



Power HQ Job Aid for Vendors

Increment 1

Promised Net Cost Agreement



October 2020
Version 5



Promised Net Cost Agreement

The Promised Net Cost Agreement is a new Agreement and Billback Type added to the Vendor Portal. This will be used to replace the "paper cost contracts" used to negotiate during the original Category Performance Improvement (CPI) process. The Promised Net Cost is the "Net Case Cost" the Vendor is promising and committed to DeCA for the duration of the Agreement Dates. Once the Promised Net Cost Agreement has been accepted by DeCA, all current and future COST records submitted by the Vendor will be validated against the Promised Net Case Cost in the Agreement for that item. The system will create an Adjustment record in the Operational table to keep the net case cost in line with the Promised Net Case Cost that was agreed to by the Vendor and DeCA in the Agreement. Promised Net Cost Agreements can only be created against items that currently exist in PHQ. This new feature includes the following:

- **DeCA will no longer accept Promised Net Costs on the DeCA "paper cost contracts" form.** All Promised Net Costs **MUST** be submitted via the Agreements form in the Vendor Portal.
- The Promised Net Cost Agreements are identified as Billback Type (Code 6) in the Agreement form in the Vendor Portal. Vendors can filter by Billback Type (Code 6) to review the status and where the Agreement is in the review and acceptance process.
- The Terms and Conditions are legally binding for all Promised Net Cost Agreements and cannot be customized or modified. The Vendor and DeCA can add additional terms and conditions in the COMMENTS field if needed.
- Vendors can upload items and Promised Net Case Cost Amount from a spreadsheet template. Items in the Spreadsheet can have different Case COST amounts.
- **Promised Net Cost Agreements are not Bill Backs.** Promised Net Cost Agreements do "not" create invoices and are "not" billed back to the Vendor.

Once the Promised Net Cost Agreements are Accepted by DeCA, the system will evaluate the current CASE COST for the item(s) in the Agreement and compare the COST to the Promised Net Case Cost for those items in the Agreement:

- If the current COST is **higher** than the Promised Net Case Cost in the Agreement, the system will create an Item Adjustment record (Adj Code 4) for the difference between the current Cost and the Promised Net Case Cost for the item(s) in the Agreement and add the Start/End Date of the Promised Net Cost Agreement to the Adjustment record.
- If the current COST is **lower** than the Promised Net Cost for the items in the Agreement, the system will "not" create an Item Adjustment record. The Vendor would be expected to submit a COST record thru EDI or the Vendor Portal for the agreed upon COST amount.
- If a Vendor submits a **future** COST that is higher than the Promised Net Case Cost amount in the Agreement, the system will create an Item Adjustment record (Adj Code 4) for the difference between the current Cost and the Promised Net Case Cost for the item(s) in the Agreement and add the Start/End Date of the Promised Net Cost Agreement to the Adjustment record.



Promised Net Cost Agreement (Continued)...

Example #1

If Adjustment records exist in the Operational table for Adj Code 3 (COST ONLY OFF-INVOICE) and/or Adj Code 11 (Performance Based Scandown ADJ), and the Vendor submits a Promised Net Cost Agreement, the system will include the Amounts of the Adj Code 3 and Adj Code 11 Record when creating the Adj 4 records.

Reminder: Adj Codes 1 (EDI OFF INVOICE) and Adj Code 2 (POWERBUY OFF INVOICE ALLOWANCE) will be excluded from calculation of the Adj 4 record.

Existing Data in Operational Table

UPC: 12345-55555

Base COST=\$10.00

Adj Code 1 = \$0.50 (1/1/2021-5/31/2021)

Adj Code 2 = \$1.00 (2/1/2021-3/31/2021)

Adj Code 3 = \$0.25 (1/1/2021-12/31/2021)

Adj Code 11 = \$0.35 (1/1/2021-3/15/2021)

- Vendor Submits a New Promised Net Agreement and DeCA "Accepts" the Agreement
 - Agreement #999
 - Start/End Date: 3/1/2021 - 12/31/2021
 - UPC: 12345-55555
 - Promised Net Case Cost Amount=**\$8.00**

- System will create the following Adjustment Code 4 records in the Operational Table at the End of the Day to keep the Promised Net Case Cost of \$8.00 in compliance during the Dates the Agreement is in Effect.

Adj Code= 4 (PROMISED NET OFF-INVOICE)
 Case Adj Amount=**\$1.40**
 Start/End Date: **3/1/2021 - 3/15/2021**
 Agreement #: **999**

Adj Code= 4 (PROMISED NET OFF-INVOICE)
 Case Adj Amount=**\$1.75**
 Start/End Date: **3/16/2021 - 12/31/2021**
 Agreement #: **999**



Promised Net Cost Agreement (Continued)...

Example #2

Vendor submits new Promised Net Cost Agreement, and DeCA “Accepts”. At some later point, the Vendor submits a higher Base COST thru the Vendor Portal or EDI. Since the new Base Cost is higher than the Cost in the Promised Net Cost Agreement, the system will create the Item Adjustment record (Adj Code 4) to keep the Case Cost in the Agreement in compliance during the Start/End Dates of the Agreement.

