



Vendor Portal

Vendor Reference Guide

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1. Introduction to 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
- A protected means for providing costs and adjustments to DeCA electronically – access to data is controlled so you can only see your data and another vendor cannot
- A 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



2018



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.



Overview of How the Vendor Portal Works

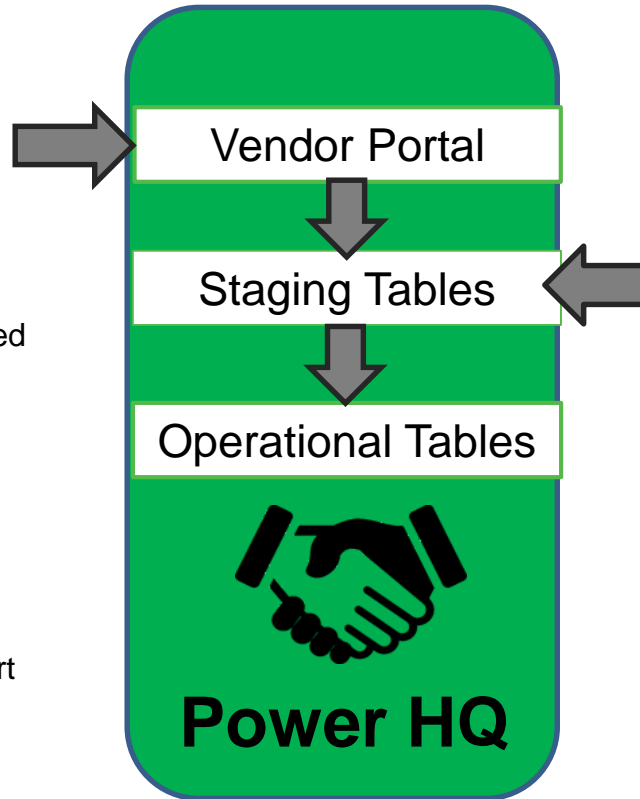
Vendors

Submit cost changes and item adjustments (deals) via the **Vendor Portal** (your 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 become effective on the specified Start Date



DeCA

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



2. Getting Started – Basics



Logging into Vendor Portal

*Login to the Vendor Portal via Internet Explorer (IE-11) by going to www.commissaries.com and select **Our Agency > About DeCA > Business with DeCA > Vendors/EBS***

10.5.3.188

How to ...

1. Enter your assigned Login Name. Your login is tied to roles and permissions that determine what you can see and do in the Vendor Portal.
2. Enter your Password.
3. Click the **Login** button.

If you are unable to log into the Vendor Portal, contact the Vendor Portal Help Desk (available 24x7) at **1-800-531-2222** and enter **PIN 7780**

If you do not have a Login Name, contact the Vendor Portal Help Desk if your company has been on-boarded



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



Vendor Selection

Many DeCA vendors have multiple contracts or agreements with DeCA. In the Vendor Portal ...

- The Vendor Number is 6 digits in the format of xxxx-xx. The first 4 digits are your traditional Vendor Number. The 2 digits after the dash establishes a one-to-one relationship with the contract PIIN.
- The Vendor Name is followed by a dash and a 7-digit alpha-numeric that is your contract PIIN.

The Vendor Selection screen enables you to select the vendor number/contract you want to view. After you are in the Vendor Portal, you can toggle between your various contracts.

Vendor Selection 1

UPC EAN Vendor Item Select Vendor Select Vendor List

✓ Select Vendor

Select Vendor 2

	Vendor Number	Vendor Name
<input checked="" type="radio"/>	A055-01	THE CANDY MAN COMPANY - 15G4604
<input type="radio"/>	A055-02	THE CANDY MAN COMPANY - 15G4605
<input type="radio"/>	A945-01	THE CANDY MAN COMPANY - 16G4723

Vendor Selection 3

UPC EAN Vendor Item Select Vendor Select Vendor List

Select Vendor by entering UPC EAN

UPC EAN:

VendorSelection

✓ Select Vendor ✕ Cancel

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

How to ...

1. In the **Vendor Selection** area, the *Select Vendor* radio button is set as the default selection.
2. The **Select Vendor** section lists your existing contracts. Select the desired contract by double-clicking on the row.
3. By using the **UPC EAN** radio button, you can also enter a UPC (Universal Product Code), EAN (European Article Number), or PLU (Product Look Up) number and click the **SUBMIT** button. A pop-up window will display the Vendor Numbers for the item.



Modules in Vendor Portal



Cost Book	<ul style="list-style-type: none">• Detailed information, including current costs, on the items you provide to DeCA• Template for providing cost changes via electronic import
Item Adjustment	<ul style="list-style-type: none">• Template for providing item adjustments (deals and promotional pricing) via electronic import
Vendor Cost Entry	<ul style="list-style-type: none">• Input cost changes directly into the Vendor Portal• Review status (accepted, rejected, etc.) of previously submitted cost changes
Vendor Item Adjustments	<ul style="list-style-type: none">• Input item adjustments directly into the Vendor Portal• Review status (accepted, rejected, etc.) of previously submitted item adjustments
Electronic Imports	<ul style="list-style-type: none">• Import cost changes and/or item adjustments from Excel spreadsheets into the Vendor Portal
View Generated Report	<ul style="list-style-type: none">• Means to export and save contents of your Cost Book and Item Adjustment list into Excel• View and save reports you create
Vendor Maintenance	<ul style="list-style-type: none">• Basic vendor information – view only
Vendor Store Table	<ul style="list-style-type: none">• Identifies the Cost Zones and Stores within those Cost Zones that you are authorized to serve

The modules you can see and use are defined by your assigned role in Vendor Portal (see next page).



Vendor Roles and Permissions

Note: The modules you can see and use are defined by your assigned role in Vendor Portal.

Authorized Negotiator

This role belongs to the person(s) in your company who has the authority to negotiate with DeCA and contractually bind your company to DeCA's contracts and agreements. In Vendor Portal, the authorized negotiator is allowed to edit and view all functionalities such as data item adjustments; cost entry, existing promotions, electronic imports and reports, security parameters, security administration, and user item maintenance.

Vendor Account Management

This role belongs to the person(s) in your company who is authorized to present promotional items (and new items in Phase II) to DeCA. In Vendor Portal, the Vendor Account Management role is allowed to edit and view item adjustments, cost entry, download and upload electronic files for the base costs and promotional adjustments, edit and view existing promotions, reports, and view and edit electronic imports.

Vendor Cost Management

This role belongs to the person(s) in your company who, today, enters your pricing into Web Pricing or transmits your EDI transaction sets. In Vendor Portal, the Vendor Cost Management role is allowed to edit and view item adjustments; cost entry, download and upload electronic files for the base costs and promotional adjustments, view and edit existing promotions, reports, and view and edit electronic imports.

Vendor View

This role belongs to the person (s) in your company who will need to only view, but not edit, items, costs and adjustments for analytic purposes.



Navigation Basics

The screenshot shows the 'Vendor View' interface for 'Vendor Cost Entry'. On the left is a 'Modules Panel' with 'Vendor Cost Entry' selected. The main area contains a search filter for 'UPC EAN' with the value '10700-53115'. Below the filter is a table of records for 'MILK DUDS ULTIMATE SIZE' by 'HERSHEY'. On the right is a 'Record Information' field with various cost and unit details. At the bottom is a 'Page Navigation' bar showing 'Page 1 of 1 Total Found: 21'.

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

- 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



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.



Filter to Find the Data You Want

Vendor Portal gives you access to detailed information on all the items you provide to DeCA. In most modules, you can use filters to narrow down to just the specific data you need.

The screenshot shows the Vendor Portal interface with a filter dropdown menu open. The dropdown menu is set to 'UPC EAN' and shows options: 'Include "Any one of"', 'Exclude "Any one of"', 'Less than', 'Less Than Or Equal To', 'Greater Than', 'Greater Than Or Equal To', 'Exist', and 'Not Exist'. The search bar contains 'CADBURY'. The table below shows results for 'CANDY FE BAR KING SIZE' by 'KITKAT'. The table has columns: UPC EAN, Case GTIN, Item Description, Brand Code, Case Pack, Future Case Cost, and C Zone. The table is sorted by Future Case Cost in descending order. A summary bar on the right shows: Current Case Cost: 29.98992, Current Unit Cost: 1.24958, Unit UOI: PK, Unit UOM: OZ, RSL Code: K1, Vendor Item #: , Stage Status: Applied, Reason Code: , Reason: , and Remove: .

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Future Case Cost	C Zone
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	53.38000	41
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	54.00000	41
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.15008	61
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	26.50008	61
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.00008	61
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.90992	72
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	54.01008	72
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.92000	99
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	29.98992	99

How to ...

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, just click **Apply** and go to step 7.
2. Select a filter logic from the dropdown. The most commonly used logic for each filter is displayed as the default and can typically be used (see next page).
3. Enter the filter value or use the Find icon. The Find icon allows you to enter a specified value or initiate a wildcard search.
4. Click **Add**.
5. Verify the filter displays in the summary bar. If it does not, click **Add** again. To delete a filter, click on the **X**. To delete all filters, click **Clear**. In some modules, a default filter (e.g., "Include any one of" Recent Submissions") may be displayed. Click **Clear** to delete the filter.
6. Click **Apply**.
7. Results based on the filters specified display in the summary grid. You can click on any column heading to sort the results (either ascending or descending).
8. In the **Vendor Cost Entry** and **Vendor Item Adjustments** modules, click to select a row and display additional data.



