



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

IN REPLY
REFER TO

LEL

February 03, 2016

NOTICE TO THE TRADE – DeCA NOTICE 16-37

SUBJECT: Broker Requested Distributor Changes

This Notice to the Trade is to inform our industry and distributor partners of DeCA's policy on broker/vendor/manufacturer requested distributor changes, as outlined in the Resale Ordering Agreement (ROA) dated October 2012 (page 16).

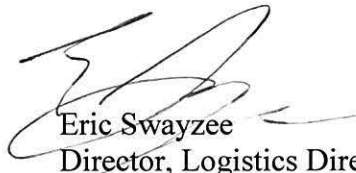
While DeCA does not make decisions for manufacturers, we understand that broker or manufacturer requested distributor changes may be required. As such, we would like to reiterate the following DeCA standards in regards to the distribution chain:

- Manufacturers shall provide a list of authorized distributors to the Contracting Officer no later than two weeks prior to the effective date of the ROA, as stated within the ROA.
- The manufacturer must provide a list of authorized distributors within five working days to the Contracting Officer when additional stores are approved.
- Distributor changes that occur must be provided to DeCA (Distribution Unit) no later than two weeks prior to the start date. Distributor changes shall not reduce or limit the current number of deliveries being provided to any store.

There have been a number of instances whereby brokers and /or manufacturers have requested distributor changes to move items to or from either upstream (slow moving items) or downstream (fast moving items) Procurement Instrument Identification Number (PIINs); also known as contracts. This type of movement requires research by the distributor being utilized. Distributors must determine if the movement of the requested item(s) is feasible, due to the current cases ordered per week and the cost to move the items from one DC to another, for shipment as an upstream or downstream item.

Prior to providing the broker requested distributor change forms to DeCA HQ, the broker or manufacturer must ensure their distributor is in agreement with the pending change. The broker and/or manufacturer must provide a statement or evidence that the distributors involved agree with the broker/manufacturer requested distributor change.

If there are any questions or concerns, please contact Ms. Stephanie Faughnan, at stephanie.faughnan@deca.mil, or 804-734-8000 ext. 48779.


Eric Swayzee
Director, Logistics Directorate