



eNewItem Revised Workflow

Supplier

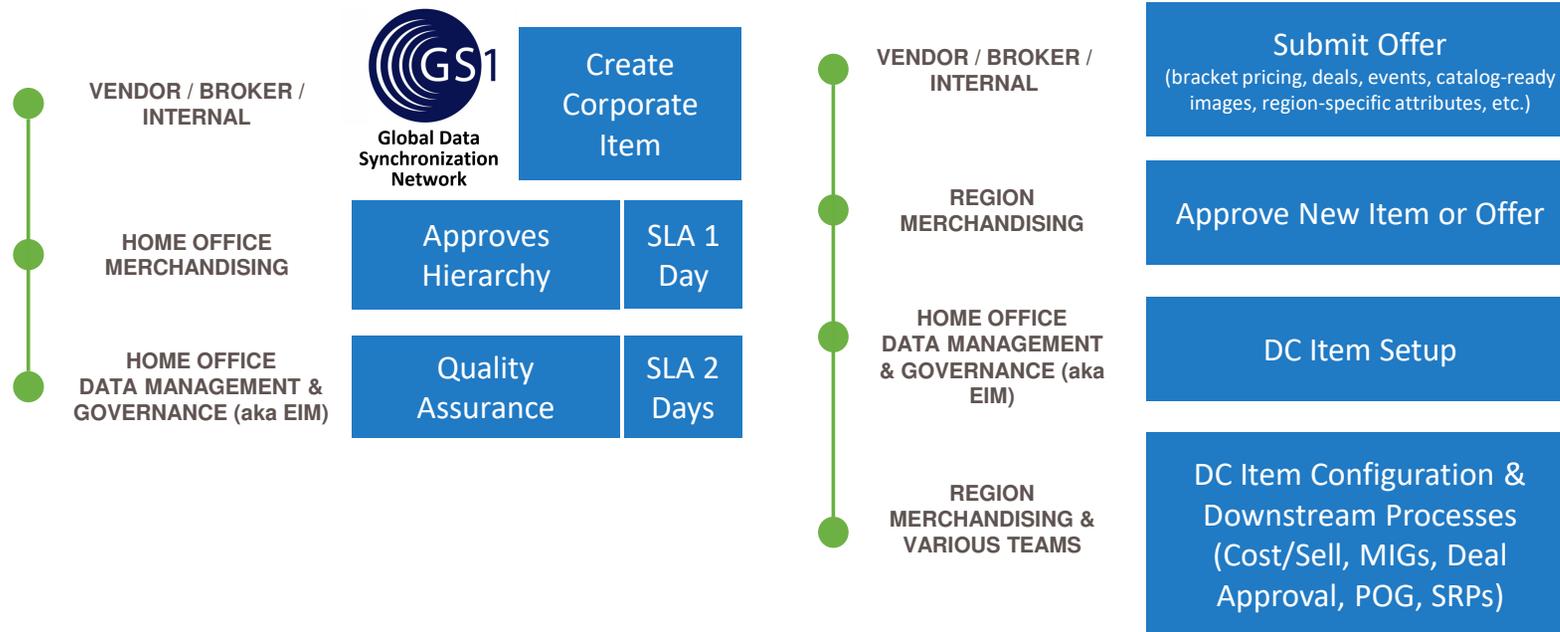
Wholesale Business Applications

August 2021



eNewItem Revised Workflow

Current New Item & Offer Submission Process (Conventional)