Description/Examples of Logic Statements

Include "Any one of"	Includes items with the specified value. For example: To view items with for specific UPCs, EANs or PLUs <ul style="list-style-type: none"> • Criteria = UPC EAN • Values = 4011, 279000-00037, 70821-00056
Exclude "Any one of"	Excludes items with the specified value from retrieval. For example: To view all items, <u>except</u> those with specific UPCs, EANs, or PLUs <ul style="list-style-type: none"> • Criteria = UPC EAN • Values = 4011, 279000-00037, 70821-00056
Less Than	Retrieves items with a value less than the target value. For example: To retrieve items that have a (cost/adjustment) start date earlier than (less than) a certain date <ul style="list-style-type: none"> • Criteria = Start Date • Values = 12/31/2017
Less Than Or Equal To	Retrieves items that, for the criteria, have a value that is equal to or less than the specified value. For example: To view all items with UPCs equal to or less than 27900-00037 <ul style="list-style-type: none"> • Criteria = UPC EAN • Values = 27900-00037
Greater Than	Retrieves items that, for the criteria, have a value that is greater than the specified value. For example: To view item UPC EANs greater than 70821-00056 <ul style="list-style-type: none"> • Criteria = UPC EAN • Values = 10821-00056
Greater Than Or Equal To	Retrieves items that, for the criteria, have a value that is equal to or greater than the specified value. For example: To view all items with a (cost/adjustment) end date including or later than 12/31/2017 <ul style="list-style-type: none"> • Criteria = End Date • Values = 12/31/2015

Inside Range	Retrieves items that, for the criteria, are within a specified range. For example: To view items that have an adjustment start date within the range 9/30/2016 and 9/30/2017 <ul style="list-style-type: none"> • Criteria = Start Date • From = 09/30/16 • To = 09/30/17
Outside Range	Retrieves items that, for the criteria, have a value outside a specified range. For example: To view items that have a start date outside of the range of 12/15/2016 to 1/31/2017 <ul style="list-style-type: none"> • Criteria = Start Date • From = 12/15/2016 • To = 1/31/2017
Like (uses the % wildcard)	Retrieves items that, for the criteria, have a value that matches or is similar to the value entered in the Like field. For example: To view all items that have a UPC EAN that is similar to (begins with or ends with) 10821: <ul style="list-style-type: none"> • Criteria = UPC EAN • Like = 10821%
Not Like	Exclude items that, for the criteria, have the specified value. For example: To view all items that are not similar to (do not begin or end with) 10821 <ul style="list-style-type: none"> • Criteria = UPC EAN • Not Like = 10821%
Not Exist	Used as a second filter to show any missing items with empty specified criteria fields. For example: First filter by a particular UPC or Brand Code. Add a 2 nd filter: <ul style="list-style-type: none"> • Criteria = Start Date • Not Exist



Using Multiple Filters

You can use multiple filters to narrow down or find the data you need.

Vendor View>Vendor Cost Entry

Export | Delete | Show Historical

Filter [dropdown] Include "Any one of" 12/1/2017 Add Apply Clear

* Include: UPC EAN, Start Date, Brand Code, Reason Code, Stage Status
* Brand Code: Include "Any one of" CADBURY
* Start Date: Include "Any one of" 12/1/2017

UPC EAN	Item Description	Brand Code	Case Pack	Future Case Cost	C Zone	Store ID	Start Date
34000-14044	CANDY DK CHOC MINT ROYAL	CADBURY	8.00	22.50000	11	N/A	12/1/2017
34000-14044	CANDY DK CHOC MINT ROYAL	CADBURY	8.00	22.50000	21	N/A	12/1/2017
34000-14044	CANDY DK CHOC MINT ROYAL	CADBURY	8.00	22.50000	22	N/A	12/1/2017
34000-14044	CANDY DK CHOC MINT ROYAL	CADBURY	8.00	22.50000	24	N/A	12/1/2017
34000-14044	CANDY DK CHOC MINT ROYAL	CADBURY	8.00	22.04000	99	N/A	12/1/2017
34000-14044	CANDY DK CHOC MINT ROYAL	CADBURY	14.00	14.68000	99	N/A	12/1/2017
34000-14044	CANDY DK CHOC MINT ROYAL	CADBURY	8.00	26.12000	11	N/A	12/1/2017

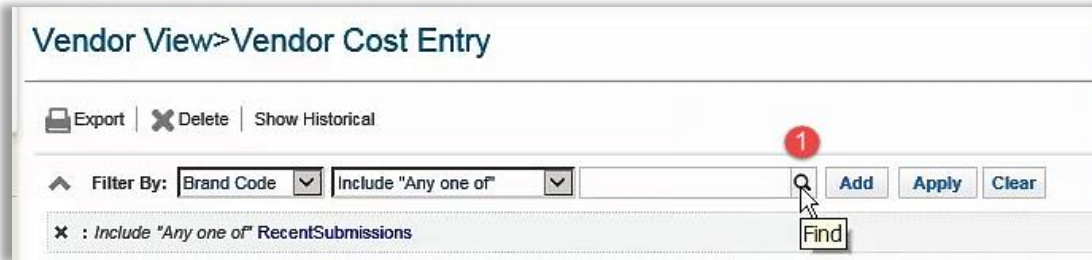
How to ...

1. Select the first filter using the dropdown. Filter options will vary by module.
2. Select the filter logic.
3. Enter or select the value.
4. Click **Add** (click a second time if there is a Find icon).
5. Select the next filter(s) from the dropdown and click **Add** (click a second time if there is a Find icon).
6. When all filters are entered and displayed in the filter bar, click **Apply**.




Filtering Using the Find Icon and Wildcards

You can use the  Find icon and wildcards (%) to find the correct values to use in filtering.

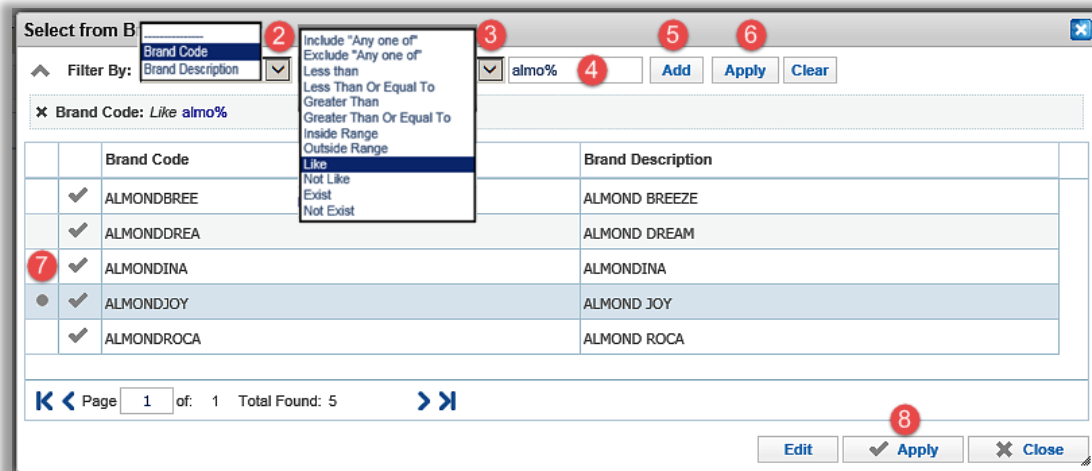


Vendor View>Vendor Cost Entry

Export Delete Show Historical

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

✘ : Include "Any one of" RecentSubmissions



Select from B

Filter By: Brand Code Brand Description


Brand Code: Like almo%

Brand Code	Brand Description
ALMONDBREE	ALMOND BREEZE
ALMONDDREA	ALMOND DREAM
ALMONDINA	ALMONDINA
ALMONDJOY	ALMOND JOY
ALMONDROCA	ALMOND ROCA

Page 1 of 1 Total Found: 5

Edit Apply Close

How to ...

1. If you do not know the exact value to enter for a filter, 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 the filter (e.g., *Brand Description*).
3. Click the down arrow in the search logic field and select the logic statement (e.g., *Like*).
4. Use the wildcard (%) to search for the value. You can use the wildcard on both sides of value (e.g., *%almo%* will display all options that have "almo" as part of the Brand Description). You can also just use the wildcard on one side of the value (e.g., *almo%* will display options that begin with "almo").
5. Click the **Add** button. The requested filter will appear in the search summary bar.
6. Click the **Apply** button.
7. The search data will appear in the grid. Select the item you want.
8. Then, click **Apply** at the bottom of the screen.

(continued on next page)



Filtering Using Find Icon and Wildcards (cont.)

How to (cont.)...

9. The system returns to the primary screen with the search value inserted.
10. Click **Add**.
11. Validate filter(s) displayed in summary bar.
12. Click **Apply**.
13. Results display in the grid.

Vendor View>Vendor Cost/Adjust List>Cost Book

Export | Delete | Undelete |

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

Brand Code: Like ALMONDJOY

VENDOR NUMBER	CONTRACT NUMBER	UPC EAN	CASE GTIN	ITEM DESCRIPTION	BRAND CODE
A055-01	15G4604	34000-00522	00034000052202	CANDY ALMOND JOY KING...	ALMONDJOY
A055-01	15G4604	34000-00522	00034000052202	CANDY ALMOND JOY KING...	ALMONDJOY
A055-01	15G4604	34000-00522	00034000052202	CANDY ALMOND JOY KING...	ALMONDJOY
A055-01	15G4604	34000-00522	00034000052202	CANDY ALMOND JOY KING...	ALMONDJOY
A055-01	15G4604	34000-00522	00034000052202	CANDY ALMOND JOY KING...	ALMONDJOY
A055-01	15G4604	34000-00522	00034000052202	CANDY ALMOND JOY KING...	ALMONDJOY
A055-01	15G4604	34000-00522	00034000052202	CANDY ALMOND JOY KING...	ALMONDJOY



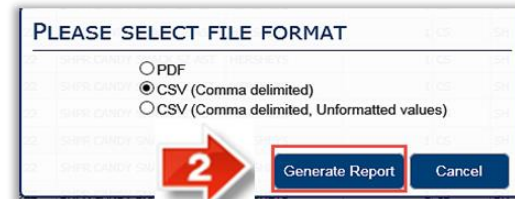
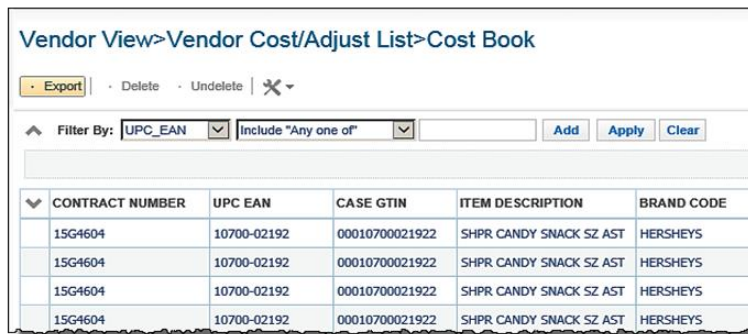
Export and View Reports

