



# *Vendor Portal Training*

## **Vendor Portal Onsite Training Slides**

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**August 2017 – Version 1.04**





## We ask that you kindly...

- Turn off cell phones and mobile devices
- Use your laptops for exercises only
- Please refrain from leaving the room during training so you do not disrupt others – we will provide a break
- Please return promptly after the break – we have a lot to cover



1. Introducing the Vendor Portal
2. Navigating the Vendor Portal – Understanding the Basics
3. Submitting Costs to the Vendor Portal
  - Understanding Cost Zones
  - Using the Cost Book and Electronic Imports
  - Using the Vendor Cost Entry module
4. Submitting Item Adjustments (Deals and Promotions) to the Vendor Portal
  - Key concepts and terms
  - Using the Item Adjustments List and Electronic Imports
  - Using the Vendor Item Adjustments module
5. Oops! Remove Submitted Item Adjustments
6. A Look at the Vendor Maintenance Module
7. Here to Support You
8. Complete Vendor On-Boarding



# 1. Introducing the Vendor Portal



# What is the Vendor Portal?

## The Vendor Portal is ...

- Web interface into Power HQ (the centralized DeCA item catalog and data repository that enables you to communicate and collaborate with DeCA electronically)
- A view into item, cost, and adjustment data for all products you provide DeCA – by contract if you have multiple contracts with DeCA
- Protected means of providing costs and adjustments to DeCA – access to data is controlled so you can only see your data and another vendor cannot
- Replacement for the DeCA Web Pricing System
- An easy and accurate way to enter future cost changes and promotional adjustments – using the data already in Power HQ
- A means to continually increase data integrity and visibility in real-time



# Benefits of the Vendor Portal



## Less Paperwork & Delay

- Everything in electronic format
- Submit costs/adjustments electronically and immediately
- No more waiting on the mail

## Accuracy & Efficiency

- Eliminate errors in entering data provided on paper or in spreadsheets
- Validation of key data elements at the time of data submission

## Visibility

- You see your data only – and other vendors cannot see your data
- Current view into your items, costs (historical, current, and future) and deals/adjustments
- Transparency between you and DeCA – you see what DeCA sees

## Cost Savings & Profitability

- Reduced costs to provide data – leverage existing data versus starting from scratch
- Real-time input and delivery to ensure correct cost and deals are in place on the effective date
- Supports multiple costs and adjustment submissions



# What's Here and What's Coming?

## Vendor Portal Phase I

- View Cost Book
- View Item Adjustments Lists
- Enter and submit cost changes
- Enter and submit adjustments (deals and promotional offers)
- View status of submitted costs and adjustments



## Vendor Portal Phase II

- Submit new items – replaces DeCA Form 40-15 (New Item Presentation and File Maintenance)
- Resale Ordering Agreement (ROA) Contracting Management
- Maintain items
- GDSN synchronization
- Bill Back Manager





# Impact on Vendors

- Vendor Portal replaces DeCA's current Web Pricing tool – all Web Pricing vendors **must** use the Vendor Portal to submit cost changes and item adjustments for existing items.
- EDI vendors can use the Vendor Portal, but can continue to submit costs and item adjustments via EDI.
- For EDI vendors, DeCA will accept Regular Costs through the 879 EDI transaction set and Promotional EDI 889 for all Adjustments (no changes).
- For Web Pricing vendors, **you will no longer submit a “net cost”** (i.e., your regular cost for a non-promoted item minus any allowance/adjustments for promotional items). You will submit your regular cost for an item and then submit adjustments to that cost for deals/promotions separately.
- New items will not be submitted in the Vendor Portal until Phase II. New items will continue to be submitted on DeCA Form 40-15 (New Item Presentation and File Maintenance) with initial regular cost and entered by DeCA into Power HQ. Once the new item is added to Power HQ, you will submit cost changes and adjustments via the Vendor Portal.
- Vendor Portal will replace the use of DeCA Form 40-16 (DeCA Promotional Presentation Form). Item adjustments/deals are to be submitted through the Vendor Portal or EDI 889 with the exception of seasonal, One Time Buy (OTB), Shippers, and Pallets. These will continue to be submitted on a 40-16 accompanied with a 40-15. The adjustments for these items will be entered into Power HQ by DeCA.
- You will see the same record that DeCA sees – a single version of the truth.

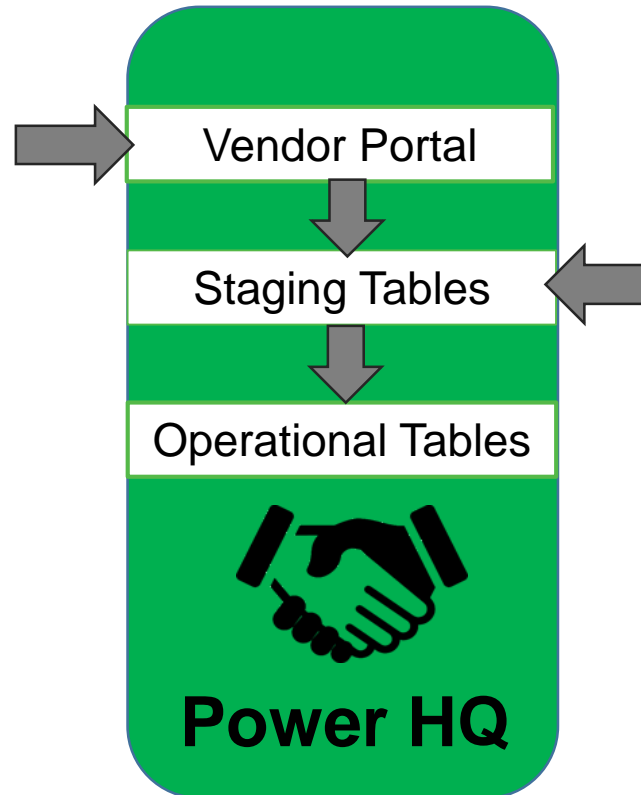




# How the Vendor Portal Works

## Vendors

- Submit cost changes and item adjustments (deals) via the **Vendor Portal** (your personalized view into Power HQ).
- The changes go into the **Staging Tables**, which are a holding area until the entry is accepted or rejected (based on defined business rules or DeCA actions). You can review, correct, and resubmit rejected changes if necessary.
- Accepted changes move to the **Operational Tables** where they are executed.



## DeCA

- Review and accept or reject changes not automatically accepted/rejected by defined business rules (e.g., item adjustments for negotiated promotions)



# Basic Cost Concepts in Vendor Portal

- Regular Cost is the cost of an Item without any Adjustments. Regular base cost changes go directly into the operational tables after passing through Vendor Portal business rules to filter out error conditions and incorrect data. Vendors will see their regular base cost changes marked as Accepted if they pass all Business Rules and Filters or Rejected if they do not pass.
- Web Pricing vendors will no longer submit a “net cost” (i.e., regular cost for a non-promoted item minus any allowance/adjustments for promotional items). You will submit your base cost for Cost Zone 99 for an item. If you are going to submit an adjustment to that base cost – these are submitted separately (a two-step process).



# Basic Cost Concepts in Vendor Portal

Regular Costs are submitted via:

- EDI 879 and Vendor Portal
- Bi-weekly – submitted by the 10<sup>th</sup> or 25<sup>th</sup> of the month to apply to the 1<sup>st</sup> or 16<sup>th</sup> of the next month, respectively.
- Weekly as identified in the contract; submitted five days prior to start date (e.g., submit by Tuesday to start on Sunday).
- Form 40-15 – submitted when a new item is added. The cost for the item will be added by DeCA File Maintenance the date the item is added to the Master Catalog, not the date the item is allocated. This will allow Sales to see any Vendor cost changes prior to the item availability in the distribution center.



# Basic Cost Concepts in Vendor Portal

- Power HQ will populate an end date for a Regular Cost only when a new Regular Cost is submitted.
- Item cost will revert back to the Regular Cost at the end of a promotion or cost adjustment period.
- Power HQ will not accept a Regular Cost submission/change for a date with an active adjustment.
- “Last-in” submission applies only if the cut-off date has not passed.



## 2. Navigating the Vendor Portal



You will gain the knowledge and ability to:

- Move around in the Vendor Portal (Basic Navigation)
- Specify the data you want to view (Filtering)
- Generate and export reports



# Getting Started

Login Name:

Password:

10.5.3.188

- Access Vendor Portal via URL
- User ID and Password required
- Login determines what you can see and do

**Vendor Selection**

UPC EAN  Vendor Item  Select Vendor  Select Vendor List

Select Vendor

Select Vendor

	Vendor Number	Vendor Name	
	A055-01	THE CANDY MAN COMPANY - 15G4604	
	A055-02	THE CANDY MAN COMPANY - 15G4605	
	A945-01	THE CANDY MAN COMPANY - 16G4723	

## Vendor Selection Options

- By UPC EAN
- By Select Vendor



# How to Change Your Password

## To change your login password...

1. Click on your username.
2. Click on the **User Security** popup.

In the User Security window...

