OZ	1004130302000	004130302000	GROC	WAREHOUSE	Primary Brands	

Select items and click “Add to Selected Items”.
Items in the Packet must be in the same Department.

Item Proposal - Select Items

Item Proposal

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Step 1 :
Proposal Details

Step 2 :
Select Items

Step 3 :
Select Locations

Step 4 :
Item Costs

Step 5 :
Freight

Step 6 :
Summary

[Show Filters »](#)

Create Item

< Previous Step

Save for Later

Next Step >

Cancel

Select Items

Search Results

Selected Items (2)

Items in Process

Items 1 - 2 of 2

Remove Selected Items

	Corporate Code	Item Code	Brand	Description	Vendor Pack	Sell Pack	Size	Case UPC	Item UPC	Department	Dist Method	Brand Type	Tobacco State
<input type="checkbox"/>										All	All	All	All
<input checked="" type="checkbox"/>	3407111	3600282	ESSEVRYDY	RTE PUDDING CHOCO	12	12	13 OZ	1004130301995	004130301995	GROC	WAREHOUSE	Primary Brands	
<input type="checkbox"/>	3407112	3600283	ESSEVRYDY	RTE PUDDING VANILA	12	12	13 OZ	1004130301996	004130301996	GROC	WAREHOUSE	Primary Brands	

See the Selected Items tab for your items.

If necessary, you can “Remove Selected Items”.

Create Item - Item Type

Create Item

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Step 1:
Item type

Step 2:
Item configuration

Step 3:
Define items

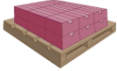
Step 4:
Item details

Step 5:
Images

Step 6:
Review & Create

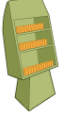
[Cancel](#)

What kind of item will you be shipping and invoicing to UNFI?




Pallet

A pallet or mixed module is an orderable item and has a shipping container with a unique ID. A pallet contains multiples of a single consumer unit, while a mixed module contains a mixture of multiple consumer units. A pallet or mixed module may contain displays.




Display

A display/shipper is orderable and has a shipping container with a unique ID. A display/shipper may contain multiples of a single consumer unit or a mixture of multiple consumer units. A display/shipper is usually packaged with retail promotional and presentation materials.



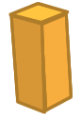
Case

A case is an orderable item and has a shipping container with a unique ID. The container contains multiples of a single consumer unit and may contain inner packs.



Bulk Item

A bulk item is an orderable and has a shipping container with a unique ID. The bulk contains ingredients, store supplies, or other components that will be used in the manufacture of consumer units (by assembly or disassembly), or in the day-to-day operation of retail company. Examples include: bulk flour used in a baking operation, primal beef, and cash register tape.



Consumer Unit

A consumer unit is orderable as an individual unit. The item is identified by the consumer unit ID and does not have a container ID. This type of item is usually DSD (Direct Store Delivery).

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Create Item includes the following steps:

1. Select the type of item
2. Select the shipping configuration
3. Define each level of the shipping configuration, GTINs & quantities
4. Enter item details
5. Provide images & certificates
6. Review & create item to add to Item Proposal Packet

Create Item – Item Configuration

Create Item

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Step 1:
Item type

Step 2:
Item configuration

Step 3:
Define items

Step 4:
Item details

Step 5:
Images

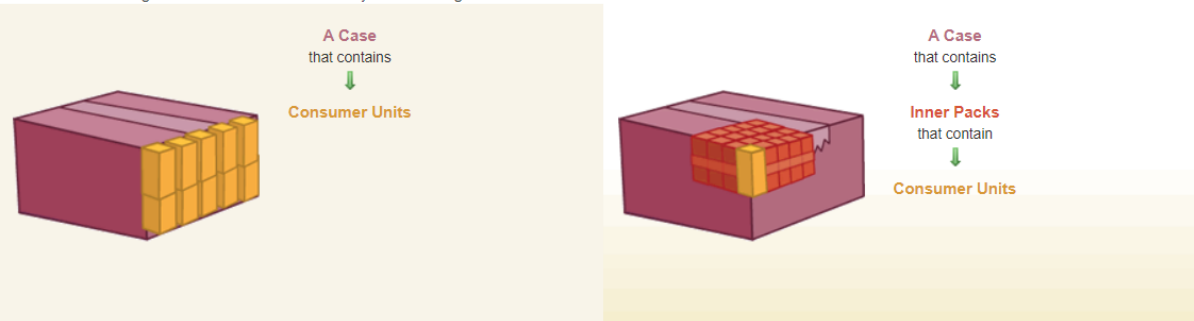
Step 6:
Review & Create

< Previous Step

Cancel

Select Item Configuration

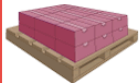
Select the item configuration that matches the item you're building.



Select the configuration that best represents the item you are creating. Every level must have a unique GTIN.

Create Item – Item Configuration

What kind of item will you be shipping and invoicing to UNFI?



Pallet

A pallet or mixed module is an orderable item and has a shipping container with a unique ID. A pallet contains multiples of a single consumer unit, while a mixed module contains a mixture of multiple consumer units. A pallet or mixed module may contain displays.



Display

A display/shipper is orderable and has a shipping container with a unique ID. A display/shipper may contain multiples of a single consumer unit or a mixture of multiple consumer units. A display/shipper is usually packaged with retail promotional and presentation materials.



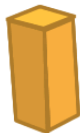
Case

A case is an orderable item and has a shipping container with a unique ID. The container contains multiples of a single consumer unit and may contain inner packs.



