These EBS frequently asked questions are current as of the time of publication.
However, it is a living document and will be updated or revised as necessary in the future.

DeCA's ENTERPRISE BUSINESS SOLUTION PROGRAM FREQUENTLY ASKED QUESTIONS

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October 29, 2015 (Updated January 5, 2017)

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DeCA'S ENTERPRISE BUSINESS SOLUTION PROGRAM

1. What is DeCA's Enterprise Business Solution (EBS)?

DeCA's Enterprise Business Solution (EBS) is a modernization of DeCA's resale business operations including all processes associated with vendor/supplier portal, contracting, cataloging, pricing, promotions, planogramming, ordering, receiving, inventory, customer relationship management (loyalty marketing, digital coupons), point-of-sale with electronic/mobile commerce, financial information management, and warehouse management.

EBS will be deployed in four increments:

Increment 1: Contracting, Cataloging, Pricing, Promotions, Planogramming, Category Analyzer, Bill Back Manager, and Scale Management
Increment 2: Power DAX (Demand Analytics) and Inventory Management (IM)
Increment 3: Point of Sale software, Customer Relationship Management (CRM) and Financial Information Management (FIM)
Increment 4: Warehouse Management

2. What are the objectives of DeCA's Enterprise Business Solution (EBS)?

The objectives of DeCA's EBS are to:

- Incorporate industry best practices to support a 21st century enterprise business model.
- Improve data to support analytics and business decisions.
- Lower the total cost of ownership.

3. How will this benefit the customers?

By providing a 21st century business model comparable to retail grocery supermarket operations throughout the 240 commissaries DeCA operates worldwide.

EBS DEPLOYMENT

1. When will Increment 1 be deployed?

DeCA's internal tool, Category Analyzer, was deployed in January 2016. The remainder of Increment 1 is planned for deployment in 4 steps under the following timeline:

- Power HQ will be deployed worldwide in February 2017
- Galleria will be deployed in March 2017
- Vendor Portal and Bill Back Manager deployment will begin in July 2017
- Enterprise Scales Management deployment will begin in October 2017

2. Please provide a brief explanation of each of the modules being deployed in Increment 1.

a. Category Analyzer: Category Analyzer provides DeCA with item movement reporting and analysis capabilities at both the HQ and store levels by combining item movement and retail prices from the POS systems and merchandising data.

b. Power HQ: Power HQ will provide DeCA headquarters and commissary personnel with item, cost, pricing, and data management, replacing the current functions in DeCA's Interactive Business System (DIBS). Power HQ consolidates vendor, item and store information within a single data repository, enhancing productivity by reducing manual data entry and update requirements, and ensuring full consistency across all store locations.

c. Planogramming: Galleria's planogramming solution will allow DeCA to utilize algorithms to generate optimized space assortments for individual stores and groups of stores, based on store-specific customer demand, category strategy, and supply chain considerations. Galleria combines merchandising strategy with sales data and store fixture information to produce automated and optimized planograms at a variety of levels.

d. Vendor Portal and Contracting: The Vendor Portal will automate contracting, item management and promotions. It will provide cost management, new item creation, promotion and price management, and management of vendor agreements/contracts. Through the validation of vendor data, the Vendor Portal can automatically identify and return potential errors back to the vendor. Additionally, the Vendor Portal alerts category managers to new offers or changes to existing offers, and shares promotional information with stores. Authorized users are logged into an appropriate profile which determines their roles, permissions, and menu options as assigned in the security settings. Role-based authentication controls the master data, items, costs and allowances that a vendor can view and maintain.

e. Bill Back Manager: Bill Back Manager provides DeCA with a quick and efficient method for entering and generating invoices to brokers, manufacturers, and DSD vendors for various types of promotional activities such as scan downs. This includes the creation of agreements at any time during the deal life cycle: past, present, or future. Additionally, Bill Back Manager can assist with the creation of on-demand reports to track the progress of all agreements, print or email invoice documents by summary, by item, and/or by store and item.

f. Scales Management: For scales management, Invatron's E-Plum Enterprise Scale Manager will be integrated with NCR's Power HQ. E-Plum will enable DeCA to send pricing to all scales within the commissaries. Furthermore, DeCA will be able to monitor and manage all the scales in the enterprise, view scales by store and/or department, and check pending batches or any in-progress scale actions.

3. What determined the reason for the phased deployment in Increment 1?

The results of in-depth NCR discovery sessions and the need to maintain some legacy systems and interfaces determined the recommendation for a phased deployment.

SYSTEM FOR AWARD MANAGEMENT (SAM)

1. What is SAM?

The System for Award Management (SAM) database is the primary Department of Defense (DoD) repository for contractor information required to conduct business within the Department of Defense. Existing DeCA vendors are required to update their SAM registration annually and maintain accurate and complete informational data.

For additional information on the SAM registration process please visit:
https://www.sam.gov/portal/SAM/#1

2. Is there a cost associated with SAM registration?

No. There is no fee to register in SAM.

3. How do I access SAM?

The web site is: https://www.sam.gov/portal/SAM/#1.

4. How will SAM support EBS?

a. SAM will support EBS in the vendor onboarding process. DeCA plans to utilize SAM as a validation point to match the SAM Government Business POC and/or Alternate Government Business POC to the authorized negotiator named and listed in the DeCA Brand Name Resale Ordering Agreement (ROA), Requirements Type Contract (RTC), and Blanket Purchase Agreement (BPA) (as defined on page 10). The authorized negotiator named and listed in the ROA must match the SAM Government Business POC and/or Alternate Government Business POC. Contractors must be registered within the SAM database and have an active account in order to access the EBS Vendor Portal.

b. SAM is expected to support EBS in the day-to-day administration of DeCA's ROAs/RTCs, and BPAs. A weekly real time interface between SAM and EBS will provide alerts to the DeCA contracting officer when a vendor changes/updates the company's SAM information. The contracting officer will take appropriate action to either process a modification or allow the sync to continue without a modification in accordance with updated information in SAM.

5. How many Government Business points-of-contact (POC) can I name in SAM?

SAM allows two people to be named as the Government Business POC; specifically, a Primary Government Business POC and a Government Business Alternate POC.

6. Who in my company should I identify as the Primary and Alternate Government Business POCs?

The Primary Government Business POC named in SAM should be the person who signed the Resale Ordering Agreement (ROA)/Requirements Type Contract (RTC)/Blanket Purchase Agreement (BPA), and must be the person who is able to contractually bind your company. If the person who signed the ROA/RTC/BPA is no longer employed by the company, please contact the DeCA contracting officer who administers your ROA/RTC/BPA. A list of DeCA contracting officials is provided on pages 9-10. The Government Business Alternate POC must be one of the authorized negotiators listed in your ROA/RTC/BPA. If there is only one authorized negotiator within the company, the alternate POC can be left blank.

7. What is the role and responsibility of the vendor's business point-of-contact (POC) named in SAM as the Government Business POC and/or Government Business Alternate POC?

The role and responsibility of the SAM Government Business POC and/or Government Business Alternate POC (vendor's business point-of-contact) is to act as the vendor's authorized negotiator. More information on authorized negotiators is provided below.

8. What exactly is an authorized negotiator? Who identifies the authorized negotiator in SAM and who should the authorized negotiator be?

An authorized negotiator is the person in the vendor's company who has the authority to bind the company contractually. Authorized negotiators are the only people who are authorized to sign and/or request changes to the ROA/RTC/BPA. Vendors are responsible for identifying the authorized negotiators in SAM. The authorized negotiators named in SAM should be the Primary Government Business POC and the Government Business Alternate POC.

9. Will DeCA allow identification of additional authorized negotiators other than the two identified in SAM?

Yes. The Vendor Portal will support identification of a third authorized negotiator.

10. Will only the authorized negotiators (Primary Government POC and/or Government Business Alternate POC) be able to provide role based access to the Vendor Portal for a specific CAGE code? Will the alternate have the same access levels?

Yes, authorized negotiators (Primary Government Business POC and/or Government Business Alternate POC) will be the only people authorized to appoint role based access to the Vendor Portal. These individuals will be responsible for assigning the roles and permissions for representatives in their company based on predefined roles within the Vendor Portal.

11. How often will I have to update my SAM information?

Vendors must update their information in SAM anytime there are changes within the organization (Government POC, Alternate POC, name, email address, etc.). If there are no changes, SAM will need to be renewed annually.

12. How will I know when my SAM account is going to expire? Specifically, will I receive any alert or other notification that my contact information in SAM will need to be updated?

The primary POC email address in SAM will receive a message alerting them of renewal requirements at 60 days, 30 days, and 15 days prior to expiration. If you do not renew your registration, it will expire. You must have an active SAM registration in order to be eligible to receive contract awards or payments.

13. Can we update SAM now or should we wait?

DeCA highly encourages vendors to make the necessary changes in SAM now, in coordination with DeCA contracting. Specifically, vendors should ensure that the name listed as the SAM Government Business POC is the company official who signed the ROA/RTC/BPA, and the name listed as the SAM Government Business Alternate POC is the other authorized negotiator named on page 55 of the ROA or elsewhere named in the RTC/BPA.

14. What SAM information will be passed to EBS?

At a minimum, the following data fields will flow from SAM to EBS: Government Business POC, Government Business Alternate POC, email addresses, phone numbers, DUNS, and CAGE code.

15. How will brokers and distributors get registered in SAM?

Brokers and distributors must first obtain a DUNS number from Dun and Bradstreet. Once a DUNS number is obtained, contact the SAM Help Desk either by email found on their website: https://www.sam.gov/portal/SAM/#1; or by telephone: (866) 606-8220.

COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE

1. What is a CAGE code?

The Commercial and Government Entity (CAGE) code is a five (5) position code assigned by the Defense Logistics Agency (DLA) that provides a standardized method of identifying a given legal entity at a specific location. Specific to EBS, the CAGE code is the driver that will tie everything together for a specific vendor. The vendor will use the CAGE code to gain access to the Vendor Portal during the onboarding process. The CAGE code will also be used during many business transactions (new item introduction, promotions, pricing) that transpire in the Vendor Portal.

2. How do I get a CAGE code?

A CAGE code will be automatically assigned to you as part of your SAM registration. Once you have submitted your SAM registration for processing, the information will be routed to DLA for

CAGE code assignment. Once the CAGE code has been approved, it will be sent back to SAM and added to your registration. It may take up to 10 business days to process a CAGE code request.

3. Where can I go to locate my CAGE code?

You should access the following website for assistance in locating your CAGE code: https://www.dlis.dla.mil/bincs/begin_search.aspx.

4. How does the CAGE code impact me as a vendor in EBS?

The CAGE code will be used to initiate the EBS Vendor Portal onboarding process in Increment 1. Without a valid CAGE code and active SAM registration, a vendor cannot be issued a ROA/BPA/RTC. Further, without a valid CAGE code on the EDI transaction sets, EDI transmissions will be rejected.

5. If there is a manufacturer buyout, do I have to get a new CAGE code?

Please contact your contracting officer for a determination. A list of contracting officials is provided on pages 9-10.

6. Why would a vendor need more than one CAGE code?

A vendor would need more than one CAGE code if the vendor has multiple contracts established in the same name with multiple specific remit to addresses.

7. Is a CAGE code different than a vendor code?

Yes, the CAGE code is different than the vendor code. The CAGE code is assigned by DLA and a Vendor code is assigned by DeCA. In EBS, the CAGE code will be the primary data attribute necessary for access to the Vendor Portal and access to contract documentation, whereas the vendor code is the primary data attribute associated with DeCA's SAVES and DIBS legacy systems.

8. Can I have one CAGE code with multiple vendor codes underneath? Will the "remit to" address have to be the same?

Yes, you can have one CAGE code with multiple vendor codes, provided the vendor's specific company locations are the same.

9. Should a vendor only have one CAGE code?

Vendors may be able to limit the number of CAGE codes to the maximum extent possible, as doing so may ease the SAM updating process and management of your DeCA ROA/RTC/BPA. For more information on CAGE codes, please contact the Defense Logistics Agency at telephone number 877-352-2225.

10. What is a Procurement Instrument Identification Number (PIIN)?

A PIIN is a number assigned to a ROA/RTC/BPA. The following illustrates a properly configured PIIN:

Position	Contents				
		HDEC01	16	G	0001
1-6	Identification of department/agency office				
7-8	Last two digits of the fiscal year in which the PII number is assigned				
9	Type of instrument*				
10-13	Four position serial number				
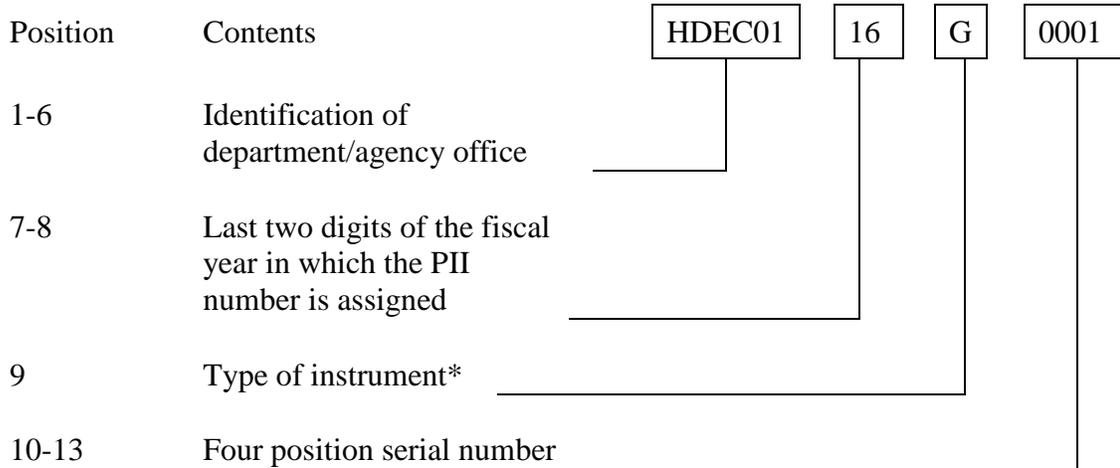
*Type of instrument guide is as follows: "G" is ROA; "D" is RTC; and "A" is BPA

11. If we have multiple Procurement Instrument Identification Numbers (PIIN) with one CAGE code, can we merge our ROAs before EBS rolls out?

