

HOW TO SEE PRICE LISTS ON THE UNFI WEB SITE

To open and/or download price lists directly from the UNFI web site follow these directions.

1. After logging into your account, click on “Publications” in the light green banner that runs near the top of every UNFI web page.

2. You are automatically taken to the first category: “Monthly Specials & Updates“ (it will be highlighted in blue on the left). This is where the price lists for UNFI buying clubs are kept. There are two kinds of price list files here; the file names do not make it immediately obvious which is which.

2- A. Monthly *Specials*.

Files that include the word “Monthly” in the file name are the monthly *Specials* price list. This price list is available in either PDF or Excel spreadsheet (.xlsx) format; UNFI doesn't always label which is which, so you may have to click on one to find out.

2- B. Complete Price List for UNFI's Full Inventory (includes *Specials* pricing).

This is a much larger file, and shows the complete UNFI inventory at all warehouses. It is available only in Excel spreadsheet (.xlsx) format. This file always has the word “FULL” in the file name. UNFI no longer publishes this price list in paper or as a PDF. It is updated every month to include price changes, sales, and product additions/deletions.

3. To download a price list to your computer: Click on the one you want. If it is the monthly *Specials* sale list in PDF format, it may open in your web browser in a new window, and you can download it from there (this depends on which web browser you use). If it is the complete product listing or the *Specials* Excel file version, you will be shown a dialog box to open or download it.

4. Finally, you don't have to use either price list. The UNFI inventory is always available on the UNFI web site, with many search options. Sale prices are shown where applicable. But there is one important difference from the price lists.

The UNFI web site does not display the complete inventory. Unlike the price lists above, the UNFI web site only displays products that we can order, i.e., are stocked by the Racine warehouse that supplies us (warehouse symbol 'N' in the price lists). Even if a product is in the price lists in #2 above, if the Racine warehouse doesn't carry it, the UNFI web site will not display it.