In most modules, you can create, export and view reports that display the results of your filtering. The steps for this are shown below. You can select from three file formats for exporting reports:

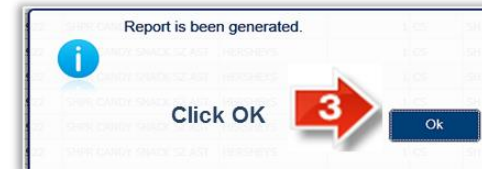
1. PDF – displays reports as shown on screen
2. CSV (Comma delimited) – opens report in an Excel spreadsheet, with formatting (the most commonly used)
3. CSV (Comma delimited, Unformatted values) – opens the report in an Excel spreadsheet without formatting

1

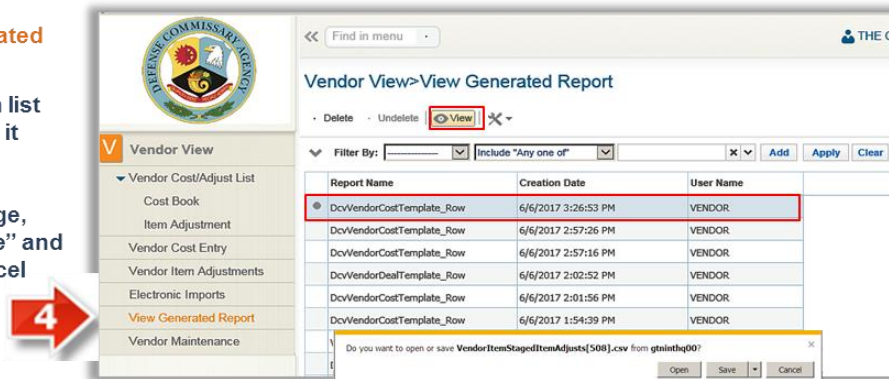
Export entire Cost Book or filter to get the info you want and click Export



- Select file format (select CSV (Comma delimited) to export to Excel)
- Select Generate Report



- Open the **View Generated Report** module
- Select the report from list by double-clicking on it
- Click the View icon
- On the popup message, click “Open” or “Save” and save the file as an Excel spreadsheet





3. Costs & Cost Book Module



3.1 Understanding Costs and Cost Zones



Understanding Costs in Vendor Portal

1. 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.
2. 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 regular base cost for items. You will then submitted adjustments to the base cost for deals/promotions separately.
3. Regular Costs are submitted via:
 - EDI 879 and Vendor Portal
 - Bi-weekly – submitted by the 10th or 25th of the month to apply to the 1st or 16th 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 Saturday).
 - 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 (allowing Sales to see any vendor cost changes prior to item availability in the distribution center).
4. Power HQ will populate an end date for a Regular Cost only when a new Regular Cost is submitted.
5. Item cost will revert back to the Regular Cost at the end of a promotion or cost adjustment period.
6. Power HQ will not accept a Regular Cost submission/change for a date with an active adjustment.
7. “Last-in” submission applies only if the cut-off date has not passed.



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 HQCAA 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.
- 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 Cost Zone 99 will apply to the other Cost Zones you serve.

Important Note: Each time a new cost for Cost Zone 99 is submitted (via EDI 879 or the Vendor Portal), the new Base Cost 99 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.



Cost Zones, Regions, and Pricing DoDAACs

Cost Zone	Region/Division	Pricing DoDAAC
11	Europe	HQCAAB
21	Northwest CONUS	HQCP07
22	Alaska (see note)	HQCP15
23	Hawaii (see note)	HQCP16
24	Pacific	HQCAAC
31	California	HQCP08
32	Southwest CONUS (not California)	HQCP09
41	Midwest CONUS (Upper)	HQCP06
42	Midwest CONUS (Lower)	HQCP05
51	Central CONUS	HACP04
61	Southern CONUS	HQCP03
71	Northeast CONUS (Upper)	HQCP02
72	Northeast CONUS (Lower)	HQCP01
99	Base Cost Zone	HQCAAA

Note: Alaska and Hawaii stores could be included in Cost Zone 21, 22, or 23 depending on how stores and cost zones are defined in your contract.

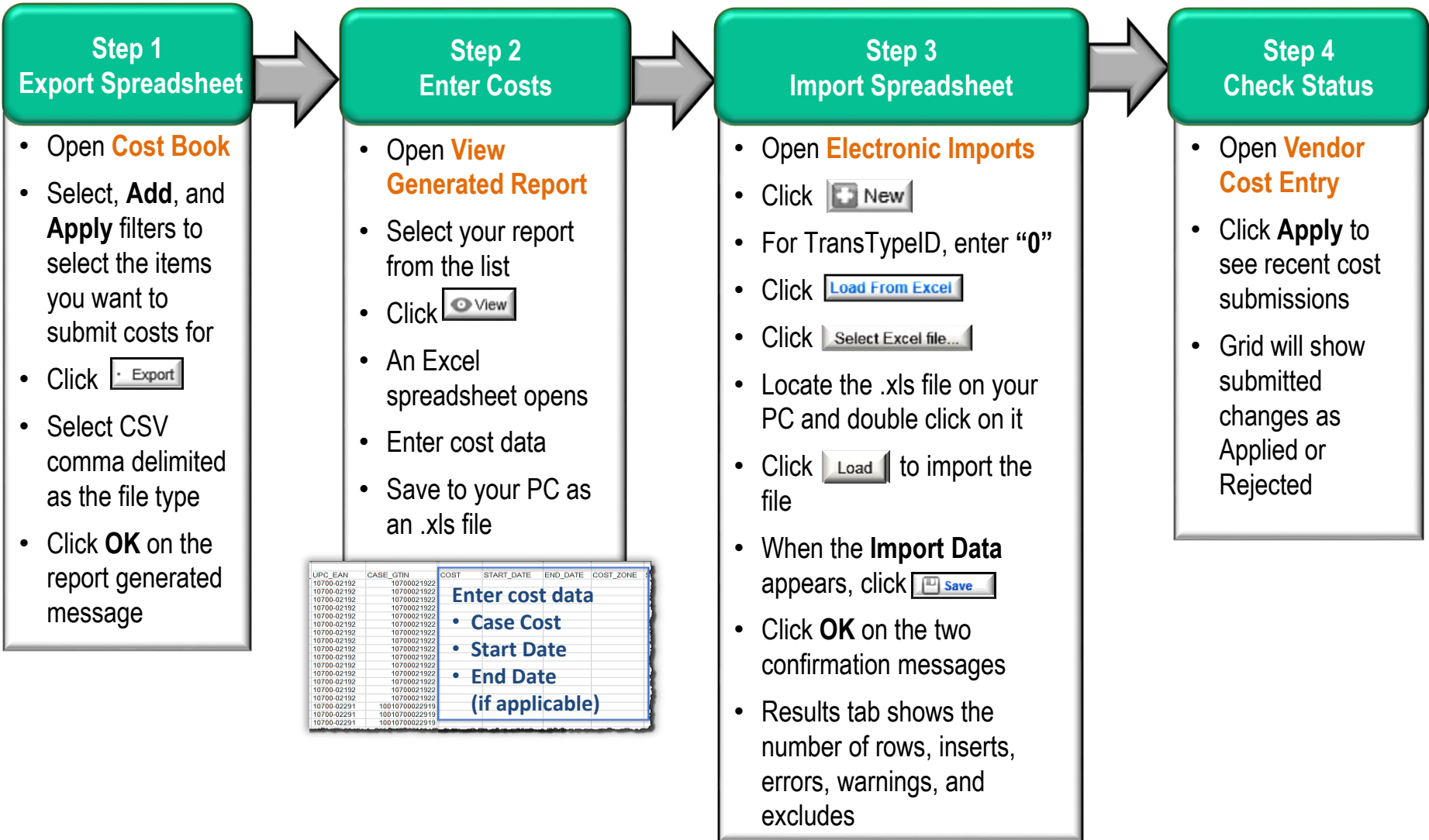


3.2 Workflow for Submitting Costs



Cost Changes via Electronic Import Workflow

Steps for using the Cost Book to submit cost changes via the *Electronic Import* module...





3.3 Download Cost Book



The Cost Book serves two primary functions:

1. Allows you to view current cost and other information on all the items you provide to DeCA under a specific contract or agreement (i.e., unique vendor number) – you see what DeCA sees.
2. Allows you to create and download a spreadsheet to enter and submit cost changes electronically.

How to get your Cost Book...

1. Open **Cost Book** module. The Cost Book displayed is based on your Vendor Number and Name.
2. To see all items in your Cost Book, click **Apply**.
3. The total number of pages and records for the designated contract/ agreement are displayed.
4. You can sort by any column to change the ways the results are displayed.

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

Find in menu THE CANDY MAN COMPANY - 15G4604

Vendor View > Vendor Cost/Adjust List > Cost Book

Export | Delete | Undelete

Filter By:

VENDOR NUMBER	CONTRACT NUMBER	UPC EAN	4	CASE GTIN
A055-01	15G4604	10700-02192		00010700021922
A055-01	15G4604	10700-02192		00010700021922
A055-01	15G4604	10700-02192		00010700021922
A055-01	15G4604	10700-02192		00010700021922
A055-01	15G4604	10700-02192		00010700021922
A055-01	15G4604	10700-02192		00010700021922
A055-01	15G4604	10700-02192		00010700021922
A055-01	15G4604	10700-02192		00010700021922
A055-01	15G4604	10700-02192		00010700021922

Page 1 of 440 Total Found: 8790



Filtering the Cost Book

To limit the items to review, you can filter the Cost Book by UPC, Brand Code, Start Date, and/or Cost Zone.

How to ...

1. Select filter (e.g., Brand Code).
2. Select logic statement. Typically you can use the default logic statement displayed.
3. Enter the value (e.g., York) or use the Find icon if shown to select the value.
4. Click **Add**. If a specific value is required (indicated by the Find icon), click Add again.
5. Click **Apply**.
6. The total number of pages and records satisfying the filter criteria are displayed.

