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. **USFood com MPP-Pre-Work.pdf** defines all steps that should be taken prior to entering recipes or menu items.

2. **USFood.com MPP Complex Recipes.pdf, and USFood.com Complex Menu items.pdf**. 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.

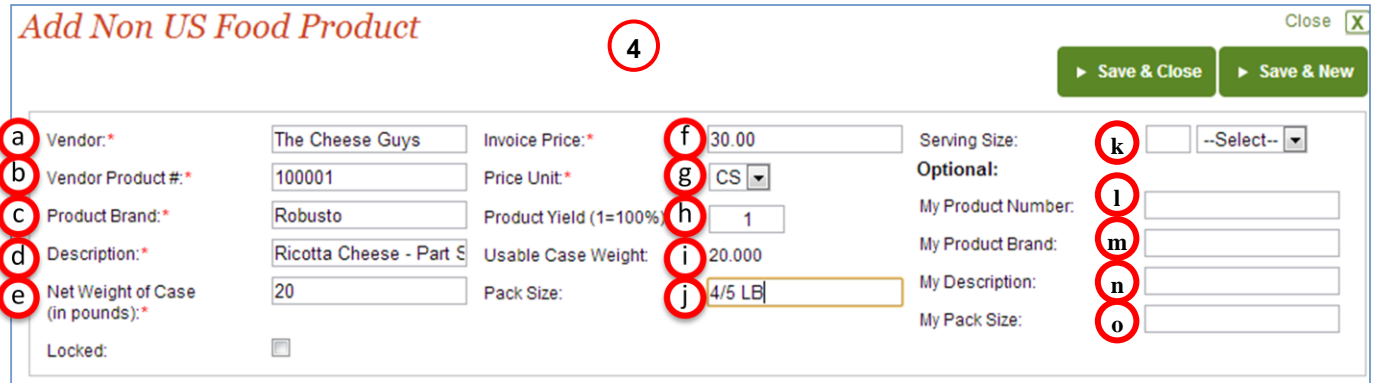1. Start by clicking the 'Menus' tab on the usfood.com home page.
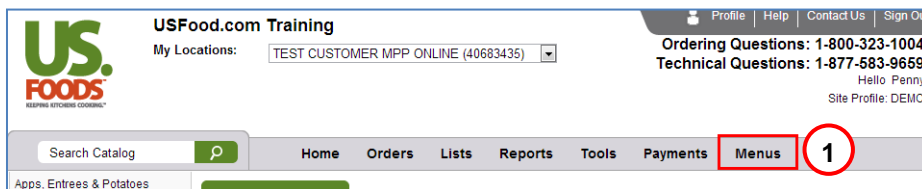
2. In the MPP options box that appears, select "NON USF Products".
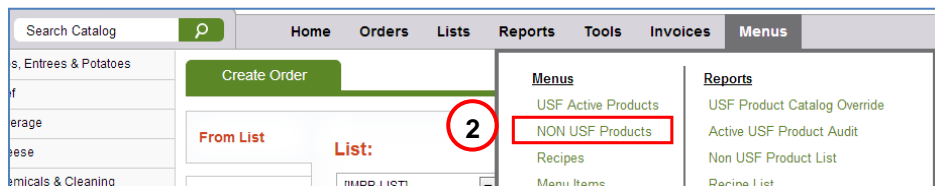
3. The Non US Foods Product List now appears. Click the green 'Add New Product' link.

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.

a	**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)**
c	**Product Brand –** Brand name of product	k	**Serving Size (optional)** – To be used for future functionality
d	**Description –** Short description of product	l	**My Product Number (optional) –** a custom product number designated by the user.*
e	**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.	o	**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.

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.

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.

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
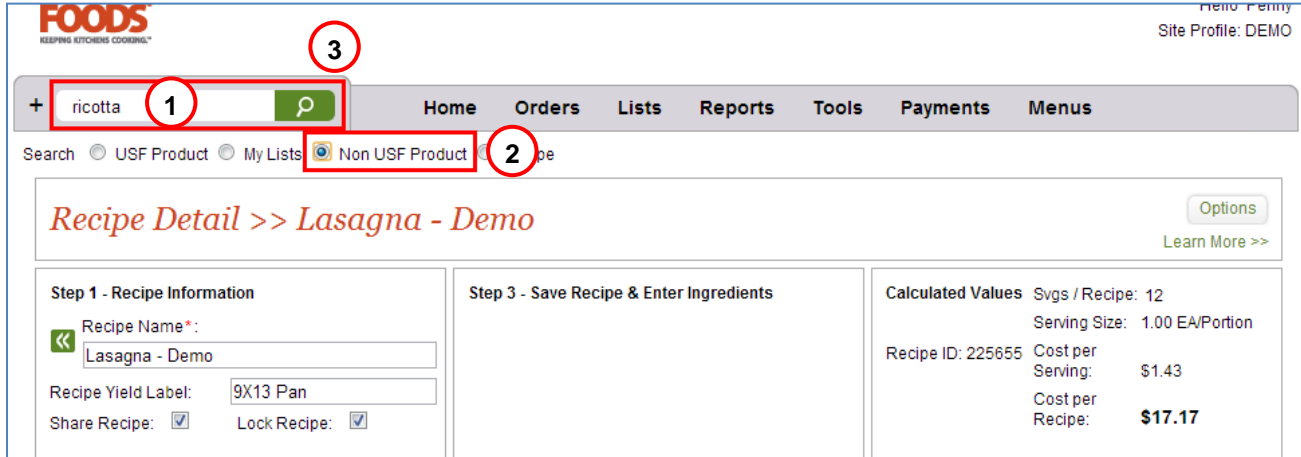
4. The Non-US Foods Product search screen is now displayed, showing the ricotta cheese.

