

How to Upload Inventory (On and Off MOG Items)

If you are looking to quickly create inventory or share a master upload template for your inventory, you can use this QRG to learn how to upload both on and off MOG items using a single template.

To begin, you'll start in **Manage Inventory** and go to **Download Blank Template** in the Actions tab in the upper right-hand corner.

Logged In As [\\$Delta - LAX T3](#)
4 accounts

Search for orderable items

Manage Inventory
*Last closed May 20, 2025 at 3:58 PM by Compass Group USA

Locations ▾

+ ✕ ↗ ↑ ↓

Q Search By Location

All Locations ▾

BOH ▾

JANITORIAL ORDER GUIDE ▾

FOH ORDER GUIDE ▾

PORTER STOCKING PAR LIST ▾

All Locations -> Walk In Storage

Find in Inventory

PRICING SOURCE

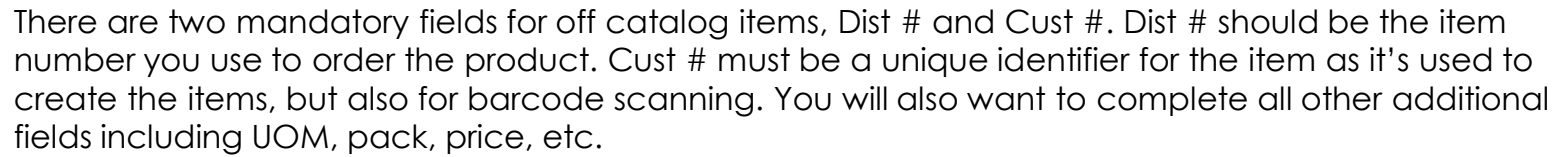
Actions ▾

- Add Order Guide Items
- Add Off-Catalog Items
- Move Item from Unassigned
- View Dropped Items
- Print Barcodes
- Download Blank Template
- Download Inventory Worksheet
- Upload Inventory

Take Inventory

Looks like there is nothing added in your location.





If the template is being used for on MOG items, you don't need to complete any additional fields aside from Location (Location Name), Area (Sub Location Name) and Place (Secondary Sub Location Name) if you want the items to go directly into the storage locations. You do not need to give on MOG items a Cust #, only the Dist #.

***Please note if you alter this template in any way, or it will not upload.**



Once you find the file, it will automatically populate for you. Any item that can't be found on a MOG, will receive the message shown below telling you that it will be created as an off-catalog item.

Inventory Upload

Upload Inventory

Replace Inventory

Update Inventory

ALL (4)

VALID (4)

INVALID (0)

InventoryTemplate (26).xlsx

Search

SEQ			DIST #	GTIN	CUSTOMER #	ITEM DESCRIPTION	DISTRIBUTION CENTER	PACK TYPE	PRICE	UOM	INV COUNT	BRAND	A
1	<input type="checkbox"/>		<input type="text" value="1234"/>	<input type="text"/>	<input type="text" value="10001"/>	Red Delicious Apples	Joe's Produce		\$12.99	CS	<input type="text"/>		
2	<input type="checkbox"/>		<input type="text" value="5678"/>	<input type="text"/>	<input type="text" value="10002"/>	Asparagus	Joe's Produce		\$15.49	CS	<input type="text"/>		
3	<input type="checkbox"/>		9351149	00074865856041		BEET RED WHL	SYSKO LOS ANGELES	1/5 LB	\$19.91	CS	<input type="text"/>	IMPFRSH	E
4	<input type="checkbox"/>		2315422	00074865284141		LEMON GRASS FRESH HERB	SYSKO LOS ANGELES	1/1 LB	\$18.09	CS	<input type="text"/>	IMPFRSH	E

Item couldn't be matched with existing customer #. It will be created as a new off-catalog item

If you receive an error message telling you you're missing any required information, you can choose to Resolve the error. If there are no error messages, you can choose to **Update Inventory** in the upper right-hand corner.

