



Menu Submission Guide

Congratulations on your new Shift4 Dine system! Programming your POS menu is one of the most important steps in getting set up. Our team will work with you to ensure the best possible experience for you and your business. We also ask for your help and cooperation by reviewing these guidelines before submitting your menu.

ACCEPTABLE MENU FORMATS

1. Customer-Facing Menus
 - **Include your full food menu:** Breakfast, lunch, dinner, desserts, catering, non-alcoholic drinks, etc.
 - **Include your full alcohol menu:** Individual liquors, mixed drinks, draft beer, bottled beer, wines, etc.
 - All item prices and descriptions should be visible.
 - Any menus submitted should be considered the final versions and should not include placeholder items.
 - Acceptable formats are .pdf, .doc, as well as legible .png and .jpeg image files.
 - Any menus that do not have a customer-printed menu can be listed in an Excel spreadsheet or a Word document.
2. You can access the POS Menu Template [here](#).

UNACCEPTABLE MENU FORMATS

- Inventory lists*
- Online ordering links
- Online ordering menu screenshots
- Pictures of an existing POS screen and layout

ACCEPTABLE MENU CONVERSIONS

Shift4 Dine accepts menu conversions from the following list of point-of-sale systems:

- Clover - Inventory Export
- Future POS **
- Harbortouch Hospitality **
- POSitouch **
- Toast **

BEST PRACTICES

1. Include any additional modifiers not listed on the printed menu

- If no modifiers are included on the printed menu, default modifiers will be programmed.
 - **Examples:** Generic Salad Dressings and Generic Pizza Toppings.
- When completing the [POS Menu Template](#), provide all modifiers and modifier groups needed for programming.
 - **Examples:** Pizza toppings, adds, extras, condiments, etc.

2. Include all item prices

- Pricing must be submitted for all menu items and modifiers.
- Any items or modifiers without a price will result in an assumed \$0.00 price.

3. Barcoded items

- Barcoded items should include the product name, scannable barcode number, and price.

4. Other data

- **Employees:** This is optional and can be added during your installation.
- **Table layout(s):** This is optional and can be added during your installation.

All menus are subject to approval. If you have questions about your menu submission, please consult your Client Success Manager or Sales Representative.

* Liquor or beverage inventory lists may be submitted. These lists must include only actively sold items, contain the item category (e.g., Vodka, Tequila, etc.), and the item selling price.

** Additional information is required. Please contact your Client Success Manager or Sales Representative for details.