

US Foods Ordering

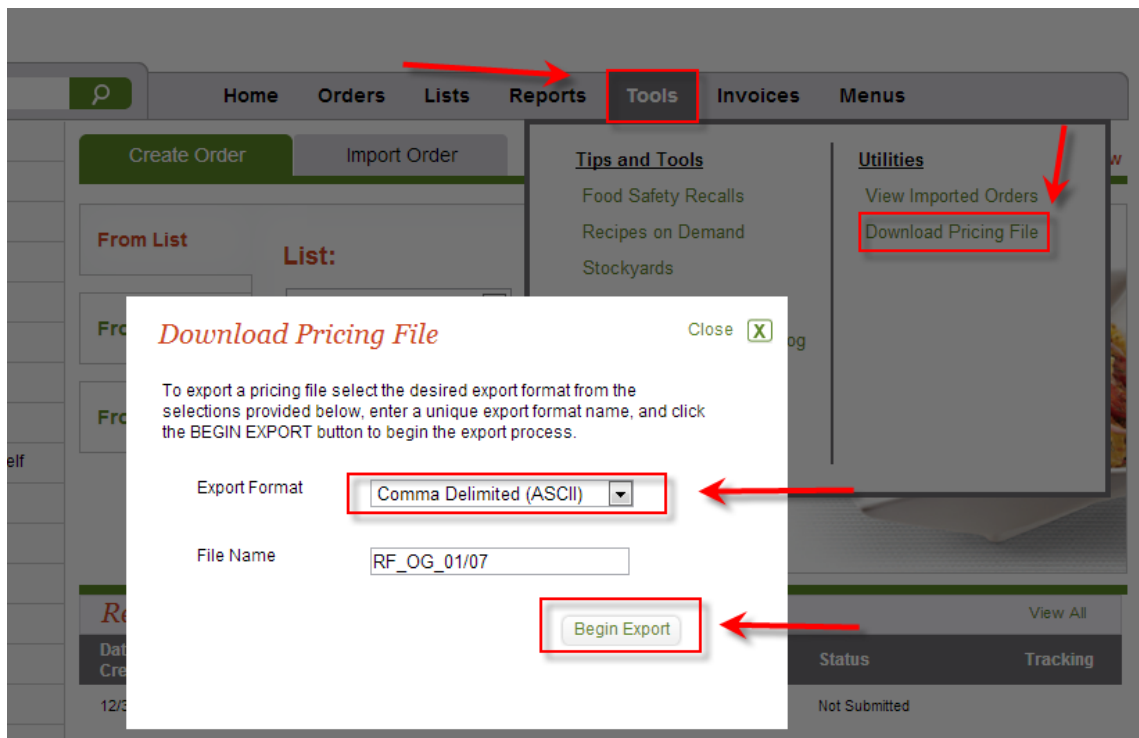
You will need to have your vendor verify that the items on your electronic order guide are setup accurately and represent the products you receive.

Order Guide Import

Log onto the USfoods website

Under the “Tools” option select ‘export price file’ and use the ASCII format

We recommend saving this file to the same location and over-writing the previous version

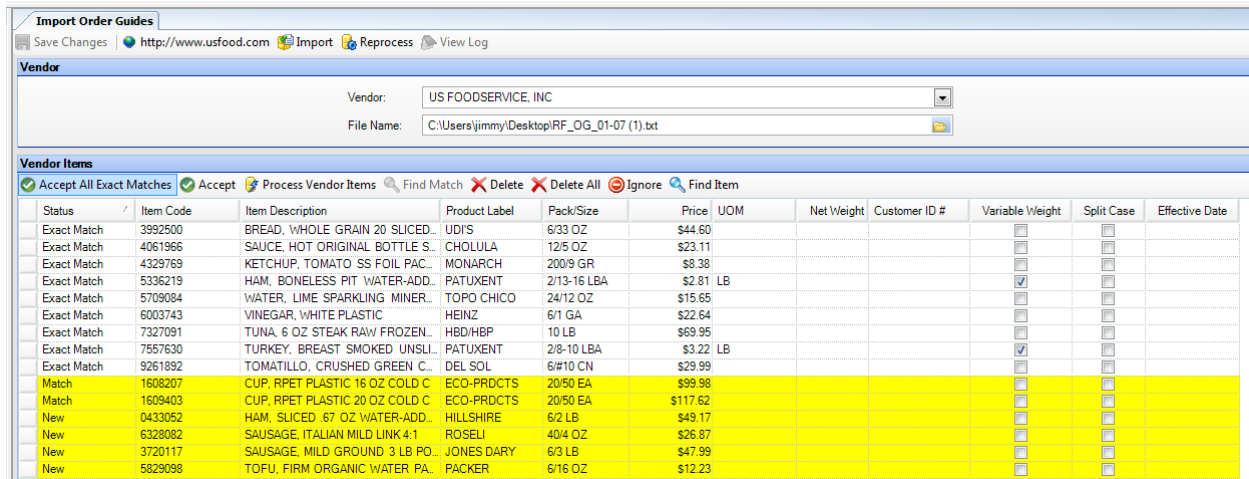


Import order guide into compeat: Inventory>import order guides

Select the US foods vendor and navigate to the new order guide file you just downloaded

