



GREAT FOOD. MADE EASY.™

US Foods Online Import Order User's Manual

February 2024



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Import Order Process Overview

1. Sign on to US Foods Online
2. Import order
3. Download order details before submitting order (optional)
4. Submit order
5. Find alternate products for those not imported
6. Download details of submitted order (optional)

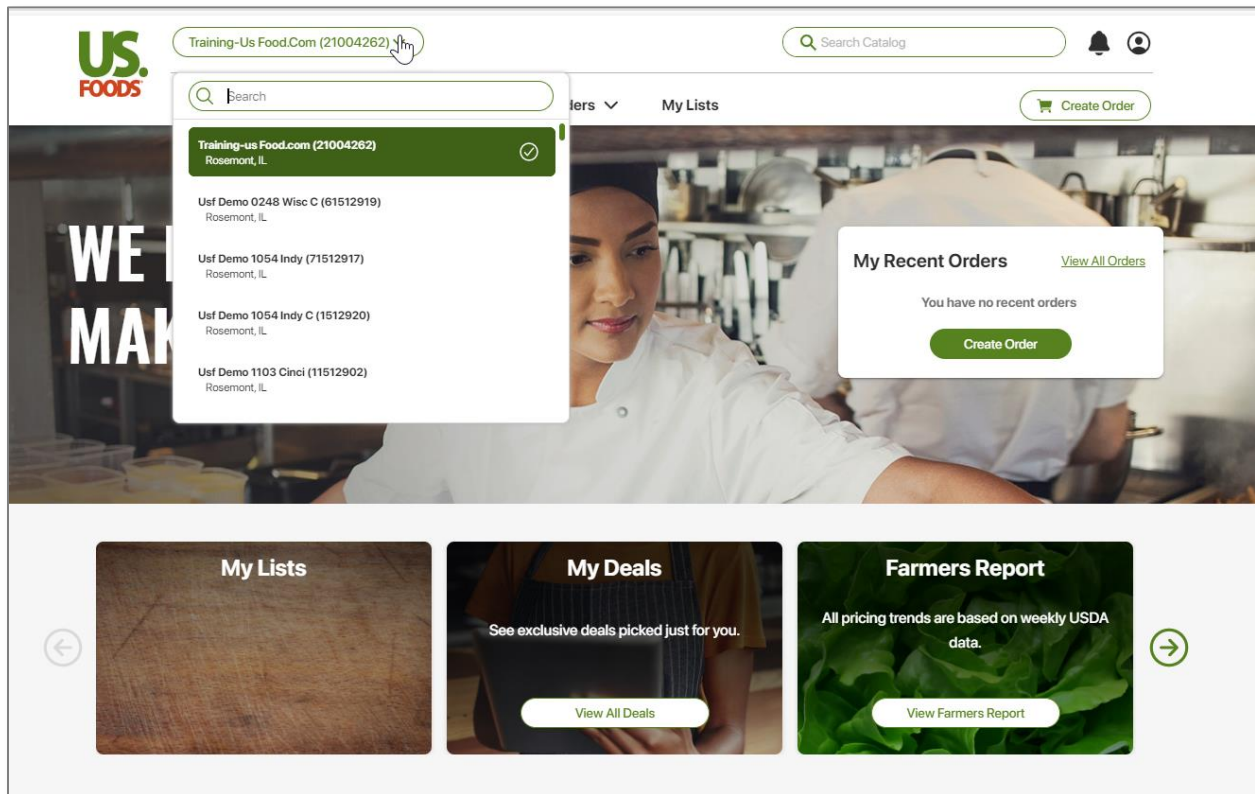
Caution!

Note: There is a limit to the number of products and orders that can be uploaded at one time.

- Customers - Maximum 100
- Orders - Maximum 700
- Line Items - Maximum 20,000

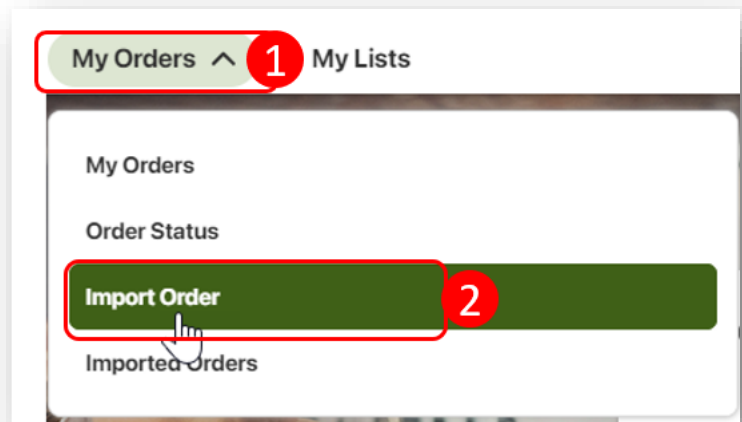
Step 1 – Sign onto US Foods Online

1. Sign onto to US Foods Online.
2. You will be able to import orders for every customer number associated with your user ID.