Note that the UPC EAN appears multiple times in the grid. The UPC EAN is listed for each Cost Zone served per your contract/agreement.

Vendor View>Vendor Cost/Adjust List>Cost Book

Export | Delete | Undelete

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

x Brand Code

VENDOR NUMBER	CONTRACT NUMBER	UPC EAN	CASE GTIN	ITEM DESCRIPTION	BRAND CODE	COST ZONE	REGION
A055-01	15G4604	34000-00330	00034000903306	FE CDY MINTS YORK	YORK	999	Conus Allowanc
A055-01	15G4604	34000-00330	00034000903306	FE CDY MINTS YORK	YORK	11	Europe
A055-01	15G4604	34000-00330	00034000903306	FE CDY MINTS YORK	YORK	21	Northwest CoNL
A055-01	15G4604	34000-00330	00034000903306	FE CDY MINTS YORK	YORK	22	Alaska
A055-01	15G4604	34000-00330	00034000903306	FE CDY MINTS YORK	YORK	23	Hawaii
A055-01	15G4604	34000-00330	00034000903306	FE CDY MINTS YORK	YORK	24	Pacific
A055-01	15G4604	34000-00330	00034000903306	FE CDY MINTS YORK	YORK	31	California
A055-01	15G4604	34000-00330	00034000903306	FE CDY MINTS YORK	YORK	32	Southwest CoNL

Page 1 of 9 Total Found: 165



Data Provided in the Cost Book

The Cost Book provides the following data fields for each item

Vendor View>Vendor Cost/Adjust List>Cost Book

Export | Delete | Undelete |

Filter By: Brand Code | Include 'Any one of' | YORK | Q | Add | Apply | Clear

* Brand Code: Like YORK | * COST_ZONE: Exclude 'Any one of' 999

VENDOR NUMBER	CONTRACT NUMBER	UPC EAN-	CASE GTIN	ITEM DESCRIPTION	BRAND CODE	CASE PACK	CUOM	UNIT UOI	FUTURE CASE COS...	START DAT...	RSL CODE	VENDOR ITEM
A055-02	15G4605	34000-00330	000340000903306	FE CDY MINTS YORK	YORK	36 CS	PK				000	K1
A055-02	15G4605	34000-00330	000340000903306	FE CDY MINTS YORK	YORK	36 CS	PK				000	K1
A055-02	15G4605	34000-00330	000340000903306	FE CDY MINTS YORK	YORK	36 CS	PK				000	K1
A055-02	15G4605	34000-02873	00034000028986	CANDY	YORK	18 CS	BG				000	O1
A055-02	15G4605	34000-02873	00034000028986	CANDY	YORK	18 CS	BG				000	O1
A055-02	15G4605	34000-02874	00034000028979	CANDY	YORK	18 CS	BG				000	O1
A055-02	15G4605	34000-02874	00034000028979	CANDY	YORK	24 CS	BG				000	O1
A055-02	15G4605	34000-02874	00034000028979	CANDY	YORK	24 CS	BG				000	O1
A055-02	15G4605	34000-03050	00034000030521	CANDY CHOC MINIATURE H...	YORK	28 CS	BG				000	P1
A055-02	15G4605	34000-03050	00034000030521	CANDY CHOC MINIATURE H...	YORK	28 CS	BG				000	P1
A055-02	15G4605	34000-03050	00034000030521	CANDY CHOC MINIATURE H...	YORK	28 CS	BG				000	P1
A055-02	15G4605	10034000047526	10034000047526	CANDY MINIATURES	YORK	12 CS	BG				000	K1
A055-02	15G4605	10034000047526	10034000047526	CANDY MINIATURES	YORK	12 CS	BG				000	K1
A055-02	15G4605	10034000047526	10034000047526	CANDY MINIATURES	YORK	12 CS	BG				000	K1

- Vendor Number
- Contract Number
- UPC EAN
- Case GTIN
- Item Description
- Brand Code
- Case Pack
- Unit UOI (Unit Unit of Issue)
- Future Case Cost
- Start Date
- End Date (if applicable)
- Cost Zone
- Region
- Store ID
- Current Case Cost
- Current Unit Cost
- RSL Code
- Vendor Item (not currently used – reserved for produce)

You can sort on any column to rearrange the data

Blank fields - where you enter future cost changes



Export the Cost Book

You can export the Cost Book (with all items or for items based on filtering) for your internal use or to use as a template for submitting cost changes via Electronic Import.



Export entire Cost Book or filter to get the info you want and click Export

Vendor View>Vendor Cost/Adjust List>Cost Book

Export | Delete | Undelete | ✕

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

CONTRACT NUMBER	UPC EAN	CASE GTIN	ITEM DESCRIPTION	BRAND CODE
15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS
15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS
15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS
15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS

PLEASE SELECT FILE FORMAT

PDF

CSV (Comma delimited)

CSV (Comma delimited, Unformatted values)

Generate Report | Cancel



- Select file format (select CSV (Comma delimited) to export to Excel)
- Select Generate Report

Report is been generated.

Click OK | Ok



- Open the View Generated Report module
- Select the report from list by double-clicking on it
- Click the View icon
- On the popup message, click "Open" or "Save" and save the file as an Excel spreadsheet



Vendor View>View Generated Report

View | Delete | Undelete | ✕

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

Report Name	Creation Date	User Name
DcvVendorCostTemplate_Row	6/6/2017 3:26:53 PM	VENDOR
DcvVendorCostTemplate_Row	6/6/2017 2:57:26 PM	VENDOR
DcvVendorCostTemplate_Row	6/6/2017 2:57:16 PM	VENDOR
DcvVendorDealTemplate_Row	6/6/2017 2:02:52 PM	VENDOR
DcvVendorCostTemplate_Row	6/6/2017 2:01:56 PM	VENDOR
DcvVendorCostTemplate_Row	6/6/2017 1:54:39 PM	VENDOR

Do you want to open or save VendorItemStagedItemAdjusts[508].csv from gtninthq00?

Open | Save | Cancel



Downloaded Cost Book

The generated report opens in the Excel spreadsheet format (based on all items or the defined filters), displaying details on the items you provide to DeCA under a specific contract or agreement. As shown, you can use the spreadsheet to enter and submit cost changes. as described in the next section of this guide.

Save the file as an Excel workbook in the document library on your PC.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	VENDOR	CONTRACT	UPC_EAN	CASE_GTIN	ITEM_DESC	BRAND	CASE_PAK	CUOM	UNIT	UDI	FUTURE_CASE	START_DATE	END_DATE	COST_ZO	REGION	STORE_ID	CURRENT	UNIT_COST	RSL_COD	VENDOR_ITEM
2	A055-02	15G4605	34000-003	34000903306	FE CDY M	YORK	36	CS	PK					99	Base Zone	0	21.96	0.61	K1	
3	A055-02	15G4605	34000-003	34000903306	FE CDY M	YORK	36	CS	PK					11	Europe	0	21.96	0.61	K1	
4	A055-02	15G4605	34000-003	34000903306	FE CDY M	YORK	36	CS	PK					61	Southern	0	21.96	0.61	K1	
5	A055-02	15G4605	34000-047	10034000047526	CANDY M	YORK	12	CS	BG						Base Zone	0			K1	
6	A055-02	15G4605	34000-047	10034000047526	CANDY M	YORK	12	CS	BG						Europe	0	37.44	3.12	K1	
7	A055-02	15G4605	34000-047	10034000047526	CANDY M	YORK	12	CS	BG						Southern	0	37.44	3.12	K1	
8	A055-02	15G4605	34000-028	34000028979	CANDY	YORK	24	CS	BG						Base Zone	0	61.44	2.56	O1	
9	A055-02	15G4605	34000-028	34000028979	CANDY	YORK	24	CS	BG						Europe	0	61.44	2.56	O1	
10	A055-02	15G4605	34000-028	34000028979	CANDY	YORK	24	CS	BG						Southern	0	61.44	2.56	O1	
11	A055-02	15G4605	34000-028	34000028986	CANDY	YORK	18	CS	BG						Base Zone	0	71.1	3.95	O1	
12	A055-02	15G4605	34000-028	34000028986	CANDY	YORK	18	CS	BG						Europe	0	71.1	3.95	O1	
13	A055-02	15G4605	34000-028	34000028986	CANDY	YORK	18	CS	BG						Southern	0	71.1	3.95	O1	
14	A055-02	15G4605	34000-030	34000030521	CANDY C	YORK	28	CS	BG						Europe	0	71.68	2.56	P1	
15	A055-02	15G4605	34000-030	34000030521	CANDY C	YORK	28	CS	BG						Southern	0	71.68	2.56	P1	
16	A055-02	15G4605	34000-030	34000030521	CANDY C	YORK	28	CS	BG						Base Zone	0	71.68	2.56	P1	
17	A055-02	15G4605	34000-058	10034000058386	CANDY YC	YORK	9	CS	BG					99	Base Zone	0	79.11	8.79	K1	
18	A055-02	15G4605	34000-058	10034000058386	CANDY YC	YORK	9	CS	BG					11	Europe	0	79.11	8.79	K1	
19	A055-02	15G4605	34000-058	10034000058386	CANDY YC	YORK	9	CS	BG					61	Southern	0	79.11	8.79	K1	
20	A055-02	15G4605	34000-06E	34000066438	CANDY PE	YORK	9	CS	PK					99	Base Zone	0	94.32	10.48	O1	
21	A055-02	15G4605	34000-06E	34000066438	CANDY PE	YORK	9	CS	PK					11	Europe	0	94.32	10.48	O1	
22	A055-02	15G4605	34000-06E	34000066438	CANDY PE	YORK	9	CS	PK					61	Southern	0	94.32	10.48	O1	
23																				

Template for entering cost changes by item and Cost Zone

NOTE: You can use own spreadsheet instead of the exported Cost Book spreadsheet if it meets the *Spreadsheet Requirements* described in the next section.



