

# WELCOME TO MEMBER SPECIAL ORDERING

Order cases or bulk quantities of products from our main supplier catalog, and save up to 20% off regular retail prices

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Don't forget that the order deadline for  
UNFI Orders is 3:00pm on Friday!

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Pickup is on Tuesday afternoons.

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# Logging In:

Order deadline for UNFI orders is Friday @ 3pm. Order pick-up is on Tuesday afternoon.

**BREADROOT**  
NATURAL FOODS CO-OP

ABOUT | SPECIAL ORDERING POLICIES

My Cart | MY ACCOUNT ▾

- Member-Owner Login
- Checkout
- My Favorites
- Order History
- My Cart

MY ACCOUNT

- Member-Owner Login
- Checkout
- My Favorites
- Order History
- My Cart

Browse Category ▾

Search













- All UNFI Products
- UNFI Produce
- UNFI Fresh
- Co+op Deals
- Co+op Basics
- GROCERY
- BULK
- CHILL

ORIGIN 100% AZ GUERNSEY MILK Whole Milk

CHILL

To log in, hover your mouse on 'My Account'. From there you'll select Member-Owner Login. Special Ordering is something that's only offered to our Member-Owners. If you'd like to sign up, please talk to a staff member next time you're in the Co-op!











# Product Category Menu:

Browse Category	
Search	
 All UNFI Products	
 UNFI Produce	
 UNFI Fresh	
 Co+op Deals	
 Co+op Basics	
 GROCERY	
 BULK	
 CHILL	
 FROZEN	
 NUTRITION	
 HOUSEHOLD PRODUCTS	
 PET PRODUCTS	



ABOUT | SPECIAL ORDERING POLICIES



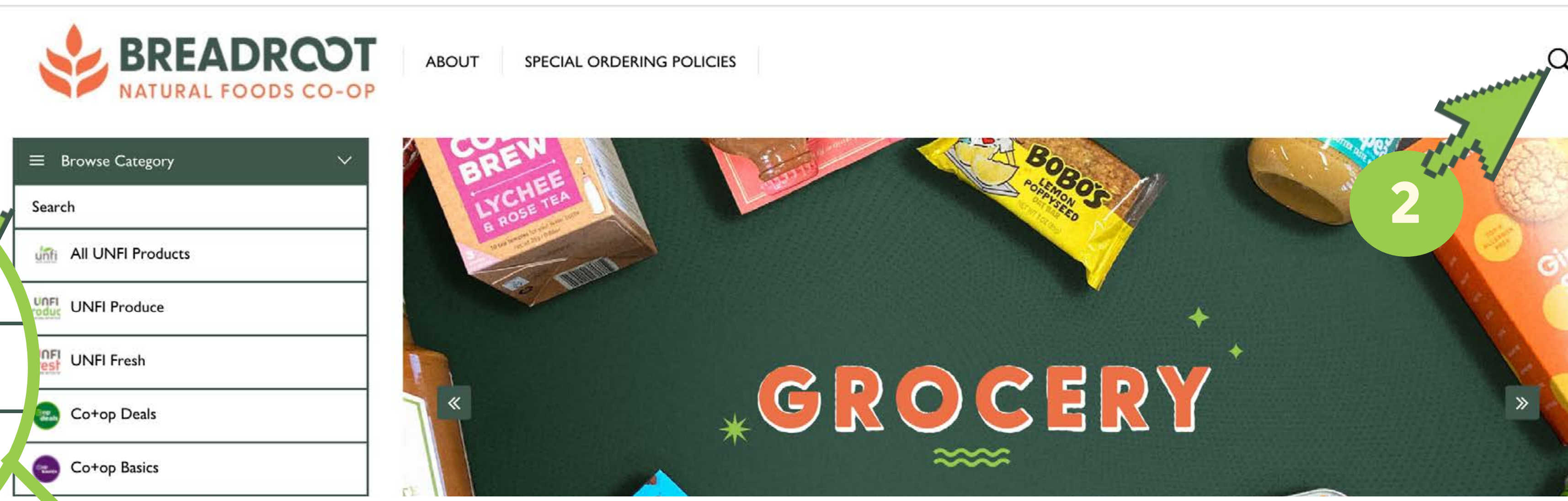
Browse Category	
Search	
 All UNFI Products	
 UNFI Produce	
 UNFI Fresh	
 Co+op Deals	
 Co+op Basics	
 GROCERY	
 BULK	
 CHILL	
 FROZEN	
 NUTRITION	



All products can be found under the category menu. You'll notice that UNFI Produce and UNFI Fresh are new names. In 2022 there was an acquisition of Albert's Organics and they are now all under the UNFI umbrella. UNFI Produce will have all of our produce options available through UNFI. UNFI Fresh will have everything that was under Albert's like meats, cheeses, and other fresh products. Co-op Deals and Co-op Basics can be found under their corresponding category.

# Searching for Products

There are two ways to search for products



The screenshot shows the Breadroot Natural Foods Co-op website. At the top left is the logo. To its right are links for 'ABOUT' and 'SPECIAL ORDERING POLICIES'. A search icon is in the top right corner. A 'Browse Category' dropdown menu is open, showing a 'Search' option circled in green. Below the menu is a 'GROCERY' banner with various food items. A search bar at the bottom contains the text 'What product are you looking for?' and a search icon. A green box highlights the search bar area.