Existing Data in Operational Table

UPC: 12345-11111

Base Case Cost: **\$10.00**

- Vendor Submits a New Promised Net Agreement and DeCA “Accepts” the Agreement
 - Agreement #123
 - Start/End Date: 3/1/2021 - 12/31/2021
 - UPC: 12345-11111
 - Promised Net Cost Amount=**\$10.00**

Note: Item Adjustment Record is not created since the Net Cost in the Operational table is compliant with the COST in the Promised Net Cost Agreement.

- Vendor Submits a higher Base COST thru the Vendor Portal or EDI
 - UPC :12345-11111
 - New Base Cost: **\$12.00**
 - Start Date: 4/1/2021

Note: System will create New Item Adjustment Record to keep the Promised Net Case Cost in compliance

Adj Code=4 (PROMISED NET OFF-INVOICE)
 Case Adj Amount=**\$2.00**
 Start/End Date: **4/1/2021 - 12/31/2021**
 Agreement #: **123**



Promised Net Cost Agreement (Continued)...

Example #3

If Vendor submits new Promised Net Cost Agreement that contains an item(s), and those item(s) are on an existing Promised Net Cost Agreement that has already been Accepted or is currently in effect, the system will auto end the Adjustment Code 4 record that was created from the 1st Agreement with an end date prior to the start date of the new Adjustment Code 4 record created from the 2nd Agreement.

Existing Data in Operational Table

UPC: 12345-22222

Base Case Cost: **\$10.00**

- Vendor Submits 1st Promised Net Agreement and DeCA “Accepts” the Agreement

Agreement #567

Start/End Date: 3/1/2021 - 12/31/2021

UPC: 12345-22222

Promised Net Cost Amount=**\$9.00**

Note: System will create New Item Adjustment Record to keep the Promised Net Case Cost in compliance

Adj Code=4 (PROMISED NET OFF-INVOICE)

Case Adj Amount=**\$1.00**

Start/End Date: 3/1/2021 - 12/31/2021

- Vendor Submits a 2nd Promised Net Cost Agreement (for the same item) and DeCA “Accepts” the Agreement

Agreement #580

Start/End Date: 6/1/2021 - 11/30/2021

UPC: 12345-22222

Promised Net Cost Amount=**\$8.00**

Note: System will change the End Date for the 1st Agreement to end the day before the Start Date of the new Agreement and create a new Item Adjustment record to keep the Promised Net Case Cost in compliance for the 2nd Agreement.

Adj Code=4 (PROMISED NET OFF-INVOICE)

Case Adj Amount=**\$1.00**

Start/End Date: 3/1/2021 - 5/31/2021

Agreement #: 567

Adj Code=4 (PROMISED NET OFF-INVOICE)

Case Adj Amount=**\$2.00**

Start/End Date: 6/1/2021 - 12/31/2021

Agreement #: 580



Promised Net Cost Agreement (Continued)...

- Vendors can select from the store list below when creating the Promised Net Cost Agreements
 - BBM_ALL_STORES
 - BBM_CONUS_STORES_EXC_HI_AK
 - BBM_HI_AK_ONLY
 - BBM_HI_ONLY
 - BBM_AK_ONLY
- If a Vendor selects the store list **“BBM_SELECTED_STORES”**, and selects individual Store(s), DeCA will **“REJECT”** the Agreement. Promised Net Cost Agreements are ‘not’ applicable at the Store level. Promised Net Cost Agreements are applicable to the Cost Zones associated with the top five store list in the selection list.

Select from SMRV_BBM_STORE_LIST

Filter By:

	BBM Store List ID	Description	List Name
<input checked="" type="checkbox"/>	BBM_ALL_STORES	BBM All Stores(INCL OPP for OFF-INV)	BBM_ALL_STORES
<input checked="" type="checkbox"/>	BBM_CONUS_STORES_EXC_HI_AK	BBM CONUS Exc HI&AK	BBM_CONUS_STORES_EXC_HI_AK
<input checked="" type="checkbox"/>	BBM_HI_AK_ONLY	BBM HI&AK only	BBM_HI_AK_ONLY
<input checked="" type="checkbox"/>	BBM_HI_ONLY	BBM HI Only	BBM_HI_ONLY
<input checked="" type="checkbox"/>	BBM_AK_ONLY	BBM AK Only	BBM_AK_ONLY
<input checked="" type="checkbox"/>	BBM_SELECTED_STORES	BBM Selected Stores	BBM_SELECTED_STORES

Note: DeCA will **‘not’** accept a Promised Net Cost Agreement that has been setup with a Store List=**BBM_SELECTED_STORES**



Create a New Promised Net Agreement

Step 1: Create the Agreement

1. Select **Agreement** on the main menu.
2. Click the **+ New** icon.
3. On the Agreement Details popup:
 - Enter Description.
 - Enter or select Category Manager (required)
 - Enter or select Billback Type (Type 6) for Promised Net Cost.
 - Event is “not” applicable to Promised Net Cost Agreements.
 - Enter Start Date – must be at least 30 days after date submitted and must start on bimonthly date
 - Enter End Date – must end on bimonthly date
 - Select the Store List that’s applicable to the Promised Net Cost Agreement.