3.4 Enter Cost Changes



Spreadsheet Requirements

Required Column Headers and Mandatory Information to Upload Cost Changes

Whether using the exported Cost Book spreadsheet or your own spreadsheet, the column headings for the mandatory fields **must be labeled exactly as follows (all upper case)** for the electronic import to be successful. The columns can be in any order within the spreadsheet.

UPC_EAN

FUTURE_CASE_COST

START_DATE

COST_ZONE

Output reports from vendors' systems can be used to import into Vendor Portal contingent on the following:

- The column headers and mandatory fields are included (exactly as above, cases sensitive)
- Ensure no formulas are present in the columns.
- Vendor Portal will only import the above information into the operational table.
- The upload must be in Excel Workbook format.
- The uploaded file cannot exceed 2 megabytes (Mb) of information.
- If the workbook has multiple tabs, the system will only import the first tab.

Formulas

Formulas cannot be used in any of the mandatory columns on the spreadsheet for the import to be successful. If you use formulas to calculate a field, do it in a separate column (or spreadsheet) and copy the column and paste it as Values (1,2,3) under the mandatory column heading.



Enter Costs into a Spreadsheet

After your Cost Book report opens in the Excel spreadsheet, you can enter your cost changes.

C	D	E	F	G	H	I	J	K	L	M
UPC_EAN	CASE_GTIN	ITEM_DESC	BRAND_CD	CASE_PACK	CUOM	UNIT_UOM	FUTURE_CASE_COST	START_DATE	END_DATE	COST_ZONE
34000-00330	34000903306	FE CDY M	YORK	36	CS	PK				99
34000-00330	34000903306	FE CDY M	YORK	36	CS	PK				11
34000-00330	34000903306	FE CDY M	YORK	36	CS	PK				61
34000-04752	10034000047526	CANDY M	YORK	12	CS	BG				99
34000-04752	10034000047526	CANDY M	YORK	12	CS	BG				11
34000-04752	10034000047526	CANDY M	YORK	12	CS	BG				61
34000-02874	34000028979	CANDY	YORK	24	CS	BG				99
34000-02874	34000028979	CANDY	YORK	24	CS	BG				11
34000-02874	34000028979	CANDY	YORK	24	CS	BG				61
34000-02873	34000028986	CANDY	YORK	18	CS	BG				99
34000-02873	34000028986	CANDY	YORK	18	CS	BG				11
34000-02873	34000028986	CANDY	YORK	18	CS	BG				61
34000-03050	34000030521	CANDY CH	YORK	28	CS	BG				11
34000-03050	34000030521	CANDY CH	YORK	28	CS	BG				61
34000-03050	34000030521	CANDY CH	YORK	28	CS	BG				99
34000-05838	10034000058386	CANDY YC	YORK	9	CS	BG				99
34000-05838	10034000058386	CANDY YC	YORK	9	CS	BG				11
34000-05838	10034000058386	CANDY YC	YORK	9	CS	BG				61

**Enter Cost Changes
by Cost Zone**

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

Key points about entering cost changes and preparing a spreadsheet for Electronic Import

- You must enter the FUTURE CASE COST and START DATE by Cost Zone. A Future Case Cost amount can be calculated by multiplying the future Unit Cost by the Case Pack (column G in the above example).
- Enter the END DATE only if applicable.
- Delete any rows that do not contain cost changes.
- The following fields must be included in any cost submission: UPC, FUTURE CASE COST, START DATE, and COST_ZONE



Do not change the column headers of the UPC_EAN, FUTURE_CASE_COST, START_DATE, and COST_ZONE columns if you plan to use the spreadsheet for Electronic Imports.



Enter Costs into Spreadsheet (cont.)

Following is an excerpt of a completed spreadsheet.

How to ...

1. For each UPC that you want to submit a cost change for, enter the **Future Case Cost** and **Start Date** for applicable Cost Zones for your contract/agreement.

Note that the UPC EAN appears multiple times in the Cost Book. The UPC EAN is listed for each Cost Zone served per your contract/agreement.

2. If you format the spreadsheet, make sure the mandatory column headers and format are not changed.
3. Save the file as an Excel workbook in the document library on your PC.

- The **bold** text indicates the mandatory fields.
- The **red** text indicates what you must enter.

3

YorkCostChanges7.25.17.xlsx - Excel

CONTRACT	UPC_EAN	FUTURE_CASE_COST	START_DATE	END_DATE	COST_ZONE	REGION	STORE_ID
15G4605	34000-00330	22.5	12/1/2017		99	Base Zone unless region override	0
15G4605	34000-00330	24.23	12/1/2017		11	Europe	0
15G4605	34000-00330	24.23	12/1/2017		61	Southern CoNUS	0
15G4605	34000-04752	38.57	12/1/2017		99	Base Zone unless region override	0
15G4605	34000-04752	38.75	12/1/2017		11	Europe	0
15G4605	34000-04752	38.75	12/1/2017		61	Southern CoNUS	0
15G4605	34000-02874	63.75	12/1/2017		99	Base Zone unless region override	0
15G4605	34000-02874	64.15	12/1/2017		11	Europe	0
15G4605	34000-02874	64.15	12/1/2017		61	Southern CoNUS	0
15G4605	34000-02873	72.5	12/1/2017		99	Base Zone unless region override	0
15G4605	34000-02873	73.41	12/1/2017		11	Europe	0
15G4605	34000-02873	73.41	12/1/2017		61	Southern CoNUS	0
15G4605	34000-03050	74.22	12/1/2017		11	Europe	0
15G4605	34000-03050	74.22	12/1/2017		61	Southern CoNUS	0
15G4605	34000-03050	74.22	12/1/2017		99	Base Zone unless region override	0
15G4605	34000-05838	82	12/1/2017		99	Base Zone unless region override	0
15G4605	34000-05838	83.12	12/1/2017		11	Europe	0
15G4605	34000-05838	83.12	12/1/2017		61	Southern CoNUS	0
15G4605	34000-06642	96.33	12/1/2017		99	Base Zone unless region override	0
15G4605	34000-06642	97.57	12/1/2017		11	Europe	0
15G4605	34000-06642	97.57	12/1/2017		61	Southern CoNUS	0

2

1



3.5 Import Cost Spreadsheet



Electronic Import of Costs

How to ...

1. Return to the Modules panel and select **Electronic Imports**.
2. Click on the **New** button.
3. A secondary window opens.
Enter **0** (zero) for the Transaction Type ID (**TransType ID**).
4. Click **Load from Excel**.
5. Click **Select Excel File...**
The Document Library on your PC will open. Find and double-click on the Excel file you saved. (The system will not accept a CSV file.)
6. The selected file name appears on the screen.
(continued on next page)

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

Vendor View > Electronic Imports

+ New 2 ew ✕ Delete ✓ Undelete |

Filter By: [Dropdown] Apply Clear

TransType ID	Submission Date
--------------	-----------------

Vendor Feeds

TransType ID: 0 3 Q ✕

4 Load From Excel

5 Select Excel file... YorkCostChanges7.25.17.xlsx 6

Load

Save Close

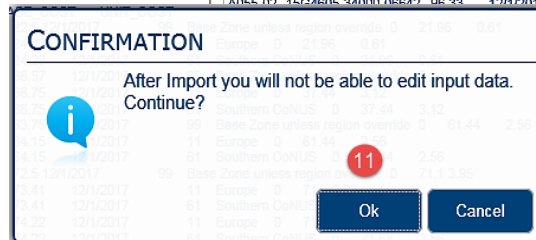
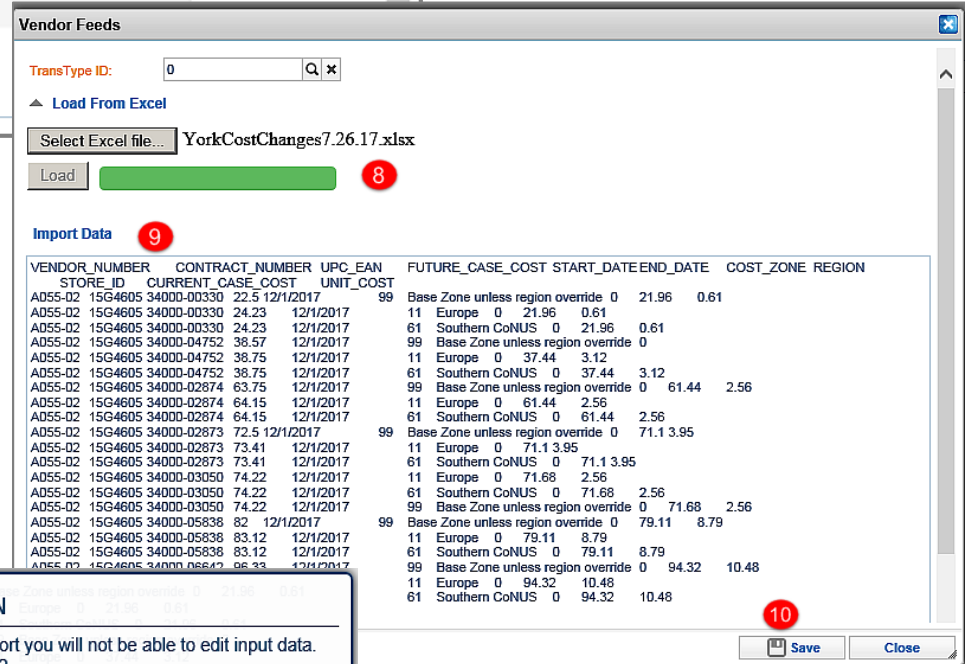
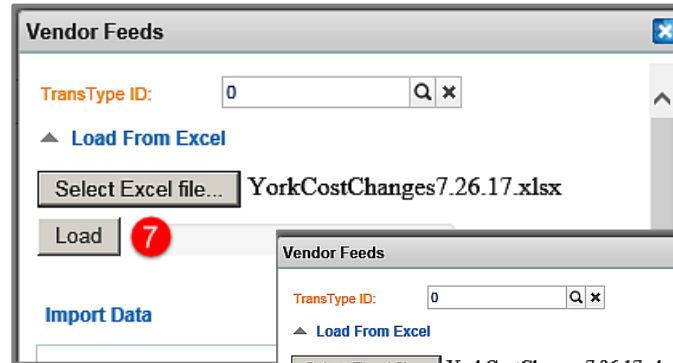


Electronic Import of Costs (cont.)

