

#### DEFENSE COMMISSARY AGENCY HEADQUARTERS

1300 E AVENUE FORT LEE, VIRGINIA 23801-1800

MPS February 9, 2017

NOTICE TO THE TRADE – DeCA NOTICE 17-18

SUBJECT: Electronic Data Interchange (EDI) Vendors – Regular Base Cost Validation

The purpose of this notice is to request EDI Vendors submit an EDI 879 transaction set with regular base cost (list cost) for every item currently being sold to DeCA by February 15 for the pricing period beginning March 1, 2017.

As DeCA transitions to Enterprise Business System (EBS), it is important to establish a regular base cost for every item within the system. The EDI 879 transaction set will be used exclusively for the submission of regular base costs under EBS. A regular base cost, sometimes referred to as a list cost, is defined as the everyday list cost you charge and invoice DeCA.

Exceptions to the February 15 timeline requirement are provided for items included in Display Periods (DP) 5 and 6, and all seasonal packages that cross over the March 1 price period. Regular base costs for these items must be established following the promotional periods. A detailed list of these exceptions and the EDI 879 regular base cost submission dates are listed on pages 3 and 4 of Attachment 1.

The EDI 889 Promotion Announcement (or DeCA Form 40-16, Promotional Display Presentation Form, for companies not utilizing the EDI 889) will be accepted for adjustments to regular base costs to support promotions such as Power Buys, Power Buy Line Extensions, Everyday Low Cost (EDLC), or Temporary Price Reductions (TPRs). To continue EDLC or TPR promotional activity following submission of the EDI 879 establishing regular base cost, an associated EDI 889 or DeCAF 40-16 must be submitted by February 15 for the pricing period that begins March 1.

During the recent EBS conversion to Power HQ, the promotional costs for all items included in DPs 3 through 10 were transferred. Outside of the exceptions (DPs 5 & 6 and seasonal packages crossing March 1) EBS will apply item promotional cost for the DP pricing period and then revert back to the item regular base cost that was in effect on March 1. DeCA will manually calculate promotional cost adjustments for DPs 11-14 by computing the difference between the EDI 879 regular base cost and the net promotion cost included on DeCAF 40-16s submitted for these promotions.

Industry is strongly advised to check the DeCA pricing Web site on March 1 to verify base cost and/or promotional adjustments have been applied. Please contact the appropriate category management team to report incorrect cost information.

The following table provides a quick reference on how to submit promotional allowances to DeCA.

Promotion Type	EDI 889*	DeCAF 40-15	DeCAF 40-16*	DECAF 40-18
Power Buys	Yes	No	Yes	No
Power Buy Line Extensions	Yes	No	Yes	No
Temporary Price Reduction / Non-Negotiated	Yes	No	Yes	No
Every Day Low Price Adjustments (Existing)	Yes	No	Yes	No
Every Day Low Price (New Items)	Yes	No	Yes	No
Manager's Specials	No	No	Yes	No
Deal of the Week	No	No	Yes	No
Display Shippers	No	Yes	Yes	No
Pallet Shippers	No	Yes	Yes	No
One-time buys (excluding Club Packs)	No	Yes	Yes	No
Scandown	No	No	Yes	No
Holiday/Seasonal Items in a Promotion Package	No	Yes	Yes	No
Club Packs	No	Yes	Yes	No
Case Lot	No	Yes	Yes	Yes
* Use EDI 889 (if tested and approved to use EDI 889) OR DeCAF 40-	16 (for non-EDI 889 vendors);	there is not a require	ement to send both	

Attachment 1 provides greater details on establishing regular base costs, submitting promotional adjustments, and pricing examples. Attachment 2 and 3 provide the EDI 824 error codes for the EDI 889 and EDI 879 respectively. Note: A valid CAGE code is required for EDI 889 and EDI 879 transaction set submissions. An incorrect or missing CAGE code will cause the transaction to reject.

Point of contact for this notice is Mr. Gordon Jones, <u>gordon.jones@deca.mil</u>, 804.734.8000, extension, 48240.