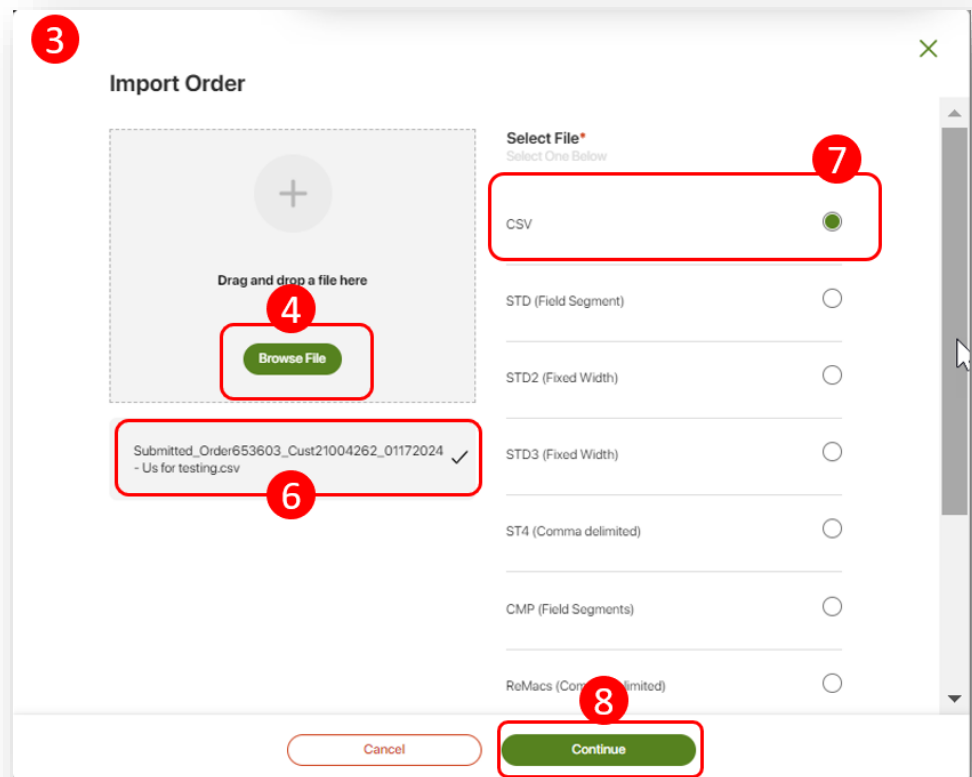


Step 2 – Import order

1. From the Home page, click on “My Orders”.
2. Click on “Import Order”.



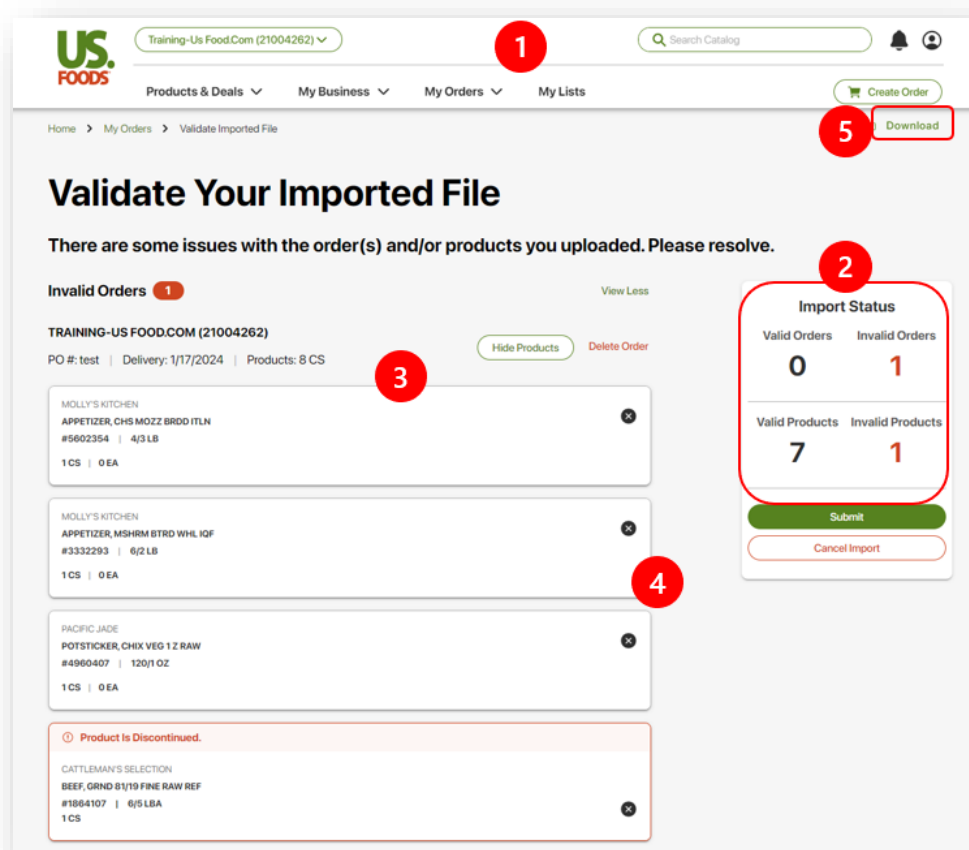
3. The “Import Order” window will open.
4. Click on “Browse File”.
5. Select the file on your computer to import.
6. The name of the file will appear. Verify it is correct.



7. Select the desired file format. In this example, CSV is selected. See page 11 for options and specifications.
8. Click “Continue”.