How to (cont.) ...

7. Click the **Load** button.
8. The Load status will display as a green bar.
9. The imported data displays in the lower section.
10. Click **Save** at the bottom of the screen.
11. A confirmation screens advises that "After Import you will not be able to edit input data. Continue?" Click **OK**.
12. A second confirmation screen advises the import was "Inserted successfully." Click **OK**.

(continued on next page)





Electronic Import of Costs (cont.)

How to (cont.)...

13. The **Results** tab will display and show:
 - Number of rows – total number of rows submitted
 - Number of inserts – number of rows successfully inserted
 - Number of errors – number of rows that were not processed or imported due to errors
 - Number of warnings – number of rows that were processed but received warnings based on business rules
 - Number of excludes – number of rows that were excluded from the import due to no cost change data in those rows (this could be a large number if you do not filter the Cost Book and/or delete rows without cost changes)

In this example, all rows were processed without warnings or errors.

14. Optionally, click the **Import** tab to view the downloaded data.
15. Click the to close the Electronic Imports window.

Vendor Feeds: 7/25/2017 2:17:23 PM

Import **Results** 13

TransType ID: 0 Submission Date: 7/25/2017 2:17:23 PM

Result

Number of rows: 21
 Number of inserts: 21
 Number of errors: 0
 Number of warnings: 0
 Number of excludes: 0

Vendor Feeds: 7/25/2017 2:17:23 PM

Import 14 15

TransType ID: 0

▼ Load From Excel
 Import Data

VENDOR_NUMBER	CONTRACT_NUMBER	UPC_EAN	CASE_GTIN	ITEM_DESCRIPTION	BRAND_CODE	CASE_PACK	CUOM	UNIT_UOI	FUTURE_CASE_COST	START_DATE	
A055-02	15G4605 34000-00330	34000903306	FE CDY MINTS YORK	YORK	36	CS	PK	22.5	12/1/2017		
A055-02	15G4605 34000-00330	34000903306	FE CDY MINTS YORK	YORK	36	CS	PK	24.23	12/1/2017	99 Base Zone unless region override 0 21.96 0.61 K1	
A055-02	15G4605 34000-00330	34000903306	FE CDY MINTS YORK	YORK	36	CS	PK	24.23	12/1/2017	11 Europe 0 21.96 0.61 K1	
A055-02	15G4605 34000-04752	10034000047526	CANDY MINIATURES	YORK	12	CS	BG	38.57	12/1/2017	99 Base Zone unless region override 0 K1	
A055-02	15G4605 34000-04752	10034000047526	CANDY MINIATURES	YORK	12	CS	BG	38.75	12/1/2017	11 Europe 0 37.44 3.12 K1	
A055-02	15G4605 34000-04752	10034000047526	CANDY MINIATURES	YORK	12	CS	BG	38.75	12/1/2017	61 Southern CoNUS 0 37.44 3.12 K1	
A055-02	15G4605 34000-02874	34000028979	CANDY YORK	YORK	24	CS	BG	63.75	12/1/2017	99 Base Zone unless region override 0 61.44 2.56 O1	
A055-02	15G4605 34000-02874	34000028979	CANDY YORK	YORK	24	CS	BG	64.15	12/1/2017	11 Europe 0 61.44 2.56 O1	
A055-02	15G4605 34000-02874	34000028979	CANDY YORK	YORK	24	CS	BG	64.15	12/1/2017	61 Southern CoNUS 0 61.44 2.56 O1	
A055-02	15G4605 34000-02873	34000028986	CANDY YORK	YORK	18	CS	BG	72.5	12/1/2017	99 Base Zone unless region override 0 71.1 3.95 O1	
A055-02	15G4605 34000-02873	34000028986	CANDY YORK	YORK	18	CS	BG	73.41	12/1/2017	11 Europe 0 71.1 3.95 O1	
A055-02	15G4605 34000-02873	34000028986	CANDY YORK	YORK	18	CS	BG	73.41	12/1/2017	61 Southern CoNUS 0 71.1 3.95 O1	
A055-02	15G4605 34000-03050	34000030521	CANDY CHOC MINIATURE HEARTS	YORK	28	CS	BG	74.22	12/1/2017	11 Europe 0 71.68 2.56 P1	
A055-02	15G4605 34000-03050	34000030521	CANDY CHOC MINIATURE HEARTS	YORK	28	CS	BG	74.22	12/1/2017	61 Southern CoNUS 0 71.68 2.56 P1	
A055-02	15G4605 34000-03050	34000030521	CANDY CHOC MINIATURE HEARTS	YORK	28	CS	BG	74.22	12/1/2017	99 Base Zone unless region override 0 71.68 2.56 P1	
A055-02	15G4605 34000-05838	10034000058386	CANDY YORK MINIATURES	YORK	9	CS	BG	82	12/1/2017	99 Base Zone unless region override 0 79.11 8.79 K1	
A055-02	15G4605 34000-05838	10034000058386	CANDY YORK MINIATURES	YORK	9	CS	BG	83.12	12/1/2017	11 Europe 0 79.11 8.79 K1	
A055-02	15G4605 34000-05838	10034000058386	CANDY YORK MINIATURES	YORK	9	CS	BG	83.12	12/1/2017	61 Southern CoNUS 0 79.11 8.79 K1	
A055-02	15G4605 34000-06642	34000066438	CANDY PEPPERMINT PATTIES	SCP	YORK	9	CS	PK	96.33	12/1/2017	99 Base Zone unless region override 0 94.32 10.48 O1
A055-02	15G4605 34000-06642	34000066438	CANDY PEPPERMINT PATTIES	SCP	YORK	9	CS	PK	97.57	12/1/2017	11 Europe 0 94.32 10.48 O1
A055-02	15G4605 34000-06642	34000066438	CANDY PEPPERMINT PATTIES	SCP	YORK	9	CS	PK	97.57	12/1/2017	61 Southern CoNUS 0 94.32 10.48 O1



Electronic Import of Costs - Warnings

Warnings alert you to conditions that are generally outside the scope of defined business rules, but the record will be imported.

Following is an example that shows warnings based on violations for the minimum number of days to submit a change and the maximum percentage of change allowed.

Vendor Feeds: 7/26/2017 10:23:22 AM

Import Results

TransType ID: Submission Date:

Result

Number of rows: 12
Number of inserts: 12
Number of errors: 0
Number of warnings: 7
Number of excludes: 0

Errors:

VENDOR_NUMBER	CONTRACT_NUMBER	UPC_EAN	CASE_GTIN	ITEM_DESCRIPTION	BRAND_CODE	CASE_PACK	CU
A945-01	16G4723	71567-998861	71567618007	CANDY BEAN BOOZLED BOX	BEANBOOZLE	48 CS BO	68.42 2/1/2017
The minimum number of days (9) for a change is violated by this transaction							
A945-01	16G4723	71567-998844	71567663403	CANDY BEANBOOZLED BEANS	BEANBOOZLE	12 CS BG	18.57 2/1/2017
The minimum number of days (9) for a change is violated by this transaction							
A945-01	16G4723	71567-998844	71567663403	CANDY BEANBOOZLED BEANS	BEANBOOZLE	12 CS BG	19.04 12/1/2017
The percentage of change (10.19) exceeds the define allowable maximum of 10							
A945-01	16G4723	71567-998844	71567663403	CANDY BEANBOOZLED BEANS	BEANBOOZLE	12 CS BG	19.04 12/1/2017
The percentage of change (10.19) exceeds the define allowable maximum of 10							
A945-01	16G4723	71567-998844	71567663403	CANDY BEANBOOZLED BEANS	BEANBOOZLE	12 CS BG	19.04 2/1/2017
The minimum number of days (9) for a change is violated by this transaction							



Electronic Import of Costs - Errors

An **Error** condition indicates that the record was not successfully imported. An **Error** typically occurs when a mandatory data value is not provided. As illustrated below, only 12 of the 15 submitted items were inserted. The 3 items without a Start Date 'errored out' and did **not** import.

Vendor Feeds: 7/26/2017 9:25:46 AM

Import Results

TransType ID: 0 Submission Date: 7/26/2017 9:25:46 AM

Result

Number of rows: 15
Number of inserts: 12
Number of errors: 3
Number of warnings: 0
Number of excludes: 0

Errors:

VENDOR_NUMBER	CONTRACT_NUMBER	UPC_EAN	CASE_GTIN	ITEM_DESCRIPTION	BRAND_CODE	CASE_PACK	CUOM	UNIT_UOI	FUTURE_CASE_COST	START_DATE
A055-02	15G4605	34000-49005	10034000490058	CANDY PNUIT BTTR CUPS REESES 24 CS	PK 91.57	11	Europe	0	87.84	3.66 K1
A055-02	15G4605	34000-88622	10034000886222	CANDY REESTER PB BUNNY	REESES 12 CS BX	32.27	99	Base Zone unless region override	0	30.72 2.56 O1
A055-02	15G4605	34000-88649	10034000886499	CANDY MILK CHOC PB BUNNY	REESES 12 CS PK	33.72	61	Southern CoNUS	0	30.72 2.56 O1

Input required for column:Start_Date

To correct and resubmit the items, you can:

- Import a corrected spreadsheet via the **Electronic Imports** module
- or
- Use the **Vendor Cost Entry** module to submit a correction



3.6 Check Status



Verify Status of Imported Cost Changes

If you want to verify the status of imported cost changes...

How to ...

1. In the Module Panel, select **Vendor Cost Entry**.
2. Click **Apply** to see all your recent cost submissions or use filtering to find specific cost submissions.
3. The grid will show the cost changes submitted (sorted by date with the most recent displayed first). It also shows if the cost change was Applied (shown with a grey background) or Rejected (shown in red text) based on business rules.
4. Click on any row to get the additional information sidebar.