It may be possible to merge multiple ROAs before EBS rolls out if the following parameters are the same across the multiple PIINs:

- "Remit To" address
- Distribution Method
- Department
- For EDI vendors – five or less cost zones
- Prompt Payment Terms

However, please contact your designated contracting official at the phone number or email address provided below for a determination based on your situation:

Contract Specialist Name	Primary Area of Expertise	ROA Company Name Assignment by Specialist	Dial Phone 804-734-8000, then extension…	Email Address
Brand Name Resale Branch ~ Judge Mays, Chief, Contracting Officer				
			Extension	
Damron, Paula	ROA	A thru Butter	48612	paula.damron@deca.mil

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Harmon, Olga	ROA	Byr thru El Encanto	48934	olga.harmon@deca.mil
Banks, Wendy	ROA	Elite thru Interstate	48588	wendy.banks@deca.mil
Hanson, Senta	ROA	Intra thru Miko	48606	senta.hanson@deca.mil
Roberts, Teresa	ROA	Mil Dist thru Pepsi	48903	teresa.roberts@deca.mil
Tim Leff	ROA	Pepsico thru Sunny D	48663	timothy.leff@deca.mil
Sampson-Scott, Angela	ROA	Suns thru Z	86167	angela.sampson-scott@deca.mil

Commodities/Produce Branch ~ Kimberly Cooper, Chief, Contracting Officer				
Copeland, Cecilia		RTC	48864	cecilia.copeland@deca.mil
Freeman, Anita		RTC	86335	anita.freeman@deca.mil
Gooden, Richard		RTC	86358	richard.gooden@deca.mil
Moore, Diane		RTC	48922	diane.moore@deca.mil
Robinson, Savicsa		RTC	86143	savicsa.robinson@deca.mil
Skelton, Star		RTC	86359	star.skelton@deca.mil
Shults, James		RTC	48896	james.shults@deca.mil
Weaver, Irma		RTC	86120	irma.weaver@deca.mil

Resale Services Support Branch ~ Trista Robinson, Chief, Contracting Officer				
DiRoma, Donna		RTC/BPA	48263	donna.diroma@deca.mil
Dent, Lynne		RTC/BPA	48907	lynne.dent@deca.mil
Matherne, Nancy		RTC/BPA	48908	nancy.matherne@deca.mil
Renfroe, Cindy		RTC/BPA	48890	cynthia.renfroe@deca.mil
Weston, Sharon		RTC/BPA	48833	sharon.weston@deca.mil

Contracting Branch ~ Europe ~ Ms. Petra Pulze, Chief, Contracting Officer				
For International Calls, Dial 49+631+3523 followed by extension…		**For In-Country Calls, Dial 0631-3523, followed by extension…**		
		Extension		
Petra Pulze	Chief	128	petra.pulze.de@deca.mil	
Aaltonen, Jari	Contract Specialist	231	jari.aaltonen@deca.mil	
Amthor, Hans Otto	Contract Specialist	229	hans-otto.amthor.de@deca.mil	

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Beachem, Susanne	Purchasing Agent	224	susanne.beachem.de@deca.mil
Copeland, Thomas	Contract Specialist	228	Thomas.copeland.de@deca.mil
Dollwett, Dieter	Contract Specialist	223	dieter.dollwett.de@deca.mil
Ecker, Ruth	Contract Specialist	245	ruth.ecker.de@deca.mil
Schreiber, Hans Peter	Contract Specialist	243	hanspeter.schreiber.de@deca.mil
Smith, Pia	Contract Specialist	241	pia.smith.de@deca.mil
Contracting Branch ~ Pacific ~ Mr. Pon Tran, Chief, Contracting Officer			
From an external/commercial location dial: 011-81-98-938-1111, wait for line to connect with a *new* dial tone, then dial the employee's 7-digit commercial number as noted below…..			
		Extension	
Tran, Pon	Chief	634-2161	pon.tran@deca.mil
Ishikawa, Kieko	RTC/BPA/ROA	634-2290	kieko.ishikawa@deca.mil
Maikawa, Rine	RTC/BPA/ROA	634-1920	rine.maikawa@deca.mil
Reeves, Jeremy	RTC/BPA/ROA	634-1986	jeremy.reeves@deca.mil

DeCA RESALE CONTRACTING

1. What is a Resale Ordering Agreement (ROA)?

A Resale Ordering Agreement (ROA) is a written basic ordering agreement negotiated between the Defense Commissary Agency (DeCA) and the supplier/contractor/manufacturer that consists of master terms and conditions for identifying specific methods for ordering, invoicing, delivery, pricing, etc., for resale of brand name and private label items. A brand name item is a commercial item procured by brand or trade name without reference to a specification. Generally, ROAs can be cancelled by either the Government or the BPA supplier with a 30-day written notice.

2. What is a Requirements Type Contract (RTC)?

An RTC is a type of contract that results from a competitive solicitation referencing particular specifications. RTCs fill the commissaries' needs for supplies or services during a specified contract period by placing orders through one vendor. RTCs expire at the end of the stated contract period or can be terminated earlier through formal contractual proceedings.

3. What is a Blanket Purchase Agreement (BPA)?

A BPA is a type of agreement that generally results from a competitive request for quotation where a vendor fulfills the commissaries' needs when a call order is placed. BPAs can also be established with several different vendors capable of providing the same products; call orders are either competed or rotated between the qualified suppliers. Generally, BPAs can be cancelled by either the Government or the BPA supplier with a 30-day written notice.

4. What is an SF 1449?

The Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items, is page 1 of the Brand Name ROA, RTC, and/or BPA between your firm and DeCA. The SF 1449 can be viewed and downloaded from the Vendor Portal.

5. Will a new ROA, RTC, or BPA be required when EBS rolls out?

At this time, DeCA does not anticipate establishing new ROA/RTC/BPA numbers with its current vendors when EBS rolls out. Instead, DeCA is considering the possibility of modifying the existing contract master terms and conditions to incorporate language changes necessary to support EBS.

6. If an incumbent contractor's requirements type contract (RTC) is renewed, will a new contract number be assigned?

RTCs are not renewed. New contract numbers are assigned to new RTC contracts that are awarded as a result of the competitive solicitation process.

7. When a POC or other data attributes in SAM change, will this require a contract modification (SF 30)?

Please contact your designated contracting officer (listed on pages 9-10) for support in determining whether or not a contract modification will be required.

8. How do I find out my designated contracting officer and their point-of-contact information?

Your designated contracting officer is listed on the SF 1449. Please refer to pages 9-10 for a complete listing of contracting officials.

9. Will DeCA mandate the use of digital signatures?

No. DeCA will give vendors the option of signing documents either digitally or electronically.

VENDOR/BROKER ROLES AND RESPONSIBILITIES

1. What is the difference between a vendor and broker in EBS?

The difference between a vendor and a broker is the contract owner (vendor) versus the broker who is authorized by the vendor to perform their operational needs. In EBS the contract owner is considered a vendor whether they are a manufacturer or a selling broker. The vendor (contract owner) will assign roles, responsibilities, and permissions to the Vendor Portal for their

contract(s). The broker (who is the not the contract owner) will work with the vendor to get access, roles, and permissions to the Vendor Portal.

2. I am a broker and represent multiple manufacturers. Will I be identified in SAM as an authorized negotiator (Government POC) for the manufacturers I represent?

It depends on the contractual relationship and what is stated in the ROA/RTC/BPA. For example, if the manufacturer is the ROA/RTC/BPA owner, and the broker is named on page 55 of the ROA (or elsewhere in the RTC/BPA) as the authorized negotiator, then yes, the broker should be named in SAM as the Government Business POC and/or Government Business Alternate POC. However, if the broker is not named as an authorized negotiator in the ROA/RTC/BPA, then the broker should not be named in SAM as the Government Business POC and/or Government Business Alternate POC.

3. Do I assign roles by contract number?

Yes. The authorized negotiator (Primary Government Business POC and/or Government Business Alternate POC) will assign roles and permissions by contract number.

4. What happens if I have multiple account managers making presentations for one contract?

DeCA will allow "edit" or "read" access at the contract level (PIIN number). Authorized negotiators (Primary Government Business POC and/or Government Business Alternate POC) will be responsible for assigning the roles and permissions based on predefined roles within the Vendor Portal. It is possible that access to the Vendor Portal be given to multiple account managers by contract. However, as the number of account manager's increase with access to contract/item/pricing, so could the risk of errors.

5. What if multiple individuals have the same roles and responsibilities?

Vendors' authorized negotiators (Primary Government Business POC and/or Government Business Alternate POC) will be responsible for assigning the roles and permissions based on predefined roles within the Vendor Portal. It is possible that access to the Vendor Portal be given to multiple account managers by contract. However, it is important to remember that as the number of account managers increase, so could the risk of errors.

6. Can roles and responsibilities be assigned by brand within a contract? If not, should I request additional contracts?

No, roles and responsibilities will be determined at the contract level. DeCA does not recommend requesting additional contracts for the purpose of increasing the number of individuals with access to the Vendor Portal.

7. If I am given access to the Vendor Portal and designated as an account manager, will I have access to all contracts and items for a CAGE code if the CAGE code is the same for all vendor contracts?

Roles and responsibilities are determined by contract. An account manager(s) will have access to all items by contract. If the account manager has the responsibility of multiple contracts under the same CAGE code, then all contracts will be displayed under one login.

8. In addition to account managers, what other roles and responsibilities are expected to exist within the Vendor Portal?

To date, the following roles and responsibilities have been defined for Vendor Portal:

- Pricing Coordinator – Ensures that pricing for all products accurately reflects the pricing lists administered by its firm. Regularly reviews prices for all products to ensure accuracy. Initiates price changes and ensures that all items are accurately marked and product signage is updated promptly. Submit, change and delete prices.
- Account Manager – Manage the sales administration function. Solicit business on behalf of the company. Present new and promo items, submit file maintenance requests or conduct file maintenance in vendor portal. Demo product, process orders, represent the organization who would like to do business with DeCA. Set up displays, stock shelves, ensure pricing is correct, distribute coupons and verify coupons are not expired.
- Authorized Negotiator – The person in the vendor's company who has the authority to bind the company contractually. The only people who are authorized to sign and/or request changes to the ROA/RTC/BPA. Must be named as the primary Government POC and the Government Business Alternate POC named in SAM. Assign vendors' roles. Request line item moves. Present new items, submit prices, and change prices if/as necessary.
- Distributor Coordinator: Submit on-going feedback of the replenishment process regarding supplier order fill rates versus DeCA expectations. Identify challenges causing fill rates to fall below expectations and provide constructive remedial action to resolve challenges. Manage delivery windows. Submit weekly exception reports. Submit weekly BOH reports. Commits to promo items 30 days in advance.
- Contracting Officer: Has the authority to enter into, administer and/or terminate contracts/agreements and make related determinations and findings. Serves as the business advisor to the Program Manager and is responsible for ensuring that all acquisition laws and regulations are followed. Monitors and records contractor performance and resolves problems. Signs and executes award documents.
- Contract Specialist: Reviews and analyzes requests for procurement. Monitors contractor performance and reports problems to the Contracting Officer. Researches SAM. Coordinates line item moves with Sales Directorate and vendor. Recommends contract award to the Contracting Officer.
- Procurement Technician: Supports all levels of the contracting process.

9. How should vendors make personnel changes to the assigned roles in Vendor Portal?

The vendors' authorized negotiators (Government Business POC and/or Government Business Alternate POC) will be responsible for assigning and managing additions, deletions, and changes to the predetermined Vendor Portal roles.

10. I am a manufacturer and use multiple brokers to support my business model. Will I be able to give my brokers access to submit presentations and/or pricing but not have access to edit my item file? Will new item presentations and promotions be separate permissions or one?

Brokers who have edit capabilities for submitting presentations and pricing will also have edit capabilities to the item file because the item file will change based on presentation and/or pricing. At this time, we expect new item presentations and promotions to have the same permission.

11. I have a Direct Store Delivery (DSD) non-electronic data interchange (EDI) ROA in the U.S. environment and an EDI ROA in the overseas environment; does this matter in terms of assigning EBS roles and responsibilities?

No, because the roles, responsibilities, and permissions will be determined by contract.

EBS VENDOR PORTAL

1. What is the Vendor Portal?

The Vendor Portal is a secure, electronic enterprise web based application designed to increase collaboration between category managers and vendors/suppliers, and to efficiently transform DeCA's current ROA process to an automated environment. The Vendor Portal will provide authorized users of the vendor community a single point of entry to log into and conduct business.

2. How many portals will each company get or have access to?

There is only one Vendor Portal.

3. When the onboarding process begins, who will DeCA contact to begin the process?

DeCA will contact the authorized negotiators named in SAM as the Primary Government Business POC and the Government Business Alternate POC to begin the onboarding process.

4. Will the Vendor Portal be linked to a smart phone?

Smart phone applications for mobile phones are not in the current scope.

5. Will the Vendor Portal have import and export capabilities?

Yes, the Vendor Portal will have import and export capabilities. Import capabilities will support vendor item and cost uploads contingent upon the vendor business model. Export capabilities will include item movement. Additionally, import and export capabilities will support the new contract and contract modification process flows.

6. When will industry have the terms of use for the vendor portal? Our legal counsel may need to review the terms as it creates obligations for the corporation.

Industry will be provided with the terms and use of the Vendor Portal as part of the on-boarding process.

7. Will Vendors be able to get fill rate reports on the Vendor Portal?

Not at this time.

8. Will Vendors be able to get syndicated data information for retail sales in the portal?

No.

9. Will Vendor Portal on-boarding be seamless to the stores?

Stores will have access to information submitted by the vendors through the Vendor Portal.

10. Should we list all items in the Vendor Portal, or just the items that we are selling to DeCA?

Vendors will not be responsible for loading/listing their existing items in the Vendor Portal – existing items are cataloged in Power HQ and will be made viewable in Vendor Portal. Vendors will be responsible for loading/listing new items in Vendor Portal for DeCA's consideration for resale.

11. In what format will we be able to pull down sales and movement data from the Vendor Portal – excel, CSV, PDF?

Vendors will be able to pull their own sales and movement data in comma separated (CSV) and ASCII text (.txt)

12. Will Vendor Portal require a security certificate to access the data?

No.

13. When will we get our first peek at the vendor portal?

Vendor portal onboarding will take place in the July – September 2017 timeframe.

14. When do you think you will be able to provide details on how vendors will be submitting pricing through the Vendor Portal?

The information available to us today indicates that pricing in Vendor Portal will be very similar to today's DeCA's Web Pricing System. We anticipate that Non-EDI vendors will have limited to no computer changes to make in order to be able to submit pricing in the Vendor Portal. As Vendor Portal progresses and information is passed to us, Notice to the Trade notifications will communicate the details.

VENDOR PORTAL ROLES AND RESPONSIBILITES

1. What are the Vendor Portal roles and responsibilities?

DeCA assigned roles and responsibilities to certain functional tasks that will take place in Vendor Portal. Those functional tasks include: requesting contractual changes; presenting new items; presenting promotional items; submitting pricing; marking down product, and adding/deleting user accounts. The roles of the authorized negotiator, account manager, pricing coordinator, group administrator and distributor coordinator will have either view or edit access to the functional tasks named above.

2. What is the role or responsibility for distributors or data collection services?

At this time, the role of "distributor coordinator" has been assigned to the individual working at the distribution facility. The functional responsibility of this role in Vendor Portal is to view new and promotional items for the ROA owners who have partnered with their distributorship. No role or responsibility has been assigned to "data collection services".

3. If a supplier is using their own internal organization for Headquarter account management and pricing, where do you see the broker being on this listing?

It depends on the tasks the supplier's internal "account management" performs for the DeCA account today. If the supplier's internal account management marks down product at store level, presents new or promotional items to DeCA, or submits pricing on new, regular, and promotional items, the need for a broker may need to be reconsidered.

4. What are the vendor responsibilities in the Vendor Portal for EDI transactions?

EDI transactions and responsibilities will remain outside of Vendor Portal. Vendors will be responsible for acknowledging and responding back to an EDI 824, Application Advice, if the transaction is rejected because of formatting issues.

5. Will distributors or brokers accessing the Vendor Portal use a user identification and password? If a distributor represents 500 companies does that mean they would require 500 separate passwords to gain access to the Vendor Portal? If a broker represents 300 companies, does that mean they would require 300 separate passwords?

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Yes, distributors and brokers accessing the vendor portal will use a user identification and password. We envision the role of distributor coordinator would have one login that would grant them access to the ROA PIINs associated with their distribution clients. However, brokers are likely to have more than one login/password if the authorized negotiator assigns them the role of accounts manager.

