Steps to Create and Submit Your First Order (Browsing the Catalog)
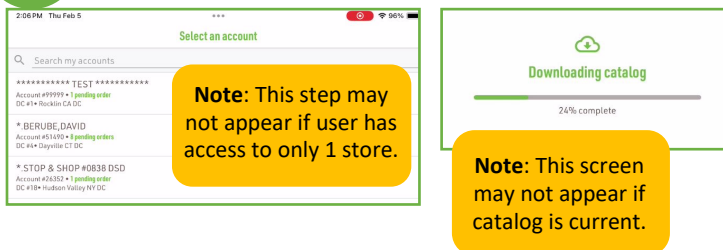
Logging In and Creating an Order

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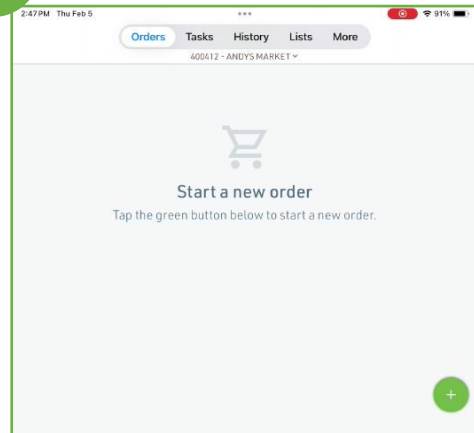
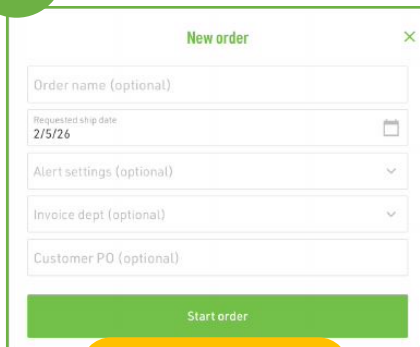**1** Tap the iUNFI icon to open the app and follow the prompts to sign in.

Tip: Tap here to show or hide password.
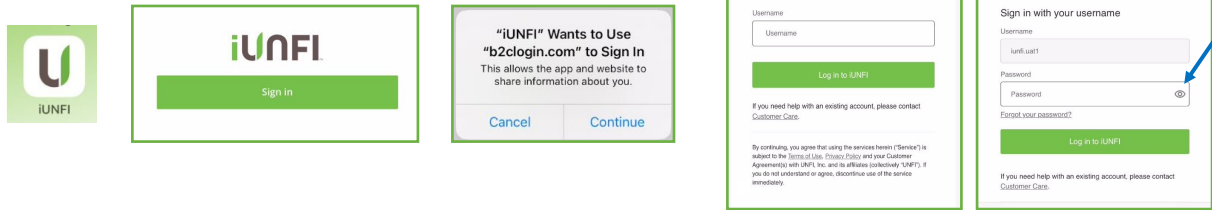
2 If prompted, select an account (or store). The catalog will automatically download or update if needed.

