

US Foods Inventory

- Why Inventory?

72% of operators state that food cost is their most pressing challenge*.

Taking food inventory counts regularly and comparing their value to the respective food sales is the only surefire way to determine, and monitor, food costs.

US Foods provides customers with an All-In-One ecommerce solution to help manage their inventory and food cost.

*(Datassential's Table Stakes Report – February 2024, Slide 4)





US Foods Inventory

- Before You Start

If it's your **First Time** taking an inventory, we suggest you reach out to a local Restaurant Operations Consultant for support in preparation. They can discuss setting goals, organizing your shelves, FIFO storage method, and more.

Next, you'll want to organize your Inventory Worksheet in Shelf to Sheet order. If you've done this already with your Shopping List, you're all set.

If not, go to My Lists, select the list you'd to use for taking Inventory, and make edits to your list. For more info on how to do this, you can use the [MOXē Companion Guide](#). **Note – Non-US Food Products can be added from the Inventory tool only and are not directly connected to specific Shopping Lists.*


If you're a **Returning User**, welcome back! We suggest using our Copy Past Inventory option to create your next Inventory. From there, switch to Edit Mode to remove any items no longer needed, add new items or adjust any pricing or units you use for counting as needed.

If you're using our GL Codes that appear on your US Foods invoices, we suggest you verify your GL codes and products are up to date.



Getting Started

Inventory Topics

Please click on a link below to view a subtopic.
Click the  icon to return to the main menu.

Getting Started

Inventory Landing Page

Create New Worksheet

Add Products to Worksheet

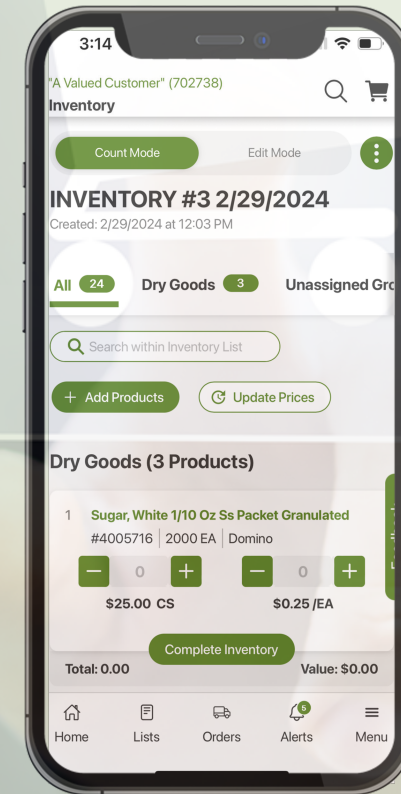
Non-US Foods Products

Edit Mode

Manage Vendors

Reports

Inventory Help Center & Feedback





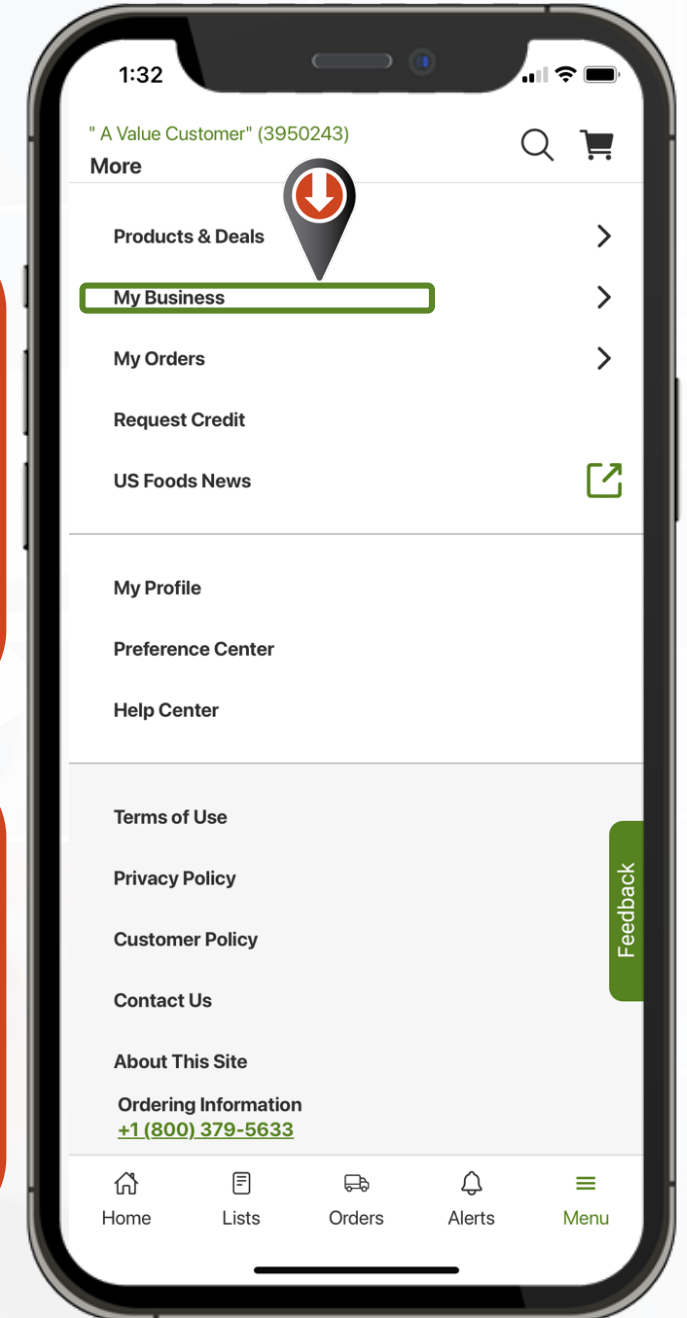
US Foods Inventory

- Getting Started



On Desktop, the Inventory Tool is accessible for users by hovering over the "My Business" option in the upper section of the home page.

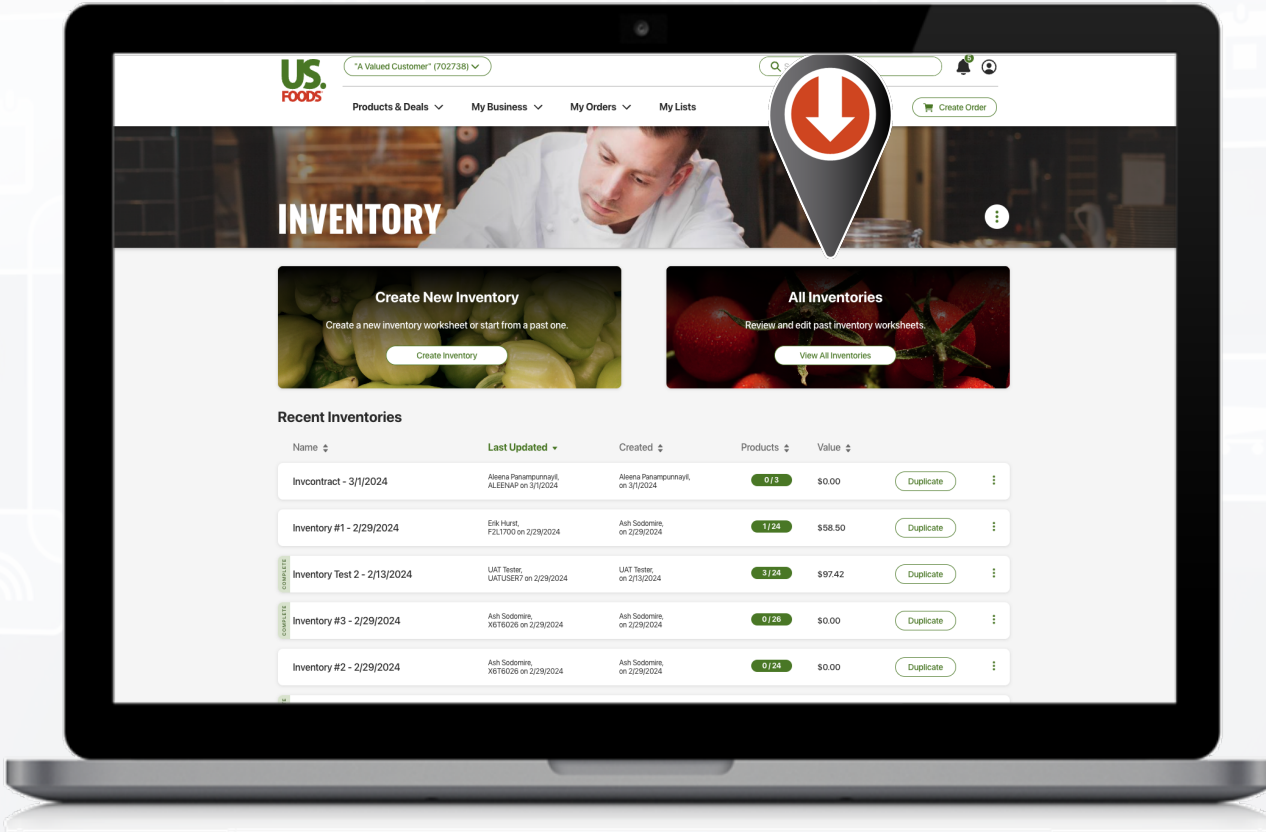
On Mobile, Menu at the bottom right of the app, then select the "My Business" option and select Inventory.





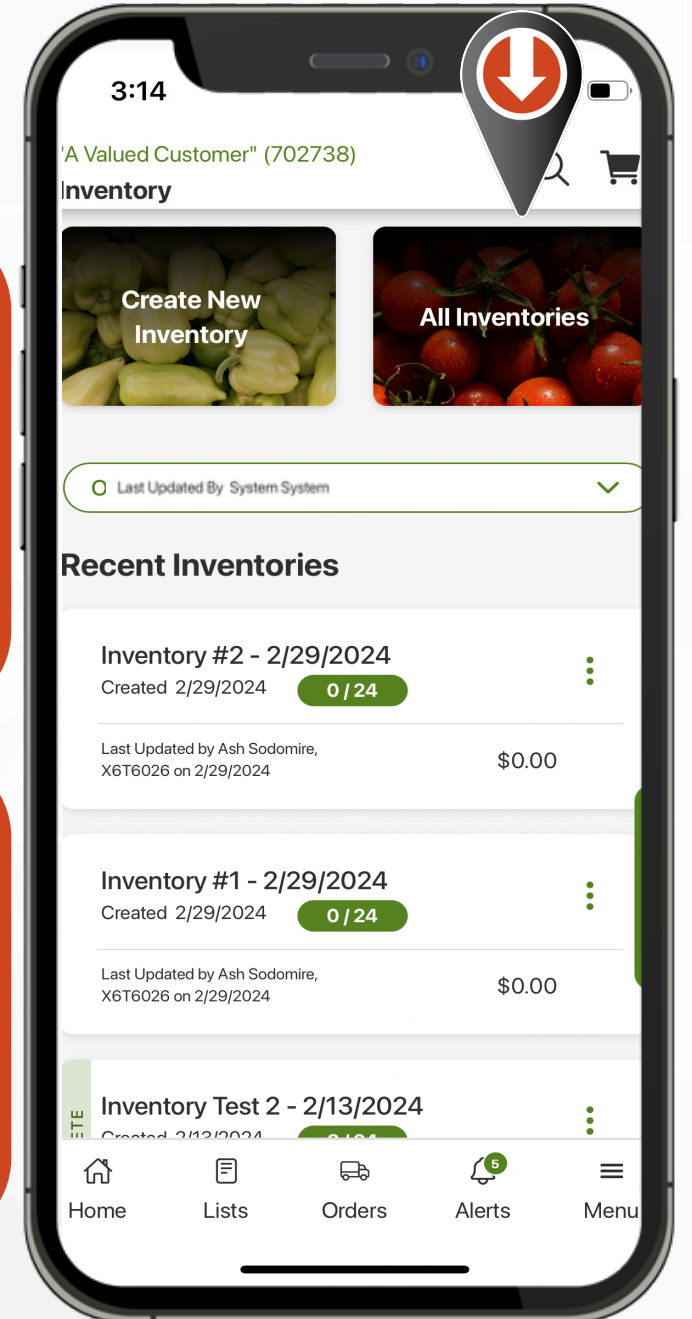
US Foods Inventory

- Inventory Landing Page - View All Inventories



The Inventory Landing page displays the 15 most Recent Inventories.

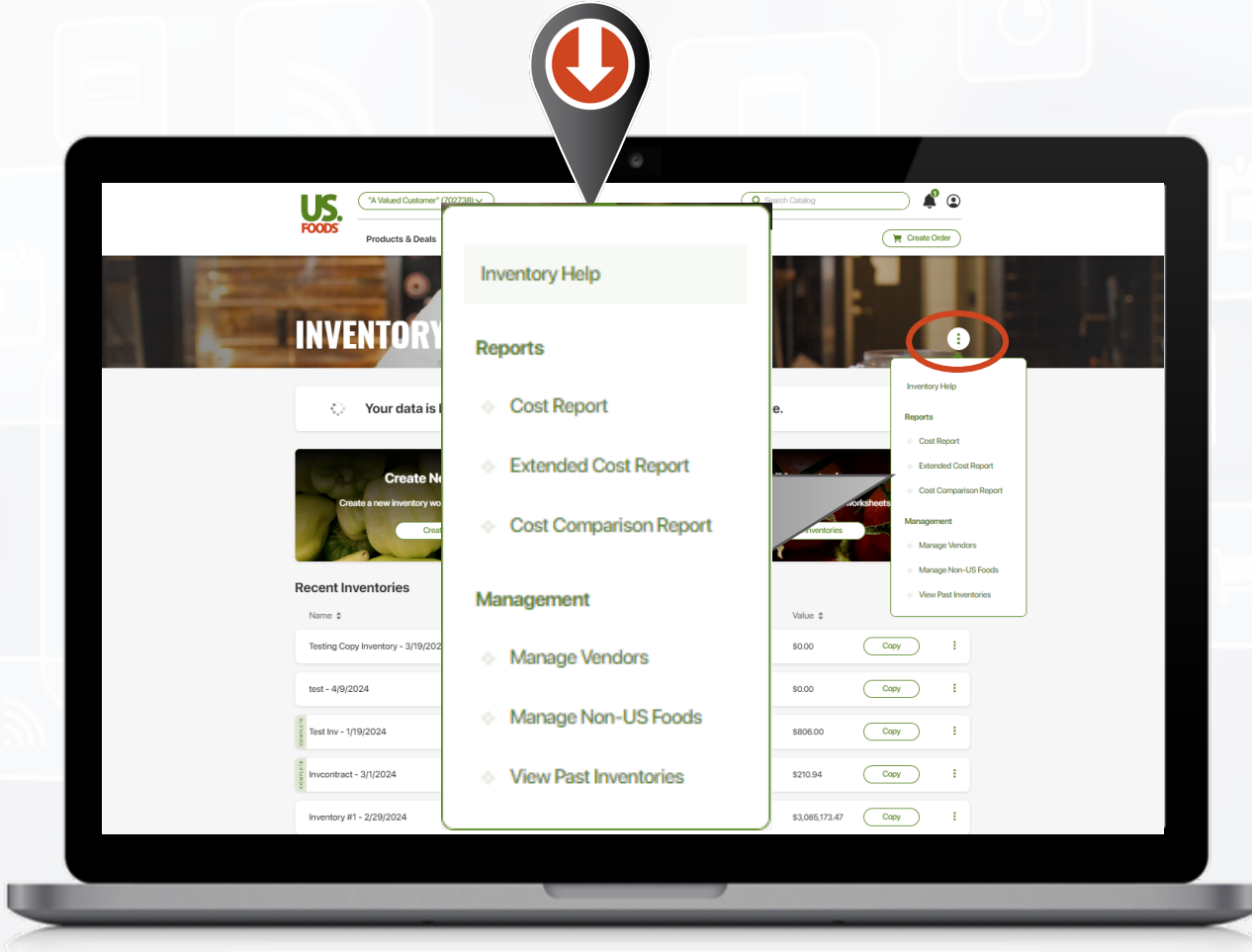
To access all your Inventory Worksheets, select All Inventories from the Inventory landing page.





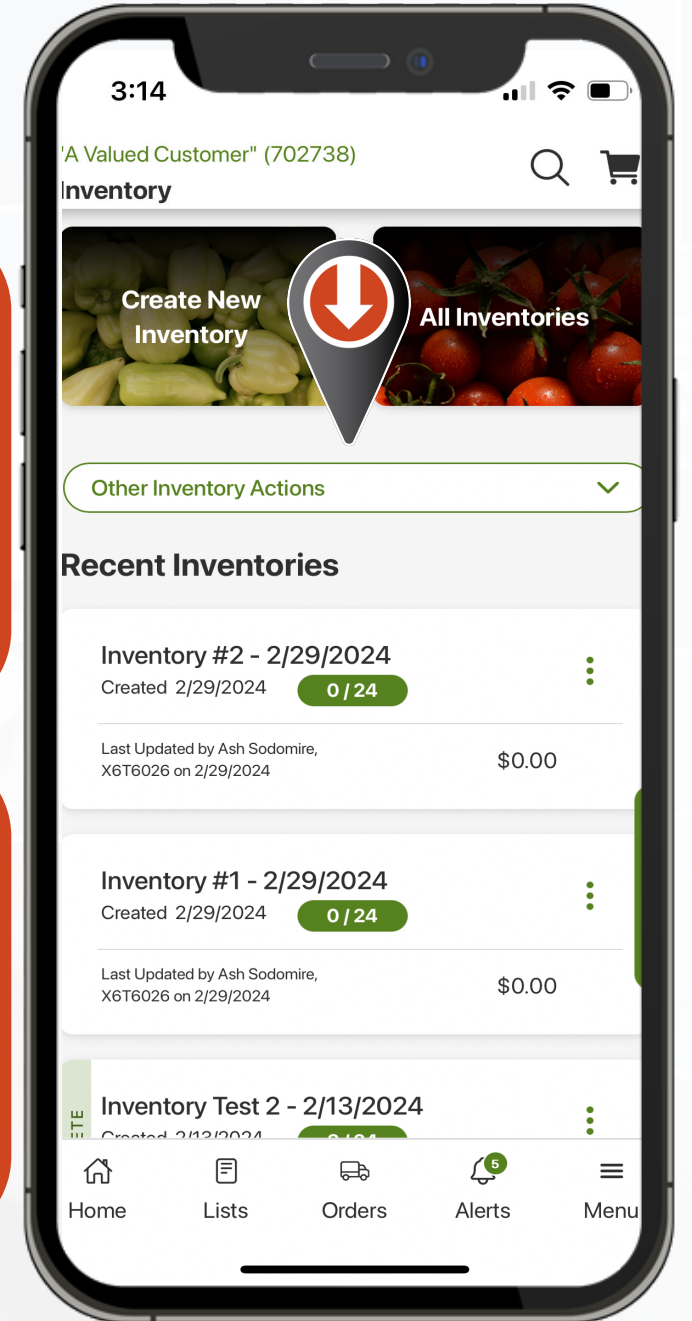
US Foods Inventory

- Inventory Landing Page - Menu



On Desktop, the Ellipses : on the Inventory landing page provides users access to Inventory Help, generate Reports, Manage Non- US Food items and Vendors or view Past Inventories*.

On Mobile, the Other Inventory Actions menu on the Inventory landing page gives users access to Inventory Help, generate Reports, Manage Non-US Food items and Vendors or view Past Inventories*.