Items will import as Exact match, Match, New

Double click on ‘match’ and ‘new’ items to link them to the correct item in compeat



Status	Item Code	Item Description	Product Label	Pack/Size	Price	UOM	Net Weight	Customer ID #	Variable Weight	Split Case	Effective Date
Exact Match	3992500	BREAD, WHOLE GRAIN 20 SLICED...	UDI'S	6/33 OZ	\$44.60				<input type="checkbox"/>	<input type="checkbox"/>	
Exact Match	4061966	SAUCE, HOT ORIGINAL BOTTLE S...	CHOLULA	12/5 OZ	\$23.11				<input type="checkbox"/>	<input type="checkbox"/>	
Exact Match	4329769	KETCHUP, TOMATO SS FOIL PAC...	MONARCH	200/9 GR	\$8.38				<input type="checkbox"/>	<input type="checkbox"/>	
Exact Match	5336219	HAM, BONELESS PIT WATER-ADD...	PATUXENT	2/13-16 LBA	\$2.81	LB			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exact Match	5709084	WATER, LIME SPARKLING MINER...	TOPO CHICO	24/12 OZ	\$15.65				<input type="checkbox"/>	<input type="checkbox"/>	
Exact Match	6003743	VINEGAR, WHITE PLASTIC	HEINZ	6/1 GA	\$22.64				<input type="checkbox"/>	<input type="checkbox"/>	
Exact Match	7327091	TUNA, 6 OZ STEAK RAW FROZEN...	HBD/HBP	10 LB	\$69.95				<input type="checkbox"/>	<input type="checkbox"/>	
Exact Match	7557630	TURKEY, BREAST SMOKED UNSLI...	PATUXENT	2/8-10 LBA	\$3.22	LB			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exact Match	9261892	TOMATILLO, CRUSHED GREEN C...	DEL SOL	6/#10 CN	\$29.99				<input type="checkbox"/>	<input type="checkbox"/>	
Match	1608207	CUP, RPET PLASTIC 16 OZ COLD C	ECO-PRDCTS	20/50 EA	\$99.98				<input type="checkbox"/>	<input type="checkbox"/>	
Match	1609403	CUP, RPET PLASTIC 20 OZ COLD C	ECO-PRDCTS	20/50 EA	\$117.62				<input type="checkbox"/>	<input type="checkbox"/>	
New	0433052	HAM, SLICED 67 OZ WATER-ADD...	HILLSHIRE	6/2 LB	\$49.17				<input type="checkbox"/>	<input type="checkbox"/>	
New	6328082	SAUSAGE, ITALIAN MILD LINK 4:1	ROSELI	40/4 OZ	\$26.87				<input type="checkbox"/>	<input type="checkbox"/>	
New	3720117	SAUSAGE, MILD GROUND 3 LB PO...	JONES DARY	6/3 LB	\$47.99				<input type="checkbox"/>	<input type="checkbox"/>	
New	5829098	TOFU, FIRM ORGANIC WATER PA...	PACKER	6/16 OZ	\$12.23				<input type="checkbox"/>	<input type="checkbox"/>	

If the item is variable weight from US foods then 'catch weight' will need to be selected on master inventory level – if the item is "split quantity" in the restaurant inventory setup it needs to be marked that way from US foods as well. You might need to un-check that option on the purchase unit in question at the restaurant level.

