


## Recognition options

### Option 1: Recognition by dish

Dishes must be made up of at least 50% Québec-sourced ingredients.

- Offer at least 5 recognized dishes per cycle menu.
- Submit as many dishes as you wish for evaluation via your dashboard.
- The dishes must enter into one of the following categories: appetizer, main course, dessert, side dish or snack.
- To be recognized, at least 50% (by weight) of the ingredients comprising a dish must be sourced from Québec.

Documents required: Detailed recipe form\*

 INSTITUTION <b>AU MENU</b>							
Aliments du Québec au menu - Institution Recognition form-Dish Option*							
In order to submit a dish for evaluation, this form must be completed. <b>FILL IN YELLOW CELLS ONLY.</b> Pre-registered information is presented by way of example. If you have any questions, please contact Aliments du Québec au menu at (450) 679-2244 ext 8616							
Dish name							
Mashed Potatoes							
Dish composition							
Indicate TRUE or FALSE							
	Ingredient name	Food distributor (as appropriate)	Supplier and contact information	Quantity (g)	% of the ingredient in the dish	Quebec origin (the ingredient is certified Aliments de Québec or Aliments préparés au Québec) (the ingredient has grown or been raised in Québec)	Note (optional)
Ingredient 1	Potatoes	Dubé-Loiselle	Mr Potatoes (450) 123-4567	400	75,5%	TRUE	In season only
Ingredient 2	Milk	GFS	Natrel Brand	100	18,9%	TRUE	Available all year
Ingredient 3	Butter		Mr Butter (750) 887-6549	29	5,5%	FALSE	Dietary origin - Out of Stock in Québec
Ingredient 4	Nutmeg			1	0,2%	FALSE	Not available in Québec
Ingredient 5					0,0%		
Ingredient 6					0,0%		
The term «supplier» refers to a Québec producer or a company that processes its product entirely in Québec. If the establishment buys from a distributor (example GFS, Sysco, Norref, Alimplus, Farinex, Hector Larivée, etc.), it must provide the name of the producer or processor, in addition to the name of the distributor as appropriate.						Total Quebec origin %	
Total				530	100,0%	94%	

Verify that the total is 100%

\*The form template is available on the member's dashboard.

## Option 2: Québec procurement evaluation

The annual procurement is granted *Aliments du Québec au menu* recognition.

To obtain this recognition, the food service must provide the quantity of all food purchased in one year. The proportion (%) of Québec-sourced procurement is then calculated and recorded on the establishment's certificate.

The procurement is recognized as being primarily Québec-sourced if local food purchases represent over 50% of the total annual procurement budget.

It is possible to be evaluated and obtain a percentage under 50%. The aim of the evaluation, in such a case, is to measure an institution's initial proportion of local food procurement with a view to helping it increase its purchasing of local foods.

Beverages (juice, alcohol, coffee, soft drinks, etc.) are not included in the calculations unless they are part of a recipe.

Documents required: List of "suppliers," \* velocity report\* or summary table of purchases.

The term "supplier" refers to a Québec producer or company that processes its product entirely in Québec. If the establishment buys from a distributor (example: GFS, Sysco, Dubé Loiselle, Alimplus, etc.), it must provide the name of the producer or processor, in addition to the name of the distributor, as applicable.

\* Velocity report is a term commonly used by food service management companies to refer to a report providing a detailed list of all product purchases made with a given distributor or supplier.



### Aliments du Québec au menu - Institution Recognition form - Procurement option\*

In order to submit a supplying list for evaluation, this form must be completed.

**FILL IN YELLOW CELLS ONLY. Pre-registered information is presented by way of example**

If you have any questions, please contact Aliments du Québec au menu at (450) 679-2244 ext 8616

The term «**supplier**» refers to a Québec producer or a company that processes its product entirely in Québec. If the establishment buys from a distributor (example GFS, Sysco, Norref, Alimplus, Farinex, Hector Larivée, etc.), it must provide the name of the producer or processor, in addition to the name of the distributor as appropriate.

Quebec origin : the ingredient is certified Aliments du Québec or Aliments préparés au Québec, the ingredient was grown or raised in Québec, or sourced from a company that processes and packages its product entirely in Québec.

Animal and vegetal proteins suppliers										
Category	Product name	Brand	Supplier	Food Distributor	UPC Code	Certification Aliments du Québec (AQ), Aliments préparés au Québec (APQ)	Quebec origin Indicate TRUE or FALSE	Total in dollars (\$)	Total in dollars (\$) Quebec supplying	Total in % Québec procurement
Beans									- \$	#DIV/0!
Beef	beef cube		Hors-Qc	Colabor	8-92685-00100-5		FALSE	500.00 \$	- \$	0%
Beef	Ground beef	Bœuf Québec	Bœuf Québec	Colabor	8-92685-00100-6	AQ	TRUE	1 000.00 \$	1 000.00 \$	100%
ChickPea									- \$	#DIV/0!
Eggs									- \$	#DIV/0!
Fish									- \$	#DIV/0!
Lentils									- \$	#DIV/0!
Pork									- \$	#DIV/0!
Poultry									- \$	#DIV/0!
Seafood									- \$	#DIV/0!
Tempeh									- \$	#DIV/0!
...									- \$	#DIV/0!

\*This summary table is available via the member's dashboard.