



## Export a Shopping List

Background: Once you have a Cycle Menu in place, you can create a shopping list to assist in purchasing the appropriate items.

---

### To Do and Notice:

---

1. Navigate to **Cycle Menu Planning** and select [Create Shopping List from Menu](#).
2. Select the desired Menu Cycle from the list by clicking on its name.
3. Make the desired selections in each of these areas.  
**Notice:** This selection determines the items needed for the menus served.
  - 1) **Start Day**
  - 2) **Number of Days**
  - 3) **Meal**
  - 4) **Click Go**
4. Click on the **Export Shopping List** button found in the upper right-hand corner.
5. Select **US Foods** from the Vendor drop-down list.
6. Enter a name for the file in the **File Name** box – for example, Week 1 grocery list.
7. Click **Export Shopping List**.
8. Save the Shopping List.  
**Notice:** You might want to create a folder on your desktop for this purpose. The Shopping List file will be saved as a csv file.
9. Logon to USFoods.com and upload the Shopping List as a template.

**So What?** You may create a Shopping List based on each week of your menu. Once the list is exported, it can be uploaded as a template in USFoods.com.