Bulk Item

A bulk item is an orderable and has a shipping container with a unique ID. The bulk contains ingredients, store supplies, or other components that will be used in the manufacture of consumer units (by assembly or disassembly), or in the day-to-day operation of retail company. Examples include: bulk flour used in a baking operation, primal beef, and cash register tape.



Consumer Unit

A consumer unit is orderable as an individual unit. The item is identified by the consumer unit ID and does not have a container ID. This type of item is usually DSD (Direct Store Delivery).

You are creating a display or shipper

Does this display contain multiple items/components that can be scanned for sale at the register?

Yes No

How many different scannable items are in this display?

▲ ▼

Create

Cancel

If you are creating an item type that can contain multiple selling GTINs (retail/consumer selling units), you will be prompted to answer this question. Every selling unit must have a unique GTIN.

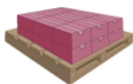
Create Item – Item Configuration – Bulk Items

Create Item

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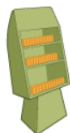


What kind of item will you be shipping and invoicing to UNFI?



Pallet

A pallet or mixed module is an orderable item and has a shipping container with a unique ID. A pallet contains multiples of a single consumer unit, while a mixed module contains a mixture of multiple consumer units. A pallet or mixed module may contain displays.



Display

A display/shipper is orderable and has a shipping container with a unique ID. A display/shipper may contain multiples of a single consumer unit or a mixture of multiple consumer units. A display/shipper is usually packaged with retail promotional and presentation materials.



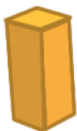
Case

A case is an orderable item and has a shipping container with a unique ID. The container contains multiples of a single consumer unit and may contain inner packs.



Bulk Item

A bulk item is an orderable and has a shipping container with a unique ID. The bulk contains ingredients, store supplies, or other components that will be used in the manufacture of consumer units (by assembly or disassembly), or in the day-to-day operation of retail company. Examples include: bulk flour used in a baking operation, primal beef, and cash register tape.



Consumer Unit

A consumer unit is orderable as an individual unit. The item is identified by the consumer unit ID and does not have a container ID. This type of item is usually DSD (Direct Store Delivery).


If you are creating an item that is not meant for retail sale, meaning you do not have a consumer GTIN, only a case GTIN, select Bulk Item.

Create Item – Statement of Preparedness

Statement of Preparedness


I am prepared to provide product identifier(s) in the form of Global Trade Identification Number(s) (GTIN).
The symbology and types are displayed below for the following product components:

- ✓ Case Yes No
- ✓ Inner Pack Yes No
- ✓ Consumer Unit Yes No




6 141411 54321 2

UPC-A UCC-12




0 078349 1

UPC-E
ZERO RESIZE




5 1012345 678900 1

EAN/UCC-13



5067 8907

EAN/UCC-8



1 06 14141 54321 9

EAN/UCC-14

I am prepared to provide product images of sufficient resolution for each consumer level as to determine the following:

- ✓ A frontal shelf image that includes the description, brand, and net contents Yes No
- ✓ A bar code image that verifies the ability for POS scanning Yes No
- ✓ A nutrition-facts label image which lists the ingredient and nutrition values or a statement asserting that the product is not intended for human consumption Yes No
For organic, kosher, fair-trade, and non-GMO products, a certificate from a reputable certification agency and the product flat to verify visible labeling (if not visible on the provided frontal product image). For organic products, the system plan summary must also be included.
- ✓ Yes No

Submitting items with missing, false or erroneous GTINs, images and other information may result in delayed item setup or rejected items. Your organization may be subjected to fees and penalties to recover expenses incurred by UNFI.

I agree | Cancel

You will need to provide a valid GTIN for each level of the shipping configuration. You must also provide images & documentation for data validation.

Create Item – Define Items

Create Item

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Step 1:
Item type

Step 2:
Item configuration

Step 3:
Define items

Step 4:
Item details

Step 5:
Images


Step 6:
Review & Create


< Previous Step
Next Step >
Cancel

Define the items in your case

Tell us about each item listed below. All fields are required.

Case:





1 06 14141 54321 9

ID ?

Go

I don't have an item ID.

Description

Department

GROCERY
v

Class Group

S010 - GROCERY EDIBLE CONV
v

Class

905 - SUGAR & SWEET BAKING
v

Subclass

050 - GELATIN/PUDDING
v

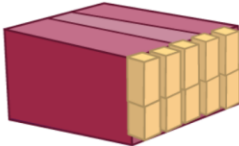
Variety

040 - RTE PUDDING
v

Can this case be scanned for sale at the register?

Yes
 No

Save
Cancel



▶
Consumer Unit:

Enter the item GTIN & the item description. You will also enter the suggested classification/category of the item.

For a case or inner pack, can it be scanned for sale? i.e., candy, spices, protein bars or fire logs.

*When creating a Case-Inner-Each item
 Inner Pack level: How many of this inner pack are in the case?
 Consumer Unit level: How many of this consumer unit are in the inner pack?


Create Item – Define Items

Define the items in your case


Tell us about each item listed below. All fields are required.

Case: 80372500051131
EE RTE STRWBRY PUDDING 13OZ

Consumer Unit:



ID Type
EAN/UCC-14



ID
8 | 03 | 72500 | 05114 | 8 | Go

I don't have an item ID.

Description
EE RTE STRWBRY PUDDING 13OZ

Department
1 - GROCERY

Class Group
S010 - GROCERY EDIBLE CONV

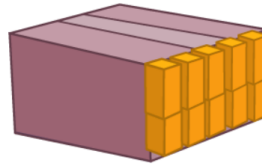
Class
905 - SUGAR & SWEET BAKING

Subclass
050 - GELATIN/PUDDING

Variety
040 - RTE PUDDING

How many of this consumer unit are in the case?
12

Save | Cancel



Review the GTINs & Pack information before clicking "Next Step"!

