BETTER FOOD. BETTER FUTURE.

eNewItem Revised Workflow

Supplier

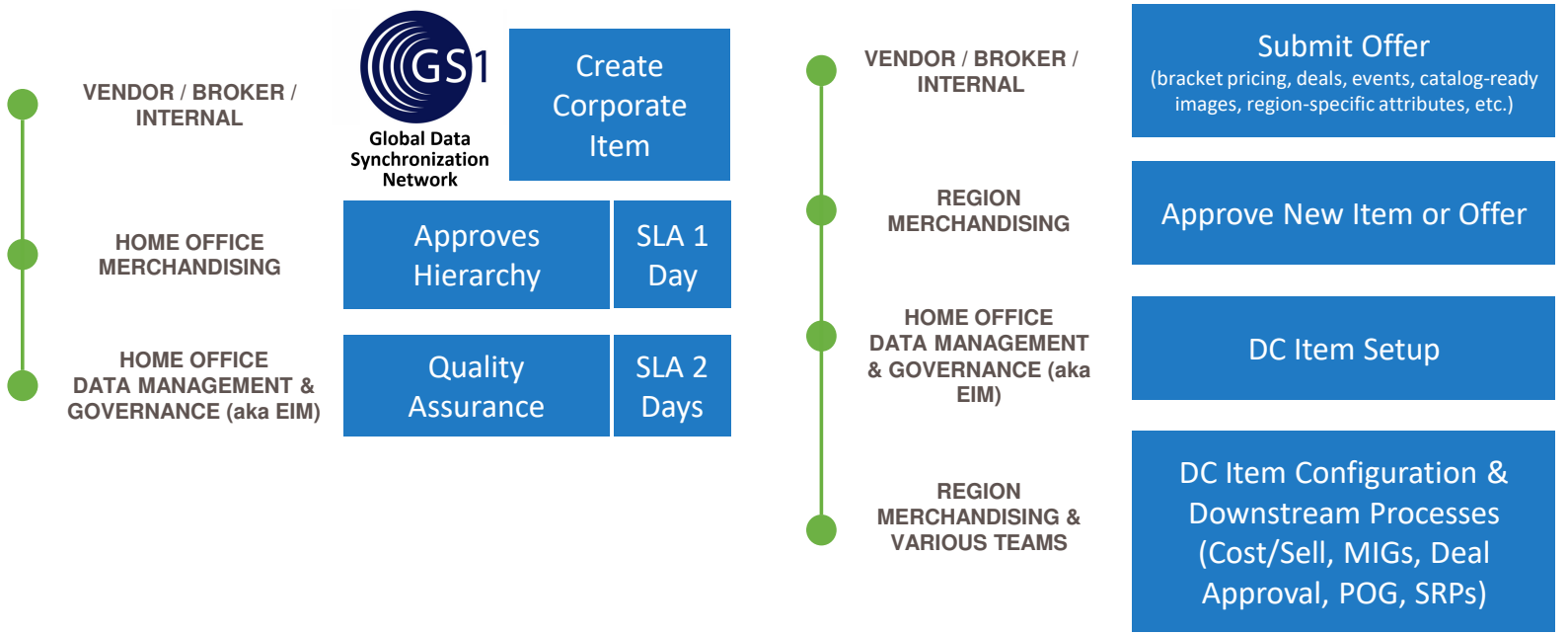
Wholesale Business Applications

August 2021

1

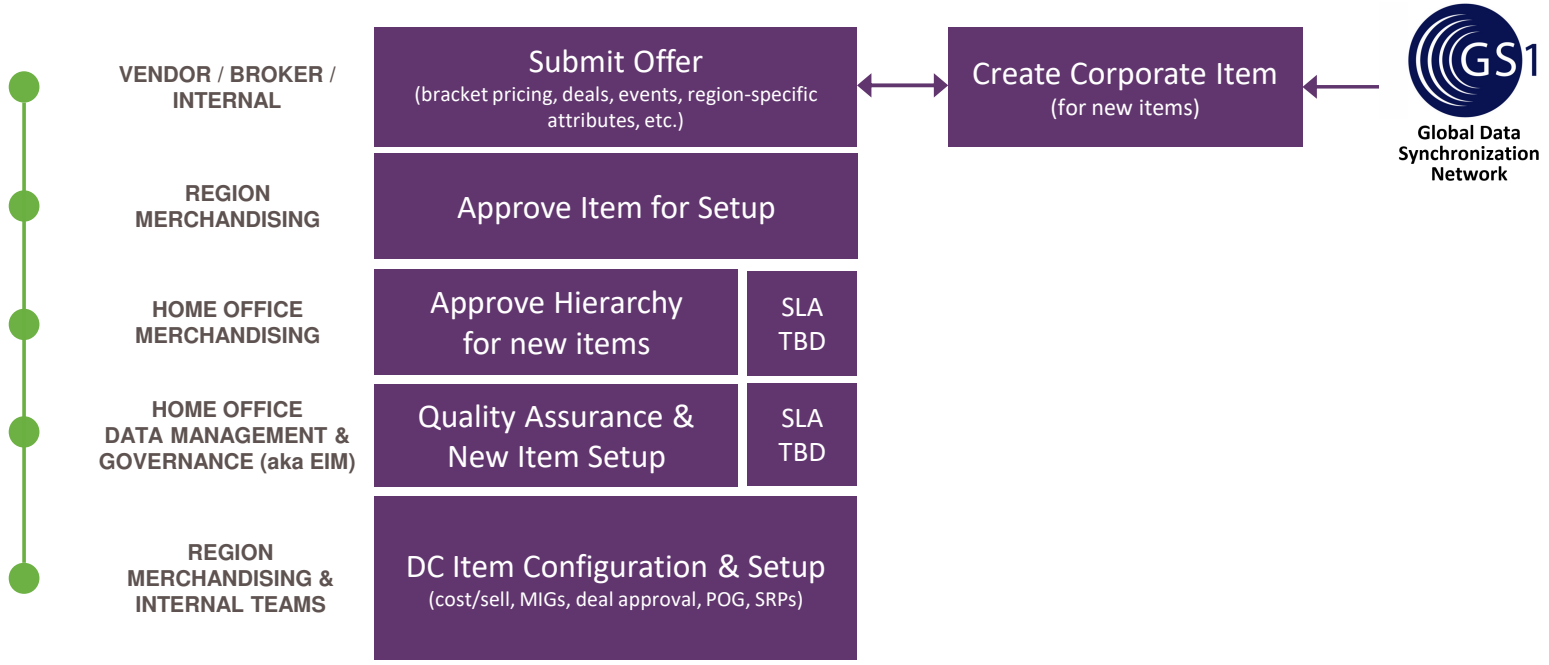
eNewItem Revised Workflow

Current New Item & Offer Submission Process (Conventional)



eNewItem Revised Workflow

Revised New Item and Offer Submission Process (Conventional)



What is changing?

eNewItem Revised Workflow

What's Changing for Suppliers & Other New Item Creators?

Suppliers will now submit items to UNFI Conventional via one step: Submit Item Proposal. The Create Item step is being integrated within the existing Submit Item Proposal process, so suppliers can now create corporate codes and submit an item proposal in one step.

Create Item Process:

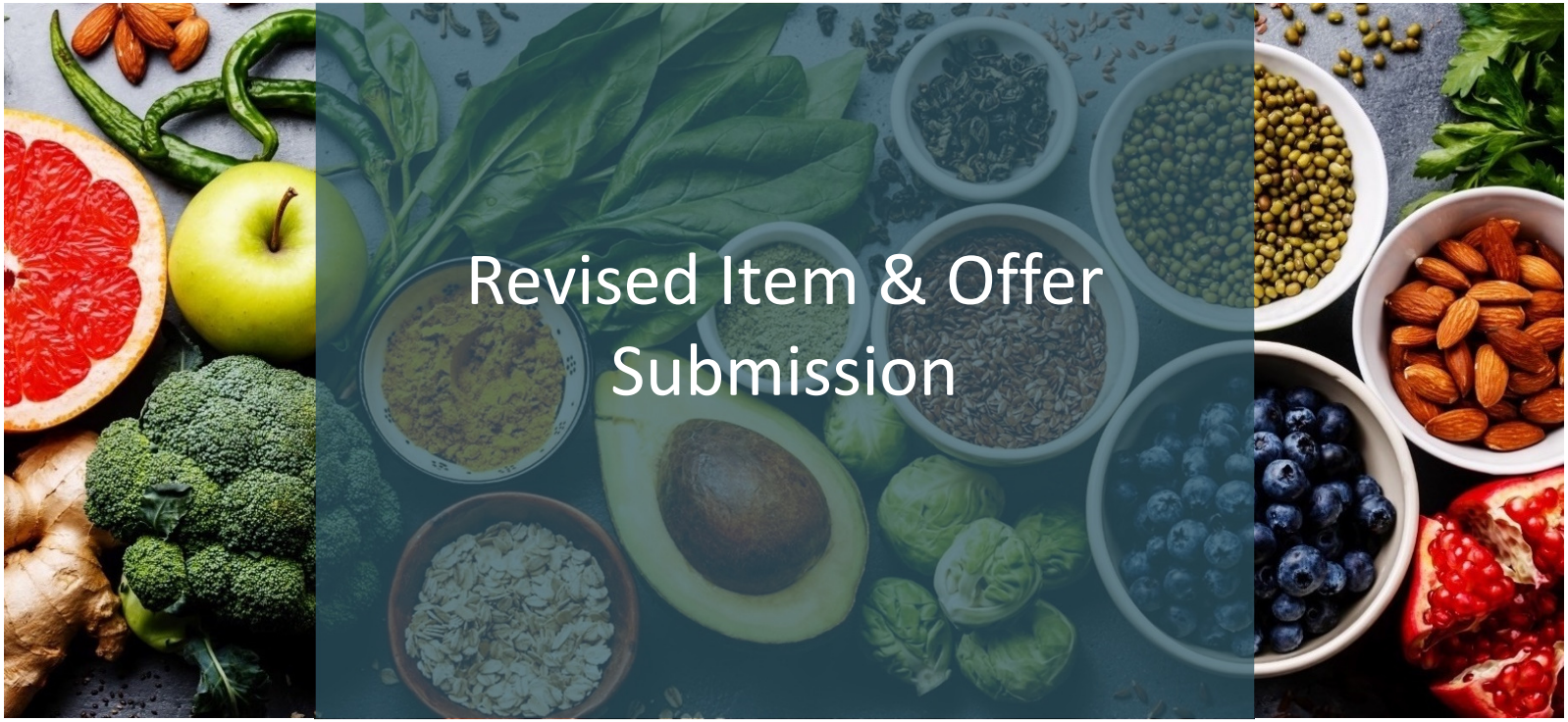
- Corporate codes will be created instantly. New item creators will no longer need to wait the ~3 days for a corporate code to be created.
- Current certificates and documentation will be required for organic, kosher, and fair-trade certified items.
- Enhanced Attribute Copy – Item creators may copy attributes from items in process, so submitting a new line of items has never been easier!
- UNFI's internal item setup process is being changed to require merchandiser approval before a new item goes through Quality Assurance.

eNewItem Revised Workflow

What's Changing for Suppliers & Other New Item Creators?

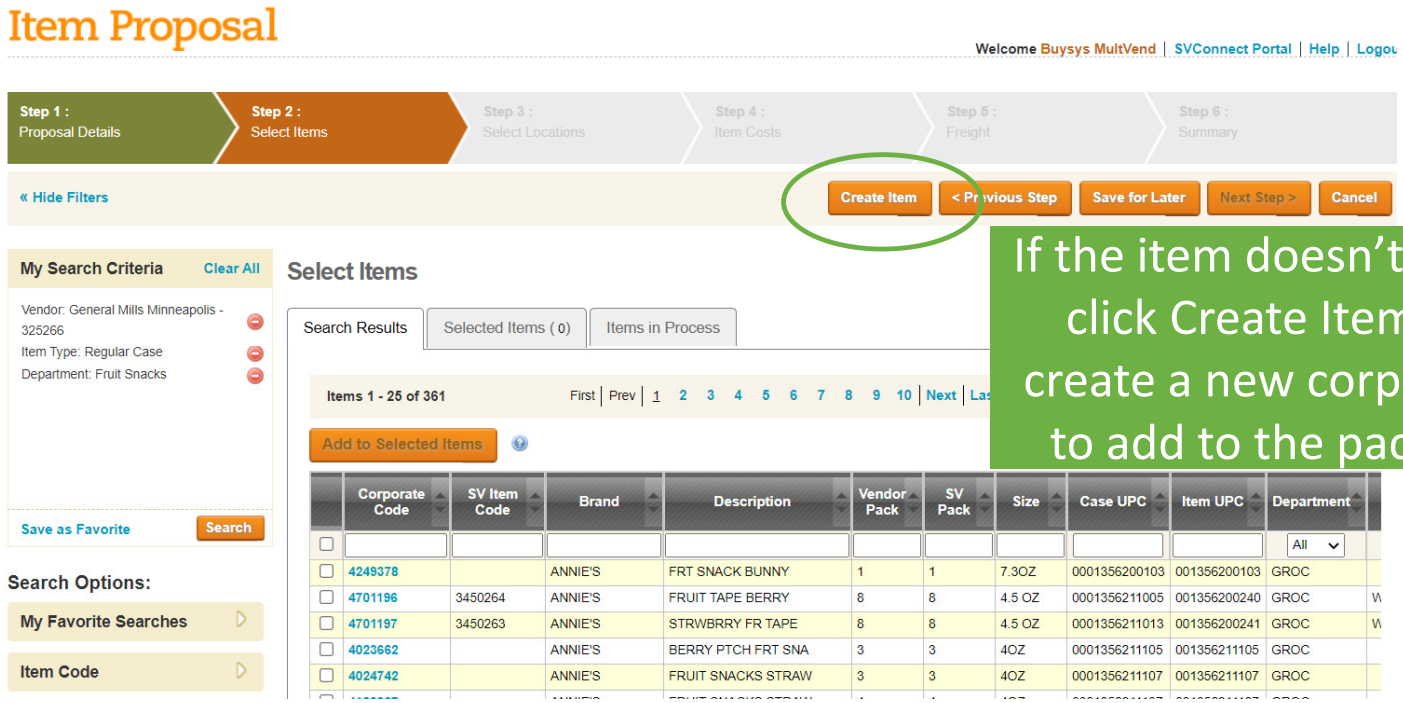
Submit Item Proposal Process:

- New tabs on the Summary page:
- Selected Items – This tab displays the items being submitted to the UNFI merchandiser for approval.
- Related Items – This tab displays newly created items in varying pack configurations (e.g. candy, spices, sports bars), and are automatically included in the packet for newly created items. When UNFI merchandisers review the proposal, they can move items between Selected and Related Items. Selected Items reflects the items to be moved forward for setup.
- Quality Assurance – For newly created items which have been approved for setup at a UNFI DC location, this tab displays the item structures which will go through UNFI's Quality Assurance process.
- For new items which require revision or to be re-created, UNFI's Data Management Team will return the entire item proposal packet directly to the creator. All items belonging to the packet which require revision can be addressed at once.
- Promotional Event Images – Submitting items for a promotional event will require at least one image to be provided for each item. These images are intended to be used for ad production and should be of high quality/resolution.