Agreement #	Vendor Number	Agreement Description	Event	Category Mgr	Start Date	End Date	BillBack Type	Accept Status	Exported Date
47623	A049-01	Promised Net Agreement - Secret Deodorant		Smith L	1/1/2021	12/31/2021	6	DecaAccept	
41073	A049-01	P & G			6/26/2020	7/23/2020	5	Approved	7/28/2020 10:43:41...
41222	A049-01	P & G			8/1/2020	8/15/2020	5	New	
36328	A049-01	TOOTHPASTE			5/27/2020	6/28/2020	5	New	
36916	A049-01	P&G 02			6/1/2020	6/30/2020	5	New	
36918	A049-01	P&G 03			6/1/2020	6/30/2020	5	New	
37369	A049-01	P&G			6/3/2020	6/15/2020	5	New	
37505	A049-01	PAMPERS			6/4/2020	6/19/2020	5	New	

1. Click the **Save** icon.
2. Click **OK** on the Inserted Successfully message. Once the save is successful, the “Terms and Conditions” will be populated.
3. Click the **Items** tab.

Agreement Details: A049-01, 47632, Promised Net Cost #2

Save Next Status Generate Report View Report History

General Items

Comments

Details

Description: Promised Net Cost #2

Category Mgr: Merriweather B

BillBack Type: 6

Agreement #: 47632

Accept Status: New

Vendor Number: A049-01

Billing Type: Vendor

Dates

Event:

Start Date: 12/1/2020

End Date: 2/28/2021

Bill Calendar: 2

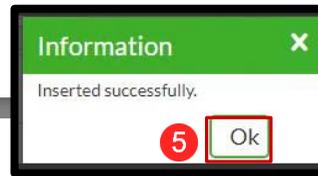
Stores

Store List: BBM_ALL_STORES

Selected Stores Display:

Terms and Conditions

Manufacturer/broker acknowledges that obligations for vendor stocking support, product delivery, and promotional trade will not be affected by negotiated cost price. Manufacturer/broker understands that the negotiated cost agreed to must be submitted as the DeCA regular base cost either transmitted through an EDI 879 transaction set or entered into the Vendor Portal. An Adjustment Code 3 off-invoice allowance with matching start and end dates may be used in conjunction with this agreement. It is also understood that DeCA category management teams will be conducting regular checks to ensure regular cost prices are maintained on negotiated items, as well as, checking the cost prices and savings levels on items not yet negotiated, to ensure any cost price increases do not offset price reductions on negotiated items. Manufacturer/broker agrees not to raise the prices on other items to make up negotiated costs. Any cost increases above negotiated levels or any unsubstantiated cost increases on non-negotiated items may result in reduced orders, promotional activity, distribution (ADC), or possible item deletions. The manufacturer/broker also validates the accuracy of product information presented in this document and understands that inaccurate information could lead to items being identified for removal from DeCA's stock assortment. This form is a legally



Note: The Terms and Conditions are defined by DeCA, and only apply to the Promised Net Cost Agreements.

Continued on nextpage



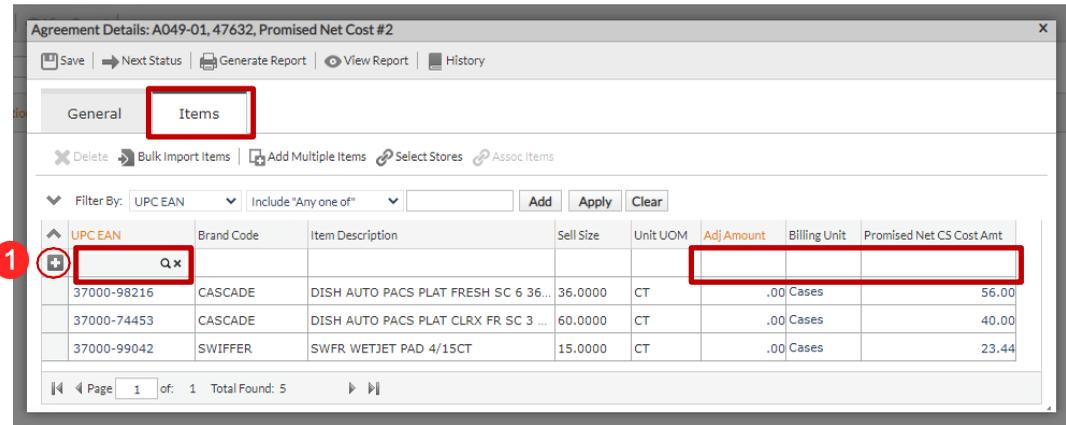
Create a New Promised Net Agreement

Step 2: Add Items and Promised Net Case Costs

There are two ways to add items and costs.

1. (Option 1) Manually enter UPC(s) and populate the required fields in the grid

- On the empty row in the grid, enter UPC EAN or select the search icon in the empty field to view/select the items in the Vendor's catalog.
- Enter **0.00** in Adj. Amount (since it is a required field)
- Select "**Cases**" as the Billing Unit
- Enter the Promised Net Cs (Case) Cost Amount.
Note: Cost must be entered with decimals (e.g. 56.00)
- Select the **+** icon to add the record to the Agreement
- Repeat steps above for adding additional items and Promised Net Case Cost Amounts to the Agreement