Tracie L. Russ Director, Sales

Attachments As stated



# NTT 17-18 Electronic Data Interchange Regular Base Cost Validation





## **Key Terms for Pricing and Promotions**

- Regular Base Cost: The everyday non-promoted cost price that you charge and invoice DeCA
- Allowance: The discount from the regular base cost suppliers are offering to promote their products
- Negotiated Promotion: A promotional that is tied to a formal promotion package (national display, seasonal). In EDI, event ID = the 4 digit calendar year followed by promotional event;
   DP 16 = 20170016
- **Temporary Price Reduction/Non-negotiated Promotion**: A promotion adjustment not tied to a formal package but offered as a Temporary Price Reduction (TPR). In EDI, event ID = eight zeros (00000000)





## **Key Terms for Pricing and Promotions (cont)**

- **EDI 879**: Electronic data interchange transaction set used exclusively to submit regular base cost to DeCA. The EDI 879 must have a start date.
- **EDI 889 Promotion Announcement**: Transaction set used exclusively to submit promotional allowance to DeCA for negotiated Power Buys, Power Buy line extensions, EDLC, and TPRs/non-negotiated promotional offers. The EDI 889 must have a start and end date.
- DeCAF 40-16: A electronic form used to submit national display and seasonal promotions offers to DeCA. This form must be used for Manager Specials and Deals of the Week, even if those companies elect to use the EDI 889, since the EDI 889 cannot accommodate bill-back invoicing at this time. In addition, this is used for EDLCs and TPRs/non-negotiated promotions for companies not using the EDI 889. The DeCAF 40-16 must have a start and end date.





## NTT 17-18, Regular Base Cost for EDI Vendors

- Notice To the Trade 17-18 requires pricing for all items submitted via Electronic Data Interchange be submitted to DeCA not later than February 15<sup>th</sup>, 2017 to establish the regular base cost.
- An EDI 879 must be submitted for all items for the pricing period beginning March 1<sup>st</sup>,
   2017
- There are only three exceptions to this requirement:
  - Items in Display Period 5 (February 16<sup>th</sup> March 15<sup>th</sup>) the regular base cost must be submitted using an EDI 879 pricing period beginning March 16<sup>th</sup>
  - Items in Display Period 6 (March 1<sup>st</sup> March 31<sup>st</sup>) the regular base cost must be submitted using an EDI 879 pricing period beginning April 1
  - Items in the seasonal packages that crosses pricing period beginning March 1st, 2017.
    - Easter (Nov 1, 2016 Apr 30, 2017) Reg Base Cost effective May 1, 2017
    - Easter Hams (Jan 16, 2017 Apr 15, 2017) Reg Base Cost effective Apr 16, 2017
    - Water (Sep 16, 2016 Dec 31, 2017) Reg Base Cost effective Jan 1, 2018
    - Passover (Jan 1, 2017 Apr 30, 2017) Reg Base Cost effective May 1, 2017





## NTT 17-18, Regular Base Cost for EDI Vendors

- Items in the seasonal packages that crosses pricing period beginning March 1st, 2017
  - Suncare (Dec 1, 2016 Feb 28, 2018) Reg Base Cost effective Mar 1, 2018
  - Canning Supplies (Dec 1, 2016 Feb 28, 2018) Reg Base Cost effective Mar 1, 2018
  - Severe Weather (Dec 16, 2016 Oct 31, 2017) Reg Base Cost effective Nov 1, 2017
  - Mother's Day (Jan 1, 2016 May 31, 2017) Reg Base Cost effective Jun 1, 2017
  - Father's Day (Feb 1, 2017 Jul 15, 2017) Reg Base Cost effective Jul 16, 2017
  - Spring Club Pack (Jan 16, 2017 Jun 30, 2017 Reg Base Cost effective Jul 1, 2017
- Information about EBS conversion:
  - EBS converted DP's 3 through 10 promotion sales costs Outside of the excepted categories identified above, EBS will apply the promotions cost for the DP promotional pricing period then revert to Reg Base Cost established on Mar 1 EDI 879
  - The Promotions team will manually calculate promo costs adjustments by computing the difference between the EDI 879 regular base cost and the net promo cost from the DeCAF 40-16

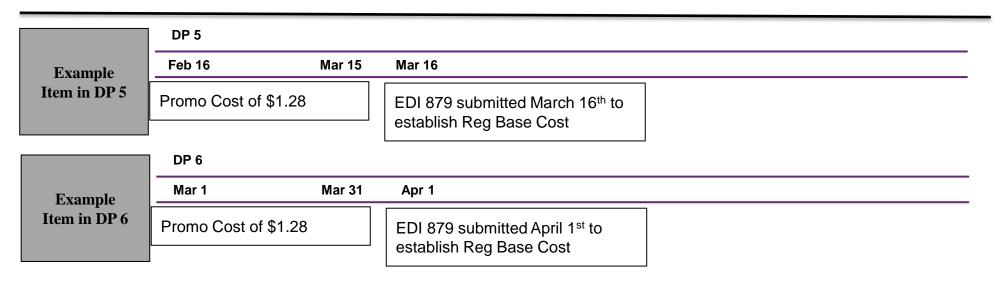




#### **Defense Commissary Agency**

An EDI 879 must be submitted for all items for pricing period beginning March 1<sup>st</sup>, 2017 and there are only two exceptions to the March 1<sup>st</sup> time line:

