iUNFI™

Steps to Create and Submit Your 1st Order

SVMobile & Mobile Merchant users will login using the same Username & Password as before.

Natural users (Legacy iUNFI) will need to self-enroll their Username first. Enter your current username & password and iUNFI will guide you thru the process. You may be asked to create a new username and/or password. You can link natural & conventional accounts to 1 username in this process.
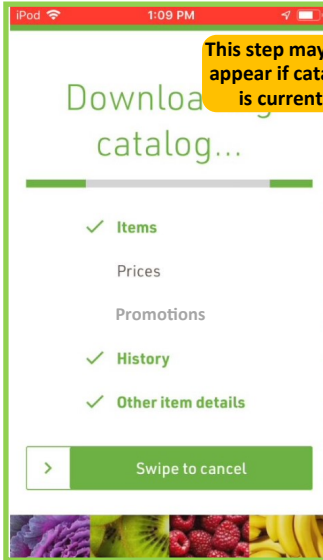
Tip: Hide/Show. Tap 👁 to show password.
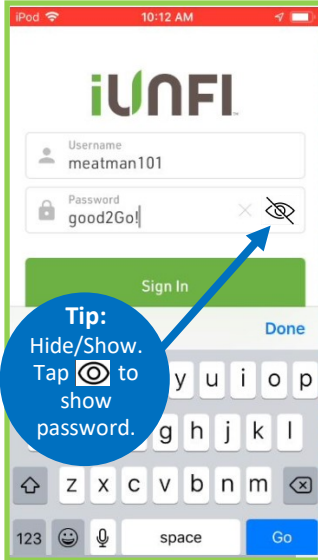
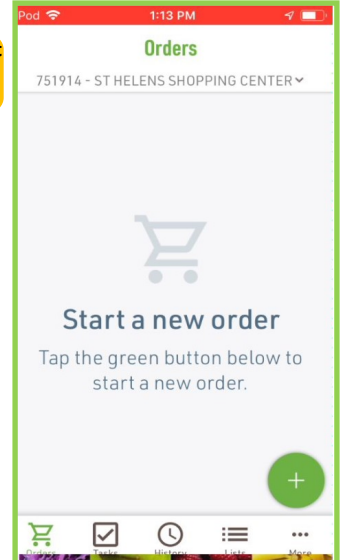**Step 1) Tap the iUNFI icon to open the app and enter your Username & Password.**
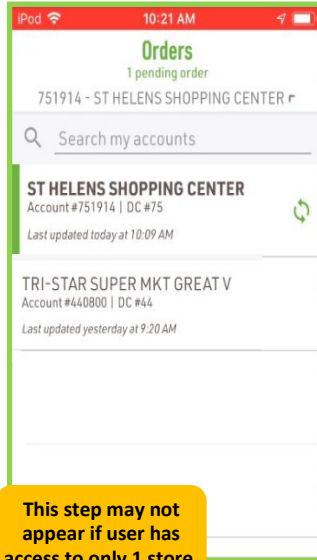
This step may not appear if user has access to only 1 store.
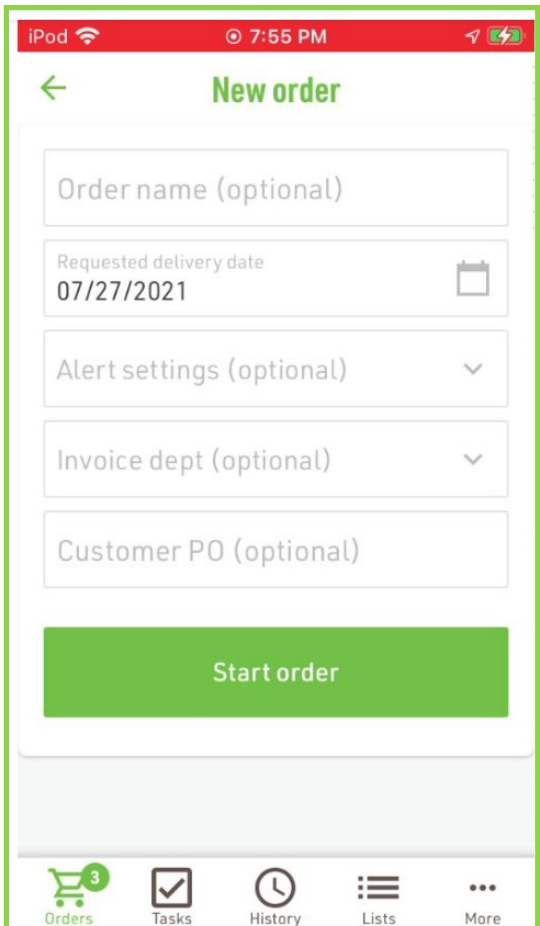
Step 2) If prompted, select an account (or store). The catalog will automatically download or update if needed.

