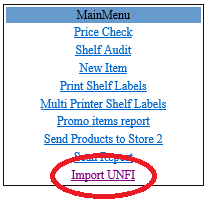
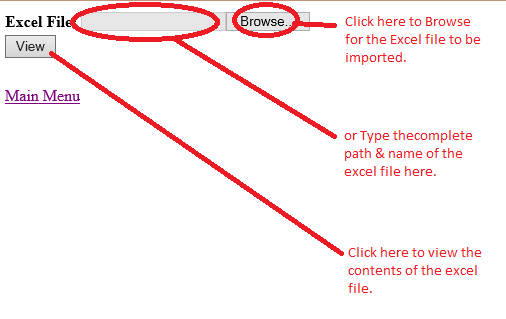
1. From the Swapps Menu. Click on Import UNFI

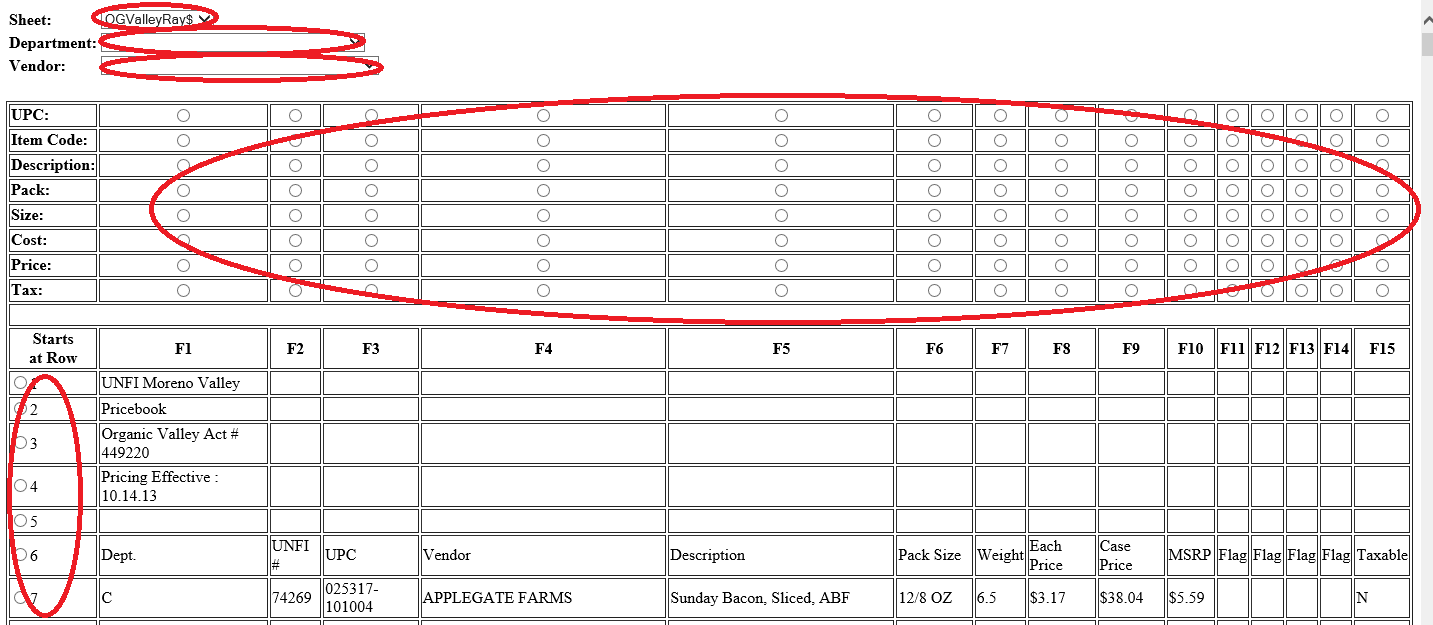


1. Click on the “Browse” button to pick a file after which Click on the “View” button to review the file.

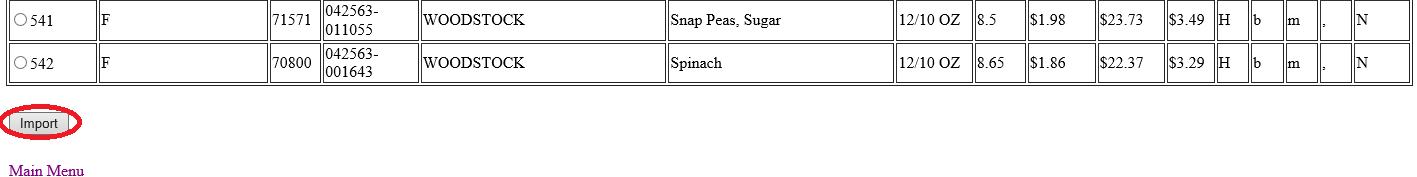




* Pick a sheet
* Pick a department
* Pick a vendor
* Select the appropriate column where :
  + Upc
  + Item Code
  + Desription
  + Pack
  + Size
  + Cost
  + Price
  + Tax
* Select the appropriate starting row. Starting from the first row containing data (not the header).



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



1. Scroll to the bottom of the page.