- Items in DP5 (Feb 16 Mar 15) reg base cost must be submitted via 879 beginning March 16<sup>th</sup>
- Items in DP (March 1st March 31st) reg base cost must be submitted via EDI 879 beginning April 1
- Items in the seasonal packages that crosses pricing period beginning March 1st, 2017



Example of Seasonal Package - Slide 7





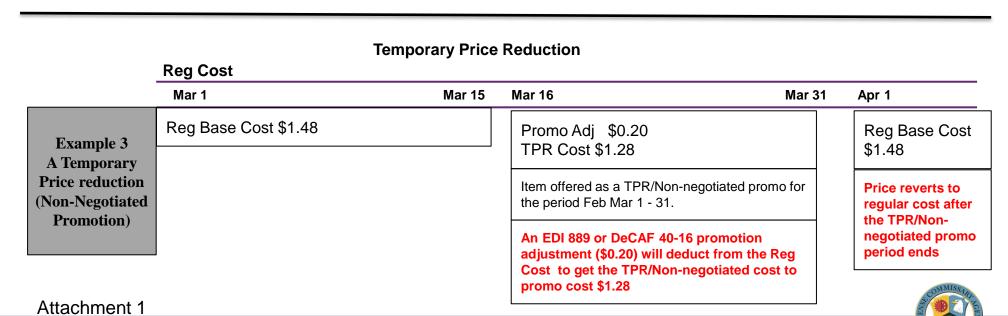
- Every Day Low Cost (EDLC)
  - Must submit the regular base cost must using an EDI 879 effective March 1st
  - An EDI 889 or DeCAF 40-16, Promotion Adjustment, is required to maintain the EDLC

	Reg Cost	EDLC		Reg Cost
	Jan 31	Feb 1	Feb 28	Mar 1
Example	EDLC Cost \$1.48			New 879 Reg Cost change required to establish base cost Reg Base Cost \$1.68
Item at EDLC Price on Jan 30 and vendor wants to remain EDLC				EDI 889 or DeCAF 40-16 Promotional Price Adjustment required to retain EDLC Cost Promo Adjustment \$0.20





- Temporary Price Reduction (TPR) / (Non-Negotiated Promotion)
  - Must submit a regular base cost using an EDI 879 effective March 1<sup>st</sup>
  - An EDI 889 or DeCAF 40-16, promotion adjustment required to reduce cost below regular base cost
  - Cost automatically reverts back to regular base cost at end of TPR period