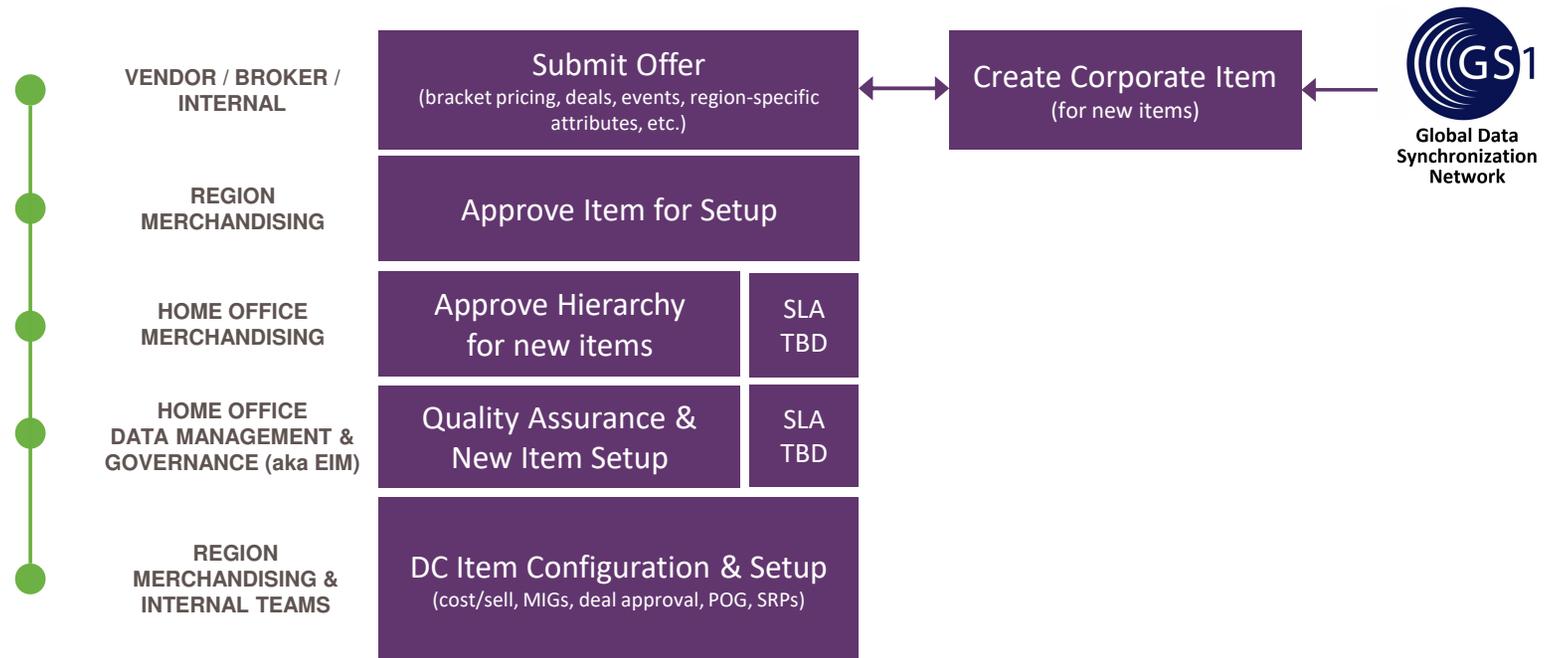
2

Better Food is Good Business.



eNewItem Revised Workflow

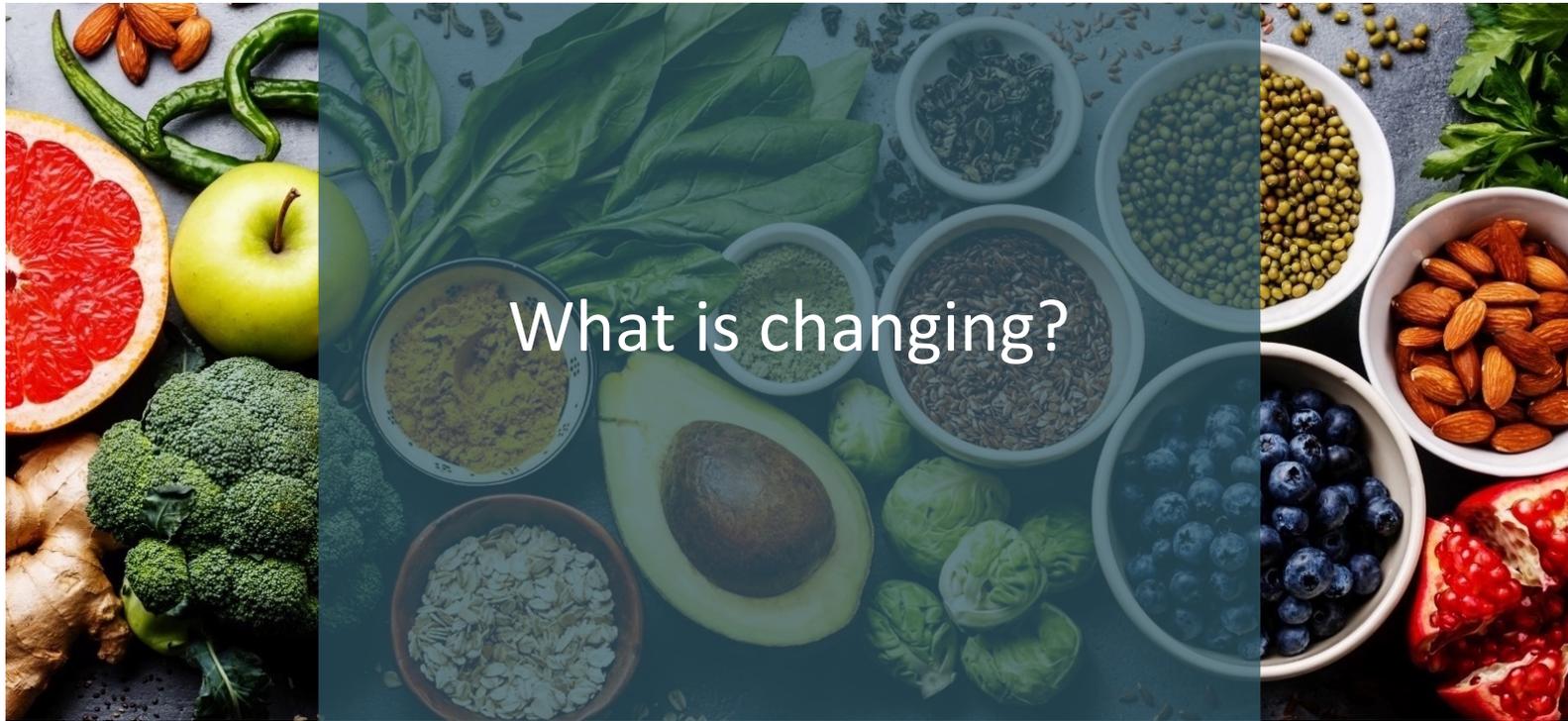
Revised New Item and Offer Submission Process (Conventional)