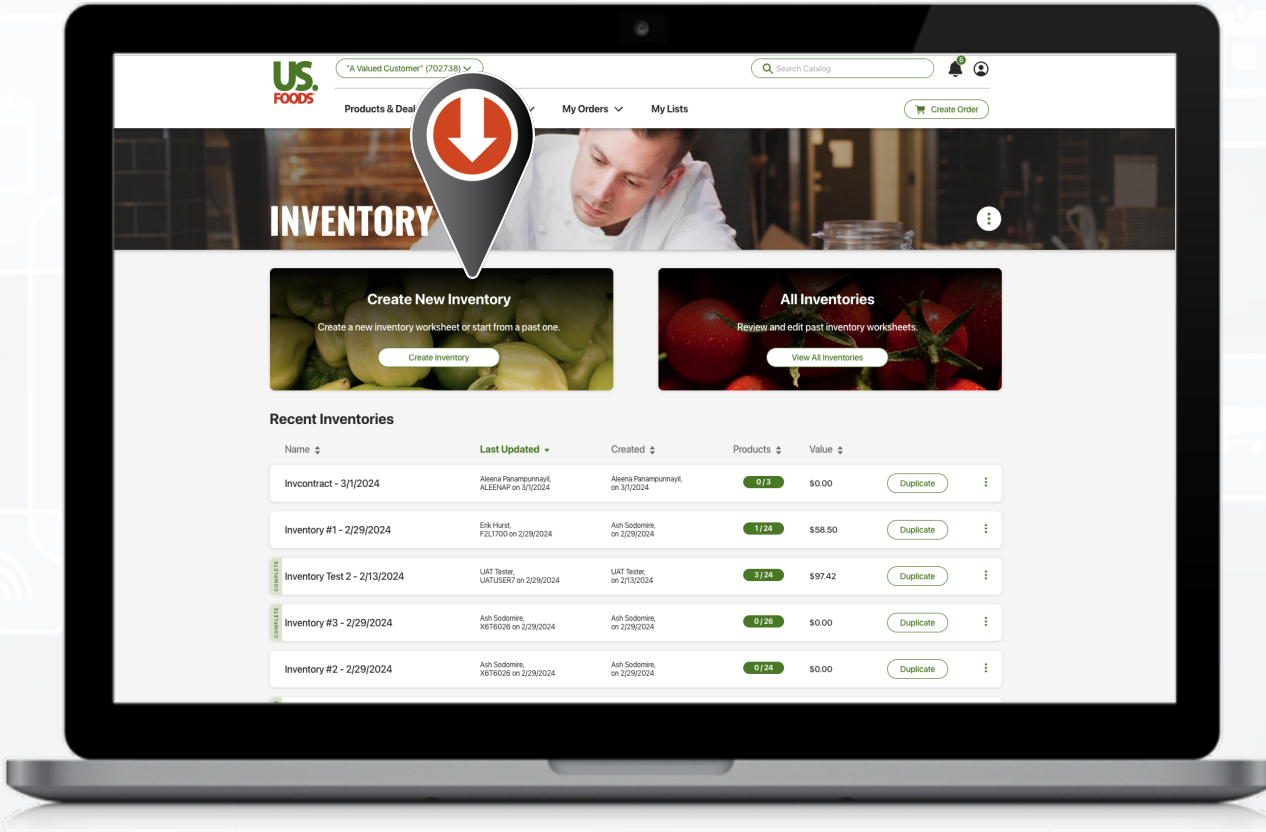
*View Past Inventories only displays on desktop & if user used previous US Foods Inventory Tool



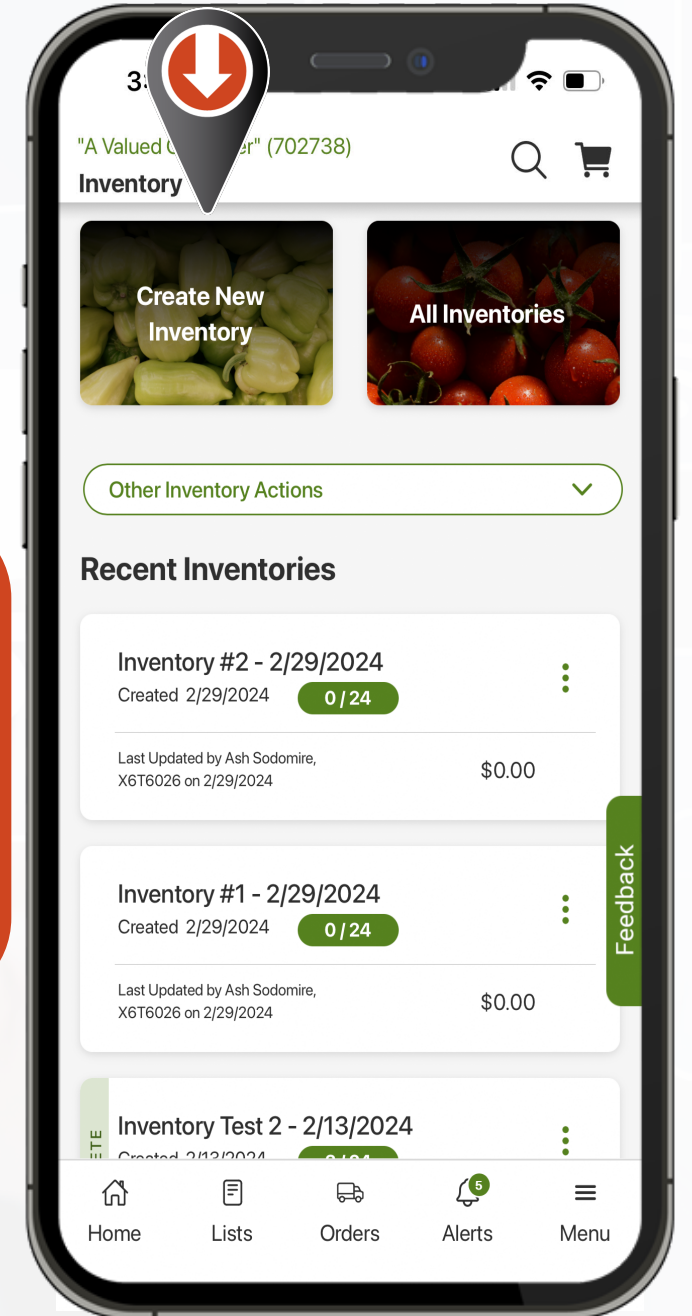


US Foods Inventory

- Create a New Inventory Worksheet



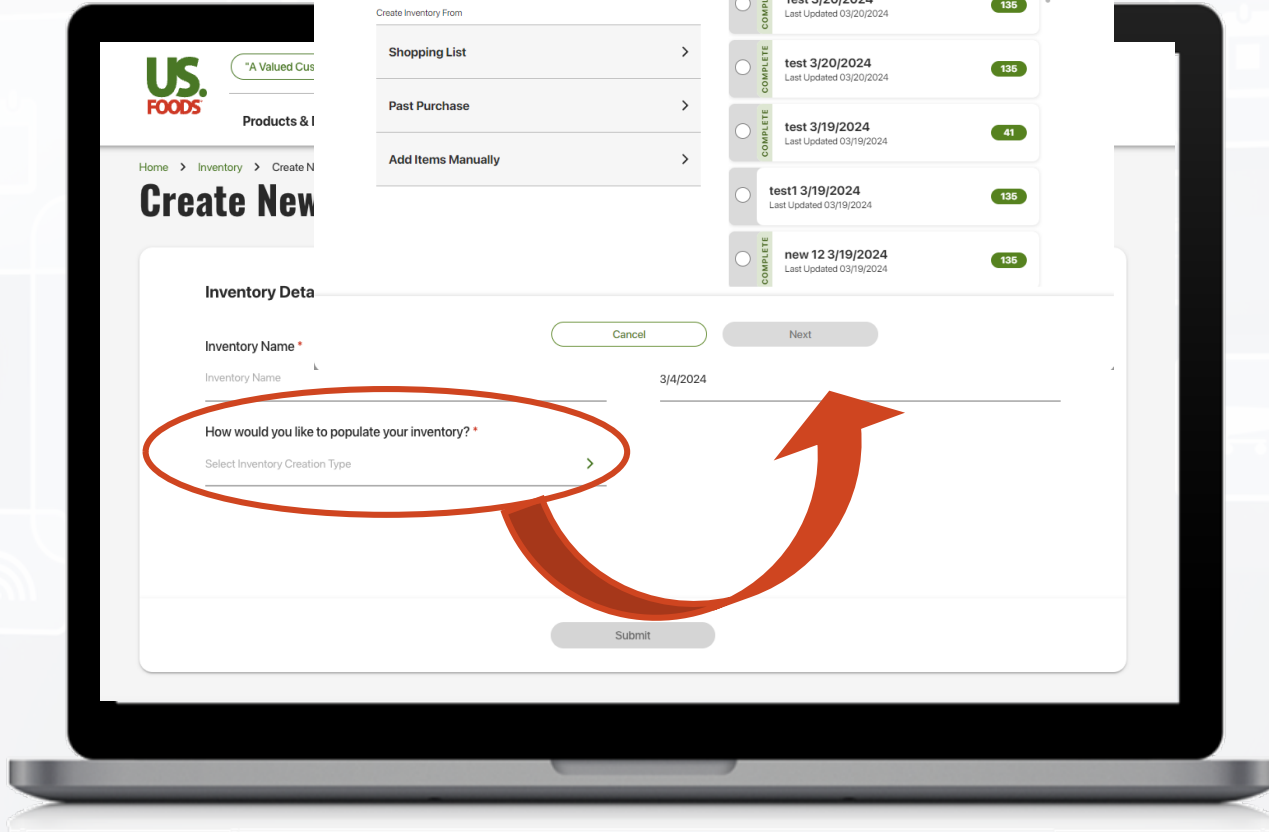
To begin a new Inventory Worksheet, select "Create Inventory".



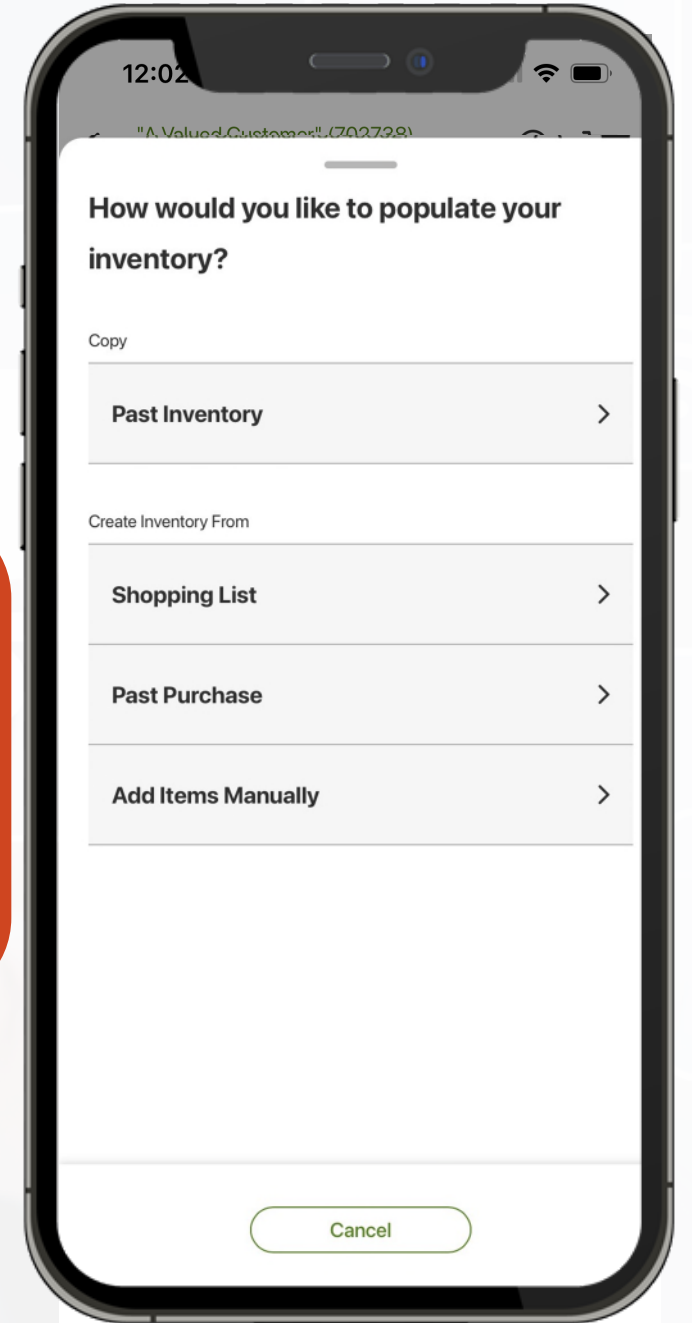


US Foods Inventory

- Create a New Inventory Worksheet



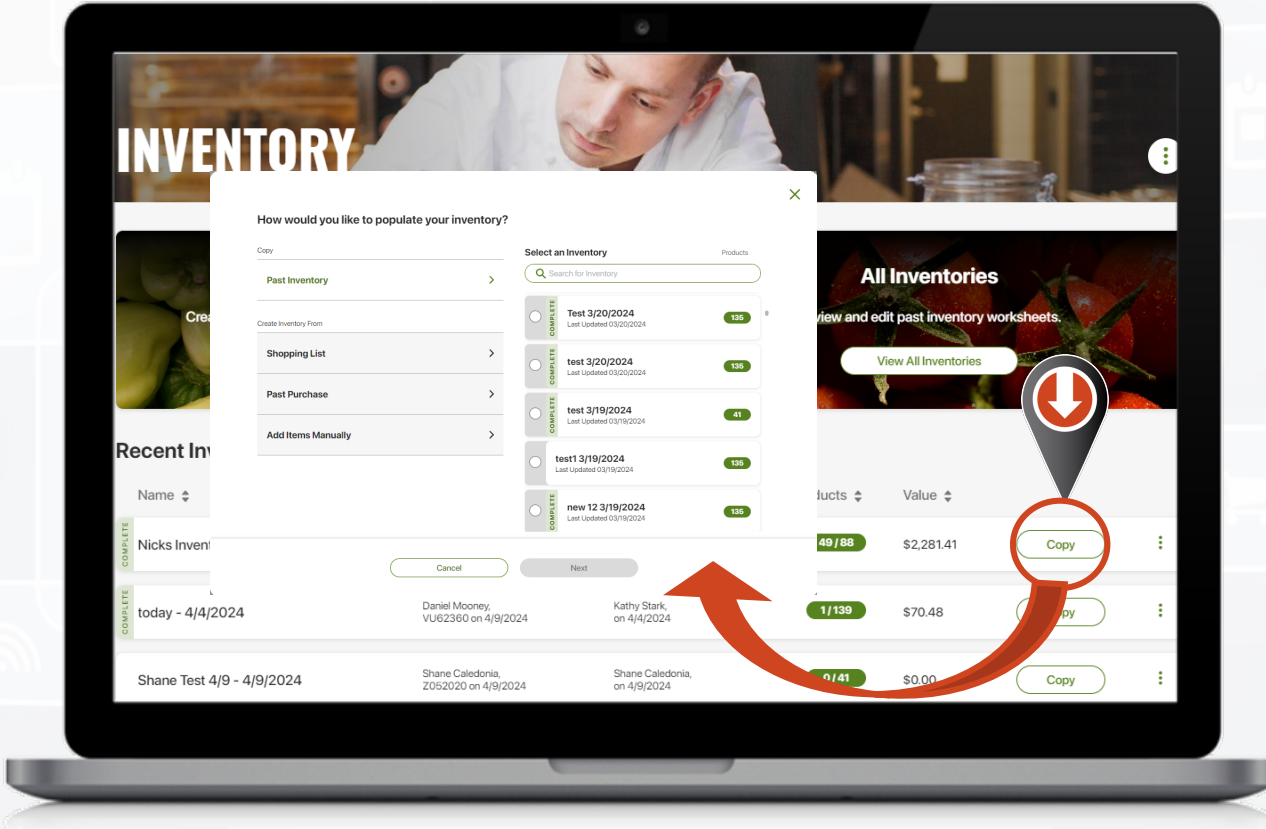
**Enter Inventory Name,
Date & Select Copy
*Past Inventory,
Shopping List, Past
Purchase or Add Items
Manually***





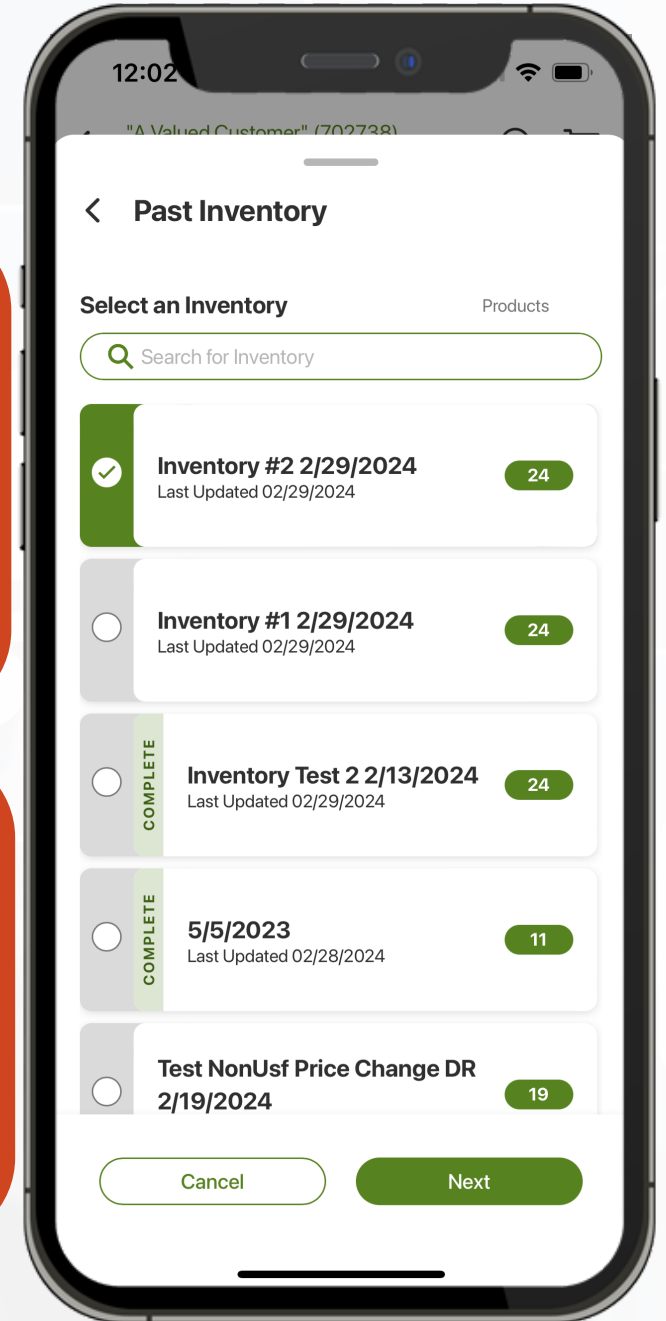
US Foods Inventory

- Create a New Inventory Worksheet – *Past Inventory*



To create a new Inventory from a Past Inventory, select Copy Inventory, search or select previous Inventory Worksheet.

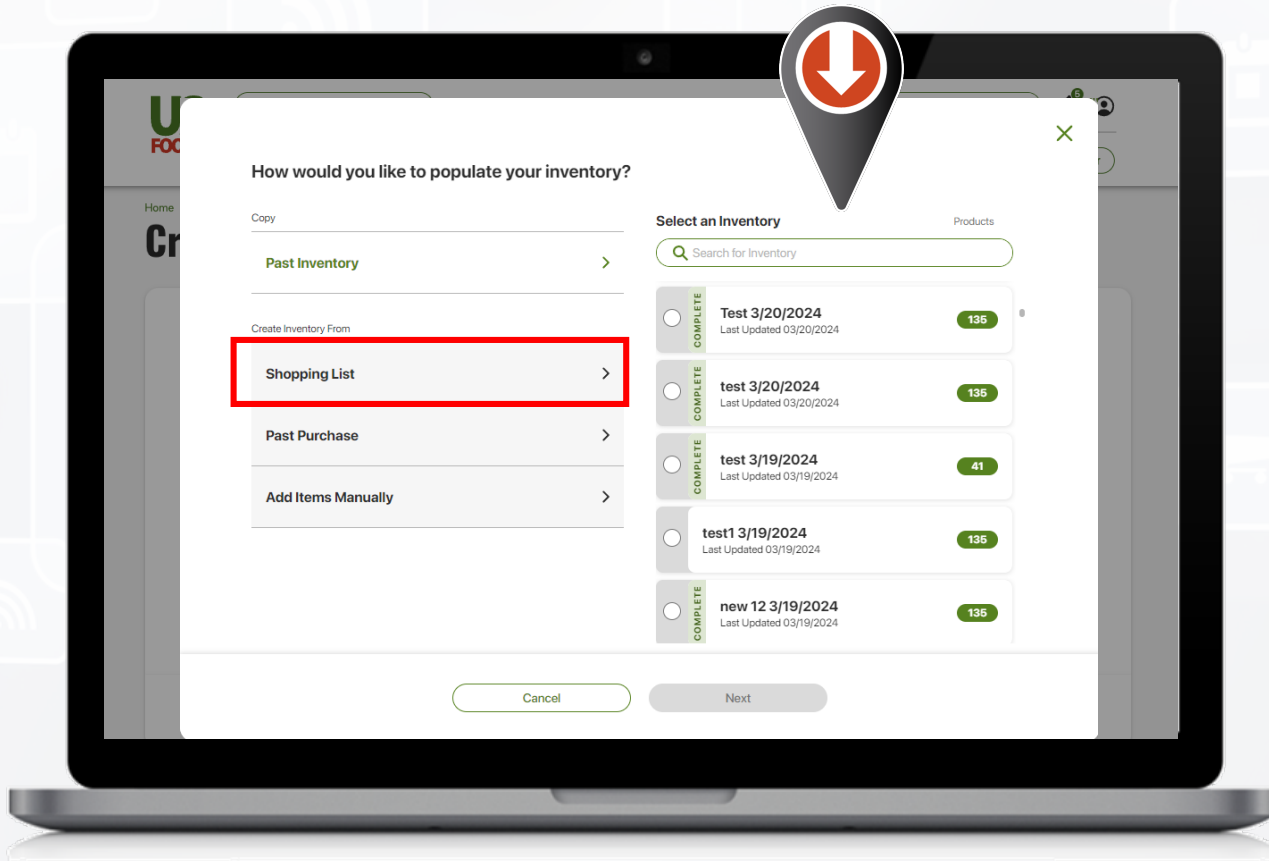
Enter new Inventory Name, select Date, and if you would like to reset your Inventory Counts



