


Create Shopping List & Upload to USFoods.com

Background: A shopping list can be generated from the menu; the shopping list is all the ingredients required to produce the menu. Your shopping list can be uploaded into USFoods.com.

Create Shopping List

1. Navigate to **Cycle Menu Planning** from the homepage. Click on  [Create Shopping List from Menu](#).
2. Next, the system may ask you to choose a menu cycle. Click directly on the menu cycle you want to edit.
3. Run the shopping list for all days of your cycle menu and all meals. Click [Go](#).
4. Review all ingredients on the menu and the **Selected Vendor Item** column. Different vendor items can be selected using the drop down. The shopping list will default to items already on your order guide or GPO contracted items.

Upload Shopping List to USFoods.com

1. From the shopping list, click [Export US Foods Shopping List](#).
2. Use the dropdown menu to select your US Foods division. Type a name of the file. Click [Export US Foods Shopping List](#). A .csv file will be saved to your computer.
3. **In USFoods.com**, hover over **List: Order Guide**. Click on [Create List +](#).
4. Click [IMPORT LIST](#). Click [Choose File](#). Find the .csv file on your computer; click [Open](#). Ensure **CSV** is selected under *Data Format*. Type a name for the list under *New List Name*. Click [Create](#).