3

Better Food is Good Business.





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:

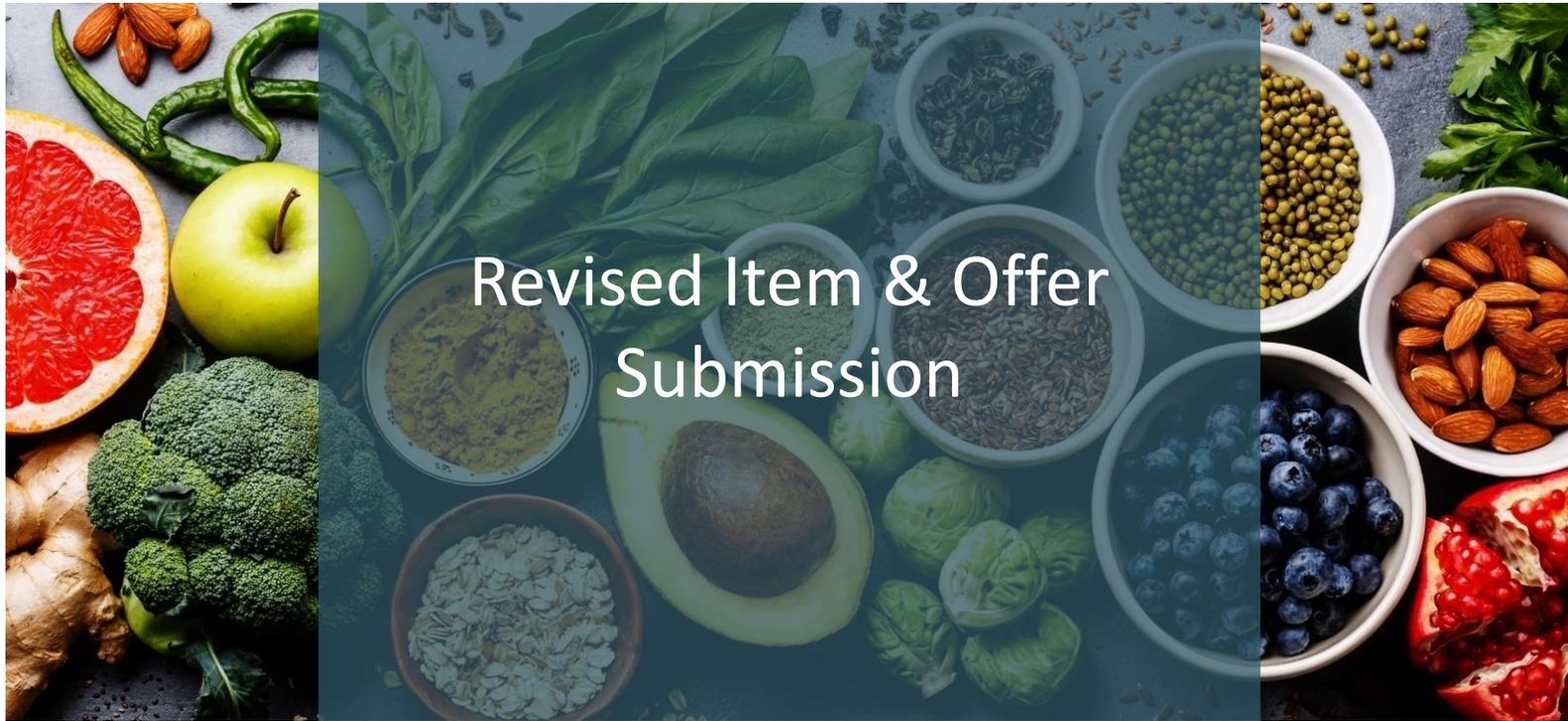
- Corporate codes will be created instantly. New item creators will no longer need to wait the ~3 days for a corporate code to be created.
- Current certificates and documentation will be required for organic, kosher, and fair-trade certified items.
- Enhanced Attribute Copy – Item creators may copy 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