3. Enter your current password.
4. Enter and confirm your new password (see Password Requirements).
5. Leave the Password Never Expire box checked or use the calendar to select a Password Expiration Date.
6. Click the **Save** button.
7. Click **OK** on the confirmation message,

## Password Requirements

- Minimum password length is 15 characters
- Must contain at least 1 letter and 1 number
- Must contain at least 1 special character





# Navigation Basics

**Vendor View**

- Vendor Cost/Adjust List
- Cost Book
- Item Adjustment
- Vendor Cost Entry**
- Vendor Item Adjustments
- Electronic Imports
- View Generated Report
- Vendor Maintenance
- Vendor Store Table

THE CANDY MAN COMPANY - 15G4604 | CANDYMAN | Reload | Logout

Vendor View > Vendor Cost Entry

Export | Delete | Show Historical

Filter By: UPC EAN | Include "Any one of" | 10700-53115 | Add | Apply | Clear

Include "Any one of" RecentSubmissions | UPC EAN: Include "Any one of" 10700-53115

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Future Case Cost	CUO
10700-53115	0-00-10700-53254-1	MILK DUDS ULTIMATE SIZE	HERSHEY	159.99	605.00059	C
10700-53115	0-00-10700-53254-1	MILK DUDS ULTIMATE SIZE	HERSHEY	159.99	638.36010	C
10700-53115	0-00-10700-53254-1	MILK DUDS ULTIMATE SIZE	HERSHEY	159.99	638.36010	C
10700-53115	0-00-10700-53254-1	MILK DUDS ULTIMATE SIZE	HERSHEY	159.99	638.36010	C
10700-53115	0-00-10700-53254-1	MILK DUDS ULTIMATE SIZE	HERSHEY	159.99	638.36010	C
10700-53115	0-00-10700-53254-1	MILK DUDS ULTIMATE SIZE	HERSHEY	159.99	638.36010	C
10700-53115	0-00-10700-53254-1	MILK DUDS ULTIMATE SIZE	HERSHEY	159.99	638.36010	C
10700-53115	0-00-10700-53254-1	MILK DUDS ULTIMATE SIZE	HERSHEY	159.99	638.36010	C

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Summary Panel:

- Current Case Cost: 605.00059
- Current Unit Cost: 3.78149
- Unit UOI: CS
- RSL Code: P6
- Vendor Item #: A055-D1
- Stage Status: Applied
- Reason Code:
- Reason:
- Remove:

1 Modules Panel - the active module is displayed in orange text. Note: Cost Book is default screen, click on module

2 Click << to hide or >> to show Modules Panel

3 Search in Modules Panel

4 Vendor Name and Contract PIIN; can toggle between multiple contracts

5 User Name

6 Refreshes screen and clears data

7 Logout of Vendor Portal application

8 Shows the module you are currently viewing

9 Shows the actions that can be performed in this module; if the tab is greyed out it is unavailable

10 Filter options to specify the data you want

11 Displays the active filter(s) selected to define the desired data

12 Grid displaying summary data based on filters selected

13 Click to select a record

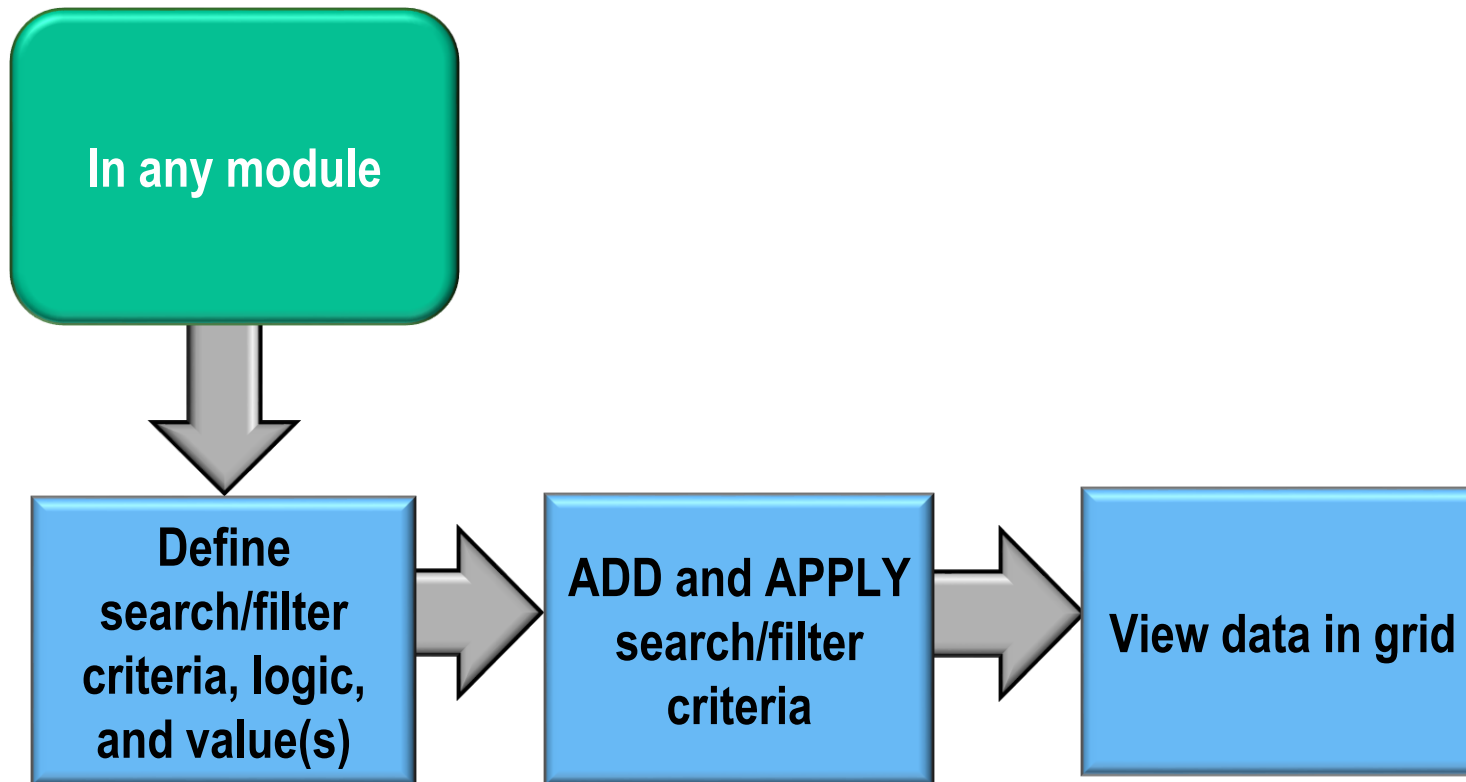
14 Record Information field displaying information based on item selected in summary grid

15 Page Navigation – move to next/previous page (< or >), move to first or last (|< or |>), active page, total number of pages, total number of records



# Using the Search Tool: Demonstration

Find specific data using the search tool.





# Simple Search

**To find information on a single known attribute (e.g., UPC, Brand Code, etc.)**

1. Select filter option from the dropdown (e.g., UPC EAN to find information on a specific item). The filter options will vary based on the module you are in. To see all items, click **Apply**.
2. Select filter logic from the dropdown. The most commonly used logic for the filter is displayed as the default and can typically be used.
3. Enter the filter value or use the Find icon. The Find icon indicates specific values must be entered.
4. Click **Add**.
5. Verify filter displays in the summary bar. If it does not display, click **Add** again. To delete a filter, click on the **X**. To delete all filters, click **Clear**.
6. Click **Apply**.
7. Results based on the filters specified display in the summary grid. In the Vendor Cost Entry and Vendor Item Adjustments modules, double click to select a row and display additional data.

## Vendor View>Vendor Cost Entry

All  
 Recent Submissions

Export | Delete | Show Historical

Filter **UPC EAN** Include "Any one of" 34000-00229 **Clear**

UPC EAN: 34000-00229 X : Include "Any one of" RecentSubmissions

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Case Cost	CUOM	C Zone
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.92000	CS	99
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	29.98992	CS	99
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.99992	CS	99
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.99008	CS	99
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	50.98992	CS	99
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	30.00000	CS	99



# Search Using Multiple Filters

To find information using a combination of filters (e.g., Brand Code, Stage Status, Start Date etc.)

1. Select the first filter using the dropdown
2. Select the filter logic
3. Enter or select value.
4. Click **Add**.

Repeat Steps 1-4 for additional filters

5. Verify filter(s) displays in the summary bar. If it does not display, click **Add** again. To delete a filter, click on the **X**. To delete all filters, click **Clear**.

6. When all filters are entered and displayed in the filter bar, click **Apply**.

Vendor View > Vendor Cost Entry

All  
 Recent Submissions

· Export | · Delete | Show Historical

Filter By:

**X** Brand Code: Include "Any one of" HERSHEY'S **X** Stage Status: Include "Any one of" Applied | **X** : Include "Any one of" RecentSubmissions

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Case Cost	CUOM	C Zone
34000-15734	1-00-34000-15734-8	CANDY GIFT BOX KISSES CHOC	HERSHEYS	9.00	73.08000	CS	99
34000-15734	1-00-34000-15734-8	CANDY GIFT BOX KISSES CHOC	HERSHEYS	9.00	73.99998	CS	99
34000-13801	1-00-34000-13801-9	CANDY CHOC KISSES HEART	HERSHEYS	12.00	46.68000	CS	99
34000-12080	0-00-34000-11998-1	CANDY MILK CHOC KISSES	HERSHEYS	36.00	112.32000	CS	99
34000-00523	0-00-34000-05230-1	CANDY YORK MINT CHOC KING SZ	HERSHEYS	18.00	19.44000	CS	99
34000-00523	0-00-34000-05230-1	CANDY YORK MINT CHOC KING SZ	HERSHEYS	18.00	75.49992	CS	99
34000-01914	1-00-34000-01914-1	CANDY CHOCOLATE MILK POG	HERSHEYS	6.00	29.46000	CS	99



# Search Using Find Icon and Wildcards

Vendor View > Vendor Cost Entry

○ All  
● Recent Submissions

Export | Delete | Show Historical

Filter By: Brand Code | Include "Any one of" | Add | Apply | Clear

Find

Select from Brand

Filter By: Brand Description | Like | %hers% | Add | Apply | Clear

Brand Description: Like %hers%

	Brand Code	Brand Description
+	HERSHEYETS	HERSHEY ETS
+	HERSHEYS	HERSHEYS
+	HERSHEYSSP	HERSHEYS SPREADS