Revised Item & Offer
Submission

Revised Item & Offer Submission

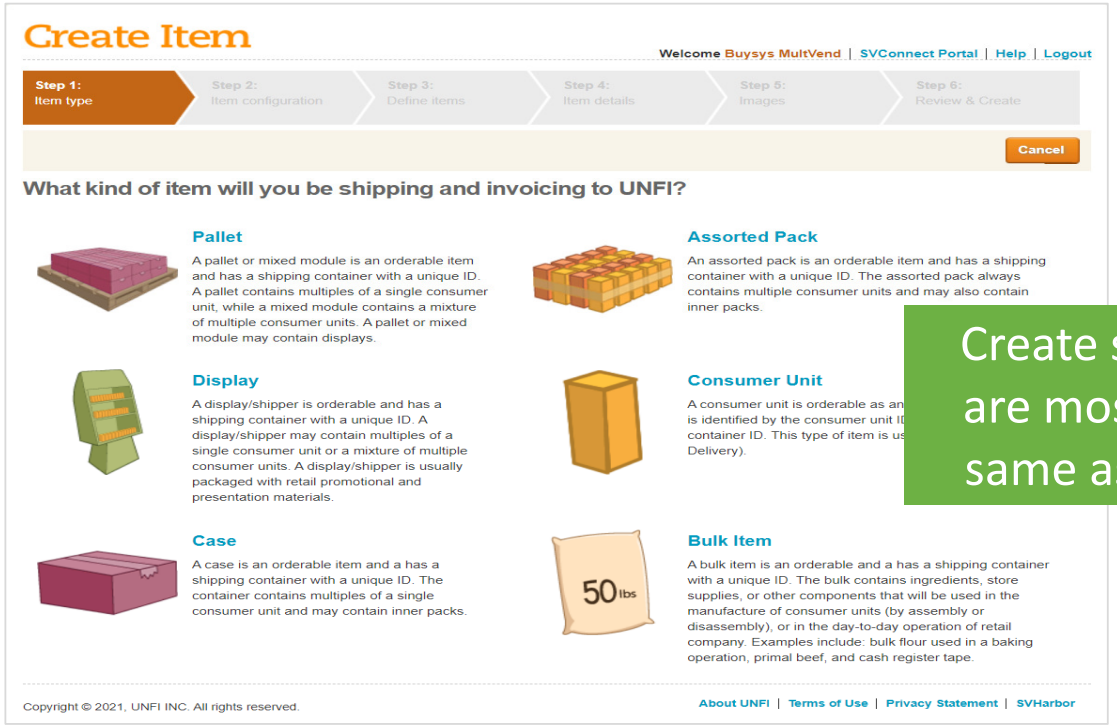
Item Proposal – Submission for New Items & Promotional Offers



If the item doesn't exist, click Create Item to create a new corp code to add to the packet.

Revised Item & Offer Submission

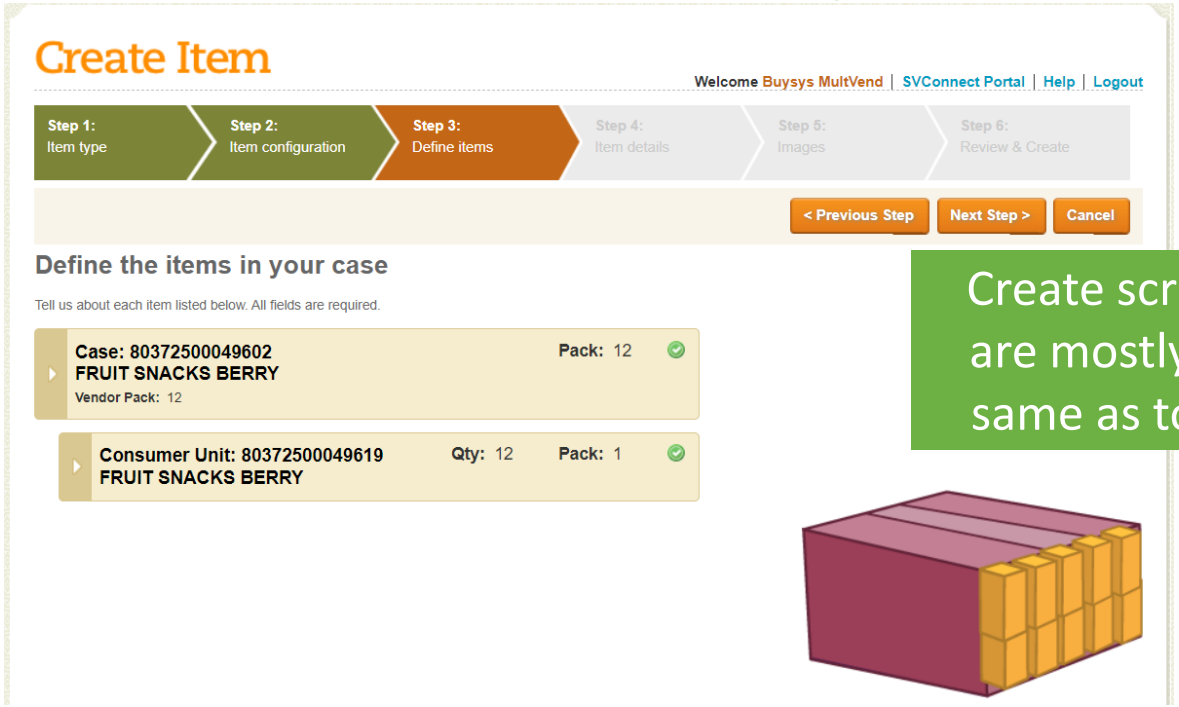
Create a New Item to Include with the Proposal



Create screens are mostly the same as today

Revised Item & Offer Submission

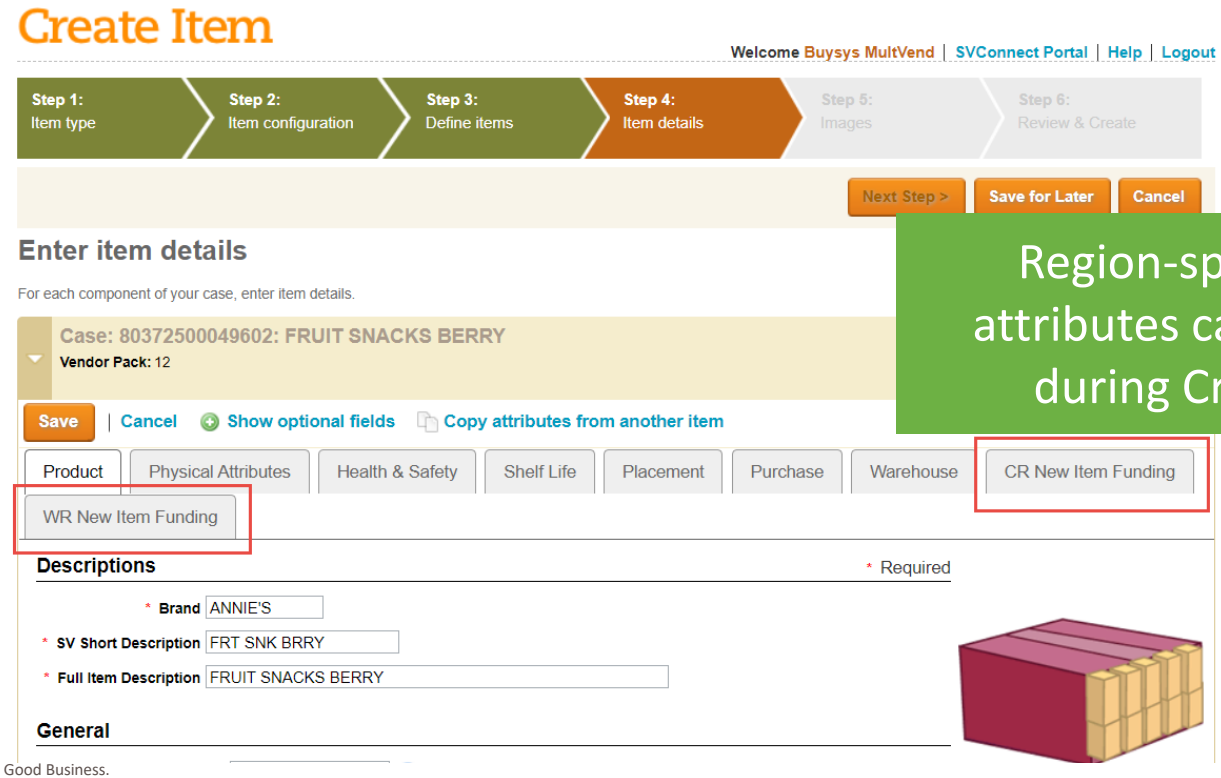
Create a New Item to Include with the Proposal