Item Proposal – Submission for New Items & Promotional Offers

Item Proposal

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« Hide Filters

Create Item < Previous Step Save for Later Next Step > Cancel

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 Last

[Add to Selected Items](#)

<input type="checkbox"/>	Corporate Code	SV Item Code	Brand	Description	Vendor Pack	SV Pack	Size	Case UPC	Item UPC	Department
<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
<input type="checkbox"/>	4701197	3450263	ANNIE'S	STRWBERRY FR TAPE	8	8	4.5 OZ	0001356211013	001356200241	GROC
<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

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 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?

 <p>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.</p>	 <p>Assorted Pack An assorted pack is an orderable item and has a shipping container with a unique ID. The assorted pack always contains multiple consumer units and may also contain inner packs.</p>
 <p>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.</p>	 <p>Consumer Unit A consumer unit is orderable and is identified by the consumer unit ID (not container ID. This type of item is used for Delivery).</p>
 <p>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.</p>	 <p>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.</p>

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Create screens are mostly the same as today

Revised Item & Offer Submission

Create a New Item to Include with the Proposal

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: 80372500049602 FRUIT SNACKS BERRY Vendor Pack: 12	Pack: 12	✓
▶ Consumer Unit: 80372500049619 FRUIT SNACKS BERRY	Qty: 12 Pack: 1	✓

Create screens are mostly the same as today

Revised Item & Offer Submission

Enhanced Item Details

Create Item

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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

Save Cancel Show optional fields Copy attributes from another item

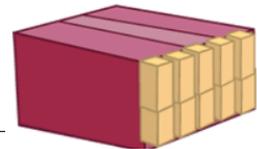
- Product
- Physical Attributes
- Health & Safety
- Shelf Life
- Placement
- Purchase
- Warehouse
- CR New Item Funding

WR New Item Funding

Region-specific attributes captured during Create

Descriptions * Required

- * Brand ANNIE'S
- * SV Short Description FRT SNK BRRY
- * Full Item Description FRUIT SNACKS BERRY



General



Revised Item & Offer Submission

Revised Review Page

Create Item

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< Previous Step Create Another Item Done

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
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

Create Item

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

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

Now corporate codes
are created immediately.
No waiting!

Revised Item & Offer Submission

Selected Items

Item Proposal

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« Hide Filters **Create Item** < Previous Step Save for Later Next Step > Cancel

My Search Criteria [Clear All](#)

Brand: ANNIES
Department: Fruit Snacks

[Save as Favorite](#)

Select Items

Search Results Selected Items (3) Items in Process

Items 1 - 3 of 3

	Corporate Code	SV Item Code	Brand	Description	Vendor Pack	SV Pack	Size	Case UPC	Item UPC	Department	
<input type="checkbox"/>										All	▼
<input type="checkbox"/>	4931245	3450944	ANNIES	FRT SNACK VRTY PK	4	4	16.1 OZ	1001356211725	001356211725	GROC	W
<input type="checkbox"/>	4946312		ANNIE'S	FRT SNK BRRY	12	12	1 OZ	8037250004960	037250004961	GROC	W
<input type="checkbox"/>	4946314		ANNIE'S	FRT SNK GRAPE	12	12	1 OZ	8037250004962	037250004963	GROC	W

Newly created items can be submitted along with existing items

Search Options:

Revised Item & Offer Submission

Enhanced Attribute Copy

Next Step > Save for Later Cancel

Enter item details

Copy item attributes [Close Window](#)

Find the item you would like to copy information from.