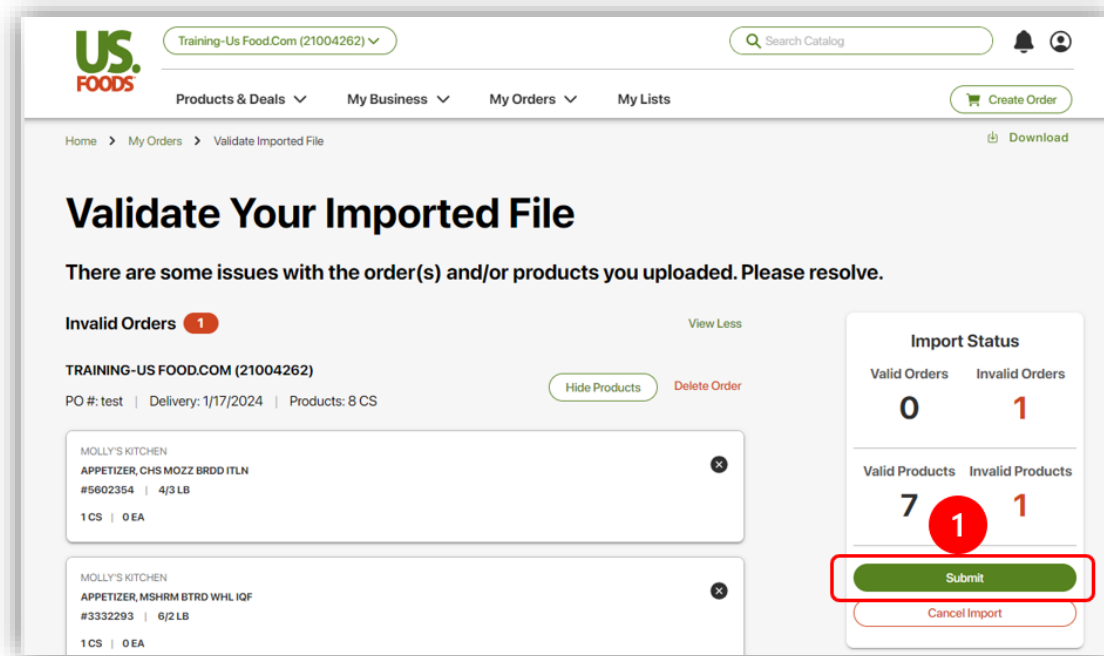
Step 3 – Download order details before submitting order (optional)

1. The “Validate” screen will appear.
2. The Import Status panel displays the number of products and orders that are invalid. When an order contains invalid products, the order is invalid. Invalid products will be invalid product numbers, special order products, discontinued products, or products not attached to the market.
3. Invalid orders will automatically display all products on the order.
4. Scroll through the order to find the invalid products.
5. Before making corrections, you may want to keep a copy of the order with the invalid products. To do so, click Download to download a CSV file with all invalid order details.
6. You do not need to delete the invalid products. They will be deleted from the order when you submit it.

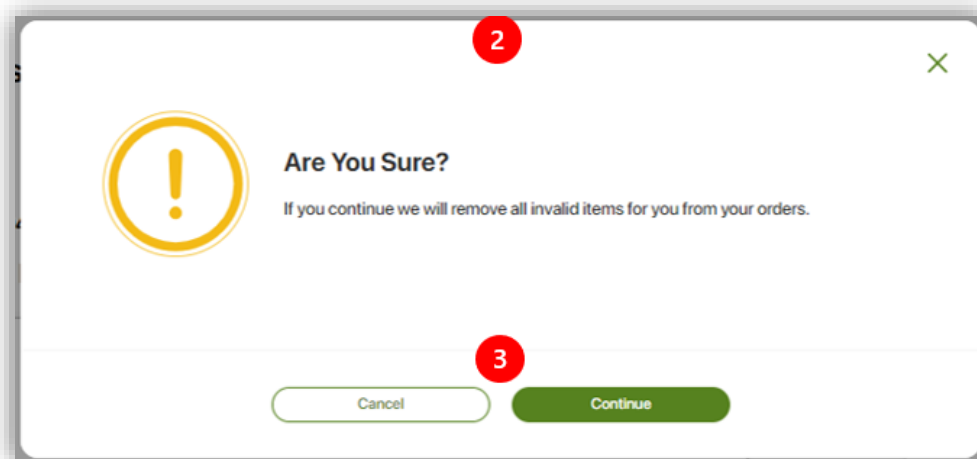


Step 4 – Submit Order

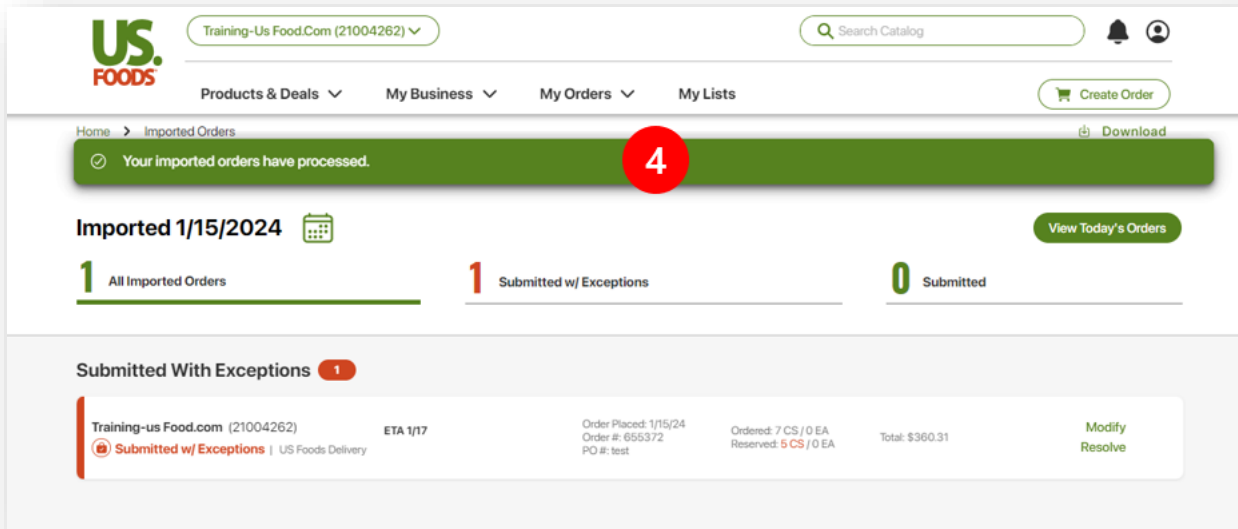
1. Click “Submit”.



