



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

MPS

July 27, 2018

NOTICE TO THE TRADE – DeCA NOTICE 18-57

SUBJECT: Manufacturer's FDS Distributor Performance and Responsibilities

The purpose of this notice is to review Manufacturer's FDS Distributor Performance and Responsibilities pursuant with the Brand Name Resale Ordering Agreement Master Terms and Conditions (ROA), dated October 2012, available for review on [www.commissaries.com](http://www.commissaries.com) and through the following link: <https://commissaries.com/sites/default/files/2017-03/bn-roa.pdf> and to notify Industry of the requirement for Distributors to provide on-going feedback in the form of weekly reports.

Information from the following reports will be used for file and shelf maintenance, category management discussions, and will be a focus topic during Top to Top and business review meetings. Our objective is to increase product availability, build the basket, and drive transactions by delivering a premier customer experience in every store.

Pages 16 and 17 of the ROA include the following reporting requirements from FDS Distributors and will assist in achieving and maintaining DeCA's expected **95% or better fill rate**.

1. Vendor cuts and fill rates, versus expectation.
2. Store rejects and exceptions.
3. Balance on hand and due in quantities for UPCs reported on the add/delete file.

These reports are required on a weekly basis, (#1/#2 by Tuesday and #3 by Friday) to DeCA Logistics and should include, at a minimum, UPCs, DCs, stores, and cut or reject reasons, as applicable to the report content.

Points of contact for this notice are Ms. Stephanie Faughnan, Supervisory Logistics Management Specialist, [stephanie.faughnan@deca.mil](mailto:stephanie.faughnan@deca.mil) or 804-734-8000 x48779, and Ms. Amber Almond, Logistics Business Operations Specialist, [amber.almond@deca.mil](mailto:amber.almond@deca.mil) or x86239.

Thank you for your support in delivering a relevant and vital benefit to the most deserving customers in the world.

*Tracie L. Russ*

Tracie L. Russ  
Director, Sales