6. Should vendor negotiators be both company reps and broker reps?

An authorized negotiator is the person in the vendor's company who has the authority to bind the company contractually. Authorized negotiators are the only people who are authorized to sign and/or request changes to the ROA/RTC/BPA. The decision to name a company rep or broker rep as an authorized negotiator is a business decision that will need to be made by the owner of the ROA.

7. Who – stores or vendors or both – will enter data into Vendor Portal for scan downs?

The vendor will enter scan downs into the Vendor Portal. Vendors will be responsible to initiate negotiations for a scan down. This process will not start until Bill Back Manager (BBM) has been deployed.

8. Will there be a Distributor Portal? If not, can a distributor login be established that will allow view only for distributors?

The distributors will have access to the Vendor Portal to view cataloged items that are distributed by them. The distributor will also be able to view the new items, promotional items (Increment 1), and promotional forecast (Increment 2) for items distributed by them. Distributors will not have access to cost and retail price.

RESALE ORDERING AGREEMENT (ROA)

1. If an FDS type ROA and a DSD ROA are attached to the same vendor code, can a vendor have two points-of-contact for pricing?

Yes. The authorized negotiator can assign two points-of-contact to submit pricing for different ROAs.

2. How will I know if items in my contract are "Guaranteed Sales"?

Currently, if the vendor checks the "Guaranteed Sales" block on the DeCAF 40-15, the vendor guarantees that the items listed on this form will sell in DeCA's commissaries for a specified amount of time agreed upon by the vendor and DeCA. If the items fail to sell, the vendor will reimburse DeCA for all unsold items at the price at which the items were purchased. These guidelines will remain unchanged with the deployment of EBS.

NEW ITEM PRESENTATIONS

1. Will DeCA continue to use the DeCA Form 40-15, New Item & File Maintenance Form, for new item presentations?

Yes, DeCA intends to continue using the current versions of 40-15s it currently uses until the 40-15s are updated or an individual vendor is "live" through the onboarding process. When the onboarding process is completed for each vendor, the DeCA Form 40-15s will be eliminated.

2. Will Category Managers still take vendor presentations? Will new item presentations be required in advance of the vendor presentation?

EBS is expected to provide the capability to automate the new item presentation process via the Vendor Portal. Category Managers, however, may, at their discretion, still take physical vendor presentations following submission of the new item presentation via the Vendor Portal.

3. What data attributes will be required?

DeCA is still in the process of determining the required and optional data attributes for new item presentations.

4. I am a broker and only have responsibility for new item presentations. How will I access the Vendor Portal?

The contract owner's authorized negotiators (Primary Government Business POC and/or Government Business Alternate POC) will be responsible for assigning the roles and permissions for new item presentations based on predefined roles within the Vendor Portal.

5. Will Area Managers continue to approve "S" items (optional store unique/local items) for stores under their purview or will I be able to make "S" coded new item presentations to the Category Managers?

All "S" items will be approved by the Category Managers.

6. If a national manufacturer uses local bottlers, will each bottler have to present new items or will the national manufacturer be able to make the presentations on their behalf?

The role for local bottlers is still being analyzed.

7. Will the EDI transaction set process be used for new item presentations or will this be through the Vendor Portal? Can the EDI transaction set process be used to support item additions and deletions?

The new item presentation process will be accomplished through the Vendor Portal once the vendor has been onboarded. In the future, DeCA may evaluate the new item presentation process concurrent with the EDI transaction set process to determine whether or not the EDI

transaction set process can be used to support new item presentations as well as additions and deletions.

8. What is the current "K" classification and will it go away?

"K" items are national brand items carried in stores worldwide. Items are classified as K1 through K5 for inclusion in stores dependent on their size. DeCA will continue to maintain the current Region Stock List (RSL) classification parameters, to include "K" codes, given the necessity to support continued interface with DIBS, specific to FDS/CAO, through Increment 2 with the deployment of ordering, receiving, and inventory. After the deployment of Increment 2, DeCA is expected to explore stock assortment naming conventions to determine the optimal format. Europe is being evaluated to conform to an enterprise-wide naming convention.

9. Will demos, supporting a new item launch, need to be presented through the Vendor Portal and authorized by the Category Manager?

Yes.

FILE MAINTENANCE AND CATEGORIZATION

1. Will file maintenance go through the Vendor Portal?

Yes. The Vendor Portal will be the entry point for maintaining the item catalog in Power HQ.

2. Will Department/Commodity/Group (DCG) codes stay or will commodity codes be used under EBS and how will the commodity codes be defined?

DeCA is expected to continue maintaining the current DCGs through Increment 2 to allow for an orderly transition as we move to the new department hierarchy; i.e., Department, Sub-department, Category, Sub-Category, and Segment.

3. How will all grocery items displayed in meat or produce be impacted with EBS? Will the items currently in grocery and displayed in meat or produce continue to be treated as grocery or moved to the department the items are displayed in?

Grocery items displayed in meat or produce may be impacted by a new merchandising hierarchy that allows items to be sold outside of their inventoried department. Groceries merchandised in produce are not inventoried monthly so as to keep them on the same annual inventory cycle as other grocery items. EBS is expected to improve the current methodology for conducting inventories in the meat and/or produce departments.

4. Will Deli/Bakery/Seafood contractors be able to use the International Article Number originally known as the European Article Number (EAN) with EBS?

Yes, EBS will support the use of an International Article Number (EAN), UPC, and GTIN.

5. What is the approval process for the Vendor Portal when an item needs to be substituted?

The vendor should present the substitute item with its initial presentation through the Vendor Portal to the Category Manager for consideration.

6. What is the Golden File?

The "Golden File" is a term no longer used to describe the results of DeCA's line item data cleansing initiative. The initiative also involved consolidating and cleansing DIBS, contracting, and promotions data and storing it in a separate database.

7. There are currently several ways to report size (e.g. ounces vs. pounds). Are there specific business rules to identify how the weight should be reported for each product group?

Vendors must use the US Standards published in GS1 to report weight for each product group. Metric measurements should be used for products that are obtained in an OCONUS area.

8. When we notice errors or omissions for data elements, how should we report them?

Any changes to data elements not highlighted in the Item Lists presented to industry during Industry Day must be communicated to your Category Manager via a DeCA Form 40-15.

9. Will DeCA continue to provide a list of the hierarchies as previously provided on the commissary website or through an NTT, and when will we have the listing?

DeCA does not intend to publish the EBS category hierarchy for each item listed in its catalog.

10. How is the hierarchy established for a new, approved item? Does DeCA assign it? Will we need to provide it on a 40-15? Once authorized, do we set it up in the portal?

At this time, vendors will continue to use the DeCAF 40-15 to present items. Category Managers will continue to assign the category hierarchy, upon the approval of new items. After the Vendor Portal is deployed, vendors will suggest the category of the item when inputting new item information in the Vendor Portal. Category Managers will then approve or disapprove the item. If approved, the Category Manager will then approve or change the category hierarchy suggested by the vendor.

11. What department codes will go away?

Department/Commodity/Group (DCG) will continue to be used for the interim period, but will be phased out as various components of EBS are implemented.

12. What field length should be used for description, brand and manufacturer?

In Power HQ, the field length for item description is 30, and the field length for brand is 15. A field for 'manufacturer' is not identified for use in Power HQ.

13. What is your preference regarding the number of decimal points you want for your system and the business rule for rounding for the following:

    Package height?   **Case Width?**
    Package width?   **Case Depth?**
    Package depth?   **Case Weight?**
    Package size?   **Case Cube?**
    Case height?

The EBS system will support the data elements rounded to the second decimal places. The rounding rules are conventional. For example, if the package or case measures 5.5214, the dimension of the item would round to 5.52 because the third decimal position is lower than 5. If the package and/or case measures 5.5667 the dimension of the item would round up to 5.57 because the number in the third position is greater than 5.

14. One small regional vendor heard there will no longer be "S" items. Where will "S" items end up for small regional companies?

DeCA will continue to support regional items but the actual "S" code will be gradually phased out. EBS is able to support linking of stores to contracts to support both small vendors who service a single store, and large vendors that support a large number of stores.

15. What will happen to items with no movement?

a.   New Items: These will NOT be deleted.
b.   Shippers and Pallets: If the sellable UPC's have been identified in the shippers and pallets, these will be imported into EBS. If no information has been provided, these items will be deleted.
c.   Random Weight Items: (System Code 2 UPC's) These items will not be deleted at this time, as DeCA is evaluating these items independently. DeCA is implementing a standardized PLU/System Code 2 list for EBS.
d.   Remaining Items: Items with no movement in 13 months should be de-activated but sales data would remain for two years for historical purposes.

16. If 50 companies go live at a time, what happens if a company that has gone live and has items that are moved to another company that has not gone live yet?

Items will be moved manually to the gaining vendor and changes will be sent to the legacy system. The gaining vendor will be required to correspond with the Brand Name Resale Contracting Officer to initiate the move of the items as they do today.

17. If we are a DSD company selling to DeCA by the single unit, not by the case, must I provide the GTIN numbers?

We currently have some GTIN's for DSD items in our system. We will not be deleting these at this time. If we do not have GTINS for your DSD items, you are not required to provide them at this time.

18. What should we do if we notice errors to GTINs?

If there are errors to GTIN's that are currently in DIBS, the corrections must be sent to your Category Manager via DeCA Form (DeCAF) 40-15.

19. I've noticed there are items that are PLU #s for Case Lot Items. DeCA creates those numbers, so I wouldn't be able to provide the GTIN information or item.

Please ignore the case lot items.

20. Will all poultry and meat be handled by one Category Manager including fresh and frozen? Right now it's separate.

There are no immediate changes planned to consolidate the fresh and frozen meat category management responsibilities.

21. I was originally under the impression that the new commodity code structure would be more than 4 characters but in rereading the presentation it is not really clear. Will there still be a Department and Sub-Department Code (4 digits).

The commodity code structure outlined in the presentation was close to the way we envision the structure; however, the final structure is still to be determined.

22. I heard the EBS Category hierarchy is moving to "EBS Department" – "Sub Department" – "Category" – "Sub Category" – "Segment". Will this be reflected in the new commodity code structure?

The final commodity code structure is still to be determined.

23. Can you confirm if the code will continue to be 4 digits, or if it will be expanded to help denote the entire EBS category hierarchy? I need to know so that we can plan our internal development around it if a new field is required.

When the commodity code structure is completely finalized, this information will be published in a future Notice to The Trade (NTT).

24. Imported European Brands use the EAN Code (13 digits), but DeCA's current systems cannot handle EAN Codes which require us to over-sticker UPC codes. Can EBS handle EAN codes and when?

The new central catalog will be able to handle EANs. No over stickers will be required. The EAN code capability will be available when Power HQ goes live. However, today's process will need to remain in place until Increment Two when DIBS ordering is replaced.

25. How do you want us to address corrections to the files?

All corrections should be made in GDSN and will flow to DeCA once Power HQ is live. Corrections that impact our business today (i.e., Case Pack errors that might impact billing), should be submitted via DeCAF 40-15 just as you do today. Vendors can monitor daily DIBS files to identify those errors and verify when the corrections have been applied. Once Power HQ is live, DeCA will resume the automated import of the GDSN data and will be incorporating messaging to the retailer regarding acceptance and rejection. Vendors excluded from the GDSN mandate such as direct store delivery, local/regional, and variable weight will be required to make changes using the DeCAF 40-15 until onboarded in the Vendor Portal.

26. Will we be able to receive the Commissary Master File daily to ensure we have the latest information and can verify file maintenance requests have been processed and applied?

The Golden File was implemented in 2014 to clean the DIBS regional data. When Power HQ goes live, the Golden File data will be loaded into Power HQ (Initial Load) and then the Golden File will be sunset. At that time, Power HQ will become the Master Catalog. DIBS will be a downstream system and all item level data will be sent from Power HQ to DIBS daily.

GDSN SYNCHRONIZATION

1. What is the GDSN?

The Global Data Synchronization Network (GDSN) is an automated, standards-based global environment that enables secure and continuous data synchronization enabling trading partners to globally share trusted product data and ensure brand integrity.   In order to exchange product data on GDSN, you must join a data pool that has been tested and certified to meet GS1 global standards.

2. What is 1WorldSync?

1WorldSync is a GDSN-certified data pool. DeCA uses the 1WorldSync Data Pool Solution for its GDSN services.

3. Can a supplier use a data pool service other than 1WorldSync?

Yes, suppliers may select a GDSN-certified data pool other than 1WorldSync.

4. What is a GLN?

October 29, 2015 (Updated January 5, 2017)

The Global Location Number (GLN) refers to the globally unique GS1 System identification number for legal entities, functional entities, and physical locations. A GLN is comprised of 13 digits that together represent a GS1 Company Prefix, Location Reference, and 'check digit'. DeCA's Production GLN is 1100001008841.

5. What is a GTIN?

The Global Trade Item Number (GTIN) refers to the globally unique GS1 system identification number for products and services. A GTIN may be 8, 12, 13, or 14 digits in length. GTINS are required to synchronize item information through GDSN (Global Data Synchronization Network) data pools.

6. Can a GTIN be reused?

Currently, GTINs assigned to products that have become obsolete must not be reused until at least 48 months have elapsed from the date the original product was last supplied by the brand owner.

7. Will GDSN be required to do business with DeCA?

DeCA is expected to continue with the current parameters for GDSN synchronization. At this time, direct store delivery, local/regional, and variable weight items are excluded from mandatory participation. Additional information is in Notice to the Trade (NTT) 14-54, Implementation of Global Data Synchronization (GDS) Update: http://www.commissaries.com/documents/business/notices_to_trade/2014/ntt14_054.pdf.

8. What is the advantage of GDSN?

Advantages of GDSN include:

- Allows real-time item maintenance for specific fields
- Provides accurate, standards based, synchronized data that reduces inefficiencies in the supply chain
- Ensures dimensions are correct and stored at the each, case, warehouse pack, and pallet levels
- Provides its customers with the most robust, up-to-date, product information available
- Reduces the suppliers' burden and related costs associated with providing data in varying formats to its customers

9. Will I still need to complete a GDSN Trading Partner Form to sync with DeCA?

At this time, DeCA will continue to require completion of a GDSN Trading Partner Form to sync with DeCA. The form is available on http://1worldsync.com/web/us/defense-commissary-agency.

10. Is there a tool that a vendor can use to check a GDSN number? Is it possible to see if a particular company has subscribed with GDSN?

Yes. The best online tool to identify what company has assigned a specific GTIN or GLN is to use Global Electronic Party Information Registry (GEPIR). This online tool will tell you if a company already has a GS1 Company Prefix which is used to build GTINs, GLNs, and Serial Shipping Container Codes (SSCC).

11. When will DeCA's data attributes for GDSN be released using the new standard that will be effective in the next several months?

DeCA is in the process of determining the required and optional data attributes for new item presentations. These attributes will be released when they are finalized.

12. If a club pack item is broken down and sold by the sleeve, should the sleeve have a GTIN?

Club packs are normally purchased by DeCA to be sold as a unit and are not intended to be opened and sold individually. Therefore, no GTIN would be required for the sleeve.

13. When will DeCA provide 1WorldSync standards?

DeCA will not provide 1WorldSync standards because the firm's standards are provided by 1WorldSync. DeCA has a subscription with 1WorldSync as a Retailer.

14. Why do published items not show up for DeCA?

This requires further research. Send DeCA the details of your GLN and item details to EBSIndustryDay@deca.mil.

15. When I submit a new item presentation, will I need to include GDSN data attributes?

Yes.

