



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

IN REPLY
REFER TO

LEL

May 31, 2016

NOTICE TO THE TRADE – DeCA NOTICE 16-76

SUBJECT: Dead Stock Process-Updated Industry Information

The purpose of this Notice to the Trade is to inform our industry and distributor partners of DeCA's updated process for requesting dead stock approval and processing.

The current deleted item process was revised several years ago to assist industry with selling through deleted items if the product did not move quickly enough after notification of the item deletion.

When an item is deleted and no longer available in DIBS a dead stock request must be submitted on a Vendor Dead Stock Request Form DeCA 40-273, dated June 2012 by the broker via E-mail to distrocoordinator@deca.mil. The following deleted item situations will not be considered for processing:

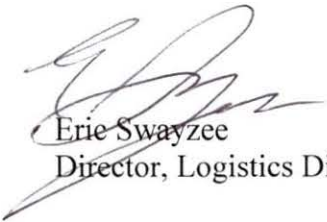
- 1) Items that have been deleted for an excessive amount of time (over 6 months) from the DIBS systems. These items will not be added back to stores files for ordering.
- 2) Items that are above a stores class. These items will not be added back to the stores through the dead stock program. The items requested must be within the stores current class for the particular commodity to be considered for action.
- 3) Items that have had a case UPC change only and the item UPC remained the same. Item UPCs cannot have two case UPCs in DIBS at the same time.
- 4) Items that have undergone a UPK change. DIBS will only allow one UPK to be loaded at a time.
- 5) Forms not completed in their entirety or with incorrect data will be rejected.

The approving store officials name and title must be included on the request form. All dead stock items will be reduced by 50% or more off of the last submitted EDI price via in-store Vendor Credit Memorandum (VCM). Stores are not to submit the requests; industry is required to submit request. Industry is to provide a signed version and the excel version for processing. The excel version allows for legibility of all areas of the form.

If the request is approved, the item will be temporarily added to the appropriate store's Catalog Master File (CMF). Store (s) will be notified when file maintenance is completed via E-mail from LELD. Dead stock items must be ordered within the 30 days of reallocation. Local representatives must work with their national broker/manufacturer representative to complete the DeCA form 40-273.

DeCA is committed to working hand in hand with our industry partners. We recognize and appreciate that a large majority of our industry partners are already using responsible business practices to prevent and minimize the time and costs associated in processing deleted items under the dead stock process. Thank you in advance for your continued support.

If there are any questions or concerns, please contact Ms. Stephanie Faughnan, at stephanie.faughnan@deca.mil, 804-734-8000 ext. 48779 or Mr. Bryan Bellamy at bryan.bellamy@deca.mil, 804-734-8000 ext. 86342.



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