**1** Search for products on our site

What product are you looking for?

1. You can use the search bar pictured here to search for you items by name, UPC, or UNFI product code. You can access this search bar by clicking the magnifying glass near the top right of the page or selecting 'Search' from the category menu

# Searching for Products

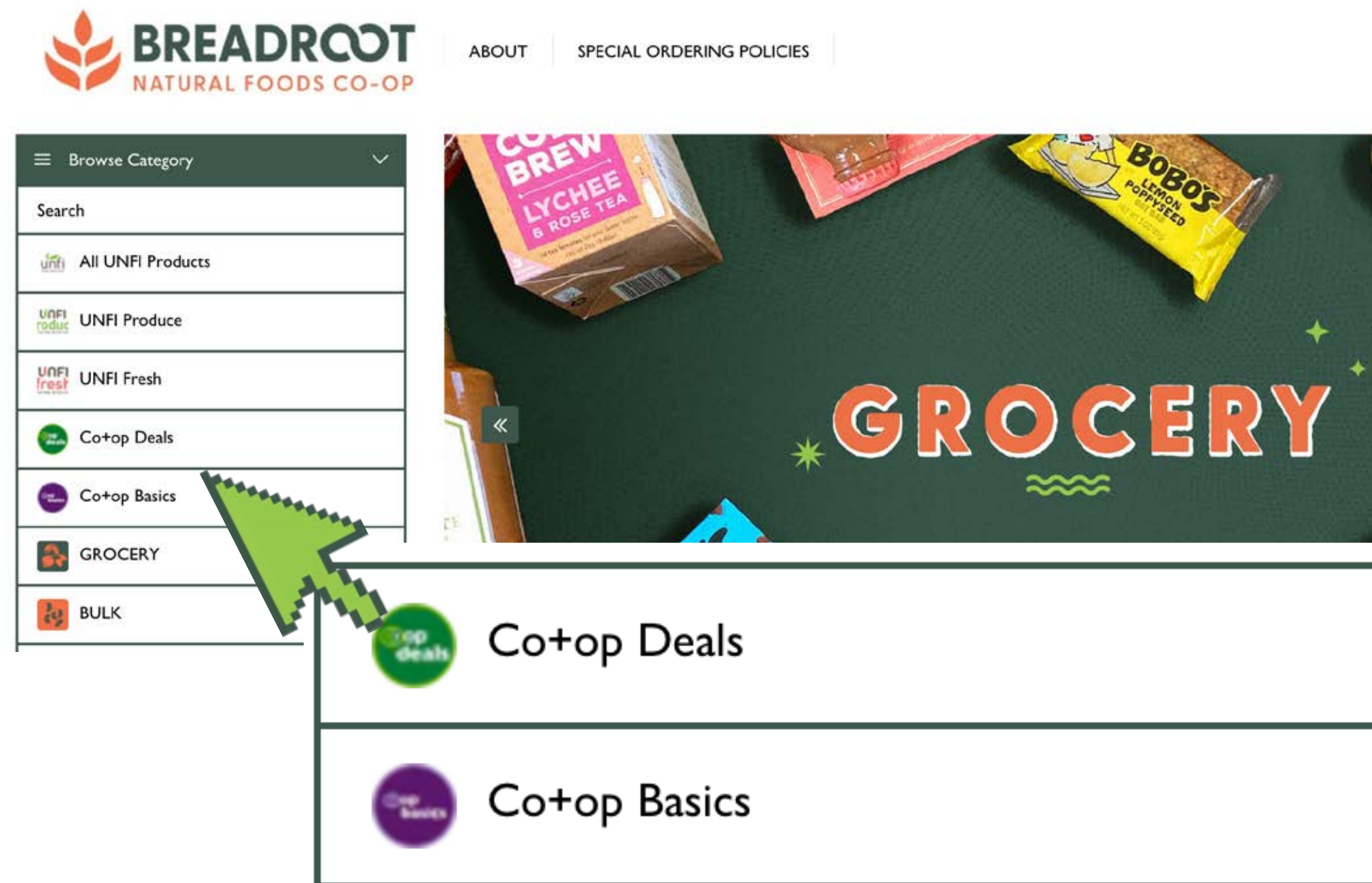
Or you can filter + sort through products

The screenshot shows the Breadroot Natural Foods Co-op website. At the top, there is an orange banner with the text "Order deadline for UNFI orders is Friday @ 3pm. Order pick-up is on Tuesday afternoon." and buttons for "My Cart" and "MY ACCOUNT". Below the banner is the Breadroot logo and navigation links for "ABOUT" and "SPECIAL ORDERING POLICIES". A search icon is located in the top right corner. The main navigation bar includes "Home" and "GROCERY". A green circle with the number "1" points to a row of filter buttons: "Search", "Brands", "Subcategories", and "Departments". Below the navigation bar, there are five product listings for UNFI Gringos products, each priced at \$29.79. A "Sort by" dropdown menu is open, showing options: "Best Selling", "Featured", "Best Selling", "Alphabetically, A-Z", "Alphabetically, Z-A", "Price, low to high", "Price, high to low", "Date, new to old", and "Date, old to new". A green circle with the number "2" points to the "Sort by" dropdown menu.