Create Item

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Step 1: Item type | Step 2: Item configuration | Step 3: Define items | Step 4: Item details | Step 5: Images | Step 6: Review & Create

< Previous Step | Next Step > | Cancel

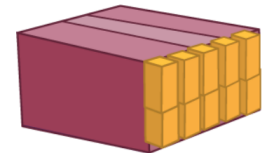
Define the items in your case

Tell us about each item listed below. All fields are required.

Case: 80372500051131
EE RTE STRWBRY PUDDING 13OZ
Vendor Pack: 12

Pack: 12

Consumer Unit: 80372500051148
EE RTE STRWBRY PUDDING 13OZ
Qty: 12 Pack: 1



Create Item – Item Details

Create Item

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Step 1: Item type Step 2: Item configuration Step 3: Define items **Step 4: Item details** Step 5: Images Step 6: Review & Create

[Next Step >](#) [Save for Later](#) [Cancel](#)

Enter item details

For each component of your case, enter item details.

Case: 70372500949929: Test Mango chunks Pack: 6

Vendor Pack: 6

[Save](#) | [Cancel](#) [Show optional fields](#) [Copy attributes from another item](#)

Descriptions Specifications Nutrition Health & Safety Purchase Warehouse **GFD New Item Funding**

Brand * Required

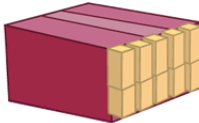
* Brand Type: National

* Brand: Test

Descriptions

* Item Short Description: Mango chunks

* Full Item Description: Test Mango chunks



▶ **Consumer Unit: 70372500949936: Test Mango chunks** Qty: 6 Pack: 1

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Enter attributes for each GTIN in the item configuration.
 *Required fields must be populated.
 You may Copy attributes from another item.
 Some attributes may be imported if GTIN already in process.
 Some attributes may not be editable if GTIN is approved.

Create Item – Item Details

Save | Cancel | Show optional fields | Copy attributes to other items in this packet

Descriptions | Specifications | Nutrition | Health & Safety | **Purchase** | Warehouse | CR Whse Item Setup | CR New Item Funding

Vendor List Cost Copy attributes to other items in this packet

* Vendor Pack List Cost \$ 

Dates Copy attributes to other items in this packet

* Order Dates to

* Ship Dates to

Ordering Copy attributes to other items in this packet

* Does this replace an existing item? Yes No **GTIN:**

If the *Order Dates and *Ship Dates are already populated for NEW items, review and update them to current dates.

Create Item – Item Details Display/Pallet Components

Create Item

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< Previous Step Approve Reject Cancel

Display: 70372500949851: toaster strudel display

Pack: 24

Vendor Pack: 24

Consumer Unit: 70372500949868: toaster strudel strawberry

Qty: 12

Pack: 1

Save | Cancel | Show optional fields | Copy attributes from another item

Descriptions Specifications Nutrition Certifications & Labels Health & Safety Retail **Purchase** Warehouse

Vendor List Cost

* Required

Vendor Pack List Cost \$

Products	Barcode	Nutrition
Organic	Kosher	Fair Trade
		Non GMO

Dates

* Order Dates to

* Ship Dates to

← Image 0 of 0 →

Display/Pallet items

- enter a valid each cost on the Purchase tab for the component item(s)
- enter an SRP on the Retail tab.
- This populates the Shipper Component details for our Retail stores.

Display: 70372500949851: toaster strudel display

Pack: 24

Vendor Pack: 24

Consumer Unit: 70372500949868: toaster strudel strawberry

Qty: 12

Pack: 1

Save | Cancel | Show optional fields | Copy attributes from another item

Descriptions Specifications Nutrition Certifications & Labels Health & Safety **Retail** Purchase Warehouse

Suggested Retail Price

* Required

* Suggested Retail Price Qty / \$

* Is Price Printed on Package? Yes No

Products	Barcode	Nutrition
Organic	Kosher	Fair Trade
		Non GMO

← Image 0 of 0 →

Create Item

Create Item Welcome Buysys MultVend | [SVConnect Portal](#) | [Help](#) | [Logout](#)

Step 1: Item type Step 2: Item configuration Step 3: Define items **Step 4: Item details** Step 5: Images Step 6: Review & Create

Next Step > **Save for Later** Cancel

Enter item details

For each component of your case, enter item details.

▶ Case: 80372500051131: EE RTE STRWBRY PUDDING 13OZ	Pack: 12	✓
▶ Vendor Pack: 12		
▶ Consumer Unit: 80372500051148: EE RTE STRWBRY PUDDING 13OZ	Qty: 12 Pack: 1	✓

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You will see a green check if all validations are met. If you "Save for Later", the item will be on the Items in Process tab on the Select Items page.

Select Items

You have new items in progress. You must complete setting up the new items before you can continue to the next step.

Search Results Selected Items (2) Items in Process

Items 1 - 1 of 1 Items per page: 10 25 50 100

Continue

and	Description	Vendor Pack	Size	Item Type	Vendor Number	Vendor Name	Last Updated
	RYDY PUDDING RTE STRWBRY	12	13.00 OZ	Case	325265	GENERAL MILLS MINNEAPOLIS	08/02/2021

Create Item - Images

Create Item

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Step 1: Item type Step 2: Item configuration Step 3: Define items Step 4: Item details **Step 5: Images** Step 6: Review & Create

< Previous Step Next Step > Save for Later Cancel

Upload product images

For each component of your case, upload required images. Image quality must be high enough to read all text.

