

Instructions for Ordering from the Splitting Basket in UNFI web ordering

You can order partial cases or pounds of any product by checking off the “Split” box (be sure you do this or you will get whole case(s)!), then entering the number of items or pounds you prefer, and how many more you are willing to take to help “fill” the case.

We encourage people to split cases or bulk items, even if they are willing to get a whole case or large amount by themselves: This will help other members get a better price if they normally can only purchase/store small amounts. If you NEED to get the product, put enough in “more” to complete the basket.

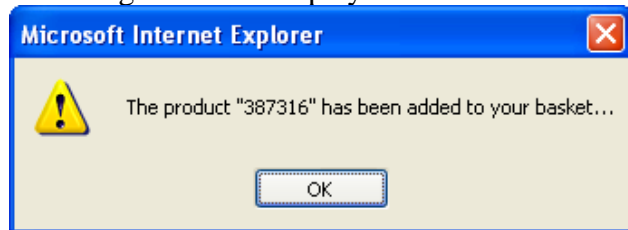
Incomplete cases will not be ordered unless the Order Finalizer decides to order the rest for the surplus table. The Finalizer will decide how many of the “more” items get used from each member’s order, to fill the case. Occasionally the total ordered is slightly more than a whole case, in which case the preferred number may be reduced, to allow each ordering member to receive some of the product, or one member may get none.

If you view the Splitting Cases basket, you will see all the partial case orders that any members (including you) have made so far, for the next delivery. You can order products shown on this screen. This is a great way to try new items.

To add a split to your order from the “Splitting Cases” basket, type in the product # (no hyphen), check “Split” box, type in quantity wanted/more could take, click “Add Item”.

Basket:	Splitting Cases	Product Code:	387316	Split:	<input checked="" type="checkbox"/>	Qty:	1	More:	0	Add Item
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A message box will display:



Click OK:

The item will now show up in your Orders basket and the “Splitting Cases” basket. You can modify/delete your own splits from either Basket, but not any other member’s.

- ~ Order your desired splits early so that others can see it when they make their orders.
- ~ Check in again near the deadline to see if there are more splits showing that you are interested in. The deadline for changes will be Saturday PM. After that, the finalizer will be the one making changes prior to sending the order to United.

M3 (min3) items:

At this time the M3 items can only be ordered in groups of 3 or more by individuals.