2. If you submit an order with invalid products, a warning message will appear asking if you are sure.
3. Click on “Cancel” to go back to the order or “Continue” to continue submitting.

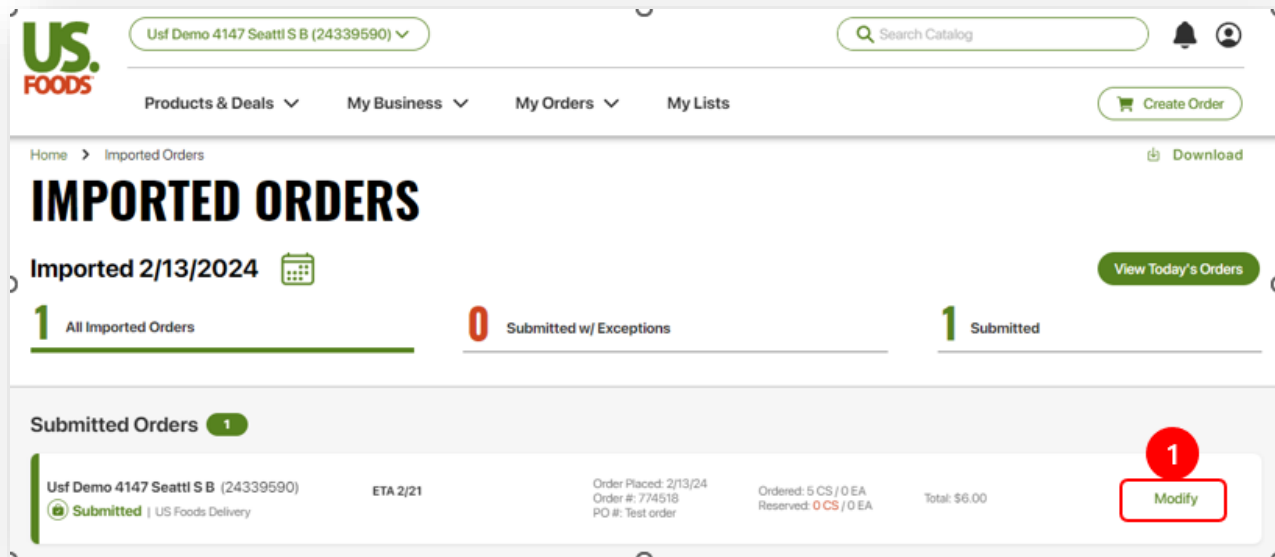


4. The Imported Orders page will appear with a success banner once order import is complete.
5. Any orders submitted with exceptions will appear at the top of the screen.
6. Resolve exceptions as you normally do.

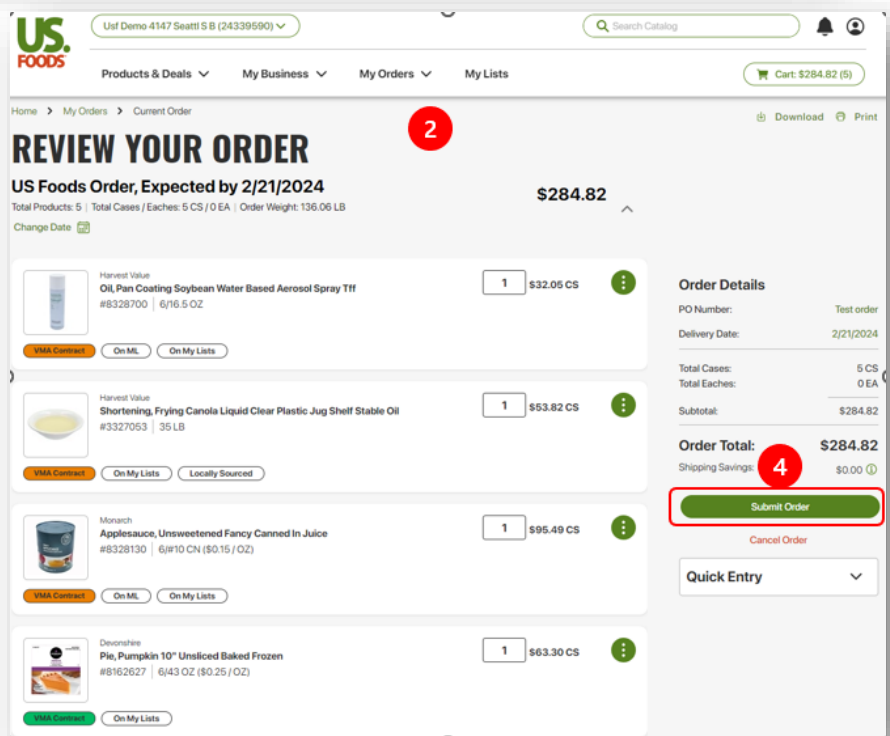


Step 5 – Use download from Step 3 to find alternate products for those that did not import