Find item by EAN/UCC-14 80372500049602 Search

	Item ID	Brand	Description	Size	Item Type	Vendor Number	Vendor Name
<input checked="" type="radio"/>	80372500049602	ANNIE'S	FRT SNK BRRY	12.00 CT	Case	325266	GENERAL MILLS MINN

Copy this Item Cancel

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)

Item Proposal

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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 U the additional information. Once a green checkmark displays for each item, continue to the next step.

Additional Information Required?	Corporate Code	SV Item Code	Brand	Description	Vendor Pack	SV Pack	Size	
All								
X	4931245	3450944	ANNIES	FRT SNACK VRTY PK	4	4	16.1 OZ	100
✓	4946312		ANNIE'S	FRT SNK BRRY	12	12	1 OZ	803
✓	4946314		ANNIE'S	FRT SNK GRAPE	12	12	1 OZ	803



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)

Update Attributes ✖

Corporate Code(s) ▼
Related Items ▼

Case: 10041303019952 ✖
RTE CHOC PUDDING

Save | **Cancel** | **Show optional fields** | **Copy attributes to other Items in this batch**

Product | Physical Attributes | Health & Safety | **Shelf Life** | Placement | Purchase | Warehouse | **WR New Item Funding**

Shelf Life * Required

Marked with Readable Date? Yes No 🔊

Shelf Life Date Type ▼

Shelf Life Date Type is Required.

Production Shelf Life Days 🔊

Vendor Guarantee Days 🔊

Products | **Barcode/UPC** | **Nutrition**

← Image 0 of 0 →

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

Revised Item & Offer Submission

Proposal Summary

Item Proposal

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Download Done

Packet# 39-1797916 has been submitted.

Proposal Summary [Hide Details](#)

Description test

Status **In Review**

Vendor Procter & Gamble (0689000)

Product Group Grocery

Organization(s) West Region

Distribution Method Warehouse

First Ship 07/09/21

Packet Owner Elm Merch2

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

Selected Items Related Items Locations Cost Supporting Documentation *

Update Attributes	Corporate Code	Corporate Code Status	Item Code	Brand	Description	Type	Vendor Pack	Sell Pack	Size	Case UPC	Item UPC
<input type="checkbox"/>		All									
<input type="checkbox"/>	4947221	Pending Approval		PAMPERS	SIZE 4	CA	10	10	25 CT	8037250005094	037250005095



Revised Item & Offer Submission

Proposal Review & Approval

Item Proposal

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Proposal Summary #1797291 [Hide Details](#)

Description Fruit Snacks

Vendor General Mills Minneapolis (0325266)

Organization(s) West Region

First Ship 06/19/20

Status Approved

Product Group Grocery

Distribution Method Warehouse

Batch Owner Ang39 Redpath

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

Selected Items	Related Items	Locations	Cost	Supporting Documentation *	Comments	Item Groups	Quality Assurance		
Refresh Revise Item Quality Assurance Return Batch									
Structure #	Status	Brand	Description	Vendor Pack	SV Pack	Size	GTIN	Class Group	
<input type="radio"/>	626538	Classification Approval	ANNIE'S	FRT SNK BRRY	12	12	1 OZ	80372500049602	GROCERY EDIBLE CONV
<input type="radio"/>	626539	Quality Assurance	ANNIE'S	FRT SNK GRAPE	12	12	1 OZ	80372500049626	GROCERY EDIBLE CONV

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	Completed Received: 06/01/2021 at 2:40 pm Owner: Ang39 Redpath	ANGELA REDPATH (AREDCLAPRV01))	
Step 3: Classification review	Completed Received: 06/01/2021 at 2:40 pm Primary reviewer: A Redpath Secondary reviewer: Jocelyn Grant	06/01/2021 at 3:15 pm	
Step 4: Quality assurance	Received 06/01/2021 at 3:15 pm		



Quality Assurance Process

Integrated with New Item Proposals

Create Item

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Validate core system attributes

Fields marked with * are required.