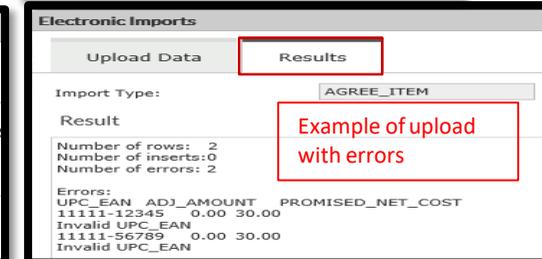
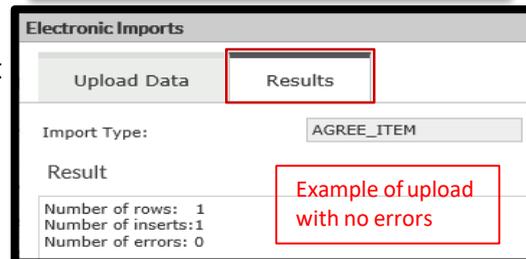
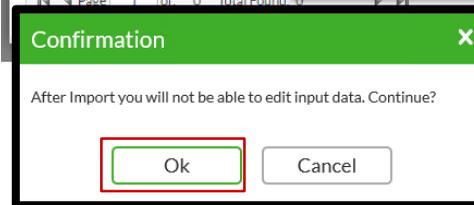
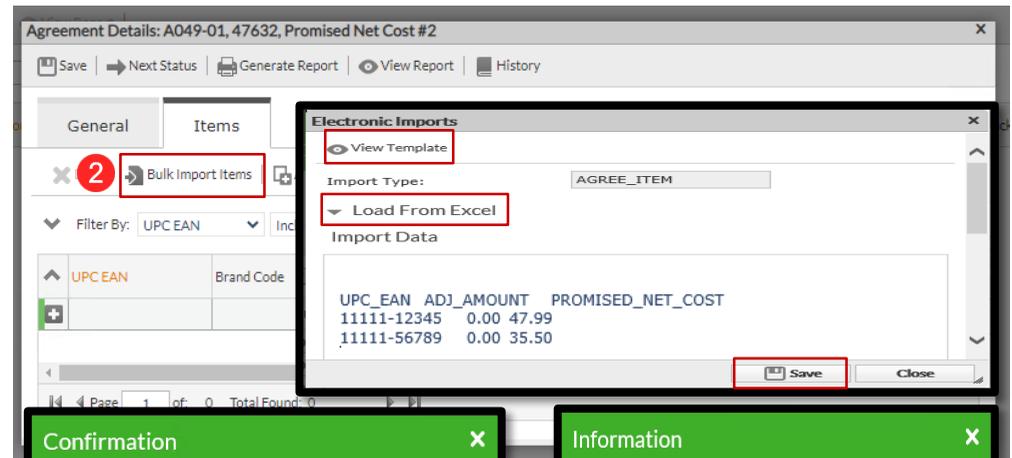
--OR--

--OR--

2. (Option 2) Click **Bulk Import Items** to load from Excel

- Enter the data in the template. Click the **View Template** icon and enter the following for each item.
 - * UPC_EAN
 - * ADJ_AMOUNT (enter 0.00)
 - * PROMISED_NET_COST (enter case cost w/ decimals)

- (OR)
- Save the template to your system and upload by selecting Load from Excel
- (OR)
- Copy the fields and data from the Excel template and paste them in the Import Data box
- Once the data is loaded in the Import Data box, select **SAVE** at the bottom of the window.
- Select "OK" on the Confirmation Window
- Select "OK" on the Information Window
- View the results. Correct any errors and re-upload if needed





Create a New Promised Net Agreement

Step 3: Submit to DeCA Category Manager

1. Click the **Next Status** button.
2. Select **CatMan** and click **OK** on the popup. This will change the status to CatMan and waits for DeCA to review the Agreement and Accept or Reject.
3. Click **OK** on the Saved successfully message.
4. Note the Accept Status is now CatMan. Click the **X** at the top of the screen to close the popup.

Agreement Details: A049-01, 47632, Promised Net Cost #2

Buttons: Next Status, Generate Report, View Report, History

Filter By: UPC EAN, Include "Any one of"

UPCEAN	Brand Code	Item Description	Sell Size	Unit UOM	Adj Amount	Billing Unit	Promised Net CS Cost Amt
37000-98216	CASCADE	DISH AUTO PACS PLAT FRESH SC 6 36...	36.0000	CT	.00	Cases	56.00
37000-74453	CASCADE	DISH AUTO PACS PLAT CLRX FR SC 3 ...	60.0000	CT	.00	Cases	40.00
37000-99042	SWIFFER	SWFR WETJET PAD 4/15CT	15.0000	CT	.00	Cases	23.44

Please select next status

CatMan-Category Manager
 Promo-Promotion Team

Buttons: OK, Cancel

Information

Saved successfully.

Button: Ok

Agreement Details: A049-01, 47629, Thanksgiving 2020 Special

Buttons: X

Details:

Description: Thanksgiving 2020 Special

Category Mgr: Merriweather B

BillBack Type: 5

Agreement #: 47629

Accept Status: CatMan

Dates:

Event: Start Date: 11/16/2020

End Date: 12/15/2020 Bill Calendar: 2

Stores:

Store List: BBM_ALL_STORES

Selected Stores Display:

Invoicing:

Vendor Number: A049-01

Billing Type: Vendor

Terms and Conditions:

Manufacturer/broker acknowledges that obligations for vendor stocking support, product delivery, and promotional trade will not be affected by negotiated cost price. Manufacturer/broker understands that the negotiated cost agreed to must be submitted as the DeCA regular base cost either transmitted through an EDI 879 transaction set or entered into the Vendor Portal. An Adjustment Code 3 off-invoice allowance with matching start and end dates may be used in conjunction with this agreement. It is also understood that DeCA category management teams will be conducting regular checks to ensure regular cost prices are maintained on negotiated items, as well as, checking the cost prices and savings levels on items not yet negotiated, to ensure any cost price increases do not offset price reductions on negotiated items. Manufacturer/broker agrees not to raise the prices on other items to make up negotiated costs. Any cost increases above negotiated levels or any unsubstantiated cost increases on non-negotiated items may result in reduced orders, promotional activity, distribution (ACV), or possible item deletions. The manufacturer/broker also validates the accuracy of product information presented in this document and understands that inaccurate information could lead to items being identified for removal from DeCA's stock assortment. This form is a legally



Review an Existing Promised Net Agreement

A Vendor can review the details (Dates, Items, Promised Net Cost Amount) and status of the Agreement following the steps below.