Create screens are mostly the same as today

Revised Item & Offer Submission

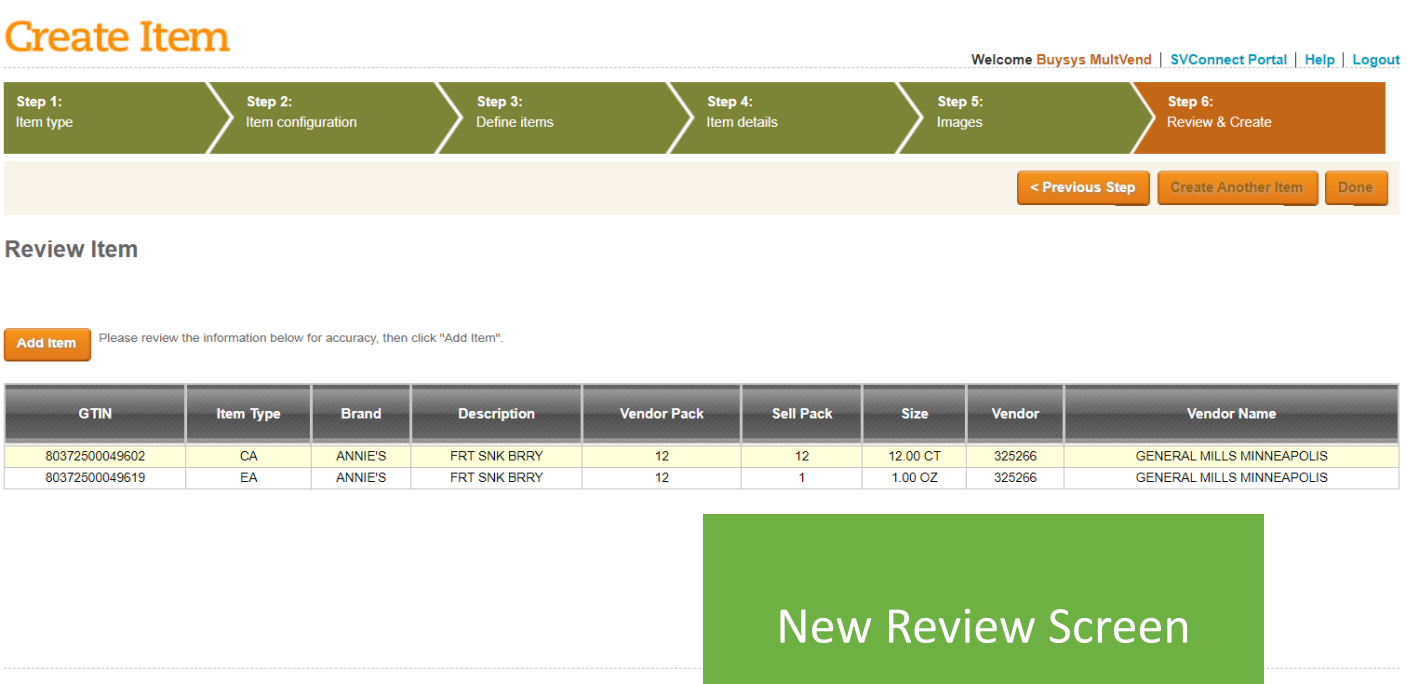
Enhanced Item Details



Region-specific attributes captured during Create

Revised Item & Offer Submission

Revised Review Page

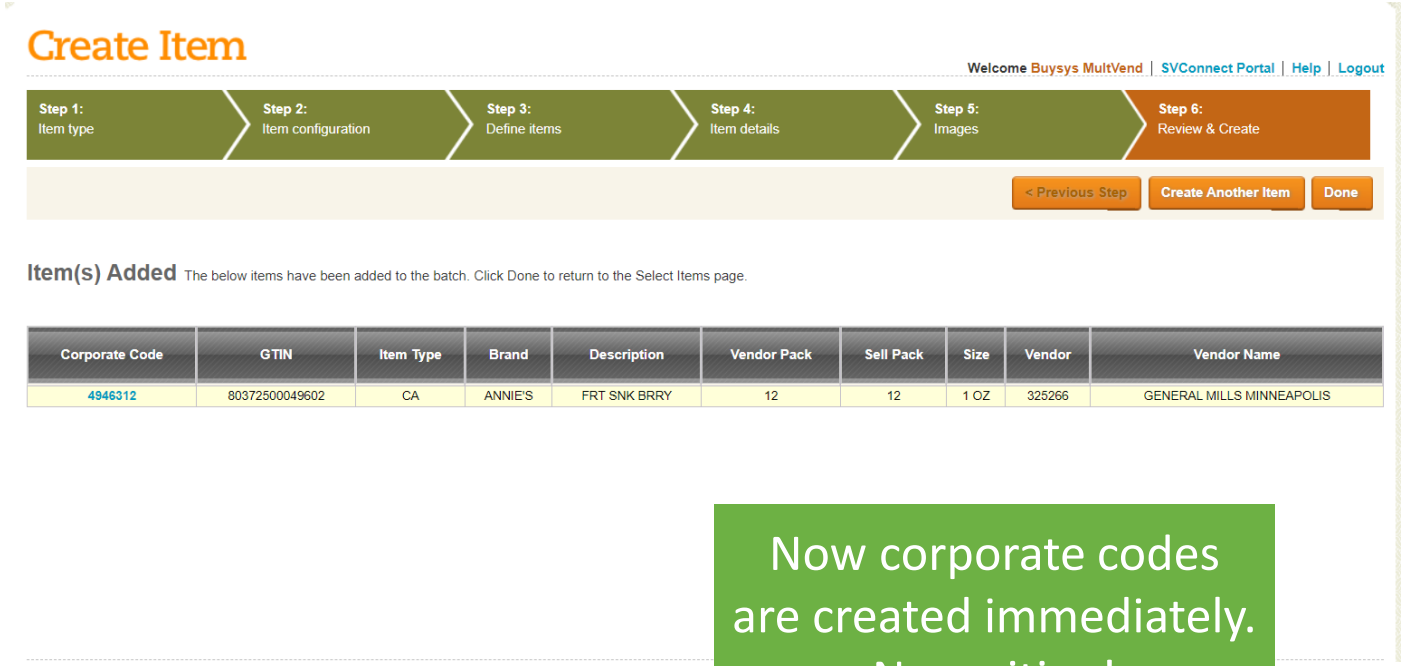


GTIN	Item Type	Brand	Description	Vendor Pack	Sell Pack	Size	Vendor	Vendor Name
80372500049602	CA	ANNIE'S	FRT SNK BRRY	12	12	12.00 CT	325266	GENERAL MILLS MINNEAPOLIS
80372500049619	EA	ANNIE'S	FRT SNK BRRY	12	1	1.00 OZ	325266	GENERAL MILLS MINNEAPOLIS

New Review Screen

Revised Item & Offer Submission

Corporate Codes Created Instantly



Now corporate codes are created immediately. No waiting!

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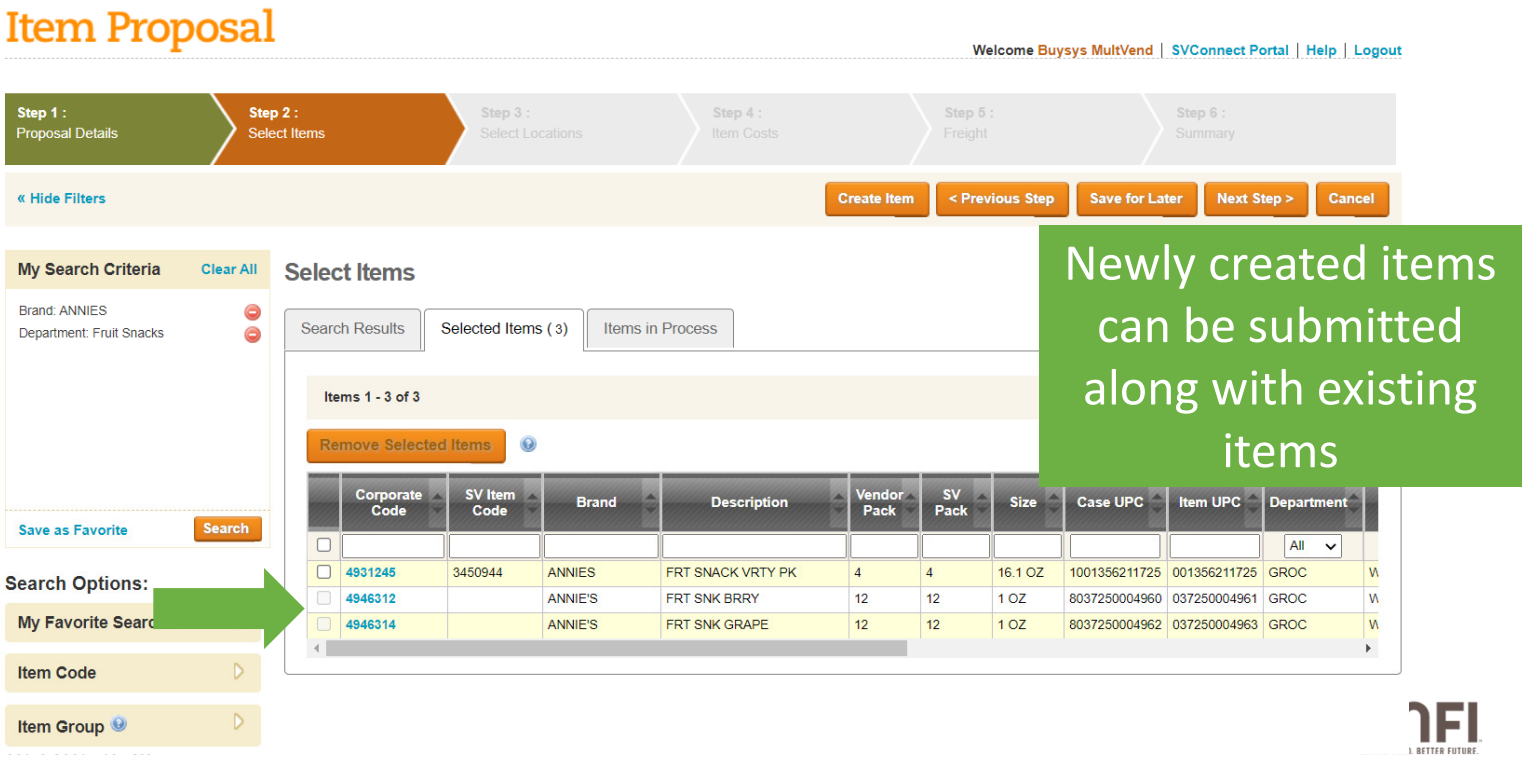
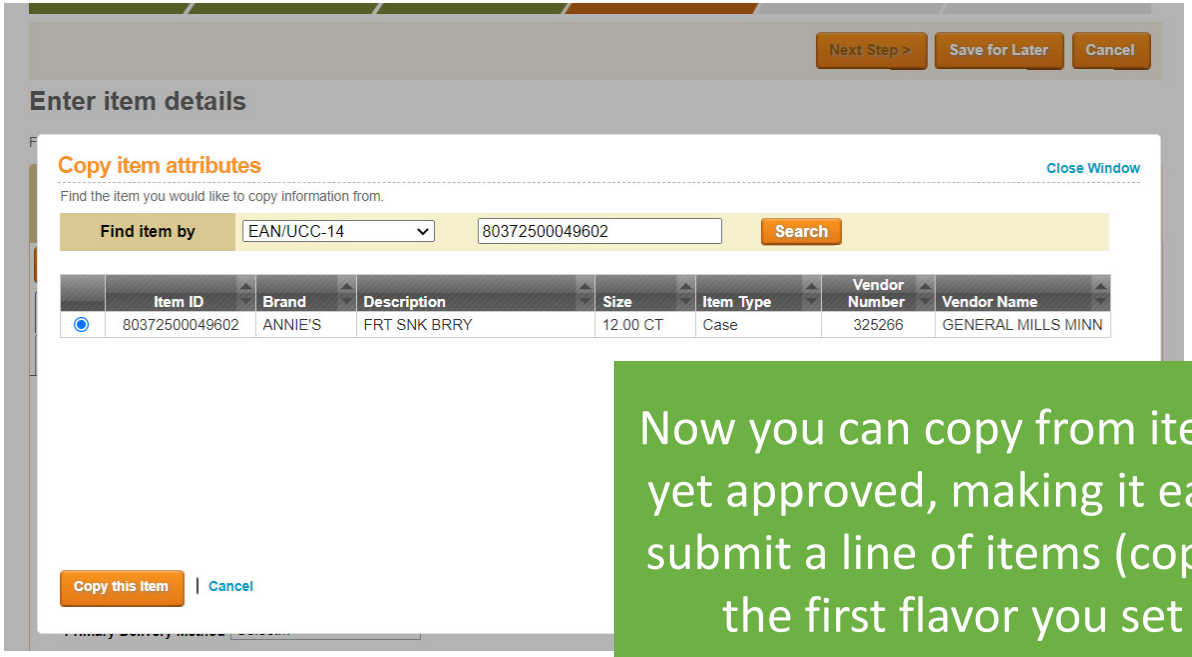
Revised Item & Offer Submission

Selected Items



Revised Item & Offer Submission

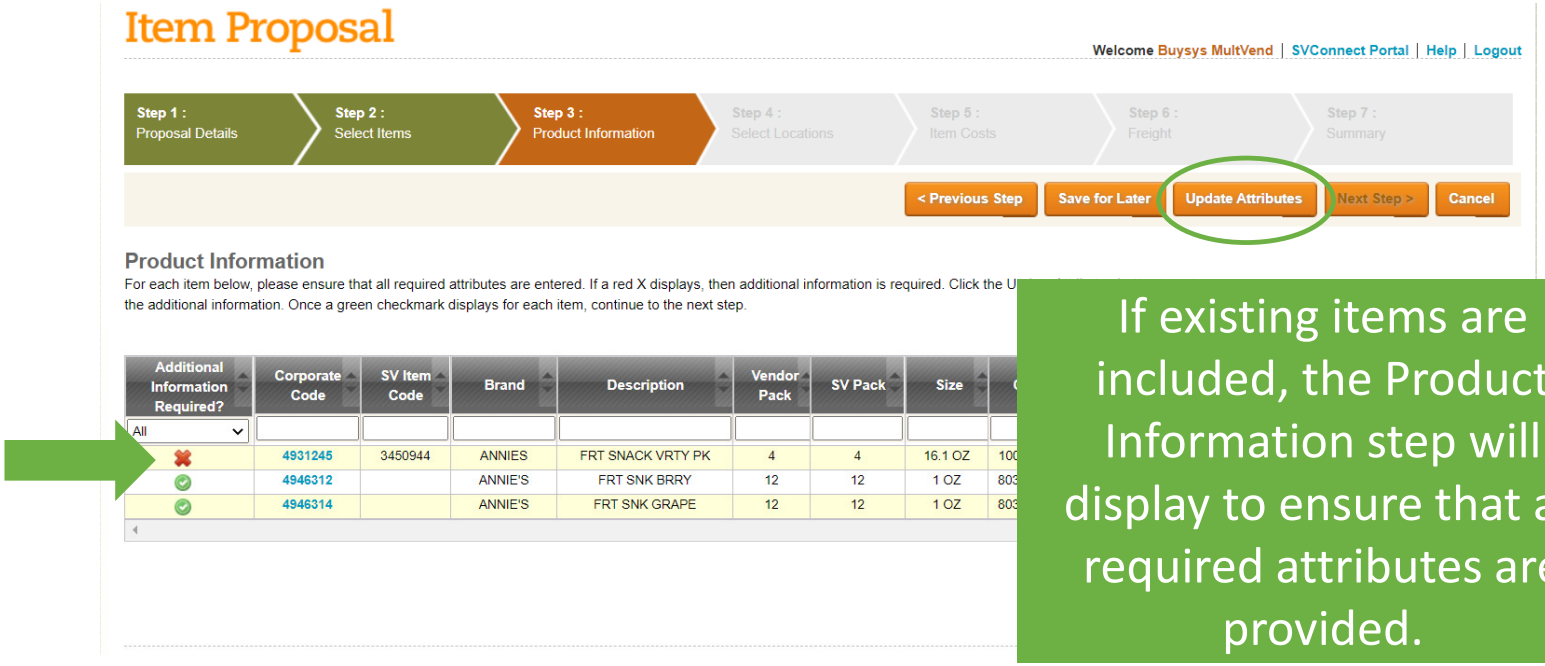
Enhanced Attribute Copy



Now you can copy from items not yet approved, making it easier to submit a line of items (copy from the first flavor you set up)