80372500049619: FRUIT SNACKS
Created By: Buysys MultVend (BUYSYS_M)

|

Structure | Attributes | Class

Item ID	Level
80372500049602	Case
80372500049619	Consum Unit

Structure ID: 626538

Return/Reject Item

You are rejecting this item. An e-mail will be sent to the item creator. If you would like to include additional recipients or comments, enter them below.

From:

***To:**

Cc:

***Reason:**

***Subject:**

Comments:

Delete Structure Do Not Send Email

|

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

Item Proposal

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To complete the QA process for a packet, Data Management must process all structures on the QA tab. If any structures are returned/rejected, DM will return the packet to the packet creator.

Proposal Summary #1797291 [Hide Details](#)

Description Fruit Snacks

Vendor General Mills Minneapolis (0325266)

Organization(s) West Region

First Ship 06/19/20

Status Approved

Product Group Grocery

Distribution Method Warehouse

Batch Owner Ang39 Redpath

SV Internal Comments

Selected Items	Related Items	Locations	Cost	Supporting Documentation *	Comments	Item Groups	Quality Assurance	
							<input type="button" value="Refresh"/> <input type="button" value="Revise Item"/> <input type="button" value="Quality Assurance"/> <input type="button" value="Return Batch"/>	
Structure #	Status	Brand	Description	Vendor Pack	SV Pack	Size	GTIN	Class Group
<input type="radio"/> 626538	Returned	ANNIE'S	FRT SNK BRRY	12	12	1 OZ	80372500049602	GROCERY EDIBLE CONV
<input type="radio"/> 626539	Active	ANNIE'S	FRT SNK GRAPE	12	12	1 OZ	80372500049626	GROCERY EDIBLE CONV





Revising Items Returned by Quality Assurance

Revising Items Returned by QA

Returned Item Notification

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



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.



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"

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

Batch #	Organization	Description	Status	Last Updated	Promo Offer	Deals	# of Items	Vendor #	Vendor Name
	All		All		All	All			
1797291	WEST REGION	Fruit Snacks	Returned					025266	GENERAL MILLS MINNEAPOLIS
1797158	NATIONAL BRANDS BUYING COST	NEW	Returned	08/26/21			5	0325266	GENERAL MILLS MINNEAPOLIS
1797059	WEST REGION	THURS MULT RGN	Returned	05/21/21			10	0325266	GENERAL MILLS MINNEAPOLIS



Revising Items Returned by QA

Summary Page for QA Returned Items

Item Proposal



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

< Previous Step Save for Later Submit Cancel

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

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

Selected Items	Related Items	Locations	Cost	Supporting Documentation *	Comments	Quality Assurance		
						<input type="button" value="Refresh"/> <input type="button" value="Revise Item"/> <input type="button" value="Quality Assurance"/> <input type="button" value="Return Batch"/>		
Structure #	Status	Brand	Description	Vendor Pack	SV Pack	Size	GTIN	Class Group
626538	Returned		Image Issue: Barcode - Please provide a better image - cannot read barcode.	12	12	1 OZ	80372500049602	GROCERY EDIBLE CONV
626539	Active			12	12	1 OZ	80372500049626	GROCERY EDIBLE CONV

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Revising Items Returned by QA

Item Details, 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

Next Step > Save for Later Cancel

Enter item details

For each component of your case, enter item details.

▶ Case: 80372500049602: FRUIT SNACKS BERRY	Pack: 12	✓
▶ Vendor Pack: 12		
▶ Consumer Unit: 80	Qty: 12	Pack: 1 ✓

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

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

Update Item Please review the information below for accuracy, then click "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 and corp codes in Setup status

Revising Items Returned by QA

Revisions complete; packet re-submission required

Item Proposal

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< Previous Step Save for Later Submit Cancel

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

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

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 Ang

Selected Items Related Items Locations Cost Supporting Documentation

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

	Corporate Code	Corporate Code Status	SV Item Code	Brand	Description	Type	Vendor Pack	SV Pack	Size	Case UPC	Item UPC	First Ship	
<input type="checkbox"/>		All											
<input type="checkbox"/>	4931245	Div Items Exist	3450944	ANNIES	FRT SNACK VRTY PK	CA	4	4	16.1 OZ	1001356211725	001356211725	06/19/20	GENERA
<input type="checkbox"/>	4946312	Quality Assurance		ANNIE'S	FRT SNK BRRY	CA	12	12	1 OZ	8037250004960	037250004961	06/01/21	GENERA
<input type="checkbox"/>	4946314	No Div Items		ANNIE'S	FRT SNK GRAPE	CA	12	12	1 OZ	8037250004962	037250004963	06/01/21	GENERA

Revising Items Returned by QA

Re-submit complete; packet status updated

Item Proposal

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Batch# 39-1797291 has been submitted.

