

How to Add Shopping Lists to Inventory

If you are looking to easily add your shopping lists(s) to inventory, this is the QRG for you! Just follow these simple steps to add one or multiple shopping lists right to your inventory.

1. Go to Inventory>Manage Inventory
2. Click on a Location name, or Unassigned if you don't have any Locations set up yet.
3. Choose Add Order Guide Items from the Actions menu.

The screenshot shows the 'Manage Inventory' page. On the left, there's a sidebar with various menu items. The 'Inventory' item is selected and has a red circle with the number '1' over it. Under 'Inventory', 'Manage Inventory' is also selected and has a red circle with the number '2' over it. The main area shows a table of inventory items with columns for SEQ, DISTRIBUTOR, DIST#, CUSTOMER#, ITEM DESCRIPTION, PACK TYPE, PRICE TYPE, UOM, PRICE, STATUS, and LAST INVENTORY Q. The 'Actions' menu is open at the top right, with a red circle and box highlighting the 'Add Order Guide Items' option. Other options in the menu include 'Add Off-Catalog Items', 'Move Item From Unassigned', 'View Dropped Items', 'Print Barcodes', 'Download Blank Template', 'Download Inventory Worksheet', and 'Upload Inventory'.

SEQ	DISTRIBUTOR	DIST#	CUSTOMER#	ITEM DESCRIPTION	PACK TYPE	PRICE TYPE	UOM	PRICE	STATUS	LAST INVENTORY Q
1	Sysco Corporation	1340538		JUICE ORANGE PURE PREM REF	12/32 OZ	I	CS	\$38.38	0	
2	Sysco Corporation	6495593		BAR GRANOLA TRAIL MIX	6/12 CT	I	EA	\$3.20	0	
3	Sysco Corporation	5601190		COVER SEAT TOILET 1/2F	20/250 CT	I	CS	\$61.96	0	
4	Vesta Foodservice	02379		BROCCOLI-FLORETS 4/3 LB	4/3 LB	I	CS	\$32.25	0	



Next, you're going to change the View By to Shopping Lists.

The screenshot shows two views side-by-side. The left view is titled 'Distributor Category' and has a red arrow pointing to the 'SEARCH RESULTS' tab. The right view is titled 'Shopping Lists' and also has a 'SEARCH RESULTS' tab. Both views show a grid of items with columns for 'ITEM DESCRIPTION' and 'DISTRIBUTION CENTER'. The 'Distributor Category' view includes dropdown menus for 'Inventory Locations', 'Compass Group USA->GL Codes', and 'Shopping Lists' (which is highlighted with a red box). The 'Shopping Lists' view lists various shopping categories like 'All Shopping Lists', 'action station', 'BREAD', etc., each with a corresponding icon and a list of items.

← Add Items to Inventory - BOH

Distributor Category >

- Distributor Category
- Inventory Locations
- Compass Group USA->GL Codes
- Shopping Lists**

SYSKO LOS ANGELES - EXCPTN

SYSKO LOS ANGELES - MMM

Tropical Nut & Fruit - Sparks/Reno NV

Tropical Foods - Reno

SEARCH RESULTS

	ITEM DESCRIPTION	DISTRIBUTOR
<input type="checkbox"/>	BEET RED WHL	SYSKO LOS A
<input type="checkbox"/>	CJ	SYSKO LOS A

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Shopping Lists >

- All Shopping Lists
- action station
- BREAD
- Chefs Tables
- CHEMICALS
- condiments
- D1 Tasting
- DAIRY

SEARCH RESULTS

	ITEM DESCRIPTION	DISTRIBUTION CENTER
<input type="checkbox"/>	JUICE CRNBRY CKTAIL 4+1BIB	SYSKO LOS ANGELES
<input type="checkbox"/>	SPICE PEPPER CAYENNE GRND	SYSKO LOS ANGELES
<input type="checkbox"/>	JUICE APPLE 4+1	SYSKO LOS ANGELES

You will then see all your Shopping Lists. You can either choose to add All Shopping Lists or click on a single Shopping List name to add a single shopping list.



Once you've chosen either All Shopping Lists or a single list, you can choose to add all items by clicking the box at the top of the list or manually check off the items you'd like to add. Any items that are greyed out already exist in the inventory location you've chosen to add the items to. Lastly, you'll hit Add in the bottom right-hand corner of your screen.

