



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

IN REPLY  
REFER TO

MPS

April 2, 2019

NOTICE TO THE TRADE – DeCA NOTICE 19-22

SUBJECT: Resale Accounts Payable Changes Effective October 1, 2019

As DeCA continues to transform our business processes and systems to align with commercial best business practices, our resale accounts payable process will be changing effective October 1, 2019.

Changes to the resale accounts payable process are as follows:

- Elimination of the current rollup process
- Delivery receipts will be posted to accounts payable daily
- Accounts payable will be calculated based on the cost to DeCA on the day of receipt
- Payment will be processed by terms of the agreement or Treasury accelerated pay terms, whichever is first
- Vendors will receive one consolidated payment for all store deliveries that occur on the same day with the same due date
- Delivery exceptions will be generated for failed reasonability between product ordered and product received, by store by day
- Payment for these exceptions will be suspended until a reconciliation is completed and action is taken in the DeCA financial system

The change will provide the following advantages:

- Inventory will be updated daily – allowing for more precise ordering
- Procure to pay audit trail (Generally Accepted Accounting Principle)
- Improved cash management
- Reconciliation efforts are clearly identifiable
- Decrease discrepancy supplemental workload
- Daily exceptions allow for visibility of operational/process issues

Mr. Michael Easter, Vice President of Information Technology/Customer Service, MDV SpartanNash LLC, will consolidate Industry questions and forward them to DeCA. Questions should be emailed to [Michael.Easter@spartannash.com](mailto:Michael.Easter@spartannash.com), by Friday, April 5, 2019. DeCA expects to publish a Frequently Asked Questions document based upon the questions submitted on or about April 12, 2019.

Michael J. Dowling  
Deputy Director