



## Link Vendor Items to Ingredients

Background: Each ingredient in the BluePrint™ system has multiple US Foods products linked to it. All of these products are available to select on shopping lists and orders. If a specific US Foods product you want to purchase is not already linked to an ingredient, you are able to link it yourself. There are two ways to link vendor items to ingredients.

### → Link US Foods products from Ingredient (Recommended)

1. Access ingredient you wish to link a product to:




Option 1: Navigate to  [Create Shopping List from Menu](#) from the homepage. Run the shopping list for all days of your cycle menu and all meals. Click [Go](#). Click on the name of the ingredient.

Option 2: Navigate to [Item Maintenance](#) from the homepage. Click on  [Ingredient and Recipe Search](#). Type the name of the ingredient, click [Go](#). Click the  checkbox next to ingredient , then click [Select Checked Items for Edit](#). Click [Done](#).

2. Go to the [Purchasing](#) tab. Click on [Linked Vendor Items](#). Then, click [Link Vendor Item](#).
3. Search for the product by product number. Click [Go](#).
4. Click the checkbox next to the correct product. Click [Link Selected Item](#).
5. Change the *Linked Purchase Unit* column to match the actual purchase unit.

**Hint:** If correct purchase unit is not in dropdown, contact your BluePrint point person to add a unit of measure.

### → Link US Foods products from Vendor Item Maintenance

1. From the home screen, navigate to [Data Setup](#) and click on  [Vendor Item Maintenance](#).
2. Click on  [Edit Vendor Items](#). Search for the product by product number. Click [Go](#).
3. Click the checkbox next to the product. Click [Add Checked Items](#). Click [Done](#).
4. Click the [Grid Editor](#) tab. The Linked Item column will indicate what ingredient this product is linked to. This column will be blank if the product is NOT linked to an ingredient.
5. Click . Search for ingredient to link vendor item. Click [Go](#). Click the  radio button next to correct ingredient. Click [Link Selected Item](#).

**Hint:** Make sure to select the *same* ingredient used on the menu.