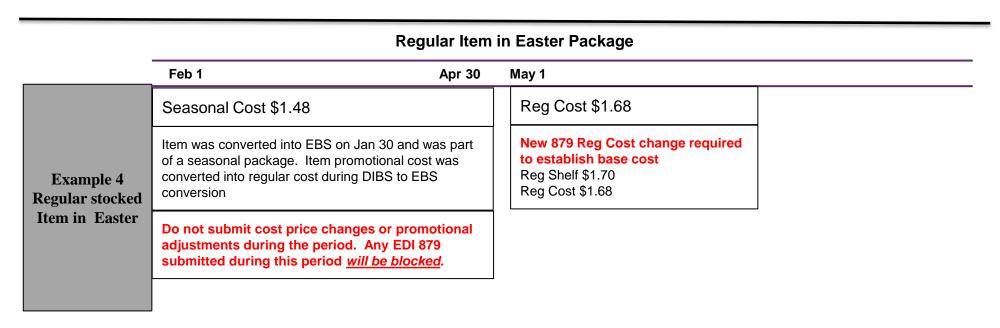




#### **Defense Commissary Agency**

## Regular stocked items included in Seasonal Event

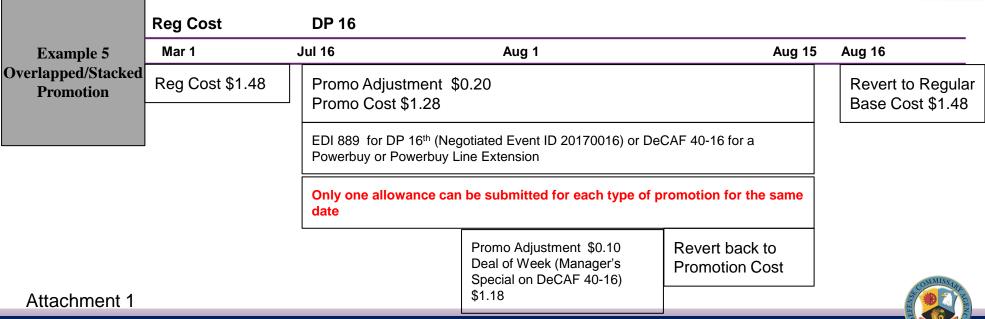
- EDI 879 must be submitted to establish the regular price the day after the event concludes. Examples include: Easter, Easter Hams, Water, Suncare, Canning, etc.
- All Items in a season promotion package must be submitted using a DeCAF 40-16







- Stacked Negotiated Promotion with Overlapping Periods
  - An EDI 889 or DeCAF 40-16, Promotion Adjustment, required to identify the adjustment amount for the period of the promotional event
  - A DeCAF 40-16 must be submitted for the additional adjustment time period. For example, a 4 day Deal of the Week (Manager's Special)





## Alaska/Hawaii Pricing

**Defense Commissary Agency** 

Example 1: Same Promotion Adjustment Applied to All Areas Regardless of Reg Base Cost

	CONUS	ALASKA	HAWAII
Regular Base (List) Cost	\$0.99	\$1.09	\$1.05
Promotion Adjustment	\$0.10	\$0.10	\$0.10
Net Promotion Cost	\$0.89	\$0.99	\$0.95

Industry may submit one DeCAF 40-16. DeCA personnel will enter the promotion adjustment and it will apply against the regular base cost.

Example 2: Achieve Same Promotion Cost Across the Enterprise

	CONUS	ALASKA	HAWAII
Regular Base (List) Cost	\$0.99	\$1.09	\$1.05
Promotion Adjustment	\$0.10	\$0.20	\$0.16
Net Promotion Cost	\$0.89	\$0.89	\$0.89

Industry may submit one DeCAF 40-16. DeCA personnel will enter the promotion adjustment and it will apply against the regular base cost.

NOTE: Europe, Pacific, Caribbean remain under Vendor Credit Memo adjustments





## Alaska/Hawaii 40-16 Example

**Defense Commissary Agency** 

## **All Areas Receiving Same Promo Adjustment**

OMOTIONAL DISPLAY PRESENTATION FORM  BROKER: ABC Broker PRICING STATEGY: PRICING STATEGY: DPTION TWO - 2017/0015  DN-NEGOTIATE[  MANUFACTURER: ABC IBUTOR AVAILABILITY DATE: 18-May-17  CONTRACT NUMONE - HDEC055556666 TW( VENDOR NUMBER: PRODUCT LEAD TIME: BESENTED/ACCEPTED FC  PRICING POINT CONT John Doe  SALES REPRESENTA Jane Doe  PROMOTIONAL DATE'S PRICIN  OPTION ONE Y PERIOD DATE'S: TART ND OPTION TWO- ISPLAY PERIOD DATE'S: START ND YACIFIC THEATER SL YPR DATE'S: START ND YENDOR SL YPR DATE'S: START ND X EUROPE  RADIO STA END COUPON SUPPORT: NATIONAL/REGIONAL FSI GUARANTEED SALE:  IN-STORE DEMOS: IN-STORE DEMOS:													
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REMARKS: Adjustment amount will be applied to all cost zones. DECA Regular Cost may be different in each cost zone. The Reg cost field may only apply to CONUS.								_					





## Alaska/Hawaii 40-16 Example

**Defense Commissary Agency** 

## Promo Adjustment made for Alaska to match DeCA Promo Cost

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## Alaska/Hawaii 40-16 Example

**Defense Commissary Agency** 

## Reg Cost and Promo Adjustment are different for Alaska

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## **Promotional Type Grid**

