

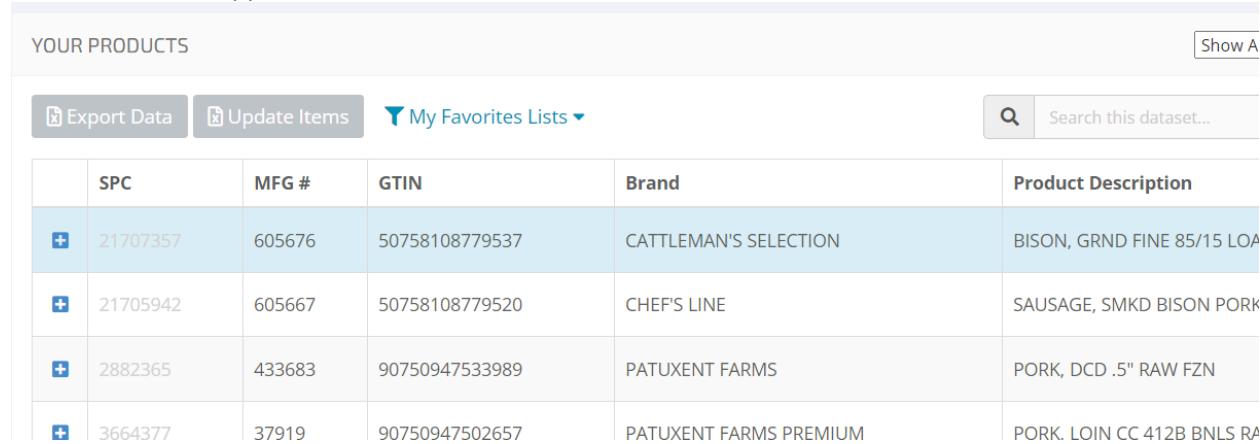
US Foods® Import Template Documentation

This documentation will guide the supplier on how to mass-update the six marketing copy fields in View My Product, as requested by US Foods, utilizing the Vendor Import Template Process.

-Supplier-

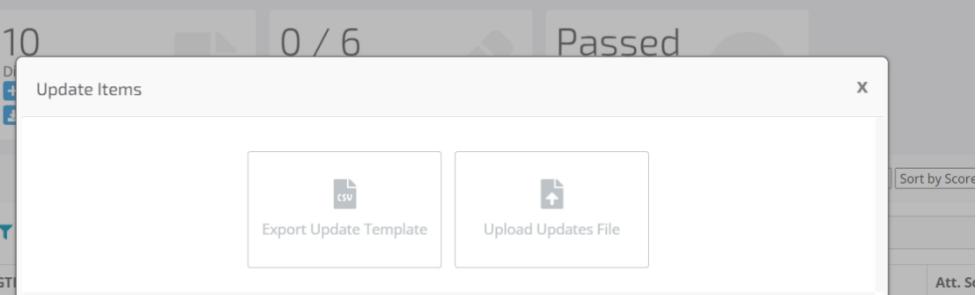
Supplier user process for Importing Data-

1. Supplier logs into VMP.
2. Supplier selects 'US Food Products' in the side bar menu under View My Products.
 - a. This process is only for US Foods products.
3. Supplier scrolls down to the YOUR PRODUCTS section as seen below:



	SPC	MFG #	GTIN	Brand	Product Description
+	21707357	605676	50758108779537	CATTLEMAN'S SELECTION	BISON, GRND FINE 85/15 LOA
+	21705942	605667	50758108779520	CHEF'S LINE	SAUSAGE, SMKD BISON PORK
+	2882365	433683	90750947533989	PATUXENT FARMS	PORK, DCD .5" RAW FZN
+	3664377	37919	90750947502657	PATUXENT FARMS PREMIUM	PORK, LOIN CC 412B BNLS RA

4. Supplier will then select Update Items and then the Export Update Template:



SPC	MFG #	GTIN	Brand	Product Description	2/5 LB	Att. Score
21707357	605676	50758108779537	CATTLEMAN'S SELECTION	BISON, GRND FINE 85/15 LOAF	2/5 LB	58%
21705942	605667	50758108779520	CHEF'S LINE	SAUSAGE, SMKD BISON PORK 18"	4/2.5 LB	58%
2882365	433683	90750947533989	PATUXENT FARMS	PORK, DCD .5" RAW FZN	10 LBA	58%
3664377	37919	90750947502657	PATUXENT FARMS PREMIUM	PORK, LOIN CC 412B BNLS RAW	8 LBA	58%

5. Once the template is exported the Supplier will update content for the six marketing copy fields, and save their document:

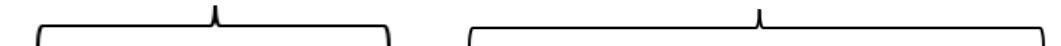
- a. Columns A-E are for reference only.
 - i. Changes to columns A and B could cause import failures.
 - ii. Any changes to columns C, D and E must be coordinated directly with the PIM team. Otherwise, any edits to those columns directly in the template will not be reflected and will cause the template to fail.

b. Columns F-K should be populated with the marketing content you want to import.