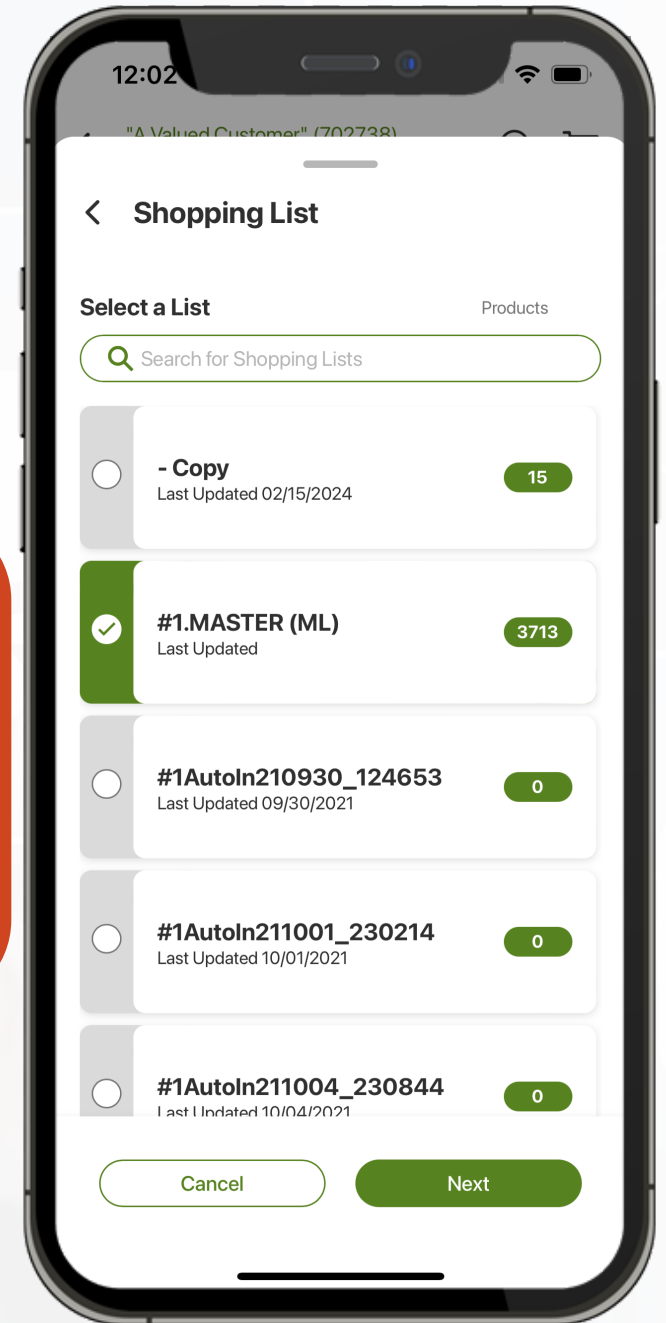


US Foods Inventory

- Create a New Inventory Worksheet – *Shopping List*

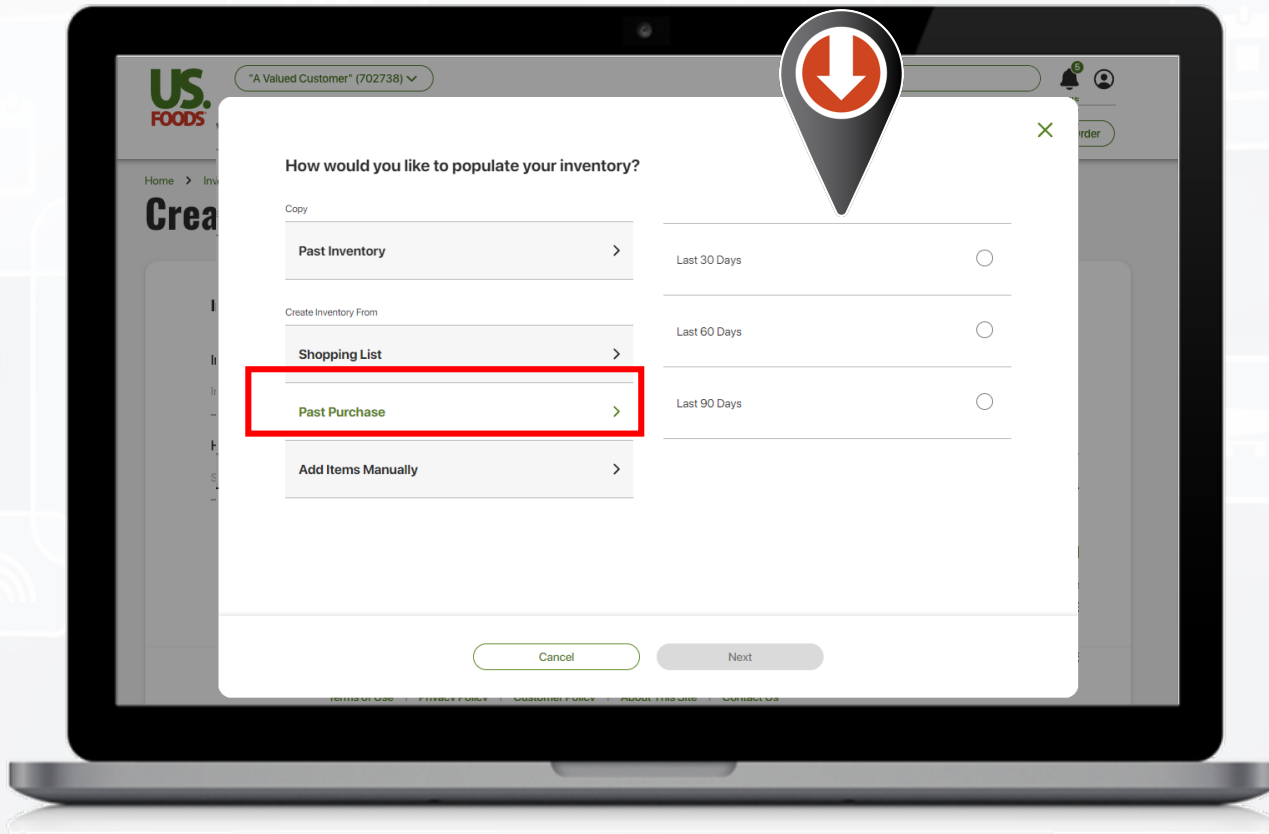


To create a New Inventory from Shopping List, search or select Shopping List, enter new Inventory Name, and select Date and submit



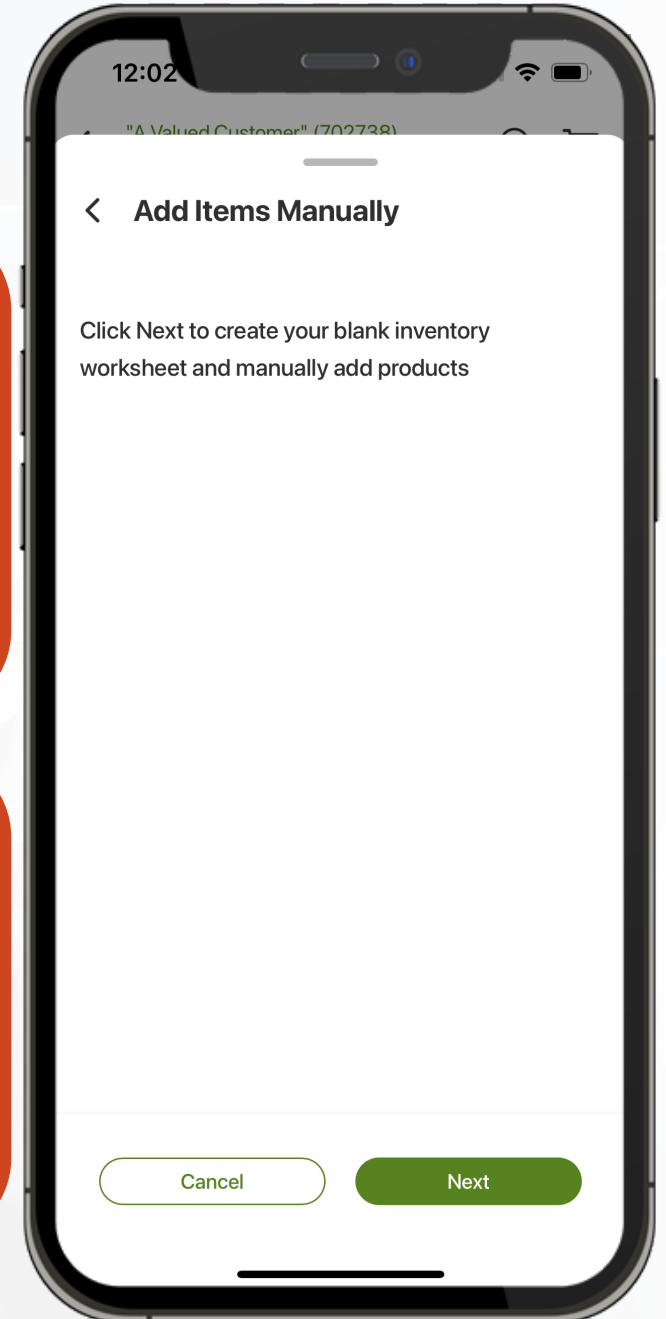
US Foods Inventory

- Create a New Inventory Worksheet - *Past Purchase & Blank Inventory*



To create a New Inventory from Past Purchases, select Last 30 Days, Last 60 Days, or Last 90 Days

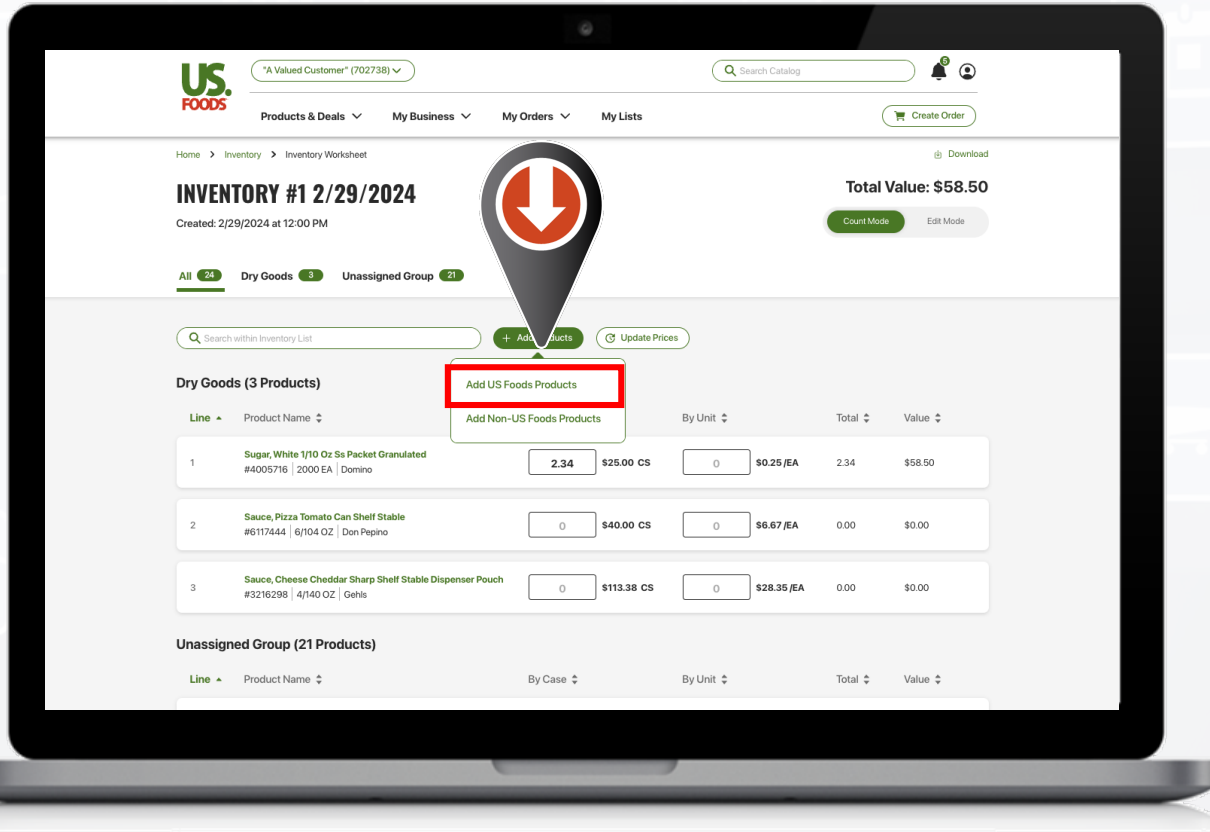
To create a blank New Inventory from scratch select Add Items Manually



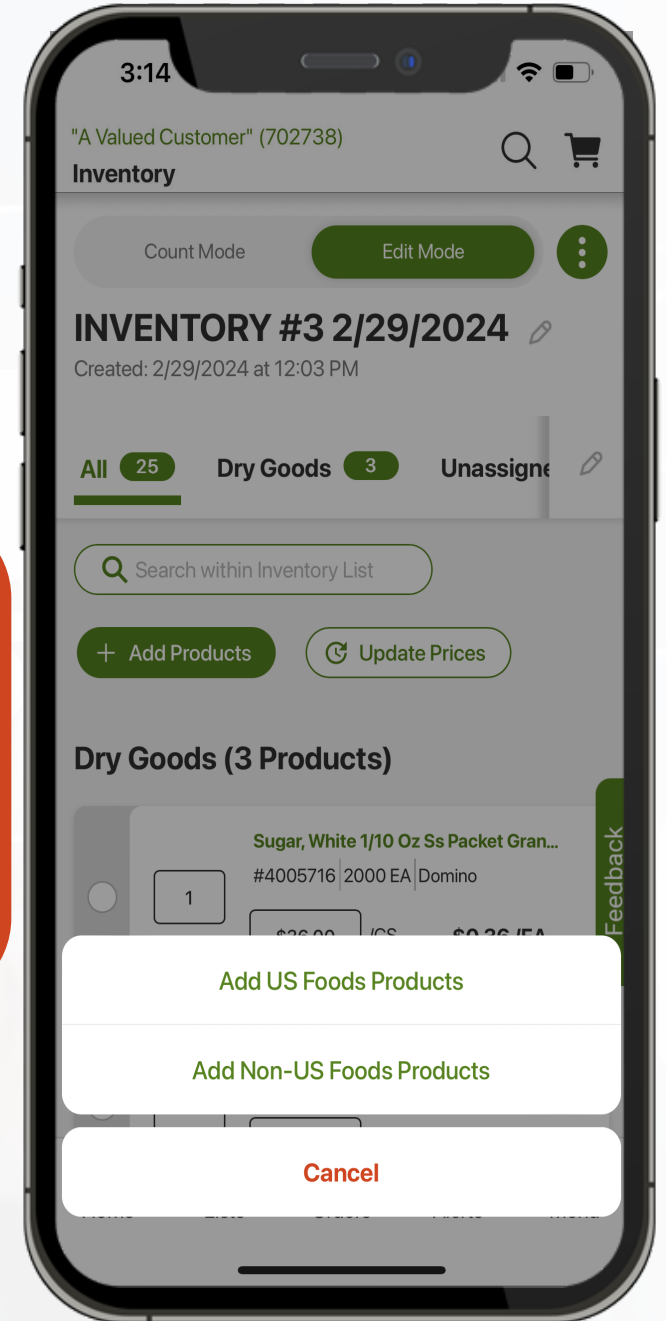


US Foods Inventory

- Add Products



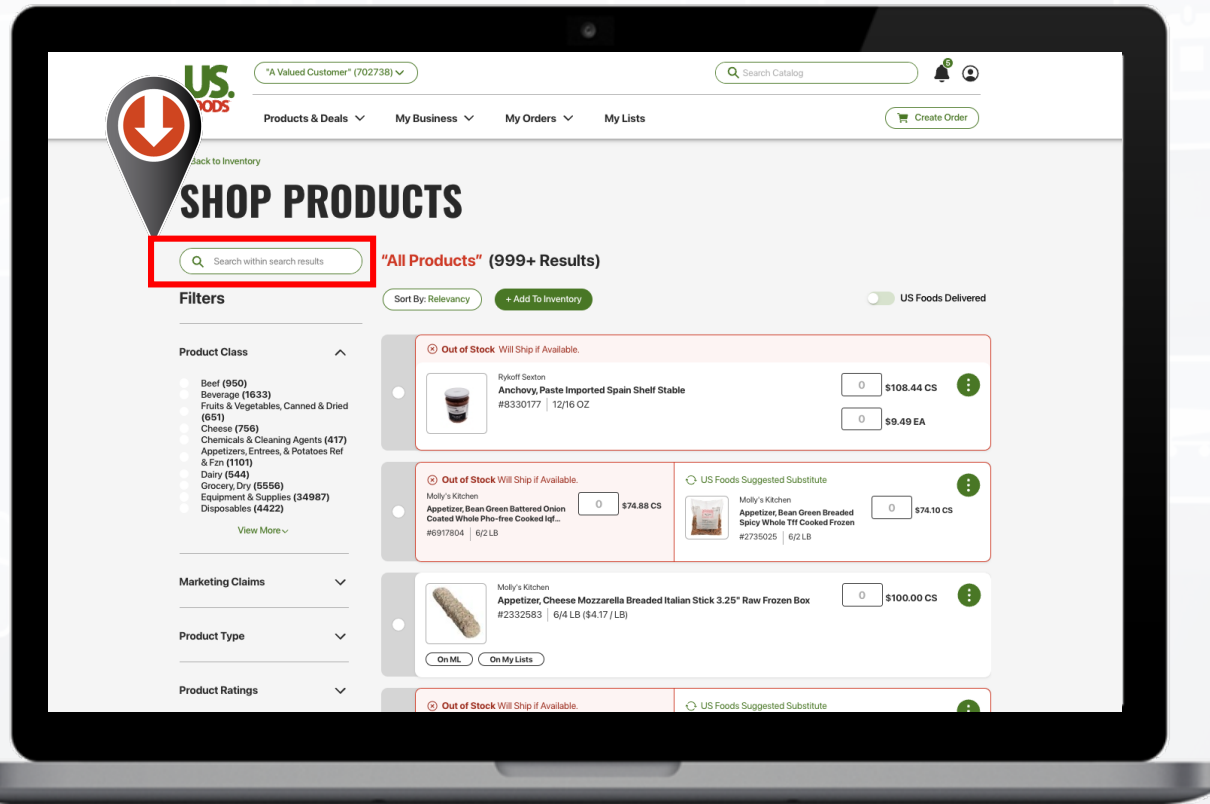
Within the Inventory Worksheet, click Add Products & Add US Foods Products to go to Search and add new items to your Worksheet





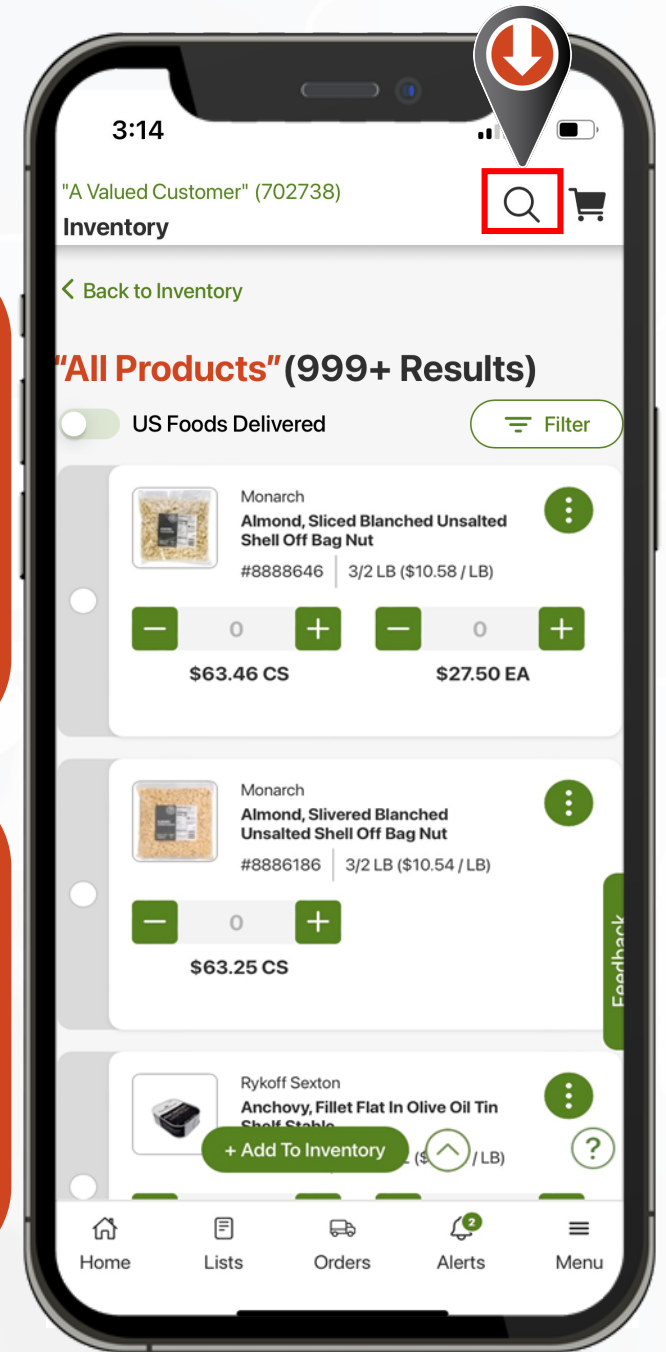
US Foods Inventory

- Add Products – From Search



On Desktop, utilize Filters or Search Within Search Results to find products to add to Inventory Worksheet

On Mobile, use Filters or click on Magnifying glass in top right corner of search page to search for items to add to Inventory worksheet.