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Selection

	Brand Code	Brand Description
+	HERSHEY	HERSHEY

Page 1 of 1 Total Found: 1

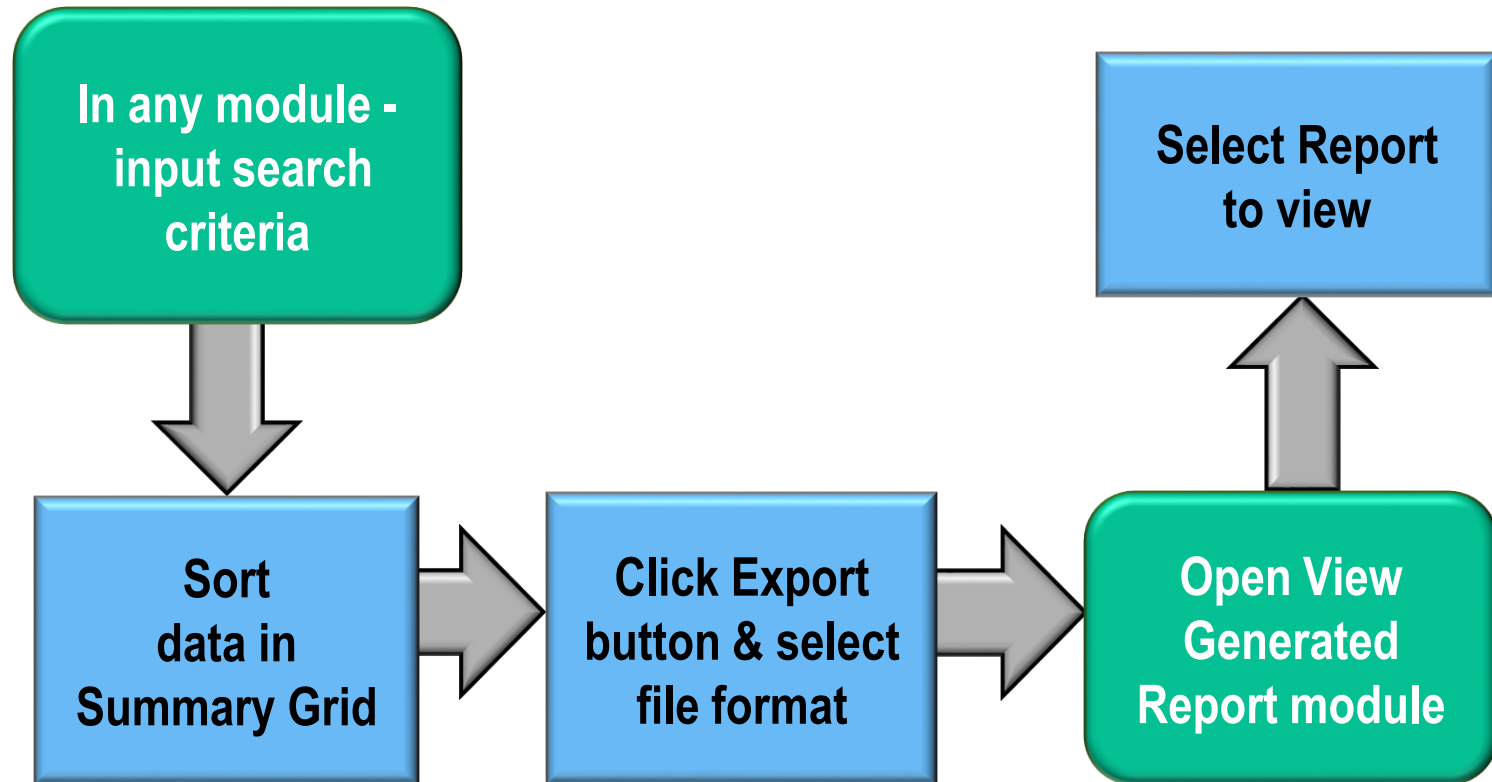
Edit | Apply | Close

1. If you do not know the exact data to enter, click on the Find icon in the filter bar. A new window opens.
2. Click the drop down arrow in the *Filter By* box and select *Brand Description*.
3. Click the **V** down arrow in the search logic field and select *Like*.
4. Use the wild card (%) to search for the correct spelling of the *Brand Description* as it appears in Vendor Portal – enter *%hers%* in the target data area.
5. Click the **Add** button – The target data will appear in the search summary bar.
6. Click the **Apply** button.
7. The search data will appear in the summary grid. Click the “+” next to the desired selection to move it to the Selection area.
8. Select the item.
9. Click **Apply** at the bottom of the screen.



# Creating and Generating Reports: Demonstration

Vendors will be able to view, and format data to create reports from any summary grid in Vendor Portal.





# Export and View Reports

In any module with the Export option...

1. Input filter criteria.
2. Sort results (optional)
3. Click **Export**.
4. On popup, select desired file format.
5. Click **Generate Report**.
6. On the next popup, click **OK**.

## Vendor View>Vendor Cost Entry

3 Export | Delete | Show Historical

1 Filter By: Stage Status  Rejected

: Include "Any one of" RecentSubmissions  Stage Status: Include "Any one of" Rejected

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Future Case Cost	C Zo
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.15008	6
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.92000	9
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.99992	9
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	50.98992	9
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	40.00008	9
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	34.99992	9
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	26.10000	9
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.77000	9
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	32.11000	9

Current Case Cost:   
 Current Unit Cost:   
 Unit UOI:   
 Unit UOM:   
 Sell Size:   
 RSL Code:   
 Vendor Item #:   
 Stage Status:   
 Reason Code:   
 Reason:   
 Remove:

K < Page 1 of 8 Total Found: 387 > X

### PLEASE SELECT FILE FORMAT

4  PDF  
 CSV (Comma delimited)  
 CSV (Comma delimited, Unformatted values)

5

Report is been generated.

WHOPPERS	12	CS	PK
HERSHEYS	12	CS	PK
HERSHEYS	12	CS	PK
HERSHEYS	12	CS	PK
WHOPPERS	12	CS	BX



# Export and View Reports (cont.)

7. Open the **View Generated Report** module.
8. Double click in the row to select the report you want.
9. Click **View**.



- V Vendor View**
  - Vendor Cost/Adjust List
    - Cost Book
    - Item Adjustment
    - Vendor Cost Entry
    - Vendor Item Adjustments
    - Electronic Imports
  - 7 View Generated Report**
  - Vendor Maintenance
  - Vendor Store Table

Find in menu

## Vendor View>View Generated Report

Delete Undelete **View** 9

Filter By: Include "Any one of" Add Api

Report Name	Creation Date	User Name
<input checked="" type="radio"/> Vendor Price Entry	7/7/2017 12:10:16 PM	CANDYMAN
<input type="radio"/> DcvVendorDealTemplate_Row	7/7/2017 10:50:40 AM	CANDYMAN
<input type="radio"/> DcvVendorCostTemplate_Row	7/7/2017 9:50:41 AM	CANDYMAN
<input type="radio"/> DcvVendorCostTemplate_Row	7/5/2017 12:07:55 PM	CANDYMAN
<input type="radio"/> Vendor Price Entry	7/5/2017 11:24:13 AM	CANDYMAN
<input type="radio"/> DcvVendorDealTemplate_Row	6/19/2017 1:50:12 PM	CANDYMAN
<input type="radio"/> DcvVendorCostTemplate_Row	6/19/2017 1:49:43 PM	CANDYMAN
<input type="radio"/> DcvVendorDealTemplate_Row	6/15/2017 10:39:12 AM	CANDYMAN
<input type="radio"/> DcvVendorDealTemplate_Row	6/12/2017 2:19:48 PM	CANDYMAN
<input type="radio"/> DcvVendorCostTemplate_Row	6/12/2017 1:19:27 PM	CANDYMAN

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# Export and View Reports (cont.)

10. The report displays based on the filters and file format selected. This example shows a CSV (Excel) format.

10

UPC_EAN	Case_GTI	Item_Des	Brand_Cd	Case_Pa	Case_C	C_Zone	Store_ID	Start_Date	End_Date	Current_U	Vendor_Lit	Stage_St	Reason_(Reason	Remove	Record_S	Change_ID
71567-66	0-00-7156	CANDY FL JELLYBEL	12	18.14	CS	99	0	10/1/2017		1.44		Open		FALSE	7/8/2017	CANDYMAN
71567-66	0-00-7156	CANDY FL JELLYBEL	12	18.14	CS	99	0	9/1/2017		1.44		Open		FALSE	7/8/2017	CANDYMAN
71567-52	0-00-7156	CANDY JL JELLYBEL	10	57.12	CS	99	0	10/1/2017		5.44		Open		FALSE	7/8/2017	CANDYMAN
71567-52	0-00-7156	CANDY JL JELLYBEL	10	57.12	CS	99	0	9/1/2017		5.44		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY S(JELLYBEL	24	52.16	CS	99	0	10/1/2017		2.07		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY S(JELLYBEL	24	52.16	CS	99	0	9/1/2017		2.07		Open		FALSE	7/8/2017	CANDYMAN
71567-98	0-00-7156	GUM JLY I JELLYBEL	48	34.78	CS	99	0	10/1/2017		0.69		Open		FALSE	7/8/2017	CANDYMAN
71567-98	0-00-7156	GUM JLY I JELLYBEL	48	34.78	CS	99	0	9/1/2017		0.69		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY MI CONFECT	12	18.14	CS	99	0	10/1/2017		1.44		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY MI CONFECT	12	18.14	CS	99	0	9/1/2017		1.44		Open		FALSE	7/8/2017	CANDYMAN
71567-98	0-00-7156	CANDY JL JELLYBEL	12	18.5	CS	99	0	6/30/2017	8/31/2017	1.54167		Open	MaxChg The Perce	FALSE	#####	CANDYMAN
71567-98	0-00-7156	CANDY BF BEANBOC	48	69.55	CS	99	0	10/1/2017		1.38		Open		FALSE	7/8/2017	CANDYMAN
71567-98	0-00-7156	CANDY BF BEANBOC	48	69.55	CS	99	0	9/1/2017		1.38		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY C JELLYBEL	12	18.14	CS	99	0	10/1/2017		1.44		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY C JELLYBEL	12	18.14	CS	99	0	9/1/2017		1.44		Open		FALSE	7/8/2017	CANDYMAN
71567-52	0-00-7156	CANDY JL JELLYBEL	10	57.12	CS	99	0	10/1/2017		5.44		Open		FALSE	7/8/2017	CANDYMAN
71567-52	0-00-7156	CANDY JL JELLYBEL	10	57.12	CS	99	0	9/1/2017		5.44		Open		FALSE	7/8/2017	CANDYMAN
71567-95	0-00-7156	CANDY JL JELLYBEL	12	43.47	CS	99	0	10/1/2017		3.45		Open		FALSE	7/8/2017	CANDYMAN
71567-95	0-00-7156	CANDY JL JELLYBEL	12	43.47	CS	99	0	9/1/2017		3.45		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY JL JELLYBEL	24	19.66	CS	99	0	10/1/2017		0.78		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY JL JELLYBEL	24	19.66	CS	99	0	9/1/2017		0.78		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY DJ JELLYBEL	12	18.14	CS	99	0	10/1/2017		1.44		Open		FALSE	7/8/2017	CANDYMAN
71567-99	0-00-7156	CANDY DJ JELLYBEL	12	18.14	CS	99	0	9/1/2017		1.44		Open		FALSE	7/8/2017	CANDYMAN
71570-00	0-00-7157	FRUIT SN JELLYBEL	12	34.78	CS	99	0	10/1/2017		2.76		Open		FALSE	7/8/2017	CANDYMAN
71570-00	0-00-7157	FRUIT SN JELLYBEL	12	34.78	CS	99	0	9/1/2017		2.76		Open		FALSE	7/8/2017	CANDYMAN
71567-52	0-00-7156	CANDY JL JELLYBEL	10	57.12	CS	99	0	10/1/2017		5.44		Open		FALSE	7/8/2017	CANDYMAN
71567-52	0-00-7156	CANDY JL JELLYBEL	10	57.12	CS	99	0	9/1/2017		5.44		Open		FALSE	7/8/2017	CANDYMAN