16. In the phase 2 process for GDSN publication it states "GDSN data published to DeCA will be available in PI for validation against DeCA's product data requirements". What do they mean by 'requirements' and how do you expect the synchronization process to support this?

"Requirements" are attributes that DeCA deems mandatory. The complete synchronization process follows: Product Introduction (PI) integrates Global Data Synchronization Network (GDSN) data with DeCA specific data into a single consolidated channel. As data is published by a supplier to DeCA via GDSN, the product information flows to DeCA's Product Introduction (PI), which enables vendor entry to top-off DeCA specific data. The top-off data includes additional attributes required by DeCA that are currently not included in GDSN. Once all

These EBS frequently asked questions are current as of the time of publication. However, it is a living document and will be updated or revised as necessary in the future.

required item attributes are populated, PI validates the data based on DeCA's pre-defined business requirements (meaning attributes that DeCA deems mandatory). Only items that contain all required validated attributes are then submitted to DeCA. Standard GDSN messaging is exchanged between DeCA and suppliers. Upon successful item submission, DeCA sends appropriate Catalog Item Confirmation (CIC) messages of Accept/Review/Synchronized/Reject to the suppliers.

17. Does DeCA want someone to log in to the PI through 1WorldSync's website and publish to EBS those items those that sold at DeCA? We publish via 1WorldSync through DAP to all our trading partners but do not disseminate which products someone wants or not and we also do not do this from the 1WorldSync website. What is required for the Product Introduction Solution Process and the expectation?

If a vendor publishes the firm's entire catalog to every recipient in some way, the PI will be able to handle this. For instance, if a vendor were to publish 1,000 items to all of their recipients, those 1,000 items will land in the PI. The vendor will log into the PI, select the items for DeCA, validate the GDSN attributes and top them off with DeCA specific attributes, and submit the data, which in turn will synchronize with EBS.

PRICING

1. How will submission of regular and promotion cost work with EBS?

Currently, vendors use the Electronic Data Interchange (EDI) 879 Price Information Transaction Set for both regular cost and promotional cost. With EBS, the EDI 879 transaction set will be used for regular costs only, and EDI 889 transaction set will be used to transmit promotional costs. If you do not use the 889 transaction set, you must submit the updated DeCAF 40-16, (to be released under a separate Notice to the Trade) until you onboard in Vendor Portal. Vendors will be able submit regular and promotional cost through the Vendor Portal (non EDI). Please see Notice to the Trade (NTT) # 17-02 for more information on EDI pricing.

2. What is the difference between off invoice, scan downs, purchased based and shipment based cost?

- Off Invoice (worldwide): The cost reflected on the delivery ticket invoice (DTI) is the regular cost minus the off invoice amount. Payment to the manufacturer will be the cases received multiplied by regular cost minus the off invoice per case. The regular cost and approved promotional off invoice amount will not result in any receivables from the vendor.

- Scan Down (worldwide): The cost reflected on the DTI is the regular cost. Payment to the manufacturer is based on the cases received multiplied by the regular cost. The invoice amount (accounts receivable) is based on units sold during the scan down period multiplied by the promotional cost adjustment per unit sold.

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- Purchase Based Bill Back (worldwide): The cost reflected on the DTI is the regular cost. Payment to the manufacturer is based on the cases received multiplied by the regular cost. The invoice amount (accounts receivable) is based on cases purchased during the promotional period multiplied by the promotional cost adjustment per case purchased.

- Shipment Based (overseas): The cost reflected on the DTI is the regular cost. Payment to the manufacturer is based on the cases shipped, from the CDC to the store, multiplied by the regular cost. The invoice amount (accounts receivable) is based on cases shipped from the CDC to the store during the promotional period multiplied by the cost per case purchased.

3. How will the Bill Back Manager (BBM) invoice actually be linked to the payment?

BBM provides DeCA with an easy method for entering and generating invoices to brokers, manufacturers, and DSD vendors for various types of promotional activities.

4. Will DeCA continue to use the current pricing periods (1st and 16th of the month)?

At this time DeCA is expected to continue maintaining the current rollup and pricing period parameters to support legacy DIBS.

5. With EBS, can one contract have separate pricing for each store or a grouping of stores? Can cost be submitted for all stores in an area and then a "deeper" cost submitted for three stores within the area?

Yes. EBS will provide the functionality to support cost pricing by area, region, zone, or individual commissary. However, DeCA must continue to maintain the current cost zones necessary to support legacy DIBS.

6. We are not on EDI pricing. If we want to use different cost at each installation (or group of stores), do we need a different CAGE code?

No, providing there is only one specific location in the contract.

7. Rather than change cost at the UPC level, could this be done at the product code level?

At this time, cost is expected to remain at the UPC level.

8. I am not on EDI, how will I submit cost pricing to DeCA for my items?

Non-EDI vendors will be required to submit a DeCAF 40-16 to get their promotions approved until onboarded in Vendor Portal. In Vendor Portal item cost information can be uploaded using an Excel spreadsheet, a text file (.txt) or a comma separated value (CSV) file.

9. Will the current cost zones change with EBS?

DeCA cost zones are expected to remain in place through Increment 2.

10. Will we still be able to utilize EDI for pricing or will we have to access the Vendor Portal to manually enter cost pricing?

Vendors may submit cost pricing via EDI or through the Vendor Portal.

11. If I am on EDI pricing, will the EDI 879 Price Information Transaction Set be used for regular cost only?

Yes. The EDI 879 Price Information Transaction Set will be used for regular cost only starting February 1, 2017.

12. If I am on EDI pricing, will the EDI 889 Promotional Announcement Transaction Set be used for all promotional costs?

Yes, for EDI vendors, the EDI 889 Promotional Announcement Transaction Set is highly recommended to be used for all promotional costs. However, for those companies who elect not to use the EDI 889, the updated DeCAF 40-16 is the only alternative for submitting promotional cost adjustments to DeCA until Vendor Portal is deployed.

13. Will vendors on RTCs be able to use EDI to support cost pricing?

Yes, EBS will support EDI regular and promotional cost pricing for vendors on RTCs.

14. How will pricing brokers be identified for vendors in EBS in situations where the pricing broker is internal or external to the vendor?

The vendor authorized negotiator (SAM Primary Government Business POC and/or Government Business Alternate POC) will be responsible for identifying the pricing broker role in the Vendor Portal as part of the onboarding process.

15. Who should the SAM EDI POC be: a pricing coordinator or an IT specialist?

This is a vendor decision that must be determined by the vendor's authorized negotiator (Primary Government Business POC and/or Government Business Alternate POC).

16. How will scan downs be handled when the current AVCM process is sunset?

EBS will provide the capability to do scan downs worldwide. The cost reflected on the DTI is the regular cost. Payment to the manufacturer is based on the cases received multiplied by the regular cost. The invoice amount (accounts receivable) is based on units sold during the scan down period multiplied by the cost per unit sold. The item cost minus the promotional cost multiplied by the number of units sold is the baseline for creation of the accounts receivable. Approved scan down promotions will flow through BBM for creation of the invoice.

17. Will seasonal and holiday items be automatically reduced in price the day after the holiday or will this require manual intervention on the part of the vendor?

The current methodology for reducing the cost on seasonal and holiday items is expected to continue unchanged at this time.

18. Will the vendor decide whether or not to promote an item as a scan down?

Yes. This should be discussed with the Category Manager at the time of the presentation.

19. Will EBS support scan downs in the overseas environment?

Yes, EBS will provide the functionality necessary to support an automated scan down process overseas rather than paper VCMs now processed at the store level.

20. Currently DeCA provides the scanning data by store location to the bakery deli manager to reconcile payments. Under the vendor portal will the data continue to be provided daily? Will the vendor portal for OCONUS bakery deli provider be the same as the CONUS providers and have the same types of interfaces?

This topic is still being discussed. It hasn't been determined yet whether scanning data will be provided daily to the specialty department vendors where the product is contractor owned until it is sold through the front end registers. Vendor Portal will provide the same movement and data displays for CONUS and OCONUS vendors who operate DeCA's specialty departments.

21. Can EBS do scan based trading?

Yes, EBS will support scan based trading.

22. What is the difference between web pricing and EDI? We submit pricing via EDI currently but we look up our prices in the web pricing website (if we are trying to confirm our prices in DeCA's system).

Electronic Data Interchange (EDI) pricing is the computer-to-computer exchange of standard business documents in an electronic format between DeCA and an industry trading partner. Web pricing is a web-based interface that requires manual data entry. Both EDI and Non-EDI vendors will be able to view their pricing on DeCA's current Web-Based pricing application until the vendor is onboarded in Vendor Portal.

23. For pricing information, will we be able to continue to set up different pricing regionally such as a different CONUS price versus pricing for OCONUS?

Yes.

24. Currently, a pricing coordinator only "edits pricing and submits prices for new items." Is it true that the pricing coordinator is not going to have the ability to submit pricing to

mark down products and only the authorized negotiator and account manager will have that responsibility?

The vendor's authorized negotiator, not DeCA, will assign the permissions to the roles and responsibilities based on the needs of their company. EDI priced vendors will not need view or edit capabilities to change prices in the vendor portal because EDI pricing is done outside of the Vendor Portal, and EDI vendors will "drop" their prices at a designated location and the EBS solution will "pick them up".

25. Will the 879 mapping change? If so, when will the specification be provided?

At the current time, there are no mapping changes to the 879 transaction set. However, the CAGE Code will be changed from "optional" to "mandatory".

26. When will specification information come out for 889?

Notice to The Trade (NTT) 17-02 was released on November 2, 2016.

27. How will a cost increase be handled on an item that is in an existing promotion package?

Currently, there is an EDI 824 error code (603F) applied on the EDI 879 that will stop any cost change during an effective promotional period. This means DeCA's Category Manager/Merchandiser will be required to review and accept the cost change after decisions with the vendor about the impact of the promotions already in the system. As such, vendors would be required to submit an additional 889 adjustment for the exact amount of the price increase, as a multiple offer for each of the promotional events previously approved. This will ensure the integrity of the promotions.

28. What is the impact of the 40-16 to small companies or Non-EDI vendors who use web pricing and do not currently use the DeCAF Form 40-16?

If small companies or Non-EDI vendors are currently not using a 40-16 but are using DeCA's web pricing system, nothing will change for these vendors until Vendor Portal. When Vendor Portal goes live, then all Non-EDI vendors will use the Vendor Portal to submit pricing and to submit promotions.

29. Some companies will not use the 889 transaction set and believe the transaction set is antiquated. Why did DeCA decide to use the 889?

Pre-EBS research revealed that the Kroger grocery chain mandates the 889 and allows direct entry into another system. Minus the mandate, DeCA determined the 889 would soundly fit its future business model and could highly benefit its internal and external customers. Based on this determination, Power HQ has been personalized and tested to carry out this decision. However, while DeCA highly encourages using the 889 transaction set, we have not mandated its use and

have opted to provide an alternative means of accepting promotional offers; i.e., submit a 40-16 as they do today.

30. Is DeCA mandating the EDI 889 Promotional Transaction Set and requiring vendors begin publishing promotions only using the 889 transaction set?

No. DeCA is not mandating the use of the EDI 889 for promotional cost adjustments.

31. What should those vendors who do not publish promotions via the 889 promotion transaction set do?

Vendors who do not use the EDI 889 must use the updated DeCAF 40-16 consistent with DeCA's current submission policies until Vendor Portal is deployed. When the Vendor Portal is implemented, vendors shall submit their promotional adjustments via the Portal if they do not use the EDI 889 transaction set.

32. If we can only provide promotions using the current transaction set, do we follow the same process we have been doing? Will there be changes? When will we learn about the changes?

The current 879 transaction set shall not be used to submit promotional costs, and shall only be used to transmit regular costs. Vendors should use the new EDI 889 transaction set to submit promotional cost adjustments. All of this information can be found in NTT 17-02.

33. Could you provide us examples of 824 completed notices for: (a) on shelf promotions (b) display shippers and pallet shippers (c) seasonal promotions (Easter, Passover, Halloween, Christmas) (d) Scan down promotions (f) club pack.

DeCA expects to publish a Notice to the Trade soon that will provide the EDI 824 Error Messages for both EDI 879's and EDI 889's. However, please note that the following promotions will not be accepted through EDI 889 and must be submitted on a DeCAF 40-16: (a) display shippers and pallet shippers; (b) seasonal promotions (Easter, Passover, Halloween, Christmas); (c) Scan down promotions, (d) club packs. The EDI 889 is only to be used to transmit off invoice adjustments to existing items only.

34. What are the time lines for receiving 824 after receipt by DeCA?

The exact timelines for receipt of the EDI 824 are not known at this time. DeCA will generate an initial EDI 824 to relay acceptance or rejection of the 889 transaction set due to an 889 definition error. DeCA will generate a subsequent 824 when DeCA has accepted or rejected the items for inclusion in a promotional package.

35. Are the proposed changes to the 824 going to impact how DeCA publishes information in the 824?

Yes. Publication will be updated prior to the changes in the EDI 824

36. How long will the 824 take to show acceptance or rejection?

The exact timeline is unknown at this time. Vendors should expect a delay in the subsequent 824 transmission that accepts or rejects a promotion because it may take some time for DeCA's category management and promotional team to complete their analytics and decision making process.

37. If we submit a new item that includes a promotion, will we receive two separate 824's?

No. New items will be presented using a 40-15 accompanied by a 40-16. If a new item is sent using an EDI transaction set prior to it being added to DeCA's catalog, it will fail and an error message will be generated that reads "COST CHANGE REJECTED – ITEM NOT ON FILE."

38. Is there more information on how the 824 will be used - how much notice and detail do we receive of the acceptance/rejection?

DeCA will generate an initial EDI 824 to relay acceptance or rejection of the 889 transaction set due to an 889 definition error. DeCA will generate a subsequent EDI 824 when DeCA has accepted or rejected the items for inclusion in a promotional package. No further system action is required by the vendor upon receipt of the EDI 824. EBS Power HQ will await and manage the start date of the promotion once DeCA accepts and adds it to an Event ID.

39. How can we ensure accuracy of the acceptances/rejections and can we resubmit for reconsideration if rejected?

In itself, EDI transmission improves accuracy over today's manual process. As DeCA creates an EDI 824 Functional Acknowledgement, the strict formatting rules define exactly where and how each piece of information needs to be translated by the receiving computer. The second part of the question – can a vendor resubmit a promotional offer after being rejected – is yet to be determined.

40. What if the 824 is rejecting items on the 889 because we made a mistake? Do we need to re-send?

Yes.

41. Do you want us to send all regular cost on February 1, 2017? Which call period number would we use to transmit this?

Regular costs do not need to be resent for the February 1st "Go-Live" because EBS will automatically pull in the regular cost from the legacy system. For promotional offering for DP16 and beyond you will need to submit off-invoice offerings via an EDI 889 and scan downs via 40-16.

42. If there is a cost change on the regular cost, do we send this cost based on the effective date?

Yes.

43. When must I submit my pricing to start on February 16?

All pricing must be submitted by January 25 to become effective on February 16. There are NO EXCEPTIONS. There is a BLACKOUT period of January 26 through January 31 where NO pricing will be accepted.

44. When must I submit my pricing to start on March 1?

- If March 1st pricing is submitted before February 1, no further action is required by the vendor. Power HQ will apply the prices to the items at the appropriate time.
- Otherwise, the normal February 10 cutoff applies.