Revised Item & Offer Submission

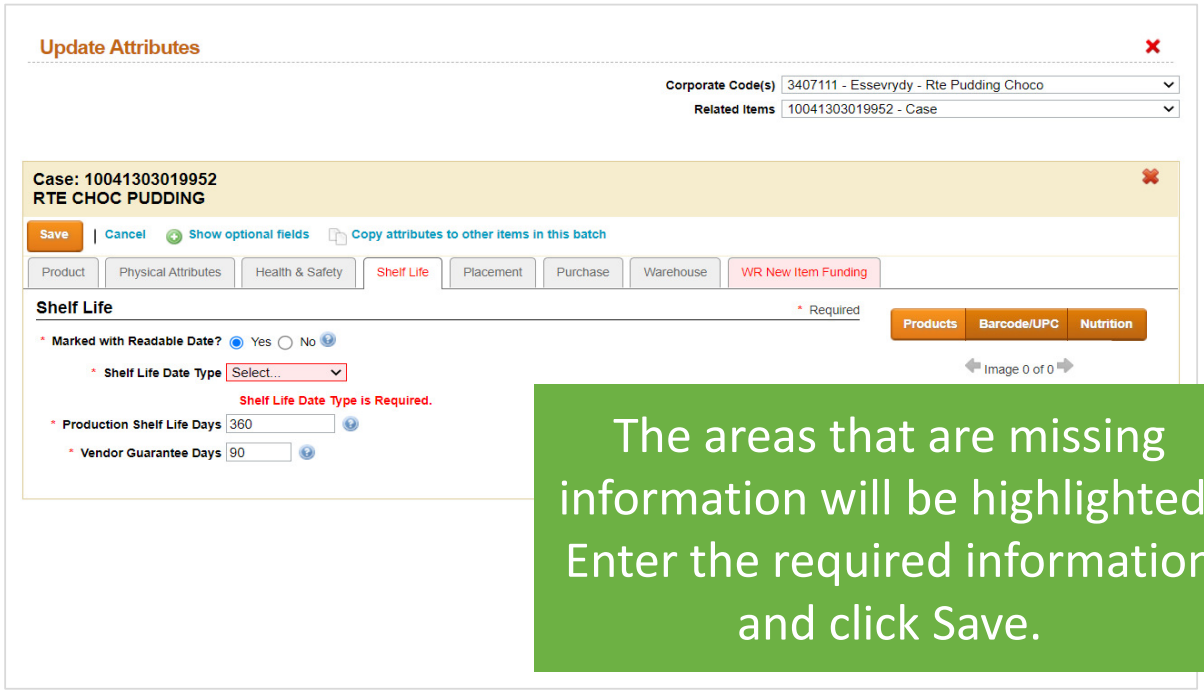
Product Information Step (for Existing Items Only)



If existing items are included, the Product Information step will display to ensure that all required attributes are provided.

Revised Item & Offer Submission

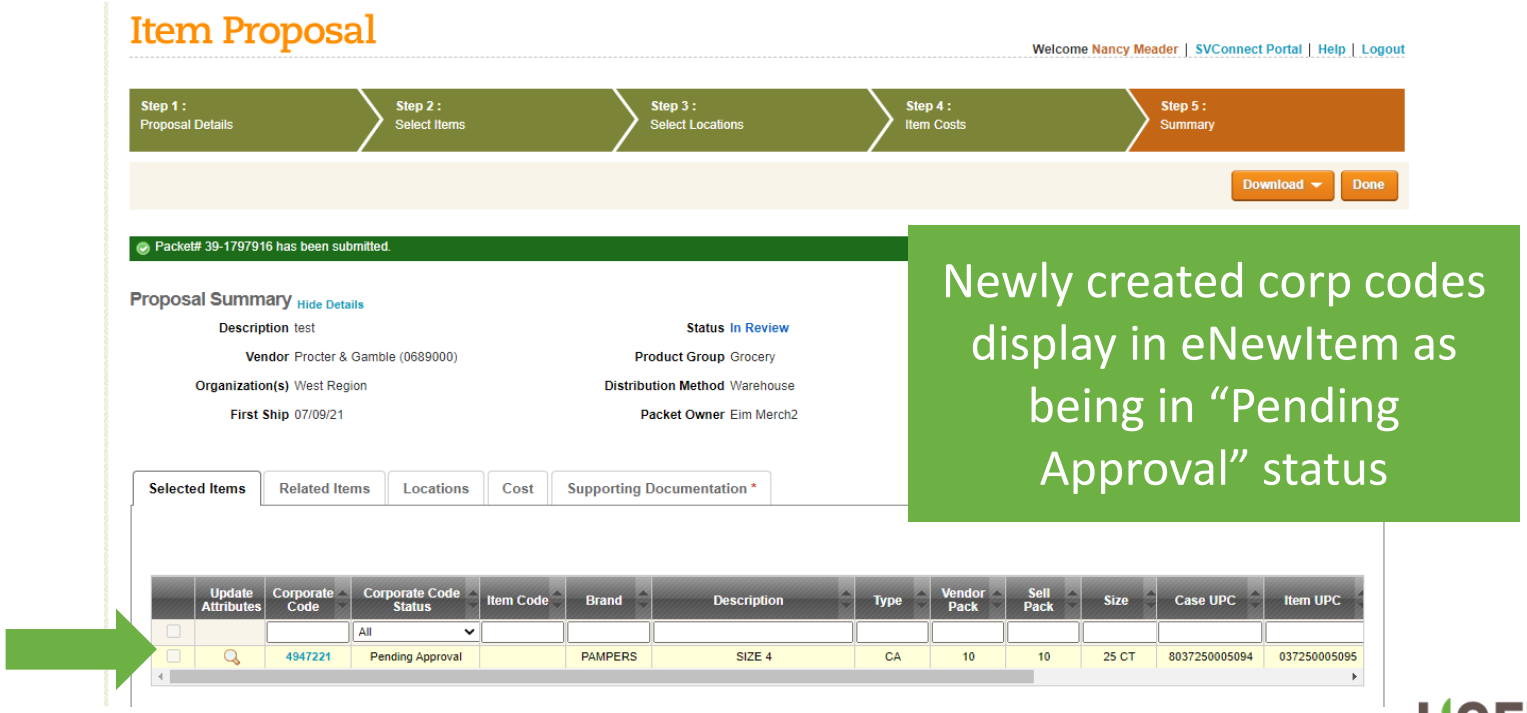
Product Information Step (for Existing Items Only)



The areas that are missing information will be highlighted. Enter the required information and click Save.

Revised Item & Offer Submission

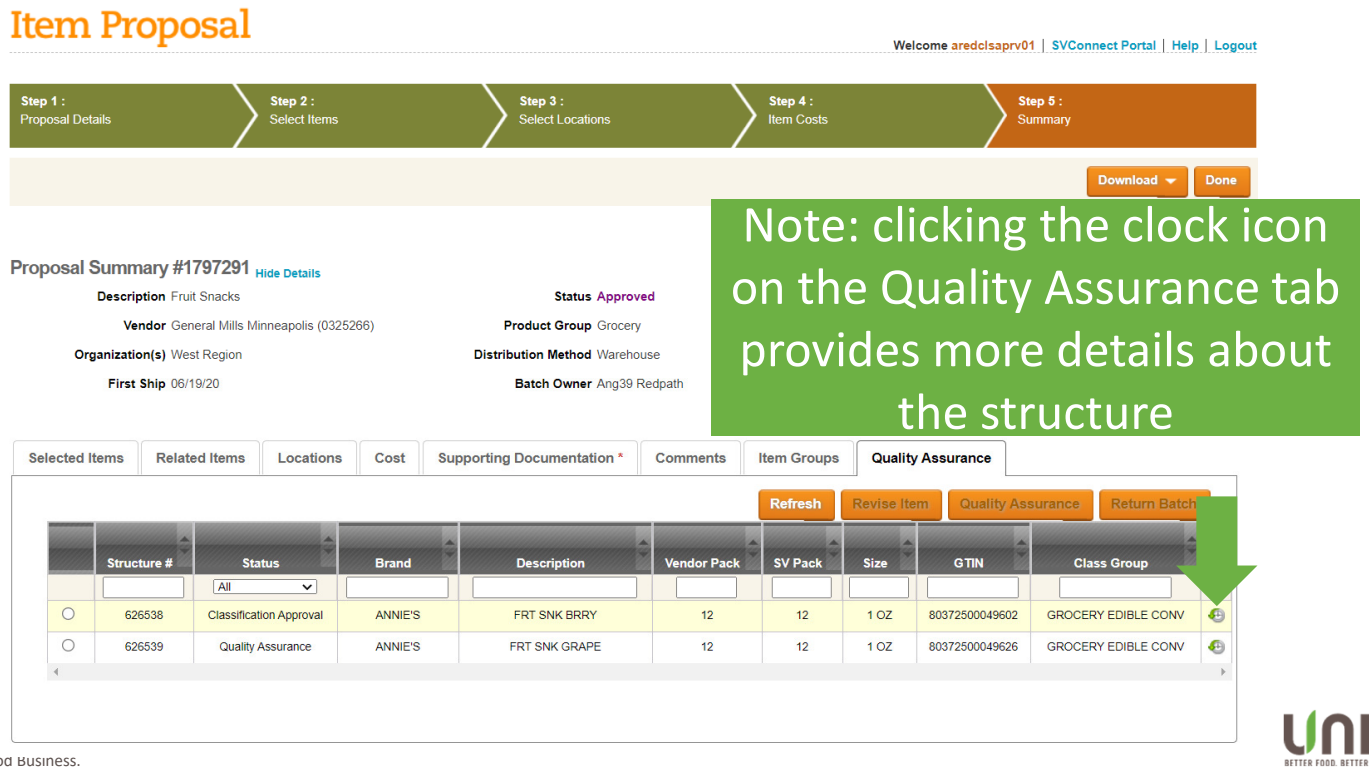
Proposal Summary



Newly created corp codes display in eNewItem as being in “Pending Approval” status

Revised Item & Offer Submission

Proposal Review & Approval



Note: clicking the clock icon on the Quality Assurance tab provides more details about the structure