How To...

1. Select **Agreement** on the main menu.
2. Use the Filter By options to locate an agreement. Click on column headings to sort data if applicable.
3. Double-click to select an Agreement.
4. The **General** tab displays with the current Accept Status.
5. Click on the **Items** tab to display items and Promised Net Case Cost Amount.

Agreement #	Vendor Number	Agreement Description	Event	Category Mgr	Start Date	End Date
47623	A049-01	Promised Net Agreement - Secret Deodorant		Smith L	1/1/2021	12/31/2021
41073	A049-01	P & G			6/26/2020	7/23/2020
41222	A049-01	P & G			8/1/2020	8/15/2020
36328	A049-01	TOOTHPASTE			5/27/2020	6/28/2020
36916	A049-01	P&G 02			6/1/2020	6/30/2020
36918	A049-01	P&G 03			6/1/2020	6/30/2020

UPC EAN	Brand Code	Item Description	Sell Size	Unit UOM	Adj Amount	Billing Unit	Promised Net CS Cost Amt
37000-88435	SECRET	DEODORANT CLNL INV SOL CMPLY	1.6000	OZ	.00	Cases	60.00
37000-88511	SECRET	DEODORANT CLNL CLR GFI	1.6000	OZ	.00	Cases	60.00
37000-88515	SECRET	DEODORANT CLNL CLR GEL OLVND	1.6000	OZ	.00	Cases	60.00
37000-09614	SECRET	DEODORANT SOLID ADV PWDR PRTCN	1.6000	OZ	.00	Cases	60.00
37000-09615	SECRET	DEODORANT SOLID ADV LIGHT FRES	1.6000	OZ	.00	Cases	60.00
37000-88519	SECRET	DEODORANT CLNL INV SOL LVND	1.6000	OZ	.00	Cases	60.00



Negotiations Prior to Agreement Acceptance

During negotiations, the agreement moves back and forth within Vendor Portal, with the system capturing both Vendor and DeCA comments and changes.

The key to identifying who has control of the agreement and is able to edit or take action on it is the *Accept Status*, which is determined by either the vendor or DeCA selecting the *Next Status*. Options include...



Vendor Controls the Agreement

- **New** – vendor submits new agreement
- **VndRvw** – vendor review
- **VndReject** – vendor reject



DeCA Controls the Agreement

- **CatMan** – for Category Manager review
- **DecaAccept** – DeCA accept
- **DecaReject** – DeCA reject



Can I edit the Agreement?

Agreement Details: B618-01, 31237, Demo2 - Promised Net Cost Agreements

1 Save | Next Status | Generate Report | View Report | History

General | **Items**

Comments

Details

Description: Demo2 - Promised Net Cost Agreements
 Category Mgr: Smith L
 BillBack Type: 6
 Agreement #: 31237
 Accept Status: New

Dates

Event: []
 Start Date: 3/1/2021
 End Date: 2/28/2022
 Bill Calendar: 2

Stores

Store List: BBM_ALL_STORES
 Selected Stores Display: []

Invoicing

Vendor Number: B618-01
 Billing Type: Vendor

Terms and Conditions

Manufacturer/broker acknowledges that obligations for vendor stocking support, product delivery, and promotional trade will not be affected by negotiated cost price. Manufacturer/broker understands that the negotiated cost agreed to must be submitted as the DeCA regular base cost either transmitted through an EDI 879 transaction set or entered into the Vendor Portal. An Adjustment Code 3 off-invoice allowance with matching start and end dates may be used in conjunction with this agreement. It is also understood that DeCA category management teams will be conducting regular checks to ensure regular cost prices are maintained on negotiated items, as well as, checking the cost prices and savings levels on items not yet negotiated, to ensure any cost price increases do not offset price reductions on negotiated items. Manufacturer/broker agrees not to raise the prices on other items to make up negotiated costs. Any cost increases above negotiated levels or any unsubstantiated cost increases on non-negotiated items may result in reduced orders, promotional activity, distribution (ACV), or possible item deletions. The manufacturer/broker also validates the accuracy of product information presented in this document and understands that inaccurate information could lead to items being identified for removal from DeCA's stock assortment. This form

Able to Edit Agreement

Vendors can edit agreements only when they are in the *Accept Status* of New, VndRw, or CHGBSTART

How you can tell...

1. Action bar displays.
2. Fields that can be edited are open (i.e., not greyed out).

Unable to Edit Agreement

If the agreement displays with all fields greyed-out, the status prohibits editing.

How you can tell...