# Hands-On Practice





# 3. Submitting Costs via the Vendor Portal



## ***Gain the knowledge and ability to:***

- Use the Cost Book to ...
  - Find cost and other information on your items
  - Review all items or selected items (using filtering)
  - items within a contract or agreement
- Export spreadsheets for entering and importing costs into the Vendor Portal electronically
- Enter and submit item cost information for existing items
  - Via Electronic Import using the Cost Book
  - Via the Vendor Cost Entry module
- Understanding Cost Zones



# 3-1. Understanding Cost Zones



## How Cost Zones Work in Vendor Portal

- Your contracts and agreements with DeCA define the Cost Zones and stores you serve. These are defined in the **Vendor Store Table** module on a vendor and contract basis. The stores associated with any defined Cost Zone will vary between vendors.
- You need to provide a cost for Cost Zone 99 (EDI Price Zone DoDAAC HQCAAA on the EDI 879), which is the “base” cost of the item for all Cost Zones and Stores you serve. If you have a Cost Zone(s) that requires a base cost that is different than Cost Zone 99, a separate cost entry must be entered for that Cost Zone(s).
- What is the importance of Cost Zone 99? Cost Zone 99 will always be the cost that the system will revert back to in the case of a cost record having an end date without a future cost to change to. Any item that is in the system without a cost assigned to Cost Zone 99 will risk system error that will result in adverse impact on invoices and retails in our stores.



## How Cost Zones Work in Vendor Portal

- For example, you want to submit the following cost changes for an item:

<u>Cost Zone</u>	<u>Region</u>	<u>Case Cost</u>
99	All Cost Zones	\$99.00
22	Alaska	\$110.00
23	Hawaii	\$110.00

- First, you enter the case cost of \$99.00 for Cost Zone 99. Then enter the Case Cost of \$110.00 for Cost Zones 22 and 23. That's all you have to enter since the cost entered for the Cost Zone 99 will apply to the other Cost Zones you serve.
- Note; Each time a new cost for Cost Zone 99 is submitted (via EDI 879 or the Vendor Portal), the new base cost will override all other Cost Zones. This will require a new cost entry for each Cost Zone that continues to be different from the Base Cost 99.



## Vendor View

### Vendor Cost/Adjust List

Cost Book

Item Adjustment

Vendor Cost Entry

Vendor Item Adjustments

Electronic Imports

View Generated Report

Vendor Maintenance

**Vendor Store Table**

Find in menu

THE CANDY MAN COMPANY - 15G4604 CANDYMAN Reload Logout

## Vendor View > Vendor Store Table

Filter By: Store ID Include "Any one of" Add Apply Clear

Store ID	DODAAC	Store Name	Vendor Name	Vendor Number	C Zone	Distributor Code
100	HQCDCC	DeCA CORPORATE CATALOG	THE CANDY MAN COMPANY - 15G4604	A055-01	11	
9101	HQCAAB	European Region (East Coast OP)	THE CANDY MAN COMPANY - 15G4604	A055-01	11	1014
1237	HQCWGH	MOUNTAIN HOME AFB	THE CANDY MAN COMPANY - 15G4604	A055-01	21	2211
1234	HQCWGL	MALMSTROM AFB	THE CANDY MAN COMPANY - 15G4604	A055-01	21	2211
1203	HQCWGM	BANGOR NBK	THE CANDY MAN COMPANY - 15G4604	A055-01	21	2211
1205	HQCWGN	BREMERTON NBK	THE CANDY MAN COMPANY - 15G4604	A055-01	21	2211
1220	HQCWGP	FAIRCHILD AFB	THE CANDY MAN COMPANY - 15G4604	A055-01	21	2211
1222	HQCWGQ	FORT LEWIS	THE CANDY MAN COMPANY - 15G4604	A055-01	21	2211
1125	HQCWGG	FORT WAINWRIGHT	THE CANDY MAN COMPANY - 15G4604	A055-01	22	2211
1132	HQCWJ1	KODIAK	THE CANDY MAN COMPANY - 15G4604	A055-01	22	2211
1328	HQCWHU	HICKAM AFB	THE CANDY MAN COMPANY - 15G4604	A055-01	23	2091
1331	HQCWHV	KANEOHE BAY MCBH	THE CANDY MAN COMPANY - 15G4604	A055-01	23	2091

Page 1 of 10 Total Found: 185





## Understanding Cost Zones in Vendor Portal

- Cost Zone 99 represents the “base” cost zone for each item provided by a specific vendor. Vendors must provide a base cost for Cost Zone 99.
- Vendors only have to designate the costs for Cost Zones other than the base Cost Zone, if applicable.



## How Vendor Portal handles Cost Zones when entering Costs or Item Adjustments for an Item...

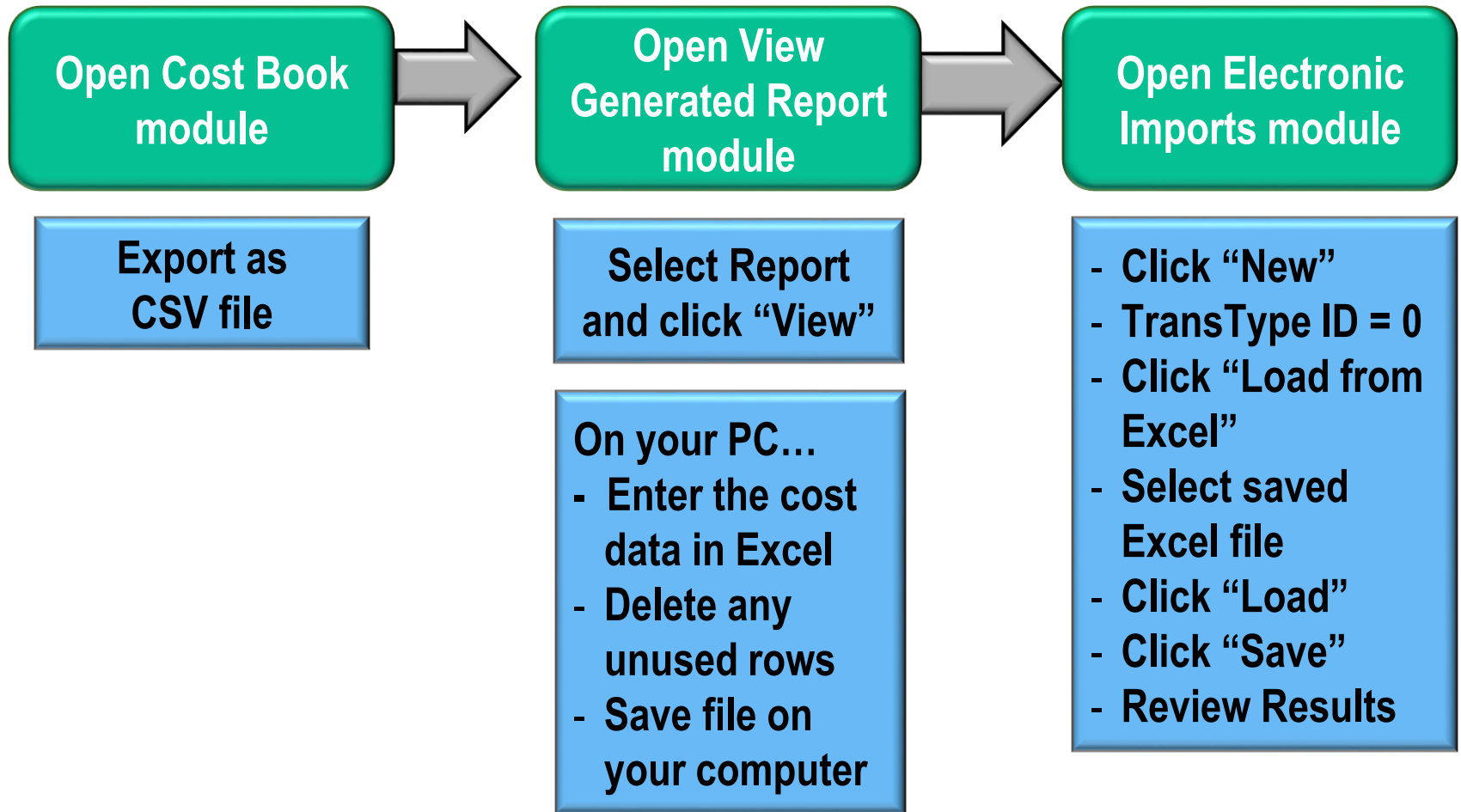
1. Input the base item cost value into Cost Zone 99. This will populate all Cost Zones associated with the item to that value
2. If the cost for a Cost Zone defined in your contract or agreement is different than the base item cost, enter the appropriate cost for that Cost Zone.