Upload Inventory

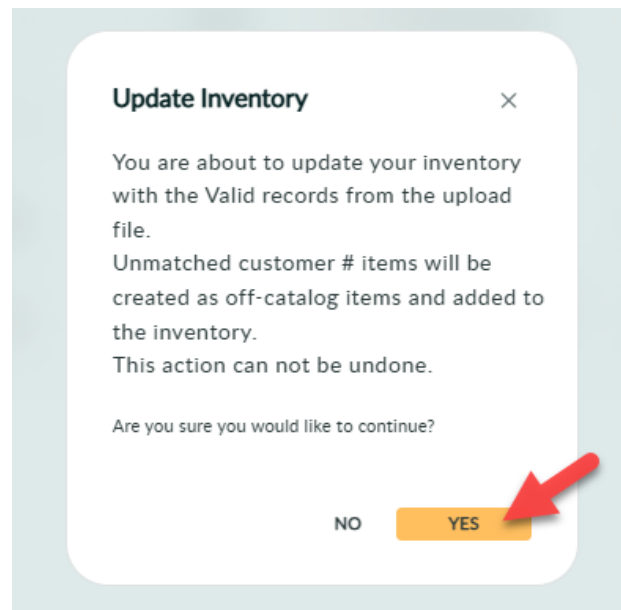
Replace Inventory

Update Inventory

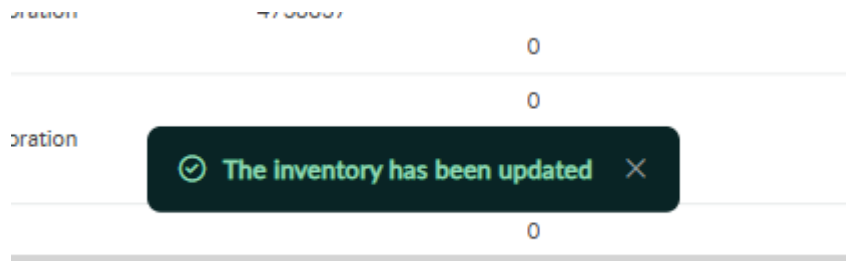
PRICE	UOM	INV COUNT	BRAND	A
\$12.99	CS	<input type="text"/>		
\$15.49	CS	<input type="text"/>		
	CS	<input type="text"/>		



Once you've chosen to **Update Inventory**, you will receive this pop-up message letting you know that all valid items will be added to inventory, including off-catalog items. You will choose **Yes** to continue.



Once your inventory items have been uploaded and added to inventory, you will see this pop-up message.



You will then see all those items in the storage location given on the upload template.

Locations ▾		All Locations -> Walk In										PRICING SOURCE		Latest Invo
<div> <div>+</div> <div>🗑️</div> <div>✎</div> <div>↑</div> <div>↓</div> </div> <div>🔍 Search By Location</div>		<div>🔍 Find in Inventory</div>												
<div>All Locations ▾</div> <div>BOH ▾</div> <div>JANITORIAL ORDER GUIDE ▾</div> <div>FOH ORDER GUIDE ▾</div> <div>PORTER STOCKING PAR LIST ▾</div> <div>Cooler</div> <div>TEST LOCATION ▾</div> <div>Walk In ▲</div>		<div> <div>☐</div> <div>...</div> <div>SEQ</div> <div>DISTRIBUTOR</div> <div>DIST #</div> <div>CUSTOMER #</div> <div>ITEM DESCRIPTION</div> <div>PACK TYPE</div> <div>PRICE TYPE</div> <div>UOM</div> <div>PRICE</div> </div>												
		<div> <div>▾</div> <div>Walk In (4)</div> </div>												
		<div> <div>⋮</div> <div>☐</div> <div>...</div> <div>1</div> <div>1234</div> <div>10001</div> <div> <div>🚫</div> <div>Red Delicious Apples</div> </div> <div></div> <div>C</div> <div>CS</div> <div>\$12.99</div> </div>												
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