



This guide is intended for users of **MENU2U** in relation to the **Procurement Partners** system. To properly place an order with this vendor, please follow the directions below:

1. Log into the MENU2U application and take your inventory as normal
2. When you have completed your inventory on the MENU2U system, click the **Send** button
*Note: If the Send button is greyed out you need to click the **Save** button first*

Facility: Cascade HC Authors Delivery Days: Mon Tue Wed Thu Fri Sat **Save** **Print** **Send**

Vendor: PP-Cascade Sysco LVN Delivery Date: 7/17/2020 Production Dates: 7/18/2020 - 7/24/2020 Zero My Inventory

Storage Location	Item	Item No.	Pack-Size
Case Qty	On Hand	Amount needed	Cases to Order
Extended \$			
BEVERAGE-COFFEE/TEA	≥JUICE BASE APPLE BIB 100%	7911308	1/3 GAL
On Hand: 0	Need: 1CA	Order: 1 CA x \$54.08	\$54.08
BEVERAGE-COFFEE/TEA	≥JUICE LIME	0138834	4/1 GAL
On Hand: 0	Need: 1/4CA	Order: 1 CA x \$44.58	\$44.58
BEVERAGE-COFFEE/TEA	≥JUICE LEMON PLAS RTU	0475402	4/1 GAL
On Hand: 0	Need: 1/4CA	Order: 1 CA x \$38.12	\$38.12
BEVERAGE-COFFEE/TEA	≥WINE COOKING WHT	5318918	4/1 GAL
On Hand: 0	Need: 1/4CA	Order: 1 CA x \$34.93	\$34.93
BEVERAGE-COFFEE/TEA	≥TEA ICED BREW BLK FP 10Z	4202255	96/1 OZ
On Hand: 0	Need: 1CA	Order: 1 CA x \$18.52	\$18.52
BEVERAGE-COFFEE/TEA	≥COFFEE GRND BLEND MED XYLD	5932001	96/1.5 OZ
On Hand: 0	Need: 1/4CA	Order: 1 CA x \$42.27	\$42.27
Order Total: 192 pieces at \$24587.41			

3. After clicking **Send** you will receive a screen that states your order has been moved to Procurement Partners; be careful not to click the Send button more than once, as this will create a “double cart” – sending twice the items to the Procurement Partners system in error (see *Troubleshooting / Errors on Pg. 4*)

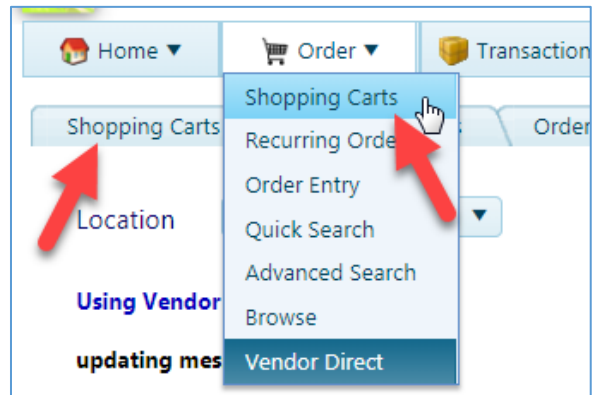
NOTE: If you do not complete the following steps, your shopping cart **WILL NOT** be received by the vendor. Please ensure you complete ALL steps listed here.



Please click [Procurement Partners](#) to submit your order. The order has not been sent to the distributor and needs to be submitted through Procurement partners.

Order Sent
 PO: 427_20200724
 Provider Customer: TCAS
 Location: BC01

4. Log into Procurement Partners by clicking on [Procurement Partners](#) on the Menu2U screen (as in screenshot above) or by navigating to <https://buyer.procurementpartners.com/>
5. Select **Order -> Shopping Carts**
6. Select your shopping cart in the list of available carts; the cart will be listed with the user "PCUINV", and you will be able to see and submit this cart if you have access to your associated location



User	Location	Vendor	Last change	Total
PCUINV	RED CLIFFS REHAB & NURSING	Sysco 017-Las Vegas	07/09/2020 08:10 AM	\$14,881.38
Support	RED CLIFFS REHAB & NURSING	Sysco 017-Las Vegas	06/12/2020 12:14 PM	\$0.00

- If necessary, adjust the GL code or quantity for any items in the GL Code and Qty columns; click the **Update** button to save any changes
- Click the **Checkout** button to proceed with your order

Reference No.1: Reference No.2:

Location: Atlanta Nursing & Rehab Center Vendor: Maintenance S Cost \$14.00

Actions	Notes	Attr.	Item Num	Item	MFG/Brand	Category	GL Code	Price/Unit	Qty	Total	Budget
			098002	15 OZ SAFETY BLUE SPRAY PAINT		Paint & Sundries - Spray Paint	400-400-0000 - Maintenance Supplies	\$1.00 / EA	<input type="text" value="4"/>	\$4.00	
			126505	BATTERY IONIZ. SMOKE ALARM *PKG OF 6"		Electrical - Smoke Alarms & Fire Safety	007-000-0000 - Marketing	\$1.00 / PK	<input type="text" value="2"/>	\$2.00	
			302959	15' ASH FLAT TELEPHONE BASE CORD	BLACK POINT PRODUCTS	Electrical - Telephone & Video Repair	400-300-0000 - Maintenance Minor Equipment	\$1.00 / EA	<input type="text" value="3"/>	\$3.00	
			676220	X-LONG NITRILE EXAM GLOVES *BX OF 50" MD		Healthcare - Patient Care	400-200-0000 - Supplies Billable	\$1.00 / EA	<input type="text" value="5"/>	\$5.00	

10 items per page 1 - 4 of 4 items


Update **Checkout** **Delete** **Save As** **GL Sum**

Adjust GL Codes here *Adjust Qty here*

- The Order Finalization screen will inform you of any order verifications or order approvals necessary; if any **red** messages display under the Order Verification section, take the corrective action necessary or check the box to the left of the message; until these items are corrected, the **Place Order** button will be greyed out
- Click the **Place Order** button to finalize and submit your order; you will receive a PO number and confirmation email – your order is now complete

Troubleshooting / Errors:

“There is a mismatch in the price total of my unsubmitted/unedited cart and the total listed on the Sent page and/or in Procurement Partners.”

This can occur if you pressed the Send button more than once, or if there was an error in data transfer from Menu2U to Procurement Partners. If this happens, you will want to  the shopping cart in Procurement Partners and resubmit it from Menu2U. Trying to update all the duplicate quantities will take longer than simply deleting the cart and starting over.

*“I received an error message: **There was an error. Please try again or go directly to Procurement Partners to place your order manually. You should print this page since it has your product codes and quantities.**”*

This is an uncommon error that can occur if there’s an issue with communication between Menu2U and Procurement Partners. If this occurs, try sending your order again; if it occurs again, you will want to manually submit your order using the Procurement Partners system. Instructions for how to do that are located on our [Training and Documentation Hub](#), or you can contact our help desk for assistance.

“My food vendor says they haven’t received my order.”

Make sure to follow ALL steps in this guide thoroughly. Many times this will happen when a user completes only half the process but doesn’t complete submitting their Shopping Cart in Procurement Partners. If you have completed your submission and received an email confirmation from Procurement Partners with a PO number, but the vendor still claims they have not received your order, contact our help desk.

If you require any additional assistance, please contact the Procurement Partners support team at helpdesk@procurementpartners.com