Proposal Summary [Hide Details](#)

Description Fruit Snacks
Vendor General Mills Minneapolis (0325296)
Organization(s) West Region
First Ship 06/19/20

Status **Approved** ←
Product Group Grocery

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.

Selected Items	Related Items	Locations	Cost	Supporting D
Corporate Code	Corporate Code Status	SV Item Code	Brand	Description
<input type="checkbox"/>	All			
<input type="checkbox"/> 4931245	Div Items Exist	3450944	ANNIE'S	FRT SNACK PK
<input type="checkbox"/> 4946312	Quality Assurance		ANNIE'S	FRT SNK BRRY CA 12 12 1 OZ 8037250004960 037250004961 06/01/21 GENERA
<input type="checkbox"/> 4946314	No Div Items		ANNIE'S	FRT SNK GRAPE CA 12 12 1 OZ 8037250004962 037250004963 06/01/21 GENERA

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

Item Proposal

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Download

Proposal Summary #1797291 [Hide Details](#)

Description Fruit Snacks

Status In Review

SV Internal Comm

Vendor General Mills Minneapolis (0325266)

Product Group Grocery

Organization(s) West Region

Distribution Method Warehouse

First Ship 06/19/20

Batch Owner Ang39 Redpath

Selected Items | Related Items | Locations | Cost | Supporting Documentation * | Comments | Item Groups

	Update Attributes	Corporate Code	Corporate Code Status	SV Item Code	Brand	Description	Type	Vendor Pack	SV Pack	Size	Case UPC
<input type="checkbox"/>			All								
<input type="checkbox"/>		4931245	Div Items Exist	3450944	ANNIE'S	FRT SNACK VRTY PK	CA	4	4	16.1 OZ	1001356211
<input type="checkbox"/>		4946312	Pending Approval		ANNIE'S	FRT SNK BRRY	CA	12	12	1 OZ	8037250004
<input type="checkbox"/>		4946314	Pending Approval		ANNIE'S	FRT SNK GRAPE	CA	12	12	1 OZ	8037250004962
											037250004963
											06/01/21

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



Revised Merchandiser Review Process

Proposal Review & Approval

Item Proposal

Welcome aredcisaprv01 | [SVConnect Portal](#) | [Help](#) | [Logout](#)



[Download](#) [Approve](#) [Reject](#) [Return](#) [Done](#)

Proposal Summary #1797291 [Hide Details](#)



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

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

Selected Items | [Related Items](#) | [Locations](#) | [Cost](#) | [Supporting Documentation *](#) | [Comments](#) | [Item Groups](#)

[Remove From Batch](#)

	Update Attributes	Corporate Code	Corporate Code Status	SV Item Code	Brand	Description	Type	Vendor Pack	SV Pack	Size	Case UPC	Item UPC	First Ship
<input type="checkbox"/>			All										
<input type="checkbox"/>		4931245	Div Items Exist	3450944	ANNIE'S	FRT SNACK VRTY PK	CA	4	4	16.1 OZ	1001356211725	001356211725	06/19/20
<input type="checkbox"/>		4946312	Pending Approval		ANNIE'S	FRT SNK BRRY	CA	12	12	1 OZ	8037250004960	037250004961	06/01/21
<input type="checkbox"/>		4946314	Pending Approval		ANNIE'S	FRT SNK GRAPE	CA	12	12	1 OZ	8037250004962	037250004963	06/01/21



Revised Merchandiser Review Process

Proposal Review & Approval

Item Proposal

Welcome aredcisapr01 | [SVConnect Portal](#) | [Help](#) | [Logout](#)

Step 1 :
Proposal Details

Step 2 :
Select

Step 5 :
Item Costs

Step 6 :
Summary

Download ▾
Approve
Reject
Return
Done

SV Internal Comments Save Clear

Selected Items
Related Items
Locations
Cost
Supporting Documentation *
Comments
Item Groups