Case: 80372500051131: RTE CHOC PUDDING Pack: 12 ✓
Vendor Pack: 12

Consumer Unit: 80372500051148: EE STRWBRY PUDDING 13 OZ Qty: 12 Pack: 1 ✗

*** Product Image(s)** Image(s) must show product brand, description and net contents

Search existing images **Browse**

*** Barcode/UPC Image(s)** Image(s) must verify that product is scannable at point of sale

Search existing images Browse

*** Nutrition Image(s)** Image(s) must list nutrition values and product ingredients

Create Item

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Step 1: Item type Step 2: Item configuration Step 3: Define items Step 4: Item details **Step 5: Images** Step 6: Review & Create

< Previous Step Next Step > Save for Later Cancel

Upload product images

For each component of your case, upload required images. Image quality must be high enough to read all text.

Case: 80372500051131: RTE CHOC PUDDING Pack: 12 ✓
Vendor Pack: 12

Consumer Unit: 80372500051148: EE STRWBRY PUDDING 13 OZ Qty: 12 Pack: 1 ✗

*** Product Image(s)** Image(s) must show product brand, description and net contents *** Required**

Search existing images **Browse** **Upload files** Clear All

pudding.jpeg X

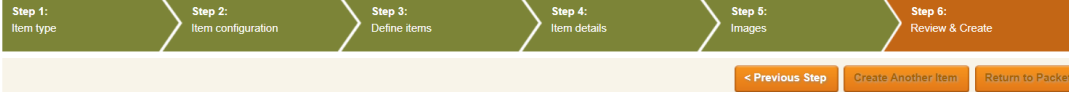
Images & documentation are required for retail sellable GTINs.

- Product, Barcode, Nutrition, Organic, Kosher, Fair Trade, Non-GMO & Gluten-Free
- Browse to select files, then Upload files.

Create Item – Review & Create

Create Item

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Review Item

Add Item Please review the information below for accuracy, then click "Add Item".

GTIN	Item Type	Brand	Description	Vendor Pack	Sell Pack	Size	Vendor	Vendor Name
80372500050561	CA	Test	cereal test item	6	6	15.00 OZ	325266	GENERAL MILLS MINNEAPOLIS
80372500050578	EA	Test	cereal test item	6	1	15.00 OZ	325266	GENERAL MILLS MINNEAPOLIS

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The full case pack configuration is the default pack submitted in the Packet. The process creates all options. The additional pack configurations will be on the Related Items tab for the UNFI Merchandiser to select.

Review the information & click 'Add Item'. This creates the corporate codes & adds the item to your Item Proposal. Create another Item or Return to Packet.

Create Item

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Item(s) Added The below items have been added to the packet. Click Done to return to the Select Items page:

Corporate Code	GTIN	Item Type	Brand	Description	Vendor Pack	Sell Pack	Size	Vendor	Vendor Name
5172883	80372500050561	CA	Test	cereal test item	6	6	15 OZ	325266	GENERAL MILLS MINNEAPOLIS

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Item Proposal - Select Items

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Step 1: Proposal Details | **Step 2: Select Items** | Step 3: Select Locations | Step 4: Item Costs | Step 5: Freight | Step 6: Promotional Offer | Step 7: Deals | Step 8: Summary

[« Hide Filters](#) [Create Item](#) [« Previous Step](#) [Save for Later](#) [Next Step >](#) [Cancel](#)

My Search Criteria [Clear All](#) ✔ The item has been added to the packet.

You have not made any selections

Select Items

Search Results | Selected Items (3) | Items in Process

[Add to Selected Items](#)

Corporate Code	Item Code	Brand	Description	Vendor Pack

No items have been added to your search results. To add items, select search criteria from the left sidebar

Search Options:

- My Favorite Searches
- Item Code
- Item Group
- Brand
- Department
- Vendor
- Item Status
- Item Type

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Newly created orderable items are added to the packet along with items you may find from your search.

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Step 1: Proposal Details | **Step 2: Select Items** | Step 3: Select Locations | Step 4: Item Costs | Step 5: Freight | Step 6: Promotional Offer | Step 7: Deals | Step 8: Summary

[Show Filters >](#) [Create Item](#) [« Previous Step](#) [Save for Later](#) [Next Step >](#) [Cancel](#)

Select Items

Search Results | Selected Items (3) | Items in Process

Items 1 - 3 of 3 Items per page: 10 25 50 100

[Remove Selected Items](#)

Corporate Code	Item Code	Brand	Description	Vendor Pack	Self Pack	Size	Case UPC	Item UPC	Department	Dist Method	Brand Type	Tobacco State
<input type="checkbox"/>									All	All	All	All
<input type="checkbox"/>	3407111	3600282	ESSEVRYDY RTE PUDDING CHOCD	12	12	13 OZ	1004130301995	004130301995	GROC	WAREHOUSE	Primary Brands	
<input type="checkbox"/>	3407112	3600283	ESSEVRYDY RTE PUDDING VANILA	12	12	13 OZ	1004130301996	004130301996	GROC	WAREHOUSE	Primary Brands	
<input checked="" type="checkbox"/>	4847458	ESSEVRYDY	PUDDING RTE STRWBRY	12	12	13 OZ	803726005113	03726005114	GROC	WAREHOUSE	Banner Brands	

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Item Proposal – Product Information

Item Proposal

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Step 1: Proposal Details | Step 2: Select Items | **Step 3: Product Information** | Step 4: Select Locations | Step 5: Item Costs | Step 6: Freight | Step 7: Promotional Offer | Step 8: Deals | Step 9: Summary

< Previous Step | Save for Later | **Update Attributes** | Next Step > | Cancel

Product Information

For each item below, please ensure that all required attributes are entered. If a red X displays, then additional information is required. Click the Update Attributes button to enter the additional information. Once a green checkmark displays for each item, continue to the next step.

