



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

MPS

January 19, 2017

NOTICE TO THE TRADE – DECA NOTICE 17-14

SUBJECT: Updated DeCA Form 40-16, Promotional Display Presentation Form

The purpose of this notice is to provide industry the updated DeCAF 40-16, Promotional Display Presentation Form, dated January 13, 2017, (attached) and instructions (attachment 2) to be used for submitting promotional offers to DeCA for acceptance and entry into EBS. The following guidelines apply:

- Updated DeCAF 40-16 is effective immediately and must be used to submit promotional offers for DP 14 (regular promotions) and DP 15 (shippers, pallets, one time buys) to DeCA, NLT January 30, 2017, per guidelines in the CY 2017 Display Periods Promotion Calendar. An electronic copy of the DeCAF 40-16 is posted on commissaries.com under About Us/Business with DeCA.
- Beginning with DP 16, Electronic Data Interchange (EDI) 889, Promotion Announcement, is highly encouraged to be used to submit promotional offers for negotiated Powerbuys (PB)/PB line extensions (off-invoice) and non-negotiated (offer provided to retailers and DeCA simultaneously, not tied to an event number) offers.
- Companies that elect to use the automated EDI 889 to transmit negotiated PB/PB line extensions and non-negotiated promotional offers are not required to submit a manual DeCAF 40-16.
- Companies that elect not to use the EDI 889 transaction set must submit a DeCAF 40-16 for PB/PB line extensions and non-negotiated promotional offers. Non-negotiated offers submitted on DeCAF 40-16 must be submitted 10 working days in advance of pricing submission deadlines.
- All companies must use DeCAF 40-16 for Manager's Specials and weekly specials, even those companies electing to use the EDI 889, since the EDI 889 transaction set cannot accommodate bill-back invoicing at this time.

There are differences in the notification process for promotions submitted via EDI and using the DeCAF 40-16. Notification of acceptance of offers will occur as follows:

- EDI 889: Acceptance or rejection of negotiated PB/PB line extensions and non-negotiated promotional offers will be provided through an EDI 824, Application Advice transaction set, when the category manager approves the offer. Accepted PB/PB line extensions will also be included in the published Display Package.

- DeCAF 40-16: Acceptance of PB/PB line extensions and Manager's Special promotional offers will be announced through release of the applicable Display Package publication, as is done today.
- Acceptance of non-negotiated offers will be provided to vendors within 5 days following price submission deadlines.
- DeCA 40-15/40-16 Worksheet: The worksheet is being updated to included updates made to the DeCAF 40-16 and will be posted to www.commissaries.com.

Use of the EDI 889 is highly encouraged to ensure accurate and timely pricing through automating the processes of submitting promotional offers and entering price adjustments. The DeCAF 40-16 will be eliminated when each supplier on boards to the DeCA Vendor Portal later this year; promotions will then be submitted via the EDI 889 or through Vendor Portal.

Points of contact for this notice are Ms. Mary DeSantis, mary.desantis@deca.mil, extension 4-8975 and Mr. Gordon Jones, gordon.jones@deca.mil, 804-734-8000, extension 48240. Questions regarding EBS may be submitted to EBSquestions@deca.mil.

For Tracie L. Russ
Director, Sales

Attachments
As stated