



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

MPS

NOTICE TO THE TRADE – DeCA NOTICE 16-01

OCT - 8 2015

SUBJECT: Urgent! – EBS Related Information for Resale Vendors – Vendor Portal

**ATTENTION ALL DeCA RESALE VENDORS – ACTION REQUIRED!**

DeCA is moving forward with assessing what information is required from our vendors as we proceed with implementation of the Enterprise Business Solution (EBS) Vendor Portal. In the near future, the Vendor Portal will be the Web page that all DeCA vendors will be required to utilize to input prices, submit item presentations, promotions, and all changes to the Brand Name Resale Ordering Agreements (ROAs); e.g., line item moves, delivery locations, change of addresses, etc.

Functionality of the Vendor Portal will link DeCA contract information with the System for Award Management (SAM). Data elements such as the Commercial and Government Entity (CAGE) Code and related information will be extracted from SAM for the initial EBS launch, to be followed by subsequent updates on an ongoing basis.

It is critical for vendors to understand that SAM will be used as the single source for extracting DeCA contracting data and accessing the Vendor Portal. Each vendor's SAM account must not only be "Active," but also regularly updated in accordance with the following instructions. Failure to comply could result in a delay in the onboarding process, a lock-out from the Vendor Portal, and payment delays through DFAS.

All vendors will be provided a login and password through an "onboarding process" based on the POC information contained in SAM. Below are the details on how onboarding is expected to work and the information that must be verified as correct no later than **November 30, 2015**.

The Authorized Negotiator named in your ROA, Blanket Purchase Agreement (BPA), or Requirements Type Contract (RTC) must be the same person(s) listed as your Government Business POC and/or the Government Business Alternate POC in SAM. This match is critical to the EBS Vendor Portal onboarding process because your firm's authorized negotiator(s) will be the only person(s) DeCA contacts for the onboarding process. During the onboarding process authorized negotiators will be responsible for identifying other members of your firm needing access to the Vendor Portal to do business with DeCA.

Additionally, current and up-to-date email addresses for the SAM Government Business POC and the SAM Government Business Alternate POC and an "Active" SAM registration status is critical to the onboarding process, as well as to ongoing DeCA communication with Resale Contracting and Sales. DeCA expects to contact active SAM registrants prior to the onboarding process utilizing the email addresses found in the SAM Government Business/Alternate POC fields.

Accordingly, please take immediate action to accomplish the following:

**Step 1:** Contact your DeCA Resale Contract Specialist (see Attachment 2 for POCs) Update/Validate ROA/BPA/RTC authorized negotiator(s) with your Contract Specialist.

**Step 2:** Within the SAM database, update the Government Business POC and the Government Business Alternate POC to match the authorized negotiator(s) identified by the Contract Specialist. NOTE: the POC and the Alternate POC must not be identical; different individuals must be named in these two fields.

**Step 3:** Update the SAM Government Business POC and the Government Business Alternate POC email address and telephone numbers. DeCA will utilize this information to contact each vendor with announcements, data updates, store information, etc.

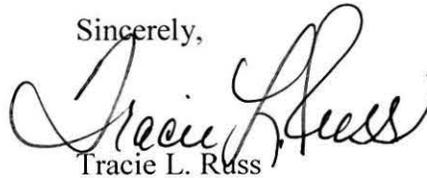
**Step 4:** Update/validate that your company's SAM Registration is "ACTIVE." An inactive account will not only lock the vendor out of DeCA's Vendor Portal, it may also block payments from DFAS.

At Attachment 1, please find screen-shots of the SAM fields that must be updated with the authorized negotiator information.

**Remember, SAM must match your DeCA Resale contract/agreement information.**

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 "Tracie L. Russ". The signature is fluid and cursive, written over the printed name.

