



**DEFENSE COMMISSARY AGENCY**  
HEADQUARTERS  
1300 E AVENUE  
FORT LEE, VIRGINIA 23801-1800

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December 17, 2015

NOTICE TO THE TRADE – DeCA NOTICE 16-15

**SUBJECT: Update! UPCOMING EBS EVENTS**

The purpose of this Notice to the Trade is to alert DeCA's CONUS vendor community of two events related to DeCA's Enterprise Business System (EBS) that will occur in the upcoming months of 2016. Both events will be held at HQ DeCA, located in Building P11200, 1300 E Avenue, Fort Lee, Virginia, 23801.

The first event is called Industry Day. The purpose of Industry Day is to provide your firm with another opportunity to become more familiar with EBS and to review important contractual, item, and case information prior to on-boarding with EBS. Due to limited space, DeCA will be able to accommodate only two individuals from your firm. One of the individuals who attend must be an authorized negotiator who has the authority to contractually bind your company.

The second event is called Vendor Portal On-Boarding. The purpose of this event is to assist your company with the actual Vendor Portal on-boarding process, and to train your company on utilizing the Vendor Portal application. Three individuals from your firm may attend this event one of whom must be an authorized negotiator.

The authorized negotiator named in your DeCA contractual agreements or contracts will receive an email from one of DeCA's Resale Contract Specialists early next week. This email will focus on DeCA's first event, Industry Day. The email will provide your firm with an assigned date and time for attending the Industry Day event, and will provide important information that DeCA has on file regarding your SAM Government POCs, your authorized negotiators, and the items that you sell to DeCA. Your firm is requested to RSVP to the e-mail regarding your attendance within 7 calendar days of receiving the email. A second email focused on Vendor On-Boarding will be sent after the Industry Day event is concluded.

Please note that DeCA highly encourages your firm's on-site participation at DeCA's Industry Day event and at the Vendor Portal On-Boarding event. These events are offered to minimize any issues as we transition to EBS.

Point of contact for this NTT is Ms. Sarah Saunders, Enterprise Business Specialist. Ms. Saunders may be reached at 804-734-8000, extension 48899 or by email at [EBSCcontracting@deca.mil](mailto:EBSCcontracting@deca.mil).

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Comer".

Robert E. Comer  
Program Executive