Additional Information Required?	Corporate Code	Item Code	Brand	Description	Vendor Pack	Sell Pack	Size	Case UPC	Item UPC	First Ship	Vendor
All											
X	3407111	3600282	ESSEVRDY	RTE PUDDING CHOCO	1						
X	3407112	3600283	ESSEVRDY	RTE PUDDING VANILA	1						
✓	4847455		ESSEVRDY	PUDDING RTE STRWBRY	1						

If additional information is needed for existing items, click Update Attributes or the red X to enter missing data.

Item Proposal

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Step 1: Proposal Details | Step 2: Select Items | **Step 3: Product Information** | Step 4: Select Locations | Step 5: Item Costs | Step 6: Freight | Step 7: Promotional Offer | Step 8: Deals | Step 9: Summary

< Previous Step | Save for Later | **Update Attributes** | Next Step > | Cancel

Product Information

For each item below, please ensure that all required attributes are entered. If a red X displays, then additional information is required. Click the Update Attributes button to enter the additional information. Once a green checkmark displays for each item, continue to the next step.

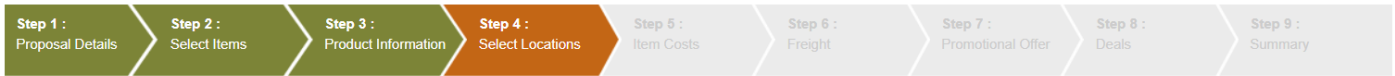
Additional Information Required?	Corporate Code	Item Code	Brand	Description	Vendor Pack	Sell Pack	Size	Case UPC	Item UPC	First Ship	Vendor
All											
✓	3407111	3600282	ESSEVRDY	RTE PUDDING CHOCO	12	12	13 OZ	1004130301995	004130301995	01/01/12	
✓	3407112	3600283	ESSEVRDY	RTE PUDDING VANILA	12	12	13 OZ	1004130301996	004130301996	01/01/12	
✓	4847455		ESSEVRDY	PUDDING RTE STRWBRY	12	12	13 OZ	8037250005113	037250005114	01/01/12	

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Item Proposal – Select Locations

Item Proposal

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[< Previous Step](#)
[Save for Later](#)
[Next Step >](#)
[Cancel](#)

Select Locations

Vendor General Mills Minneapolis (0325266)
 Packet Description Packet of New Items
 Status Draft
 Distribution Method Warehouse

Select/recommend the UNFI Distribution Center(s) for the item assortment.

West Region

N- New A- Active D-Discontinued

[Select All](#) [Clear All](#)

Corporate Code	Item Code	Brand	Description	Vendor Pack	Sell Pack	Size	Case UPC	Item UPC	CO	ST	PL	CE	SF	BW
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3407111	3600282	ESSEVRYDY	RTE PUDDING CHOCO	12	12	13 OZ	1004130301995	004130301995	A	A	A	A	<input type="checkbox"/>	<input type="checkbox"/>
3407112	3600283	ESSEVRYDY	RTE PUDDING VANILA	12	12	13 OZ	1004130301996	004130301996	A	A	A	A	<input type="checkbox"/>	<input type="checkbox"/>
4947455		ESSEVRYDY	PUDDING RTE STRWBRY	12	12	13 OZ	8037250005113	037250005114	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item Proposal – Item Costs – Display with components

1 - 3 of 3

Items per page: 10 25 50 100

Item Details Sort: Case UPC Item UPC

Enter Costs by

Corporate Code	Item Details	Bracket 1 (1+ cases)
<input type="text"/>	<input type="text"/>	per case
5335974	PILLSBURY TOASTER STRUDL DSP Case UPC 7037250094985 Item UPC 037250000000 Vendor/Sell Pack 24/24 Size 6 CT	\$ <input type="text" value="64.0000"/> ↓
5335973	PILLSBURY TOASTER STRUDL DSP Case UPC 7037250094986 Item UPC 037250094986 Vendor/Sell Pack 1/1 Size 12.7 OZ	<input type="text" value="2.6700"/>
5335972	PILLSBURY TOASTER STRUDL DSP Case UPC 7037250094987 Item UPC 037250094987 Vendor/Sell Pack 1/1 Size 12.7 OZ	<input type="text" value="2.6700"/>

Enter valid cost for the pack of the item. Avoid entering .01 cost.

Item Proposal - Summary

Item Proposal

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Proposal Summary [Hide Details](#)

Description Packet of New Items

Status Draft

Vendor General Mills Minneapolis (0325266)

Product Group Grocery

Organization(s) West Region

Distribution Method Warehouse

- Selected Items**
- Related Items
- Locations
- Cost
- Freight Cost
- Supporting Documentation *
- Promotional Offers
- Comments

	Corporate Code	Corporate Code Status	Item Code	Brand	Description	Type	Vendor Pack	Sell Pack	Size	Case UPC	Item UPC	First S
<input type="checkbox"/>		All										
<input type="checkbox"/>	3407111	Div Items Exist	3600282	ESSEVRYDY	RTE PUDDING CHOCO	CA	12	12	13 OZ	1004130301995	004130301995	01/31/1
<input type="checkbox"/>	3407112	Div Items Exist	3600283	ESSEVRYDY	RTE PUDDING VANILA	CA	12	12	13 OZ	1004130301996	004130301996	01/31/1
<input type="checkbox"/>	4947455	Pending Approval		ESSEVRYDY	PUDDING RTE STRWBRY	CA	12	12	13 OZ	8037250005113	037250005114	01/01/1

Vendors & Brokers must accept the UNFI Terms & Conditions to enable the Submit button.

