

## Food Buying Guide (FBG) Calculator: Simplified Instructions

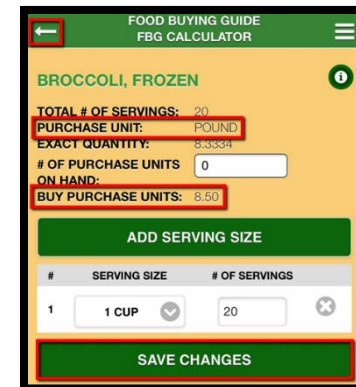
### Online Webpage

1. Launch the **Online Webpage** -  
<https://foodbuyingguide.fns.usda.gov/>
2. Under **Continue as Guest User** select your **Type of Organization** from the dropdown box
3. Select **Enter**
4. Select **FBG Calculator** on the home page
5. Select **Create Shopping List**
6. Go to the **Component Tab** (M/MA, Vegetables, Fruit Grains, Milk) for the food item
7. Type in the food item in the **Item Keywords** box
8. Select **Search**
9. Find the food item from the populated list; select **Add**
10. Select **Add Serving Size**
11. Select **Serving Size** from dropdown box
12. Enter the **Number of Servings**
  - a. Amounts Required from the production record
13. Click outside of the box or click Tab or Enter to generate **Buy Purchase Units**
  - a. This is the Amounts to be Prepared



### Phone/Tablet App

1. Open the **App**
2. Select **More** and **FBG Calculator**
3. Select **Create Shopping List**
4. Enter **Name of Shopping List**; select **Create**
5. Select **Add Food Item**
6. Type in the food item in **Search Box**
  - a. Optional: Select component from the dropdown box
7. Select **Search**
8. Find the food item from the populated list; select **Add**
9. Select **Add Serving Size**
10. Select **Serving Size** from dropdown box
11. Enter the **Number of Servings**
  - a. Amounts Required from the production record
12. Select **Save Changes** to generate **Buy Purchase Units/Purchase Unit** (top of the screen)
  - a. This is the Amounts to be Prepared
13. Select the **Back Arrow** (upper left corner) to add more food items to your list



**How to Download the App -**  
Refer to handout on training webpage