1. From the Swapps Menu. Click on Import UNFI



1. Click on the “Browse” button to pick a file after which Click on the “View” button to review the file.



1.
* Pick a sheet
* Pick a department
* Pick a vendor
* Select the appropriate column where :
	+ Upc
	+ Item Code
	+ Desription
	+ Pack
	+ Size
	+ Cost
	+ Price
	+ Tax
* Select the appropriate starting row. Starting from the first row containing data (not the header).



* And Click on “Import” button at the bottom of the page



1. Scroll to the bottom of the page.

