

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 Q

\$406.11
7 cases

Actions ▾ Take Inventory

- Add Order Guide Items
- Add Off-Catalog Items
- Move Item from Unassigned
- View Dropped Items
- Print Barcodes
- Download Blank Template** (highlighted with a red arrow)
- Download Inventory Worksheet
- Upload Inventory

Manage Inventory (highlighted with a red box)
*Last placed May 20, 2025 at 3:53 PM by Compass Group USA

Last placed May 20, 2025 at 3:53 PM by Compass Group USA

Locations ▾

All Locations -> Walk In Storage

PRICING SOURCE

Find in Inventory

Search By Location

All Locations

BOH

JANITORIAL ORDER GUIDE

FOH ORDER GUIDE

PORTER STOCKING PAR LIST

Looks like there is nothing added in your location.





There are two mandatory fields for off catalog items, Dist # and Cust #. Dist # should be the item number you use to order the product. Cust # must be a unique identifier for the item as it's used to create the items, but also for barcode scanning. You will also want to complete all other additional fields including UOM, pack, price, etc.

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 have completed all the required/desired fields, you are ready to upload the template.

*Notice that the 3rd and 4th items only have a Dist # as they are on MOG items.

To upload the file, we will go back to the Actions menu and choose **Upload Inventory**.

Manage Inventory

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Actions ^ Take Inventory

Add Order Guide Items
Add Off-Catalog Items
Move Item from Unassigned
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Upload Inventory

Locations ▾

All Locations

Find in Inventory

Search By Location

All Locations

BOH (100)

SEQ	DISTRIBUTOR	DIST #	LAST INVENTORY QTY	CUSTOMER #	ITEM DESCRIPTION	PACK TYPE	PRICE TY	
1	Sysco Corporation	2236065	0	0	SAUCE ALFREDO POUCH GLUTFR	4/64 OZ	CS	\$60.62

Janitorial Order Guide



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	1234		10001	Red Delicious Apples	Joe's Produce		\$12.99	CS			
2	5678		10002	Asparagus	Joe's Produce		\$15.49	CS			
3	9351149	00074865856041		BEET RED WHL	SYSKO LOS ANGELES	1/5 LB	\$19.91	CS EA		IMPFRESH	E
4	2315422	00074865284141		LEMON GRASS FRESH HERB	SYSKO LOS ANGELES	1/1 LB	\$18.09	CS EA		IMPFRESH	E

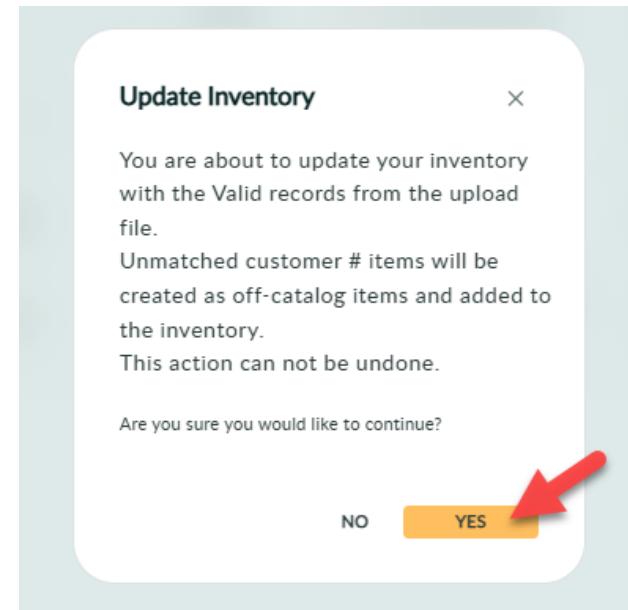
Item couldn't be matched with existing customer #. It will be created as a new off-catalog item

Upload Inventory Replace Inventory **Update Inventory**

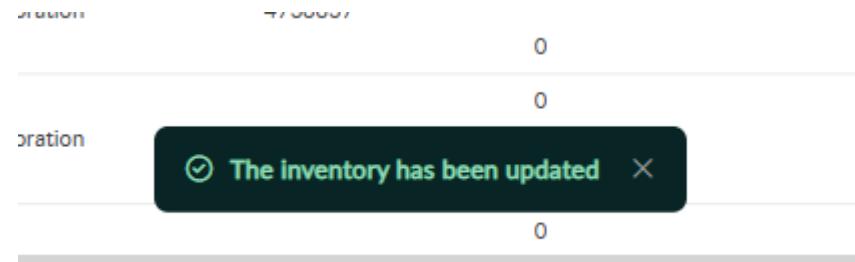
If you receive an error message telling you you're missing any required information, you can choose to Resolve the error. If there are no error messages, you can choose to **Update Inventory** in the upper right-hand corner.



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

+

Search By Location

All Locations -> Walk In

PRICING SOURCE Latest Invoi

All Locations

BOH

JANITORIAL ORDER GUIDE

FOH ORDER GUIDE

PORTER STOCKING PAR LIST

Cooler

TEST LOCATION

Walk In

Find in Inventory

DISTRIBUTOR

	<input type="checkbox"/>	...	SEQ	DISTRIBUTOR	DIST #	CUSTOMER #	ITEM DESCRIPTION	PACK TYPE	PRICE TYPE	UOM	PRICE
Walk In (4)					1234	10001	Red Delicious Apples		C	CS	\$12.99
	<input type="checkbox"/>	...	1		5678	10002	Asparagus		C	EA	\$12.99
	<input type="checkbox"/>	...	2	Sysco Corporation	9351149		BEET RED WHL	1/5 LB	C	CS	\$15.49
	<input type="checkbox"/>	...	3	Sysco Corporation	2315422		LEMON GRASS FRESH HERB	1/1 LB	C	EA	\$15.49
	<input type="checkbox"/>	...	4						C	CS	\$19.91
	<input type="checkbox"/>	...							C	EA	\$19.91
	<input type="checkbox"/>	...							C	CS	\$18.09
	<input type="checkbox"/>	...							C	EA	\$18.09