1. From the Imported Orders screen, click “Modify” on the order you wish to find alternative products for.

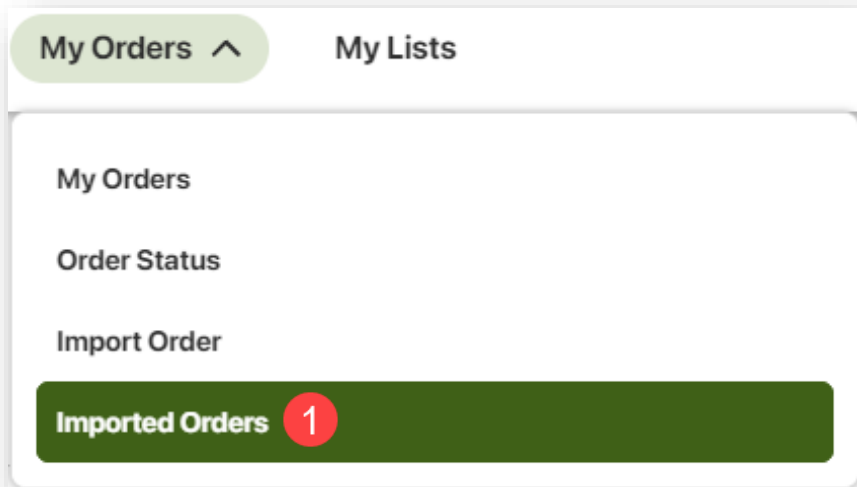


2. The Review Your Order screen will open.
3. Using the download from Step 3, you can search and add alternative products for the invalid products that did not import.
4. Once completed, click “Submit Order”.

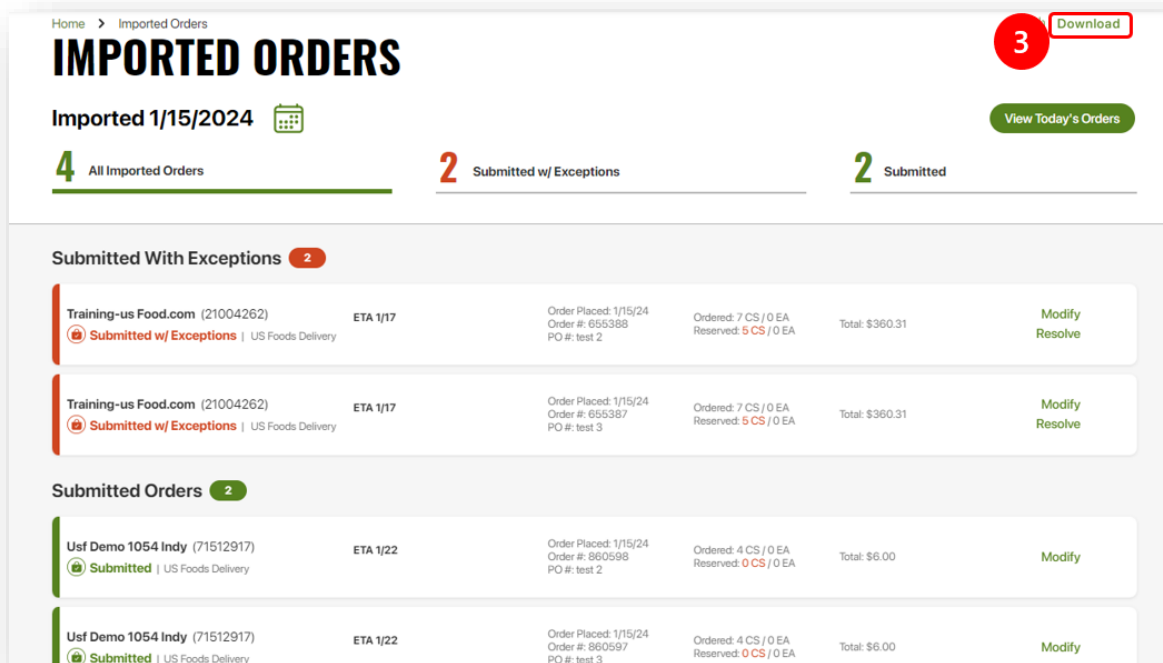


Step 6 – Download details of submitted order (optional)

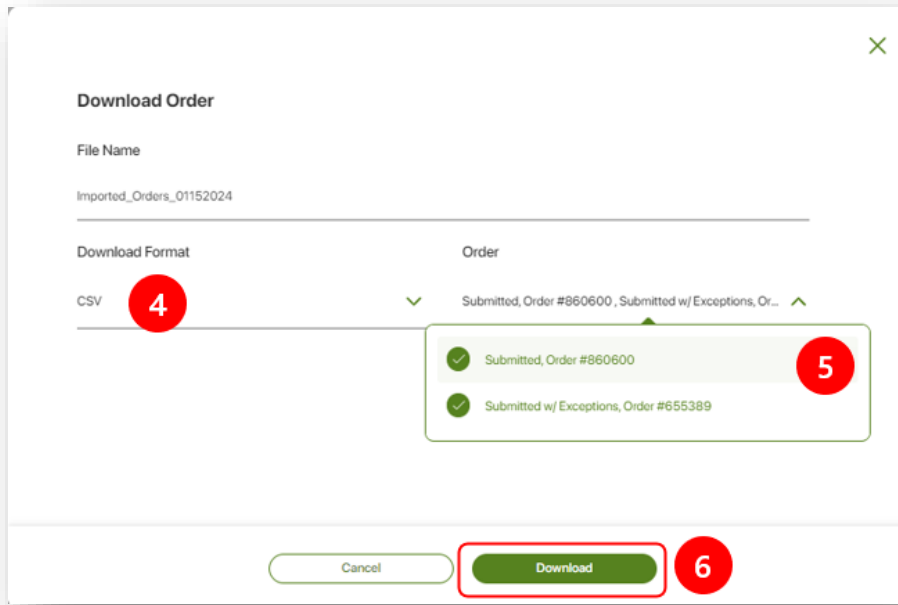
1. From the My Orders menu, select “Imported Orders”.