45. What error messages can I expect to see if I do not submit my pricing properly?

DeCA expects to publish a Notice to the Trade soon that will provide the EDI 824 Error Messages for both EDI 879's and EDI 889's.

46.   For non-negotiated promotional pricing (on shelf promotion) beginning February 1, 2017, do we submit those prices via EDI 879 by January 10, 2017?

Yes.

47. Do we have to submit non-negotiated promotional pricing (on shelf promotion) beginning February 1, 2017, on the revised DeCAF 40-16 by January 10, 2017?

No.

48.   For non-negotiated promotional pricing (on shelf promotion) beginning February 16, 2017, do we submit those prices via EDI 879 by January 25, 2017?

Yes.

49. Do we submit non-negotiated promotional pricing (on shelf promotion) beginning February 16, 2017, on the revised DeCAF 40-16 by January 25, 2017?

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No.

50. For non-negotiated promotional pricing (on shelf promotion) beginning March 1, 2017, can we still submit those prices via EDI 879 by January 25, 2017?

No.

51. Do we have to submit non-negotiated promotional pricing (on shelf promotion) beginning Mar 1, 2017 on the revised DeCAF 40-16 form by February 10, 2017?

Yes, if an EDI 889 is not being used.

52. If you have a promotion on a group of UPCs in DP4 and the same UPCs are in DP5; should you send the price under Event ID 2017004 and 2017005 even if the price is the same?

Yes.

53. How are we going to be notified if our on shelf promotions are going to be approved?

Approval notifications of promotional offers submitted via EDI 889 will occur through an EDI 824 alerting the company that the DeCA Category Manager has accepted the promotion. Vendors who elect to use the DeCAF 40-16 in lieu of the EDI 889, will be notified of DeCA's acceptance when DeCA publishes the Display Package.

54. You have a promotion on a group of UPCs in DP4 and they are also in the DP5 package and the dates overlap. Can they have different prices or will DeCA only allow the DP4 price?

Voluntary Price Reduction (VPR) periods for each promotional package have been published with start and end dates. These dates should be used when submitting promotional offers.

55. On the EDI 889, there is a segment that is a free form descriptor that you can use to help sell your promotion. Has there been any discussion on how this will be used? Will they be feeding that info to the buyer to help with their decision to accept the promo or not? I don't want to program for it if they are not planning on using it.

Vendors' comments received with an EDI 889 will be available to the DeCA Category Manager for use in their decision process.

PROMOTIONS

1. Will DeCA continue to use the DeCA Form 40-16, Promotional Display Presentation Form, for promotional item presentations?

No. EBS is expected to automate the promotional item presentation process eliminating the manual DeCA Form 40-16. However, vendors are expected to continue using the current 40-16 process until the individual vendor is "live" through the onboarding process.

2. Will stores be required to pull in excess promotional quantities (specifically pallets)? If stores do not pull in forecasted quantities, will the vendor be required to take ownership of those quantities?

With the deployment of Increment 2, EBS will have the capability to forecast and allocate promotional quantities. The plan is to push the promotional forecasted quantities from the point of distribution to the stores.

3. How will DSD promotions be treated in EBS?

EBS will provide the capability to manage all promotional opportunities centrally.

4. Is DeCA planning to transition to "annual planning"?

EBS will provide the capability to support annual planning. As Increment 1 is deployed, DeCA will evaluate the promotional process to implement annual planning.

5. Will we still be able to support store level promotions? How should we handle store level special events?

All promotions (national and local) will need DeCA category management approval. Store specific promotions must be submitted through the Vendor Portal for category management team consideration and approval. Store level promotions will typically be used for close dated products, not for competitive pricing.

6. What happens if the Category Manager is not available to approve a price reduction?

DeCA will ensure timely acceptance of all store level promotions.

7. Will store level promotions be considered as scan downs?

Yes, category management team approved store level promotions will be submitted through the Vendor Portal as scan downs.

8. Will vendor store merchandisers have access to the Vendor Portal to support store level promotions?

The vendors' authorized negotiators (Primary Government Business POC and/or Government Business Alternate POC) will determine Vendor Portal view/edit roles and permissions.

9. Will there be a terminal at each store for vendor store merchandiser access to support store level markdowns?

No. DoD IT security requires CAC cards for DeCA computer access; there will not be a terminal at each store for vendor store merchandiser access. Vendors are expected to use their own computer terminals to access the system.

10. If a vendor submits a cost change for a store specific local promotion, via the Vendor Portal for approval, when will the cost change take effect? Will it be instantly?

The cost change will take affect at the store the next business day following the category management teams' approval.

11. If vendors reduce cost in the Vendor Portal for one store or a group of stores, how will the store receive notification of the reduction?

The store will be notified via EBS thru POS maintenance and tag generation once the reduced cost is accepted by the DeCA Category Manager.

12. If my product is on a promotional package, will a competitor be able to run a competitive item on a store level promotion?

No.

13. How will Cooperative Merchandising Agreement (CMA) money be treated when this is used to reduce cost at the store level?

EBS is expected to provide the capability to support central management of CMA money. As Increment 1 is deployed, DeCA will evaluate the CMA "as is" and "to be" processes.

14. When will there be specific promotion numbers assigned for every type of promotion including case lot sales, club packs, seasonal, holiday, scan downs, etc?

Only the display period, themed promotional events will be assigned promotional numbers called Event IDs. Holiday, seasonal, club packs, case lot sales, shippers, pallets, one-time buys and Guard & Reserve Sales will continue as they are today by vendors utilizing the DeCAFs 40-15, 40-16, and 40-18 until a vendor is onboarded in Vendor Portal.

15. Where on your website are you going to have all the approved promotions, dates, description, and promotion numbers?

The exact location is still under discussion at this time.

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16. Are you going to standardize the way promotions are published so we can easily identify and download into our system the promotion name and dates and the promotion number?

The EBS team is working with NCR to standardize publishing promotion information. Publishing of the final promotional packages will remain as it is today. The appearance of the package may change, but the informational content will remain as it is today.

17. How do you want us to transmit pricing with promotions within promotions, similar to what we have with scan downs within the normal promotion?

All scan down shall be submitted using an updated DeCAF 40-16 until Vendor Portal and Bill Back Manager are deployed. Power HQ will stack or prioritize any overlapping promotions as long as it's not related to an 889. Example: If there is a "Scan Down" from July 1-15 running concurrently with an "Off Invoice" promotion from July 1-31, Power HQ will manage both promotional adjustments so that accurate promo pricing is sent to the Point of Sale for promotions.

18. Can you provide us examples of each type of promotion?

Yes. Below is an example of a March Madness negotiated promotion, a sample of an item with an EAN and a sample 889 x12 for both item and case level pricing of this promotion.

March Madness Promotion (Event ID 20170005)
Display Period: 2/27/2017 – 3/12/2017
Pricing Period: 2/16/2017 – 3/15/2017

Items
Unit UPC 78992-17554 (Case UPC 78992-67554; Pack 12)
Regular Price $3.25
Promotional Price $2.26

Unit UPC 10390-10013 (Case UPC 10390-00013; Pack 36)
Regular Price $0.88
Promotional Price $0.68

Unit EAN 44-10390-16422 (Case EAN 44-10390-06423; Pack 8)
Regular Price $8.90
Promotional Price $6.92

Item Level Pricing
ST*889*0001
G42*01*20170005
G62*29*20170216
G62*30*20170315
N1*VN*MANUFACTURER NAME*33*7UKU3

N1*BY**10*HQCP18
LX*1
G46*97*02
G45*007899267554*007899217554*******EA****0.99
G69*$1.00 OFF 2 IRC-DISPLAY IN CARDBOARD SLANTBACK
LX*2
G46*97*02
G45*001039000013*001039010013*******EA****0.20
LX*3
G46*97*02
G45*441039006423*441039016422*******EA****1.98
G69*DECA'S 2016 HOLIDAY NON FOOD PROMOTION
G69*ALASKA AND HAWAII PRICES WILL BE HIGHER
SE*16*0001

Case Level Pricing

ST*889*0001
G42*01*20170005
G62*29*20170216
G62*30*20170315
N1*VN*MANUFACTURER NAME*33*7UKU3
N1*BY**10*HQCP18
LX*1
G46*97*02
G45*007899267554******12**CA****11.88
G69*$1.00 OFF 2 IRC-DISPLAY IN CARDBOARD SLANTBACK
LX*2
G46*97*02
G45*001039000013******36**CA****7.20
G69*DECA'S 2016 HOLIDAY NON FOOD PROMOTION
G69*ALASKA AND HAWAII PRICES WILL BE HIGHER
LX*3
G46*97*02
G45*441039006423******8**CA****15.84
SE*19*0001

Below is an example of a *non-negotiated* off-invoice promotional cost change from 11/16/2016 to 12/30/2016, a sample item with an EAN, and a sample 889 X12 for both item and case level costs of this promotion: Note the eight zeros highlighted (00000000) in the sample. The eight zeros signify a non-negotiated promotion.

Items
Unit UPC 78992-17554 (Case UPC 78992-67554; Pack 12)
Regular Price $3.25
Promotional Price $2.96

Unit UPC 10390-10013 (Case UPC 10390-00013; Pack 36)

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Regular Price $0.88
Promotional Price $0.78

Unit EAN 44-10390-16422 (Case EAN 44-10390-06423; Pack 8)
Regular Price $8.90
Promotional Price $7.91

Item Level Pricing
ST*889*0001
G42*01*00000000
G62*29*20161116
G62*30*20161230
N1*VN*MANUFACTURER NAME*33*7UKU3
N1*BY**10*HQCP18
LX*1
G46*97*02
G45*007899267554*007899217554*******EA****0.29
LX*2
G46*97*02
G45*001039000013*001039010013*******EA****0.10
LX*3
G46*97*02
G45*441039006423*441039016422*******EA****0.99
SE*16*0001

Case Level Pricing
ST*889*0001
G42*01*00000000
G62*29*20161116
G62*30*20161230
N1*VN*MANUFACTURER NAME*33*7UKU3
N1*BY**10*HQCP18
LX*1
G46*97*02
G45*007899267554******12**CA****6.38
LX*2
G46*97*02
G45*001039000013******36**CA****3.60
LX*3
G46*97*02
G45*441039006423******8**CA****7.92
SE*16*0001

19. Our promotion prices will be always be a dollar amount. Which code should be used on G45:01?

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G45:01 does not involve cost. G45:01: UPC - CASE UPC (12 digits without the check digit). This is a mandatory field. If you meant G46:01: It is a mandatory field and the only value that DeCA will accept is 97 - which is cents off.

20. Can you explain how the G46:02 will be read on your end? It seems that we need to send '02' off invoice. What does that mean exactly?

G46:02 is a two position field. It is mandatory. DeCA has requested all vendors only use "02" which is the code for an off-invoice in the EDI X12 standard.

21. For G45:05, we will express the amount. Can this be the promotion price or is it the promotion amount off the regular price?

G45:05 nor G46:05 is not being used by DeCA, instead please look at G45:13 and G45:09. G45:09 - will be used for the adjustment for either a case or each: CA - Case; EA - Each. G45-13: will be used for actual adjustment amount based on G45:09. Allowance/adjustment is per unit or case.

22. Since we will be using G45:05 in amount, I am guessing G45:06 and G45:07 won't need to be sent?

DeCA will accept values in G45:05, G45:06 when the vendor chooses to provide GTIN information on a product. GTIN information is currently optional on the 889. G45:07 is required for case level pricing. Promotional amount should be submitted in G45:13.

23. DeCA currently has a variety of promotions including scan down, case lot, club pack, managers' specials, seasonal, and holiday as well as Power Buys. Are you going to have examples of these other types of promotions and will they have to be assigned event ID numbers?

The NTT differentiates between the instances when Event ID numbers will be used with EDI 889 transaction sets and when Event ID numbers will not be used. Event ID numbers are tied to negotiated promotions and non-negotiated promotions are not assigned Event ID numbers. EDI 889's are only intended for Off-Invoice type Promotions. Scan downs (manager specials) will continue to be submitted on 40-16's until vendors "go live" in Vendor Portal and Bill Back Manager (BBM). One-time buys, seasonal, case-lot sales will continue to be submitted using the current process of presenting a 40-15 accompanied with the 40-16 until vendors "go live" in Vendor Portal. Event ID's for negotiated promotions are identified in DeCA's Promotion Calendar and correlate to the numbering system of the promotional periods. DeCA's 2017 Promotional Calendar dated June 10, 2016, was updated to include Event ID numbers and was provided as Attachment 3 to NTT #17-02. Non-negotiated promotions include Event ID numbers that contain eight zeros (00000000) in the Event ID field.

24. When you have a scan down promotion within the same time period as a regular promotion (e.g. promotion is 1st-15th January but you have a two day scan down for 14th and 15th January), what are the promotion periods you should use?

If the item is a Power Buy and is also on a scan down for two days, the system will stack the promotions and both will be applied. Scan downs will be presented on a DeCA Form 40-16 until a vendor is onboarded in Vendor Portal. Scan downs will not come through an EDI transmission.

25. How much time do we have to get the 889 promotion transaction set into production?

DeCA would like vendors to start transmitting the EDI 889's on February 1, 2017, or begin the planning process with a 90-day goal for completion.

26. Will DeCA be posting examples of how the information should be listed on the transaction set for all the various types of promotions and where can we find the examples?

Yes. The information has been published in NTT 17-02 and is posted on the EBS landing page at http://www.commissaries.com/business/ebs/index.cfm

27. Several major suppliers do not support the 889 Promotion transaction set. What is DeCA's EDI strategy going forward?

If vendors do not use the EDI 889, all promotion submissions must utilize the updated DeCAF 40-16 beginning February 1, 2017 until Vendor Portal goes live. As vendors are onboarded they will no longer use the DeCAF 40-16. When all vendors are onboarded in Vendor Portal, the DeCAF 40-16 will be eliminated.

28. If we submit a revised DeCA 40-16 Promotion form, do we have to send EDI promotional pricing?

No.

29. How are shippers, pallets, and one time buys being handled?

Shippers, pallets and one time buys will be handled the same way they are handled today until vendors on-board in Vendor Portal.

30. If a new promotion falls within the start/end dates of an existing promotion, will the off invoice amount be in addition to the existing promotion or will it be based off of the regular price? Example: Regular Price = $3.00. Existing promotion = $1.00 off invoice. New promotion = $1.50 off invoice. Do we send $.50 Off Invoice or $1.50 off invoice?

You would send the $.50. The system will generate a message to the user that says "Multiple Offers" and both offers will be applied once approved. Please note that any additional

promotional offer shorter than a roll-up period must be submitted via a DeCAF 40-16 as a scan down.

31. Currently we send the case price to DeCA. On the 889, do we send the case price or the off invoice amount? Example: Regular Price = $1.00. EDL/VPR Price is $.75. Do we send $.75 or $.25? Or, do we only send the Off Invoice Amount?

On the EDI 889 you will submit the $.25 adjustment amount. Power HQ will calculate the Off-Invoice Promotional Cost.

32. If there is a new promotion that falls within the start/end dates of an existing promotion, do we just send the new promotion to DeCA or is there some process that we need to follow?

Send in the adjustment that applies to the new promotion. Please refer to DeCA's response to question number 46.

33. Will the deadline dates for submitting the 889 be the same as the manual submission of 40-16's for Promotions?

Yes.

34. How do we address the pricing for a new item that is being offered with promotional pricing? Do we submit the new item using a DeCAF 40-15 and then submit the promotional pricing using the 889?