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

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

3 Tap the + to start a new order.

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

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

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

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

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

D. **Set Invoice Dept 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.)

E. **Set 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.)

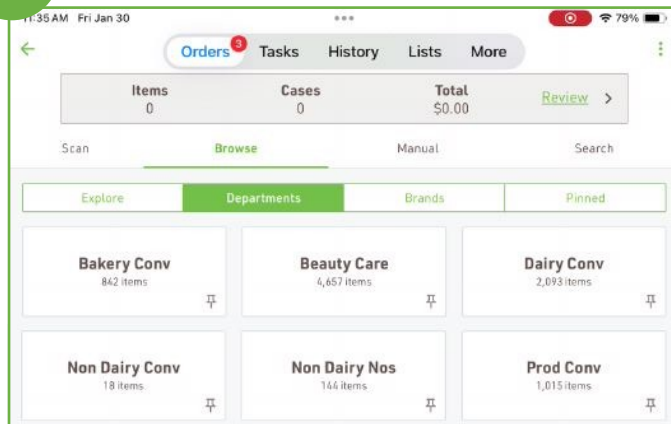## Catalog Browsing (e.g. Creating a produce order)
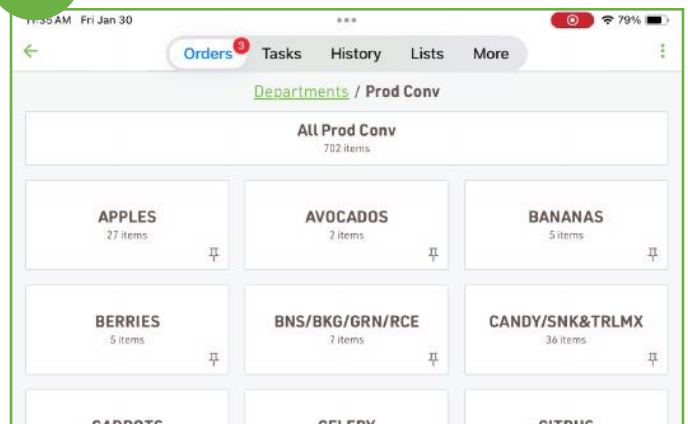
1 From the ordering screen, tap the **Browse** tab.
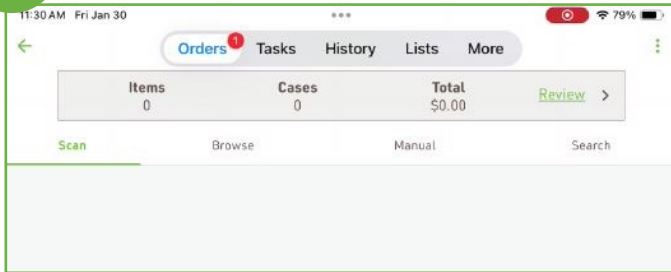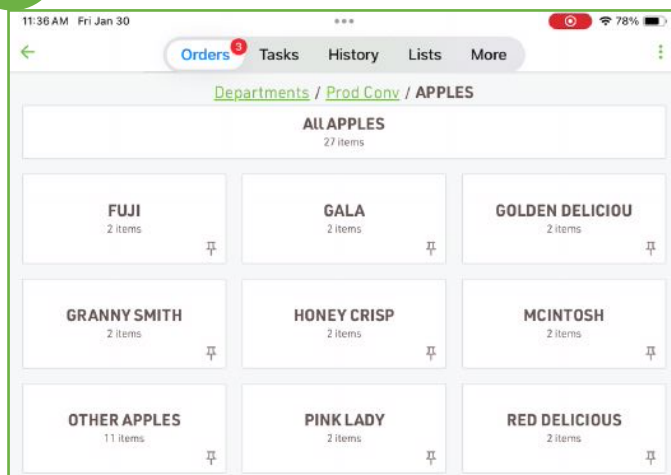
2 Tap **Departments**.
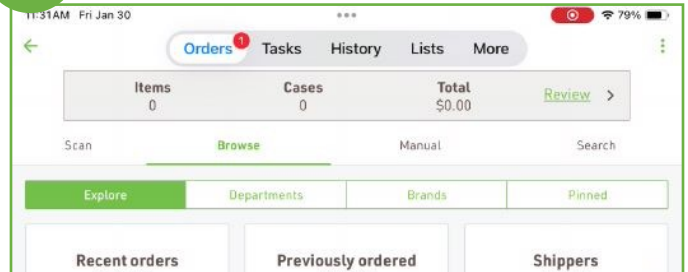
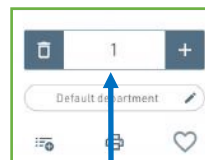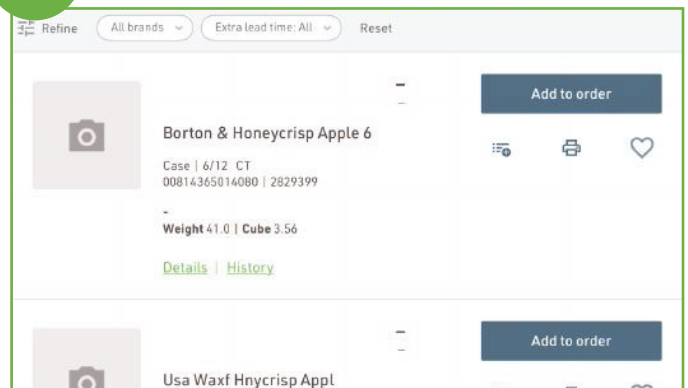**3** Select the appropriate department.