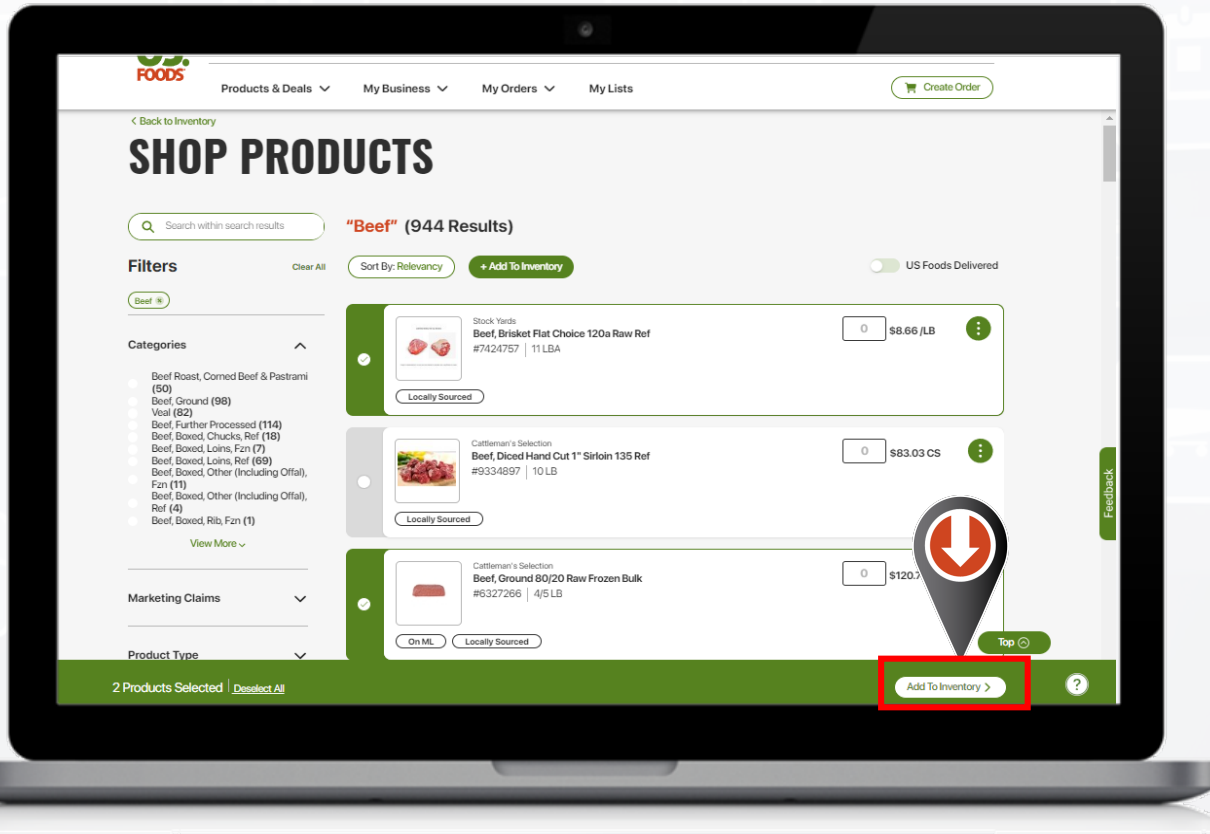
*On desktop, utilizing Search bar in top right corner will remove ability to add Products to Inventory Worksheet



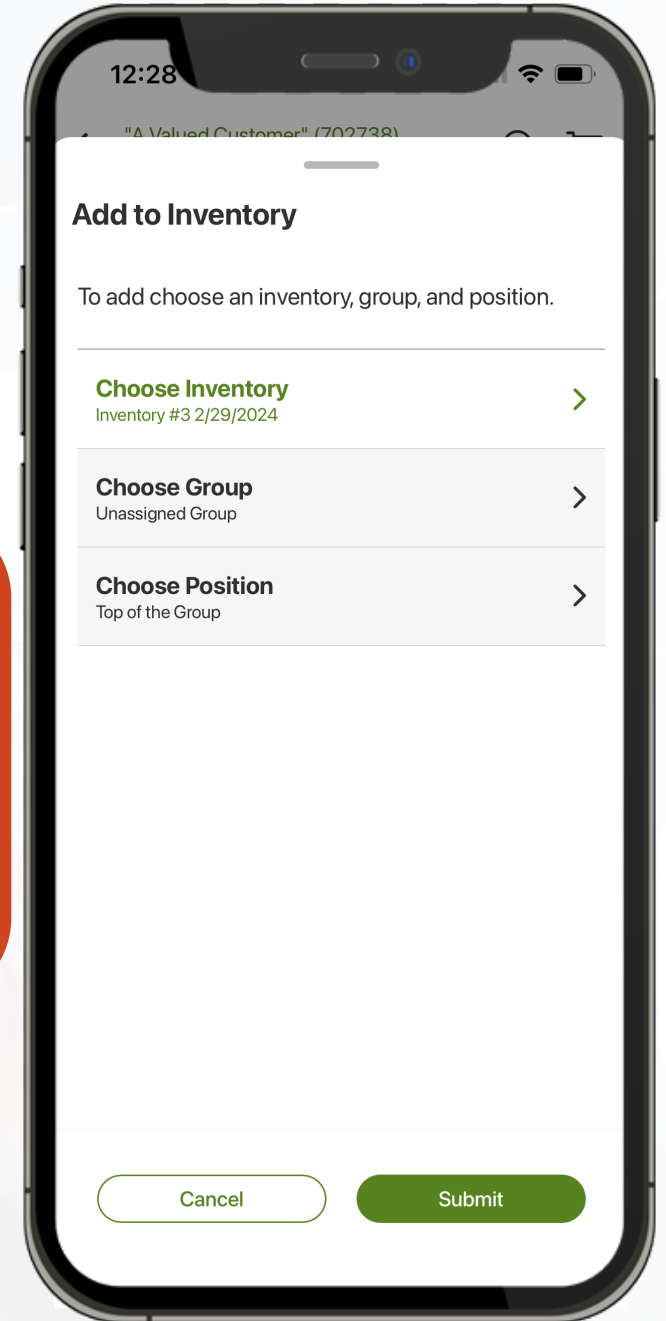


US Foods Inventory

- Add Products – From Search



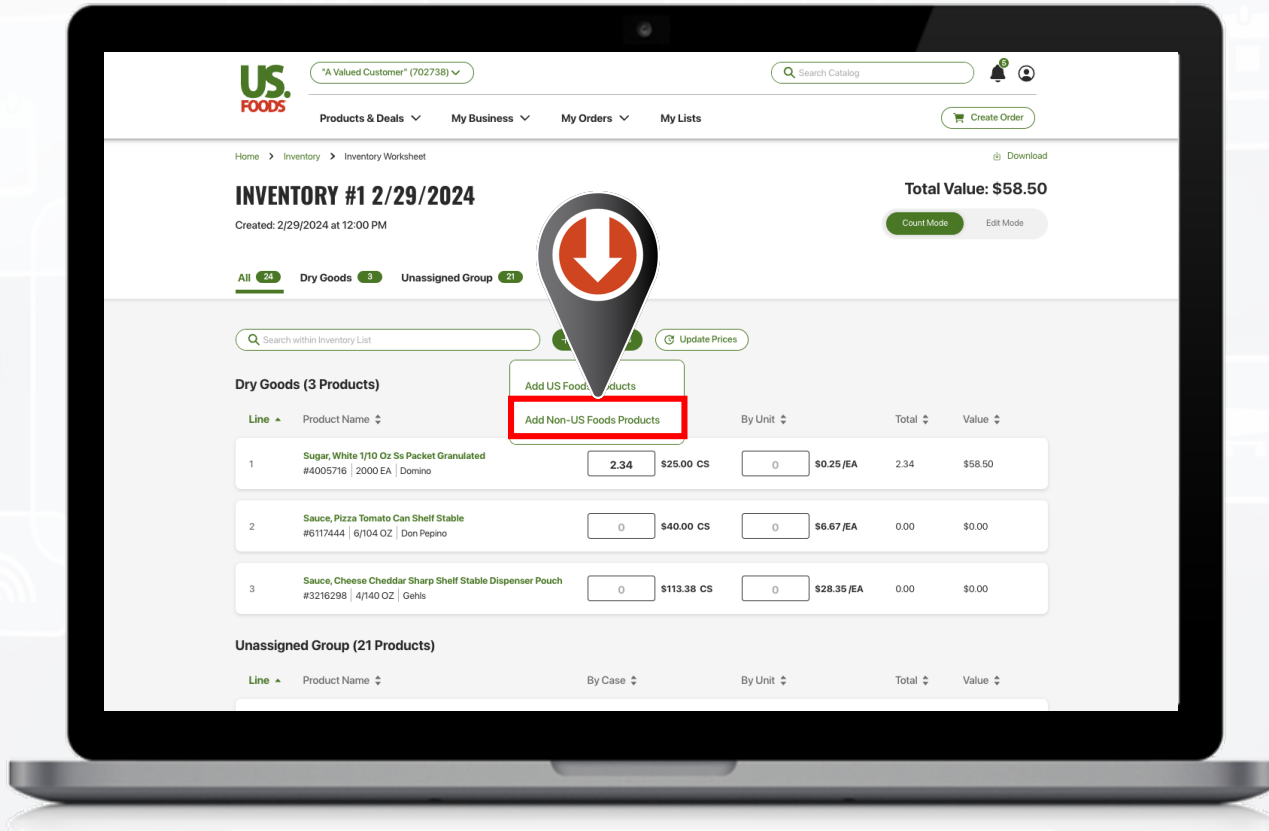
Select items and click Add to Inventory button at bottom of screen. Optionally select Group and Position within the Group





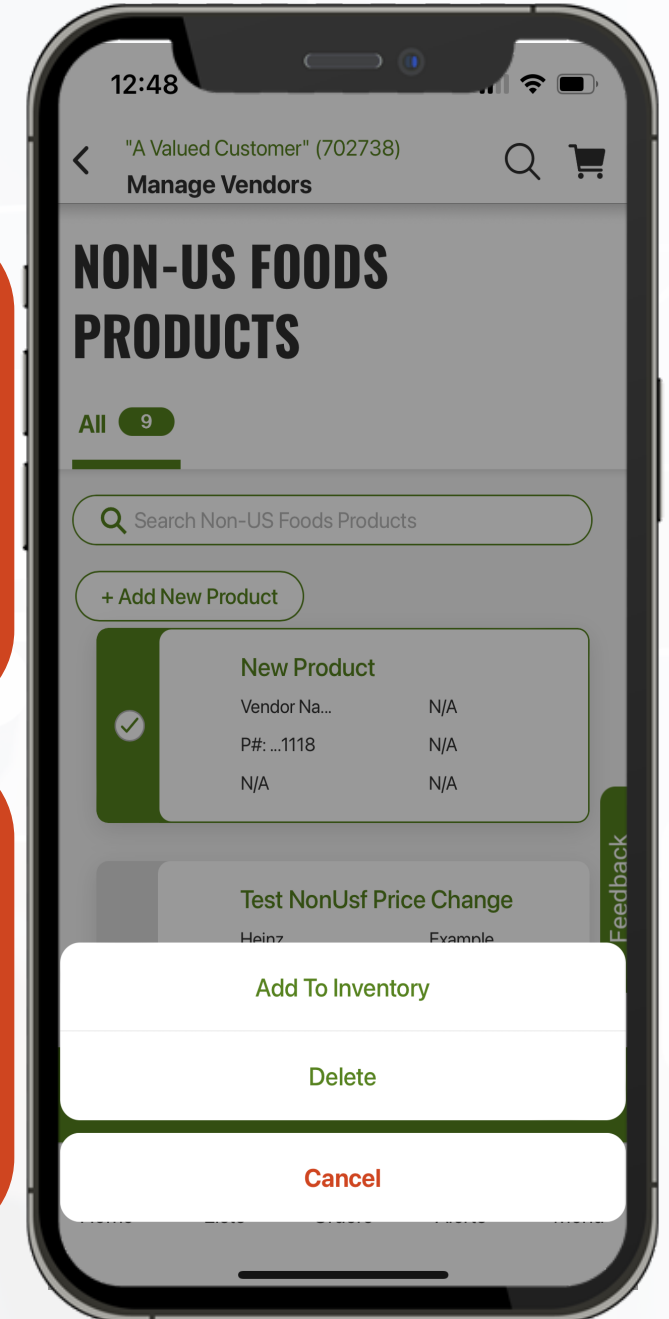
US Foods Inventory

- Add Products – *Non-US Foods Products*



Within an Inventory Worksheet, click Add Products & Add Non-US Foods Products to add new items to your Worksheet.

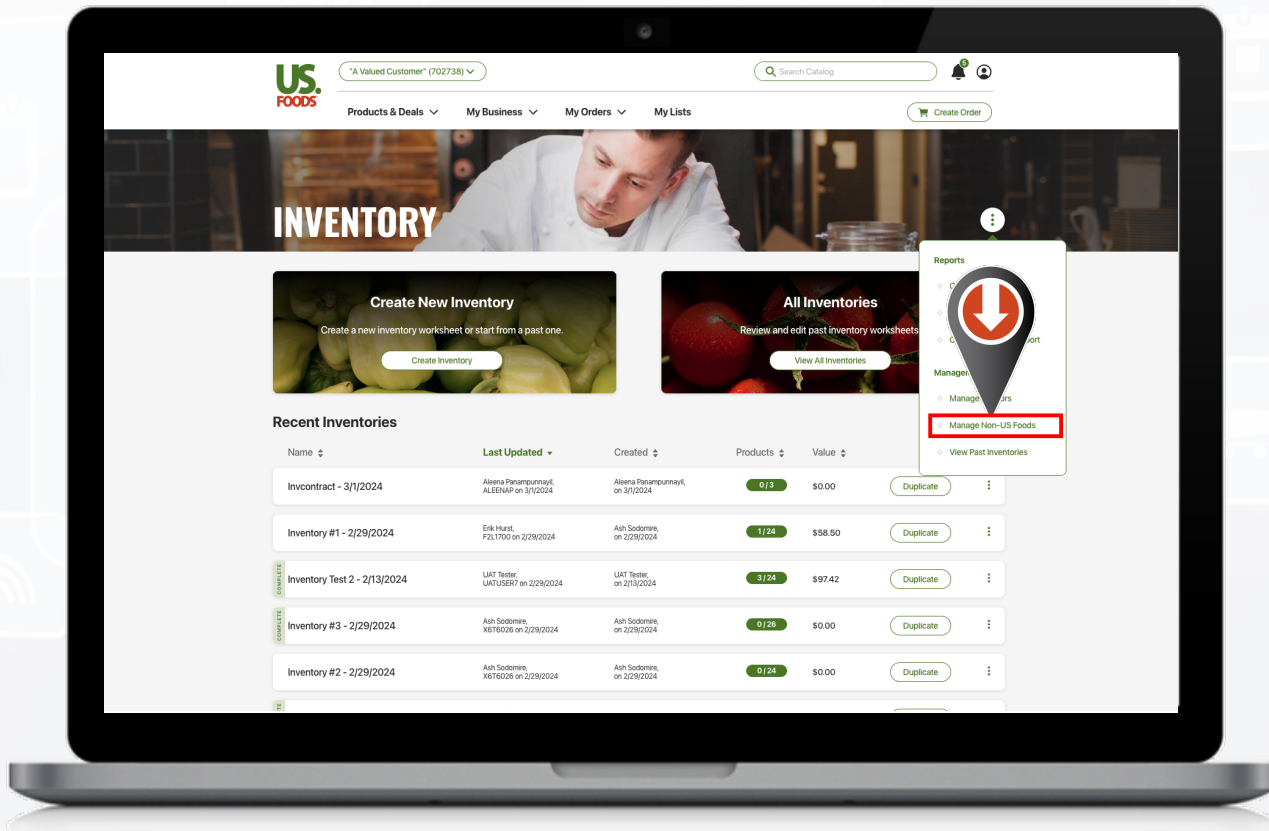
Search or scroll and select item and click Add to Inventory





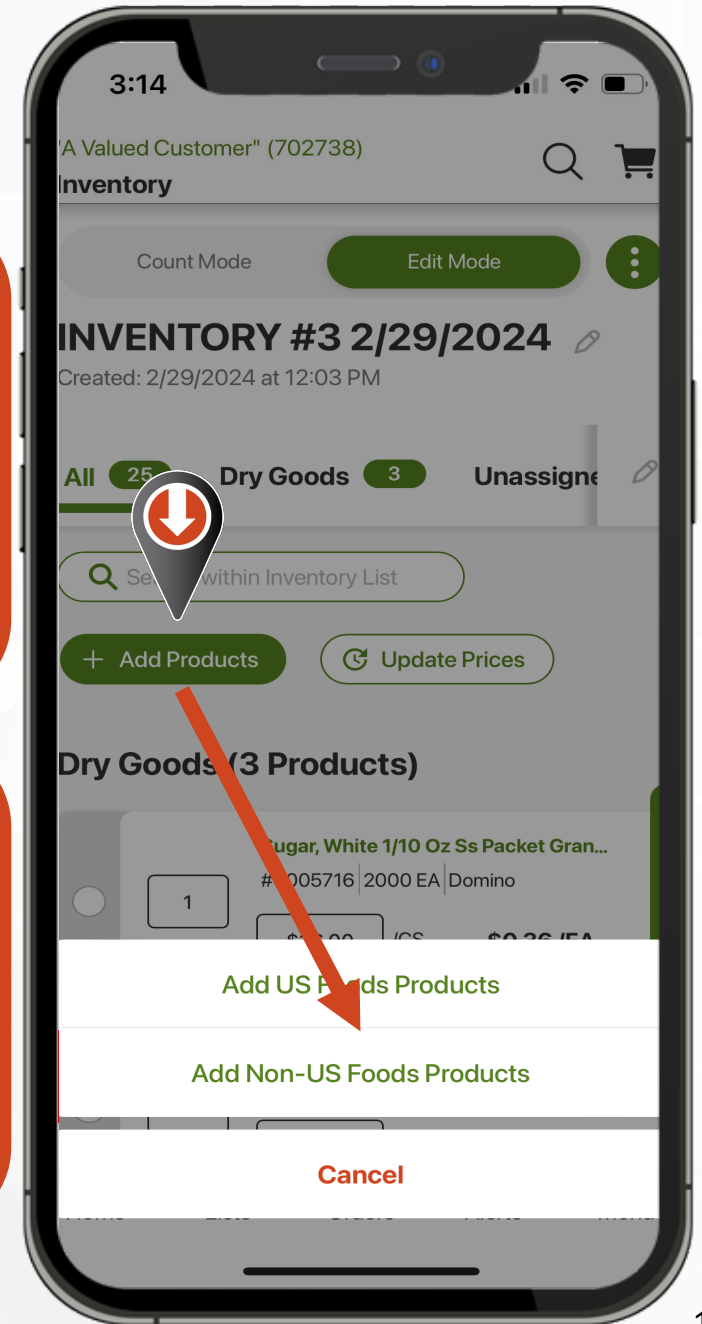
US Foods Inventory

- Non-US Foods Items



On Desktop, from the Inventory landing page, click the ellipses menu and Manage Non-US Foods Product

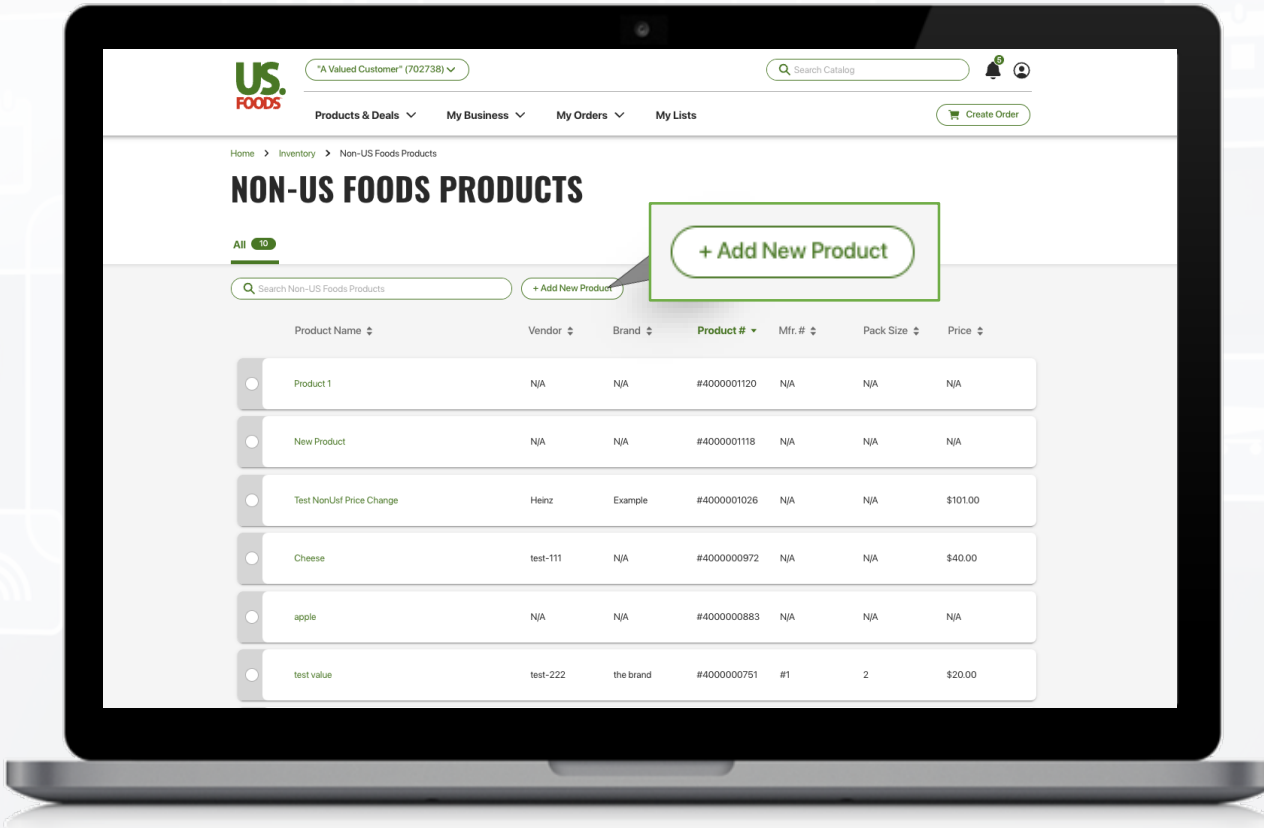
On Mobile, From the Inventory Landing Page, select Other Inventory Actions and Manage Non-US Foods Product





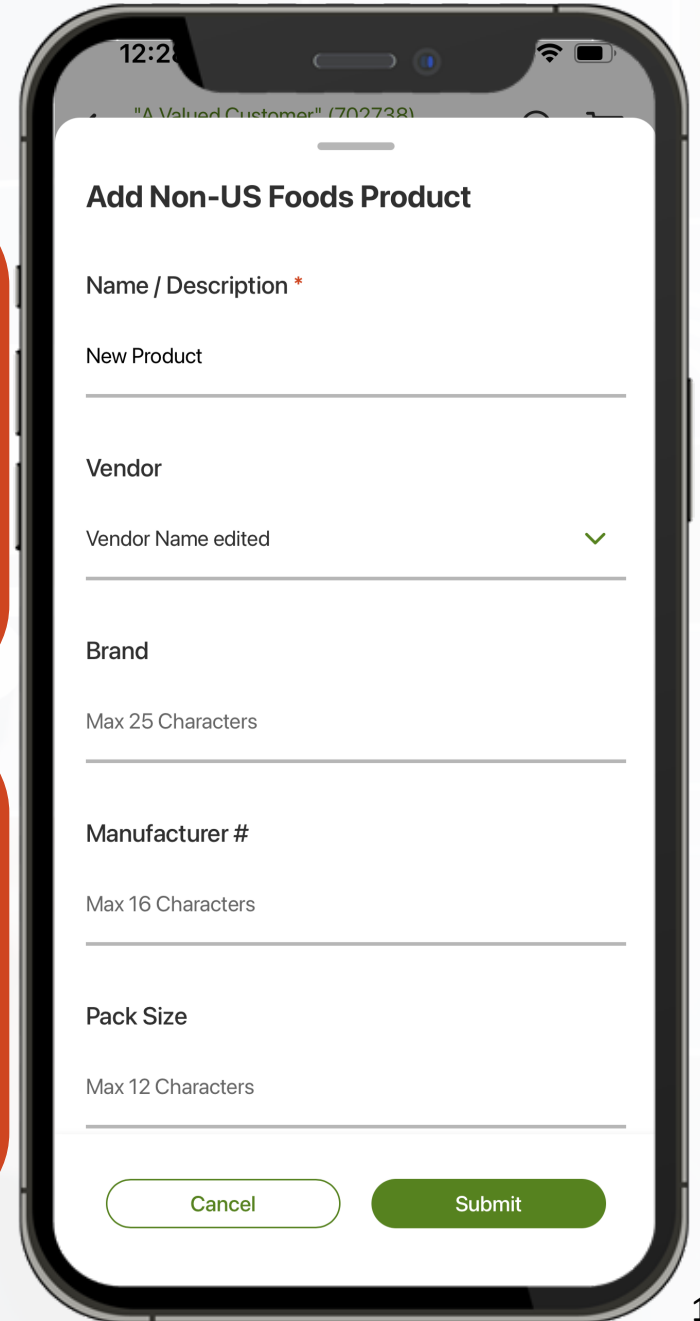
US Foods Inventory

- Non-US Foods Products



The Non-US Foods Products page allows you to Add New, Delete or Search for your existing Non-US Foods Products.