1. Action bar does NOT display.
2. All fields are greyed out and cannot be edited.

Agreement Details: B618-01, 31236, Demo Promised Net Cost Agreement

1 []

General | **Items**

Details

Description: Demo Promised Net Cost Agreement
 Category Mgr: Smith L
 BillBack Type: 6
 Agreement #: 31236
 Accept Status: DecaAccept

Dates

Event: []
 Start Date: 2/1/2021
 End Date: 5/31/2021
 Bill Calendar: 2

Stores

Store List: BBM_ALL_STORES
 Selected Stores Display: []

Invoicing

Vendor Number: B618-01
 Billing Type: Vendor

Terms and Conditions

Manufacturer/broker acknowledges that obligations for vendor stocking support, product delivery, and promotional trade will not be affected by negotiated cost price. Manufacturer/broker understands that the negotiated cost agreed to must be submitted as the DeCA regular base cost either transmitted through an EDI 879 transaction set or entered into the Vendor Portal. An Adjustment Code 3 off-invoice allowance with matching start and end dates may be used in conjunction with this agreement. It is also understood that DeCA category management teams will be conducting regular checks to ensure regular cost prices are maintained on negotiated items, as well as, checking the cost prices and savings levels on items not yet negotiated, to ensure any cost price increases do not offset price reductions on negotiated items. Manufacturer/broker agrees not to raise the prices on other items to make up negotiated costs. Any cost increases above negotiated levels or any unsubstantiated cost increases on non-negotiated items may result in reduced orders, promotional activity, distribution (ACV), or possible item deletions. The manufacturer/broker also validates the accuracy of product information presented in this document and understands that inaccurate information could lead to items being identified for removal from DeCA's stock assortment. This form



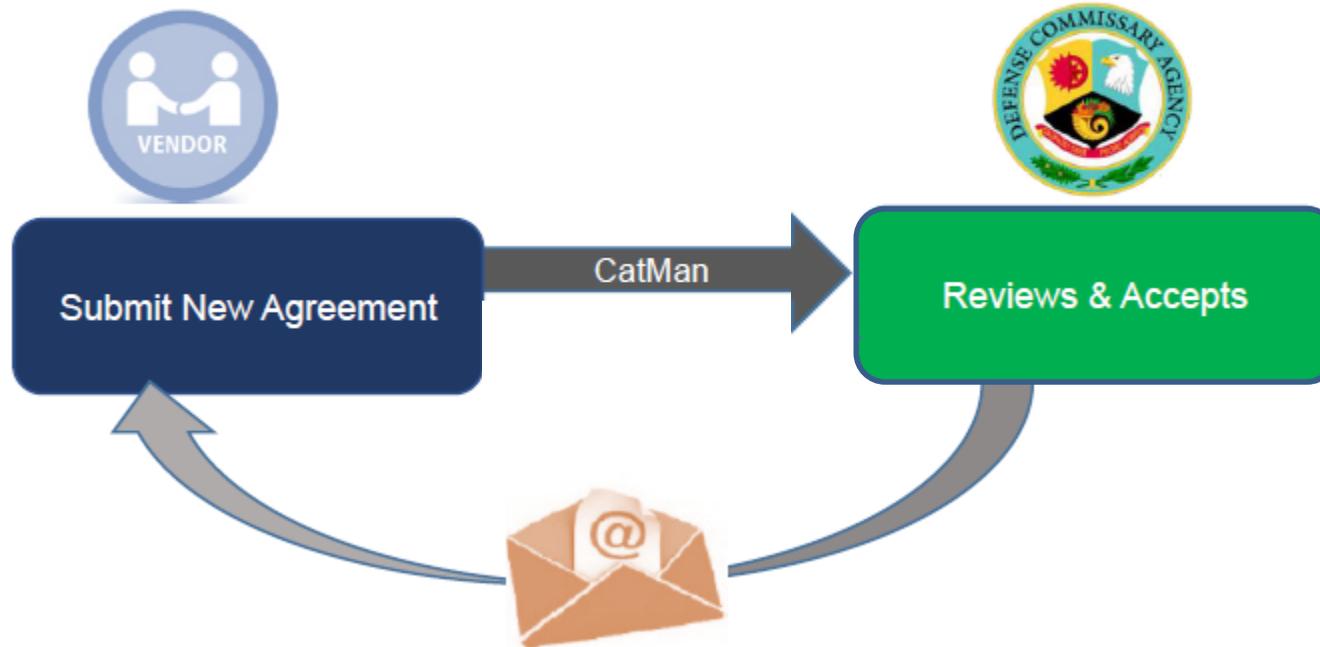
Negotiation Workflows – Prior to Agreement Acceptance

There are three basic scenarios or workflows:

1. Vendor submits Agreement and DeCA accepts (without negotiation)
2. Vendor submits Agreement and DeCA rejects (without negotiation)
3. Vendor submits Agreement and DeCA opens negotiations