4 Select a category. In this example: apples.

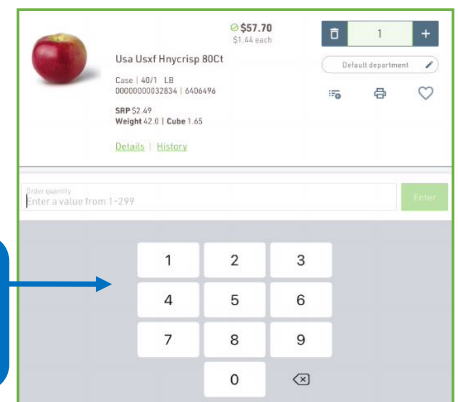**5** Continue filtering the search. In this example: Honeycrisps.

6 Search list. When ready, tap **Add to order**.

Borton & Honeycrisp Apple 6
Case | 6/12 CT
00814365014080 | 2829399
Weight 41.0 | Cube 3.56
Details | History

Usa Waxf Hnycrisp Appl

$57.70
$1.44 each
Usa Usxf Hnycrisp 80Ct
Case | 40/1 LB
000000000032834 | 6406496
SRP $2.49
Weight 42.0 | Cube 1.65
Details | History
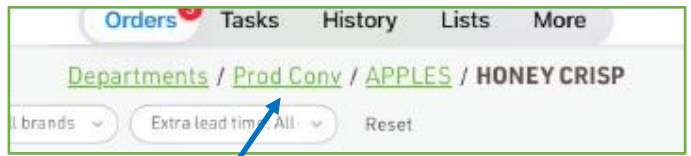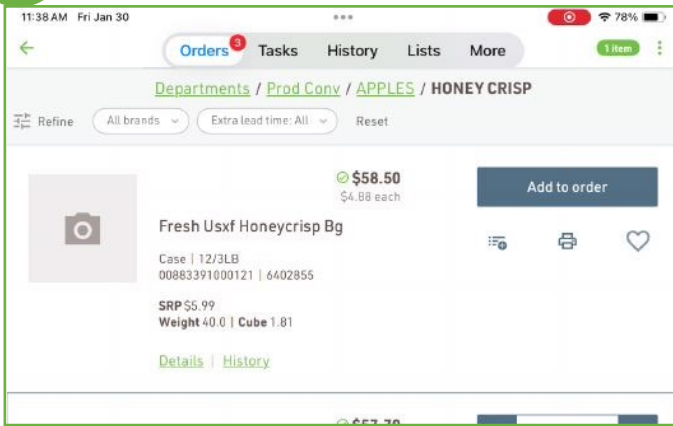
Enter a value from 1–299

Tip: After adding to order, tap the number field to manually enter a quantity.

## Catalog Browsing Cont. (e.g. Creating a produce order)

7 Use the back arrow to go back one screen at a time to continue searching for and adding items.
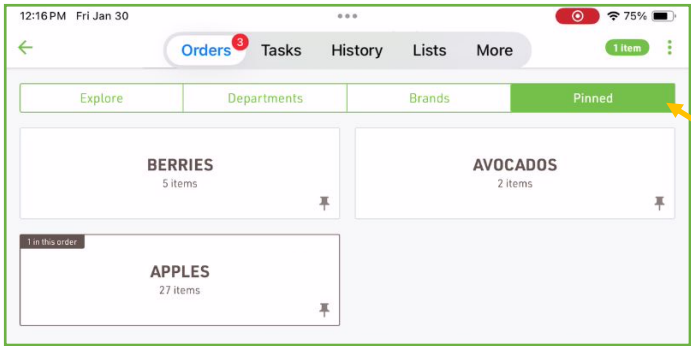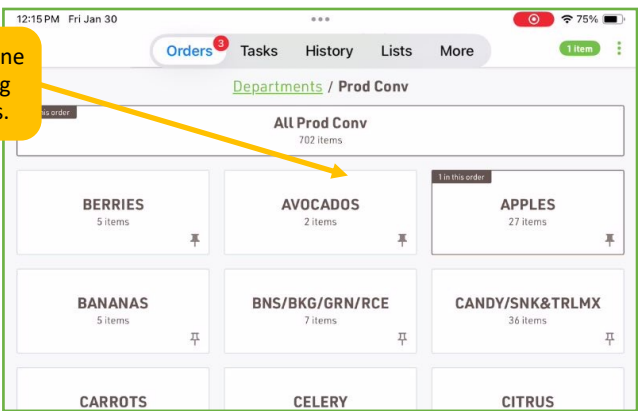

Tip: Use the breadcrumb navigation to go back more than just one page at a time. For example, tap on **Prod Conv** to go back to the produce conventional screen.