Revised Item & Offer Submission

Proposal Review & Approval

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						

626539 / FRUIT SNACKS GRAPE / Quality Assurance

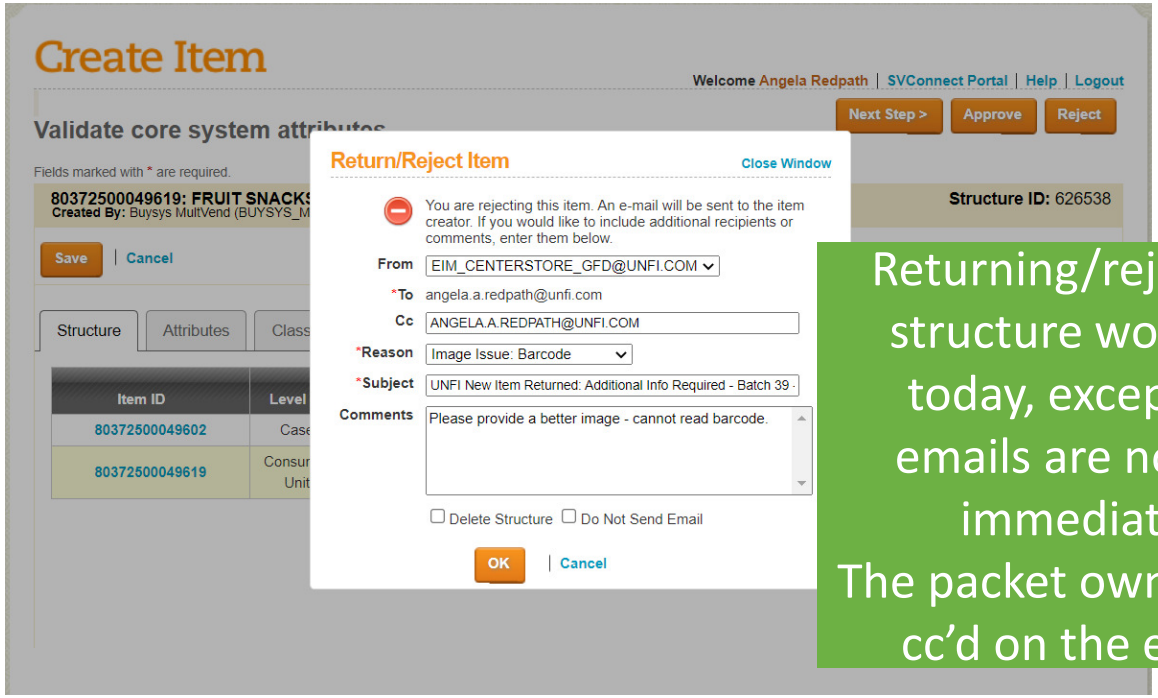
Details | History

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			

Quality Assurance
Return/Reject

Quality Assurance Process

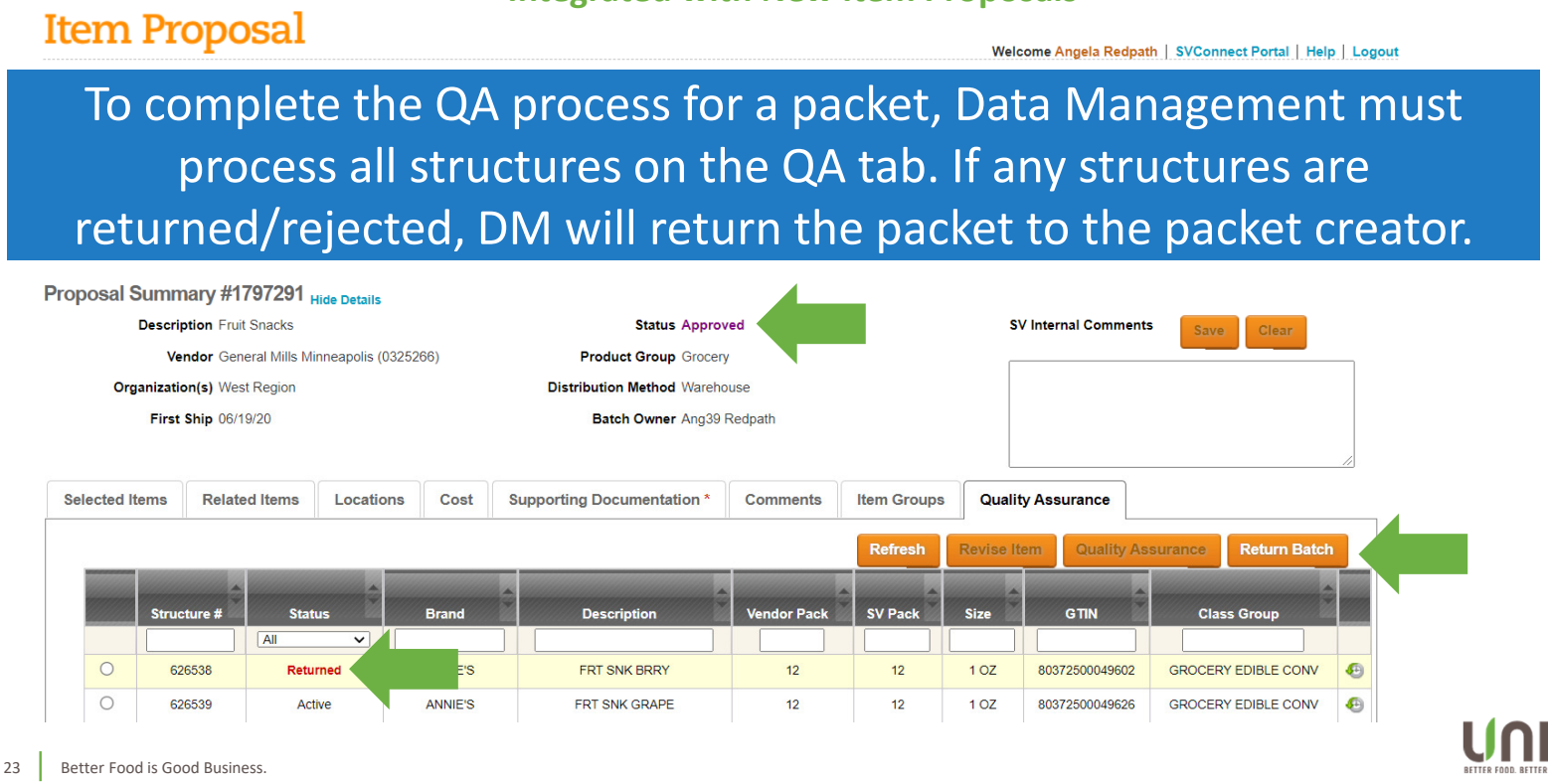
Integrated with New Item Proposals



Returning/rejecting a structure works like today, except that emails are not sent immediately.
The packet owner is also cc'd on the emails.

Quality Assurance Process

Integrated with New Item Proposals



Revising Items Returned by
Quality Assurance

Revising Items Returned by QA

Returned Item Notification

UNFI New Item Returned: Additional Info Required - Batch 39 - 1797291

ES

EIM_CENTERSTORE_GFD@UNFI.COM
To Redpath, Angela A.
Cc Redpath, Angela A.

Reply | Reply All | Forward | ...

Tue 6/1/2021 5:08 PM

The information you supplied to UNFI has been reviewed by our Enterprise Item Management Team for quality control, and additional information is needed.

The batch has been returned to you so that you may revise it. Returned batches will appear at the top of your list of Draft Proposals.Within the proposal, you may revise this item via the Summary page (Quality Assurance tab), or Step 2: Select Items (Items in Process tab).

Upon completion, we will resume our quality assurance process.

For your reference, the item(s) needing review is listed below.
Item Type : Case - FRUIT SNACKS BERRY
Item ID : 80372500049602
Size : 12.00CT
Pack : 12
Returned By : ARED009
Reason : Image Issue: Barcode
Comments : Please provide a better image - cannot read barcode.

Once the packet is returned to the creator, an email is sent with instructions on how to proceed. The packet owner is cc'd.

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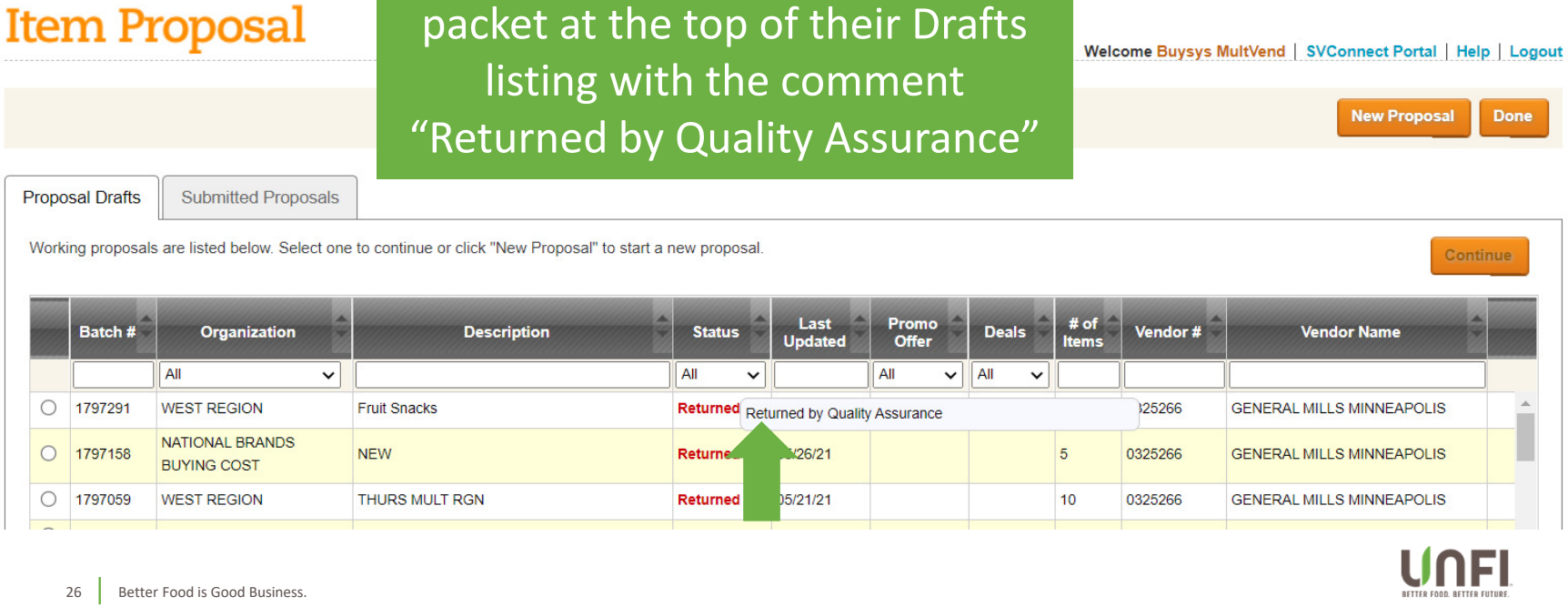
Revising Items Returned by QA

Returned packets Display in the Drafts List (As Today)

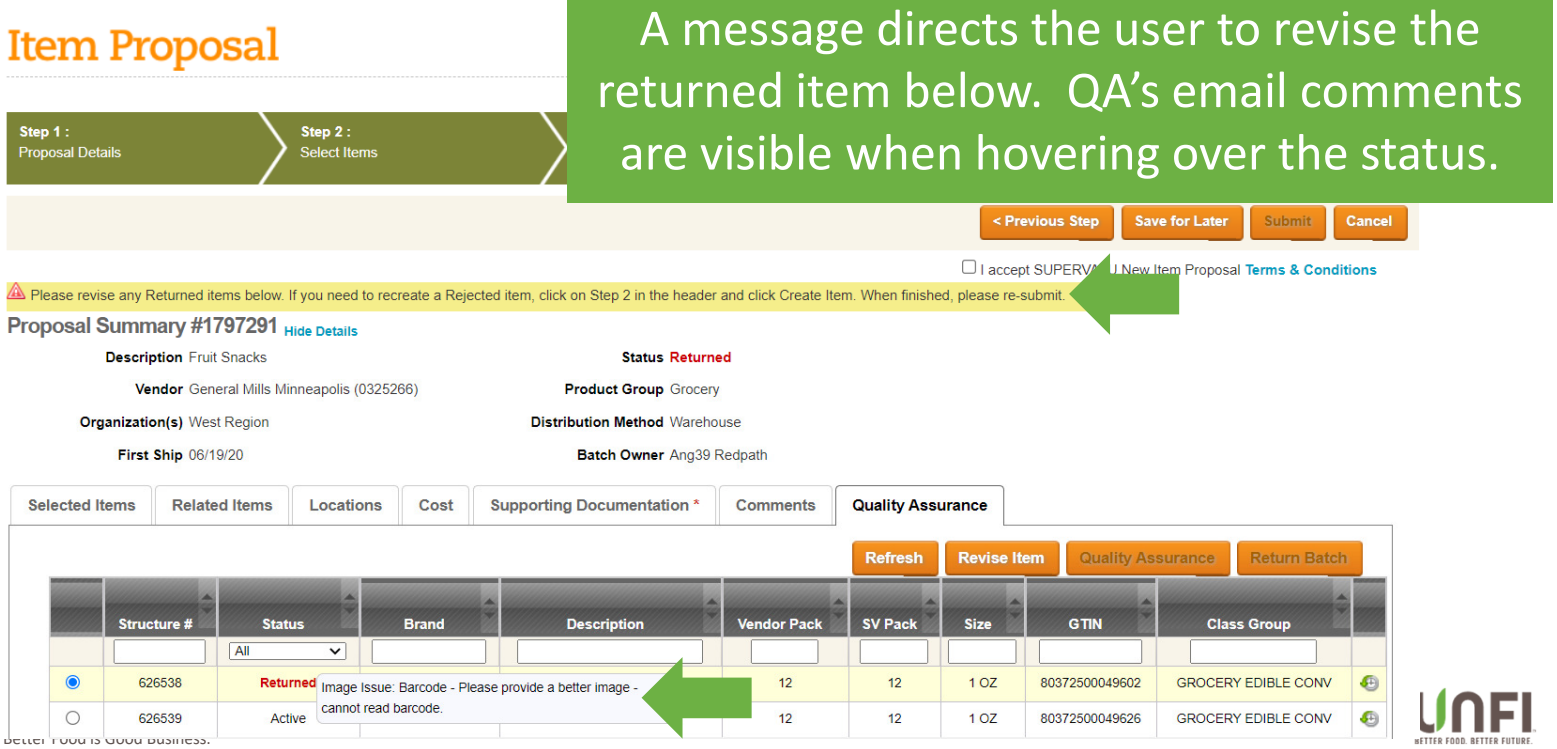
The packet creator will see the packet at the top of their Drafts listing with the comment "Returned by Quality Assurance"



Revising Items Returned by QA

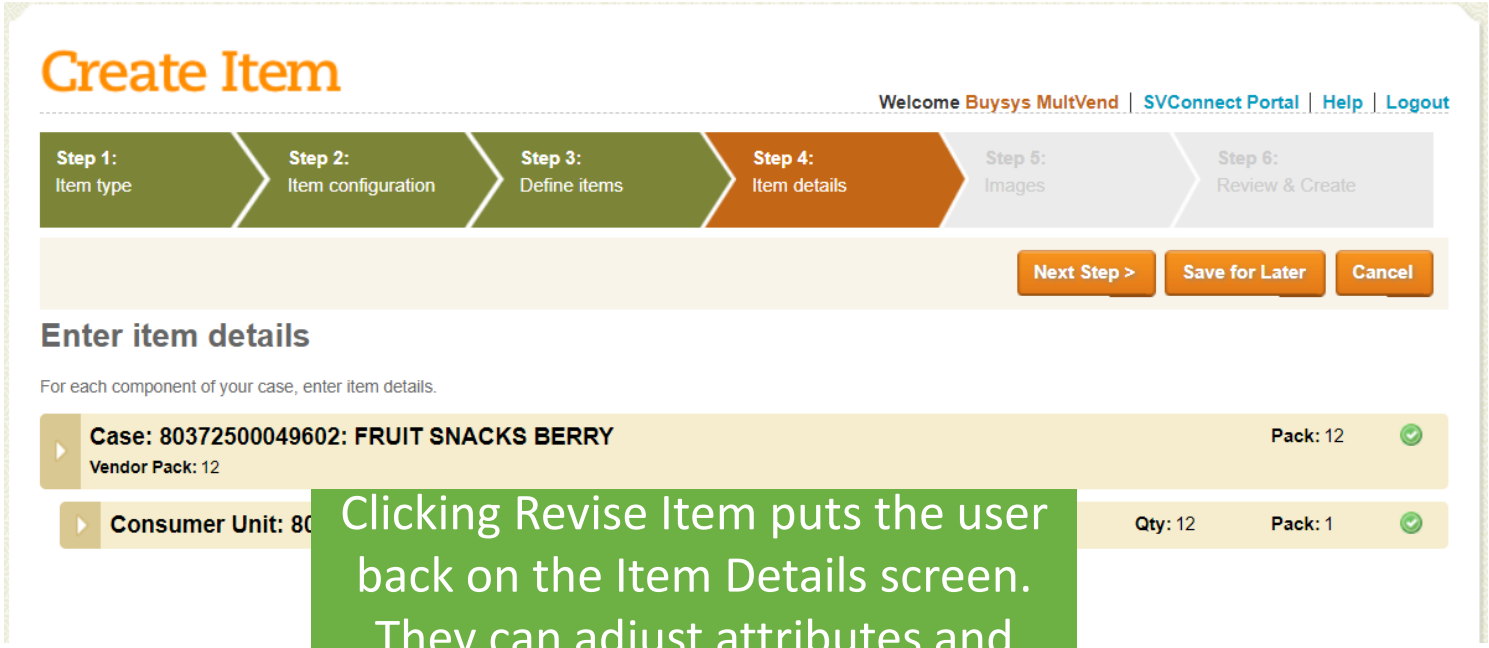
Summary Page for QA Returned Items

A message directs the user to revise the returned item below. QA's email comments are visible when hovering over the status.



