

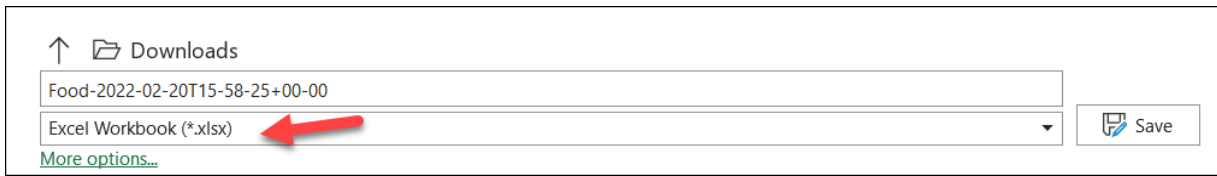
If a vendor does not use an import interface (in which the vendor product list is automatically populated and updated in your account), then you can populate your vendor product list by manually importing an Excel® file of vendor products, such as an order guide.

The requirements of the Excel file being imported with vendor products are documented below.

Note: The MealSuite system will not perform any formatting or apply any logic to the imported data. The data from the file will be imported and displayed “as is”.

File Must Be in .xlsx Format

The file must be in .xlsx format (per screenshot below).



Required Columns

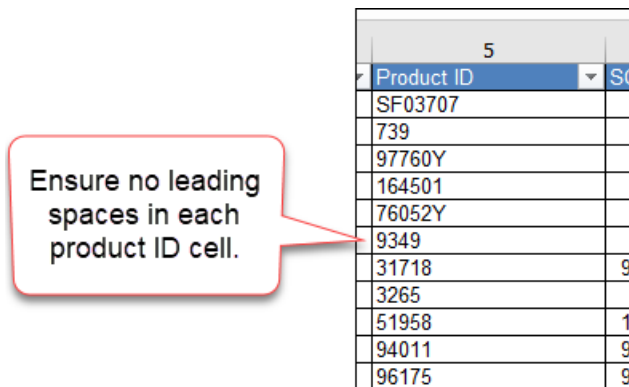
The file must contain columns with the following data:

- Product ID
- Description
- Brand
- Stock units per pack
- Stock unit weight/volume and unit of measure*
- Pack price

*The stock unit weight/volume and unit of measure is the weight or volume of the individual stock unit and its associated unit of measure. For example, 100 oz (i.e., an individual stock unit weighs 100 ounces). This data can be the vendor pack size on a file.

No Leading Spaces in Product ID Cells

Ensure there are no leading spaces in the product ID item number cells.



The screenshot shows an Excel spreadsheet with a column header 'Product ID' and a column header 'SC'. The first row contains the value 'SF03707' in the Product ID column. A callout box points to this cell with the text 'Ensure no leading spaces in each product ID cell.' The following rows contain the values: 739, 97760Y, 164501, 76052Y, 9349, 31718, 3265, 51958, 94011, and 96175.

Product ID	SC
SF03707	
739	
97760Y	
164501	
76052Y	
9349	
31718	9
3265	
51958	1
94011	9
96175	9