Promotion Type	EDI 889*	DeCAF 40-15	DeCAF 40-16*	<b>DECAF 40-18</b>
Power Buys	Yes	No	Yes	No
Power Buy Line Extensions	Yes	No	Yes	No
Temporary Price Reduction / Non-Negotiated	Yes	No	Yes	No
Every Day Low Price Adjustments (Existing)	Yes	No	Yes	No
Every Day Low Price (New Items)	Yes	No	Yes	No
Manager's Specials	No	No	Yes	No
Deal of the Week	No	No	Yes	No
Display Shippers	No	Yes	Yes	No
Pallet Shippers	No	Yes	Yes	No
One-time buys (excluding Club Packs)	No	Yes	Yes	No
Scandown	No	No	Yes	No
Holiday/Seasonal Items in a Promotion Package	No	Yes	Yes	No
Club Packs	No	Yes	Yes	No
Case Lot	No	Yes	Yes	Yes





## **Key Takeaways**

#### **Defense Commissary Agency**

- An EDI 879 required for all items and will only be used to submit regular base cost
  - Exceptions to this requirement are items included in DPs 5 and 6, and seasonal packages that crossover March 1st
- An EDI 889 or DeCAF 40-16 will be the only method to submit promotion adjustments/allowances for CONUS
  - NOTE: Submission timelines as stated in display period/seasonal promotion periods (negotiated). Non-negotiated must meet the DeCA pricing periods (e.g., submit 10<sup>th</sup> of month for 1<sup>st</sup> of months and 25<sup>th</sup> for the 16<sup>th</sup>)
- Cost pricing submitted via EDI 879 and EDI 889 or DeCAF 40-16 adjustments, if applicable are the contractual list price that DeCA will use when calculating payments to industry
- DeCA Cost: Regular/EDLC listed on DeCAF 40-16 is informational only.
  - DeCA personnel will enter the adjustment into the system
  - Industry is responsible to ensure the correct regular base cost is in the system
- Industry is strongly advised to check DeCA pricing website to make sure list prices and/or listing pricing allowances have been applied
- In the event of errors, notify the EDI Pricing team (Shirley Smith or Diana Leighty) for
- EDI or the applicable Category Manager immediately

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# Questions





## Defense Commissary Agency EDI 889 – 824 Error Codes



#### Attachment 2

ERROR CODE	FATAL or WARNING	824 MESSAGE	DETAIL
0500F	FATAL	0500F COST ADJUSTMENT STATUS CODE IS INVALID OR MISSING	This data element must be sent, per EDI Standards.
0501F	FATAL	0501F COST ADJUSTMENT START/END DATE IS INVALID OR MISSING	The cost adjustment start/end dates are either missing or invalid.
0502F	FATAL	0502F DUPLICATE UPC IN TRANSACTION SET	The cost adjustment contains duplicate UPC in the transaction set. Duplicate UPC received not processed.
0503F	FATAL	0503F COST ADJUSTMENT REJECTED - DATE	The cost adjustment effective start date is not the 1st or 16th of the month.
0504F	FATAL	0504F COST ADJUSTMENT REJECTED – LATE DATE	The cost adjustment is less than or equal to 120 days prior to promotion start date for the event number submitted.
0507F	FATAL	0507F MISSING CASE PACK	Unit or Basis for Measurement Code is "CA" so Case Pack is Required. Item is rejected.
0508F	FATAL	0508F MISSING CASE UPC or CASE GTIN	Unit or Basis for Measurement Code is "CA" so Case UPC OR Case GTIN is Required. Item record is rejected.
0509F	FATAL	0509F COST ADJUSTMENT REJECTED - COST	The cost adjustment is zero.
0510F	FATAL	0510F COST ADJUSTMENT REJECTED – COST ZONES	Cost adjustment transaction set was for cost zones not identified for the item/contract.
0511F	FATAL	0511F COST ADJUSTMENT REJECTED – ITEM NOT ON FILE	The item attached to cost adjustment is not authorized.
0512F	FATAL	0512F COST CHANGE REJECTED – CAGE CODE	Cost adjustment transaction set does not include the CAGE code or CAGE code is invalid.
0513F	FATAL	0513F COST ADJUSTMENT REJECTED – EMPTY FILE	Cost adjustment transaction set does not include any items.