Revising Items Returned by QA

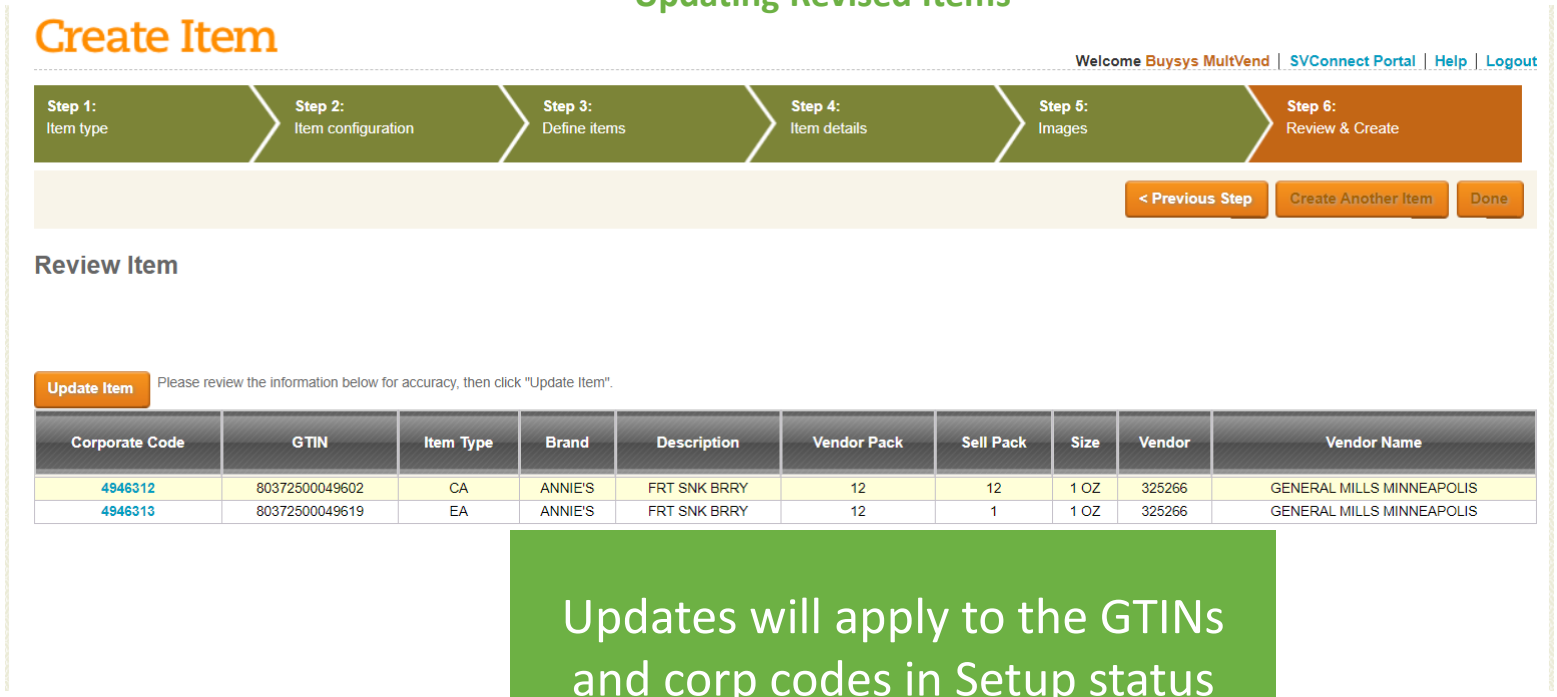
Item Details, Images



Clicking Revise Item puts the user back on the Item Details screen. They can adjust attributes and images as appropriate.

Revising Items Returned by QA

Updating Revised Items

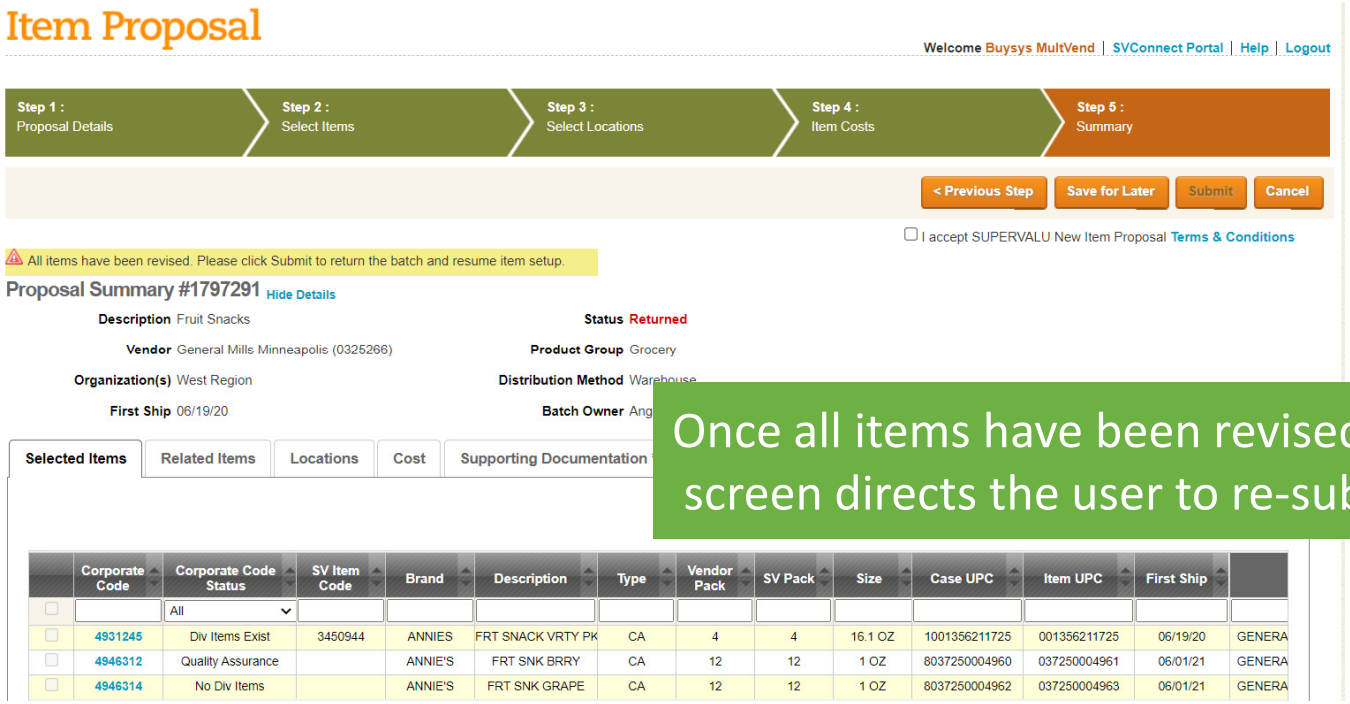


Corporate Code	GTIN	Item Type	Brand	Description	Vendor Pack	Sell Pack	Size	Vendor	Vendor Name
4946312	80372500049602	CA	ANNIE'S	FRT SNK BRRY	12	12	1 OZ	325266	GENERAL MILLS MINNEAPOLIS
4946313	80372500049619	EA	ANNIE'S	FRT SNK BRRY	12	1	1 OZ	325266	GENERAL MILLS MINNEAPOLIS

Updates will apply to the GTINs and corp codes in Setup status

Revising Items Returned by QA

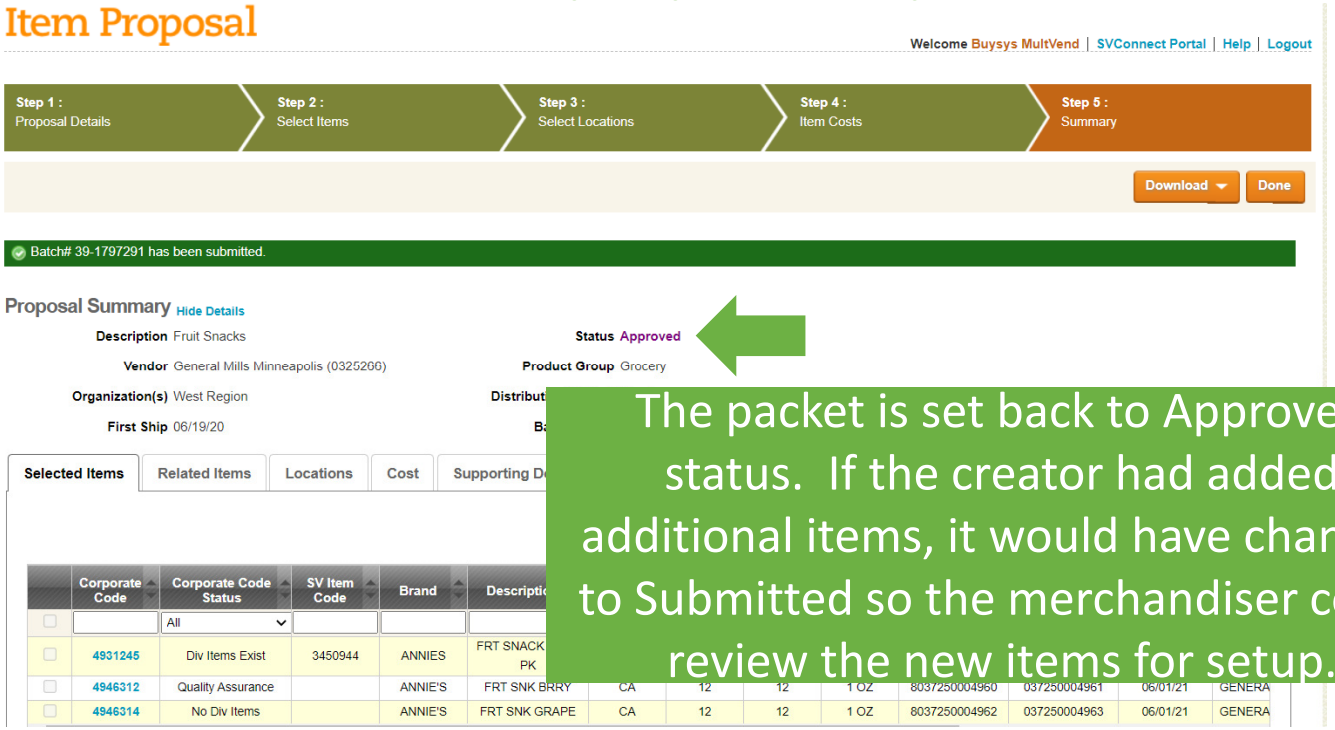
Revisions complete; packet re-submission required



Once all items have been revised, the screen directs the user to re-submit.

Revising Items Returned by QA

Re-submit complete; packet status updated



The packet is set back to Approved status. If the creator had added additional items, it would have changed to Submitted so the merchandiser could review the new items for setup.

