

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:

YOUR PRODUCTS						Show A
Export Data		Update Items		My Favorites Lists		Search this dataset...
	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:

0

Product-Specific Attributes

+ Add the rest...

10

0 / 6

Passed

YOUR PRODUCTS

Export Data

Update Items

My Favorites Lists

Search this dataset...

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

Update Items

Export Update Template

Upload Updates File

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.
 - i. Make sure all 6 attributes are fully populated in proper format prior to uploading.
 - ii. 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.
 - i. 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.

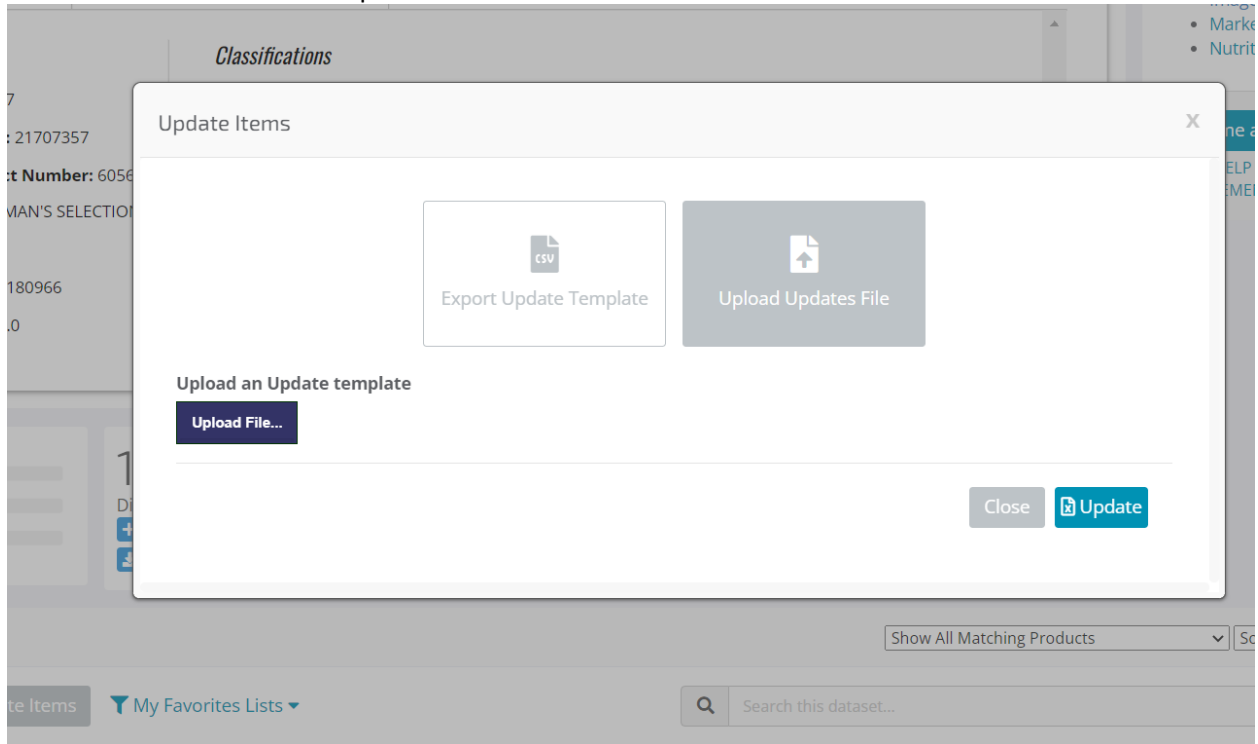
Reference Only					Populate to update content for submission					
A	B	C	D	E	F	G	H	I	J	K
Distributor unique id	Usf product number	GTIN	MFG #	Apn/asys number	Marketing name (limit 260)	Marketing description (limit 1000)	Marketing description short (limit 275)	Benefits (limit 1000)	Seo/meta data description (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:

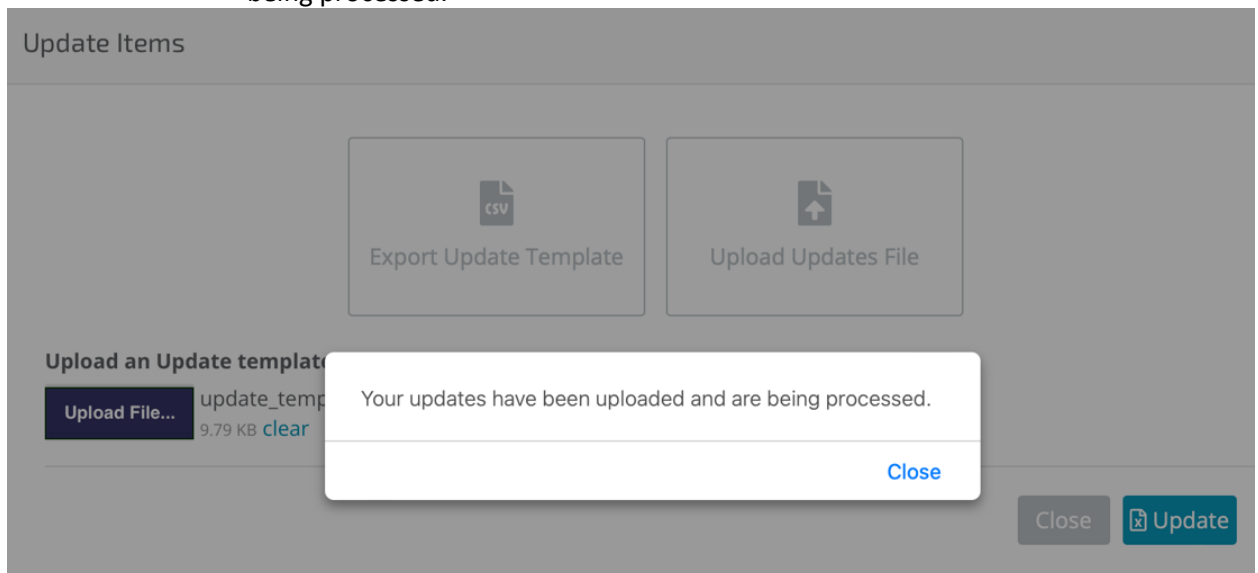
The screenshot shows the 'Update Items' modal in the US Foods Supplier Portal. The modal has two buttons: 'Export Update Template' and 'Upload Updates File'. Below the modal, a table of products is visible, showing columns for SPC, MFG #, GTIN, and product details. The table includes four rows of product data.

SPC	MFG #	GTIN	Product Name	Weight	Att. St
21707357	605676	50758108779537	CATTLEMAN'S SELECTION	2/5 LB	58%
21705942	605667	50758108779520	CHEF'S LINE	4/2.5 LB	58%
2882365	433683	90750947533989	PATUXENT FARMS	10 LBA	58%
3664377	37919	90750947502657	PATUXENT FARMS PREMIUM	8 LBA	58%

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.



[Log In](#)

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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