- Make sure all 6 attributes are fully populated in proper format prior to uploading.
- Refer to the US Foods® Product Content Specification Guidelines for details regarding copy style and format. Click [here](#) for guidelines.

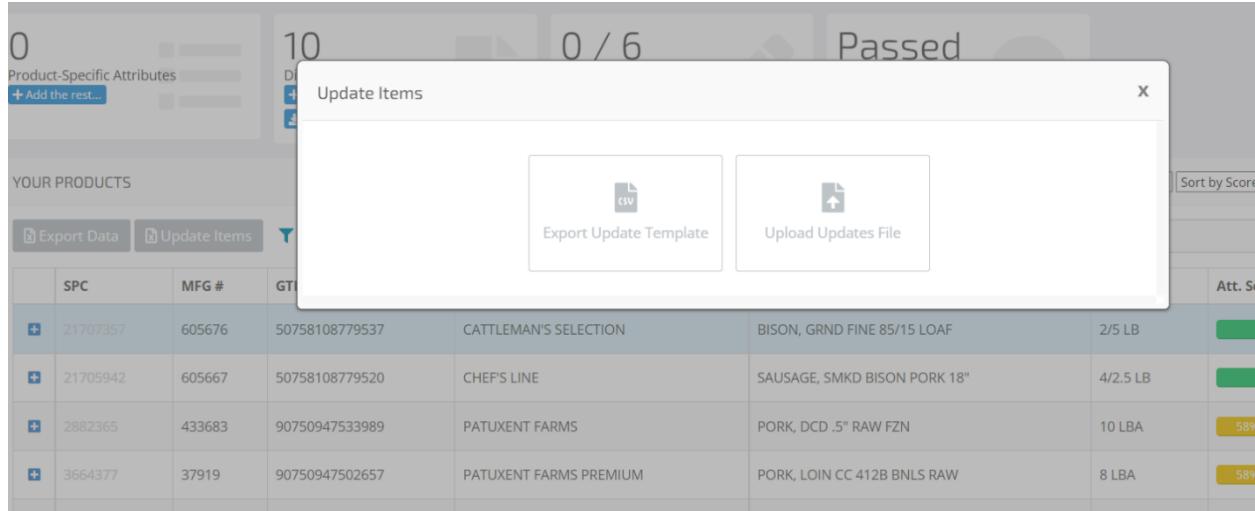
c. All headers (columns) must remain intact; however, rows of products you are not ready to import can be removed.

- For example: If you exported 10 products, but are only ready to import 6 of those products, you can remove the 4 product rows that you do not want to import.