2. The Imported Orders page will appear.
3. Click “Download”.



4. Select CSV download format.
5. You can click “Orders” to unselect orders to download.
6. Click “Download”.



7. Save and open the order details.
8. If the imported order is in the reservation window, any products with an Extended Price of \$0.00 had an exception and were not reserved.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	CUSTO	DISTR	DEPAR	DATE	PO NUMB	PRODL	CUST P	DESCRIPTION	BRAND	PACK S	CS PRI	EA PRI	CS	EA	EXTENDED PRI	ORDER
1	11422367	248	0	12/13/2021	TEST ORDER	443796		TEA BASE, ICED BLACK UNSWEE	RITUALS	2/1.5 GA	\$62.25	\$0.00	1	0	\$62.25	396403
2	11422367	248	0	12/13/2021	TEST ORDER	8752958		COFFEE, LIQUID DECAFFEINATE	FOLGERS	2/2 LT	\$124.22	\$0.00	1	0	\$0.00	396403
3	11422367	248	0	12/13/2021	TEST ORDER	3214717		JUICE, PRUNE 100% SS CUP	SHELORCHARD	48/4 OZ	\$32.15	\$0.00	1	0	\$32.15	396403
4	11422367	248	0	12/13/2021	TEST ORDER	7020548		JUICE, VEGETABLE 100% LOW S	V8	48/5.5 OZ	\$26.72	\$0.00	1	0	\$26.72	396403
5	11422367	248	0	12/13/2021	TEST ORDER	577148		JUICE, LEMON RECONSTITUTED	THRISTER	12/32 OZ	\$35.16	\$0.00	1	0	\$35.16	396403
6	11422367	248	0	12/13/2021	TEST ORDER	2688547		COCOA MIX, HOT CHOCOLATE F	SWISS MIS	6/50/.73 C	\$45.52	\$0.00	1	0	\$45.52	396403
7	11422367	248	0	12/13/2021	TEST ORDER	9172574		SHERBET, RAINBOW CUP	BLUE BUN	48/4 OZ	\$15.36	\$0.00	1	0	\$15.36	396403
8	11422367	248	0	12/13/2021	TEST ORDER	9047317		ITALIAN ICE, CHERRY INTERMEZ	LUIGI'S RE	72/4 OZ	\$34.85	\$0.00	1	0	\$34.85	396403
9	11422367	248	0	12/13/2021	TEST ORDER	1611819		MILK, 1% LOW FAT UHT LACTOS	DAIRY PUF	27/8 OZ	\$18.75	\$0.00	1	0	\$18.75	396403
10	11422367	248	0	12/13/2021	TEST ORDER	5022914		CHEESE, CREAM PLAIN SPREAD	GLENVIEW	100/1 OZ	\$18.97	\$0.00	1	0	\$18.97	396403
11	11422367	248	0	12/13/2021	TEST ORDER	9779166		SOUR CREAM, CULTURED FAT-F	LAND O'L	100/1 OZ	\$14.74	\$0.00	1	0	\$14.74	396403
12	11422367	248	0	12/13/2021	TEST ORDER	7060429		SOUR CREAM, CULTURED ALL N.	DAISY BR	4/5 LB	\$19.89	\$0.00	1	0	\$0.00	396403

Import order file formats

CSV (Field Segments Example)

Create a CSV upload template.

1. If you don’t have an upload template, you can create one from a confirmed order.
2. From the My Orders page, select an existing order.
3. From the Confirmed Order page, click “Download”.

Home > My Orders > Order #769515

ORDER #769515

Print Download **3**

Submitted

Expected by Friday, February 9, 2024

Modify Order Cancel Order

Total: \$1,282.77 Order Type: RT Ship To: 9399 W HIGGINS RD
Ordered: 12 CS / 2 EA PO#: - ROSEMONT, IL 60018-0000
Reserved: 12 CS / 2 EA [No Title]