V Vendor View

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

Vendor View > Vendor Cost Entry

Export Delete Show Historical

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

* : Include "Any one of" RecentSubmissions

UPC EAN	Case GTIN 3	Item Description	Brand Code	Case Pack	Future Case Cost	C Zone	Store ID
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	54.01008	72	N/A
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	25.92000	99	N/A
34000-00229	0-00-34000-22600-9	CANDY FE BAR KING SIZE	KITKAT	24.00	29.98992	99	N/A
4 34000-00229	0-00-34000-22600-9	CANDY				99	N/A
34000-00229	0-00-34000-22600-9	CANDY				99	N/A
34000-00229	0-00-34000-22600-9	CANDY				99	N/A
34000-00229	0-00-34000-22600-9	CANDY				99	N/A

Current Case Cost:

Current Unit Cost:

Unit UOI:

Unit UOM:

Sell Size:

RSL Code:

Vendor Item #:

Stage Status:

Reason Code:

EDI Error Code:

Reason:

Remove:



4. Item Adjustment Module



4.1 Understanding Item Adjustments



Item Adjustments – Key Principles

Key Principles

- Adjustments typically reduce the regular cost.
- Item adjustments are applied as a case adjustment \$ amount. The system calculates the unit adjustment based on the number of units in the case.
- A regular cost change (EDI 879) will be rejected during an adjustment period on an item.
- “Last-in” submission applies only if the record is open and the cut-off date has not passed.

Types of Adjustments/Promotions

Non-Negotiated Adjustments do NOT require DeCA approval and are independent of a promotional event.

Adjustment Code 1 – Off Invoice includes Every Day Low Price (EDLP) and Temporary Price Reduction (TPR).

Negotiated Adjustments require DeCA approval, are associated with a promotional event, and must be submitted 120 days prior to the Voluntary Price Reduction (VPR) date. (Negotiations occur outside of the system.)

Adjustment Code 2 –Off Invoice Allowance includes Power Buys and National Promotions.

Adjustment Code 10 - Managers Specials Scan Downs - the adjustment is taken off the retail price as a scan down.

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

Adjustments and Cost Zones

- Cost Zone 99 - applies adjustment to all Cost Zones (worldwide) and should be used for Non-Negotiated Promotions only (Adjustment Code 1).
- Cost Zone 999 – applies adjustment to the 48 states in the continental US (not Alaska and Hawaii) and should be used for Negotiated Promotions (Adjustment Codes 2 and 10). Alaska and Hawaii Cost Zones can be added if applicable.

Cost Zone 999 can only be used with adjustments (not costs).



Negotiated and Non-Negotiated Item Adjustments

Non-Negotiated Promotions/Adjustments (Adjustment Code 1)

Non-negotiated promotional adjustments do not require action from DeCA personnel. They are processed through defined business parameters and returned with a status of 'APPLIED' or 'REJECTED'.

Negotiated Promotions/Adjustments (Adjustment Codes 2 and 10)

Negotiated Adjustments are submitted and initially returned as 'OPEN' in the Staging Table. DeCA personnel then approve or reject the adjustment, resulting in a final Stage Status 'APPLIED' or 'REJECTED'. (NOTE: Actual negotiations occur outside of the system.)

<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



Stacking Adjustments/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” (Retail Price = Regular Cost + Markup – Adjustments).
3. Adjustment Code 10 will be reflected in the Retail Price calculation, but will not be reflected in the Net Cost of an item. Adjustment Code 10 is a scan based adjustment and will be collected as an AVCM/VCM.
4. Promotions with the same Adjustment Code will not stack. The last one received will apply.



Example of Adjustment/Promotions Stacking

Example: For the selected item and Cost Zone 71, there are three item adjustments for the month of May (a Manager's Special, a Powerbuy Off Invoice, and an EDI Off Invoice).

- From 5/1 – 5/15, Adjustments ③ and ② apply, for a total Case Adjustment Amount of \$16.94 (\$4.10 + \$12.84).
- From 5/16 - 5/22, only Adjustment ② applies, for a Case Adjustment Amount of \$12.84.
- From 5/23 - 5/27, Adjustments ② and ① apply, for a total Case Adjustment Amount of \$15.34 (\$12.84 + \$2.50).
- From 5/28 – 5/31, only Adjustment ② applies, for a Case Adjustment Amount of \$12.84.

	C Zone	Store ID	Event	Start Date	End Date	Adj Code	Adj Desc	Case Adj Amount	Unit Adjustment
①	71	N/A	20170070	5/23/2017	5/27/2017	10	MANAGERS SPECIAL - SCAN DOWN	2.50000\$	0.20833
②	71	N/A	20170010	5/1/2017	5/31/2017	2	POWERBUY OFF INVOICE ALLOWANCE	12.84000\$	1.07000
③	71	N/A		5/1/2017	5/15/2017	1	EDI OFF INVOICE	4.10000\$	0.34167

Event numbers are provided on the DeCA Promotional Calendar, which can be accessed from the commissaries.com web page.



4.2 Workflow for Submitting Item Adjustments




Electronic Import Workflow

Step 1 Export Spreadsheet

- Open **Item Adjustment** module
- Select, **Add**, and **Apply** filters to select the items you want to submit adjustments for
- Click 
- Select CSV comma delimited as the file type
- Click **OK** on the report generated message






Step 2 Enter Adjustments

- Open **View Generated Report** module
- Select your report from the list
- Click 
- An Excel spreadsheet opens
- Enter item adjustment data
- Save to your PC as an .xls file

C	D	G	H	I	J	H
UPC_EAN	CASE_GTIN	EVENT	ADJ_CODE	CASE_ADJ_AMOUNT	COST_ZONE	REGION
34000-04033	34000040186					11 Europe
34000-04033	34000040186					21 Northwest
34000-04033	34000040186					22 Alaska
34000-04033	34000040186					23 Hawaii
34000-04033	34000040186					24 Pacific
34000-04033	34000040186					31 California
34000-04033	34000040186					32 Southwest
34000-04033	34000040186					41 Midwest
34000-04033	34000040186					42 Midwest
34000-04033	34000040186					51 Central C
34000-04033	34000040186					61 Southern
34000-04033	34000040186					71 Northeast
34000-04033	34000040186					72 Northeast

Enter Item Adjustment Data

Step 3 Import Spreadsheet

- Open **Electronic Imports** module
- Click 
- For TransTypeID, enter "4"
- Click 
- Click 
- Locate the .xls file on your PC and double click on it
- Click  to import the file
- When the Import Data appears, click 
- Click OK on the two confirmation messages
- Results tab shows number of rows, inserts, errors, warnings, and excludes

Step 4 Check Status

- Open **Vendor Item Adjustments** module
- Click **Apply** to see recent submissions
- Grid will show status of submitted item adjustments



4.3 Download Item Adjustment List



The Item Adjustment List

The Item Adjustment list contains all the items you provide to DeCA under a specific contract or agreement (i.e., unique vendor number). You can use it to create and download a spreadsheet to enter and submit item adjustments electronically.

How to get your Item Adjustment list...

1. Open the **Item Adjustment** module. The items displayed are based on your Vendor Number and Name.
2. To see all items in your Item Adjustment list, click **Apply**.
3. You can sort on any column by clicking in the column heading to change the way the results are displayed.

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

Vendor View > Vendor Cost/Adjust List > Item Adjustment

Export | Delete | Undelete

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

VENDOR NUMBER	CONTRACT NUMBER	UPC EAN	CASE GTIN	ITEM DESCRIPTION	BRAND CODE	EVENT	ADJ CODE
4357-01	13G8012	27900-00037	00027900000374	BREAD CANADIAN BROWN	NISSEN		
4357-01	13G8012	27900-00037	00027900000374	BREAD CANADIAN BROWN	NISSEN		
4357-01	13G8012	27900-00037	00027900000374	BREAD CANADIAN BROWN	NISSEN		
4357-01	13G8012	27900-00037	00027900000374	BREAD CANADIAN BROWN	NISSEN		
4357-01	13G8012	27900-00037	00027900000374	BREAD CANADIAN BROWN	NISSEN		
4357-01	13G8012	27900-00037	00027900000374	BREAD CANADIAN BROWN	NISSEN		
4357-01	13G8012	27900-00102	00027900001029	ROLLS HAMBURGER	NISSEN		
4357-01	13G8012	27900-00102	00027900001029	ROLLS HAMBURGER	NISSEN		
4357-01	13G8012	27900-00102	00027900001029	ROLLS HAMBURGER	NISSEN		
4357-01	13G8012	27900-00102	00027900001029	ROLLS HAMBURGER	NISSEN		
4357-01	13G8012	27900-00102	00027900001029	ROLLS HAMBURGER	NISSEN		
4357-01	13G8012	27900-00102	00027900001029	ROLLS HAMBURGER	NISSEN		



Filtering the Item Adjustment List

1. You can filter the data in the Item Adjustment list by the options shown. The example shows filtering by Brand Code "Cadbury".
2. The item UPC EAN appears multiple times. It is listed for each Cost Zone served per your contract/agreement.
3. Note the inclusion of Cost Zone 999 (CONUS Allowance zone). This Cost Zone allows you to submit an item adjustment that is for the Continental U.S. (excludes Alaska and Hawaii). This Cost Zone should be used for all negotiated promotions.
4. The total number of pages and records are noted at the bottom of the screen.

Vendor View>Vendor Cost/Adjust List>Item Adjustment

Export | Filter By: **Brand Code** (selected) | Include "Any one of" | CADBURY | Add | Apply | Clear

VENDO...	CONTRAC...	UPC EAN	CASE GTIN	ITEM DESCRIPTION	BRAND CODE	EVENT	ADJ CODE	CASE ADJ AMOUNT	COST_ZONE	REGION
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				999	Conus Allowance z...
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				11	Europe
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				21	Northwest CoNUS
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				22	Alaska
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				23	Hawaii
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				24	Pacific
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				31	California
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				32	Southwest CoNUS...
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				41	Midwest CoNUS (u...
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				42	Midwest CoNUS (I...
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				51	Central CoNUS
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				61	Southern CoNUS
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				71	Northeast CoNUS...
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				72	Northeast CoNUS...
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY				99	Base Zone unless...
A055-01	15G4604	34000-04025	00034000040230	CANDY CHOC DRY	CADBURY				999	Conus Allowance z...
A055-01	15G4604	34000-04025	00034000040230	CANDY CHOC DRY	CADBURY				11	Europe

Page 1 of 13 Total Found: 255



Data in the Item Adjustment List

The Item Adjustment List provides the following data fields for each item.