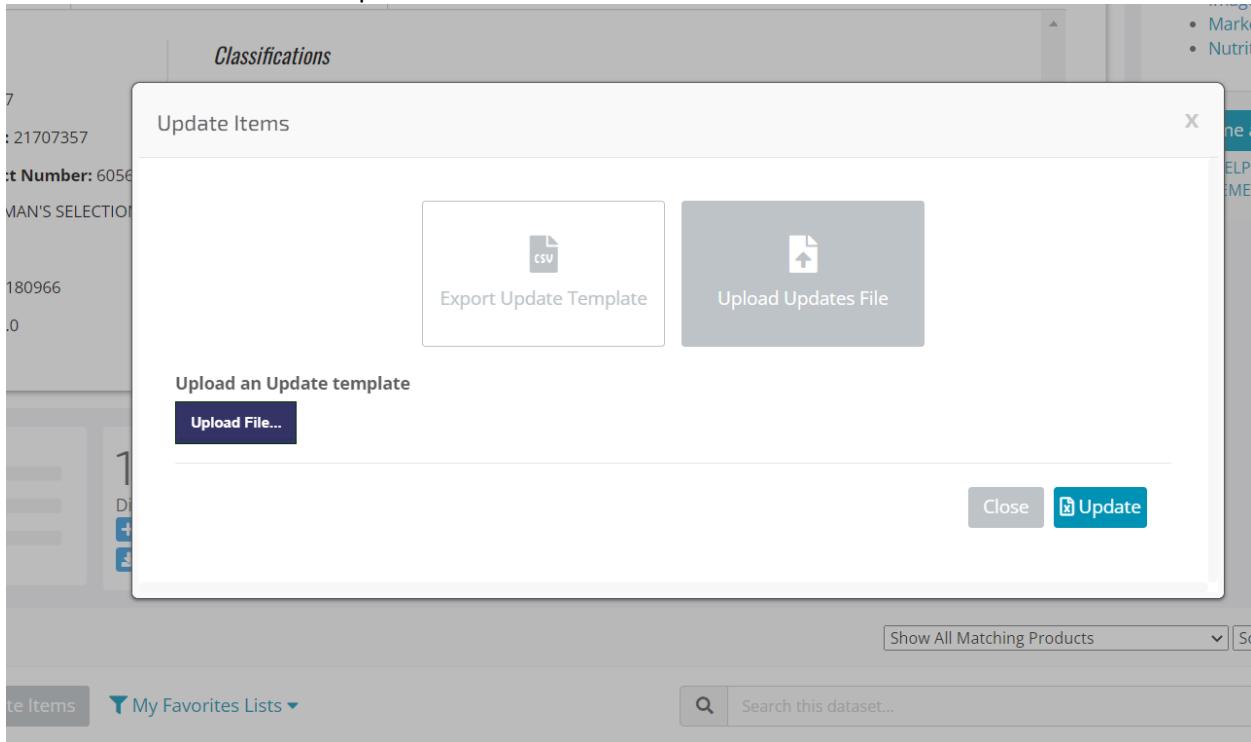


Reference Only												Populate to update content for submission											
A	B	C	D	E	F	G	H	I	J	K	Auf product number	GTIN	MFG #	Apn/asys number	Marketing name (limit 260)	Marketing description (limit 1000)	Marketing description short (limit 275)	Benefits (limit 1000)	Seo/meta data description (limit 160)	Product attributes (limit 1000)			
123456	123456	12345678901234	Test 1	12345678	Test Product 1	Test Description	Test Short	Test Benefits	Test Data	Test PA	78910	78910	93210987654321	Sample 2	6789	Sample 2	Sample Product 2	Sample Short	Sample Benefits	Sample Data	Sample PA		

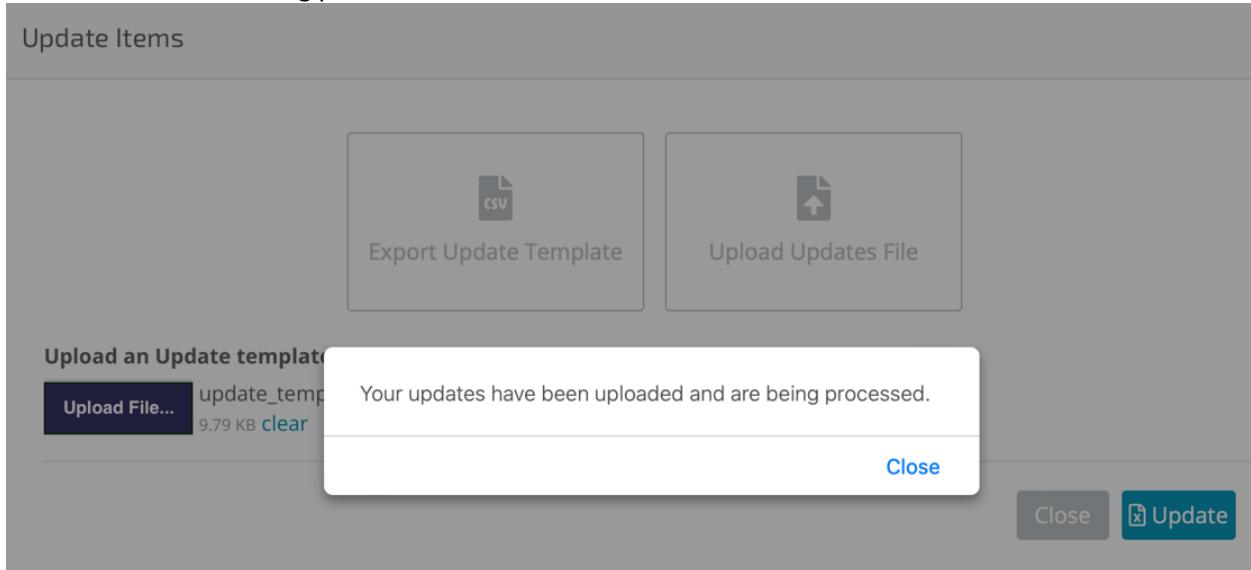
6. Once the template has been finalized, the Supplier will select Update Items and then select Upload Updates File as seen below:



7. The Supplier will then select Upload Update File, select the appropriate file for updating, and then select Update.



8. You will receive a message once your upload has been processed.
a. This message will not advise if there were upload errors, only that the file is being processed.



9. If your upload file contains import errors, you will receive an e-mail notification from Attribytes.

a. The e-mail will also contain a text file listing the Distributor Unique ID in question.



Attribytes

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There were errors when processing your recent file upload. Please open the attached error file and revise your upload according. All products that did not have errors were updated correctly.

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