1. You can also filter products by brand, subcategory, or department. There will be buttons near the top of the page that will filter products based on your selections

2. Or you can sort through products within a category by selecting 'Sort By' and choosing from the options.

# Deals + Savings



Watch out for Deals and Basics items!



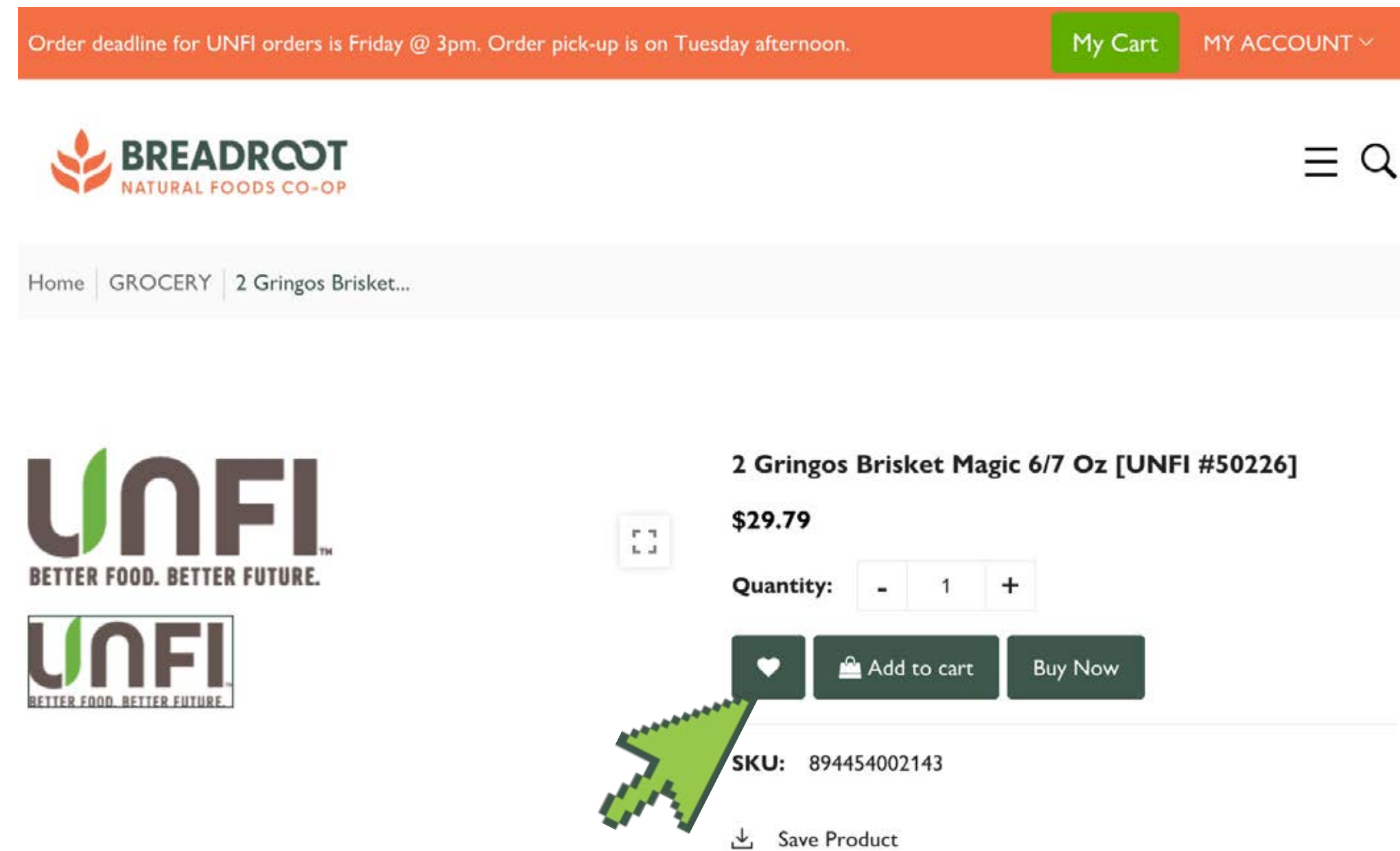
American Flatbread Revolution 12" 6/16.8 Oz [UNFI #71948]