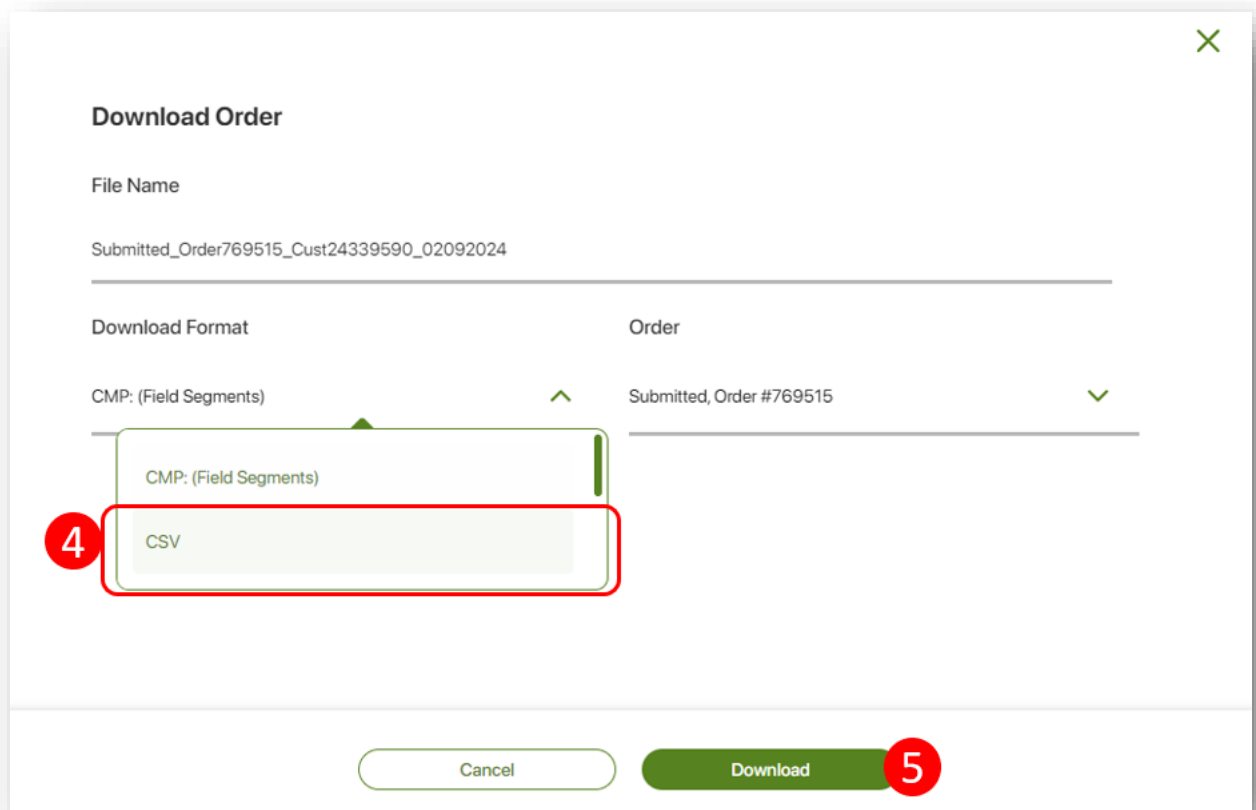
Special Instructions: None

NOTE: The available product offers shown in previous screens have been applied. Offers will be reflected in invoice.

9 Products

	Monarch Ketchup, Tomato 30% Organic Ss Foil Packet Shelf Stable #2935182 1000/9 GR \$43.85 CS	Ordered: 1 CS / 0 EA Reserved: 1 CS / 0 EA Line Total: \$44.29
	Monarch	

4. From the Download Format dropdown, select the CSV format.
5. Click “Download” to save to your computer.



6. If you downloaded an existing order to create the template, delete details of the downloaded order.
7. Enter details for the new order - customer number, distribution center #, department, date, PO, product number or quantities.
8. The product description, pack, price, etc, will be ignored when the order is uploaded.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	CUSTOMER	DISTRIBUT	DEPARTM	DATE	PO NUMB	PRODUCT	CUST PRO	DESCRIPTION	BRAND	PACK SIZE	CS PRICE	EA PRICE	CS	EA	EXTENDED	ORDER #	STOCK STAT	EXCEPTIO	SHORTED
2	21004262	2099	0	2/14/2024	Test	8328700							1	0					
3	21004262	2099	0	2/14/2024	Test	3327053							1	0					
4	21004262	2099	0	2/14/2024	Test	8328130							1	0					
5	21004262	2099	0	2/14/2024	Test	8162627							1	0					
6	21004262	2099	0	2/14/2024	Test	6477921							1	0					
7	21004262	2099	0	2/14/2024	Test	1002245							1	0					
8	21004262	2099	0	2/14/2024	Test	6332290							1	0					
9	21004262	2099	0	2/14/2024	Test	9989278							1	0					
10					Totals								8	0					

7
Required fields

8
Ignored fields

7
Required fields

8
Ignored fields

9. Multiple orders can be uploaded within the same file, as long as the customer number is attached to the user ID.
10. To create separate orders for the same customer number, use the PO field to enter different PO numbers.
11. **Do not exceed:**
 - 700 orders per upload.
 - 100 Customers
 - 20,000 Lines

STD (Field Segments) EDI-850

Sample data

```
-----1-----2-----3-----4-----5-----6-----7-----8-----9-----|
--0-----|
ISA~ ~ ~ ~ ~ ~ ~ ~ ~000000~0000~ ~ ~000000001~ ~ ~~;
ST~850~000112233;
BEG~00~SA~TESTPO-1 ~~~~VER.001;
N1~BY~91~2000174900;
DTM~002~060196~;
PO1~0002~CA~~~VN~0000018~IN~1011 ~PD~AMERICAN CHEESE LOAF ~BL~KRAFT ~~~~~~;
SLN~1~A~003~EA~~~~~~;
PO4~6/5 LB ~~~~~~;
PO1~0003~CA~~~VN~0865394~IN~50301 ~PD~SEA CLAM CANNED COOKED ~BL~KRAFT ~~~~~~;
PO4~12/51 OZ ~~~~~~;
CTT~0002~000000500003;
SE~000011~000112233;
TRN~00002~000000001.^
```

STD (Fixed Width)

1. Customer Number	Numeric(8)	US Foodservice Customer Number
2. Department Number	Numeric(2)	US Foodservice Department Number (use zeroes if none)
3. Req Delivery Date	Numeric(6)	Requested Delivery Date (MMDDYY) (Optional)
4. Control Number	Char(9)	Unique User Defined Control Number for PO (Optional)
5. PO Number	Char(20)	User defined Purchase Order Number (Optional)
6. Product Number	Numeric(7)	US Foodservice Product Number
7. Cust Product Number	Char(10)	Customer Product Number (Optional)
8. Full Quantity	Numeric(4)	Full Quantity Ordered
9. Partial Quantity	Numeric(3)	Partial Quantity Ordered
10. Cust Product Description	Char(30)	Customer Product Description (Optional)
11. Cust Pack Size	Char(12)	Customer Product Pack Size (Optional)
12. Cust Product Label	Char(10)	Customer Product Label (Optional)
13. CR/LF	Char(2)	Carriage Return/Line Feed HEX (0D0A)

Sample data

```

0000016610081000CONTROL 1PURCHASE ORDER 000010042184PROD# F0010001000
CUP FOAM 8 OUNCE SPC SAVER WHTPACKSIZE 001LABEL 0001
0000016610081000CONTROL 1PURCHASE ORDER 000020042184PROD# F0010001000
CUP FOAM 8 OUNCE SPC SAVER WHTPACKSIZE 001LABEL 0001
0000030705081000CONTROL 1PURCHASE ORDER 000030042184PROD# F0010001000
CUP FOAM 8 OUNCE SPC SAVER WHTPACKSIZE 001LABEL 0001