The process will be the same as today, submit DeCAF 40-15 accompanied with DeCAF 40-16. Do not send an 889 because the item will fail if it has been approved and added to DeCA's catalog.

35. When DeCA starts accepting the 889 for display period 16, must the 889 include all items - DeCA mandated (negotiated) and on-shelf (non-negotiated) - that will have a VPR for that period? Same question if the 40-16 is utilized.

Yes.

36. Is the 889 only used for existing items?

Yes

37. Once an 889 is transmitted, what information will be on the returning 824? How/when will we know if DeCA wants a better price on an item? If a better price is agreed upon, must we resend that price on an 889?

The initial 824 will relay acceptance or rejection of the 889 based on definition criteria. Until a vendor onboards in Vendor Portal, today's method of discussing price will continue. Once a

vendor is onboarded, these discussions can take place through the portal. Any newly agreed upon price must be re-transmitted.

38. Since DeCA is going to start accepting the 889 for Display Period 16, what happens with the prices for past and future Display Periods?

If the costs for the display periods in question have been previously accepted, vendors will not need to transmit adjustments. These prices will be staged in Power HQ for execution on the effective dates based on interfaces with SOS/Promotional Legacy system. However, if the costs have not been previously accepted then adjustments will need to be transmitted via the EDI 889. It is critical to note that vendors must submit an EDI 879 with the first EDI 889 transaction to ensure the sales price calculation is correctly applied.

39. Do we need to send the 889 back if there is a change on the promotion and or the promotion is canceled?

At Power HQ "Go-Live", we request that changes and cancellations are communicated as they are today. In the future, we may be able to submit an 889 with the change or cancellation once the Vendor Portal is complete. EDI 889 data element G4201 423 allows the vendor to identify a change (02) or cancel (03).

40. Are the 889's sent by DoDAAC numbers like we do the price change?

Yes.

41. Should EDLP Price be received as 889 or 879?

EDLP should be sent as an EDI 889 beginning February 1, 2017. In the "Event ID field" eight zeros (00000000) should be used because EDLPs are not tied to a National Promotional Event.

42. Is event ID 20170005 referring to promotions effective November 1st, 2016?

No. 20170005, themed as March Madness is a negotiated promotion within the dates of 2/27/2017 - 3/12/2017 Equal to DP05

43. When will DeCA be ready to begin testing the 889 transaction set?

DeCA is ready to test now. When your firm has completed any applicable software changes and is ready to test, send an email to ediadm@deca.mil and someone from DeCA will contact you.

44. To ensure we have the correct list price in DeCA's system, is there a problem if we send an 879 for all of our items with the current price?

No. But it seems unnecessary because the current prices in DIBS will be transitioned to Power HQ.

45. If we have items in a package but also have a scan down promotion within the same period, what do we use for each promotion?

If you are referencing previously accepted promotion items, nothing needs to be done. Both promotions will apply on the effective date. If you are asking for promotional offering for DP16 or beyond you will need to submit off-invoice offerings via an EDI 889 or a DeCAF 40-16 if you elect not to use the EDI 889, and scan downs via the DeCAF 40-16.

46. When will we see the promotional calendar updated with all event ID's?

An updated promotional calendar showing all Event ID's was published in NTT 17-02 as Attachment 3.

47. What are the Event ID numbers for seasonal, club pack, case lot promotions (reference NTT 16-68)? (a) Case lot (i) May Period (ii) September period (b) Club Pack (i) Winter (ii) Spring (iii) Summer (iv) Fall (c) Seasonal (i) Valentine's Day (ii) Water program (iii) Easter - Passover (iv) Sun care (v) Canning supplies (vi) Severe weather (vii) Mother's Day (viii) Father's Day (ix) Halloween (x) Winter cocoa and cider (d) Christmas

No Event ID numbers are assigned to seasonal, club packs, case lot sales, and guard & reserve sales. These promotions will continue as they are today by submitting DeCAF 40-15, DeCAF 40-16, and DeCAF 40-18 until the vendor is onboarded in Vendor Portal.

48. What are the Event ID numbers for scan downs?

The Event ID will follow the same Event ID calendar as the off -invoice offerings. Scan downs are normally for a shorter period than the VPR dates, but remain a part of the promotional event and will be included in the final promotion package as it is today.

49. What does the "x" mean on the 889 specifications?

The 'X' in the 889 Implementation Guidelines indicates that a segment element is "not used" by DeCA. For example, the G42 segment is comprised of three elements. The G4201 (Promotion Status Code) and G42:02 (Allowance or Charge Number) are mandatory (an 'M' is to the left of the element). The G42:03 (Transaction Code Type), on the other hand, is not used by DeCA (an 'X' is to the left of the element). In essence, any value found in G42:03 is ignored.

50. We understand that effective February 1, 2017, vendors shall not use the EDI 879 to transmit promotional adjustments. If the 879 is used for this purpose vendors risk facing errors in the calculation of adjustments resulting in bill paying problems. Instead, vendors should transmit the 879 with regular cost and submit the updated DeCAF 40-16 with the promotional adjustment to a regular cost (off invoice). (a) Does this mean NO promotional prices can be sent using the 879 EDI transaction set after February 1st, only regular price changes? (b) Does this mean all promotions will be taken off the 40-16's? (c) How are non-promotional items handled, for instance, TPR's, EDLP's or regular shelf VPR's (40-16's

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not normally submitted for these) (d) Will the deadline for DeCAF 40-16 or EDI 889's still be the 10th for the 1st of the following month and the 25th for the 16th of the following month? Will DeCA accept every type of promotion in the 889 on February 1st?

(a) Yes, that's exactly what it means - no promotional prices can be sent using the 879 EDI transaction set after February 1st, only regular price changes.

(b) If the costs for the display periods in question have been previously accepted, then no, vendors will not need to transmit adjustments. These prices will be staged in Power HQ for execution on the effective dates based on interfaces with SOS/Promotional Legacy system. However, if the costs have not been previously accepted, then yes, the adjustments will need to be transmitted via the EDI 889.

(c) These promotional offerings not tied to an event ID (Non-Negotiated Promotions) will be submitted using EDI 889 with an event ID "00000000" D. Yes deadlines for DeCAF 40-16 will remain as they are today, and as stated in the question. Promotional offerings for future events will be submitted 120 days in advance of the promotional event. This does not include non-negotiated events which are more immediate in nature.

(d) Yes, the deadlines for submission of the DeCAF 40-16 or EDI 889 will still be the 10th for the 1st of the following month and the 25th for the 16th of the following month. Notification of promotions for EDI 889 submissions will occur through an EDI 824 alerting the company that the DeCA Category Manager has accepted the promotion. Vendors who elect to use the DeCAF 40-16 in lieu of the EDI 889, will be notified of DeCA's acceptance of promotions when DeCA publishes the Display Package.

51. For VPR's that are not accepted into a package, do we still have an option to run VPR's on our own, such as with rejected items from the promotion package?

No.

52. Until the vendor portal is available, DeCA will use the DeCAF 40-16 to manually key in the items into Power HQ as an adjustment to a regular cost (off invoice). Isn't there a good chance pricing will be inaccurate?

Each 40-16 is manually input into our systems currently, so the risk of inaccurate pricing is the same or less than it is today. It will be extremely important for vendors to check pricing as you do today at the DeCA Web Pricing site.

53. Will the Event ID be included with the pricing request or will there be an NTT with an Event ID for all displays, seasonal packages and club packs?

DeCA will begin using Event ID numbers on its Annual Display Periods Promotions Calendar. The 2017 promo calendar dated June 10, 2016, previously published as NTT 16-86 has been revised to include the Event ID numbers which correlate to the numbering system of the

promotional periods and is included in NTT 17-02. Holiday, seasonal, club packs, case lot sales, and guard & reserve sales will continue as they are today with use of the DeCAF 40-15, DeCAF 40-16 and DeCAF 40-18, until Vendor Portal "Go-Live".

54. Will there be an opportunity to test 889's with the EDI department prior to their implementation?

All EDI vendors will be required to test the 889 transaction set with DeCA prior to January 30, 2017. When your firm has completed any applicable software changes and is ready to test, send an email to ediadm@deca.mil and someone from DeCA will contact you within two business days.

55. Under what circumstances, must I send a DeCAF 40-16?

Vendors who choose to not use the EDI 889 must submit a DeCAF 40-16 anytime they wish to have an item considered for a promotion until onboarded in Vendor Portal. The process for Seasonal, One-time buys and Case Lot Sales will remain unchanged; that is, a DeCAF 40-15 accompanied by a DeCAF 40-16 must be submitted until a vendor is onboarded in Vendor Portal.

56. What's the difference between a Manager Special and a Scan Down?

Manager's specials are offered for shorter periods of time than Voluntary Price Reduction (VPR) periods. A scan down is invoiced to the vendor based on register sales multiplied by the promotional adjustment amount.

57. We know there will be a number of commodity changes in January. How will this be managed to ensure our promotional pricing is accurate since they were submitted several months ago?

The promotional prices offered and accepted have been captured and will be effective on the agreed upon VPR dates. Promotional prices are not applied using Commodity codes.

58. Do we need to submit an 879 along with the 889 every time we put an item on promotion?

Vendors must submit an 879 along with the 889 the FIRST time an item is put on promotion because the 879 establishes the base cost of an item. If in doubt, whether this is the first time an item is on promotion, submit an 879.

REVISED 40-15 and 40-16

1. Are you working on a revised version of DeCAF 40-15 and DeCAF 40-16?

DeCA does not plan to revise the current versions of the DeCAF 40-15 it currently uses. However, the DeCAF 40-16 is being updated and will be released under a separate NTT.

2. Does the 889 promotion transaction set replace the DeCA 40-16 promotion form?

The 889 replaces the DeCAF 40-16 for promotional offers on items that already exist in DeCA's stock assortment. One-time buys, shippers, pallets, case lot items and new items will all be required to be submitted using the DeCA Form 40-15 accompanied by a DeCA Form 40-16.

3. When can we expect to see the revised DeCAF 40-15 Form?

The current versions of the DeCAF 40-15 DeCA currently uses will not be revised.

4. Is there a separate 40-16 process for negotiated and non-negotiated VPRs?

No.

5. What information is required on the "updated" 40-16, and are they submitted by PIIN number, category, timing, etc.

If vendors are submitting promotional offers by PIIN number, category, timing today, then they should continue to submit the updated 40-16 in the same manner as they do today. The updated 40-16 will only update the formulas for calculating the percentage of savings.

6. How do you want us to consolidate and submit items on the updated DeCA 40-16 form, PIIN number, category manager, timing, or type of promotion?

In the same manner the items are submitted today.

7. What will be the date deadline for submitting the revised DeCAF 40-16s?

The deadline for submission will not change with the revised DeCAF 40-16.

8. How far in advance are the 40-16s needing to be submitted, knowing 10th and 25th are deadlines?

Within the same timelines that 40-16s are submitted today.

SEASONAL AND NON-SEASONAL PROMOTIONS

1. Will the holiday and seasonal promotional process change?

DeCA is still in the process of reviewing the seasonal promotional process.

2. Will DeCA continue to support optional promotional items or will all promotional items be treated as mandatory promotions?

At this time, we expect Store Operations to continue to manage the promotional quantities using Galleria's floor planning tool and the Demand Analytics (DAX) solution to determine promotion quantities.

3. Will the Department/Commodity/Group codes (DCG) (frequently referred to as commodity codes) for regular items be changed when the regularly stocked items are selected for a seasonal promotion?

No, the DCGs will no longer be changed when a regularly stocked item is selected for a seasonal promotion.

4. Will the lead time for seasonal and non-seasonal promotions change with EBS?

As Increment 1 is deployed, DeCA will review the lead time for seasonal and non-seasonal promotions. We expect the delivery order lead time to improve since we will not need to wait for an additional price transmission.

5. Will DeCA still automatically reduce prices for holiday items for 2 weeks or do we have to go through the Vendor Portal to reduce price?

DeCA will continue with our current process for seasonal items. However, once onboarded into the Vendor Portal, some processes will be automated.

6. In a promotion, many times the stores send projected quantities and end up not ordering what they projected. Will the new system force the stores to order what they projected?

Ordering will be addressed in Increment Two. All policies and procedures will be reviewed at each stage of deployment.

7. In a promotion, how will the new system track what the stores say they are going to order for a display period?

Ordering will be addressed in Increment Two. All policies and procedures will be reviewed at each stage of deployment.

8. Will any capability be in the system to support different types of promotions?

- Buy "X", get "Y" free
- Price Adjustment on "Packaged" purchase; i.e., buy 3 items and receive a discounted price on the bundle, as in a chicken meal.
- Quantity discount; i.e., a different price point on purchase of 3+ lbs

Yes. The system has the capability to support of all of the promotions named above.

9. Will Industry be able to download spreadsheets into the Vendor Portal for Promotions (National or Local) and/or for markdown at store level?

Yes. Vendors can upload spreadsheets for national and local promos into Vendor Portal.

VENDOR CREDIT MEMORANDUMS (VCM)

1. Will paper VCMs continue? If a company is excluded from swell, how will VCMs be managed for short dated product?

In Increment 1 some VCMs will be automated and some paper VCMs will remain; DeCA is still in the process of reevaluating the VCM process.

VCMs that will be automated in Increment 1 (paper VCMs no longer accepted):

> a. Price reductions
> b. Unsaleables when swell allowances are fully implemented

VCMs that will remain paper-based in Increment 1:

> a. ALFOODACT/voluntary recalls
> b. Reports of Discrepancy (ROD)
> c. Guaranteed Sales for items that are not on swell
> d. Holiday/Seasonal Items, specifically residual stock on-hand following the holiday/seasonal scan down period
> e. Product not in conformance with shelf life requirements at time of delivery
> f. Off-shore acquired (OSA) items
> g. Distributor damages
> h. Central Distribution Center (CDC) short dated product
> i. Central Meat Processing Plant (CMPP) short dated/out dated product

As a note, multifunctional hand held terminals (HHT) will be deployed in Increment 2. In the future, DeCA will revisit the use of paper VCMs with the intent to migrate to a fully automated functionality rather than continuation of a manual process.

2. I am a broker and am responsible for writing VCMs against a manufacturer's contract. Additionally, I pay for the VCM using the broker credit card on file and the manufacturer then reimburses me. How will this work with EBS?

DeCA is still in the process of reviewing the VCM payment process.

3. Will VCMs continue to be written at the Central Distribution Centers (CDC) and Central Meat Processing Plant (CMPP) for outdated product?

Yes. At this time, DeCA expects that VCMs will continue to be written at the CDCs and CMPP for outdated product. When multifunctional HHTs are deployed in Increment 2, DeCA will revisit the use of paper VCMs with the intent to migrate to a fully automated solution.

4. I utilize multiple distributors to support my DeCA supply chain with multiple store level representative(s) acting as distributor liaisons. If an item is discontinued, will the vendor store merchandiser(s) be required to contact the accounts representative for support in reducing cost through the Vendor Portal for each store?

Yes.

5. Are there store specific VCMs?

Yes, until Bill Back Manager (BBM) is implemented through the Vendor Portal.

SALVAGE

1. Will DeCA provide weekly/monthly summaries by base/item of salvaged product, so that we can continue to monitor salvage?

DeCA will not make any changes to current processes until the Increment 2 discovery and development assessment is complete.

2. With a goal of reducing salvage, can vendors make suggested case order quantities at store level in the Vendor Portal (beyond CAO)?

Ordering will be addressed in Increment 2. All policies and procedures will be reviewed at each stage of deployment.