**\$51.25** ~~\$65.41~~

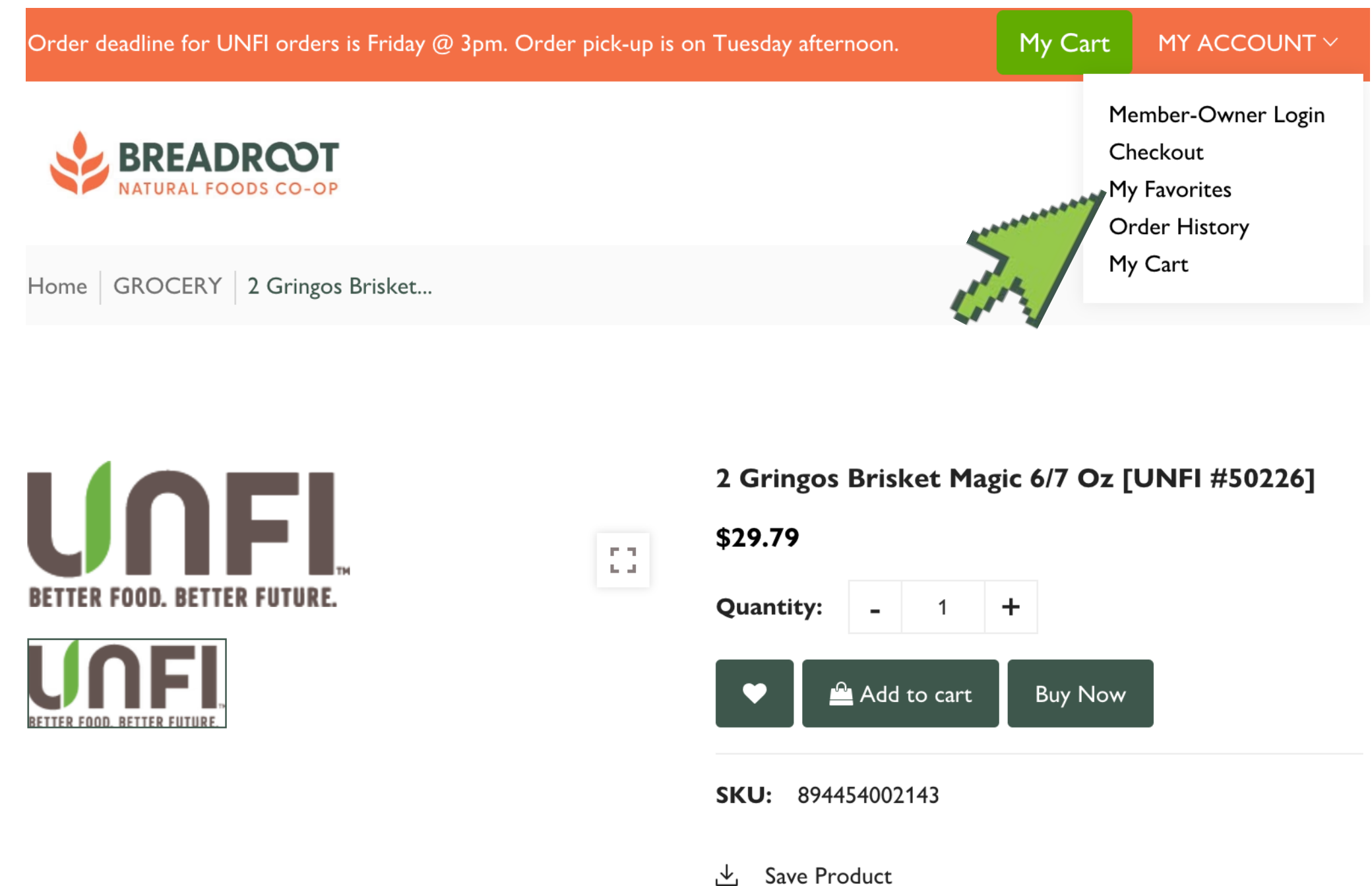
Deals items will show a red flag with a percentage off the regular price. These will change and correspond to the Co-op Deals cycle set by NCG.

# Your Favorite Items

You can add your go-to items to your favorites menu.



You can add items to your favorites by clicking the green and white heart icon on the product's page.