#### Defense Commissary Agency EDI 889 – 824 Error Codes



#### Attachment 2

ERROR CODE	FATAL or WARNING	824 MESSAGE	DETAIL
0514F	FATAL	0514F COST ADJUSTMENT REJECTED – EVENT ID	The DeCA Event ID is invalid or blank.
0515F	FATAL	0515F COST ADJUSTMENT REJECTED – CAGE CODE	The case UPC is not authorized for this CAGE code.
0516F	FATAL	0516F COST ADJUSTMENT REJECTED – GTIN	The case or item GTIN is not authorized for the CAGE code.
0517F	FATAL	0517F COST ADJUSTMENT REJECTED – CASE PACK	The case pack sent does not equal the pack in Power HQ.
0518F	FATAL	0518F COST ADJUSTMENT REJECTED – PREVIOUSLY SUBMITTED	The change or cancellation is rejected as this item has already been accepted in a previous transmission.
0522F	FATAL	0522F INVALID OR MISSING DODAAC	The DoDAAC is invalid or missing.
0523F	FATAL	0523F DODAAC NOT AUTHORIZED	The DoDAAC is not authorized for your CAGE Code.
0525W	WARNING	0525W COST ADJUSTMENT WARNING – COST	The item cost adjustment is equal or less than .01 cents.
0526W	WARNING	0526W MULTIPLE OFFERS	Items have previously been submitted for this Event.

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<sup>\*\*\*</sup> ALL (M) Mandatory elements of the 889 transaction should generate an error code\*\*\*



## Defense Commissary Agency EDI 879 – 824 Error Codes



#### Attachment 3

ERROR CODE	FATAL or WARNING	824 MESSAGE	DETAIL
0600F	FATAL	COST CHANGE REJECTED - DATE	Submission Date Past Cut-off (10th or the 25th of the month)
0601F	FATAL	COST CHANGE REJECTED - DATE	The cost effective start date is not the 1st or 16th of the month.
0603F	FATAL	COST CHANGE REJECTED – PRIOR TO DEAL	The item is included on a promotional event and the cost change effective date is within the promotional event VPR dates.
0604F	FATAL	COST CHANGE REJECTED - COST	The item cost is zero or item cost change is equal or less than .01 cents.
0605F	FATAL	COST CHANGE REJECTED – COST ZONES	Cost change transaction set was for cost zones not identified for the item/contract.
0606F	FATAL	MISSING ITEM UPC	Item UPC is required. Item record is rejected.
0607F	FATAL	MISSING CASE PACK	Unit or Basis for Measurement Code is "CA" so Case Pack is Required. Item is rejected
0608F	FATAL	MISSING CASE UPC	Unit or Basis for Measurement Code is "CA" so Case UPC is Required. Item record is rejected
0609F	FATAL	COST CHANGE REJECTED – ITEM NOT ON FILE	The UPC/EAN attached to the cost change is not authorized
0611F	FATAL (M)	COST CHANGE REJECTED – CAGE CODE	The cost transaction set does not include the CAGE code.
0612F	FATAL (M)	COST CHANGE REJECTED – EMPTY FILE	The cost transaction set does not include any items.
0613F	FATAL	COST CHANGE REJECTED – CAGE CODE	The case UPC is not authorized for this CAGE code.
0614F	FATAL	COST CHANGE REJECTED – CAGE CODE	The CAGE code is unknown.
0615F	FATAL	COST CHANGE REJECTED – VENDOR PACK	The case pack sent does not equal the pack in Power HQ
0616F	FATAL	DUPLICATE UPC IN DEAL	The cost change contains duplicate UPC.  Duplicate UPC received not processed.
0617F	FATAL	INVALID OR MISSING DODAAC	The DoDAAC is invalid or missing
0618F	FATAL	DODAAC NOT AUTHORIZED	The DoDAAC is not authorized for your Cage Code



#### Defense Commissary Agency EDI 879 – 824 Error Codes



#### Attachment 3

0620W	WARNING	COST CHANGE WARNING – PRICE INCREASE or DECREASE>10%	The cost Increase or decrease is greater than 10% (check on perishable)
0621W	WARNING	COST CHANGE WARNING - DATE	An EDI 879 Price Information Transaction Set has already been received for the same item and same cost effective start date.
0622W	WARNING	COST CHANGE WARNING – PRICE INCREASE	An EDI 879 Price Information Transaction Set has been received more than three times in a 60-day period with increased cost.
0623W	WARNING	COST CHANGE WARNING - COST	The item cost change >.01; =or < .05
0624W	WARNING	COST CHANGE WARNING – COST ZONES	Cost change transaction set was not received for all cost zones identified for the item.
0625W	WARNING	COST CHANGE WARNING – CAGE CODE	The case GTIN is not authorized for your CAGE code.

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<sup>\*\*\*\*</sup>Note-All (M) fields will create a fatal error=rejection of transaction Set or line item detail\*\*\*\*\*