



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

MPS

March 28, 2017

NOTICE TO THE TRADE – DeCA NOTICE 17-29

SUBJECT: Releasing DeCA Data Attributes on Commissaries.com

As part of transparency in Government, DeCA will begin posting key data attributes, to support an efficient supply chain, on www.commissaries.com beginning April 1, 2017, until the Enterprise Business Solution Vendor Portal is fully deployed. Instructions for accessing the site and extracting the data are provided at attachment A.

For connection issues with Commissaries.com please contact the DeCA Enterprise Service Desk at service.desk@deca.mil; for any other technical issues please contact your local System Administrator or Service desk. For information regarding the data contained on Commissaries.com please contact Ms. Mary Michael, mary.michael@deca.mil or 804-734-8000, extension 48228. To request information not contained on Commissaries.com you may submit a FOIA request to FOIA@deca.mil.

Additionally, due to Industry concerns expressed about publishing promotional products being featured and promotion period start and end dates, DeCA will begin sending approved promotional items only to the applicable manufacturer and/or their designated broker(s). This practice will begin with Display Period 13. Point of contact for this action is Ms. Mary DeSantis, mary.desantis@deca.mil or 804-734-8000, extension 48975.

Tracie L. Russ
Director, Sales

Attachment
As stated

Instructions for DeCA Data Attributions on Commissaries.com

1. Navigate to www.commissaries.com
2. Select “Business with DeCA” from within the “About Us” section in the orange bar area near the top of the page.
3. Navigate to the “DeCA Data Attributes” link near the bottom of the “Business Resources” heading in the middle or left area of the page.
4. Select desired .zip file.
5. Select “Save As” and save the file to your desired location.
6. Open the flat file with program or tool of your choice (MS WordPad, MS Excel, etc.).

Notes:

DeCA data attributes files will be posted daily at 0900 EST

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