

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.

Logged In As [\\$Delta - LAXT3](#)
3 accounts

Search for orderable items

\$18,641.74
261 cases

109

Actions

Value & Close

PRICINGS

Move Item From Unassigned

View Dropped Items

Print Barcodes

Download Blank Template

Download Inventory Worksheet

Upload Inventory

1

2

3

Locations

All Locations -> BOH

ALL (187) COUNTED (13) UNCOUNTED (174)

Search By Location

All Locations

BOH

BOH Paper Goods

WEST KITCHEN

DRY STORAGE

BACK WALK IN

FOH Paper Goods

JANITORIAL ORDER GUIDE

FOH ORDER GUIDE

| 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 | CS | \$54.99 | | 0 |
| 3 | Sysco Corporation | 5601190 | | COVER SEAT TOILET 1/2F | 20/250 CT | R | EA | \$3.10 | | 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.

← Add Items to Inventory - BOH

Distributor Category > < SEARCH RESULTS SELECTED ITEMS

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

SYSCO LOS ANGELES - EXCPTN

SYSCO LOS ANGELES - MMM

Tropical Nut & Fruit - Sparks/Reno NV T84254

Tropical Foods - Reno

ITEM DESCRIPTION DISTRIBUTION CENTER

BEET RED WHL SYSCO LOS ANGELES

← Add Items to Inventory - BOH

Shopping Lists > < SEARCH RESULTS SELECTED ITEMS

All Shopping Lists

action station

BREAD

Chefs Tables

CHEMICALS

condiments

D1 Tasting

DAIRY

ITEM DESCRIPTION DISTRIBUTION CENTER

JUICE CRNBRY CKTAIL 4+1BIB SYSCO LOS ANGELES

SPICE PEPPER CAYENNE GRND SYSCO LOS ANGELES

JUICE APPLE 4+1 SYSCO 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

action station

BREAD

Chefs Tables

CHEMICALS

condiments

D1 Tasting

DAIRY

delta cart

delta one

dessert

DRY STORAGE

New Shopping List

PAPER & PLASTIC

PRODUCE

PROTEIN

SOUPS & BROTH

T3 BOH Ordering

T3 FOH Ordering

Test

Weekly Sysco Order

| ITEM DESCRIPTION | DISTRIBUTION CENTER | DIST # | PACK TYPE | BRAND | ATTRIBUTE | STATUS | PRICE | UOM | INV COUNT | DISTRIBUTOR |
|--|----------------------|---------|------------|---------------|-----------|--------|---------|-----|-----------|-------------------|
| <input type="checkbox"/> CIT-LIMES 175/200 CT | Vesta Foodservice LA | 01420 | 175/200 CT | LA. SPECIALTY | | | \$32.38 | CS | | Vesta Foodservice |
| <input type="checkbox"/> GLAZE BALSAMIC | SYSCO LOS ANGELES | 0651828 | 6/12.9OZ | AREZIMP | | | \$19.74 | CS | | Sysco Corporation |
| <input checked="" type="checkbox"/> CABBAGE-NAPA SHRED 5 LB | Vesta Foodservice LA | 01650 | 5 LB | LA. SPECIALTY | | | \$18.85 | EA | | Vesta Foodservice |
| <input type="checkbox"/> NORI-SUSHI WRAPS GOLD 50 CT | Vesta Foodservice LA | 02566 | 50 CT | SHIRAKIKU | | | \$12.92 | EA | | Vesta Foodservice |
| <input checked="" type="checkbox"/> CREAM SOUR PURE POUCH | SYSCO LOS ANGELES | 6863765 | 6/4.5LB | DAISY | | | \$41.86 | CS | | Sysco Corporation |
| <input checked="" type="checkbox"/> AVOCADO PULP CHUNKY | SYSCO LOS ANGELES | 7475080 | 4/3 LB | AVFRSCO | | | \$47.28 | CS | | Sysco Corporation |
| <input checked="" type="checkbox"/> CHIP TORTILLA YEL CORN RND | SYSCO LOS ANGELES | 9550658 | 6/2 LB | CASACLS | | | \$32.63 | CS | | Sysco Corporation |
| <input type="checkbox"/> TORTILLA FLOUR STREET 4.5 | SYSCO LOS ANGELES | 4871891 | 16/20 CT | LA BAND | | | \$17.56 | CS | | Sysco Corporation |
| <input checked="" type="checkbox"/> SALSA-PICO DE GALLO 4/5 LB | Vesta Foodservice LA | 14084 | 4/5 LB | LA. SPECIALTY | | | \$52.75 | CS | | Vesta Foodservice |
| <input type="checkbox"/> TORTILLA CORN MINI 4.5 INCH | SYSCO LOS ANGELES | 8815086 | 6/80 CT | LA BAND | | | \$22.08 | CS | | Sysco Corporation |

Cancel

Clear

Add



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.

Locations ▾

+

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✎

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↓

All Locations ▾

BOH ^

BOH Paper Goods

WEST KITCHEN ▾

DRY STORAGE ▾

BACK WALK IN

FOH Paper Goods

JANITORIAL ORDER GUIDE ▾

FOH ORDER GUIDE ▾

PORTER STOCKING PAR LIST ▾

Cooler

TEST LOCATION ▾

New Location ▾

Unassigned

Need Help?

All Locations -> BOH

ALL (263)

COUNTED (13)

UNCOUNTED (250)

🔍

| SEQ | DISTRIBUTOR | DIST # | CUSTOMER # | ITEM DESCRIPTION | PACK TYPE | PRICE TYPE | UOM | PRICE |
|-----------|-------------------|---------|------------|--------------------------------|-----------|------------|-----|---------|
| BOH (100) | | | | | | | | |
| 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 | EA | \$13.19 |
| 3 | Sysco Corporation | 2441285 | | MILK 2% REDUCED FAT | 2/1 GAL | I | CS | \$72.96 |
| 4 | Sysco Corporation | 6743530 | | CHIP POTATO SALT & VNGR KETTLE | 64/1.375Z | I | EA | \$0.81 |
| 5 | Vesta Foodservice | 00603 | | ONION-RED DICE 1/4 5 LB | 5 LB | C | EA | \$13.33 |
| 6 | Vesta Foodservice | 13371 | | SALSA-PICO DE GALLO 5 LB TRAY | 5 LB TRAY | I | EA | \$14.19 |
| 7 | Vesta Foodservice | 03375 | | ONION-RED JULIENNE 1/8 5 LB | 5 LB | C | EA | \$19.00 |
| 8 | Sysco Corporation | 2586970 | | CROISSANT BUTTER PRFCT FRZN | 80/2.75OZ | I | EA | \$12.97 |
| 9 | Sysco Corporation | 9550658 | | | 6/2 LB | I | CS | \$14.41 |
| | | | | | | I | EA | \$60.88 |
| | | | | | | I | EA | \$0.76 |
| | | | | | | I | CS | \$32.63 |
| | | | | | | I | EA | \$5.44 |

76 items has been added to Inventory