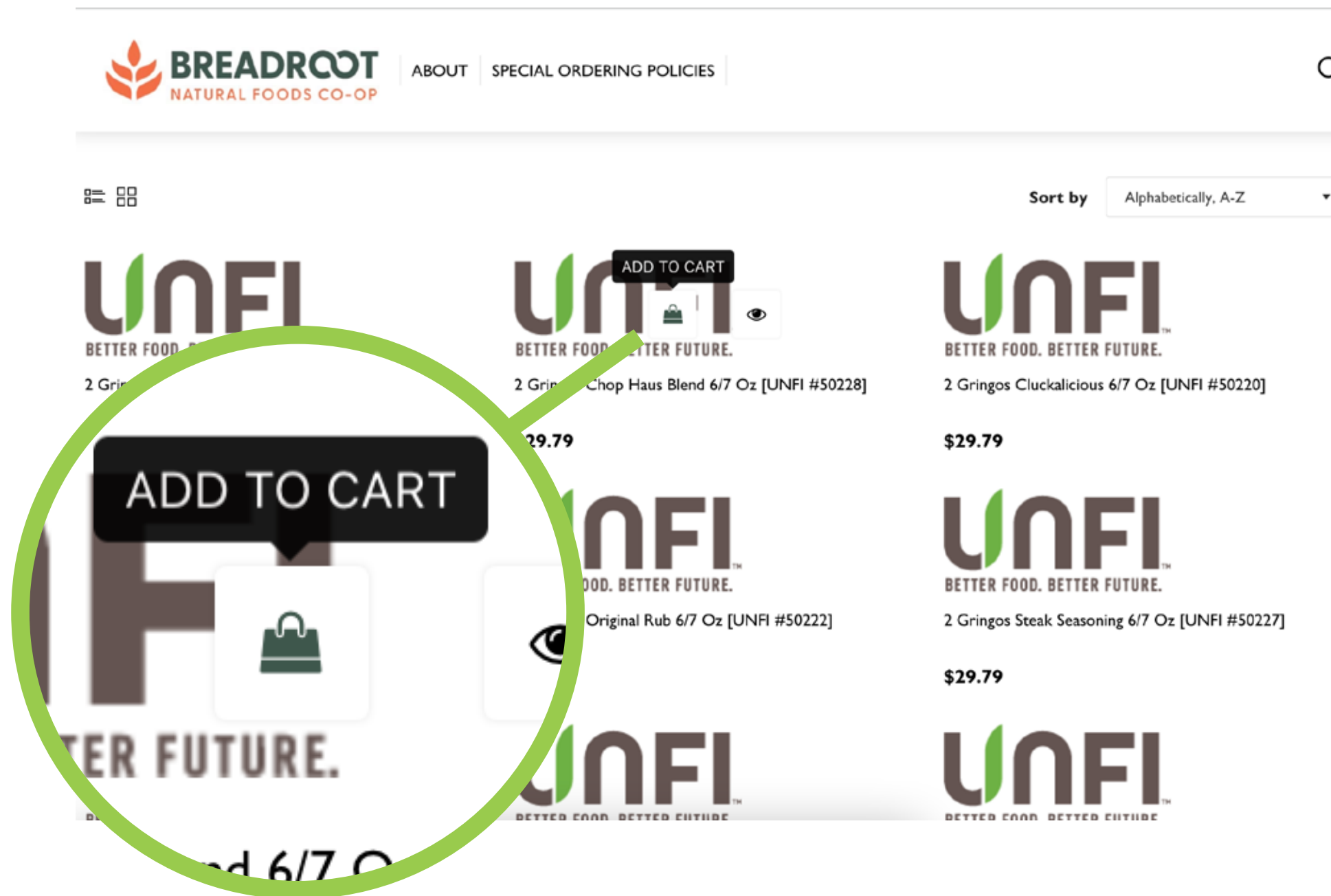


You can access your favorites click 'My Favorites' from the 'My Account' drop down menu.