To create a new Non-US Foods Product, click Add New Product on the Non-US Foods Products page, and enter required information* in fields and click Submit.



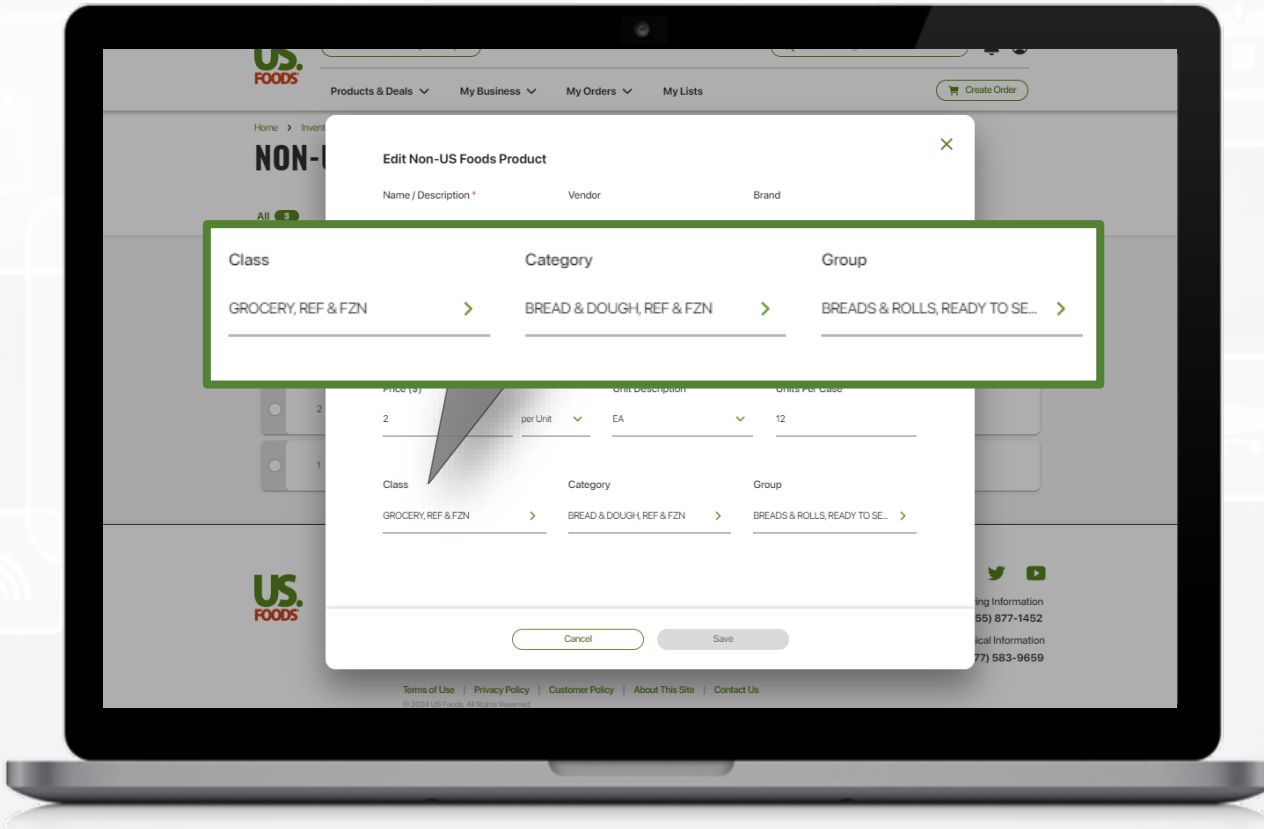
*Name/Description is only required field, however Price, Unit Description and Units Per Case will be needed to properly calculate values.





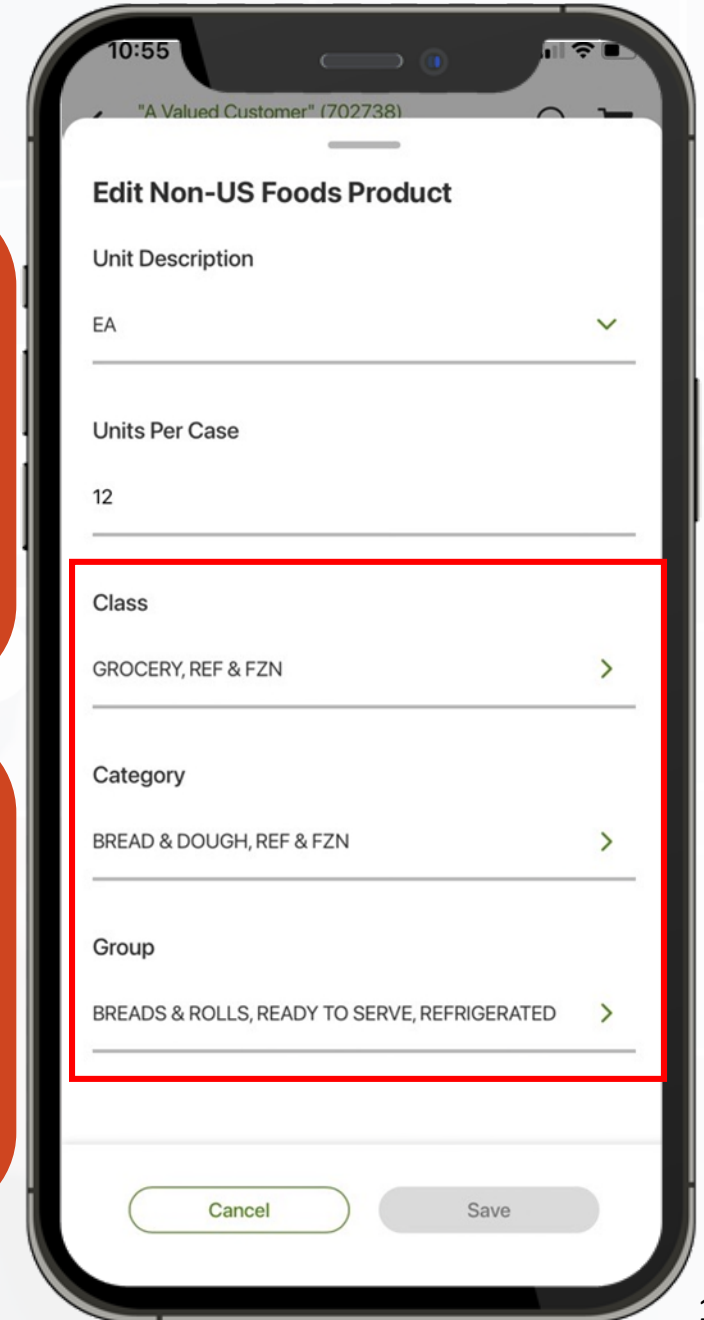
US Foods Inventory

- Non-US Foods Product GL Codes



Users utilizing US Foods General Ledger (GL) codes can assign GL codes to Non-US Foods Products to appear in Inventory Reports

When creating or editing a Non-US Foods Product, select the US Foods Class, Category and Group that are assigned to GL Codes previously set in our US Foods GL Code tool.



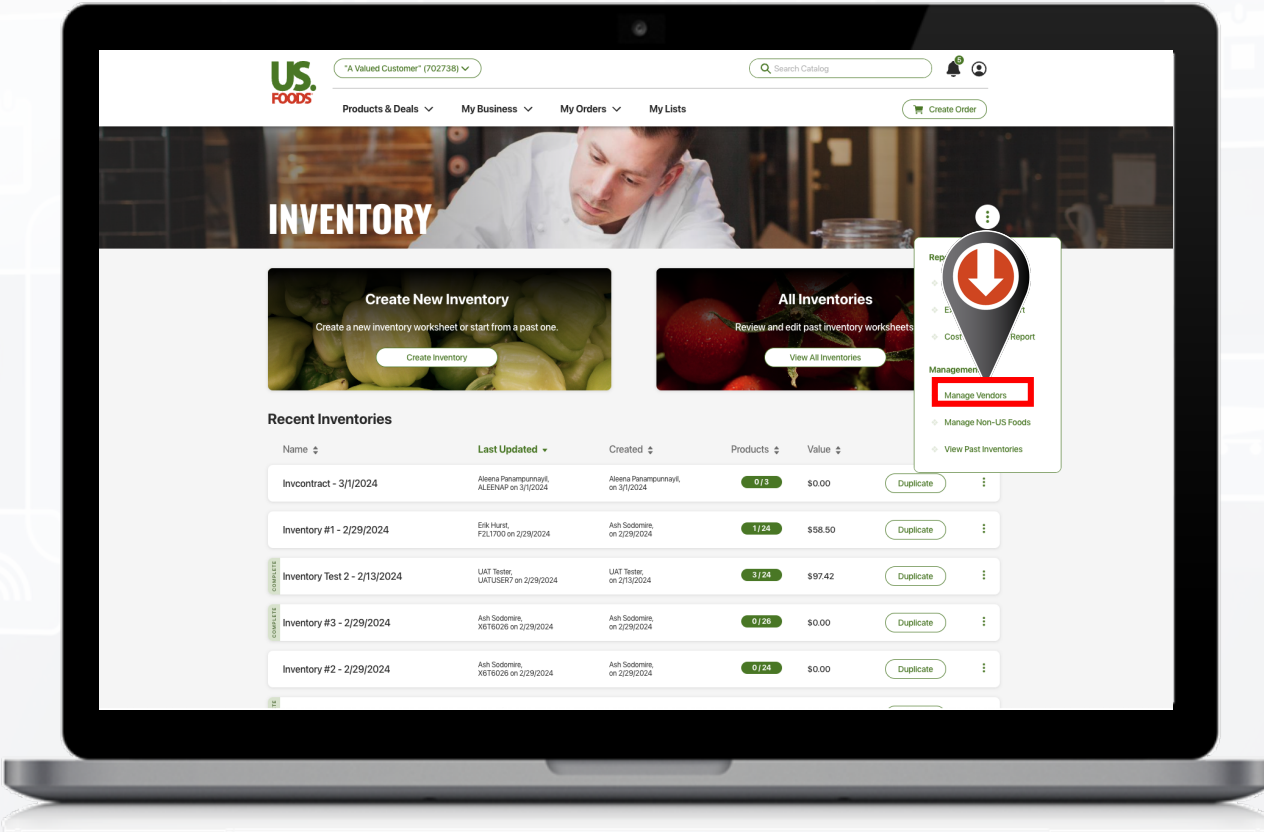
*GL Codes are only displayed on Reports with *Include GL Codes* option selected when generating Report



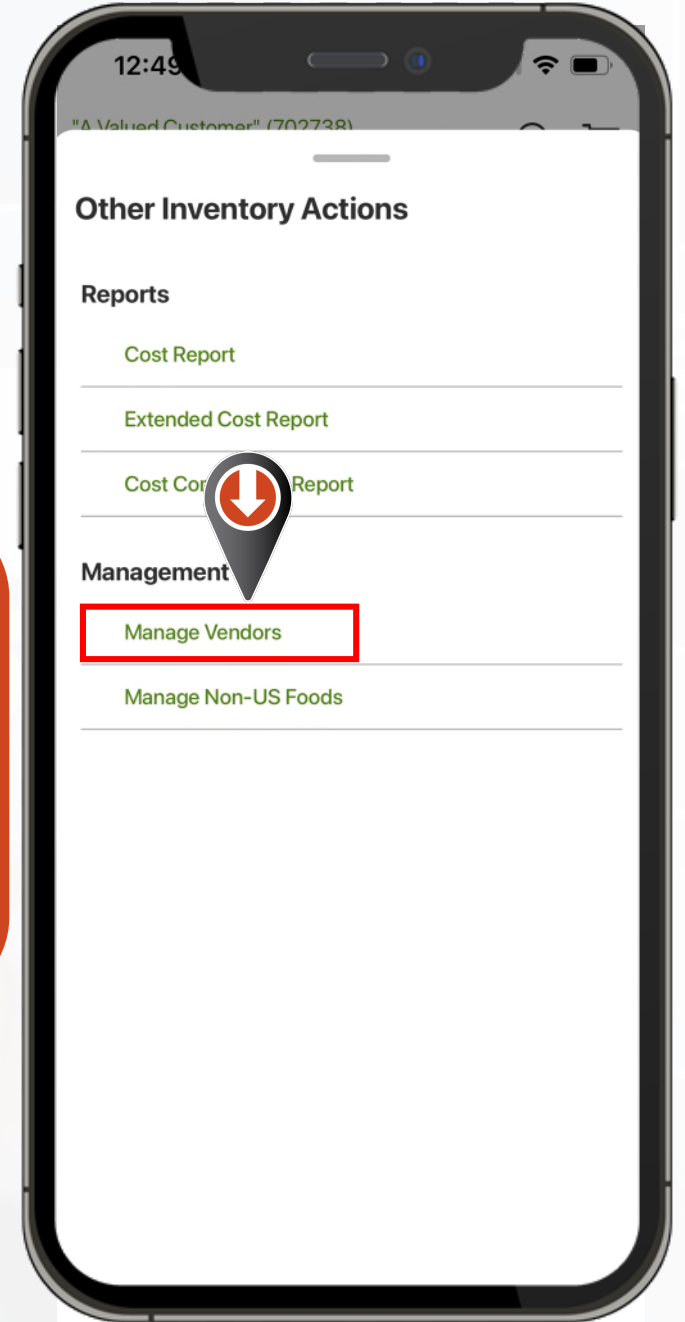


US Foods Inventory

- Manage Vendors



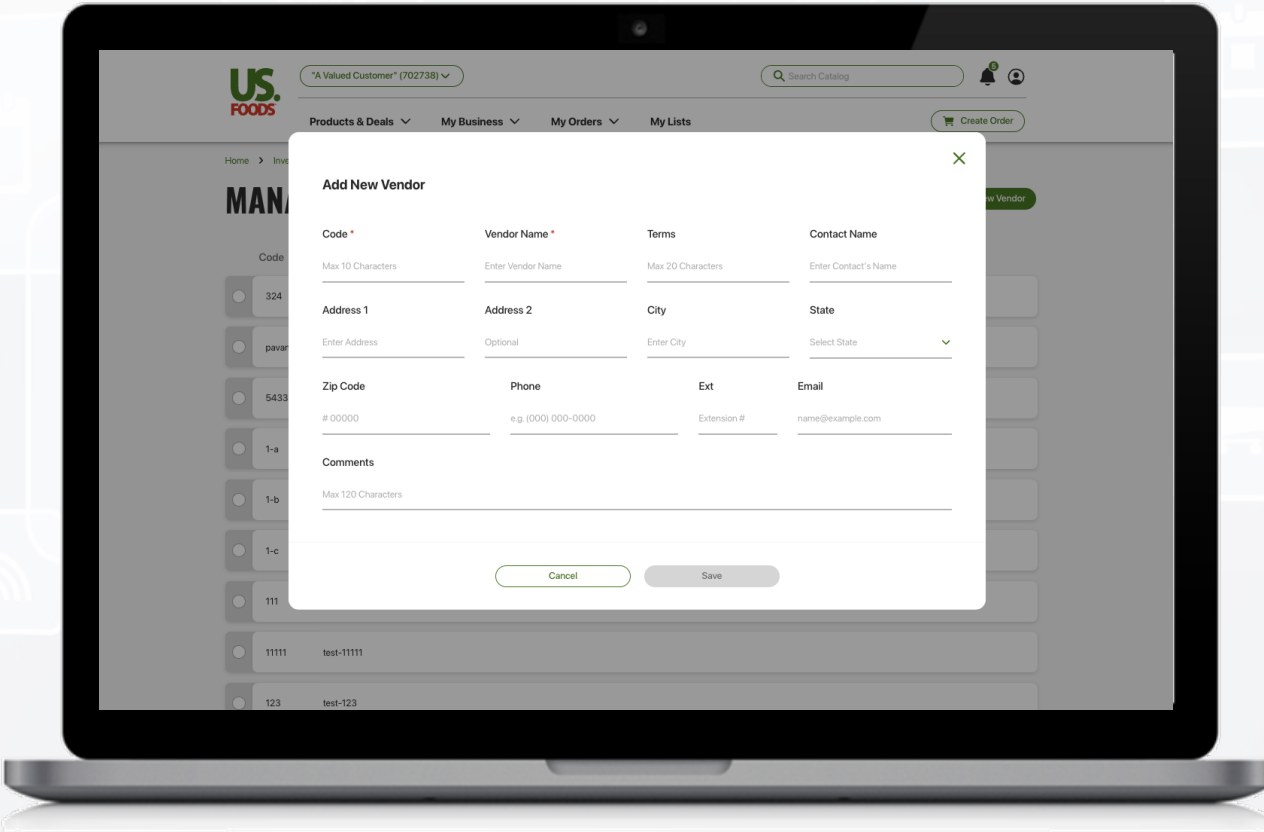
Click Manage Vendors to Add Non-US Foods Vendors to attach to Non-US Foods Products



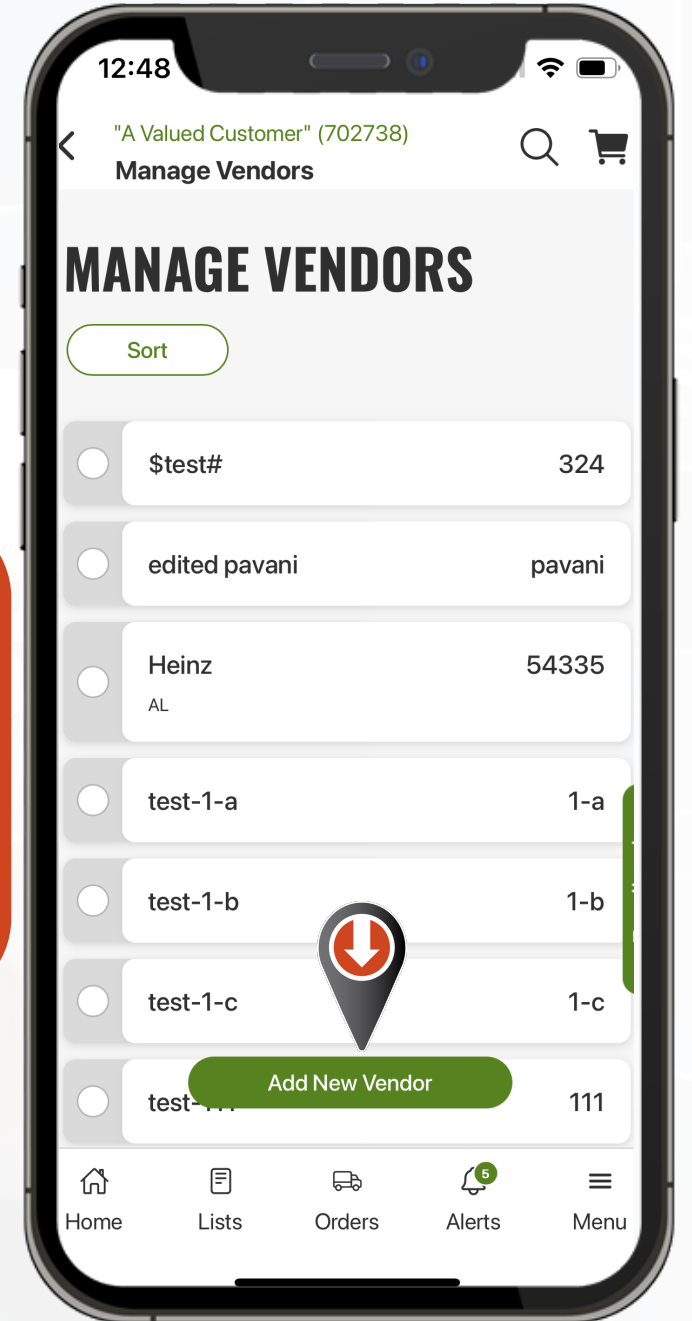


US Foods Inventory

- Manage Vendors



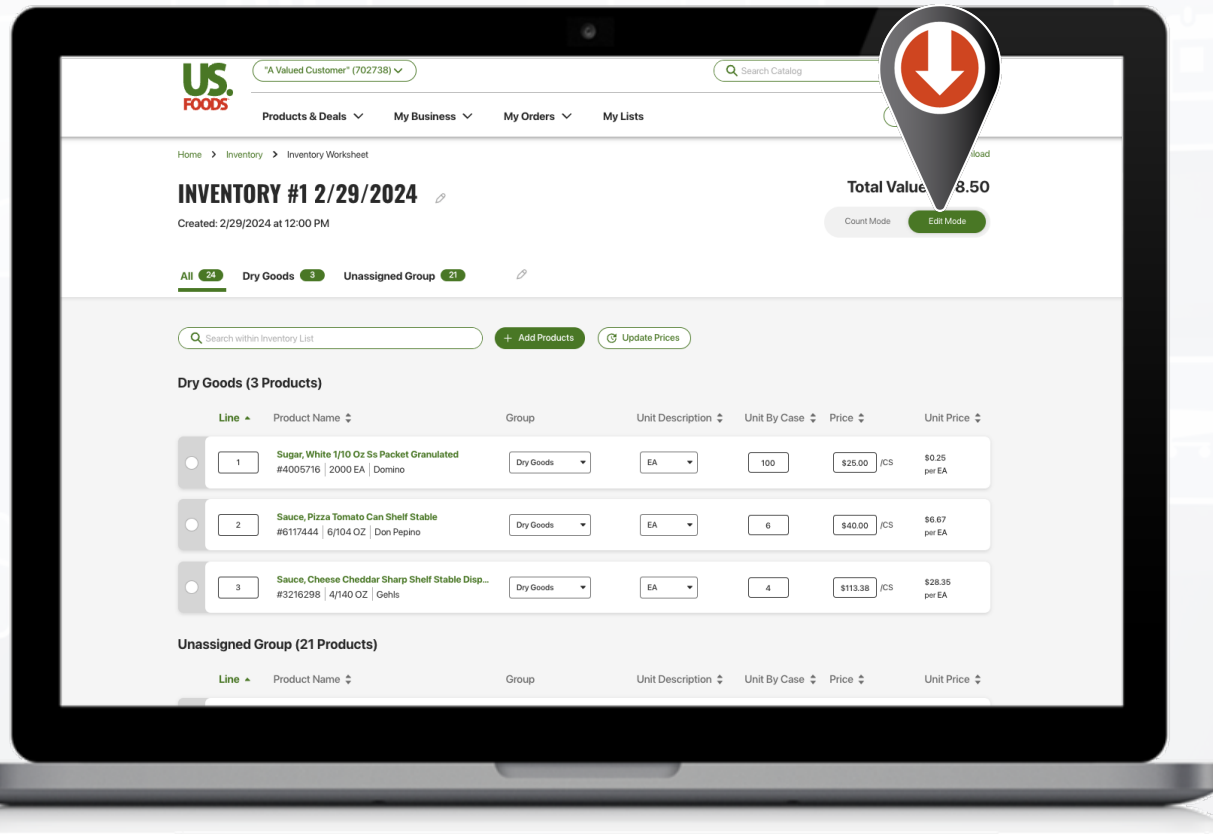
Click Add New Vendor and enter information in given fields



