

A Taste of What's Cooking at US Foods

MPP Online

Adding and Using Non-US Foods Ingredients





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Introduction

Welcome to the menu profit builder pro online training. This short tutorial will walk you through the key steps for adding and using Non-US Foods ingredients in recipes and menu items in Menu ProfitBuilder Pro Online



Before you begin....

It is recommended that prior to using Non-US Foods items in MPP, you have viewed and understand the following videos and documentation;

- MPP Online Recipe and Menu Item Pre-Work YouTube Video
- MPP Online Creating Complex Recipes YouTube Video
- MPP Online Creating Complex Menu Items YouTube Video
- 1. <u>USFood com MPP-Pre-Work.pdf</u> defines all steps that should be taken prior to entering recipes or menu items.
- <u>USFood.com MPP Complex Recipes.pdf</u>, and <u>USFood.com Complex Menu items.pdf</u>. These documents explain all of the fields, screens and terminology used in the recipe section of MPP.



Overview of Non-US Foods Ingredients



Most restaurant operators depend on multiple suppliers to provide the products used to create their recipes and menu items. Menu ProfitBuilder Pro (MPP) enables the user to enter key data on items sourced from other providers to ensure that the costing and analysis of their recipes and menu items are as accurate as possible.

MPP handles products sourced from other suppliers in much the same manner as products purchased from US Foods. That is, each MPP account has a unique Non-USF Product list. When creating recipes or menu items, this list can be searched for ingredients in the same way the user searches the USF Product Catalog, or the customer's Active Product List.

It should be noted that while pricing for products purchased from US Foods can be updated in MPP with the click of a mouse, MPP has no way of determining the price paid for a Non USF item. Consequently, the user must manually update MPP to reflect pricing changes for products sourced elsewhere.

Adding Non-US Foods Items to MPP



Unlike US Foods products, using ingredients in MPP sourced elsewhere requires the user to manually add them. This allows these items to be used like any US Foods product in recipes or menu items. The following steps will demonstrate how to add and use non-US Foods items.

1. Start by clicking the 'Menus' tab on the usfood.com home page.

	USFood.con	n Training					Profile Help Contact Us Sign Out
	My Locations:	TEST CUSTO	MER MPP O	NLINE (400	\$83435) 💌		Ordering Questions: 1-800-323-1004 Technical Questions: 1-877-583-9659 Hello Penny Site Profile: DEMO
Search Catalog	ρ	Home	Orders	Lists	Reports	Tools	Payments Menus 1
Apps, Entrees & Potato	es es						

2. In the MPP options box that appears, select "NON USF Products".

Search Catalog	ρ	Home Orders	Lists	Reports	Tools	Invoi	ces	Menus		
s, Entrees & Potatoes	Create Or	ter					Dama			
f	oreate on			Menus			керо	rts		"
			\frown	USF A	Active Prod	ucts	USF	Product Ca	talog Override	
erage	From List		(2)	NON	JSF Produ	cts	Activ	e USF Prod	uct Audit	
ese		List:	\sim	Recip	es		Non	USF Produc	t List	- 6
emicals & Cleaning		[!MPP-LIST]	-	Menu	ltems		Recip	pe List		



3. The Non US Foods Product List now appears. Click the green 'Add New Product' link.



4. The 'Add Non US Food Product' screen appears. Begin entering all of the product information. Fields marked with a red asterisk are required. Each field is explained below.

4	Add Non US F	Food Product	\bigcirc				Close 🛛
			4			► Save & Close	► Save & New
a	Vendor:*	The Cheese Guys	Invoice Price:*	(1)30.00	Serving Size:	(k)	Select 💌
b	Vendor Product #:*	100001	Price Unit:*	g cs 🗸	Optional:	ŏ	
С	Product Brand:*	Robusto	Product Yield (1=100%		My Product Number:		
d	Description:*	Ricotta Cheese - Part S	Usable Case Weight:	20.000	My Product Brand:	m	
e	Net Weight of Case (in pounds):*	20	Pack Size:	4/5 LB	My Description: My Pack Size:		
	Locked:						

а	Vendor – The non-usf vendor name.	i	Usable Case Weight (calculated) Weight of usable product in the case after yield has been applied
b	Vendor Product Number – a unique product number for this item. We recommend a 2 digit vendor number (10) and a 3 – 5 digit unique product number (0001) This makes it easier to sort by vendor.	j	Pack Size (optional)
с	Product Brand – Brand name of product	k	Serving Size (optional) – To be used for future functionality
d	Description – Short description of product	I	My Product Number (optional) – a custom product number designated by the user.*
е	Net weight of case – Weight of full case in pounds	m	My Product Brand (optional) – a custom product brand designated by the user.*
f	Invoice Price – Price paid for a full case of the product	n	My Description (optional) – a custom short product description designated by the user.*
g	Price unit – Designates if Invoice Price field is for a full case or one pound of product (catch weight item.	ο	My Pack Size (optional) – a custom pack size designated by the user.*
h	Product Yield – Percentage of the product that is usable after trimming, waste, etc. 1=100% 0.5 =50% etc		

* Allows user to enter and display custom fields, such as Spanish. Requires user to select custom fields to display in the menus preference section of 'My Profile.'