## 3-2. Using the Cost Book and Electronic Import



# Exporting Cost Book Spreadsheet





# Exporting the Cost Book



- V** Vendor View
  - Vendor Cost/Adjust List
    - 1** Cost Book
    - Item Adjustment
    - Vendor Cost Entry
    - Vendor Item Adjustments
    - Electronic Imports
    - View Generated Report
    - Vendor Maintenance
    - Vendor Store Table

Vendor View > Vendor Cost/Adjust List > Cost Book

**4** Export Delete Undelete

Filter By: UPC\_EAN Include "Any one of" Add **2** Apply Clear

**3**

VENDOR NUMBER	CONTRACT NUMBER	UPC EAN	CASE GTIN	ITEM DESCRIPTION
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC
A945-01	16G4723	71567-01075	00071567010757	CANDY JLY BN BULK LIC

Page 1 of 86 Total Found: 1710



# Exporting the Cost Book (cont.)

Find in menu

THE CANDY MAN COMPANY - 15G4604 | CANDYMAN | Reload | Logout

### Vendor View>Vendor Cost/Adjust List>Cost Book

Export | Delete | Undelete

Filter By: UPC\_EAN | Include "Any one of" | Add | Apply | Clear

VENDOR NUMBER	CONTRACT NUMBER	UPC EAN	CASE GTIN	ITEM DESCRIPTION	BRAND CODE	CASE PACK	CUOM	UNIT UOI	COST	START DATE	END DATE	COST :
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				
A055-01	15G4604	10700-02192						SH				
A055-01	15G4604	10700-02192						SH				
A055-01	15G4604	10700-02192	0010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				
A055-01	15G4604	10700-02192	0010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				
A055-01	15G4604	10700-02192	0010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				
A055-01	15G4604	10700-02192	0010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				
A055-01	15G4604	10700-02192	0010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				
A055-01	15G4604	10700-02192	0010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				
A055-01	15G4604	10700-02192	0010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				
A055-01	15G4604	10700-02192	0010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				
A055-01	15G4604	10700-02192	0010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1	CS	SH				

Page 1 of 440 Total Found: 8790

PLEASE SELECT FILE FORMAT

PDF

CSV (Comma delimited) **5**

CSV (Comma delimited, Unformatted values)

**6**



# Exporting the Cost Book (cont.)



Find in menu

THE CANDY MAN COMPANY - 15G4604 CANDYMAN Reload Logout

## Vendor View>Vendor Cost/Adjust List>Cost Book

Export Delete Undelete

Filter By: UPC\_EAN Include "Any one of" Add Apply Clear

VENDOR NUMBER	CONTRACT	ITEM NUMBER	QUANTITY	UNIT	PRICE	DATE	END DATE	COST
A055-01	15G4604	25.99008	99	CS	N/A	5/24/2017		
A055-01	15G4604	25.99008	99	CS	N/A	5/25/2017		
A055-01	15G4604	25.99000	99	CS	N/A	5/30/2017		
A055-01	15G4604	25.99992	99	CS	N/A			
A055-01	15G4604	40.00008	99	CS	N/A			
A055-01	15G4604	34.99992	99	CS	N/A	7/5/2017		
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1 CS	SH	
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	1 CS	SH	

Report is been generated.



Page 1 of 440 Total Found: 8790



# Exporting the Cost Book (cont.)



## V Vendor View

### ▼ Vendor Cost/Adjust List

Cost Book

Item Adjustment

Vendor Cost Entry

Vendor Item Adjustments

Electronic Imports

**1** View Generated Report

Vendor Maintenance

Vendor Store Table

Find in menu

## Vendor View > View Generated Report

Delete  Undelete **3**  View

Filter By: [-----] Include "Any one of" [-----] x Add Apply

Report Name	Creation Date	User Name
<b>2</b> DcvVendorCostTemplate_Row	7/13/2017 3:31:54 PM	CANDYMAN
Vendor Price Entry	7/13/2017 3:06:48 PM	CANDYMAN
DcvVendorCostTemplate_Row	7/13/2017 12:32:20 PM	CANDYMAN
DcvVendorDealTemplate_Row	7/13/2017 10:15:29 AM	CANDYMAN
DcvVendorCostTemplate_Row	7/12/2017 10:53:27 AM	CANDYMAN
DcvVendorCostTemplate_Row	7/12/2017 10:46:05 AM	CANDYMAN
DcvVendorDealTemplate_Row	7/11/2017 3:19:22 PM	CANDYMAN
DcvVendorCostTemplate_Row	7/11/2017 2:55:28 PM	CANDYMAN





# Entering Cost Changes in Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	VENDOR	CONTRAC	UPC_EAN	CASE_G TIN	ITEM_DES	BRAND_C	CASE_PACK	CUOM	UNIT_UO	FUTURE_CASE_COST	START_DATE	END_DATE	COST_ZONE	REGION	STORE_ID
2	A055-02	15G4605	10700-159	10700159908	CANDY EX	JOLLYRAN	18 CS	CS	BG				999	Conus Allow	0
3	A055-02	15G4605	10700-159	10700159908	CANDY EX	JOLLYRAN	18 CS	CS	BG				11	Europe	0
4	A055-02	15G4605	10700-159	10700159908	CANDY EX	JOLLYRAN	18 CS	CS	BG				61	Southern Col	0
5	A055-02	15G4605	10700-159	10700159908	CANDY EX	JOLLYRAN	18 CS	CS	BG				99	Base Zone ur	0
6	A055-02	15G4605	10700-507	10700807229	CANDY PA	HERSHEYS	24 CS	CS	PK				999	Conus Allow	0
7	A055-02	15G4605	10700-507	10700807229	CANDY PA	HERSHEYS	24 CS	CS	PK				11	Europe	0
8	A055-02	15G4605	10700-507	10700807229	CANDY PA	HERSHEYS	24 CS	CS	PK				61	Southern Col	0
9	A055-02	15G4605	10700-507	10700807229	CANDY PA	HERSHEYS	24 CS	CS	PK				99	Base Zone ur	0
10	A055-02	15G4605	10700-807	10700963277	FE CANDY P	HERSHEYS	18 CS	CS	PK				999	Conus Allow	0
11	A055-02	15G4605	10700-807	10700963277	FE CANDY P	HERSHEYS	18 CS	CS	PK				11	Europe	0
12	A055-02	15G4605	10700-807	10700963277	FE CANDY P	HERSHEYS	18 CS	CS	PK				61	Southern Col	0
13	A055-02	15G4605	10700-807	10700963277	FE CANDY P	HERSHEYS	18 CS	CS	PK				99	Base Zone ur	0
14	A055-02	15G4605	10700-066	10700066510	SHPR WHC	HERSHEYS	1 CS	CS	SH				11	Europe	0
15	A055-02	15G4605	10700-066	10700066510	SHPR WHC	HERSHEYS	1 CS	CS	SH				61	Southern Col	0
16	A055-02	15G4605	10700-066	10700066510	SHPR WHC	HERSHEYS	1 CS	CS	SH				99	Base Zone ur	0
17	A055-02	15G4605	10700-066	10700066510	SHPR WHC	HERSHEYS	1 CS	CS	SH				999	Conus Allow	0
18	A055-02	15G4605	10700-501	10700502117	CANDY SP	HERSHEYS	6 CS	CS	PK				999	Conus Allow	0
19	A055-02	15G4605	10700-501	10700502117	CANDY SP	HERSHEYS	6 CS	CS	PK				11	Europe	0
20	A055-02	15G4605	10700-501	10700502117	CANDY SP	HERSHEYS	6 CS	CS	PK				61	Southern Col	0
21	A055-02	15G4605	10700-501	10700502117	CANDY SP	HERSHEYS	6 CS	CS	PK				99	Base Zone ur	0
22	A055-02	15G4605	34000-000	34000312481	SYRUP CH	HERSHEYS	12 CS	CS	BO				999	Conus Allow	0
23	A055-02	15G4605	34000-000	34000312481	SYRUP CH	HERSHEYS	12 CS	CS	BO				11	Europe	0
24	A055-02	15G4605	34000-000	34000312481	SYRUP CH	HERSHEYS	12 CS	CS	BO				61	Southern Col	0
25	A055-02	15G4605	34000-000	34000312481	SYRUP CH	HERSHEYS	12 CS	CS	BO				99	Base Zone ur	0
26	A055-02	15G4605	34000-001	34000116508	CANDY BA	HERSHEYS	18 CS	CS	PK				999	Conus Allow	0
27	A055-02	15G4605	34000-001	34000116508	CANDY BA	HERSHEYS	18 CS	CS	PK				11	Europe	0
28	A055-02	15G4605	34000-001	34000116508	CANDY BA	HERSHEYS	18 CS	CS	PK				61	Southern Col	0

**Enter Cost Changes**






- Future Case Cost
- Start Date
- End Date (if applicable)