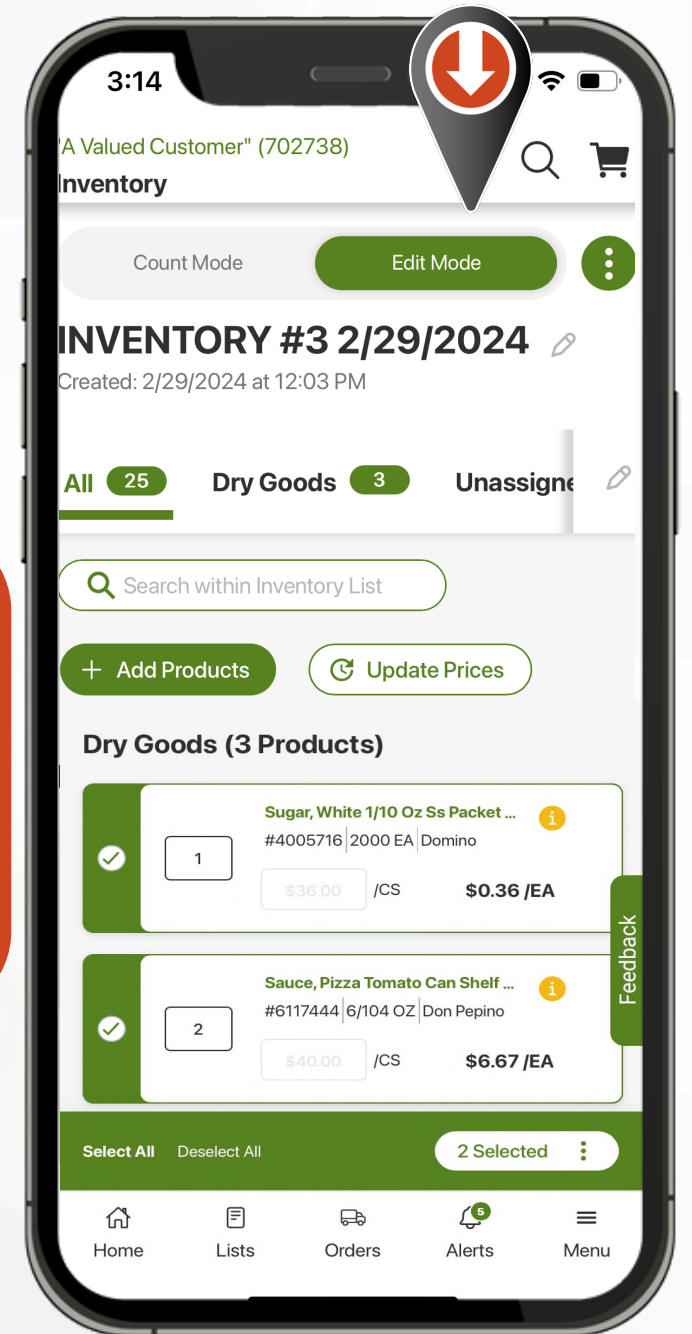


US Foods Inventory

- Edit Mode



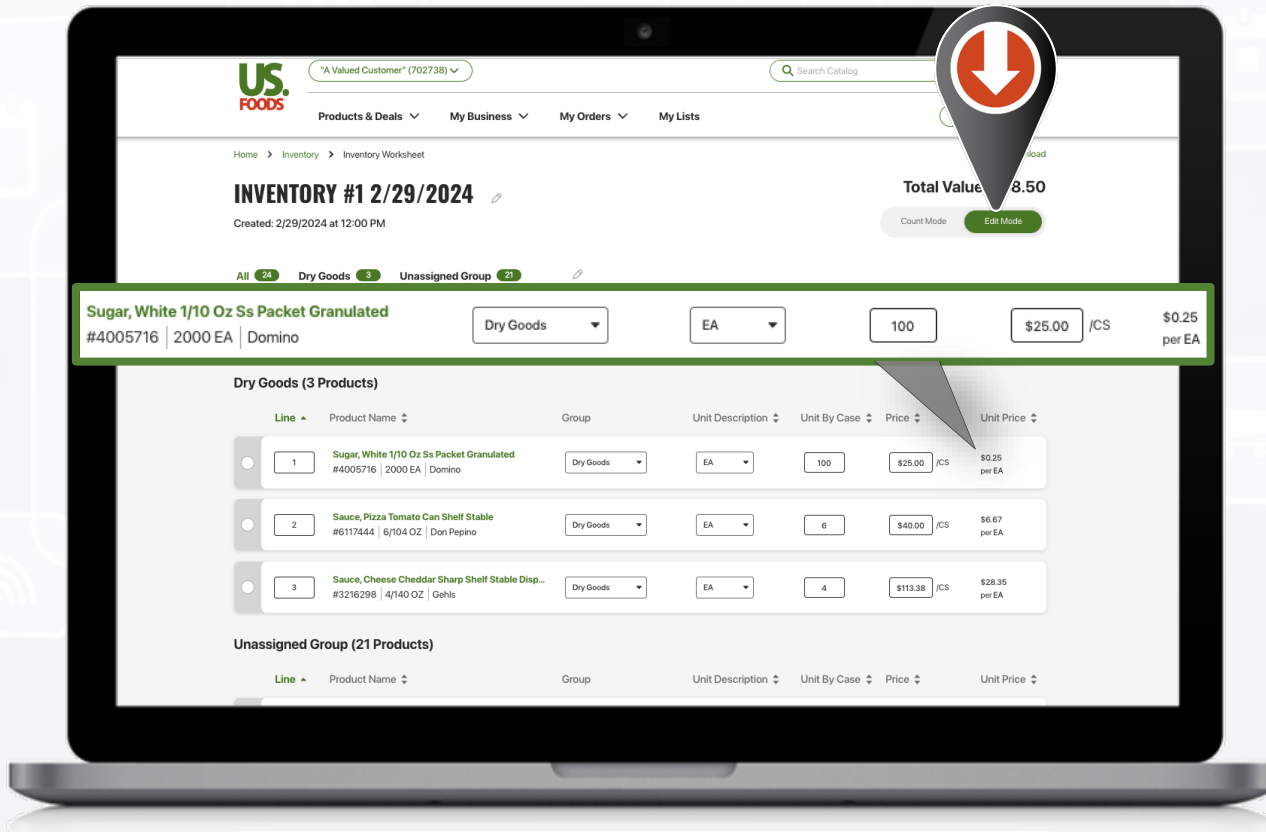
Click the Edit Mode slide button to quickly update Item(s) Group, Unit Description, Unit Case or Price. Click Count Mode to go back to counting your Inventory.





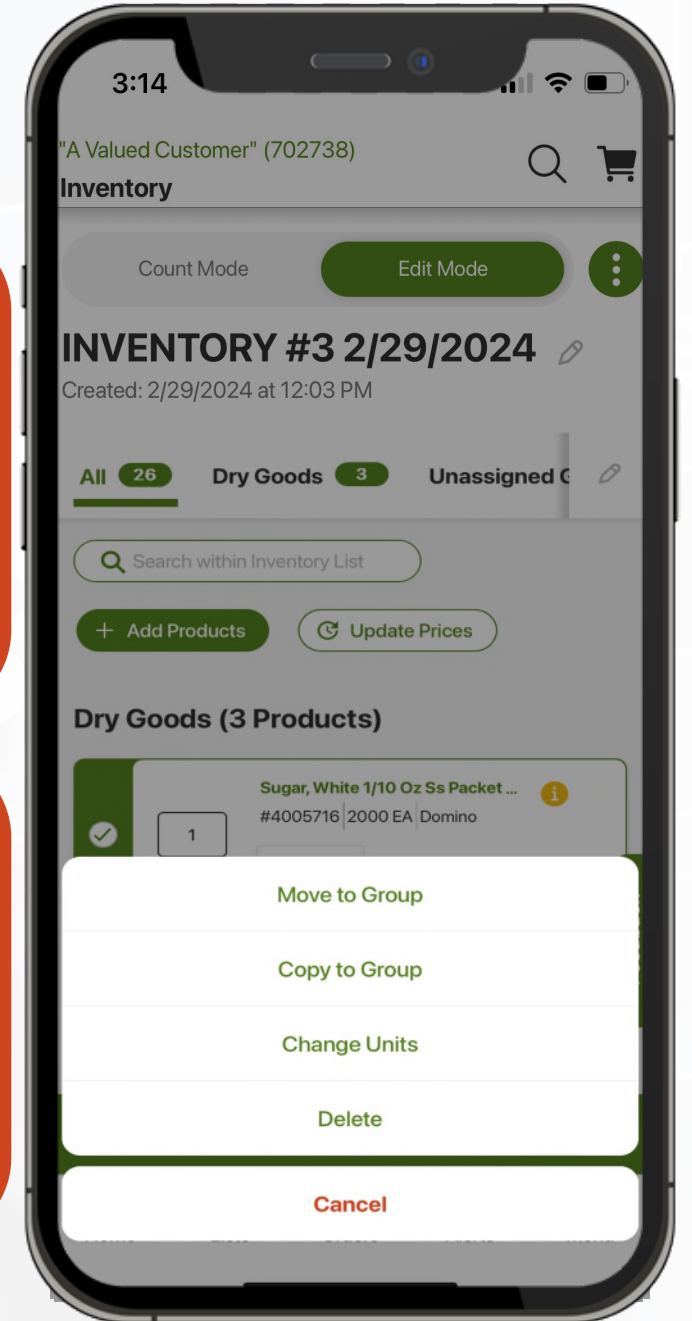
US Foods Inventory

- Edit Mode



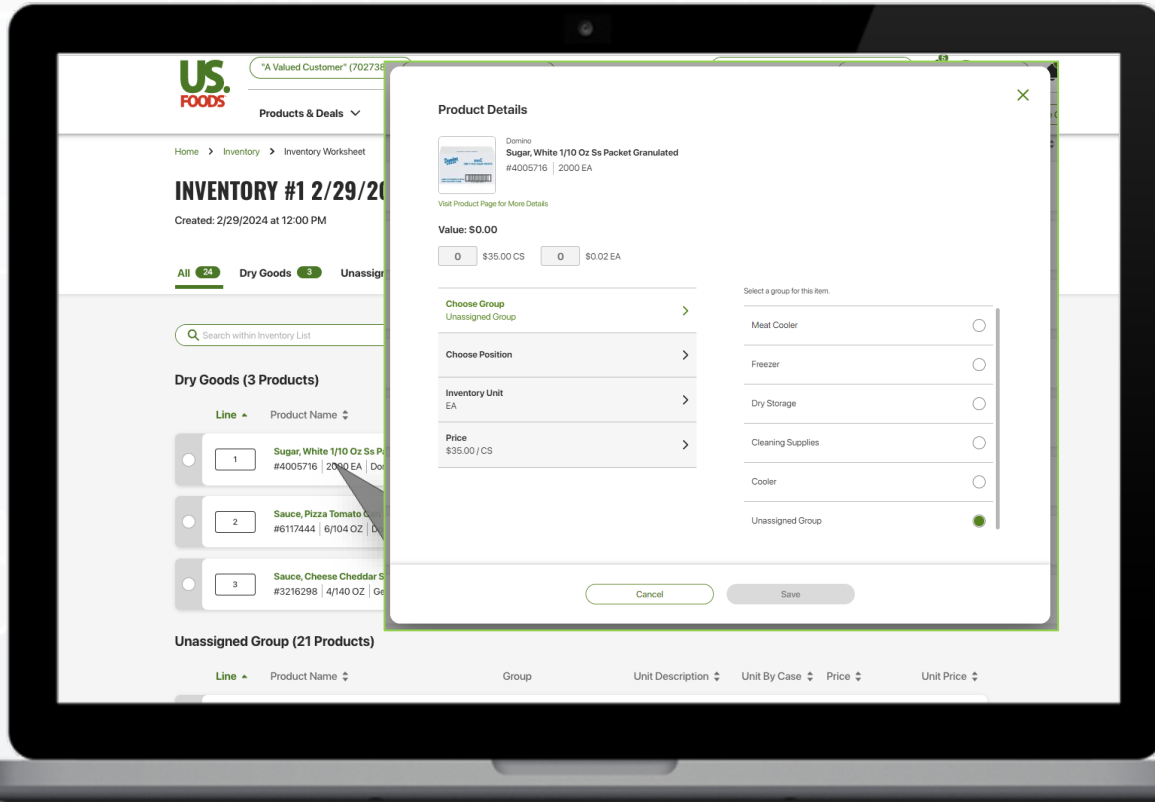
On Desktop, change individual item, Unit by Case or Price by line or select multiple items to update Group, Unit Description or Units by Case

On mobile, select single or multiple items to Move to Group, Copy to Group or update Unit Description or Unit by Case

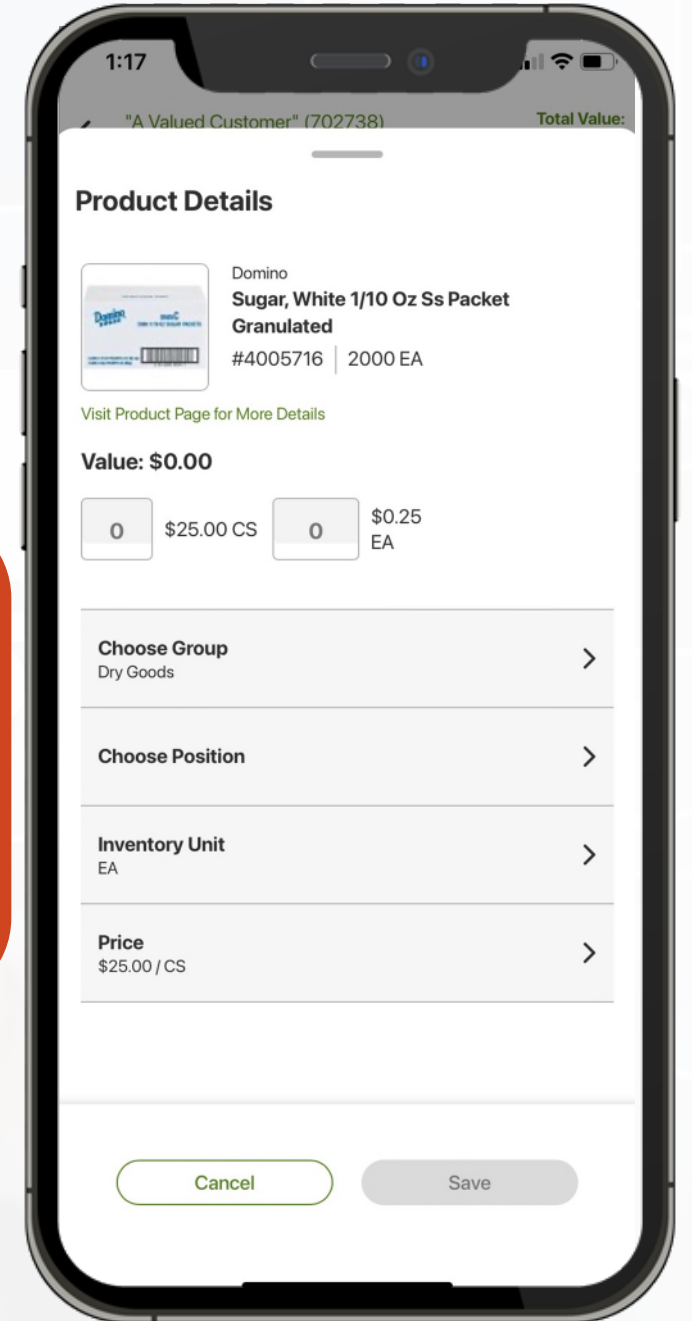


Inventory

- Edit Mode – Product Details



Click on the description of an individual item to make updates to Group, Position, Inventory Unit and Price of an Item



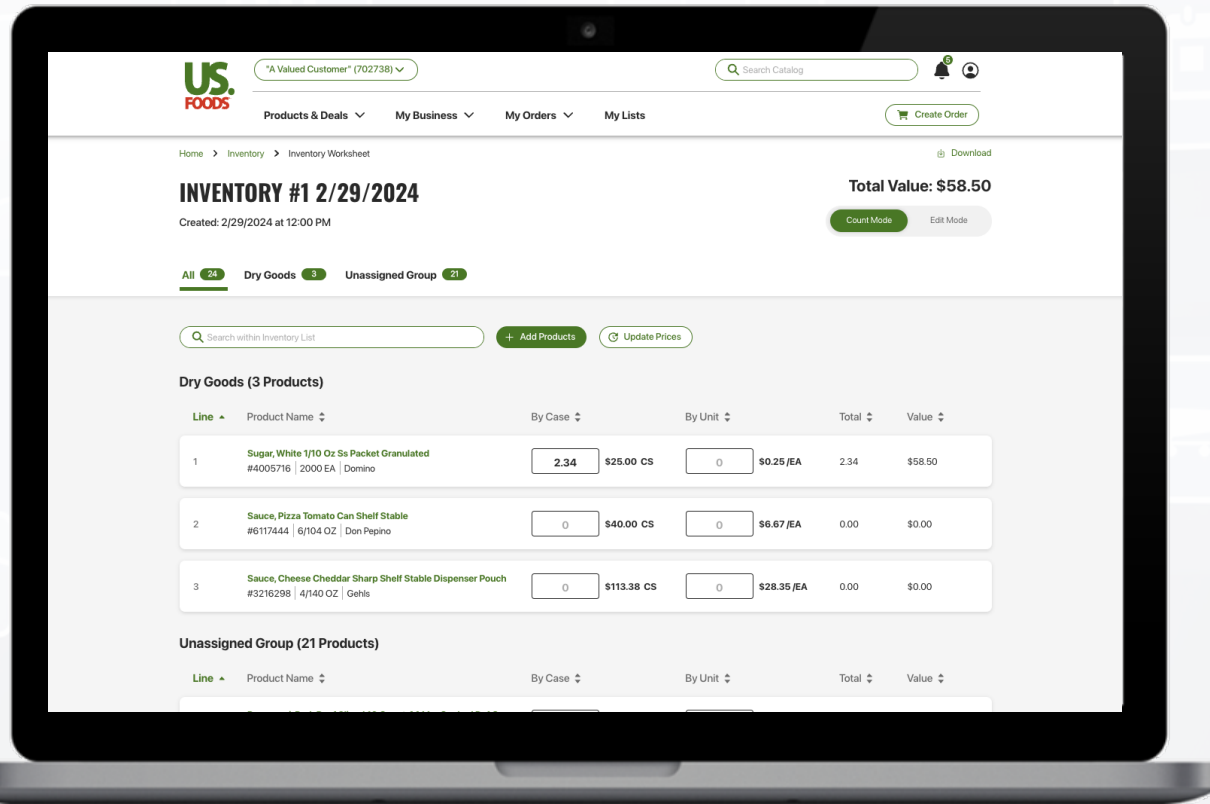
* Visit Product Page for More Details link will provide more detailed product information





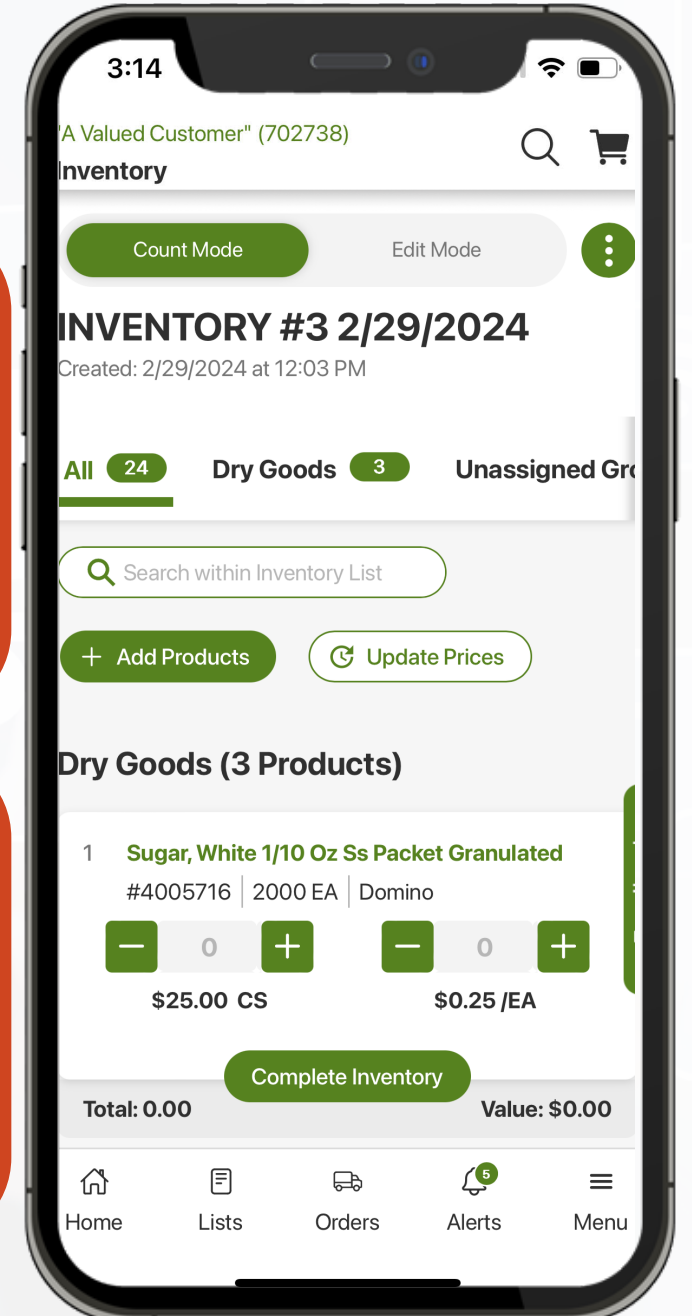
US Foods Inventory

- Count Mode



Count Mode allows you to quickly take count of your inventory by Case or Unit amount. Case & \$ amounts update in real time.