Tracie L. Russ  
Director of Sales

Attachments:  
As stated

**ATTACHMENT 1**  
**System for Award Management (SAM) Screen Shots**

<b>Government Business POC</b>	...this is the person who is the <b>primary</b> authorized negotiator who signed the ROA and/or who is named on page 55 of the ROA or stated elsewhere in the BPA or contract.
Title: _____ →	Insert here the <b>title</b> of your primary authorized negotiator
First Name: _____ →	Insert here the <b>first name</b> of your primary authorized negotiator
Middle Name: _____ →	Insert here the <b>middle name</b> of your primary authorized negotiator
Last Name: _____ →	Insert here the <b>last name</b> of your primary authorized negotiator
Email: _____ →	Insert here the <b>email address</b> of your primary authorized negotiator
US Phone: _____ →	Insert here the <b>US phone number</b> of your primary authorized negotiator
Extension: _____ →	Insert here the <b>phone extension</b> of your primary authorized negotiator
NON US Phone: _____ →	Insert here the <b>NON US phone number</b> of your primary authorized negotiator
Notes: _____ →	Insert here any <b>notes</b> applicable to your primary authorized negotiator
Address Line 1: _____ →	Insert here the <b>mailing address</b> where your primary authorized negotiator works
City: _____ →	Insert here the <b>city</b> where your primary authorized negotiator works
State/Province: _____ →	Insert here the <b>state or province</b> where your primary authorized negotiator works
Country: _____ →	Insert here the <b>country</b> where your primary authorized negotiator works
ZIP / Postal Code: _____ →	Insert here the <b>zip code</b> for the business address where your primary authorized negotiator works

## ATTACHMENT 1 (Continued)

Government Business Alternate POC	...this is the person who is named as an authorized negotiator on page 55 of the ROA or who is named elsewhere in the BPA or contract.
Title: _____ →	Insert here the <b>title</b> of your authorized negotiator
First Name: _____ →	Insert here the <b>first name</b> of your authorized negotiator
Middle Name: _____ →	Insert here the <b>middle name</b> of your authorized negotiator
Last Name: _____ →	Insert here the <b>last name</b> of your authorized negotiator
Email: _____ →	Insert here the <b>email address</b> of your authorized negotiator
US Phone: _____ →	Insert here the <b>US phone number</b> of your authorized negotiator
Extension: _____ →	Insert here the <b>phone extension</b> of your authorized negotiator
NON US Phone: _____ →	Insert here the <b>NON US phone number</b> of your authorized Negotiator if applicable
Notes: _____ →	Insert here any <b>notes</b> applicable to your authorized negotiator
Address Line 1: _____ →	Insert here the <b>mailing address</b> where your authorized negotiator works
City: _____ →	Insert here the <b>city</b> where your authorized negotiator works
State/Province: _____ →	Insert here the <b>state or province</b> where your authorized negotiator works
Country: _____ →	Insert here the <b>country</b> where your authorized negotiator works
ZIP / Postal Code: _____ →	Insert here the <b>zip code</b> for the business address where your authorized negotiator works

**ATTACHMENT 2**  
**DeCA Resale Contract Specialist Points of Contact**

<b>Contract Specialist Name</b>	<b>Primary Area of Expertise</b>	<b>ROA Company Name Assignment by Specialist</b>	<b>Dial Phone 804-734-8000, then extension...</b>	<b>Email Address</b>
<i>Brand Name Resale Branch ~ Judge Mays, Chief, Contracting Officer</i>				
Damron, Paula	ROA	A thru Coa	48612	paula.damron@deca.mil
Harmon, Olga	ROA	Coc thru Fos	48934	olga.harmon@deca.mil
Hanson, Senta	ROA	Kri thru Pac	48606	senta.hanson@deca.mil
Givens, Shirley	ROA	Pak thru Ser	48933	shirley.givens@deca.mil
Sampson-Scott, Angela	ROA	Sev thru Z	86167	angela.sampson-scott@deca.mil
<i>Commodities/Produce Branch ~ Kimberly Cooper, Chief, Contracting Officer</i>				
Copeland, Cecilia		RTC	48864	cecilia.copeland@deca.mil
Moore, Diane		RTC	48922	diane.moore@deca.mil
Roberts, Teresa		RTC	48903	teresa.roberts@deca.mil
Robinson, Savicsa		RTC	86143	savicsa.robinson@deca.mil
Shults, James		RTC	48896	james.shults@deca.mil
Weaver, Irma		RTC	86120	irma.weaver@deca.mil
<i>Resale Services Support Branch ~ Trista Robinson, Chief, Contracting Officer</i>				
DiRoma, Donna		RTC/BPA	48263	donna.diroma@deca.mil
Leff, Timothy		RTC/BPA	48663	timothy.leff@deca.mil
Dent, Lynne`		RTC/BPA	48907	lynne.dent@deca.mil
Matherne, Nancy		RTC/BPA	48908	nancy.matherne@deca.mil
Renfroe, Cindy		RTC/BPA	48890	cynthia.renfroe@deca.mil
Weston, Sharon		RTC/BPA	48833	sharon.weston@deca.mil