← Add Items to Inventory - BOH

Shopping Lists	SEARCH RESULTS	SELECTED ITEMS (76)	
All Shopping Lists	<input type="checkbox"/>		
action station	<input checked="" type="checkbox"/>	ITEM DESCRIPTION	DISTRIBUTION CENTER DIST # PACK TYPE BRAND ATTRIBUTE STATUS PRICE UOM INV COUNT DISTRIBUTOR
BREAD	<input type="checkbox"/>	CIT-LIMES 175/200 CT	Vesta Foodservice LA 01420 175/200 CT LA SPECIALTY \$32.38 CS <input type="text"/> Vesta Foodservice
Chefs Tables	<input type="checkbox"/>	GLAZE BALSAMIC	SYS CO LOS ANGELES 0651828 6/12.9OZ AREZIMP \$19.74 CS <input type="text"/> Sysco Corporation
CHEMICALS	<input type="checkbox"/>	CABBAGE-NAPA SHRED 5 LB	Vesta Foodservice LA 01650 5 LB LA SPECIALTY \$18.85 EA <input type="text"/> Vesta Foodservice
condiments	<input type="checkbox"/>	NORI-SUSHI WRAPS GOLD 50 CT	Vesta Foodservice LA 02566 50 CT SHIRAKIKU \$12.92 EA <input type="text"/> Vesta Foodservice
D1 Tasting	<input checked="" type="checkbox"/>	CREAM SOUR PURE POUCH	SYS CO LOS ANGELES 6863765 6/4.5LB DAISY \$41.86 CS <input type="text"/> Sysco Corporation
DAIRY	<input type="checkbox"/>	AVOCADO PULP CHUNKY	SYS CO LOS ANGELES 7475080 4/3 LB AVFRSCO \$47.28 CS <input type="text"/> Sysco Corporation
delta cart	<input checked="" type="checkbox"/>	CHIP TORTILLA YEL CORN RND	SYS CO LOS ANGELES 9550658 6/2 LB CASACLS \$32.63 CS <input type="text"/> Sysco Corporation
delta one	<input type="checkbox"/>	TORTILLA FLOUR STREET 4.5	SYS CO LOS ANGELES 4871891 16/20 CT LA BAND \$17.56 CS <input type="text"/> Sysco Corporation
dessert	<input checked="" type="checkbox"/>	SALSA-PICO DE GALLO 4/5 LB	Vesta Foodservice LA 14084 4/5 LB LA SPECIALTY \$52.75 CS <input type="text"/> Vesta Foodservice
DRY STORAGE	<input type="checkbox"/>	TORTILLA CORN MINI 4.5 INCH	SYS CO LOS ANGELES 8815086 6/80 CT LA BAND \$22.08 CS <input type="text"/> Sysco Corporation
New Shopping List			
PAPER & PLASTIC			
PRODUCE			
PROTEIN			
SOUPS & BROTH			
T3 BOH Ordering			
T3 FOH Ordering			
Test			
Weekly Sysco Order			



After hitting Add, you will be taken back to the Location and will see a pop-up message confirming the items were added to Inventory.

All Locations -> BOH

ALL (263) COUNTED (13) UNCOUNTED (250)

SEQ	DISTRIBUTOR	DIST #	CUSTOMER #	ITEM DESCRIPTION	PACK TYPE	PRICE TYPE	UOM	PRICE
1	Vesta Foodservice	14084		SALSA-PICO DE GALLO 4/5 LB	4/5 LB	I	CS	\$52.75
2	Sysco Corporation	7117129		SAUSAGE BREAKFAST PATTY VEGAN	90/1.7 OZ	I	CS	\$72.96
3	Sysco Corporation	2441285		MILK 2% REDUCED FAT	2/1 GAL	I	EA	\$5.55
4	Sysco Corporation	6743530		CHIP POTATO SALT & VNGR KETTLE	64/1.375Z	I	CS	\$44.73
5	Vesta Foodservice	00603		ONION-RED DICE 1/45 LB	5 LB	C	EA	\$13.33
6	Vesta Foodservice	13371		SALSA-PICO DE GALLO 5 LB TRAY	5 LB TRAY	C	EA	\$19.00
7	Vesta Foodservice	03375		ONION-RED JULIENNE 1/85 LB	5 LB	C	EA	\$12.97
8	Sysco Corporation	2586970		CROISSANT BUTTER PRFCT FRZN	80/2.75OZ	I	CS	\$60.88
9	Sysco Corporation	9550658			6/2 LB	I	EA	\$5.44

Need Help?

76 Items has been added to Inventory