Filter by Group or Search within an Inventory Worksheet to find specific items.



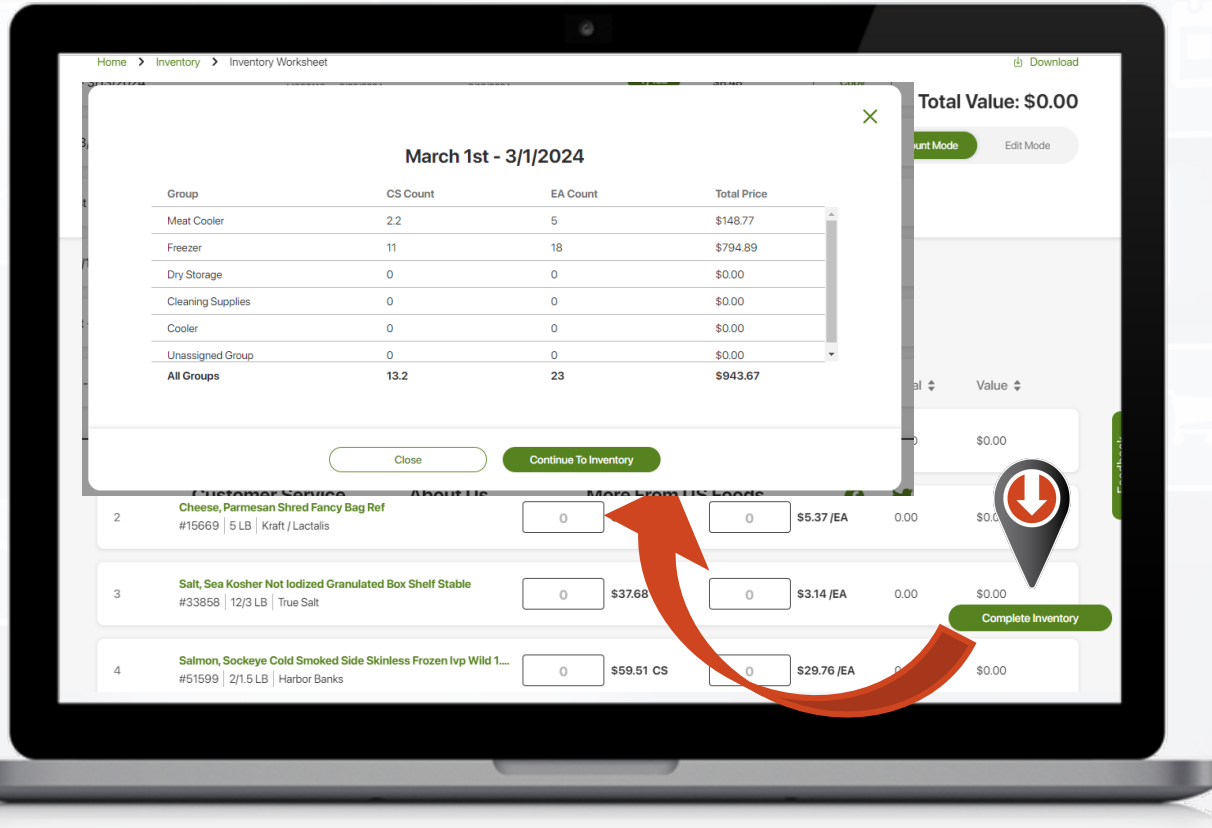
*Hot Keys on Desktop include Tab or Arrows to move between items and quantity boxes. On Mobile, use the plus or minus button or tap the number field to enter custom number.



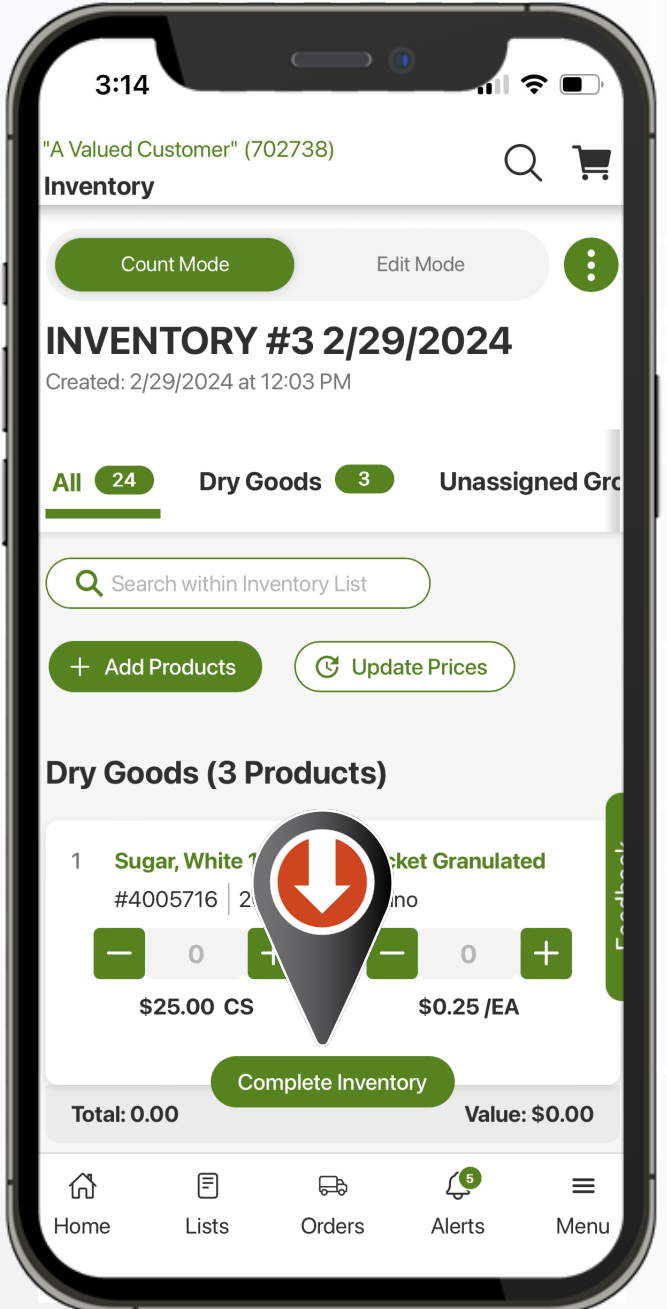


US Foods Inventory

- Complete Inventory



When finished counting your Inventory Worksheet, select the Complete Inventory button to view Inventory Summary or download Inventory Cost Report.



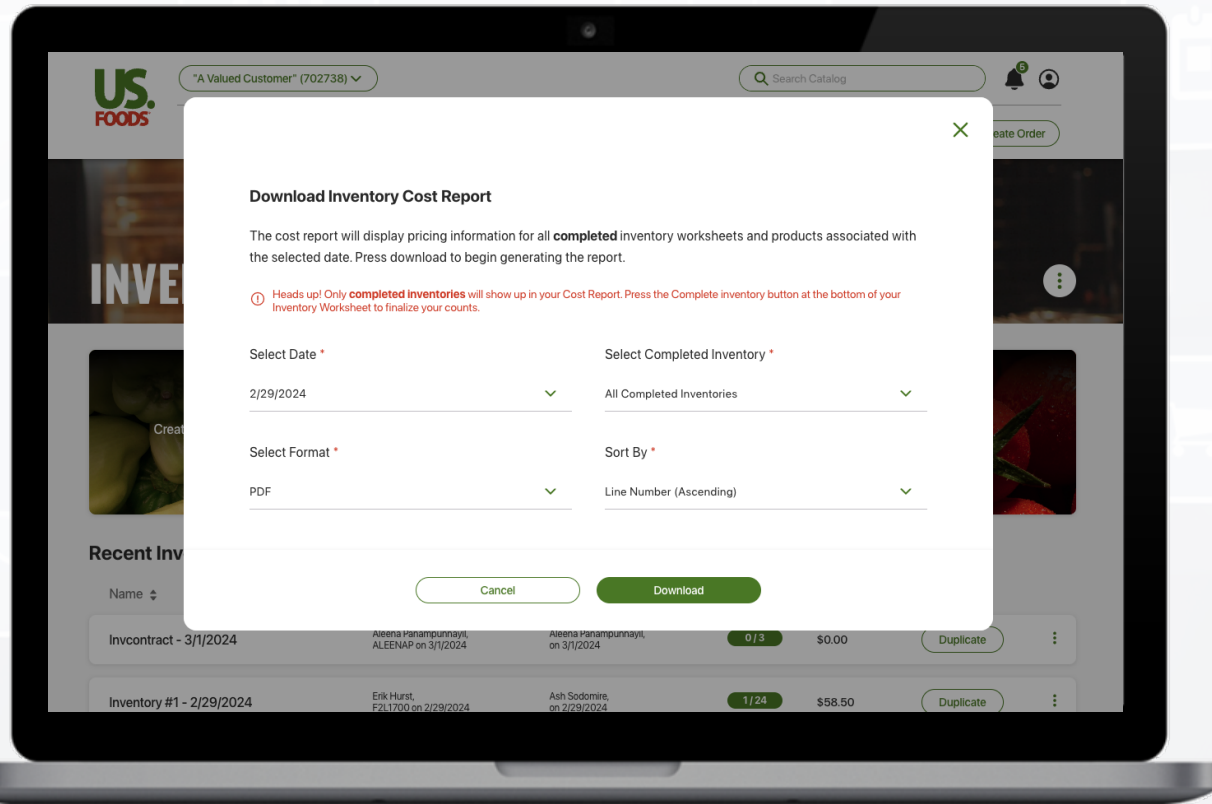
*Once Completed, an Inventory Worksheet can be edited as needed, except for its name. The last time edited and username are recorded.





US Foods Inventory

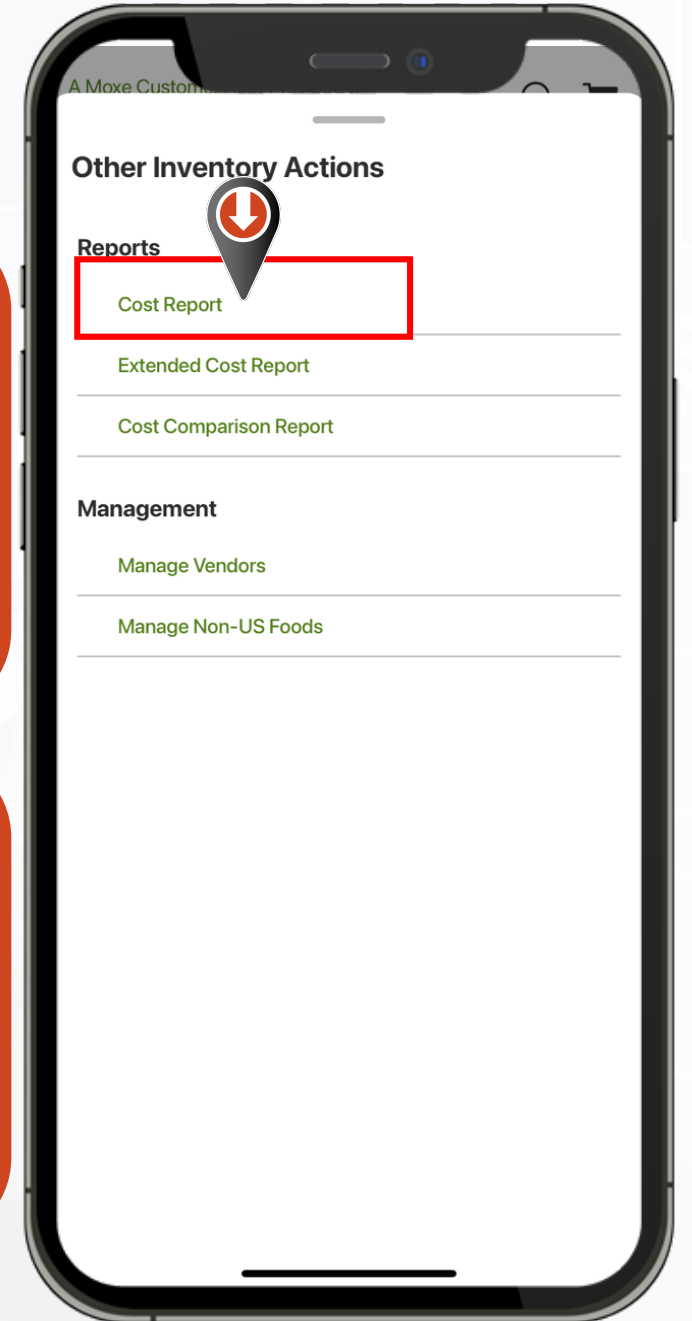
- Inventory Cost Report



On Desktop, access the report from the ellipses at the top of the Inventory landing page or Download button within the Inventory Worksheet.

On Mobile, the report is found under the Other Inventory Actions dropdown on the Inventory landing page.

Note: Only Completed Inventory Worksheets will appear in all Reports



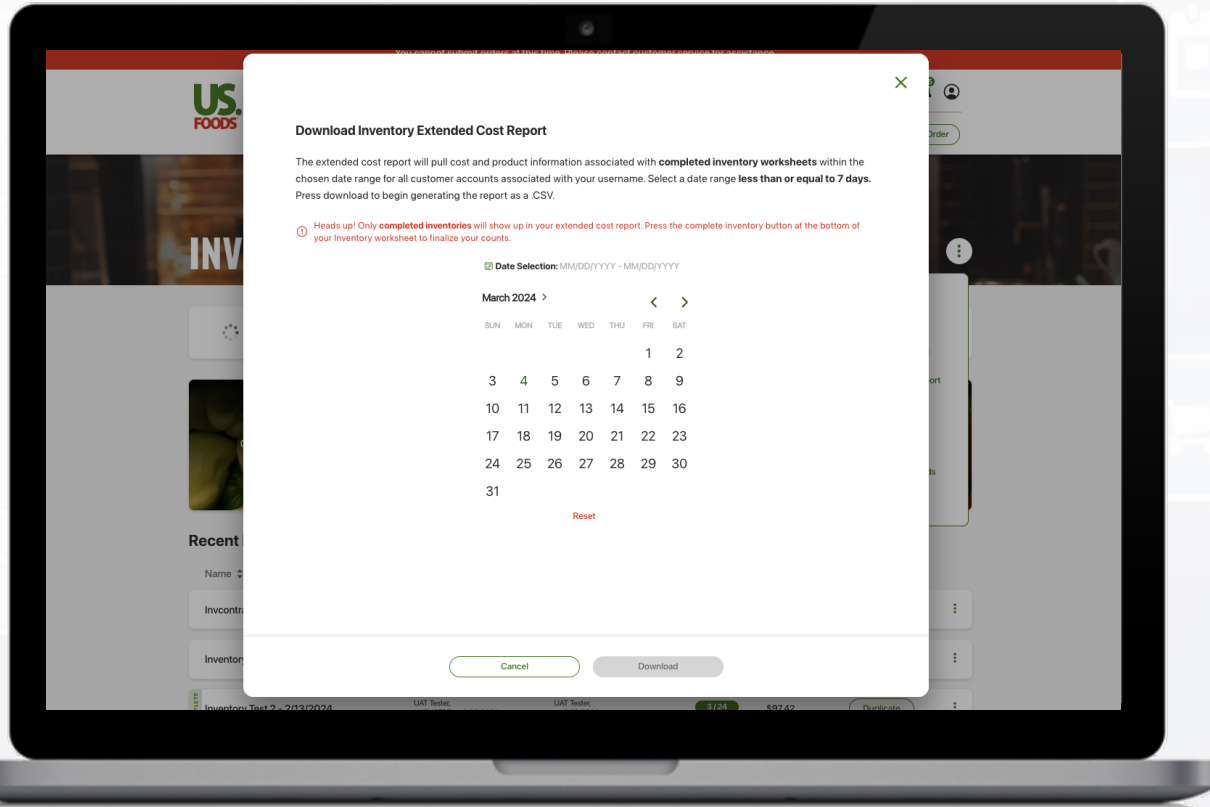
*The Inventory Cost Report pulls information for all completed Inventory Worksheets associated with the selected date.





US Foods Inventory

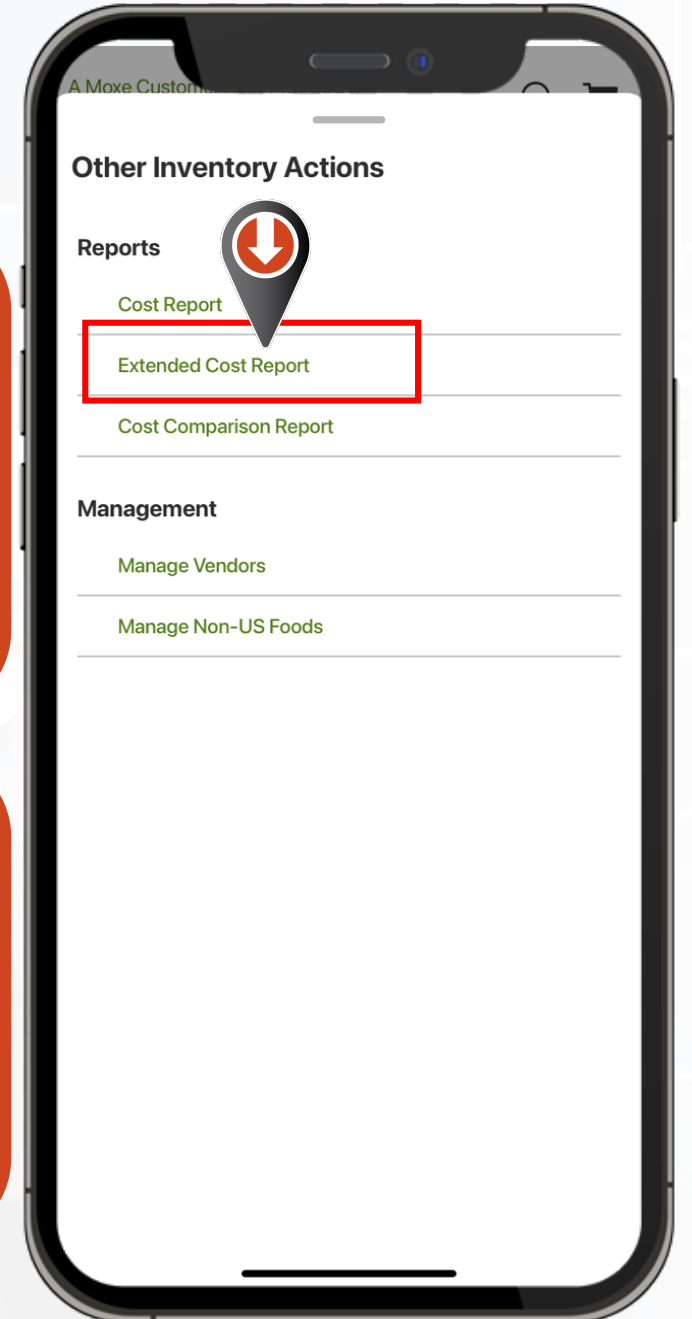
- Inventory Extended Cost Report



Find the Inventory Cost Comparison Report in the menu under the Inventory Cost Report & the Extended Cost Report options.

Select your start and end dates (up to 7 days) and click Download.

