



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

IN REPLY  
REFER TO

MPS

June 13, 2019

NOTICE TO THE TRADE – DECA NOTICE 19-43

SUBJECT: Store Portal - Vendor Price Reductions

The purpose of this notice is to alert Industry of a change for initiating local store Vendor Price Reductions (VPRs). The new process called Store VPR Agreements is currently in effect at several DeCA stores and will continue to be implemented throughout DeCA as store personnel are trained in Store Portal.

The VPR Agreement process starts with the local store representative presenting a VPR to store personnel. Store personnel create a scan-down bill back Agreement in Store Portal and apply adjustment amounts to each item.

**What do Store Portal VPR Agreements Mean to Me?**

- Reduction of paper VCMs at store level
- Continued capability to support guaranteed sale items (reduce price on short-dated items) and local promotions for special events that are approved by DeCA Headquarters, Store Operations.
- Agreements are bi-lateral; both the vendor and a Store Manager must sign the VPR making the VPR a valid, binding Agreement
- Payments must be submitted to DeCA HQ; stores will no longer accept collection.
- DeCA will deduct off-invoice accrued credits every 30 days regardless of VPR end date
- Vendors are responsible for any duplicated promotions
- Vendors must provide a 1-day lead time to put items on VPR instead of same day processing
- On-site vendors are highly encouraged to provide a copy of the store level VPR Agreement to their corporate managers or accounting departments to facilitate reconciliation of payments received
- Vendors must ensure that only one (Vendor Portal Agreement or Store Portal VPR) scan-based bill back is running to avoid any double stacked promotions

Questions about this notice should be submitted by email to [EBQuestions@deca.mil](mailto:EBQuestions@deca.mil)

*Tracie L. Russ*

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