



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

IN REPLY
REFER TO

MPS

April 6, 2018

NOTICE TO THE TRADE – DeCA NOTICE 18-31

SUBJECT: EBS Vendor Portal Agreements and Bill Back Manager (BBM)

The purpose of this notice is to alert Industry that on May 14, 2018, the Vendor Portal will be enhanced to add the capability to submit promotional offers using system generated agreements and BBM. These enhancements affect **CONUS only at this time**.

The Agreements module will allow vendors to electronically create, negotiate, and finalize scan-based promotional agreements with DeCA for Manager's Specials, Hot Deals, Seasonal Markdowns, and Local Store Promotions within Vendor Portal. BBM will allow systematic tracking of promotional activity and will electronically generate monthly scandown invoices by agreement/event to brokers, manufacturers, and DSD vendors reflecting the amount owed to DeCA.

What do Vendor Portal Agreements and BBM Mean to Me?

- Simplified, electronic method for tracking promotional agreements with DeCA
- **Effective May 14, 2018**, vendors will use Vendor Portal Agreements for negotiated item adjustments for Manager's Specials rather than the Item Adjustment screen
- Reduction of VCMs at store level for local store promotions
- Systematic transmission of invoices via email
- Posting of the current and prior month's BBM generated invoices in Vendor Portal under the Generated Reports Module

Training:

A Web Based Training (WBT) course will be available by April 30, 2018, at <https://www.commissaries.com/our-agency/business-with-deca/ebs-vendor-portal>. This WBT will assist vendors with using Agreements and entering the email address for receipt of the scandown invoices. The WBT is a self-study learning opportunity where vendors will be able to access the learning environment 7 days a week, 24 hours a day. Additional information will be posted on commissaries.com.

Questions regarding this notice should be submitted by email to EBQuestions@deca.mil.

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