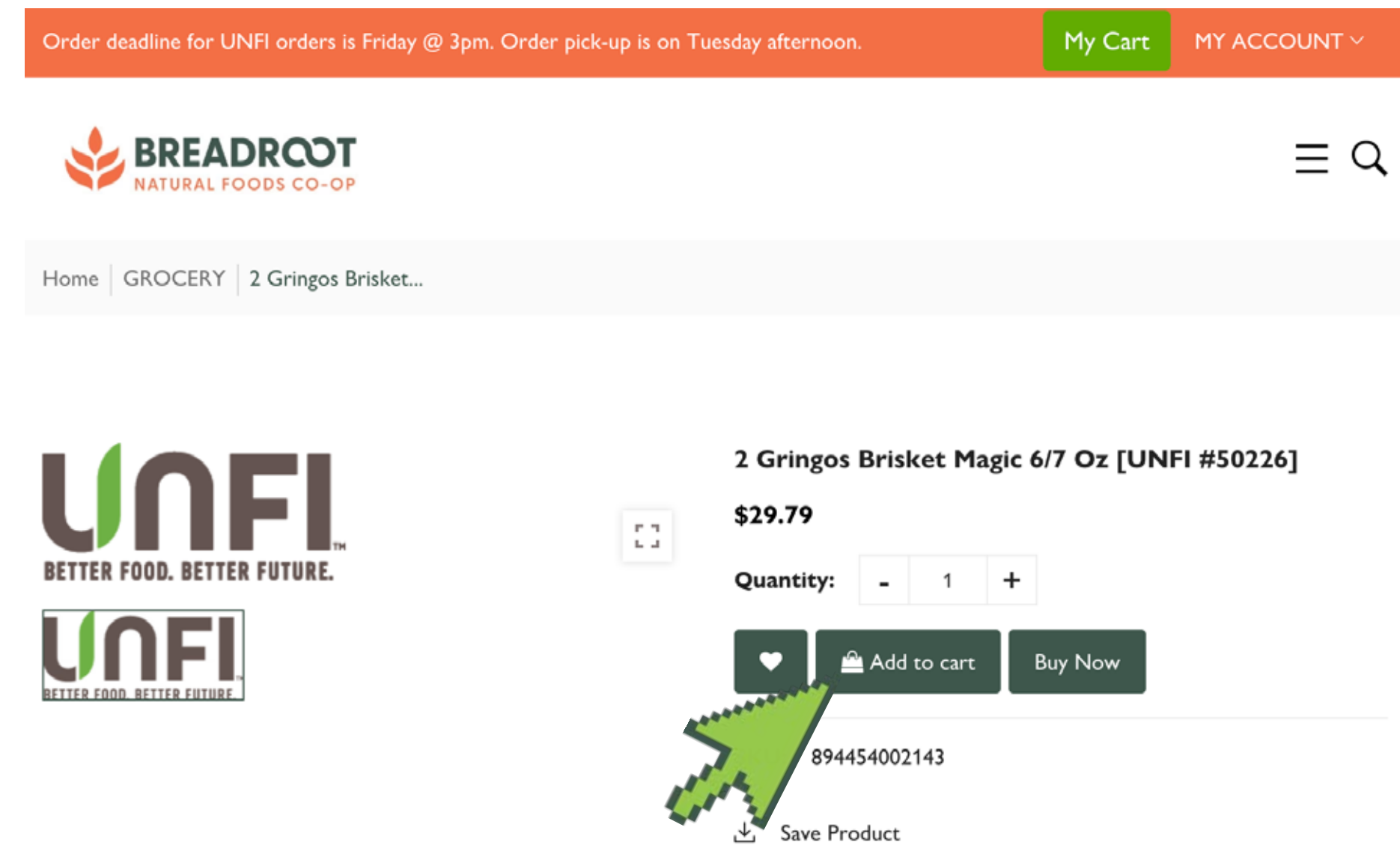


# Adding Items to Your Cart:

There are two ways to add items to your cart. You can hover over the item and select the bag icon. You can also select 'Add to cart' from the product's page.



From the product list page.



Or from the individual Product Page

# Accessing Your Cart

Once you have your products selected and in your cart, there are a few ways to view your cart.

Order deadline for UNFI orders is Friday @ 3pm. Order pick-up is on Tuesday afternoon.