3. Will salvage be eliminated with the swell allowance?
Salvage will be eliminated with swell allowance. Swell allowance is expected to be implemented once all vendors are onboarded in the vendor portal.

SWELL ALLOWANCE

1. Will swell "go live" when the Vendor Portal is deployed?

At this time, category swell is scheduled to be deployed after all vendors are onboarded.

2. Will having multiple manufacturers or items on the same contract with different commodity codes and different swell allowances cause any problems for EBS?

No. EBS is expected to have the functionality to support a category level swell allowance program applied to the item.

3. Will swell allowances be revaluated at fixed intervals?

Initial validation is expected to be accomplished six months after deployment. After the initial validation, DeCA will reevaluate swell allowances as conditions warrant.

4. Will we receive a breakdown that will show the swell calculations to the SKU level by DODAAC?

DeCA will provide the vendor details of the swell report/receipt upon request when the vendor determines reconciliation is necessary.

5. Is swell an option for fresh chicken?
No, not at this time. Currently, the focus on swell will be limited to the categories defined for inclusion in the swell allowance program as published in Notices to the Trade (NTT) 14-75 and 15-53. DeCA may revisit the swell allowance exclusions to include fresh chicken at a later date.

6. Will OSA items go on the swell program?

No. At this time, the focus on swell will be limited to the categories defined for inclusion in the swell allowance program as published in NTTs noted in question 5 above. DeCA may revisit the swell allowance exclusions to include OSA items at a later date.

7. Could you provide the swell allowances by item for each UPC?

At this time, swell allowance has not been attached to the item level; however, it will be implemented at the line item level after the Vendor Portal is deployed to both CONUS and OCONUS. DeCA's legacy systems do not currently support the ability to assign swell allowance percentages at the UPC level.

8. There are two different types of sales VCM's submitted by CONUS and OCONUS. Are they both going to be eliminated within the same timeframe?

No. The methodology and timeframes for the OCONUS Central Distribution Center (CDC) Vendor Credit Memorandums (VCM) are linked to Bill Back Manager (BBM). It is our intent to have one process for the Agency.

9. If there is a new item that is similar to an already authorized item, will it receive the same swell %?

Any new item presented for an existing vendor will default to the current swell allowance attached to the existing ROA and category. If the item is not in a category previously negotiated, negotiation of swell will become a part of the acceptance process.

10. Will DSD vendors in OCONUS participate in the swell allowance program, or will the current process for issuing credits remain in place?

Contracts generated to provide products to OCONUS which are normally carried in CONUS as DSD, (McKee, Coca Cola, and Frito Lay) will be setup as DSD and are not expected to participate under the swell program.

11. What happened to the swell allowance offered in 2015?

A review of the negotiated swell allowance will be completed prior to implementation of the swell allowance program. Any concerns from industry about negotiated percentages can be addressed at that time.

STORE LEVEL

1. Will the demo process change?

No. At this time, demos are expected to continue to be processed through the front-end registers.

2. Will the store credit process continue for DSD contracts?

Yes, DeCA expects to continue using the existing DSD functionality until deployment of Increment 2 and the multifunctional hand-held terminals (HHT).

3. How will Deli/Bakery/Seafood contractor in-store transfers be handled?

The current process for in-store transfers is expected to continue through Increment 2.

PRODUCT LOOK UP (PLU)

1. Will specialty department contractors continue to have access to miscellaneous PLUs for markdown product?

No. All items will be required to have an authorized PLU.

2. Will PLUs be associated to item numbers to support country of origin and allergen requirements?

Yes. EBS provides the capability to associate PLUs to item numbers as a one-to-many relationship in support of the country of origin and allergen requirements.

3. Will it be necessary to provide the PIIN or Department of Defense Activity Address Code (DODAAC) when pricing is submitted or downloaded to the store's produce system?

Yes. Vendors will be required to provide the PIIN and DODAAC when cost pricing is submitted via the Vendor Portal or EDI for subsequent downloading to the stand-alone produce pricing system.

4. Will seasonal PLUs be "suspended" during timeframes when produce is not in season?

Yes, seasonal PLUs will be "suspended" during the timeframes when the identified produce PLU is not in season.

RANDOM WEIGHT MEAT ITEMS

1. We understand we will need standardized numbers for random weight meat items. How will those numbers be assigned? How will the switch over be orchestrated? (Timing is everything in this case.) When will it happen?

DeCA has developed a new standardized list of PLU's and random weight UPC's. The Sales team will coordinate with Store Operations to determine the date(s) that the new numbers will take effect. Category Managers will work with the vendors that are impacted. Vendors should be reviewing their item PLUs prior to "go live" to ensure the PLUs in use today are part of the standard list DeCA will use going forward. The transition to the standardized list will be done prior to EBS "go live".

CODE DATES:

1. How will code dates be entered into Power HQ once the products arrive at the stores from the distributors?

This is still to be determined.

2. If a vendor is issuing a VCM on short coded product can the VCM be done at store level?

Yes, until the swell program is implemented.

CATEGORY ANALYZER

1. Will Category Analyzer replace Business Objects?

DeCA expects to utilize both the EBS Category Analyzer and Business Objects (BO) to provide operational business analytics at this time.

2. Will Category Analyzer be limited to DeCA data or will Category Analyzer also include Nielsen data?

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Category Analyzer is an internal DeCA analytical tool and will have analytical opportunities utilizing commercial data.

3. Will industry be able to view Category Analyzer data?

No, Category Analyzer is an internal DeCA tool.

4. Will DeCA sales history be pulled into Category Analyzer and if so how many years of sales history?

Yes. DeCA has 36 months of sales history into Category Analyzer.

5. Will Category Analyzer take into account seasonality as well as promotional lift?

Yes.

6. Will item data be available on a hierarchal level? Will industry be able to view data in multiple hierarchal levels to include area, zone, and store?

Hierarchy is at the item level. What the vendor can view in Vendor Portal has yet to be determined.

7. Is there any way to add salvage and swell information into Nielsen?

Nielsen does not collect this type of information.

8. How will industry validation of data be incorporated into the system?

Industry validation of data for items on their contracts will be managed through the Vendor Portal.

9. Are the hierarchies going to be included in the EBS file?

Yes, with Power HQ as the source.

10. How does Category Analyzer work?

Category Analyzer provides DeCA with item movement reporting and analysis capabilities at both the HQ and store levels by combining item movement and retail prices from the POS systems and merchandising data.

11. How does Category Analyzer:

    a. Rationalize SKUs?

Category Analyzer will only present the data associated with an item; it will not rationalize for the Category Manager. The rationalization is still reliant on human interpretation.

b. Increase sales through product mix?

Product mix is not determined by a system. The core stock assortment must be determined based on incremental and cannibalization factors to round out a category. Once the core assortment is developed, the rest of the SKUs available through a stores' supply chain can be derived in Galleria using the business rules defined by the Category Management team.

c. Determine impact of promotions?

Product mix for the promotional display package is determined based on past and potential sales lift. The only difference for the future is that some reporting may be delivered from another source. Currently, there is no plan to discontinue the Nielsen lift analysis report that is used in the evaluation of the past performance measures for an item presented. We will continue to consider item performance in retail and in DeCA when selections are made.

d. Drill down to root causes?

Root cause analysis can be done inside EBS, though it has not yet been determined which system or tool will provide the deepest dive. Galleria seems to have the broadest view at this time for root cause analysis.

12. What do Category Analyzer's standardized reports look like?

They are very similar to the reports currently designed and exported from Business Objects in Excel format.

13. How does Category Analyzer support ad-hoc analysis and custom reporting?

Category Analyzer has the same capability to use previously designed reports or create new ones.

14. What type of attributes and how are those attributes (e.g., department, category, sub-category, segment, sub-segment, vendor, vendor type, brand, buyer, price link, etc.) used in Category Analyzer?

Category Analyzer has all of the standard attributes used in any commercial reporting tool. The attributes currently available in Nitro are covered for all internal data.

15. We understand that Category Managers have the ability to analyze cash register sales by SKU at store level. Will this also be provided for the Vendor Portal?

Category Analyzer does not report to the cash register level. Category Analyzer sales data is proprietary information that cannot be shared with vendors.

16. Will it compare DeCA with AOC or TTL Food? Will this information be shared with vendors?

DeCA has access to AOC from Neilson. We do not share this information with vendors because the data is only licensed to DeCA.

17. Will vendors have visibility of the inventory/sales data gained through Increment 2 of EBS or will that be government-only data and not visible to a vendor?

This has not yet been determined.

18. Will Deli/Bakery contractors have access to the data from the Category Analyzer?

No.

PLANOGRAMMING

1. Vendor's planogramming solution is JDA. Will we be able to retain JDA?

Yes. Galleria is compatible with JDA. The Galleria planogramming solution will be able to convert multiple planogram file formats to the Galleria format (POG) file to be used within the Galleria planogramming solution.

2. Will DeCA continue to use regional stock assortments?

Yes, regional items will still be part of the DeCA stock assortment if the sales data supports retention. In the future, as categories are reviewed, all items that are retained in a review will be given space on a planogram including local and regional items.

3. Will test sets continue to be accomplished?

Yes, DeCA will continue to accomplish test sets. DeCA is expected to continue to populate fixture inventory changes to maintain the integrity of the planogramming process.

4. Will DeCA use store specific planograms?

Store specific decisions will be made by the Category Manager as category reviews are rolled out in 2017. Not all categories may be good candidates for store specific planograms. For example, shoe care and batteries could remain cluster plans; however, light bulbs may need to benefit from a store specific plan that considers the electrical source associated with a particular country.

5. Will all departments be planogrammed, to include DSD?

DeCA will have the technology to planogram all departments to include DSD and will use a phased-in approach as categories are reviewed to convert to store specific plans. But again, the decision is made at the category management level.

6. Will vendors have access to DeCA's Galleria software?

No.

7. Will Galleria improve the timeliness of the planogram process?

Yes, DeCA anticipates an improvement in the timeliness of the planogram process as Galleria is expected to support large scale planogram production on a short time cycle. In addition, Galleria will be interfaced with Power HQ which will save time. Galleria will track project milestones and report to management if a critical timeline is missed.

8. Will each store's category planogram be available to industry?

For major reviews, some Category Managers may choose to continue the current process of sending a "post review" image plan to those represented on the shelf. At this time we do not anticipate posting the planograms on a web site due to the large amount of data involved when the plans become store specific. Commissaries, however, will receive notification when a plan is published to them via the store workbench application in Galleria. Commissaries will only see the plans assigned to them and can print them as an aid for the companies assigned to help with the set as time permits.

9. How will planogram numbers and descriptions of planograms be addressed in EBS?

For the present, we will continue to use DCGs to group products that will share a planogram. Unless a DCG cluster is modified, the current planogram description will be retained. Once Increment 2 is deployed, the grouping of items, the naming of planograms, and the usage of DCG's will be revisited.

10. Will DeCA have a conversion table showing the old and new planogram numbers and planogram descriptions?

There is a version control tool inside Galleria that captures and retains any plan that has been published to a store. If the number and/or description changes, it retains the old and starts a new record so analytics can take place and compare, if needed. The Reset Team and Category Managers will work together to keep the planogram to DCG list current, however, this document may no longer be necessary since the Reset Team can access it within the Galleria tool. As a baseline, we will begin using the existing plans with some quality control on unit pack and dimensions to ensure what is captured from GDSN is what is present on the existing plans before they are published to the stores and a record is made in the Galleria system.

11. How will Galleria and Power HQ treat UPC conversions for like items?

Galleria has the capability to capture data for items with UPC conversions when it is interfaced with Power HQ.

12. How will the EBS planogram process work for end caps?

Template plans will be established by the DeCA HQ merchandiser for each store class. Store specific data will be applied to each store's template and space allocated for each item on the plan based on what the individual store can reasonably sell through during the display cycle, using past performance and item level performance. Category Managers will review and approve before the plan is published to the store via the store workbench tool in Galleria.

13. Will the EBS planogram process assign the space for each item based on store sales or will every store follow the same set up?

All planograms will start with a desired set up (template, regular in-line display, and promotional). The planogramming tool will deliver facing adjustments based on store specific data.

14. How will industry know what items are assigned to a planogram?

A vendor will know what items are assigned to a planogram based on DeCA's Category Manager's approval or disapproval of the item in PowerHQ/Vendor Portal. If the Category Manager approves an item, the item is assigned to a planogram.

15. How will EBS calculate average daily sales to determine shelf space allocation?

The calculation will be made the same as it is today, using the movement information for each store as reported. The number of open days, delivery schedule and item level of performance over 26 or 52 weeks is also considered. The Galleria system will also be fed the CAO file to aid in determining when the item sold out or is salvaged in order to develop the algorithm for this calculation. If there is not enough sales history to determine the item's actual performance - in the case of brand new items - an anticipated performance measure for the time frame selected can be input by the Category Manager to properly allocate space.

16. Will EBS change the overall number of planograms produced for each category?

Yes. If the plan is designated by the Category Manager as a "store specific" plan, there will be one plan for each store in Increment 2.

17. Will EBS change the number of categories for which planograms are produced?

The Category Manager determines the number of plans and categories.

18. How will EBS handle product measurements since GDSN doesn't orient the products like you would be doing on the shelf?

The product measurements are uploaded from Gladson into Power HQ which feeds the image and product measurements to Galleria. Therefore, Gladson data will be the source data for Galleria. The measurements will not be changed in the planogram application, but the orientation of a product can change and a squeeze factor can be applied to product to account for the actual number of items that can be placed on the shelf.

19. How will EBS address the dimension changes for frozen products that occur from temperature change in case (compression and expansion factor)?

Dimension changes during display of an item can be accounted for by applying a squeeze factor in the planogram system, however, the Gladson item measurements will not be overridden. If a manufacturer makes a change to item dimensions, the new dimensions can be pulled into the plan once a manufacturer has published to Gladson and synchronized with DeCA.

20. What is the conversion plan for migrating to Galleria?

The Directors of Sales and Store Operations have agreed to migrate from cluster to store specific plans as the categories are formally reviewed by the Category Managers. Again, this is based on the Category Managers determination made at the time of a review.

21. As configurations change, how does DeCA determine the impact on the final planogram?

This is determined through pre- and post- analysis of the sales data and trends.

22. What is the deployment timetable for Galleria?

We expect Galleria will be deployed in March-April 2017.

23. What is the process for adding new items to an existing planogram and deploying to a store?

Once the new item is accepted by the Category Manager, the Merchandiser and Planogrammer will receive a notification of work assignment to place the item. After the item is placed on the master template of the posted plan, the Category Manager will be notified to approve. After approval, the plan is generated for each store with their live data; the Merchandiser and/or Planogrammer will review the plan and make adjustments, if required. As plans are finished, they are sent to the Category Manager for approval. After approval, the Category Manager establishes a release date to provide the stores the plan; typically this date is coordinated with the distributer to ensure product is available to order. There are tools within the system that initiate the messages to/from several parties; when milestones are reached, actions and notification messages are generated.

24. What industry assistance is DeCA seeking to ensure a smooth transition?

During the testing phase, we would like to reach out to the category leads that currently build the regional plans today to ensure the plans that are worked using industry resources are aligned to meet the standard templates we will have established.

25. Once the software is up and running, what type of support will industry provide?

Industry resources will be used to collaborate on plans following a major review as the templates are developed by class. The level of support will be determined by the Category Managers.