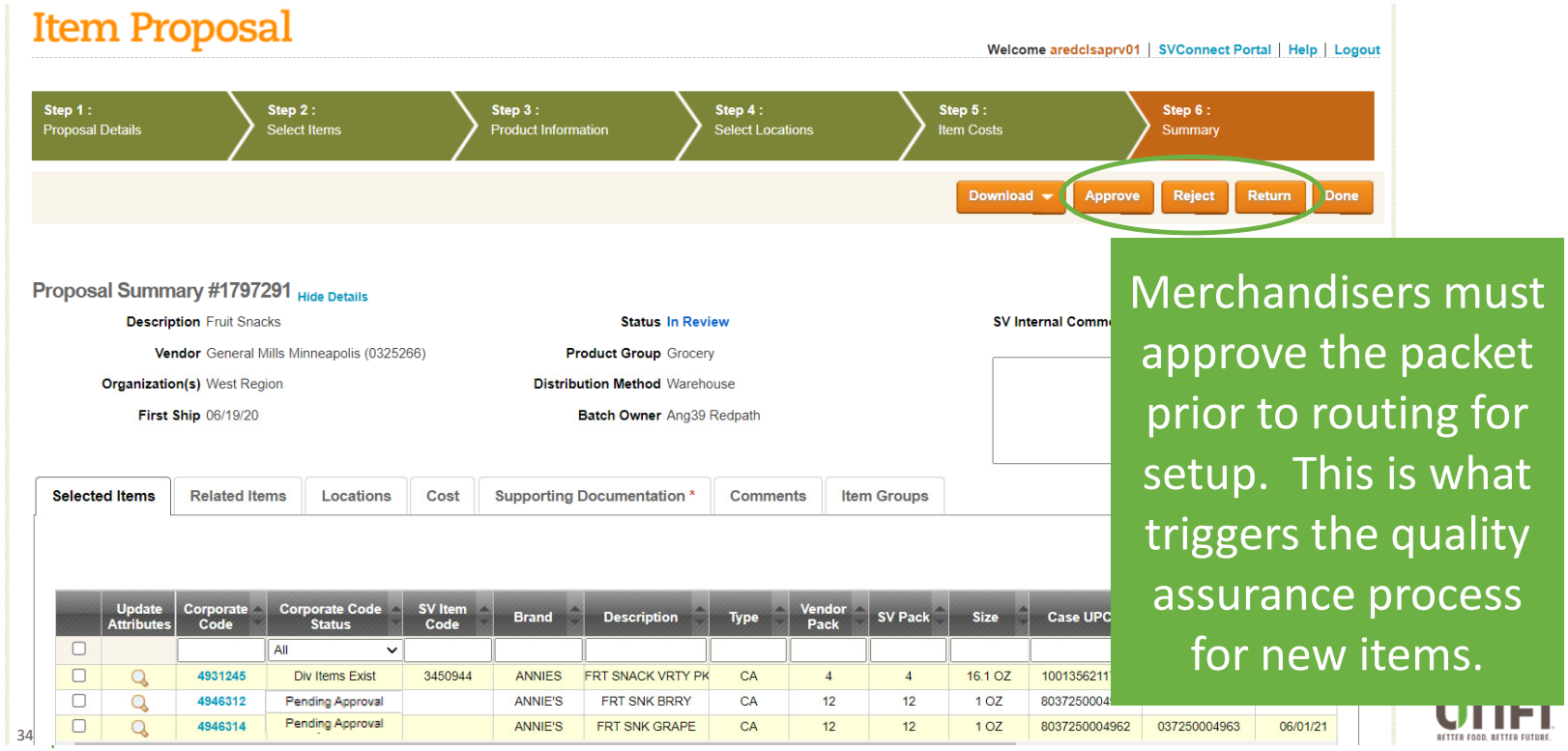
Demo

- Revised Item Proposal Submission, including Item Create
  - Regular Item
  - Mixed Item with Components
- Quality Assurance (Audit)
  - Returning for Revision / Rejecting
- Item Creator Revision & Resubmission

Merchandiser Review &
Approval

Revised Merchandiser Review Process

Proposal Review & Approval



Merchandisers must approve the packet prior to routing for setup. This is what triggers the quality assurance process for new items.

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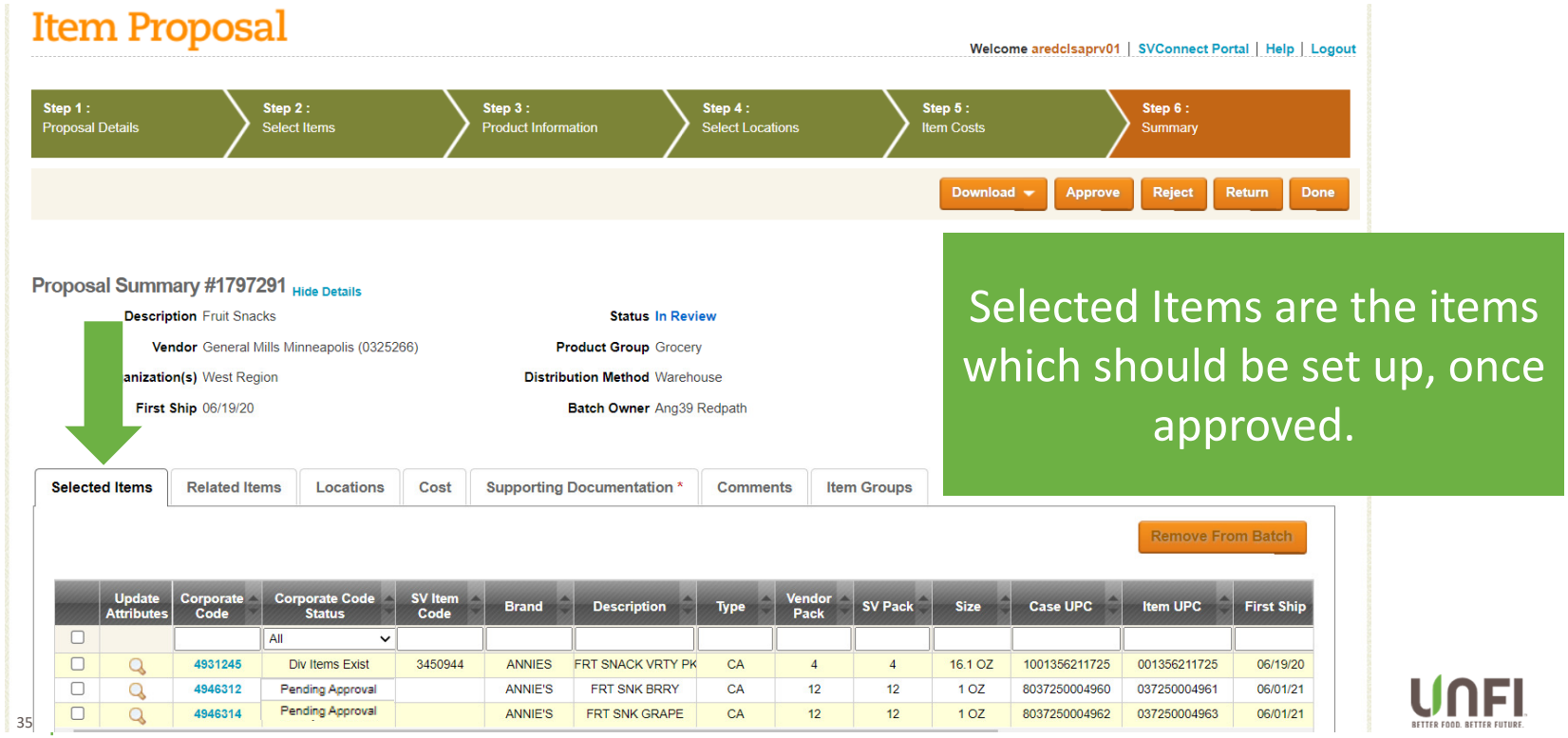
Revised Merchandiser Review Process

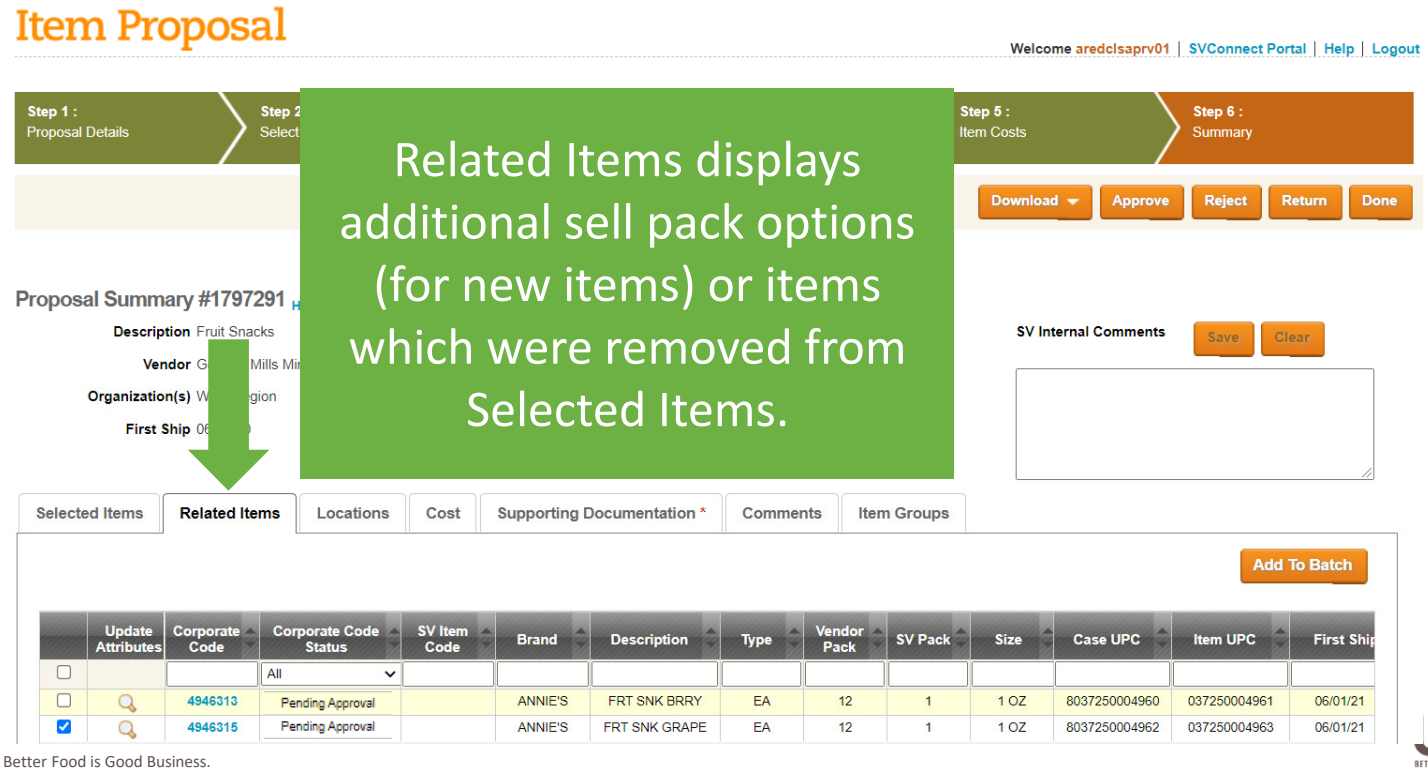
Proposal Review & Approval



Selected Items are the items which should be set up, once approved.

