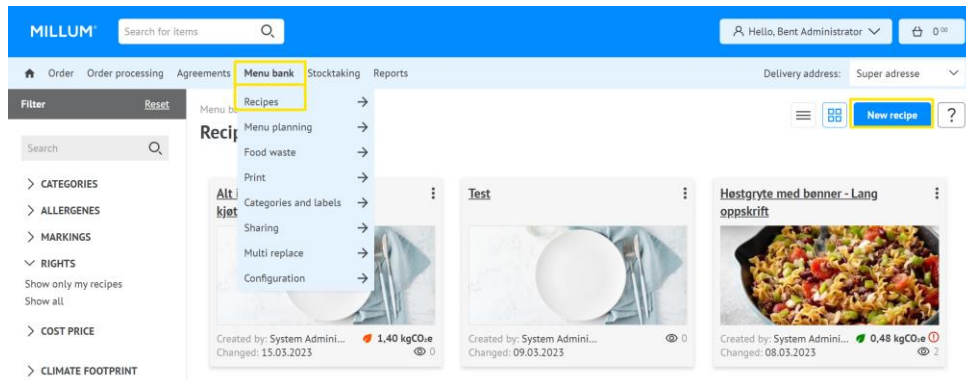


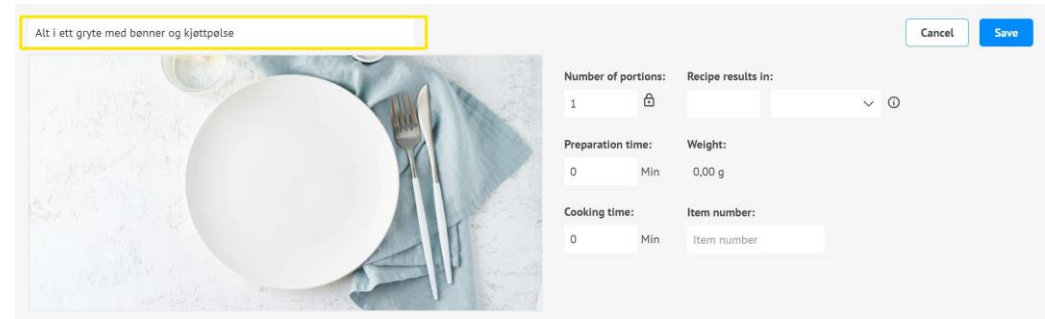
## Menu Bank Quick Guide – Create a new recipe with calculation

This Quick Guide shows you how to create a new recipe complete with calculation. First, click on **“New recipe”** under the submenu option **“Recipes”** in Menu Bank. Then follow the steps below to create a recipe.



### 1. Name your recipe

Begin by giving your recipe a name and saving. It is also possible to insert an optional recipe number if desired.



### 2. Add ingredients

Add the recipe’s ingredients by clicking **“Add ingredients”**. Search for the required ingredients using names or item codes. After you click on **“Search”**, hits from your product catalogues will appear in a list.

Select the tab **“Products from Dabas/Validoo”** if you only wish to use products linked to one of these databases. These contain pre-entered information on nutritional content and allergens. Select the ingredient you require by clicking **“Select”**.

It is also possible to add **“Subheadings”** and **“Preparation steps”**.

**Add ingredient**

Catalogue item | Food info items | Shopping lists

tomater knuste      Display only items from my shopping lists

>	TOMATER KNUSTE 400G MUTTI (0.40 kg) 500983	oluf lorentzen as	Asko Storhush... Asko med vin ...	Discounts <input type="button" value="📄"/> <input type="button" value="📄"/>
>	TOMATER KNUSTE POLPAPEZZI 690G MUTTI (0.69 kg) 862409	oluf lorentzen as	Asko Storhush... Asko med vin ...	Discounts <input type="button" value="📄"/> <input type="button" value="📄"/>
>	TOMATER KNUSTE M/BASILIKUM 400G MUTTI (0.40 kg) 2911311	oluf lorentzen as	Asko Storhush... Asko med vin ...	Discounts <input type="button" value="📄"/> <input type="button" value="📄"/>
>	TOMATER KNUSTE 400G MUTTI (0.40 kg) 4513701	oluf lorentzen as	Asko Storhush... Asko med vin ...	Discounts <input type="button" value="📄"/> <input type="button" value="📄"/>

### 3. Enter quantity

Once you have chosen an ingredient, you need to enter a quantity for the recipe. These fields are mandatory. When you choose the weight unit kilogram, hectogram or gram under “Quantity (recipe)”, “Quantity (nutritional value)” and “Factor” will be completed automatically.

Name	TOMATER KNUSTE 400G MUTTI (0.40 kg)	Unit number	1
Item number	500983		
Quantity (recipe)	<input type="text"/>	Factor	<input type="text" value="1"/> + Add wastage and discount
Amount (nutritional values)	<input type="text"/>	Factor price	
Price	<input type="text" value="25.32"/> kg	Cost price	

### 4. Add climate footprint to new ingredient

Under the option for climate footprint, you can choose between setting a CO2 value based on a pre-defined value set for the product type, or entering a custom value.

Climate footprint optional

Select from category

Category: Saus, pulver, tilberedt ✕

Production activity: Produksjon av saus fra pulver, tilberedt med meL...

Region: Europa unntatt de nordiske landene (Europe ex...