Submitted Proposal Packet

Item Proposal

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[Download](#) [Done](#)

Packet# 39-1797955 has been submitted.

Proposal Summary [Hide Details](#)

Description Packet of New Items

Status In Review

Vendor General Mills Minneapolis (0325266)

Product Group Grocery

Organization(s) West Region

Distribution Method Warehouse

First Ship 01/01/12

Packet Owner [Redacted]

Selected Items [Related Items](#) [Locations](#) [Cost](#) [Freight Cost](#) [Supporting Documentation *](#) [Promotional Offers](#)

Corporate Code	Corporate Code Status	Item Code	Brand	Description	Type	Vendor Pack	Sell Pack
<input type="checkbox"/>	All						
<input type="checkbox"/>	3407111	Div Items Exist	3600282	ESSEVRYDY	RTE PUDDING CHOCO	CA	12
<input type="checkbox"/>	3407112	Div Items Exist	3600283	ESSEVRYDY	RTE PUDDING VANILA	CA	12
<input type="checkbox"/>	4947455	Pending Approval		ESSEVRYDY	PUDDNG RTE STRWBRY	CA	12

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Confirmation of the Submitted packet. 'Done' brings you back to the Item Proposal landing page.

Item Proposal

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[New Proposal](#) [Done](#)

[Proposal Drafts](#) [Submitted Proposals](#)

Proposals that you have previously submitted are listed below. Select a proposal to view or download to Excel.

[View](#) [Download](#)

Packet #	Organization	Description	Status	Submitted	Promo Offer	Deals	# of Items	Vendor #	Vendor Name	Submitted By
<input type="radio"/>	All		All		All	All				
1797955	WEST REGION	Packet of New Items	In Review	07/30/21	<input checked="" type="checkbox"/>		3	0325266	GENERAL MILLS MINNEAPOLIS	BUYSYS_MULT-ND

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Viewing Submitted Packets

04

Submitted Proposals tab

Item Proposal

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New Proposal

Done

Proposal Drafts

Submitted Proposals

Proposals that you have previously submitted are listed below. Select a proposal to view or download to Excel.

View

Download

Packet #	Organization	Description	Status	Submitted	Promo Offer	Deals	# of Items	Vendor #	Vendor Name	Submitted By:
	All		All		All	All				
1797955	WEST REGION	Packet of New Items	Approved	08/04/21			3	0325266	GENERAL MILLS MINNEAPOLIS	BUYSYS_MULTY ND

- **In Review** – UNFI merchandising teams are reviewing the packet but it has not yet been approved.
- **Approved** – UNFI merchandising teams have approved some or all items for setup.
- **Division Item(s) Added** – Division items have been added to some or all corporate codes approved for setup.
- **Completed** – UNFI internal setup steps have been marked complete.
- **Rejected** – UNFI merchandiser at this organization has declined to move forward with the offer.

Pending Approval Status

Item Proposal Welcome Buysys MultiVend | SVConnect Portal | Help | Logout

Step 1: Proposal Details | Step 2: Select Items | Step 3: Select Locations | Step 4: Item Costs | Step 5: Freight | Step 6: Promotional Offer | **Step 7: Summary**

Download Done

Proposal Summary #1797955 [Hide Details](#)

Description Packet of New Items **Status** Approved

Vendor General Mills Minneapolis (0325266) **Product Group** Grocery

Organization(s) West Region **Distribution Method** Warehouse

First Ship 01/01/12 **Packet Owner** Ang39 Redpath

Selected Items | Related Items | Locations | Cost | Freight Cost | Supporting Docs * | Promo Offers | Comments | Quality Assurance

Corporate Code	Corporate Code Status	Item Code	Brand	Description	Type	Vendor Pack	Sell Pack	Size	Case UPC	It
<input type="checkbox"/>	All									
<input type="checkbox"/>	Div Items Exist	3600282	ESSEVRYDY	RTE PUDDING CHOCO	CA	12	12	13 OZ	1004130301995	00
<input type="checkbox"/>	Div Items Exist	3600283	ESSEVRYDY	RTE PUDDING VANILA	CA	12	12	13 OZ	1004130301996	00
<input type="checkbox"/>	Pending Approval	4947465	ESSEVRYDY	PUDDNG RTE STRWBRY	CA	12	12	13 OZ	8037250005113	03

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Newly created items are 'Pending Approval' by the Merchandising team or in Quality Assurance process.

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Step 1: Proposal Details | Step 2: Select Items | Step 3: Select Locations | Step 4: Item Costs | Step 5: Freight | Step 6: Promotional Offer | **Step 7: Summary**

Download Done

Proposal Summary #1797955 [Hide Details](#)

Description Packet of New Items **Status** Approved

Vendor General Mills Minneapolis (0325266) **Product Group** Grocery

Organization(s) West Region **Distribution Method** Warehouse

First Ship 01/01/12 **Packet Owner** Ang39 Redpath

Selected Items | Related Items | Locations | Cost | Freight Cost | Supporting Docs * | Promo Offers | Comments | **Quality Assurance**

Refresh Revise Item Quality Assurance Return Packet

Structure #	Status	Brand	Description	Vendor Pack	Sell Pack	Size	GTIN	Class Group
<input type="checkbox"/>	All							
627285	Quality Assurance	ESSEVRYDY	PUDDNG RTE STRWBRY	12	12	13 OZ	80372500051131	GROCERY EDIBLE CONV