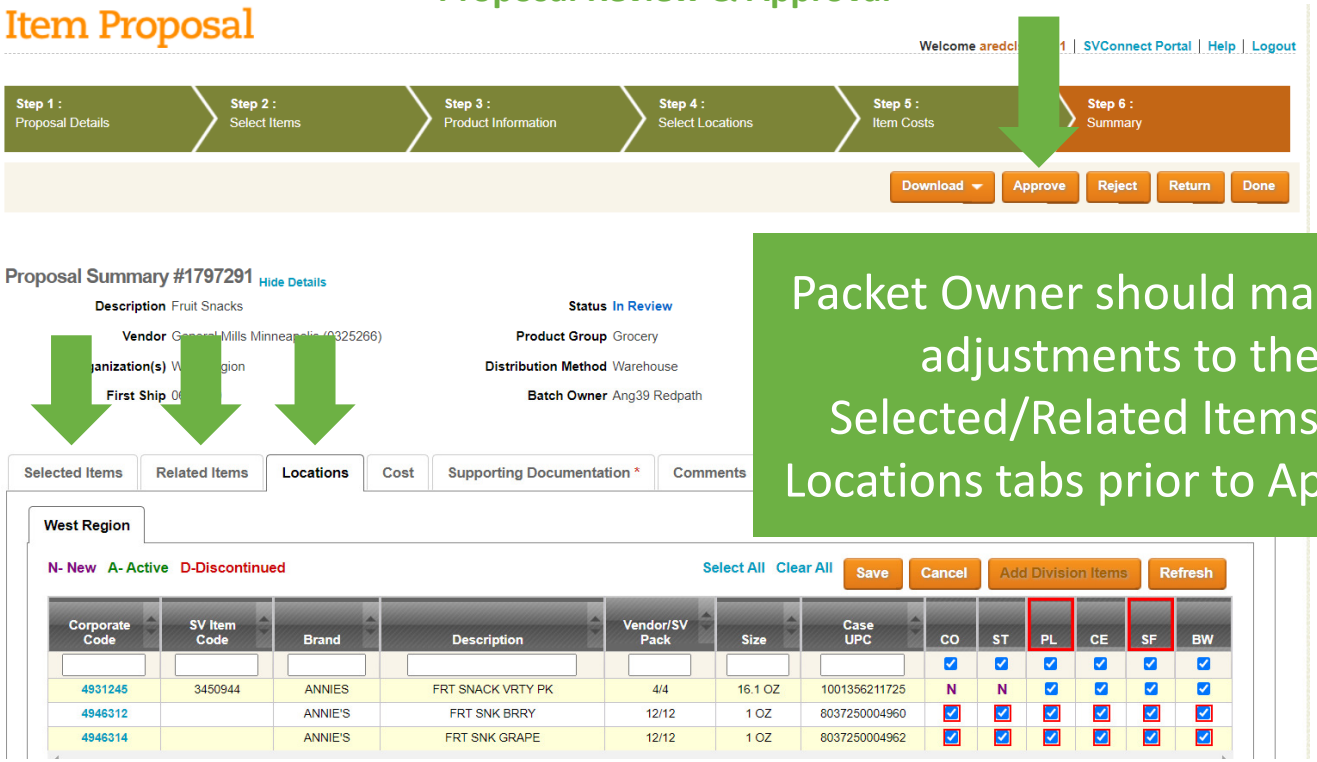
Revised Merchandiser Review Process

Proposal Review & Approval



Revised merchandiser Review Process

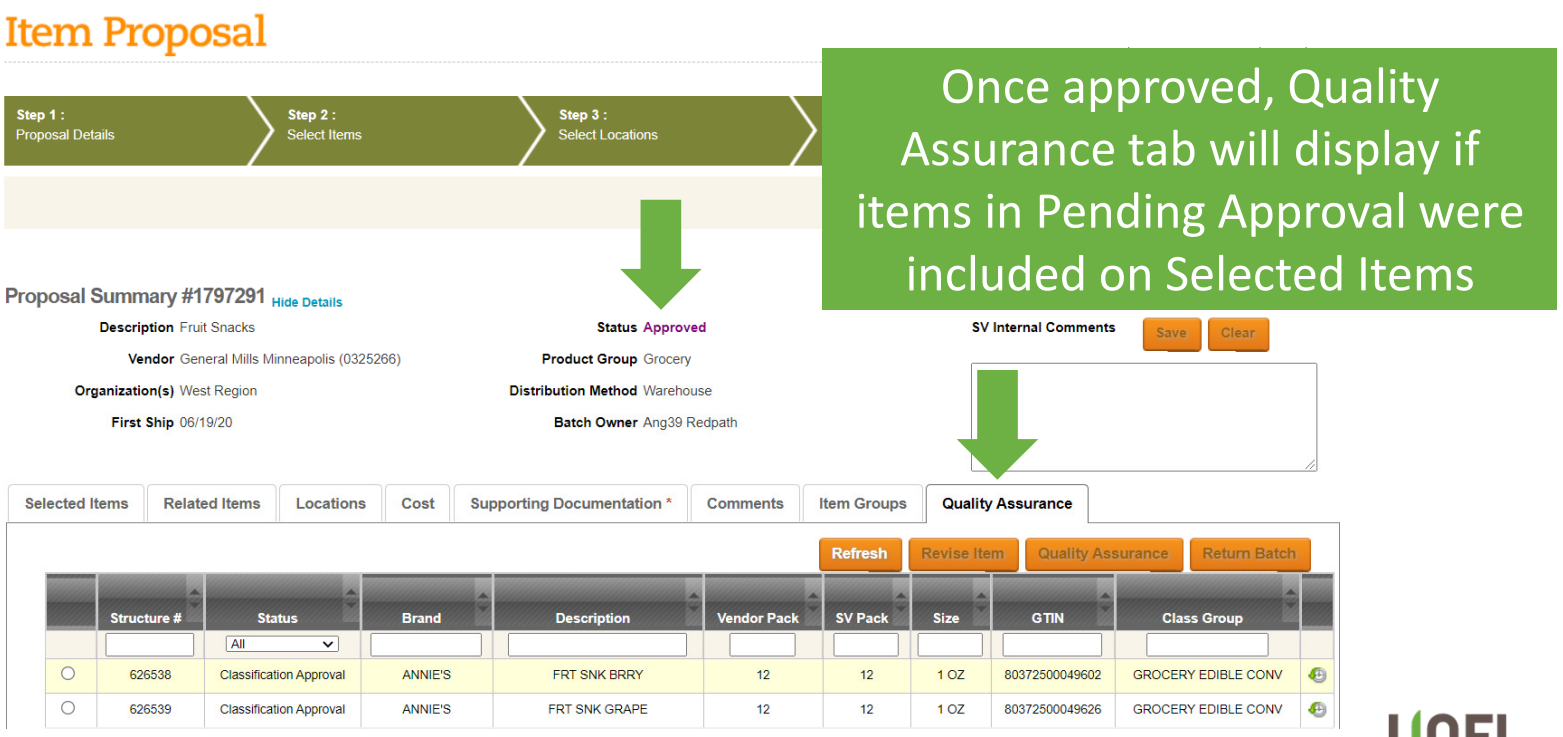
Proposal Review & Approval



Packet Owner should make any adjustments to the Selected/Related Items and Locations tabs prior to Approval

Revised Merchandiser Review Process

Proposal Review & Approval



Once approved, Quality Assurance tab will display if items in Pending Approval were included on Selected Items

GDSN Items

GDSN (Global Data Synchronization Network)

What's changing for GDSN suppliers:

- Supplier GDSN contacts will receive only one automated notification email, instead of two:
  1. Today, a "CREATED" email is sent after UNFI has received the NEW publication. Going forward, this notification will now say "RECEIVED", since the "Create Item" process is now needed to finish creation of those items.
  2. Today, an "Approved" email is sent after UNFI has completed the Quality Assurance steps and approved the new item structure, signaling the supplier to proceed with the submit process. Going forward, this notification will not be sent.
- When submitting new GDSN items, suppliers should click "Create Item", select the appropriate structure, 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's not changing:

- GDSN suppliers should continue to publish new items to UNFI as they do today.

Contact Information

Contact Information

Technical Assistance:

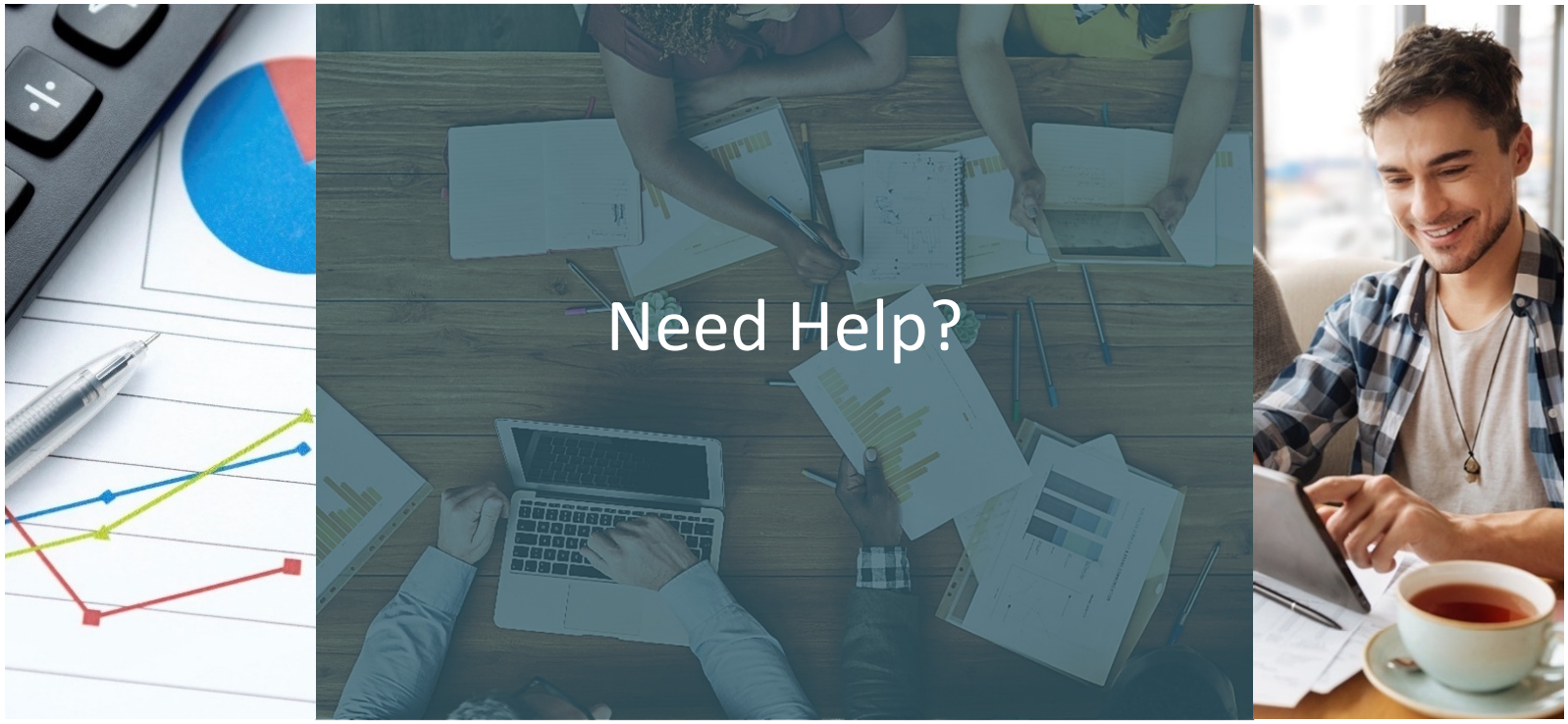
- For technical assistance, please reach out to UNFI's "Buying" Help Desk. We are a team of UNFI associates whose responsibilities include functional expertise on some applications (including this one).
  - BuyingHelpDesk@unfi.com

Data-Related Requests:

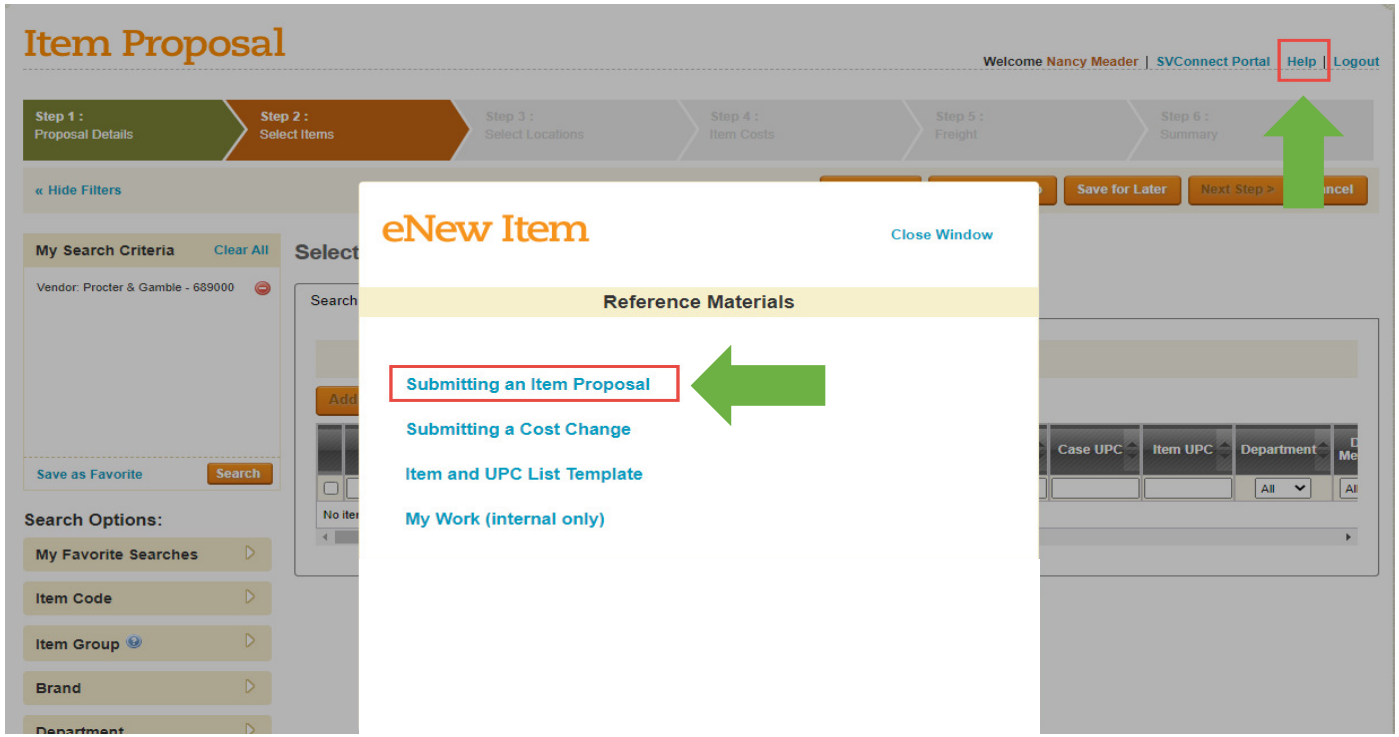
- For data-related requests, please reach out to UNFI's Data & Governance teams.
  - Center Store
    - EIM_CenterStore_GFD@unfi.com
  - Fresh, Frozen, & Dairy
    - EIM_Fresh@unfi.com
  - Health & Wellness, General Merchandise
    - EIM_HW_NonFood@unfi.com

GDSN-Related Questions:

- For GDSN-related questions, please reach out to the UNFI Data Synchronization team.
  - DataSync@unfi.com

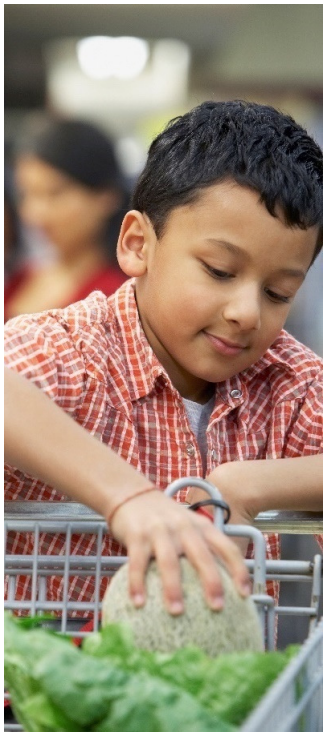

Need Help?

Need Help?


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 >
My Search Criteria
Clear All
Vendor: Procter & Gamble - 689000
Save as Favorite
Search
Search Options:
My Favorite Searches
Item Code
Item Group
Brand
eNew Item
Close Window
Reference Materials
Submitting an Item Proposal
Submitting a Cost Change
Item and UPC List Template
My Work (internal only)
Case UPC
Item UPC
Department

Need Help?

Updated Reference Guide for the Submit Item Proposal process.



BETTER FOOD. BETTER FUTURE.

Thank you

Corporate Headquarters:

313 Iron Horse Way, Providence, RI 02908

11840 Valley View Rd, Eden Prairie, MN 55344

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