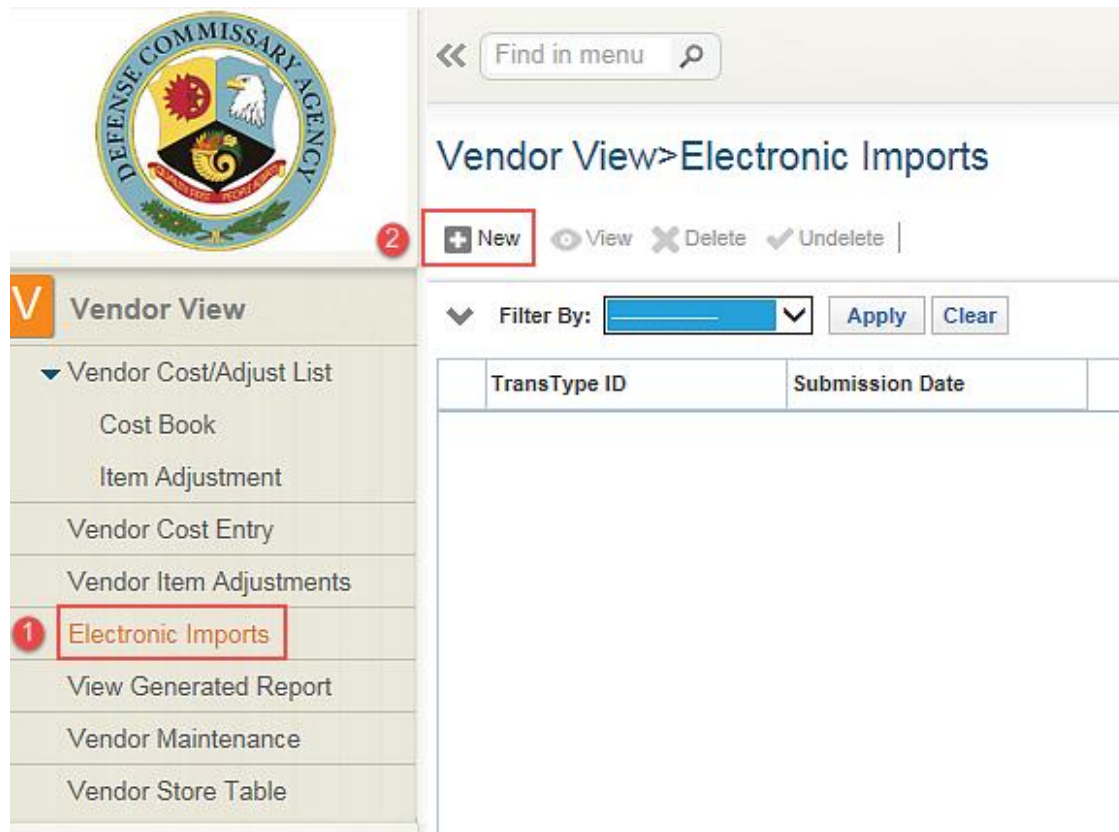
DcvVendorCostTemplate(508)0+201



# Importing Costs from Spreadsheet

## Open Electronic Imports module

- Click 
- For TransTypeID, enter "0"
- Click 
- Click 
- Locate the .xls file on your computer and double click on it
- Click  to import the file
- When the Import Data appears, click 
- Click OK on the two confirmation messages
- Click on the Results tab to see the number of rows, inserts, errors, warnings, and excludes
- Click on the Import tab to see the data imported



The screenshot shows the 'Vendor View' interface for the 'Electronic Imports' module. The top left features the Defense Commissary Agency logo. A search bar at the top right contains the text 'Find in menu'. The main heading is 'Vendor View > Electronic Imports'. Below this, there are action buttons: '+ New' (highlighted with a red box and a red '2' in a circle), 'View', 'Delete', and 'Undelete'. A 'Filter By:' dropdown menu is visible with 'Apply' and 'Clear' buttons. The main content area shows a table with columns for 'TransType ID' and 'Submission Date'. On the left side, a sidebar menu lists various options under 'Vendor View', with 'Electronic Imports' (highlighted with a red box and a red '1' in a circle) selected.



# Importing the Cost Book

Find in menu  THE CANDY MAN COMPANY - 16G4723

### Vendor Feeds

1 TransType ID:

Load From Excel

2 Select Excel file...

Import Data

3

4

Page  of. Total Found:



# Importing the Cost Book

Vendor Feeds: 7/19/2017 11:29:07 AM

Import Results

TransType ID:  Submission Date:

**Result**

Number of rows: 15  
Number of inserts: 15  
Number of errors: 0  
Number of warnings: 0  
Number of excludes: 0



# Hands-On Practice





## 3-3. Using the Vendor Cost Entry Module – Manual Entry



# Manual Cost Entry





# Stage Status Indicators

Vendor Portal uses the following color coding to indicate the status of submitted changes in the Staging Tables.

<u>Stage Status</u>	UPC EAN▲	Stage Status	Brand Code	Item Description
OPEN	40008	Open	OLDELPASO	MXCN BEANS PINTO REFRIED PLU
PENDING ACCEPT	22343-16002	Pending Accept	ELYUCATECO	HISPANIC SAUCE GREEN HABANERO
APPLIED	41369	Applied	LIBBYS	BEANS GREEN CUT 12PK PLU
PENDING REJECT	70641-00006	Pending Reject	MARUKAN	ORIENTAL VINEGAR REGULAR
REJECTED	71503-10694	Rejected	NIB	BERRY BOX

**Open** – The Adjustment is open in the Staging Table waiting for action from DeCA.

**Pending Accept** – The Adjustment has been accepted but has not yet been applied to the operational tables.

**Applied** – The Cost Change or Adjustment has been accepted and applied to the operational tables.

**Pending Reject** – The Adjustment has been rejected; however you have the opportunity to resubmit the Adjustment based on the rejection code and reason.

**Rejected** – The Cost Change or Adjustment has been rejected.





# Submit Costs via Vendor Cost Entry Module

## Open Vendor Cost Entry module

1. Click in top blank row
2. Enter UPC number.  
The system will enter item data based on the UPC.
3. Enter Case Cost, Cost Zone, Start Date, and End Date (if appropriate).
4. Click the “+” to submit the entry and open a new row.
5. The item now has an OPEN stage status.
6. The system captures and displays the date the record was changed and who changed it.

### Vendor View>Vendor Cost Entry

All  
 Recent Submissions

Export | Delete | Show Historical

Filter By:

**x** : Include "Any one of" RecentSubmissions

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Case Cost	CUOM	C Zone	Store ID	Start Date



# Hands-On Practice





**Break**



## 4. Submitting Item Adjustments via the Vendor Portal



## ***Gain the knowledge and ability to:***

- Use the Item Adjustment List to create spreadsheets for entering and importing adjustments into the Vendor Portal electronically
- Enter and submit item adjustments (negotiated and non-negotiated) for existing items
  - Via the Electronic Imports module
  - Via the Vendor Item Adjustments module



## 4-1. Key Concepts and Terms – Item Adjustments



# Item Adjustments – Key Principles

## Non-Negotiated Promotions ( Adjustment Code 1)

Do NOT require DeCA approval and are independent of a promotional event

- Every Day Low Price (EDLP)
- Temporary Price Reduction (TPR)

Adj Code	Adj Description	Type
1	EDI OFF INVOICE	Off Invoice
2	POWERBUY OFF INVOICE ALLOWANCE	Off Invoice
10	MANAGERS SPECIAL - SCAN DOWN	Bill Back

## Negotiated Promotions

Require DeCA approval and are associated with a promotional event.

(NOTE: Negotiations occur outside of the system.)

- Power Buy Off Invoice (Adjustment Code 2)
  - National Promotions Off Invoice (Adjustment Code 2)
  - Managers Special Scan Down (Adjustment Code 10)
- 
- Adjustments associated with events must be submitted 120 days prior to the VPR date
  - Event ID numbers are on the DeCA Promotional Calendar on [commissaries.com](http://commissaries.com)
  - Event IDs are required for Adjustment Codes 2 and 10.
  - Event ID is NOT required for Adjustment Code 1.



# Item Adjustments – Key Principles

## Adjustments and Cost Zones

- Cost Zone 99 - applies adjustments to all Cost Zones and should be used for Non-Negotiated Promotions only (Adjustment Code 1)
- Cost Zone 999 - Applies adjustment to the 48 continental US states (not Alaska and Hawaii) and is should be used for Negotiated Promotions (Adjustment Codes 2 and 10)

**Note: Cost Zone 999 can only be used with adjustments**





# Item Adjustments – Reason Codes

**Reason Codes** – Provide information as to why DeCA rejected the submission.

Reason Code	Description
MaxChg	The Percentage of change caused by this transaction(%0:3.2f) exceeds the allowable %
MinDays	The minimum number of days(%d) for a change is violated by this transaction
Lead Time	The lead time is too short for this promo period.
Target Mar	Insufficient incremental lift
Patron Sav	Not enough saving for the category
Poor Perf	Insuffnt lift during req period or for req items
Low ACV	ACV too low to warranty promotion
Seasonal	Wrong timing or theme
Back2Back	Item in previous promotion package
Comp Item	Competitors item selected
No EDLP	No space within this period for EDLP
DayOfWeek	Promotion period not available



# Stacking Promotions

**An item (single UPC) can have a single adjustment or up to three simultaneous adjustments (aka “promotional stacking”)**