**1** My Cart MY ACCOUNT ▾

- Member-Owner Login
- Checkout
- My Favorites
- Order History
- My Cart

**2** MY ACCOUNT

- Member-Owner Login
- Checkout
- My Favorites
- Order History
- My Cart

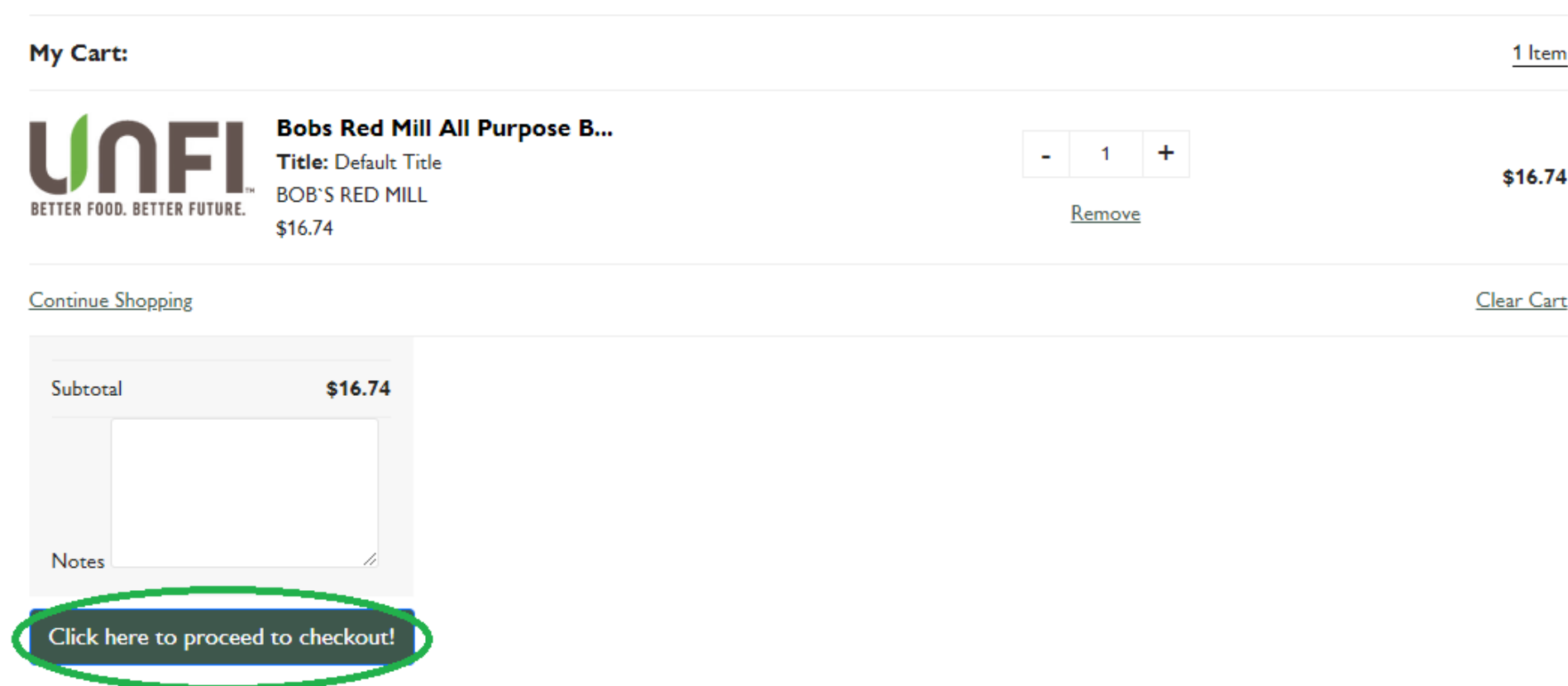
**3** View Carts Save Cart

**3** Selecting 'View Carts' from the bottom right of the product page. You can also save your cart for later!

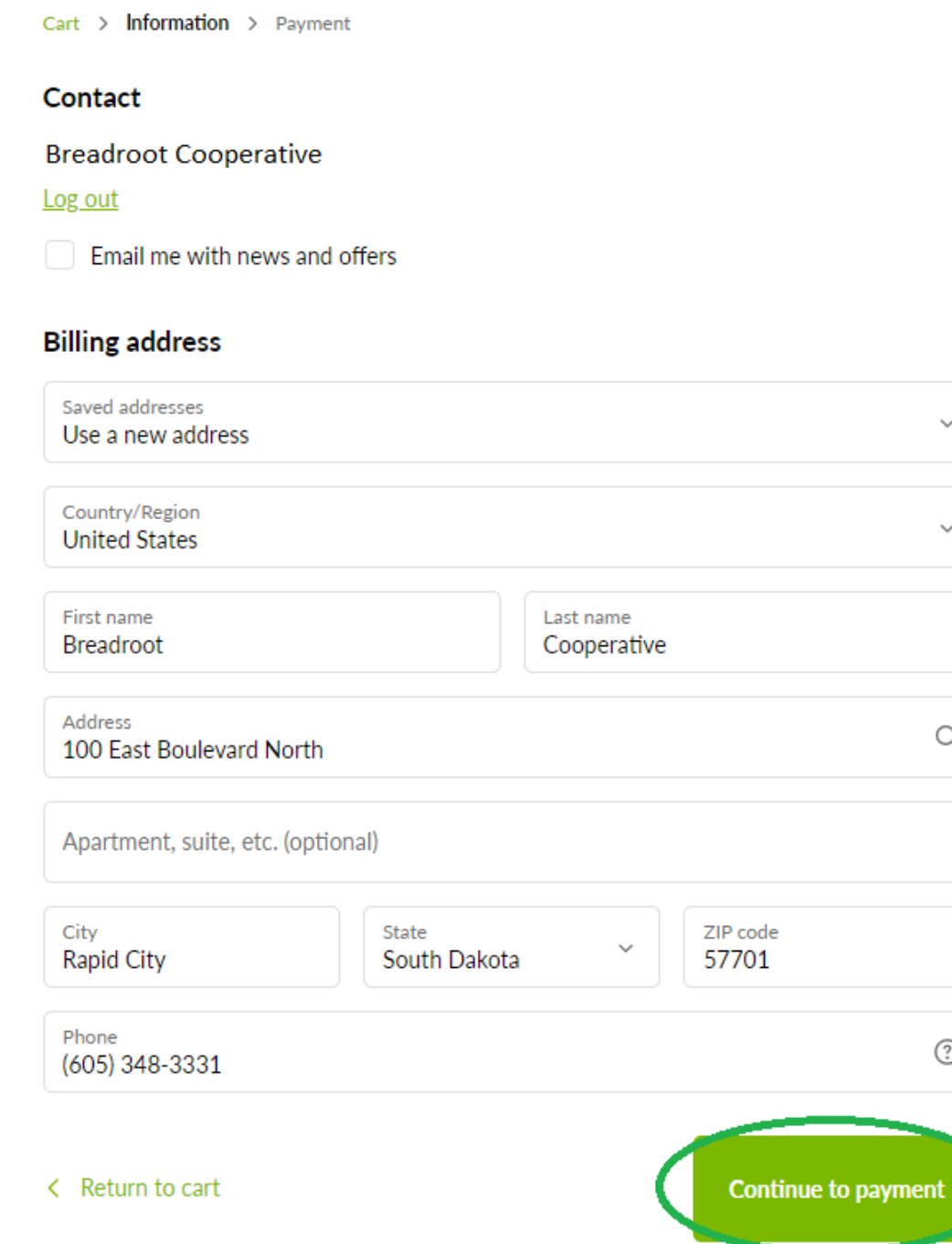
The image shows a screenshot of the Breadroot website. At the top, there is an orange banner with the text "Order deadline for UNFI orders is Friday @ 3pm. Order pick-up is on Tuesday afternoon." Below this is the website header with the Breadroot logo and navigation links for "ABOUT" and "SPECIAL ORDERING POLICIES". A green circle with the number "1" highlights the "My Cart" and "MY ACCOUNT" links in the top right corner. A mouse cursor is pointing at the "My Cart" link. A dropdown menu is visible under "MY ACCOUNT", listing "Member-Owner Login", "Checkout", "My Favorites", "Order History", and "My Cart". A large green circle with the number "2" highlights the "MY ACCOUNT" dropdown menu. Inside this circle, the "My Cart" option is circled in green. At the bottom left, there are two dark blue buttons: "View Carts" and "Save Cart". A green bracket connects these buttons to a green circle with the number "3", which contains the text "Selecting 'View Carts' from the bottom right of the product page. You can also save your cart for later!". The background of the screenshot shows a product page for "CHILL" milk, featuring a carton of milk, a carton of eggs, and a wedge of cheese.

# Placing Your Order:

Once you're ready to place your order, go to your cart and click 'proceed to checkout'.



Make sure that you have the items and quantities that you want, include any notes for us, and click proceed to checkout.



Make sure that your billing information is correct and click 'Continue to Payment'.

# Placing Your Order:

Once you're ready to place your order, go to your cart and click 'proceed to checkout'.