Once all items have been made an exact match, deleted from the import screen or "ignored" then select the option to "accept all exact matches" and then "process vendor items" (this updates the vendor tab with the new prices and vendor item numbers)

Create a new PO (purchase order)

Recommend using standing orders for this

Transactions>Standing orders: create vendor specific order lists (give them an easily recommended name)

Arrange the standing orders by inventory location by sorting using that column (hold down the shift key and sort by position as well if you have assigned positions)

You can organize the order in a custom sequence by using the up/down arrows in the options

You can delete items from the list if they are products you don't want on this standing order

Export the standing order to Excel and format your excel sheet for easy counting (you will save this on your computer and print off as needed)

Create the order by selecting the "orders" button from the left hot buttons screen

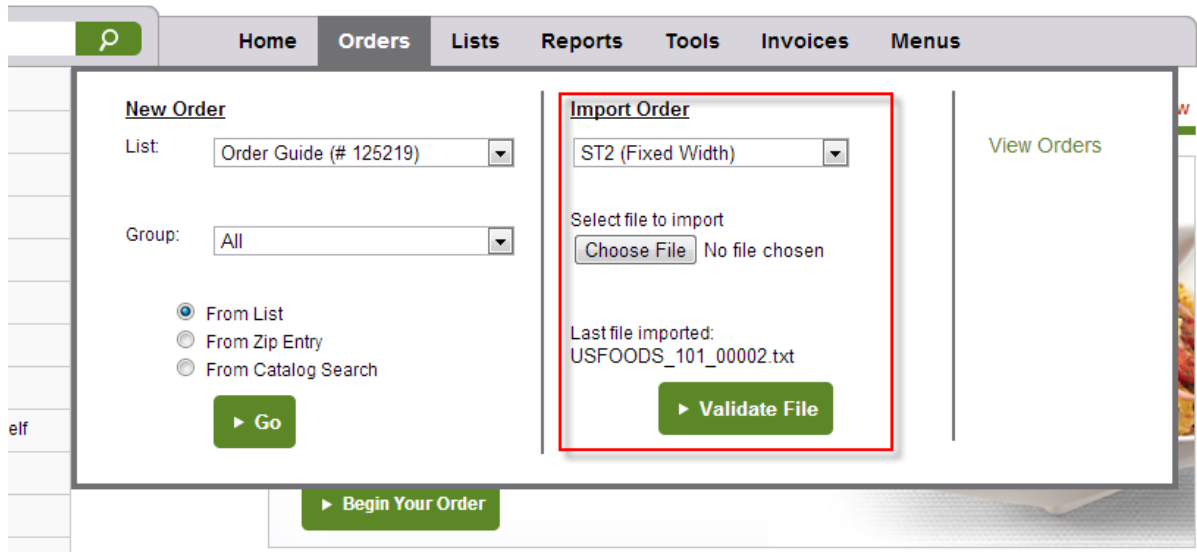
Select the "Use standing order" option (this is where those order descriptions come into play)

Enter in the quantities of all the items you want (you can even add items to the order at the bottom if needed) – all items must have a vendor item code in order to export.

Select the "save" feature and then hit the "transmit" option

Allow the system to create the USFOODS folder and a folder for your store number

Log in to US foods – Orders – Load order from file



Format ST2 (fixed width) – and select the file compeat created (always the same file name) – Validate to make sure that no vendor item codes have changed (shouldn't be a problem if you are performing regular order guide updates)

Submit your order and you are done with the USfoods website

Found 1 Orders, 0 Invalid Orders, 6 Total Items, 0 Invalid Items

Status	Message	Valid/Total	PO Number	Delivery Date	Customer - Department	Del
	Order Valid	6/6	101-00002	Next Available	AUSTIN JAVA #1 PARKWAY (63904932)	

Show all items: 6, Show only valid items: 6, Show only invalid items: 0

Status	Message	SC	Description	Product Number	Full	Part	Del
	Valid Product		BARLEY, PEARL DRY (3263142)	3263142	1		
	Valid Product		BEAN, BLACK TURTLE DRIED WASHED (4332326)	4332326	2		
	Valid Product		BAG, FOOD STORAGE 6.5X7.5 UTILITY FLIP TOP CLEAR PLASTIC SANDWICH (4342523)	4342523	1		
	Valid Product		BAG, FOOD STORAGE 6.5X7 UTILITY FLIP TOP CLEAR PLASTIC SADDLE PACK SANDWICH (8004574)	8004574	1		
	Valid Product		BAG, GROCERY 14X10X15.75 PAPER KRAFT BROWN SUPER ROYAL W/ TWIST HANDLE CARR (8264558)	8264558	1		
	Valid Product		BASE, CHICKEN PASTE NO MSG TFF REF SOUP (3385457)	3385457	2		

Cancel Re-Validate Submit

Convert PO's to invoices

Enter the AP invoice module and either enter an existing batch or create a new one.

Select the "convert order" option and select the PO that you created the previous day

Fill in the apply date (date the products arrived), invoice number, invoice date (printed on the invoice)

Make adjustments to the invoice if items did not arrive or if prices changed since your order guide import

Save/Complete/Post the invoice as you would with a manually created invoice