This step may not appear if catalog is current.

Step 3) Tap the ⊕ to start a new order.

On this 1st order, you may want to skip all of these order settings and tap Start Order.

Step 4) Name your Order or skip this step.
Blank will default to "Order Started on mm/dd/20yy"

Step 5) Set Delivery Date or skip this step.
Default will be your next delivery date. Click the icon on the right to show the calendar tool for easy future date selection.

Step 6) Set Optional Alert Settings or skip this step.
This is one way to set previous history and max order qty per item.
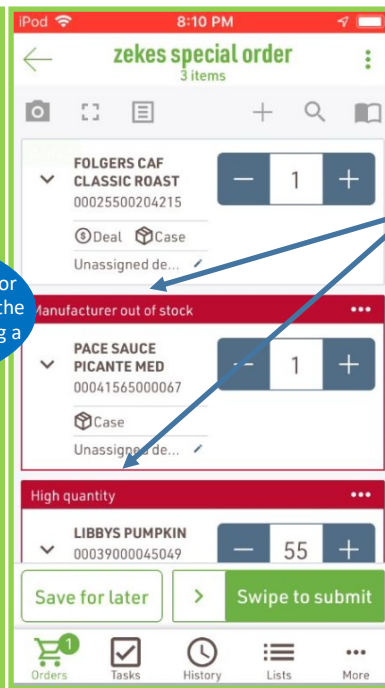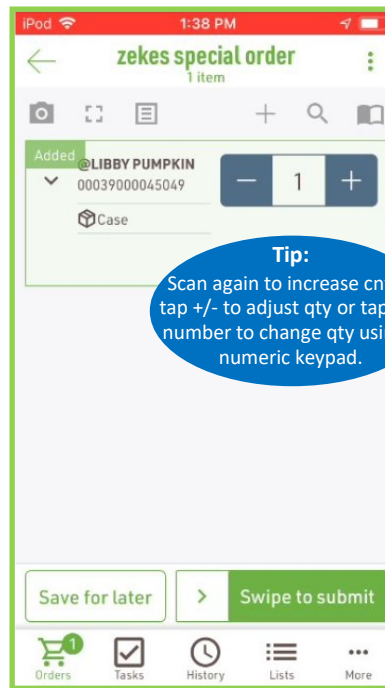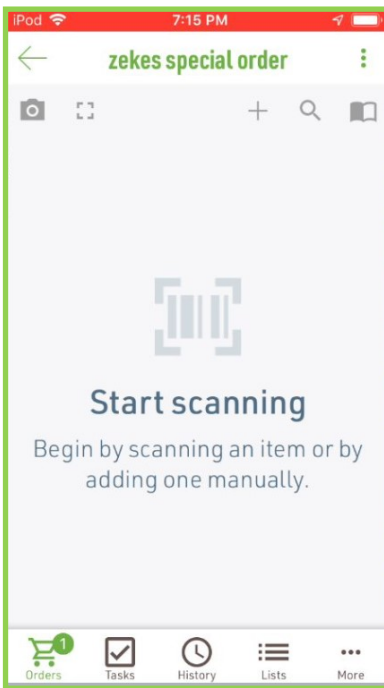Skipping will default to local setting found on the ••• MORE tab.