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Quality Assurance

626539 / FRUIT SNACKS GRAPE / Quality Assurance



Details

History

Item ID	Item Type	Corporate Code	Vendor pack	SV pack	Description	Class group	Vendor number	Vendor name	Create User ID	Create date
80372500049626	CA	4946314	12	12	FRT SNK GRAPE	S010 - GROCERY EDIBLE CONV	325266	GENERAL MILLS MINNEAPOLIS	BUYSYS	06/01/2021
80372500049633	EA	4946315	12	1	FRT SNK GRAPE	S010 - GROCERY EDIBLE CONV	325266	GENERAL MILLS MINNEAPOLIS	BUYSYS	06/01/2021

626539 / FRUIT SNACKS GRAPE / Quality Assurance



Details

History

Step details:	Action taken:	By:	Comments:
Step 1: Submit item	Completed 06/01/2021 at 2:40 pm	Buysys MultVend (BUYSYS_MULTVEND)	
Step 2: Merchant Approval Received: 06/01/2021 at 2:40 pm Owner: Ang39 Redpath	Completed 06/01/2021 at 2:40 pm	ANGELA REDPATH (AREDCLSAPRV01)	
Step 3: Classification review Received: 06/01/2021 at 2:40 pm Primary reviewer: A Redpath Secondary reviewer: Jocelyn Grant	Completed 06/01/2021 at 3:15 pm		
Step 4: Quality assurance Received 06/01/2021 at 3:15 pm			

Visibility to the corporate code associated to each level & where your item is in the process.

Returned Packets

05

Proposal Drafts tab

	Packet #	Organization	Description	Status	Last Updated	Promo Offer	Deals	# of Items	Ve
		All		All		All	All		
<input type="radio"/>	1796770	GMCP	Pantene Shampoo Cond	Returned					8
<input type="radio"/>	1797955	WEST REGION	Packet of New Items	Returned					2
<input type="radio"/>	1797291	WEST REGION	Fruit Snacks	Returned	06/04/21			3	032
<input type="radio"/>	1798145	EAST REGION	New Packet	Draft	08/03/21			0	032

	Packet #	Organization	Description	Status	Last Updated	Promo Offer	Deals	# of Items	Ve
		All		All		All	All		
<input type="radio"/>	1797955	WEST REGION	Packet of New Items	Returned					2

You will receive an email if a packet is returned.

- Packets may be returned for revision by the UNFI Merchandiser.
- Packets may be returned during the Quality Assurance process needing additional information or the item may need to be recreated due to errors.

Returned by UNFI Merchandiser

Item Proposal

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[New Proposal](#) [Done](#)

Proposal Drafts [Submitted Proposals](#)

Working proposals are listed below. Select one to continue or click "New Proposal" to start a new proposal.

[Continue](#)

Packet #	Organization	Description	Status	Last Updated	Promo Offer	Deals	# of Items	Vendor #	Vendor Name
	All		All		All	All			
<input checked="" type="radio"/> 1796770	GMCP	Pantene Shampoo Cond	Returned	08/03/21	<input checked="" type="checkbox"/>		2	0689000	PROCTER & GAMBLE
<input type="radio"/> 1797955	WEST REGION	Packet of New Items	Returned	08/03/21	<input checked="" type="checkbox"/>		3	0325266	GENERAL MILLS MINNEAPOLIS
<input type="radio"/> 1797291	WEST REGION	Fruit Snacks	Returned	06/04/21			3	0325266	GENERAL MILLS MINNEAPOLIS
<input type="radio"/> 1798145	EAST REGION	New Packet	Draft	08/03/21			0	0325266	GENERAL MILLS MINNEAPOLIS

Select packet & 'Continue'.

You will be able to revise the item proposal as per the Merchandiser's instruction. You can add additional items, correct costs, add to supporting documents.

You will need to accept Terms & Conditions again & Submit.

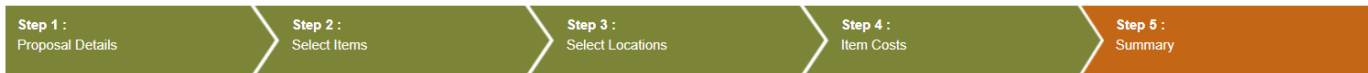
Returned by Quality Assurance

- To revise the items in the packet, access the packet via the Drafts Packet Tab.
- Go to the summary page.
- Go to the Quality Assurance Tab.
- Select the structure and address the reasons the item structures were returned to you.
- You'll follow the same steps used to create items for each returned structure. After revising all items, accept the terms and return the packet to us so we can complete the audits.
- Do not add the documents to the supporting documents tab. This is not used in the Quality Assurance process.

Returned by Quality Assurance

Item Proposal

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I accept SUPERVALU New Item Proposal [Terms & Conditions](#)

⚠ Please revise any Returned items below. If you need to recreate a Rejected item, click on Step 2 in the header and click Create Item. When finished, please re-submit.

Proposal Summary #1797291 [Hide Details](#)

Description Fruit Snacks **Status** Returned
Vendor General Mills Minneapolis (0325266) **Product Group** Grocery
Organization(s) West Region **Distribution Method** Warehouse
First Ship 06/19/20 **Batch Owner** Ang39 Redpath

If the Structure status is Returned, click Revise Item. This brings you to Item Details where you can make changes to item details, images or add Kosher certificates etc.