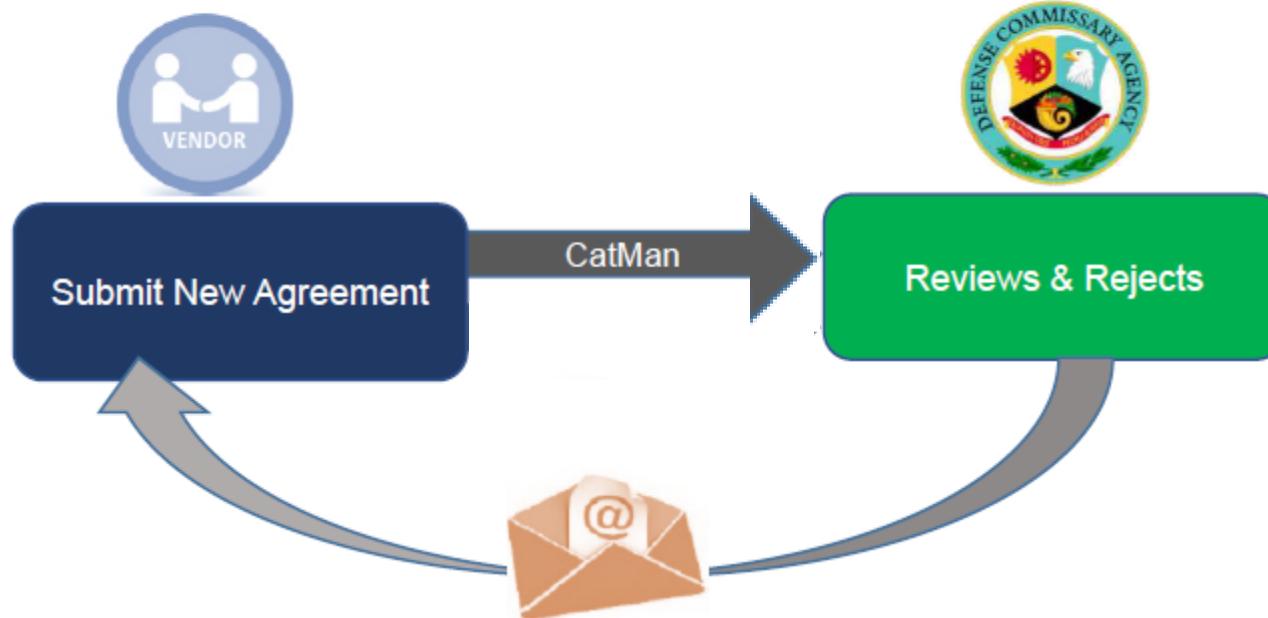
DeCA Accepts Vendor Agreement without Negotiation



- Vendor submits new Agreement and changes *NEXT STATUS* to CatMan (Billback Type – Code 6 - Promised Net Cost Agreement)
- DeCA accepts the Agreement without negotiations and changes *NEXT STATUS* to DecaAccept
- No Vendor action required – Agreement accepted
- Acceptance email sent to Vendor



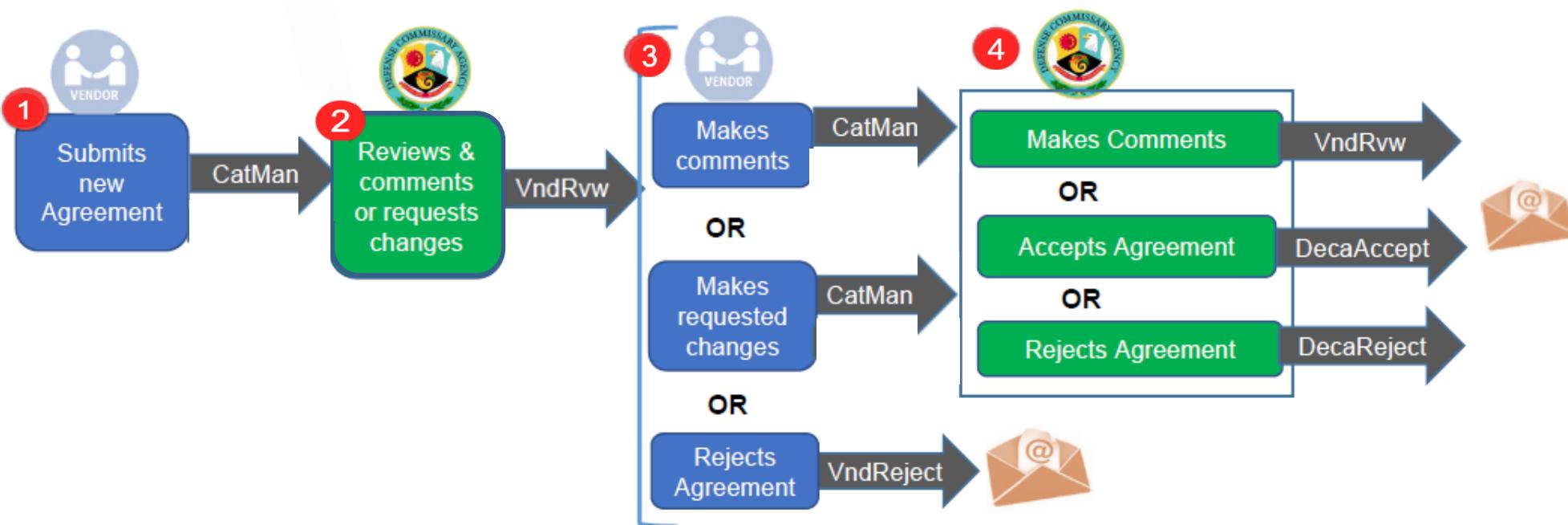
DeCA Rejects Vendor Agreement without Negotiation



- Vendor submits new Agreement and changes *NEXT STATUS* to CatMan Billback Type (Code 6) Promised Net Cost Agreement
- DeCA rejects and Agreement without negotiations and changes *NEXT STATUS* to DecaReject
- No Vendor action required – Agreement rejected
- Rejection email sent to Vendor