5. MPP will automatically populate the weight fields, based on the number entered in the 'net weight of case' field.

dd Non US F	ood Product					Clos Save & Close 🛛 🕨 Save &
Vendor:* Vendor Product #:* Product Brand:*	The Cheese Guys 100001 Robusto	Invoice Price:* Price Unit.* Product Yield (1=100%):*	30.00 CS 💌 1		Serving Size: Optional: My Product Number:	Select 💌
Description:* Net Weight of Case (in pounds):* Locked:	Ricotta Cheese - Part S	Usable Case Weight: Pack Size:	20.000 4/5 LB		My Description: My Pack Size:	
Product Information	ation Nutritionals	Allergens				
Slice: Inits Per CS/LB: cost Per Unit:* \$0.00	EA/Portion: Pound: O 20.00 32 \$0.00 \$1.50 \$	unce: Gram: Gallon 10.00 9071.84 0.00 0.09 \$0.00 \$0.00	: Quart: 0.00 \$0.00	Pint: 0.00 \$0.00	Cup: Liquid Oz: Tab 0.00 0.00 0 \$0.00 \$0.00 \$	Iespoon: Teaspoon: Liter: 0.00 0.00 0.00 \$0.00 \$0.00 \$0.00

6. If we wish to use this product in recipes or menu items calling for volumes like cups or tablespoons, we must enter at least one volume UOM in MPP. In an earlier exercise we learned that 20 pounds of ricotta cheese equals approximately 35.5 cups. Entering this figure automatically populates the remaining volumes.

Product	Informa	ition													
Units of M	leasure		nuntiona	5	A	lieng	entis				6				
			_			1						1	_		
	300.00	EAPHHID	Piune	Summer	Gruni		Gallon:	Quar	t: F	Pint:	Cup:	Liquid Oz	: Tablespoon	: Teaspoon	: Liter:
Units Per COLD			210.000	30240 040	3071.04	ŧ.)	2.22	8.8	3 17	7.75	35.50	284.00	568.00	1704.00	8.40
Cost Per Unit *	50.00	50.00	\$1.50	50.09	50.00		\$13.51	\$3.3	8 S '	1.69	\$0.85	\$0.11	\$0.05	\$0.02	\$3.57
	#6 Scoop:	#8 Scoop:	#10 Scoop:	#12 Scoop:	#16 Scoop:	#20	Scoop: #	#24 Scoop:	#30 Scoo	op: #4	0 Scoop: #5	0 Scoop: #	60 Scoop: #7	0 Scoop: #1	00 Scoop:
Units Per CS/LB:	52.99	71.00	93.42	107.58	142.00	17	7.50	212.96	266.92	2 3	355.00 4	143.75	532.23	522.81	887.50
Cost Per Unit:*	\$0.57	\$0.42	\$0.32	\$0.28	\$0.21	S	0.17	\$0.14	\$0.11		\$0.08	\$0.07	\$0.06	\$0.05	\$0.03
	1oz Ladle:	2oz Ladle:	3oz Ladle:	4oz Ladle:	5oz Ladle:	60z	: Ladle:	8oz Ladie:	12oz Lad	lle:					
Units Per CS/LB:	284.00	142.00	94.67	71.00	56.80	4	7.33	35.50	23.67						
Cost Per Unit:*	\$0.11	\$0.21	\$0.32	\$0.42	\$0.53	S	0.63	\$0.85	\$1.27						

Using Non-US Foods Items in MPP

Now that we have added our non-US Foods ricotta cheese product, we can use this item in recipes and menu items, just like and ingredient purchased from US Foods.

Produ	ct List -	Non US Foods Pi	roducts							\$
Filter list by	<i>(</i>	T				St	now Items	Display 500 💽	-	
								Add N	ew Product	1
Replace	Vendor Product ▲	Vendor	Description	Net Weight of Case	Pack Size	Invoice Price	Price Unit	Yield	Usable Case Weight	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
R	99909	beer	winter lager	8.000		\$8.00	cs	100%	8.000	~
R	100001	The Cheese Guys	Ricotta Cheese - Part Skim	20.000	4/5 LB	\$31.20	cs	100%	20.000	6
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		handhan		Anna	~~~~	~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		and the



- 1. To begin, open the desired recipe or menu item. In the 'Search Catalog' window, type the product description.
- 2. Click the 'Non USF Product' radio button to select the search source
- 3. Click the green search icon to initiate the search

FOODS KEYNS KTOCES COURS: 3								Site Profile: DEMO
+ ricotta 1 P	Home	Orders	Lists	Reports	Tools	Payments	Menus	
Search 🔘 USF Product 🔘 My Lists 阃 Non USF	Product 🤇	2 pe						
Recipe Detail >> Lasagne	a - Dei	по						Options
								Learn More >>
Step 1 - Recipe Information	Step	3 - Save Reci	ipe & Enter	Ingredients		Calculated Values	Svgs / Recipe	12
Recipe Name*:							Serving Size:	1.00 EA/Portion
Lasagna - Demo						Recipe ID: 225655	Cost per Serving:	\$1.43
Recipe Yield Label: 9X13 Pan Share Recipe: V Lock Recipe: V							Cost per Recipe:	\$17.17