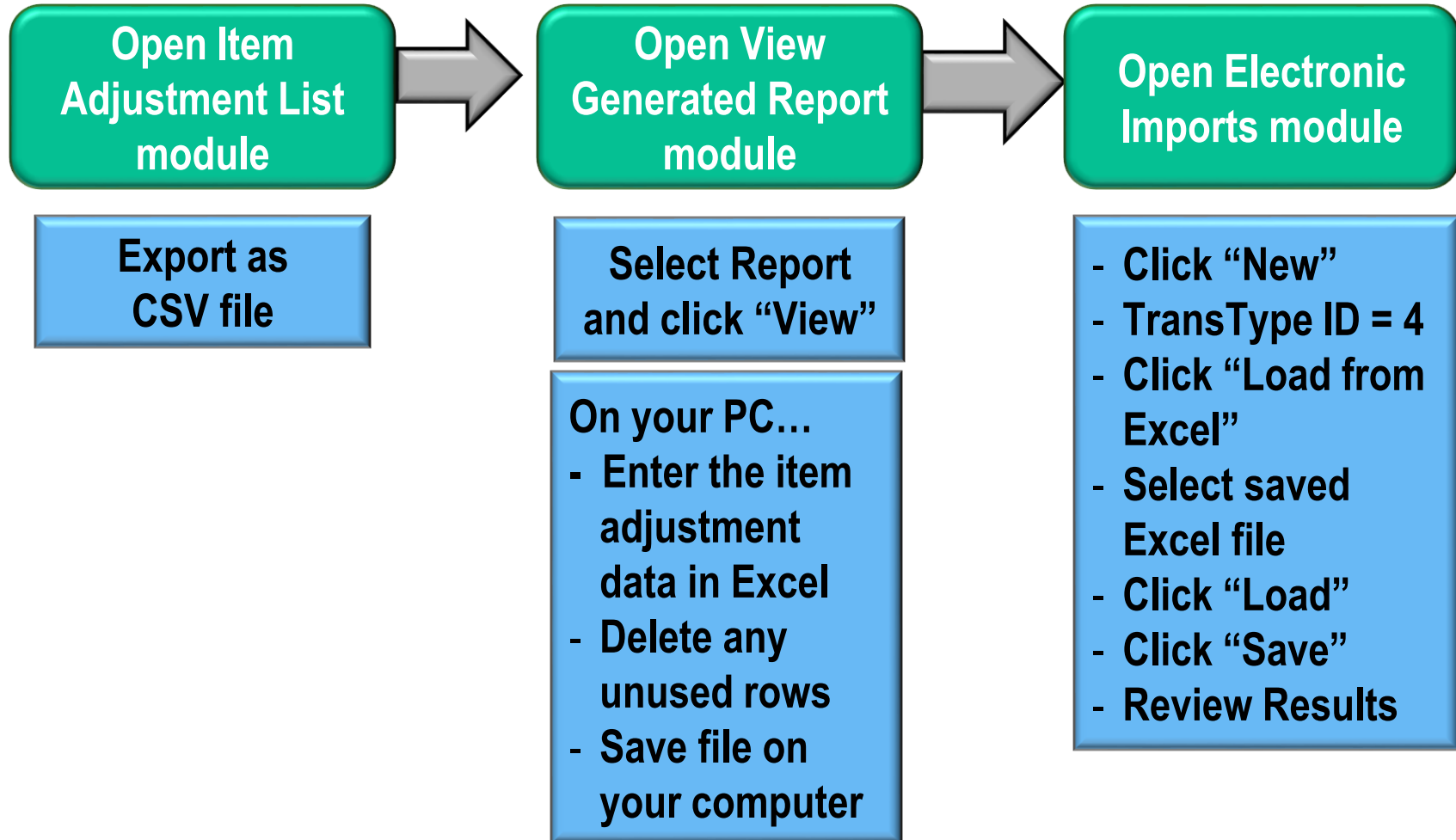
1. Adjustments that can be stacked:
  - Adjustment Code 1 – EDI Off Invoice (Non-negotiated TPRs or EDLPs Off Invoice)
  - Adjustment Code 2 – PowerBuy Off Invoice Allowance
  - Adjustment Code 10 – Managers Special - Scandown
2. All adjustments will be reflected in the Retail Price calculation in Power HQ as “Adjustments”
3. Promotions with the same Adjustment Code will not stack. The last one received will apply.



## 4-2. Using the Item Adjustment List and Electronic Import



# Importing Item Adjustment List





# Item Adjustment List



Find in menu

THE CANDY MAN COMPANY - 15G4604 CANDYMAN Reload Logout

## Vendor View>Vendor Cost/Adjust List>Item Adjustment

Export Delete Undelete

Filter By: UPC\_EAN Include "Any one of" Add Apply Clear

VENDOR NUMBER	CONTRACT NUMBER	UPC EAN	CASE GTIN	ITEM DESCRIPTION	BRAND CODE	EVENT	ADJ CODE	ADJ AMOUNT	COST ZONE	REGION
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				999	Conus Allowance zone
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				11	Europe
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				21	Northwest CoNUS
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				22	Alaska
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				23	Hawaii
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				24	Pacific
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				31	California
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				32	Southwest CoNUS (nc
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				41	Midwest CoNUS (uppe
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				42	Midwest CoNUS (lowe
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				51	Central CoNUS
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS				61	Southern CoNUS

Page 1 of 440 Total Found: 8780

### Vendor View

#### Vendor Cost/Adjust List

Cost Book

Item Adjustment

Vendor Cost Entry

Vendor Item Adjustments

Electronic Imports


View Generated Report

Vendor Maintenance

Vendor Store Table



# Item Adjustment List



Find in menu

THE CANDY MAN COMPANY - 15G4604 | CANDYMAN | Reload | Logout

Vendor View>Vendor Cost/Adjust List>Item Adjustment

Export | Delete | Undelete

Filter By: UPC\_EAN | Include "Any one of" | Add | Apply | Clear

VENDOR NUMBER	CONTRACT NUMBER	UNIT PRICE	QUANTITY	AMOUNT	DATE
A055-01	15G4604	50.98992	99	N/A	5/24/2017
A055-01	15G4604	30.00	99	N/A	5/25/2017
A055-01	15G4604	25.99992	99	N/A	5/30/2017
A055-01	15G4604	40.00008	99	N/A	7/5/2017
A055-01	15G4604	34.99992	99	N/A	7/31/2017

**PLEASE SELECT FILE FORMAT**

PDF

CSV (Comma delimited)

CSV (Comma delimited, Unformatted values)

**Generate Report** **Cancel**

Page 1 of 440 Total Found: 8790



# Item Adjustment List



Find in menu

THE CANDY MAN COMPANY - 15G4604 CANDYMAN Reload Logout


## Vendor View>Vendor Cost/Adjust List>Item Adjustment

Export Delete Undelete

Filter By: UPC\_EAN Include "Any one of" Add Apply Clear

VENDOR NUMBER	CONTRACT NUMBER	QUANTITY	UNIT PRICE	TOTAL PRICE	DATE	REGION
A055-01	15G4604	25.99008	CS	99	N/A	5/24/2017
A055-01	15G4604	25.99992	CS	99	N/A	5/25/2017
A055-01	15G4604	40.00000	CS	99	N/A	5/30/2017
A055-01	15G4604	25.99992	CS	99	N/A	7/1/2017 - 7/31/2017
A055-01	15G4604	40.00008	CS	99	N/A	7/1/2017 - 7/31/2017
A055-01	15G4604	34.99992	CS	99	N/A	7/5/2017
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	
A055-01	15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	

**Report is been generated.**



Ok

Page 1 of 440 Total Found: 8780



# Item Adjustment List



## Vendor View

### Vendor Cost/Adjust List

Cost Book

Item Adjustment

Vendor Cost Entry

Vendor Item Adjustments

Electronic Imports

**1** View Generated Report

Vendor Maintenance

Vendor Store Table

**2**

Find in menu

THE CAN

## Vendor View > View Generated Report

**3**

Delete Undelete **View**

Filter By: [dropdown] Include "Any one of" [dropdown] [x] [Add] [Apply] [Clear]

Report Name	Creation Date	User Name
<b>2</b> ● DcvVendorDealTemplate_Row	7/13/2017 4:30:10 PM	CANDYMAN
DcvVendorCostTemplate_Row	7/13/2017 3:31:54 PM	CANDYMAN
Vendor Price Entry	7/13/2017 3:06:48 PM	CANDYMAN
DcvVendorCostTemplate_Row	7/13/2017 12:32:20 PM	CANDYMAN
DcvVendorDealTemplate_Row	7/13/2017 10:15:29 AM	CANDYMAN
DcvVendorCostTemplate_Row	7/12/2017 10:53:27 AM	CANDYMAN
DcvVendorCostTemplate_Row	7/12/2017 10:46:05 AM	CANDYMAN
DcvVendorDealTemplate_Row	7/11/2017 3:19:22 PM	CANDYMAN
DcvVendorCostTemplate Row	7/11/2017 2:55:28 PM	CANDYMAN





# Exported Item Adjustment List

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	VENDOR	CONTRACT	UPC_EAN	CASE_GTIN	ITEM_DESC	BRAND_CODE	EVENT	ADJ_CODE	ADJUSTMENT_AMOUNT	COST_ZONE	REGION	STORE_ID	START_DATE	END_DATE	VENDOR_COMMENT	UNIT_COST	CASE_PAC	CUC
2	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				999	Conus All	0					12	CS
3	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				11	Europe	0				0.079167	12	CS
4	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				21	Northwes	0				0.079167	12	CS
5	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				22	Alaska	0				0.079167	12	CS
6	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				23	Hawaii	0				0.079167	12	CS
7	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				24	Pacific	0				0.079167	12	CS
8	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				31	California	0				0.079167	12	CS
9	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				32	Southwes	0				0.079167	12	CS
10	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				41	Midwest C	0				0.079167	12	CS
11	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				42	Midwest C	0				0.079167	12	CS
12	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				51	Central Co	0				0.079167	12	CS
13	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				61	Southern	0				0.079167	12	CS
14	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				71	Northeast	0				0.079167	12	CS
15	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				72	Northeast	0				0.079167	12	CS
16	A055-01	15G4604	10700-022	1.00107E+13	CANDY PE	WHOPPERS				99	Base Zone	0				0.079167	12	CS

**Enter Adjustment Data**

- Event ID (if applicable)
- Adjustment Code (1, 2 or 10)
- Adjustment Case
- Adjustment Amount

**Enter Adjustment Data**

- Start Date
- End Date
- Vendor Comment



# Importing Item Adjustment List

## Open Electronic Imports module

- Click New
- For TransTypeID, enter “4”
- Click
- Click
- Locate the .xls file on your computer and double click on it
- Click to import the file
- When the Import Data appears, click
- Click OK on the two confirmation messages
- Click on the Results tab to see the number of rows, inserts, errors, warnings, and excludes
- Click on the Import tab to see the data imported

The screenshot shows the Vendor View interface. On the left, a navigation menu lists various options, with "Electronic Imports" highlighted in red and marked with a red circle containing the number "1". The main content area, marked with a red circle containing the number "2", displays the "Vendor View > Electronic Imports" page. It includes a search bar at the top, a toolbar with "New", "View", "Delete", and "Undelete" buttons, a "Filter By:" dropdown menu, and a table with columns for "TransType ID" and "Submission Date".



# Importing Item Adjustment List

The screenshot shows a web application window titled "Vendor Feeds". It contains the following elements:

- 1**: A search box labeled "TransType ID:" with a magnifying glass icon and a close button (x).
- 2**: A blue link labeled "Load From Excel" with an upward-pointing triangle icon.
- 2**: A button labeled "Select Excel file..." with a document icon.
- 2**: A button labeled "Load" with a right-pointing arrow icon.
- 3**: A large, empty rectangular area outlined in red, intended for displaying imported data.
- 4**: A button labeled "Save" with a floppy disk icon.
- A "Close" button is located to the right of the "Save" button.