```


ST3 (Fixed Width)

Format

Record Field	M/O	Size	Value
ARH Customer Number	M	Char (6)	US Foodservice customer number
ARJ Order Type	O	Char (1)	Order type, always 1
ARJ PO Number	O	Char (11)	User defined Purchase Order number
ARL Order Quantity	M	Char (5)	Order qty, right justified, zero fill
ARL Product Number	M	Char (6)	USF product number

Sample data

```

ARH 184919
ARJ 1 T293
ARL 00012 060045
ARL 00001 073099
ARL 00001 073217
ARL 00001 073376
ARL 00002 073571
ARL 00002 007452
ARL 00002 076846
ARL 00001 077122
    
```

ST4 (Comma Delimited)

	Record Type	Record Content		
		Data Field	Data Type	Required?
1	Store Header	Record Identifier	Value = "SH"	Required
		Customer Number	99999999	Required
		Order Guide Number	99999	Required
2	Purchase Order Header	Record Identifier Date	Value = "PH"	Required
		Order Date	YYYYMMDD	Required
		Requested Delivery Date	YYYYMMDD	Required
		PO Number	9999999999	Optional
		Filler	Not Used	Optional
		Filler	Not Used	Optional
3	Purchase Order Details (Multiple)	Record Identifier	Value = "PD"	Required
		Line Number	999	Required
		Product Number	Char 10	Required
		Product Description	Char 25	Optional
		Case Quantity	999	Required
		Purch Unit of Measure	Char 10	Optional
		Unit Price	9999.9999	Optional
		Price Unit of Measure	Char 10	Optional
		Extended Price	999999.99	Optional

Sample data

```
"SH",010394,VI60
"PH",20060913,20060914,110394832,"",""
"PD",5,"10723","Avocados, Whole",1.00,"25 Lb Box ",31.190,"25 Lb Box ",31.19
"PD",13,"16430","Baking Soda-1/36 OZ",1.00,"Each",6.140,"Each",6.14
"PD",14,"10541","Bananas-10#",1.00,"10 Lb Box",8.840,"10 Lb Box",8.84
"PD",18,"10811","Beef, Patty Grd",4.00,"36/5.333 W",16.630,"36/5.333 W",66.52
"PD",20,"10967","Beef, Roast Sliced",1.00,"6/2 Lb",33.550,"6/2 Lb",33.55
```

CMP (Field Segments)

The Computrition format for **Purchase Orders** and **Order Confirmations** has the same file layout as **STD**.

For a Computrition order confirmation to be successfully imported into the Computrition third-party software, the **PO Control Number** (9 characters) must match the transaction number generated by Computrition. This number is sent with the **Purchase Order** file and will be saved by **USFood.com** and placed into the order confirmation sent back to the Computrition customer.

The **PO Number** is modified only with the Computrition format. This does not violate data integrity for the PO Number field because Computrition has a maximum 10 character limit for PO Number.

The **PO Number** must be returned to Computrition unchanged. The customer product number is also required to be persistent.

ReMacs (Comma Delimited)

	Record Type	Record Content		
		Data Field	Data Type	Required?
1	Store Header	Record Identifier	Value = "SH"	Optional
		Partner's Unit Number	99999999	Optional
		Order Guide Number	99999	Optional
2	Purchase Order Header	Record Identifier Date	Value = "PH"	Required
		Order Date	YYYYMMDD	Required
		Delivery Date	YYYYMMDD	Required
		Filler	Char	Optional
		Filler	Char	Optional
3	Purchase Order Details (Multiple)	Record Identifier	Value = "PD"	Required
		Line Number	999	Required
		Product Number	Char 10	Required
		Product Description	Char 25	Optional
		Case Quantity	999	Required
		Purch Unit of Measure	Char 10	Optional
		Unit Price	9999.9999	Optional
		Price Unit of Measure	Char 10	Optional
		Extended Price	999999.99	Optional

Sample data

```
"SH",010774,TPITEST
"PH",20010221,20010314,19,"",""
"PD",1,"18","1 - Broiler",7.00,"Case/120 o",0.000,"Case/120 o",0.00
"PD",2,"26","1 - Chicken, Crisp",8.00,"Case/175",0.000,"Case/175",0.00
```

Momentum (Fixed Width)

HD - Header The first line contains header information:

Field Name	Format	Pos	Len	Description
Record identifier	Char	1	2	Always 'HD'
Customer Number	Char	3	10	Right justified, zero filled
Unused	Char	13	12	Spaces Only
Delivery Date	Numeric	25	8	MMDDYYYY (zero filled)
Version	Char	33	5	Version Number (IO201)

DT - Detail The following records contain product information (multiple).

Field Name	Format	Pos	Len	Description
Record identifier	Char	1	2	Always 'DT'
UPC Code (Prod Number)	Char	3	7	Right justified, zero filled
Split Flag	Char	10	1	'S' = split, " " = Not a split
Quantity Requested	Numeric	11	3	Right justified, zero filled If split flag "S" - value is units If split flag not "S" - value is cases

Sample data

```

HD0000123456      01162005I0201
DT6697114 002
DT6697114S001
DT4962080 005
    
```


XML

Customers may use XML format to import orders. Please note the formatting rules noted below.

Rules:

1. **Case** and **Each** quantities must be positive integers.
2. **Purchase Order Number** is optional.
3. The number of items in one order cannot exceed **400**.
4. Either a **Distributor** product number (USF) or a **Customer** product number must be present.
5. If both product numbers are present - only **Distributor** number is used.