Step 7) Set Optional Invoice Dept Override or skip this step.
Blank will allow items in this order to invoice to their normally set invoice depts. Also when left blank, the user can override the invoice dept by item if needed.

Step 8) Enter PO or skip this step.
Used by a small number of retailers. PO will force items in order to a separate invoice.

Step 9) Tap Start Order to begin.

Tip:
Message Flags on the top left corner of each item alerting you of possible issues.

Tip:
Scan again to increase cnt or tap +/- to adjust qty or tap the number to change qty using a numeric keypad.

Step 10) Scan your order. Listen to the audio alerts to confirm valid scans, incremental scans, "Not Found" & alerts with more information on the screen (Restricted, Subs, Recently Ordered, etc.). Message flags appear in the top left corner (Added, Incremented, High Qty, Etc.).
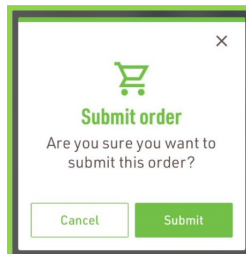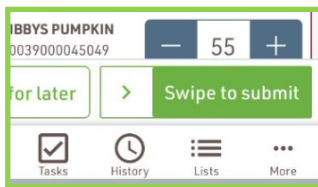

Step 11) When you are done, tap the Submit button. You will need to be connected to a Wifi with internet access.

Step 12) Tap Submit again to the "Are You Sure?" question.
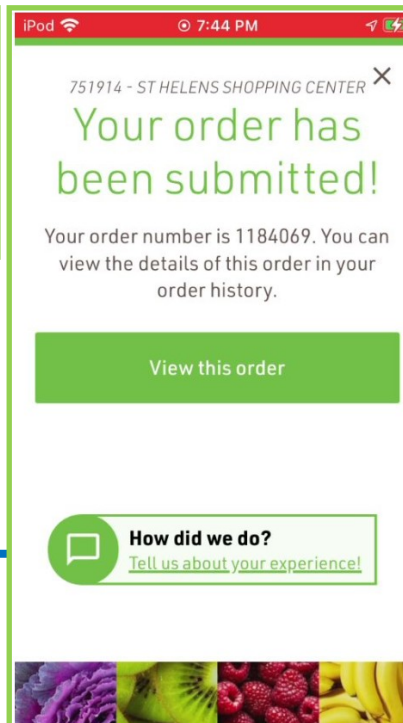
Step 13) You will receive the message shown on the left including the confirmation number. You can also use this confirmation number to locate the order in SVHarbor(SVInquire) or MyUNFI.

Step 14) Tap the X in the top right corner to go to "Start a New Order" screen   OR   Tap "View this order" to go to Order History screen.
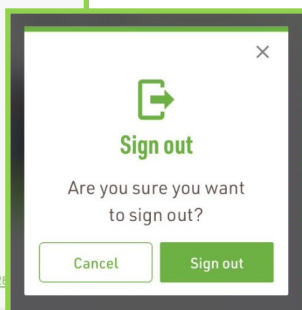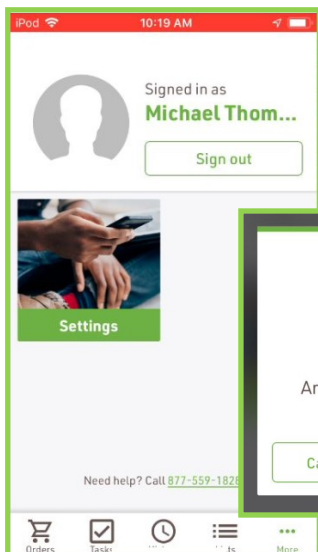
Step 15) To logout, tap the More in the bottom right corner & then tap Sign out. Tap Sign out again to the "Are You Sure?" question. This will return you to the iUNFI login screen.

Step 16) Please keep device in the charging cradle when not in use.

IT Technical Support
877-559-1828

7/28/21