26. What are the key lessons learned when Galleria was implemented by other retailers?

The consistent message from every retailer has been to ensure the data captured is going into store specific plans and preparing business leadership for the changes they will see moving away from traditional blocking. Additionally, we have been told the biggest success through return-on-investment comes from moving to store specific planning on DSD and promotions.

27. How/when will you notify industry regarding the parameters and business rules for planograms?

Sales will determine when and how this information will be shared with industry.

SCALE MANAGEMENT

1. What is scale management?

EBS will include Invatron's E-Plum scale management solution that is expected to provide DeCA with a centralized, web-based system to enable DeCA complete visibility of the scale printer network across all stores. E-Plum offers timely exception-based reporting of any problems that can result in a loss of data integrity. Invatron's E-Plum will interface between Power HQ and the in-store scales to ensure item data, pricing, label formats, barcode formats, allergen information, and country of origin information.

2. Will EBS communicate with scales in the backroom?

Yes. Power HQ will be the central repository for all items and as such contain DeCA's master item file. The in-store scales will have a copy of the Power HQ item file and all related data for the respective department with daily updates (batch) sent to the in-store scales to ensure Power HQ and the item files (copy) contained within the in-store scales are in sync.

3. How will allergen information be captured in the deli/bakery department scales?

The scales will capture the PLU code and the specialty contractor's item number to provide allergen information on service department labels. EBS is expected to link multiple item numbers to one PLU allowing the allergen information to be printed on the labels.

4. How will Country of Origin Labeling (COOL) information be captured in the produce scales?

The scales will capture the product look up (PLU) code and the produce suppliers' item number to comply with the Country of Origin Labeling (COOL) requirements. EBS is expected to link multiple item numbers to one PLU allowing the COOL information to be available for any produce item that does not have the information on its packaging. As the supplier changes a PLU, the produce house will be able to provide the COOL information using the item number and PLU relationship.

5. Will Invatron's scale manager incorporate deli/bakery contractor scales?

Yes.

6. How will pre-marked product work (i.e. turkeys priced well before "go live")?

Stores will continue with the process used today when they need to pre-mark product. Items requiring mark-downs for quick sale will be re-priced as they are today. Additional information on how the stores will pre-mark product will be provided as DeCA gets closer to deploying the Invatron Scales Management program.

COMPUTER ASSISTED ORDERING (CAO)

1. Will the current CAO application be sunset?

Yes. The CAO application is expected to be sunset with the deployment of Increment 2.

2. Will industry be able to view the activation/deactivation of an item in CAO? Is this possible in the future?

The interfacing of Power DAX/IM with the Vendor Portal has not yet been addressed.

3. Will DSD be included in the deployment of Increment 2?

Yes, DSD will be included in Increment 2.

OVERSEAS

1. Who will make the buying decisions for overseas?

New item presentations will be accomplished via the Vendor Portal with approval at the DeCA HQ category management team level. They will work closely with the Logistics Sales Overseas Product Management team to determine if slotting space is available in the CDC for national items. Locally delivered ROA items will also be presented via the Vendor Portal, however, the physical presentation of the product, if required by the DeCA HQ Category Manager, will be

made to the Overseas Product Managers who will provide input. There will be no changes to the formal requirement type contracting procedures other than the input from the appropriate Category Manager at DeCA Headquarters.

2. Will off-shore acquired (OSA) buying decisions be made centrally at the Category Manager level?

Buying decisions will be managed centrally at HQ DeCA by the Category Managers. The overseas product management/inventory management teams will work closely with DeCA's HQ category management team to support Off Shore Acquisition (OSA) buying decisions. The vendor will present OSA items through the Vendor Portal.

3. Will items be allocated for overseas with vendors presenting the items to the overseas buyers?

While presentations for OSA items will continue overseas, presentations for national items must be made to the category management teams centrally. The overseas product management/inventory management teams will work closely with the category management team to support the allocation/space management process.

4. If category management will be done centrally, with local buyer involvement, how will the local buyer be educated on the item to support the local buyer involvement in the buying process?

The overseas product management/inventory management teams will work closely with the HQ category management teams to support the allocation/space management process.

5. I am a broker and represent another broker overseas and am responsible for writing VCMs against the U.S. broker's contract. Additionally, I make payments for the VCM using my credit card on file and the U.S. broker then reimburses me. How will this work with EBS?

DeCA is still in the process of evaluating the VCM process in the overseas environment.

6. DeCA provides notification for item adds and deletes in the United States. Can this process be expanded to overseas?

Yes, with the deployment of Increment 1, Vendor Portal, DeCA will provide notification when items are accepted/deleted on an enterprise level.

7. How will dry grocery (semi-perishable) product be treated when the product is shipped to Europe or the Pacific in a chill or frozen state? Will a different department code be used for OCONUS?

When Power HQ goes live, a transportation code will be used to identify an item as being shipped in a dry, chill, or frozen state overseas. The department code will be the same worldwide.

8. Will Vendor Portal visibility include overseas?

Yes, vendors in both the U.S. and overseas will have access/visibility to the Vendor Portal.

9. Will appointments to present items for warehouse space continue for overseas when the Vendor Portal is deployed?

No. The warehouse space will be worked in a joint effort between the Logistics Sales Overseas Product Management team and the Category Managers.

10. For products being source-loaded for OCONUS, is the product shipped first to a domestic consolidator?

We have not identified any changes that will need to be made to the current source load process that will be impacted by the deployment of Increment 1.

PAYMENT

1. We see the Financial Information Management (FIM) is being deployed in Increment 3. What is being done to ensure EBS does not impact bill paying until FIM is deployed?

The DIBS/SAVES interfaces will continue until FIM is deployed in Increment 3.

2. Will the roll up process continue for payment purposes?

DeCA is expected to maintain the current rollup and pricing period parameters necessary to support continued interfaces with DIBS. The continued generation of rollups within the DIBS legacy system is expected to continue through Increment 2.

3. Is DFAS still going to be involved in the payment process?

Yes, DeCA is expected to continue using DFAS as DeCA's bill paying office.

4. Can a credit that is accumulated on a ROA be applied to an RTC invoice?

Once Increment 1 is deployed, DeCA may reevaluate EBS's capability of applying ROA credits to an RTC invoice. However, the Contracting Officer is ultimately responsible for making this decision.

5. Will Vendor Portal take over WAWF?

These EBS frequently asked questions are current as of the time of publication.
However, it is a living document and will be updated or revised as necessary in the future.

No. The WAWF/iRAPT MyInvoice system will continue to be available to view and research DeCA payments.

MISCELLANEOUS

1. When will point of sale be deployed and how will this interface with EBS at each increment?

Point of sale (POS) will be deployed in Increment 3. EBS will interface with DeCA's POS to import POS movement data to support business analytics and planogramming in Increment 1, and will support ordering/receiving/inventory in Increment 2.

2. How will legacy system data attribute field length restrictions impact the EBS master item file data attribute naming convention?

Little to no impact is expected to the EBS master item file data attribute naming convention. The EBS master item file data attribute naming convention will not have the same field length constraints.

3. Will we be able to participate in the testing of EBS, both systems and business process changes?

At this time, DeCA expects to invite some of the vendor community to participate in the EBS systems process.

4. I am not an existing vendor, what do I need to do before I can present an item to DeCA?

Complete your SAM registration process. A current, complete SAM registration will be critical in initiating the new item presentation process in the Vendor Portal.

5. Is DeCA moving industry towards the use of the 12 digit UPC with the check digit?

The DIBS formatted 12-digit UPC will continue to be used until EBS Increment 2. Power HQ will ignore the check digit position (whether it is the industry check digit or the DIBS zero placeholder) and will be recalculating it within the software based on standard formula.

6. Should industry add the item UPC with the check digit to their system? Will they have to support the DIBS formatted UPC's?

No changes are required by industry. Power HQ will be calculating the check digit independently in their system so they will ignore any check digit submitted. This means they will ignore a "real" check digit or ignore the zero placeholder put in place by DIBS.

7. Will the EBS attributes field length and type be exactly the same as the GS1 Standards?

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Business rules for the EBS attributes and field length and type are being determined.

8. Is there an exception listing of "MMS" items with undefined departments?

There are some "MMS" (unknown) items in Category Analyzer. The Category Management teams are currently working to resolve those issues.

9. Does the "Golden File" include local items available in stores located in Japan, Korea, Guam, Germany, Italy, Spain, England, and Turkey?

The Golden File includes any item that is currently set up in DIBS which includes many, but maybe not all, OCONUS Europe local items. OCONUS Pacific local items are not included in the Golden File; however DeCA is working with the personnel in the Pacific to get the local items loaded into Power HQ.

10. When will we need to provide Increment 2 attributes.

Development of Increment 2 is ongoing. It is unknown at this time what final data attributes will be needed.

11. Besides the new Increment 2 attributes, what other change are going to be announced?

Future announcements will be released as changes become known.

12. Which UPC format do you want us to use (DIBS with zero filled check digit, 12 digit with check digit, or Golden File formatted UPC) when sending EDI?

Vendors will be required to submit a 12-digit UPC or EAN when sending EDI 879 or 889.

- For the UPC, drop the check digit and left pad with "0"s. The same way it is sent today.
- For the EAN, drop the check digit and send the remaining 12 digits.

13. When will we be required to use the 12 digit UPC with the check digit?

The required length of the UPC varies based on which submission is being discussed:

      a. For EDI transactions, vendors will be required to submit a 12-digit UPC or EAN when transmitting the 879 or 889 transaction sets.

- For the UPC, drop the check digit and left pad with "0"s. The same way it is sent today.
- For the EAN, drop the check digit and send the remaining 12 digits.

b. For Vendor Portal item submissions, Power HQ prefers to calculate and validate the check digit within its system. If vendors submit a check digit, Power HQ will remove it and recalculate it.

14. Almost everything we do for DeCA requires customized software. Can we pass through the additional costs we are facing to update our systems for promotions?

That is a business decision that each firm will need to make independently.

15. NTT 16-87 for DeCA's Private Label Merchandising Program indicates suppliers are required to use EDI and comply with the Resale Ordering Agreement. On the "Doing Business with DeCA" page on your website and in the current ROA, both stipulate only the 879 Pricing Transaction set. You also indicate the 889 Promotion transaction set will be used by EBS but does not identify a specific time frame. Does NTT 16-87 mean only the 879 will be used for all pricing under EBS for the next four years?

The Master Terms and Conditions of the Resale Ordering Agreement are scheduled to be updated soon. EDI 889 language will be incorporated into the ROA to address the use of the transaction set, and DeCA's web site will be updated accordingly. Vendors who participate in DeCA's Private Label Merchandising Program are expected to follow the same rules as DeCA's current vendors regarding the use of the EDI 889, 879, Vendor Portal, DeCAF 40-15, DeCAF 40-16, DeCAF 40-18, etc.

16. How will DeCA's Vendor Portal address the following Federal Information Process Standards (FIPS): FIPS 186-4 Digital signature standards; FIPS 200 - Minimum security requirements for Federal Information and Information Systems; FIPS 201-2 Personal identity verification of contractors?

Please be assured that NCR has satisfied the FIPS requirements and is fully compliant. DeCA has the responsibility for ensuring that a certain level of FIPS standards are met and maintained throughout the life of the contract.

17. After "Go Live" but before the Vendor Portal is deployed where and when will we be able to view/print/download our price files? Will we continue to use the DeCA Web Pricing site?

All aspects of web pricing will remain unchanged until a vendor is onboarded in Vendor Portal.

18. We are not being given enough lead time to adjust to DeCA's new requirements, especially for items that impact our financials. We recommend a meeting with Finance folks from Industry and DeCA EBS Team in the near future.

The financial related capabilities within EBS are still in the discovery stage and information will be shared with industry once the processes and procedures can be determined.

19. When will we know the data elements including description, type, field length, number of decimal points, and associated business rules for product description, brand and manufacturer used by DeCA?

When Power HQ goes live the data elements, data types and field lengths will remain unchanged. Until EBS Increment 2, Power DAX/IM go-live, Power HQ data will be sending data to DIBS and DIBS will continue to be the data source for DIBS/CAO exports. The only exception to this will be a new field that contains the EBS categorization and EBS RSL code.

20. Can you provide a complete list with clear, specific, detailed information on the field length, type of data, number of decimal points, and description (UPC, GTIN, case pack, parent child hierarchy, product measurements, pallet tie and tier, contract number, vendor number, promotion number and description), and other relevant data in EBS?

There will be no changes to existing data elements for Power HQ go-live. The only exception based on the information listed above is that the promotion number will be expanding to 8-digits as outlined in NTT 17-02.

21. How is the parent child relationship defined for UPC vs. GTIN's for display shippers, pallet shippers, and master cases?

DeCA will create and input the necessary relationship for UPC vs GTIN's until Vendor Portal goes live.

22. Will industry have access to item files such as the Daily Catalog Master File, Item Allocations, and Overseas Inventory reports?

This type of data is expected to be provided via the Vendor Portal. At this time, DeCA expects to provide these reports by posting them to http://www.commissaries.com.

23. What are some benefits of converting to the 889 process?

- With the 889, acceptance or rejection notifications will be generated as soon as the Category Manager has made a decision, whereas with the 40-16, vendors are not made aware of the Category Manager's decision until the approved promotion package is announced.

- Errors should be minimal using the 889 automated process compared to the 40-16 manual input process.

- Vendors will not need to send a DeCAF 40-16 for each promotion item to each individual Category Manager. EBS Power HQ will sort and send the 889 to the appropriate team. Vendors will be better postured to work within the Vendor Portal if all pricing is automated.

VENDOR TRAINING

1. Will there be training classes before DeCA goes live with EBS?

Yes. Training will be provided to DeCA's vendor community prior to the deployment of the Vendor Portal.

2. Will the training be role based training?

Yes. At this time, vendor training should include role based training.

3. Will training be web based training?

Yes. Training may be offered in other venues as well but complete details are not available at this time.

4. When will vendor training begin?

At this time, initial vendor training is expected to begin in July 2017.

5. What does the term train-the-trainer imply?

Train-the-trainer implies that training will initially begin with hands-on training being provided to the authorized negotiators when the vendor is onboarded to DeCA's Vendor Portal. The authorized negotiators, will then, with the assistance of NCR's web based training tool, be expected to train other users in their company based on roles that will be accessing the Vendor Portal.

6. Will DeCA send one Web Portal Handbook to each vendor? Can we request additional copies? Will there be a payment for additional copies?

This topic is still under review and discussion.

7. Can there be a call center for companies and also a webinar for additional training related to the changes associated with the implementation of Power HQ?

No. There is not enough of a change or impact to industry with the implementation of Power HQ to warrant a webinar or a call center. The most significant impact to vendors will come when Vendor Portal is deployed at which time DeCA will provide training to ensure industry is onboarded with minimal to no service interruption.

COMMUNICATION

1. DeCA had a series of vendor discovery sessions. Will DeCA be communicating with all manufacturers?

Although DeCA anticipates communicating with the vendor community to the greatest extent possible, vendor discovery sessions are not expected to be held with every manufacturer.

2. How will communication take place?

DeCA anticipates utilizing its website, www.commissaries.com, as well as utilizing the SAM email information, to communicate with the vendor community.

3. Who is taking ownership of this entire process at DeCA? Industry needs a DeCA POC.

The Executive Program Officer, Mr. Robert Comer, is the owner of the EBS process. DeCA has determined it is in the best interest of all parties that all questions/comments/inquiries be addressed to a common mailbox rather than to one person and that answers will be disseminated throughout the DeCA vendor community. Questions and/or inquiries should be addressed to EBSquestions@deca.mil.

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