Production type: Konvensjonell (Conventional)

Climate footprint optional

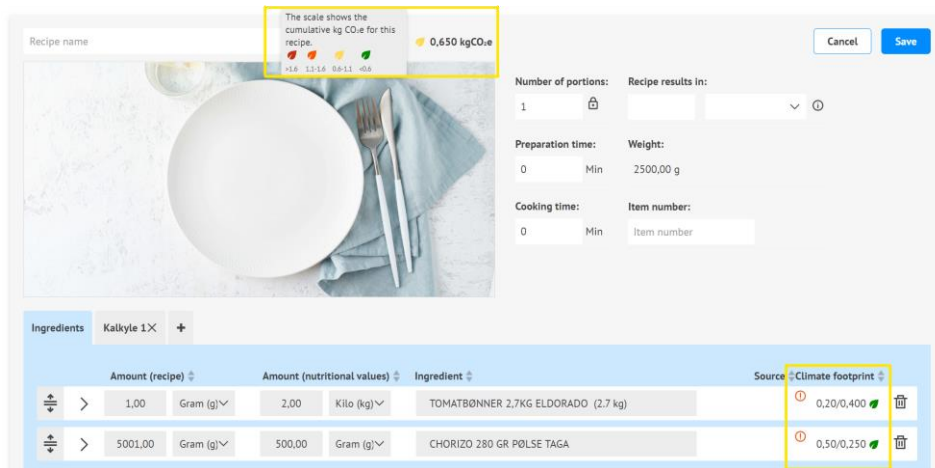
User defined

Climate footprint value:

KgCO2e

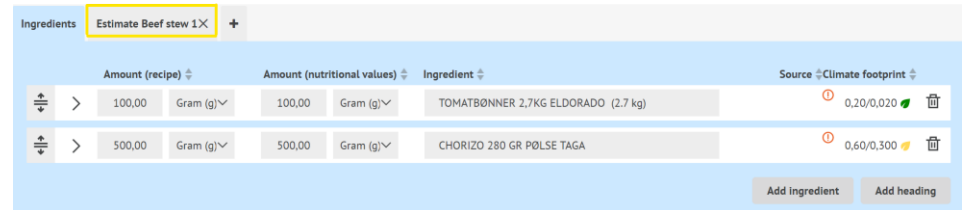
### 5. See total CO2 calculation

When you have added the CO2 value of all ingredients, you will see the total kgCO2e per portion for the recipe at the top of the recipe.



### 6. Calculation tab

You will find the calculation as a separate tab alongside the ingredients tab. Ingredient data is automatically entered in the calculation tab when you add ingredients.



### 7. Selling price and calculation value

Once you have checked that the calculation value for each ingredient is correct, you can if you wish calculate the selling price by selecting a gross margin or coverage ratio, or enter a price manually.

Note that you can also choose a name for the calculation under "Calculation factors". We recommend giving the calculation the same name as the recipe.

Total values	
Cost price:	206,56
Sales price/ Cost price factor:	
Cost price per portion:	206,56
Cost price per kilo:	344,27
Cost price:	
Contribution margin:	
Contribution margin per portion:	
Contribution margin:	
Sales price included 25.00 %:	
Sales price included 15.00 %:	
Sales price included 12.00 %:	
Sales price included 0.00 %:	

Calculation basis	
Number of portions:	1
VAT based on:	Norway
Select basis:	Sales price/ Cost price facto 0
Sales price excl. VAT:	0
Description:	Add description

### 8. Summary of allergens

You can find a basic summary of the allergens in the dish, including gluten and nut specifications.

▼ Allergenes

Allergen	Yes	No
Gluten		●
Skalldyr		●
Egg		●
Fisk		●
Peanøtter		●
Soya		●
Melk		●
Nøtter		●
Selleri		●
Sennep		●
Sesamfrø		●
Svoveldioksid		●
Lupin		●
Bløtdyr		●

### 9. Summary of nutritional content

Under næringsinnhold får du opp en liste over de åtte næringsstoffene det er obligatorisk å deklare, men du har mulighet til å se en fullstendig liste. Oversikten viser næringsinnhold både per 100 g og per porsjon.

## Millum Procurement

“Nutritional content” shows a list of the eight nutrients that must be declared, but you have the option to see a complete list. The overview shows nutritional content both per 100 g and per portion.

∨ **Nutritional content**

Nutritional content per 100 gram			Nutritional content per portion		
		E%			E%
Energi (kJ)	105.29 kJ		Energi (kJ)	421.16 kJ	
Energi (kcal)	24.96 kcal		Energi (kcal)	99.82 kcal	
Fett	0.19 g	7.0%	Fett	0.77 g	7.0%
- Mettede fettsyrer	0.02 g		- Mettede fettsyrer	0.07 g	
Karbohydrat	3.35 g	54.3%	Karbohydrat	13.4 g	54.3%
- hvorav sukkerarter	0.23 g		- hvorav sukkerarter	0.92 g	
Protein	1.81 g	29.4%	Protein	7.25 g	29.4%
Salt	0.01 g		Salt	0.05 g	

[Show all nutrients](#)

## 10. Upload image, categories and dish description

At the bottom of the recipe page, you can upload a picture and add a description of the dish. Remember that pictures create sales.

> Allergens
> Nutritional content
> Images
> Recipe information