- 4. The Non-US Foods Product search screen is now displayed, showing the ricotta cheese.
- 5. Enter the quantity to be added to the recipe, and use the drop-down list to select the desired Unit of Measure.
- 6. Click the green 'Add To Recipe' button to add this product

Sear	ch NON US Foods Produ	ets (4)			Close 🔀
Filter list	by		Add To s	Step: Select 💌	Show Items Display 500 💌 6
Product Number	Product Name	Brand	Pack Size	Case Price Qty	5 ^{OM}
100001	Ricotta Cheese - Part Skim	Robusto	4/5 LB	\$30.00 3	Cup  - Select A
					Pound Ounce Gram Gallon Quart Pint ≡ Cup

- 7. The Non-US Foods ricotta cheese has now been added to our lasagna recipe.
- 8. Notice that under the 'Type' heading this ingredient is listed as 'Non-US Foods.'

Current	t Ingredients	s/Recipes									
Add T	o List: Produ	ct Number	Ref Numbe	er	Description	select 💌					
Sel	Seq 🔺	Replace	Product	SC	Product/Recipe Name	Туре	Ingredient Instruction	QTY	UOM	Ingredient Cost	
	1	R	100001		Ricotta Cheese - Part Skim (100001)	Non US Foods		3	Cup 💌	\$2.54	X
	2	R	225656		Marinara Sauce - Demo (225656)	Recipe		8	Cup 💌	\$4.26	X
	3	R	990382		OIL, OLIV CNOLA EX VRGN 50/50 (990382)	US Foods		1	Tablespor 💌	\$0.07	X
					GARLIC WHT WHI CLOVE PLD						-





For MPP to accurately determine food cost and gross profit when using non-US Foods products, the user must periodically update the price paid for these ingredients. Utilize the following steps to update pricing.

## Updating Data for Non-US Foods Items in MPP

1. Start by clicking the 'Menus' tab on the usfood.com home page.



2. In the MPP options box that appears, select "NON USF Products".

Search Catalog	ρ	Home Orders	Lists	Reports Tools	Invoices Menus	
s, Entrees & Potatoes	Create	Order		Menus	Reports	
ł			$\sim$	USF Active Proc	Jucts USF Product Catalog Override	h
erage	From List		(2	NON USF Produ	Icts Active USF Product Audit	
ese		List:	$\sim$	Recipes	Non USF Product List	
micals & Cleaning		[!MPP-LIST]		Menu Items	Recipe List	

3. In the Non-USF Product List locate the item you wish to update and click once to highlight it in green.

Product List - Non US Foods Products										
Filter list b	Filter list by Display 500 🔍 💟 🖟							] 8		
Replace	Vendor Product 🔺	Vendor	Description	Net Weight of Case	Pack Size	Invoice Price	Price Unit	Yield	Usable Case Weight	
R	99909	beer 3	winter lager	8.000		\$8.00	CS	100%	8.000	X
R	100001	The Cheese Guys	Ricotta Cheese - Part Skim	20.000	4/5 LB	\$30.00	CS	100%	20.000	X
R	100002	The Cheese Guys	Cheese, Parmesan Reggiano	10.000	10 LBA	\$142.00	CS	100%	10.000	X



4. On the lower portion of the screen under the 'Product Information' tab, and the 'Product Detail' subtab, you can make any necessary changes to the product information. Pressing enter will save the information and update the screen.

Product Informat	ion						
Product Detail	Units of Measure	Nutritionals		Allergens			
Vendor:*	The Cheese Guys	Invoice Price:*	31.20		Serving	) Size:	100 GRAMS
Vendor Product #:*	100001	Price Unit:*	CS 🗸		Option	al:	
Product Brand:*	Robusto	Product Yield (1=100%):*	1		My Pro	duct Number:	
Description:*	Ricotta Cheese - Part S	Usable Case Weight:	20.000		My Brai	nd Name:	
Net Weight of Case (in pounds):*	20.000	Pack Size:	4/5 LB		My Des	cription:	
Locked:					My Pac	k Size:	

5. The updated product price now appears on the Non-USF Product list.

Product List - Non US Foods Products												
Filter list by	Filter list by						Show Items Display 500 💌					
	Add New Prod					ew Product						
Replace	Vendor Product 🔺	Vendor	Description	Net Weight of Case	Pack Size	Invoice Price	Price Unit	Yield	Usable Case Weight			
R	99909	beer	winter lager	8.000		\$8.00	CS	100%	8.000	X		
R	100001	The Cheese Guys	Ricotta Cheese - Part Skim	20.000	4/5 LB	\$31.20	5	100%	20.000			
R	100002	The Cheese Guys	Cheese, Parmesan Reggiano	10.000	10 LBA	\$142.00	CS	100%	10.000	X		