Vendor and DeCA Negotiations



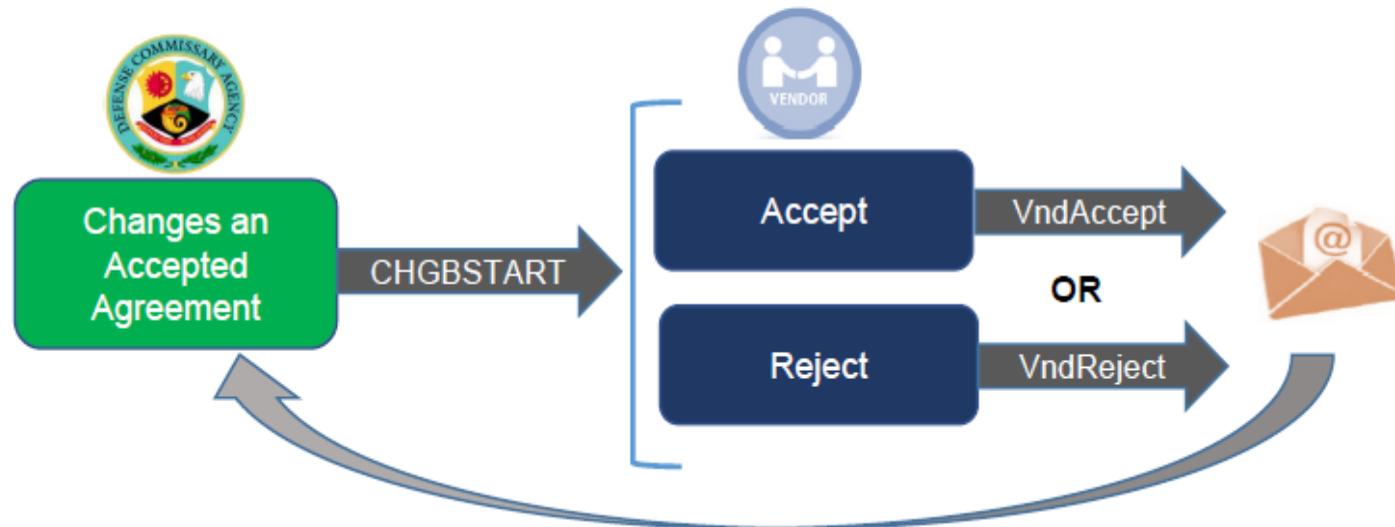
1. Vendor creates and submits new Agreement (changes *NEXT STATUS* to CatMan)
2. DeCA reviews and provides comments or requests changes (changes to Start/End Dates, Promised Net Case Cost Amount, items).
3. Vendor can...
 - Make Comments and return to Category Manager (changes *NEXT STATUS* to CatMan)
 - Make the requested changes and return to Category Manager (changes *NEXT STATUS* to CatMan)
 - Reject the Agreement without further negotiations (changes *NEXT STATUS* to VndReject); email is sent to Vendor and DeCA
4. If Vendor makes comments and makes the requested changes, DeCA can...
 - Make additional comments (changes *NEXT STATUS* to VndRvw); negotiations continue until the Agreement is Accepted or Rejected.
 - Accept the Agreement (changes *NEXT STATUS* to DecaAccept); an acceptance email is sent to Vendor
 - Reject the Agreement (changes *NEXT STATUS* to DecaReject); a rejection email is sent to Vendor



Changes After Agreement Accepted – Before Agreement Starts

DeCA can make changes to an accepted Agreement before the Agreement starts. Changes made to items, dates, and Promised Net Case Cost Amounts before the Agreement Start Date must be approved by the Vendor. DeCA makes the Agreement edits and sets to *NEXT STATUS* as **ChgBStart**. An email notification is sent to the Vendor. The Vendor has only two options – to Accept or Reject.

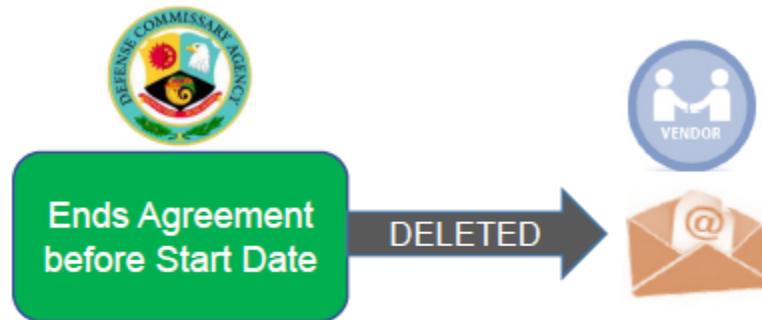
- When the Vendor sets the *Next Status* as **VndAccept**, an Acceptance Notification is sent to Vendor and DeCA.
- When the Vendor sets the *Next Status* as **VndReject** an email notice is sent to DeCA.





Changes After Agreement Accepted – DeCA Ends Before Agreement Starts

DeCA may choose to end the agreement before it starts by changing the Next Status to **DELETED**.
An email is sent to the Vendor.





Need Help?

- Check commissaries.com for updates to the Vendor Reference Guide and new Notices to Trade (NTT)
- Contact the EBS Vendor Portal Help Desk – call 1-800-531-2222 and enter PIN 7780