5. Enter the quantity to be added to the recipe, and use the drop-down list to select the desired Unit of Measure.
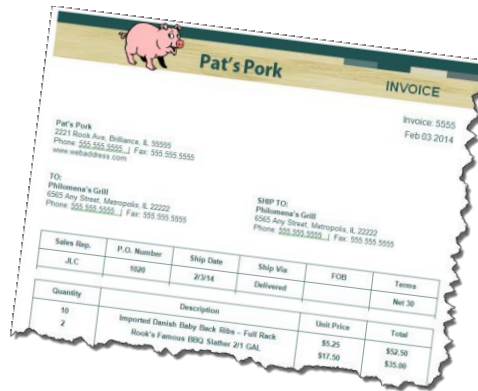
6. Click the green 'Add To Recipe' button to add this product
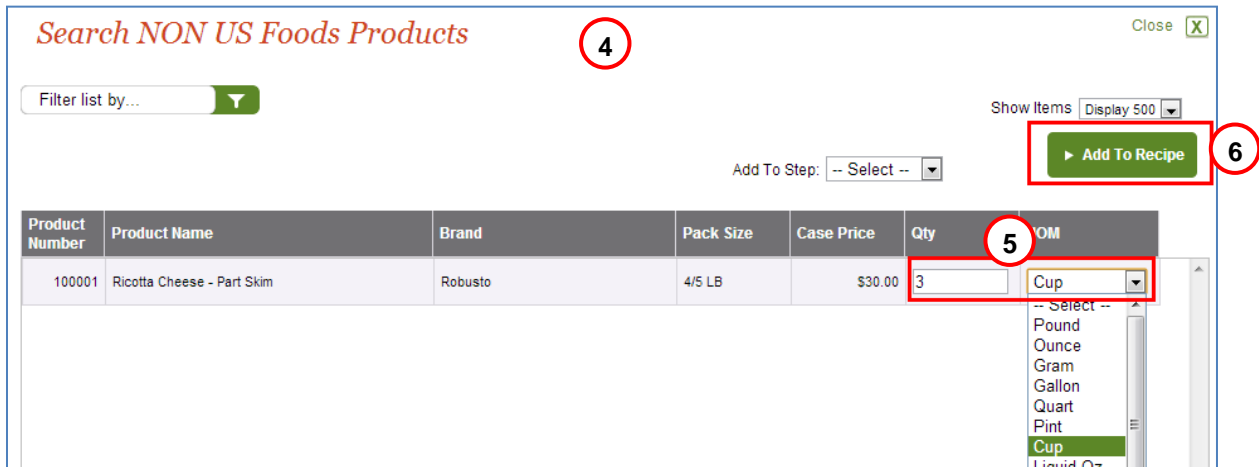
7. The Non-US Foods ricotta cheese has now been added to our lasagna recipe.

8. Notice that under the 'Type' heading this ingredient is listed as 'Non-US Foods.'

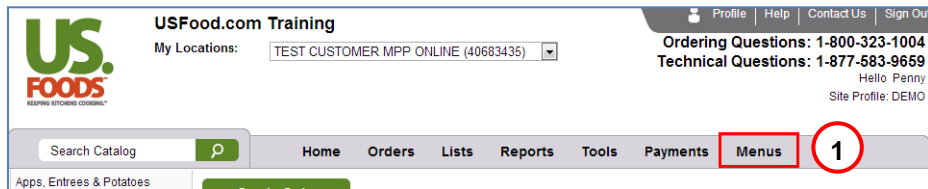# ** IMPORTANT **

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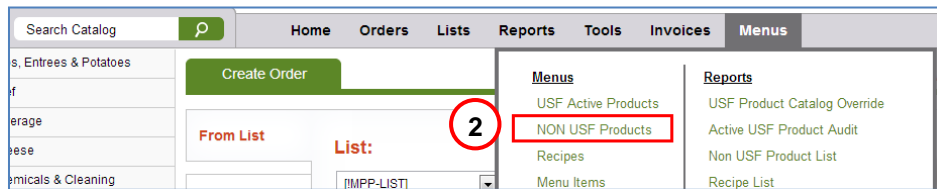
3. In the Non-USF Product List locate the item you wish to update and click once to highlight it in green.

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

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