# Importing Item Adjustment List

Vendor Feeds: 7/19/2017 11:38:08 AM

Import Results

TransType ID: 4 Submission Date: 7/19/2017 11:38:08 AM

### Result

Number of rows: 15  
Number of inserts: 15  
Number of errors: 0  
Number of warnings: 0  
Number of excludes: 0



# Hands-On Practice





## 4-3. Using the Vendor Item Adjustments Module – Manual Entry



# Manual Item Adjustment Entry





# Submit via Vendor Item Adjustments Module

## Open Vendor Item Adjustments module

1. To enter an adjustment for an existing item
2. Enter UPC number in the top blank row. The system will enter item data based on the UPC.
3. Enter Event ID if applicable, Adjustment Code (1, 2, or 10), Adjustment Amount, Cost Zone, Start Date, End Date (if applicable), and Vendor's Comment (if needed).
4. Click the "+" to submit the entry and open a new row.
5. The system captures and displays the date the record was changed and who changed it.

Vendor View

- Vendor Cost/Adjust List
  - Cost Book
  - Item Adjustment
  - Vendor Cost Entry
  - Vendor Item Adjustments**
  - Electronic Imports
  - View Generated Report
  - Vendor Maintenance
  - Vendor Store Table

Find in menu

THE CANDY MAN COMPANY - 15

Vendor View > Vendor Item Adjustments

All  
Recent Submissions

Export | Delete | Show Historical

Filter By: UPC EAN | Include "Any one of" | Add | Apply | Clear

\* Include "Any one of" RecentSubmissions

UPC EAN	Case GTIN	Item Description	Brand Code	Event	Adj Code	Adj Amount	C Zone	Store ID	Start Date
+									
10700-02192	0-00-10700-02192-2	SHPR CANDY SNACK SZ AST	HERSHEYS		1	24.10000\$	11	N/A	6/9/20
10700-02192	0-00-10700-02192-2	SHPR CANDY SNACK SZ AST	HERSHEYS		2	25.00000\$	99	N/A	10/15/20
10700-02291	1-00-10700-02291-9	CANDY PEANUT BUTTER	WHOPPERS	20170050	2	2.00000\$	99	N/A	8/1/20
10700-02440	1-00-10700-02440-1	CANDY BIG BOX 4	WHOPPERS	20170050	2	2.00000\$	99	N/A	8/1/20
10700-02471	2-00-10700-02471-2	CANDY	WHOPPERS	20170050	2	2.00000\$	99	N/A	8/1/20
10700-06065	0-00-10700-96065-8	CANDY BAR HEATH KING SZ	HERSHEYS		1	0.05000\$	24	N/A	9/16/20
10700-06090	1-00-10700-06100-0	CANDY 6 PACK ORIG	HEATH		1	0.15000\$	11	N/A	11/1/20
10700-06090	1-00-10700-06100-0	CANDY 6 PACK ORIG	HEATH		1	0.15000\$	21	N/A	11/1/20
10700-06090	1-00-10700-06100-0	CANDY 6 PACK ORIG	HEATH		1	0.15000\$	22	N/A	11/1/20
10700-06090	1-00-10700-06100-0	CANDY 6 PACK ORIG	HEATH		1	0.15000\$	23	N/A	11/1/20





# Hands-On Practice



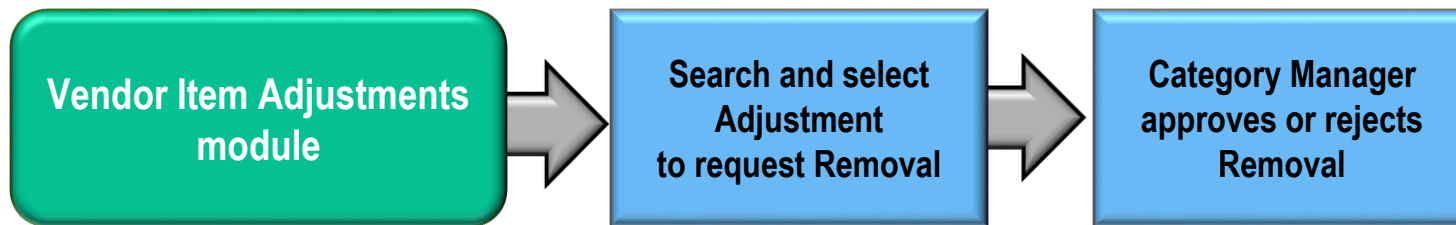


# 5. Oops! Remove Submissions



# Remove Item Adjustment

- You can request the removal of a submitted item adjustment.



Current Cost:	89.19000
Current Unit C...	2.77778
Unit UOI:	BG
RSL Code:	P1
Vendor Item #:	
Stage Status:	Open <input type="button" value="v"/>
Reason Code:	
Reason:	
Remove:	<input checked="" type="checkbox"/>



# Remove Item Adjustment



<< Find in menu 🔍

THE CANDY MAN COMPANY - 15G4604 CANDYMAN Reload Logout

## Vendor View > Vendor Item Adjustments

Export Delete Show Historical

Filter By: UPC EAN Include "Any one of" Add Apply Clear

\* : Include "Any one of" RecentSubmissions

UPC EAN	Case GTIN	Item Description	Brand Code	Event	Adj Code	Case Adj Amount	C Zone	Store I
10700-02152	1-00-10700-02152-3	CDY MLK DUDS BIG BX	MILKDUDS	20170324	2	0.07000\$	11	N/A
10700-02152	1-00-10700-02152-3	CDY MLK DUDS BIG BX	MILKDUDS		1	0.01000\$	11	N/A
10700-02152	1-00-10700-02152-3	CDY MLK DUDS BIG BX	MILKDUDS		1	1.01000\$	11	N/A
10700-02152	1-00-10700-02152-3	CDY MLK DUDS BIG BX	MILKDUDS		1	0.08000\$	11	N/A
10700-02152	1-00-10700-02152-3	CDY MLK DUDS BIG BX	MILKDUDS	20170324	2	0.04000\$	21	N/A
10700-02152	1-00-10700-02152-3	CDY MLK DUDS BIG BX	MILKDUDS		1	0.03000\$	21	N/A
10700-02152	1-00-10700-02152-3	CDY MLK DUDS BIG BX	MILKDUDS	20170324	2	0.05000\$	24	N/A
10700-02152	1-00-10700-02152-3	CDY MLK DUDS BIG BX	MILKDUDS	20170025	2	0.05000\$	24	N/A
10700-02152	1-00-10700-02152-3	CDY MLK DUDS BIG BX	MILKDUDS		1	0.06000\$	24	N/A

Net Unit Cost: 0.09417

Case Cost: 1.20000

Case Pack: 12.00

Unit UOM: OZ

Unit UOI: BX

Sell Size: 5.0000

Min Qty:

Vendor Item #:

Stage Status: Open

Reason Code:

Reason:

Remove:

Page 1 of 11 Total Found: 517



# Hands-On Practice





# 6. Vendor Maintenance Module



# Vendor Maintenance

Validate your contract information, contact DeCA for any changes.

**Vendor View**

- Vendor Cost/Adjust List
  - Cost Book
  - Item Adjustment
- Vendor Cost Entry
- Vendor Item Adjustments
- Electronic Imports
- View Generated Report
- Vendor Maintenance**
- Vendor Store Table

Find in menu  THE CANDY MAN COMPANY - 15G4604 CANDYMAN Reload Logout

### Vendor View > Vendor Maintenance

Save

#### Master

Vendor Name:	THE CANDY MAN...	CAGE Code:	0FWL3
Vendor Number:	A055-01		
Legal Business Na...:		DBA Name:	
DUNS Number:			
Address 1:	14 EAST CHOCOL...	Address 2:	P O BOX 804
City:	CANDYVILLE	State:	PA
Postal Code:	170330804		
Web Site:			

#### Authorized Negotiator Contacts

Name:	James Candy	Title:	President
Phone:	555-555-1211	Email:	JAMES@CANDYMAN.COM
Name:	John Candy	Title:	CFO
Phone:	555-555-1212	Email:	JOHN@CANDYMAN.COM
Name:	Jake Candy	Title:	Janitor
Phone:	555-555-1213	Email:	JAKE@CANDYMAN.COM

#### Payment Contact

Contact:	MIKE CANDY	Voice Phone:	555-555-1214
FAX Phone:	555-555-1215		
email Address:	MIKE@CANDYMAN.COM		



# 7. Here to Support You





## Vendor Portal Help Desk Support

- Available everyday, all day (7x24x365)
- Help Desk support includes providing:
  - Guidance in the correct usage of the Vendor Portal
  - Login assistance and password reset support
  - Answering and/or escalating workflow questions to the appropriate DeCA personnel
  - Receiving and resolving technical support issues
- **For Help Desk support, call 1-800-531-2222 and enter PIN 7780**





# Vendor Support – WBT and Documentation

## Web Based Training (WBTs) and Vendor Portal User Guide on [www.commissaries.com](http://www.commissaries.com)

The screenshot displays the website interface for the Defense Commissary Agency. At the top left is the Commissary logo. To its right, a location pin icon indicates the Fort Lee store is 'OPEN NOW' at 400 Shop Road Ft Lee, VA 23801-1743, with a 'Change My Store' link. A 'Sales Flyer' button is in the top right. A navigation bar includes links for HOME, REWARDS & SAVINGS, SHOPPING, HEALTHY LIVING & RECIPES, and OUR AGENCY, along with a search icon. Below the navigation bar, a breadcrumb trail reads 'Home / Our Agency / Business With DeCA'. The main heading is 'BUSINESS WITH DECA'. Three content tiles are shown: 'Vendors/EBS' (Find information and resources about becoming a DeCA vendor), 'Contracting' (View recently awarded contracts and more DeCA contractor info), and 'Business Resources' (Access planograms, forms, Notices to the Trade and other resources).

As updates and enhancements are made to Vendor Portal, the documentation will be updated and provided on [www.commissaries.com](http://www.commissaries.com)



# 8. Complete On-Boarding



# Complete On-Boarding

- Authorized Negotiator has the capability to assign additional users with rights and privileges to conduct their business with DeCA.
- It is important that all Vendor SAM data be current and correct prior to your company going “live” on Vendor Portal.