The screenshot displays the checkout process. On the left, under the 'Payment' section, there is a 'Payment In-Store' button and a 'Complete order' button. A large green circle with a loading spinner is in the center, with the text 'Your order's being processed.' below it. On the right, a confirmation message reads 'Confirmation #7TJIDX8ZK Thank you Breadroot!' followed by a box stating 'Your order is confirmed' and 'You'll receive a confirmation email with your order number shortly.' Below this is a table of order details:

Customer information	
Contact information	Payment method
Breadroot Cooperative	Payment In-Store - \$16.74
Billing address	
Breadroot Cooperative	
100 East Boulevard North	
Rapid City SD 57701	
United States	
(605) 348-3331	

At the bottom right, there is a 'Continue shopping' button and a link for 'Need help? Contact us'.

On this screen, make sure your contact information is correct and click 'Complete Order'.

You'll get an order confirmation page next.

# FYI + Order History

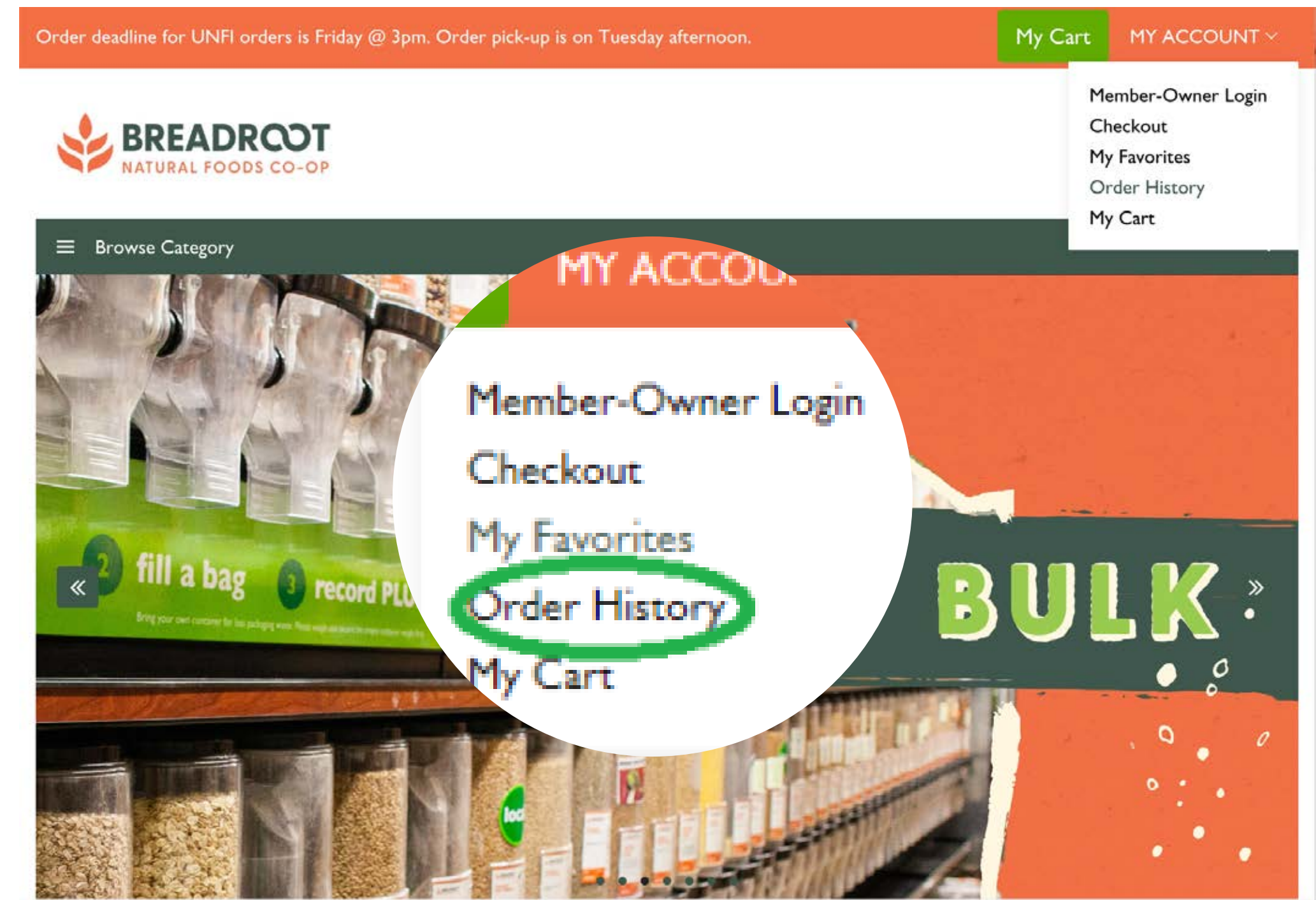
**You will receive an email when your order arrives.**

**Your invoice will indicate any items that did not arrive.**

**You will make your payment in store, and you will not pay for items that did not arrive.**

**You will need to reorder your items that did not come in.**

**Please note that item availability may be affected by damage in transit, expired, out of stock, etc.**



**You can view your order history by hovering over the 'My Account' button and selecting 'Order History'**