Add To Batch

	Update Attributes	Corporate Code	Corporate Code Status	SV Item Code	Brand	Description	Type	Vendor Pack	SV Pack	Size	Case UPC	Item UPC	First Ship
<input type="checkbox"/>			All										
<input type="checkbox"/>		4946313	Pending Approval		ANNIE'S	FRT SNK BRRY	EA	12	1	1 OZ	8037250004960	037250004961	06/01/21
<input checked="" type="checkbox"/>		4946315	Pending Approval		ANNIE'S	FRT SNK GRAPE	EA	12	1	1 OZ	8037250004962	037250004963	06/01/21

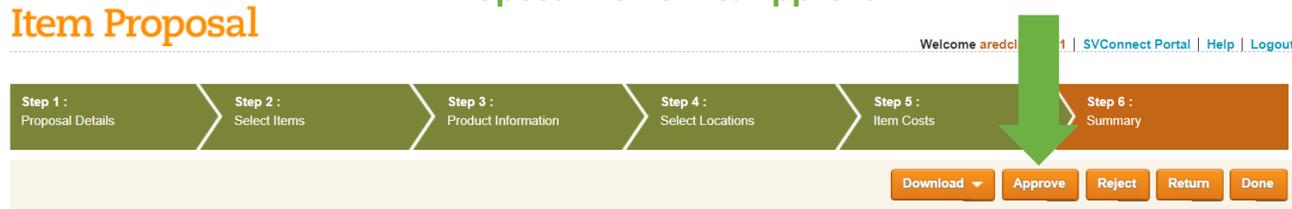
Related Items displays additional sell pack options (for new items) or items which were removed from Selected Items.



Revised merchandiser Review Process

Proposal Review & Approval

Item Proposal



Proposal Summary #1797291 [Hide Details](#)

Description Fruit Snacks **Status** In Review

Vendor General Mills Minneapolis (9325266) **Product Group** Grocery

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

First Ship On **Batch Owner** Ang39 Redpath

Selected Items | Related Items | **Locations** | Cost | Supporting Documentation * | Comments

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

West Region

N - New A - Active D - Discontinued Select All Clear All Save Cancel Add Division Items Refresh

Corporate Code	SV Item Code	Brand	Description	Vendor/SV Pack	Size	Case UPC	CO	ST	PL	CE	SF	BW
							<input checked="" type="checkbox"/>					
4931245	3450944	ANNIE'S	FRT SNACK VRTY PK	4/4	16.1 OZ	1001356211725	N	N	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4946312		ANNIE'S	FRT SNK BRRY	12/12	1 OZ	8037250004960	<input checked="" type="checkbox"/>					
4946314		ANNIE'S	FRT SNK GRAPE	12/12	1 OZ	8037250004962	<input checked="" type="checkbox"/>					



Revised Merchandiser Review Process

Proposal Review & Approval

Item Proposal



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

Proposal Summary #1797291 [Hide Details](#)

Description Fruit Snacks
Vendor General Mills Minneapolis (0325266)
Organization(s) West Region
First Ship 06/19/20

Status Approved
Product Group Grocery
Distribution Method Warehouse
Batch Owner Ang39 Redpath

SV Internal Comments

Selected Items	Related Items	Locations	Cost	Supporting Documentation *	Comments	Item Groups	Quality Assurance		
<input type="button" value="Refresh"/> <input type="button" value="Revise Item"/> <input type="button" value="Quality Assurance"/> <input type="button" value="Return Batch"/>									
Structure #	Status	Brand	Description	Vendor Pack	SV Pack	Size	GTIN	Class Group	
<input type="radio"/>	626538	Classification Approval	ANNIE'S	FRT SNK BRRY	12	12	1 OZ	80372500049602	GROCERY EDIBLE CONV
<input type="radio"/>	626539	Classification Approval	ANNIE'S	FRT SNK GRAPE	12	12	1 OZ	80372500049626	GROCERY EDIBLE CONV





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?

The screenshot shows the 'Item Proposal' workflow in the UNFI system. The main interface includes a progress bar with six steps: Step 1: Proposal Details, Step 2: Select Items, Step 3: Select Locations, Step 4: Item Costs, Step 5: Freight, and Step 6: Summary. A 'Help' link is highlighted in the top right corner. A modal window titled 'eNew Item' is open, listing options: 'Submitting an Item Proposal', 'Submitting a Cost Change', 'Item and UPC List Template', and 'My Work (internal only)'. A green arrow points from the 'Submitting an Item Proposal' link in the modal to the 'Help' link in the background interface.

Need Help?



eNew Item

Submit Item Proposal

Reference Guide

Updated Reference Guide for the
Submit Item Proposal process.

Last Updated: August 2021





Thank you

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