Note: This report is only available in CSV



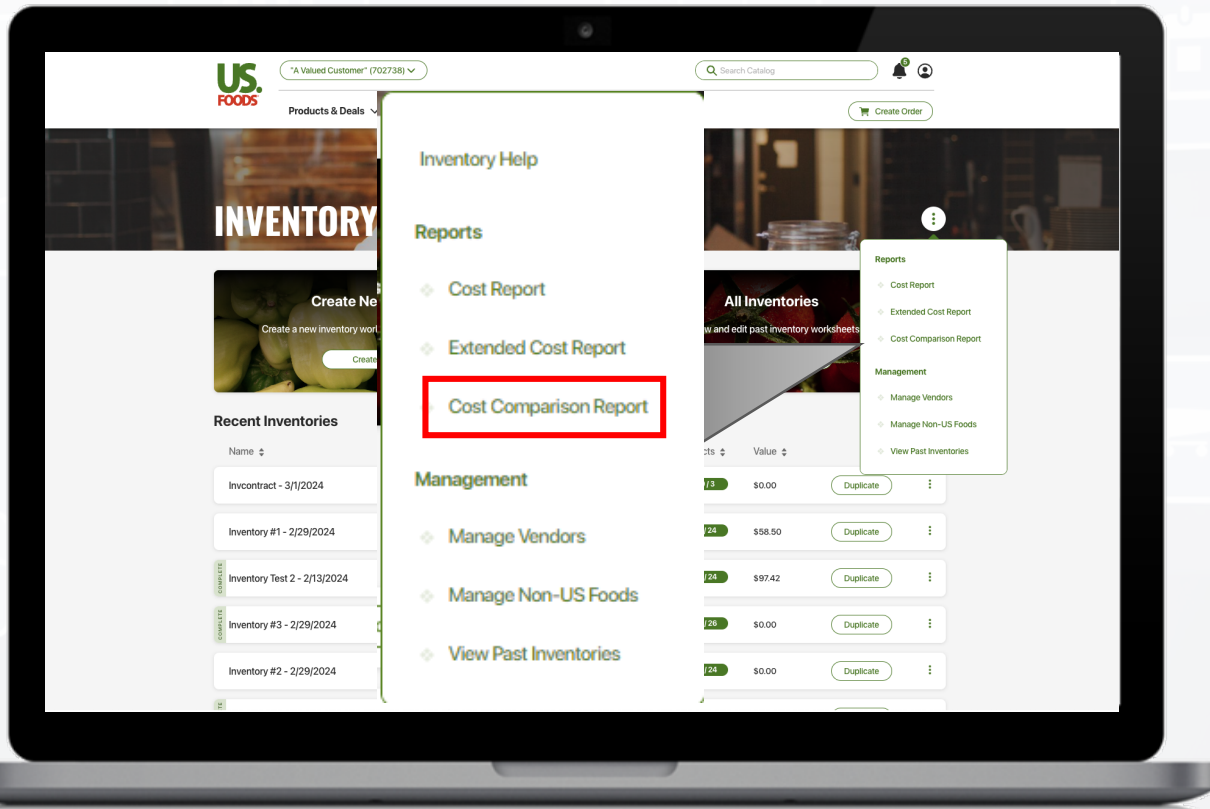
*The Inventory Extended Cost Report pulls information for all completed Inventory Worksheets associated with your username within a selected period up to 7 days.





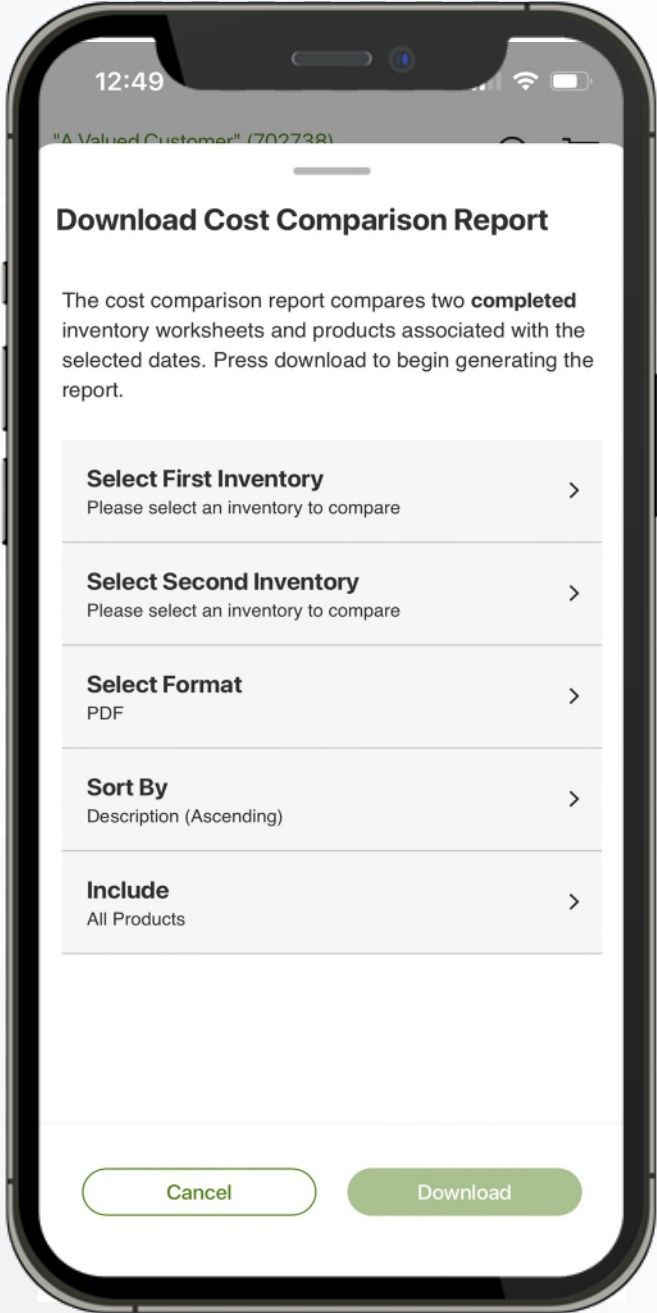
US Foods Inventory

- Inventory Cost Comparison Report



The Inventory Cost Comparison Report is found in the menu under the Inventory Cost Report & the Extended Cost Report options.

Select First Inventory, Second Inventory, Format, Sorting options & choose between all products or only products with price changes.



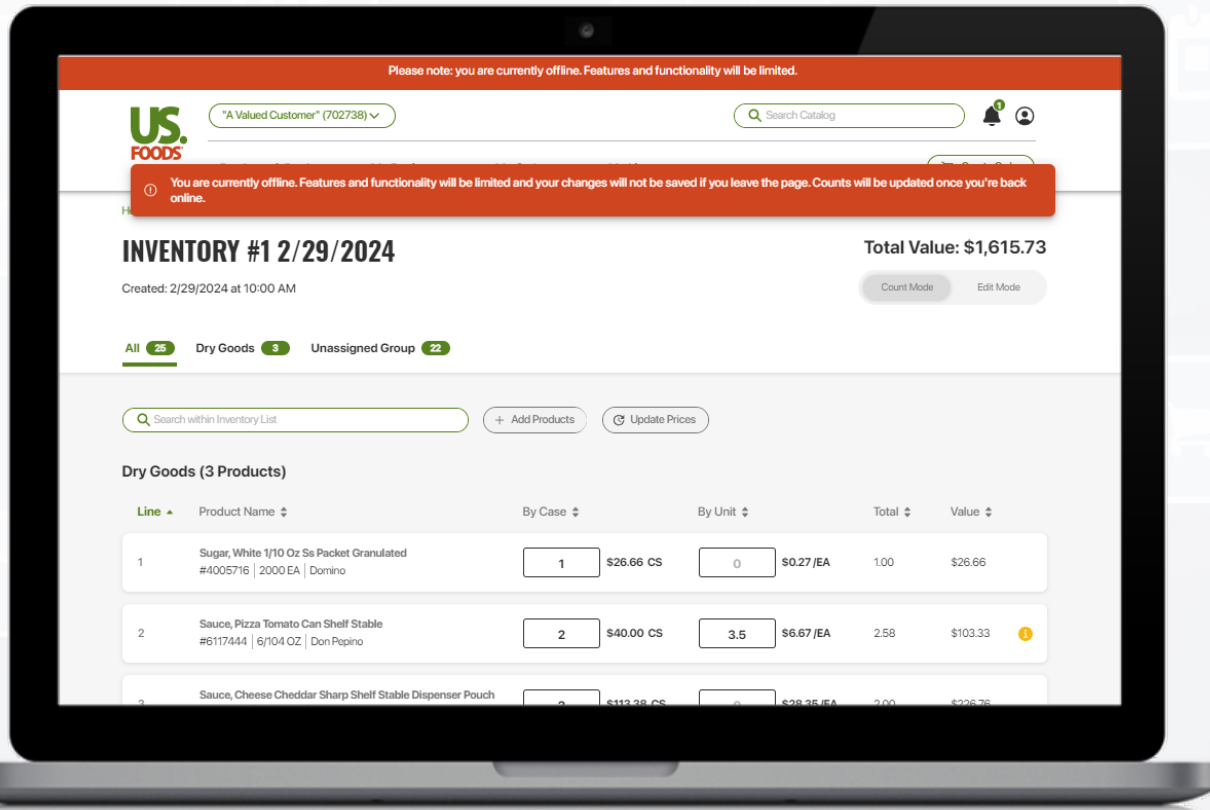
*The Inventory Cost Comparison Report compares two completed inventory worksheets and like products associated with the selected dates.





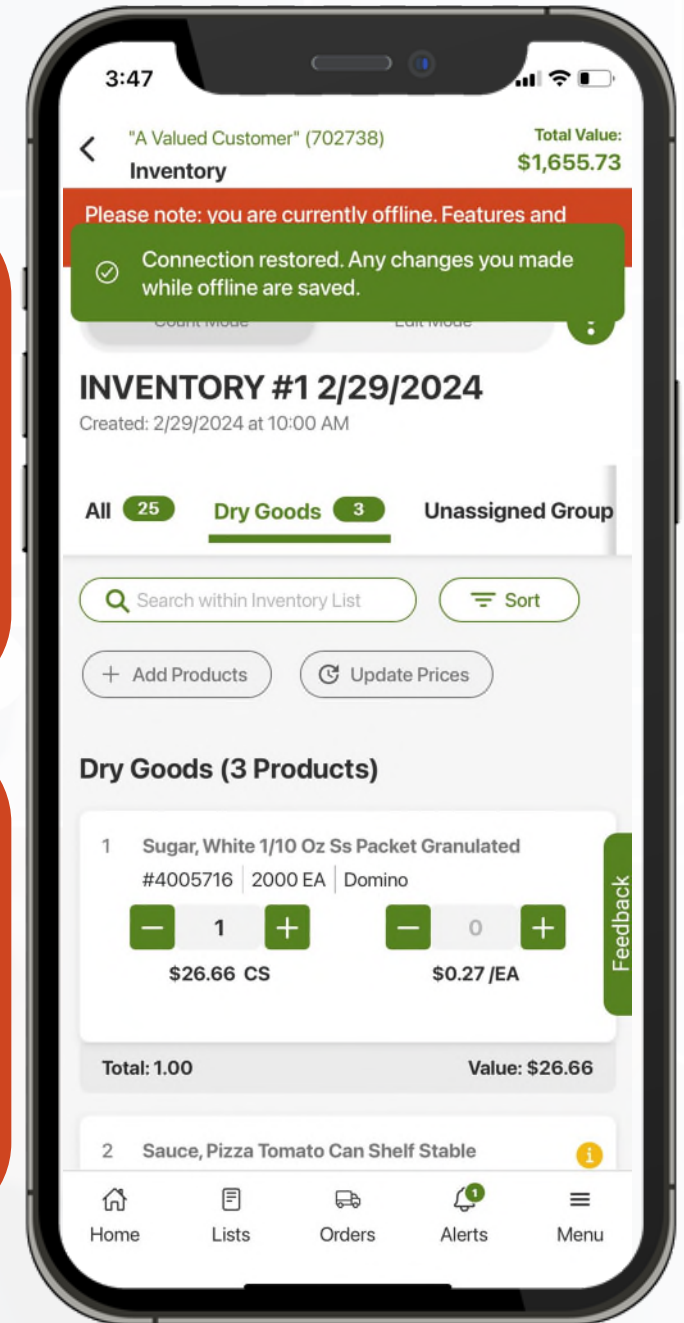
US Foods Inventory

- Offline Mode



Our Desktop and Mobile app leverage cloud-based technology to ensure seamless access to your inventory.

If you encounter connectivity issues, our offline mode enables you to continue item counts, which will be automatically synchronized once you're back online.





US Foods Inventory

- Download Inventory Worksheet

US Foods Inventory #3 2/29/2024 26 products
 Created: 2/29/2024 at 10:03 AM
 Division: METRO NEW YORK (2160) Customer: "A VALUED CUSTOMER" (702738)

Dry Goods (3 products)

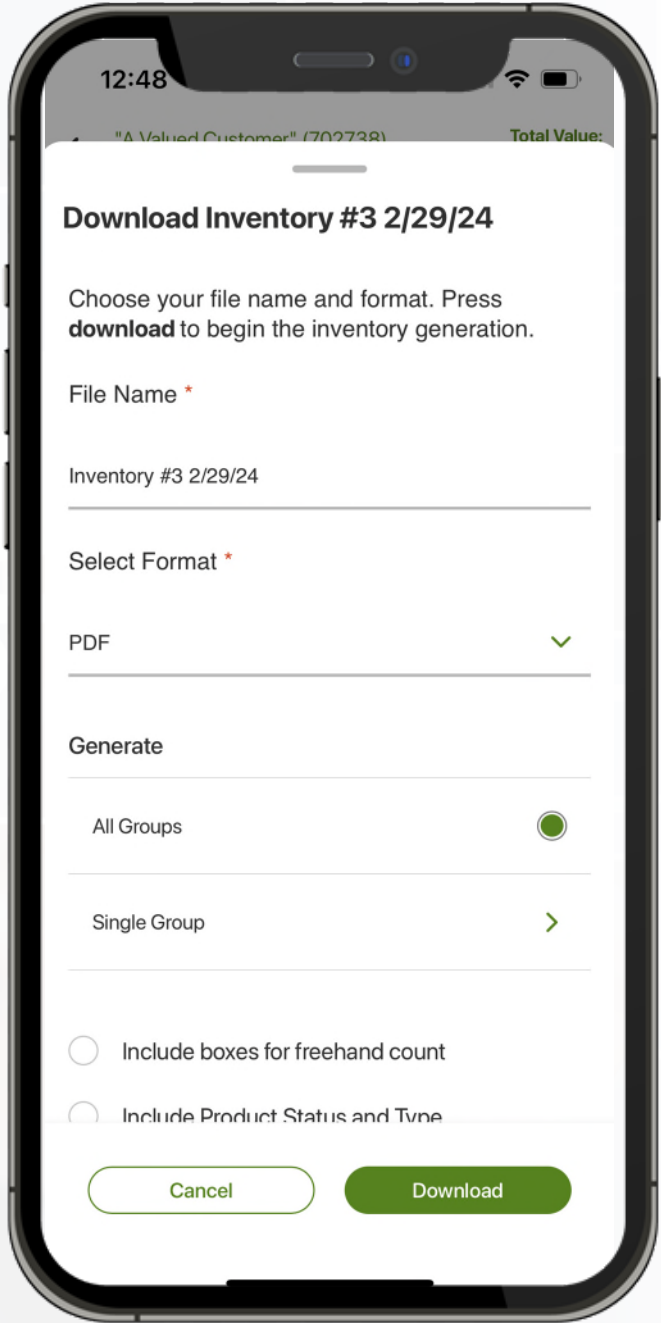
Line #	Product #	Product Description	Product Status	Product Type	Brand	Pack Size	Unit Description	On Hand/Manual Count	Case Price	Units By Case	Unit Price	Vendor
1	4005716	SUGAR, WHITE 1/10 OZ SS PACKET GRANULATED			DOMINO	2000 EA	Each		\$36.00/CS	100	\$0.36/EA	USF
2	6117444	SAUCE, PIZZA TOMATO CAN SHELF STABLE	Call To Order		DON PEPINO	6/104 OZ	Each		\$40.00/CS	6	\$6.67/EA	USF
3	3216298	SAUCE, CHEESE CHEDDAR SHARP SHELF STABLE DISPENSER POUCH			GEHLS	4/140 OZ	Each		\$113.38/CS	4	\$28.35/EA	USF

Unassigned Group (23 products)

Line #	Product #	Product Description	Product Status	Product Type	Brand	Pack Size	Unit Description	On Hand/Manual Count	Case Price	Units By Case	Unit Price	Vendor
4	4000001118	Non-USF: New Product					Each		\$0.00/CS	1	\$0.00	Non-USF
5	8330177	ANCHOVY, PASTE IMPORTED SPAIN SHELF STABLE			RYKOFF SEXTON	12/16 OZ	Each		\$108.44/CS	12	\$9.49/EA	USF
6	1057108	PEPPERONI, PORK BEEF SLICED 16 COUNT 44 MM COOKED REF GAS FLUSHED			HORMEL	2/5 LB	Each		\$66.50/CS	2	\$33.25/EA	USF
7	4005716	SUGAR, WHITE 1/10 OZ SB PACKET GRANULATED			DOMINO	2000 EA	Each		\$25.00/CS	100	\$0.25/EA	USF
8	6117444	SAUCE, PIZZA TOMATO CAN SHELF STABLE	Call To Order		DON PEPINO	6/104 OZ	Each		\$40.00/CS	6	\$6.67/EA	USF
9	3216298	SAUCE, CHEESE CHEDDAR SHARP SHELF STABLE DISPENSER POUCH			GEHLS	4/140 OZ	Each		\$113.38/CS	4	\$28.35/EA	USF
10	1306653	MUSTARD, YELLOW SQUEEZE BOTTLE SHELF STABLE CLASSIC			FRENCHS	12/12 OZ	Each		\$37.07/CS	12	\$3.09/EA	USF
11	6031363	MUSTARD, BROWN SPICY SQUEEZE BOTTLE SHELF STABLE			GULDENS	12/12 OZ	Each		\$32.79/CS	12	\$2.73/EA	USF
12	1008937	KETCHUP, TOMATO FANCY 33% SS PACKET SHELF STABLE			HEINZ	500/9 GR	Each		\$54.38/CS	500	\$0.11/EA	USF
		KETCHUP, TOMATO FANCY 33% RED										

For the most effective experience, use the Inventory Tool on a Desktop or through our Mobile App; however, the option to download your Inventory Worksheet is also available.

This is available from the ellipses  of an Inventory Worksheet on the Inventory Landing Page or All Inventory Page.

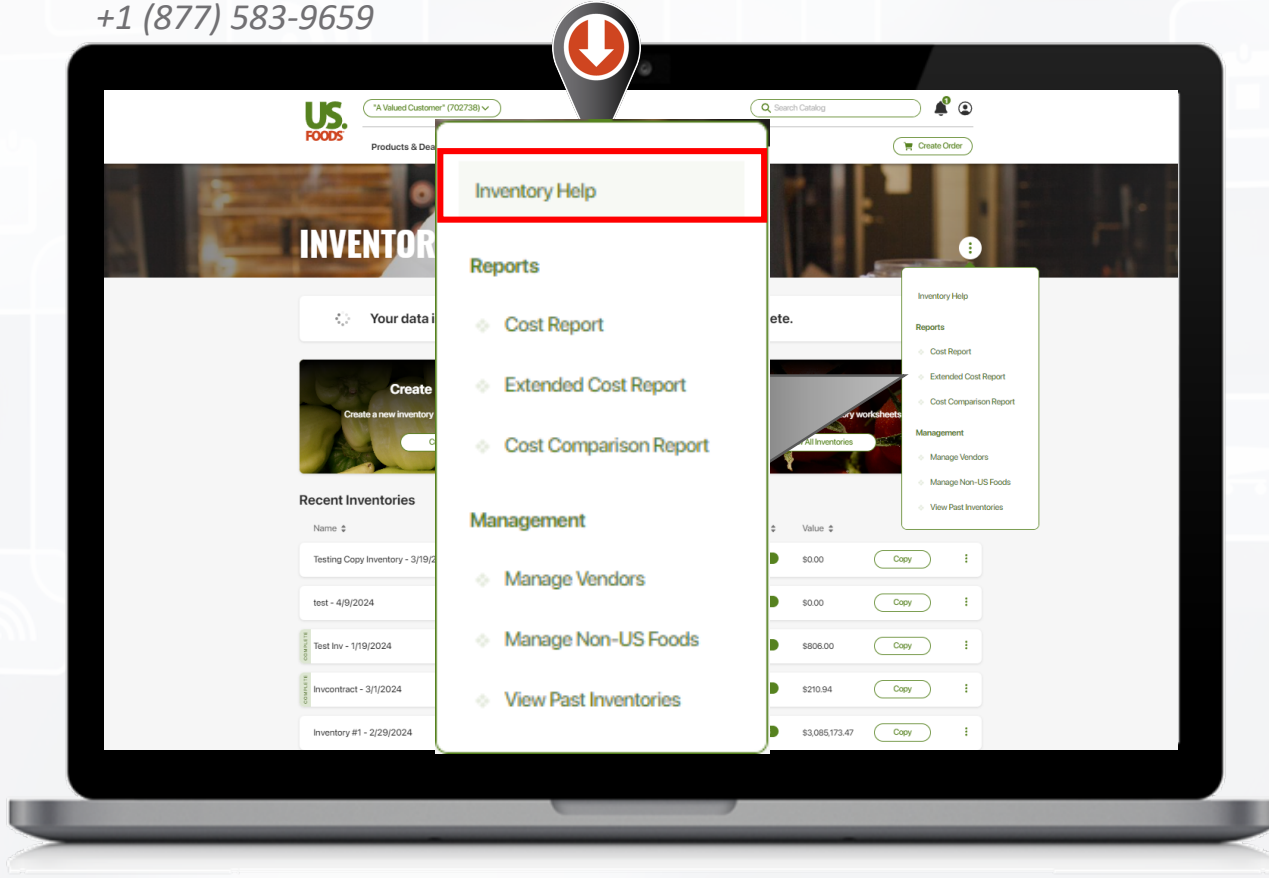




US Foods Inventory

- Inventory Help Center & Feedback

**For any Immediate Technical issues, please reach out to our Help Desk at +1 (877) 583-9659*



For support including video tutorial of Inventory and other tools, click Inventory Help from the ellipses on Desktop or the Other Inventory Actions on Mobile.

For any Feedback related to the Inventory tool click the green Feedback button found on the right side of the Desktop and Mobile app.