Tip: Tap 📌 to pin categories. Once categories are pinned, they will appear first on the screen.
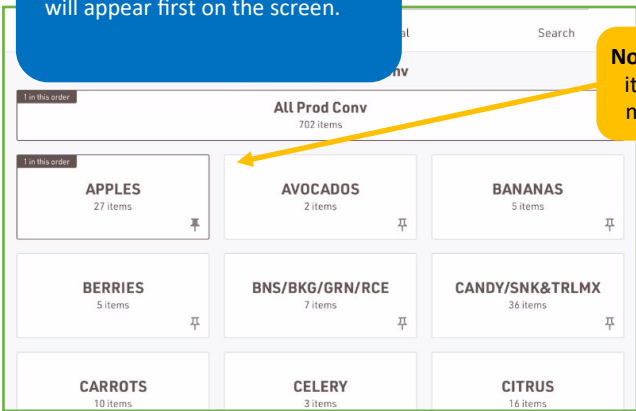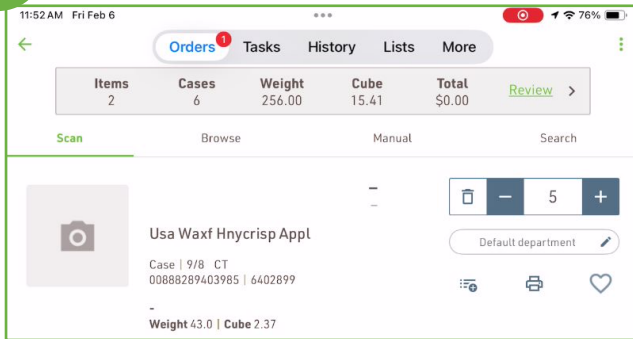
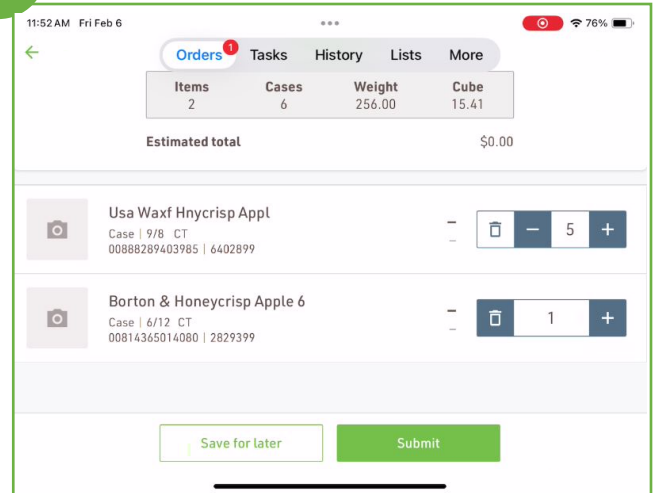**Note**: Pinning one item vs pinning multiple items.

Note: Pinned items will also appear under the **Pinned** tab (shown from **Browse** tab).
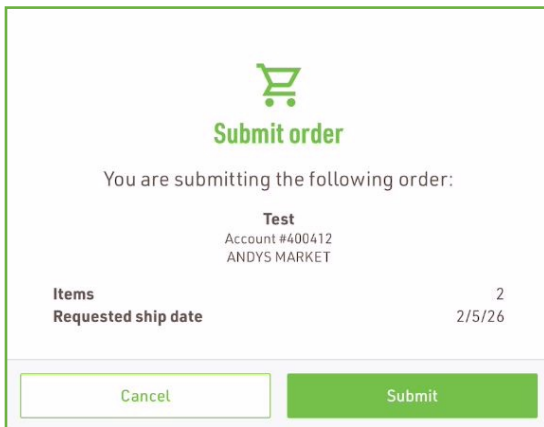
Submitting Orders

1 Tap **Review**.

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

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

4 Tap **View this order** to see it in your order history.

Tip: If an email is set up with the account (helpful for password resetting), a confirmation of this order will be emailed.