	Structure #	Status	Brand	Description	Vendor Pack	SV Pack	Size	GTIN	Class Group
		All							
<input checked="" type="radio"/>	626538	Returned		Image Issue: Barcode - Please provide a better image - cannot read barcode.	12	12	1 OZ	80372500049602	GROCERY EDIBLE CONV
<input type="radio"/>	626539	Active			12	12	1 OZ	80372500049626	GROCERY EDIBLE CONV

Returned by Quality Assurance

Create Item

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Step 1:
Item type

Step 2:
Item configuration

Step 3:
Define items

Step 4:
Item details

Step 5:
Images

Step 6:
Review & Create

Next Step >

Save for Later

Cancel

Enter item details

For each component of your case, enter item details.

▶

Case: 80372500049602: FRUIT SNACKS BERRY

Vendor Pack: 12

▶

Consumer Unit: 80372500049619: FRUIT SNACKS BERRY

Create Item

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Step 1:
Item type

Step 2:
Item configuration

Step 3:
Define items

Step 4:
Item details

Step 5:
Images

Step 6:
Review & Create

< Previous Step

Create Another Item

Done

Review Item

Please review the information below for accuracy, then click "Update Item".

Update Item

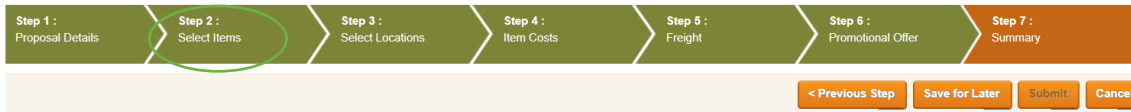
Corporate Code	GTIN	Item Type	Brand	Description	Vendor Pack	Sell Pack	Size	Vendor	Vendor Name
4946312	80372500049602	CA	ANNIE'S	FRT SNK BRRY	12	12	1 OZ	325266	GENERAL MILLS MINNEAPOLIS
4946313	80372500049619	EA	ANNIE'S	FRT SNK BRRY	12	1	1 OZ	325266	GENERAL MILLS MINNEAPOLIS

Updates will apply to the GTINs & corporate codes pending approval. Once item revisions are complete, you must resubmit to resume item setup process. You will need to accept Terms & Conditions again & Submit.

Returned by Quality Assurance – Rejected Item

Item Proposal

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I accept UNFI New Item Proposal [Terms & Conditions](#)

⚠ All items have been revised. Please click Submit to return the packet to UNFI to resume item setup.

Proposal Summary #1797955 [Hide Details](#)

Description Packet of New Items

Status Returned

Vendor General Mills Minneapolis (0325266)

Product Group Grocery

Organization(s) West Region

Distribution Method Warehouse

First Ship 01/01/12

Packet Owner Ang39 Redpath

Selected Items | Related Items | Locations | Cost | Freight Cost | Supporting Documentation * | Promotional Offers | Comments | **Quality Assurance**

										Refresh	Revise Item	Quality Assurance	Return Packet
Structure #	Status	Brand	Description	Vendor Pack	Sell Pack	Size	GTIN	Class Group					
627285	Quality Assurance	ESSEVRYDY	PUDDNG RTE STRWBRY	12	12	13 OZ	80372500051131	GROCERY EDIBLE CONV					

If the item was rejected due to bad GTINs or incorrect pack, a new item will need to be created. Click on Step 2: Select Items & Create Item. You will be able to resubmit the packet. Newly created items will go to the Merchandiser to reapprove the packet.

GDSN Items

06

GDSN (Global Data Synchronization Network)

- **What changed for GDSN suppliers after August 2021 release:**
 - Supplier GDSN contacts will receive only one automated notification email.
 - This notification now says “RECEIVED”, since the “Create Item” process is needed to finish the creation of those items.
 - When submitting new GDSN items, suppliers should click “Create Item”, select the appropriate item configuration, and enter the topmost orderable GTIN (usually the case GTIN, not the pallet GTIN).
 - For regular case items, the system should locate the existing item structure and prompt them to continue with item setup.
 - For multi-component displays, mixed modules, and bulk items, the supplier will first need to manually link the GTINs together (with appropriate component quantities) to create the item structure before proceeding.
 - For all items, suppliers will need to “top-off” any missing required attributes on the GTINs and provide product images.
- **What did not change?**
 - GDSN suppliers should continue to publish all new items to the “UNFI Corporate” GLN (0041130079153) as NEW.

FAQs

07

Frequently Ask Questions

- *“I cannot update cost on the returned packet” ...* this is because the Supplier is attempting to make the change on the summary page. The Supplier must go back into the packet and click on **Step 4 – Item Costs** to edit costs.
- *“unable to change the number of cost brackets down from 3 to 1” ...* there is a known system error. A workaround is to “save for later”. Then go back into the packet and continue.
- *“I cannot update the Item” or “cannot attach the image” or “cannot attach the certificate” ...* to revise the items in the packet, you need to go access the packet via the Drafts Packet Tab. Go to the summary page. Go to the Quality Assurance Tab. Select the structure and address the reasons the item structures were returned to you. This is going through the same steps as you do like creating the items. You will go through this for each returned structure. Once you have revised all the items, then you can accept the terms and then return the packet back to us. This will allow us to complete the audits.
- *“I am creating a new item, and the data is locked from editing, and it’s wrong, how do I get it corrected?” ...* provide the GTIN to EIM_CenterStore_GFD@unfi.com if appropriate we can unapprove the GTIN to allow edits.
- *“I loaded all images, but it still shows a red X” ...* make sure you scroll all the way down to see that all image requirements have been met. Nutrition, Kosher, Organic etc.
- *“I cannot make any changes to the returned packet” ...* Only the person that submitted the packet can make the revisions to the returned packet.

Thank you