Vendor View > Vendor Cost/Adjust List > Item Adjustment

Export | Delete | Undelete

Filter By: Brand Code | Include "Any one of" | CADBURY

Brand Code: Include "Any one of" CADBURY

VENDO...	CONTRAC...	UPC EAN	CASE GTIN	ITEM DESCRIPTION	BRAND CO
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY
A055-01	15G4604	34000-00687	00034000011674	CANDY	CADBURY

- Vendor Number
- Contract Number
- UPC EAN
- Case GTIN
- Item Description
- Brand Code
- Event (Event Number)
- Adjustment Code
- Case Adjustment Amount
- Cost Zone
- Region
- Store ID
- Start Date
- End Date
- Vendor Comment
- Unit Cost
- Current Case Cost
- Case Pack
- Unit UOM (Unit of Measure)
- Unit UOI (Unit of Issue)
- Minimum Quantity
- RSL Code

Where you enter item adjustment data



Export the Item Adjustment List

You can export the Item Adjustment list (with all items or for select items based on filtering) to use as a template for submitting item adjustments via Electronic Import.

Export the entire Item Adjustment list or filter to get the info you want and click the Export button

1

Vendor View>Vendor Cost/Adjust List>Item Adjustment

Export | Delete | Undelete | X

Filter By: UPC_EAN Include "Any one of" Add Apply Clear

CONTRACT NUMBER	UPC EAN	CASE GTIN	ITEM DESCRIPTION	BRAND CODE	EVENT ID
15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	
15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	
15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	
15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	
15G4604	10700-02192	00010700021922	SHPR CANDY SNACK SZ AST	HERSHEYS	

2

PLEASE SELECT FILE FORMAT

PDF

CSV (Comma delimited)

CSV (Comma delimited, Unformatted values)

Generate Report Cancel

- Select CSV (Comma delimited) as the file format to export to Excel
- Click **Generate Report**

3

Report is been generated.

Ok

- Click **OK**

- Open the **View Generated Report** module
- Select the report from list by double clicking on it
- Click the **View** icon
- On the popup message, click "Open" or "Save" and save the file as an Excel spreadsheet



Vendor View>View Generated Report

Delete | Undelete | **View**

Filter By: Creation Date Include "Any one of" Add Apply Clear

Creation Date: include "Any one of" 7/28/2017

Report Name	Creation Date	User Name
DcvVendorDealTemplate_Row	7/28/2017 2:51:14 PM	CANDYMAN
DcvVendorCostTemplate_Row	7/28/2017 2:48:23 PM	CANDYMAN

Do you want to open or save DcvVendorDealTemplate[508]0+2017-07-28+14-51-14.csv from gtninth00? Open Save Cancel



Downloaded Item Adjustment Spreadsheet

The generated report opens in Excel spreadsheet format (based on all items or the defined filters), displaying the items you provide to DeCA under a specific contract or agreement. As shown, you can use the spreadsheet to enter and submit item adjustments as described in the next section of this guide.

Save the file as an Excel workbook in the document library on your PC.

	C	D	G	H	I	J	K	L	M	N	O	U
1	UPC_EAN	CASE_GTIN	EVENT	ADJ_CODE	CASE_ADJ_AI	COST_ZONE	REGION	STORE_ID	START_DATE	END_DATE	VENDOR_COMMENT	
2	34000-00686	34000068524				999	Conus Allowance zone	0				
3	34000-00686	34000068524				11	Europe	0				
4	34000-00686	34000068524				21	Northwest CoNUS	0				
5	34000-00686	34000068524				22	Alaska	0				
6	34000-00686	34000068524				23	Hawaii	0				
7	34000-00686	34000068524				24	Pacific	0				
8	34000-00686	34000068524				31	California	0				
9	34000-00686	34000068524				32	Southwest CoNUS (not Calif	0				
10	34000-00686	34000068524				41	Midwest CoNUS (upper)	0				
11	34000-00686	34000068524				42	Midwest CoNUS (lower)	0				
12	34000-00686	34000068524				51	Central CoNUS	0				
13	34000-00686	34000068524				61	Southern CoNUS	0				
14	34000-00686	34000068524				71	Northeast CoNUS (lower)	0				
15	34000-00686	34000068524				72	Northeast CoNUS (upper)	0				
16	34000-00686	34000068524				99	Base Zone unless region ove	0				
17												

NOTE: Not all columns and rows shown in example.

NOTE: You can use own spreadsheet instead of the exported Item Adjustment spreadsheet if it meets the *Spreadsheet Requirements* described in the next section.



4.4 Enter Item Adjustments



Spreadsheet Requirements

Required Column Headers and Mandatory Information to Upload Adjustments (Promotions)

Whether using the exported Item Adjustment spreadsheet or your own spreadsheet, the column headings for the mandatory fields **must labeled exactly as follows (all upper case)** for the electronic import to be successful. The columns can be in any order within the spreadsheet. Other fields can be included.

UPC_EAN

ADJ_CODE

CASE_ADJ_AMOUNT

COST_ZONE

START_DATE

END_DATE

EVENT

VENDOR_COMMENT

Mandatory for all Adjustments

An Event ID is required when entering a NEGOTIATED promotion (Adjustment Code 2, Power Buys or Adjustment Code 10, Manager Specials/Hot Deals Scandowns)

Although not required, these can be used to communicate with the Category Management Team as part of the evaluation of your offer.

Output reports from vendors' systems can be used to import into Vendor Portal contingent on the following:

- The column headers and mandatory fields are included (exactly as above, cases sensitive)
- Ensure no formulas are present in the columns.
- Vendor Portal will only import the above information into the operational table.
- The upload must be in Excel Workbook format.
- The uploaded file cannot exceed 2 megabytes (Mb) of information.
- If the workbook has multiple tabs, the system will only import the first tab.



Mandatory Fields for Item Adjustments

The following mandatory fields must be entered for an item adjustment.

1. **Event ID Number** – If the adjustment is tied to a promotional event (Negotiated Adjustments and Manager Specials), enter the Event ID number. If not, leave this field blank. Refer to the DeCA promotional calendar on commissaries.com for Event ID numbers.
2. **Adjustment Code** – Enter the appropriate Adjustment Code.
 - “1” for Non-Negotiated adjustments (e.g., EDLP and TPR). An Event ID is not required.
 - “2” for Negotiated adjustments/promotions (e.g., Power Buy, National Promotion). An Event ID number is required.
 - “10” for Managers Special Scan Downs, a negotiated promotion. An Event ID number is required.
3. **Case Adjustment Amount** – Enter the adjustment amount on a per case basis (NOT a unit basis). A Case Adjustment Amount can be calculated by multiplying the unit adjustment amount by the Case Pack quantity (column R in example).
4. **Start Date** – Enter the date that the adjustment begins.
5. **End Date** – Enter the date that the adjustment ends.
6. **Vendor Comments** – Enter any applicable comments. This is not a mandatory field.

C	D	G	H	I	J	K	L	M	N	O	R
UPC_EAN	CASE_GTIN	EVENT	ADJ_CODE	CASE_ADJ_AMOUNT	COST_ZONE	REGION	STORE_ID	START_DATE	END_DATE	VENDOR_COMMENT	CASE_PACK
34000-04033	34000040186	20170025	2	2.52	11	Europe	0	9/1/2017	12/31/2017	Holiday Chocolate	14
34000-04033	34000040186	1	2	3	21	Northwest CoNUS	0	4	5	6	14
34000-04033	34000040186				22	Alaska	0				14
34000-04033	34000040186				23	Hawaii	0				14
34000-04033	34000040186				24	Pacific	0				14
34000-04033	34000040186				31	California	0				14

NOTE: Not all columns and rows shown in example.



Example: Non-Negotiated Promotion

This example shows how the mandatory fields for Item Adjustments are entered into the downloaded Item Adjustment List for a non-negotiated promotion. The vendor supplies items to all Cost Zones and is providing a TPR for its Cadbury items. Using the spreadsheet created from exporting the Item Adjustment list ...

1. Enter the item adjustment for Cost Zone 99 (Base Zone), which will apply to all Cost Zones unless you enter an override. The example shows:
 - Event is blank for a non-negotiated promotion
 - Adjustment Code “1”
 - Case Adjustment Amount of \$2.20 (remember, the adjustment amount is on the case cost)
 - Start Date and End Date – these MUST be entered
 - Vendor Comment is optional
2. No entry needed for the Cost Zones where the adjustment amount is the same as the Base Zone, but they can be entered.
3. Override adjustments are provided for Cost Zones 11, 22, 23, and 34.

A Reminder on Cost Zones and Overrides

1. The **Vendor Store Table** module identifies the Cost Zones (regions) and the Stores within those Cost Zones that you serve under a specific contract or agreement. You can also use the Find icon to view your Cost Zones and Stores.
2. For non-negotiated promotions, use Cost Zone 99 (the base cost zone) to apply the item adjustment to all Cost Zones and Stores (including EU and PAC) unless you specify otherwise.
3. For negotiated promotions, use Cost Zone 999 to apply the item adjustment to all Cost Zones and Stores in the 48 continental states unless specified otherwise. Alaska and Hawaii can be added separately if applicable.

UPC_EAN	CASE_GTIN	EVENT	ADJ_CODE	CASE_ADJ_AMOUNT	COST_ZONE	REGION	STORE_ID	START_DATE	END_DATE	VENDOR_COMMENT
34000-04033	34000040186				999	Conus Allowance zone				
34000-04033	34000040186		1	2.20	99	Base Zone unless i	0	9/1/2017	12/31/2017	TPR
34000-04033	34000040186				72	Northeast CoNUS (0			
34000-04033	34000040186				71	Northeast CoNUS (0			
34000-04033	34000040186				61	Southern CoNUS	0			
34000-04033	34000040186				51	Central CoNUS	0			
34000-04033	34000040186				42	Midwest CoNUS (lc	0			
34000-04033	34000040186				41	Midwest CoNUS (u	0			
34000-04033	34000040186				32	Southwest CoNUS	0			
34000-04033	34000040186				31	California	0			
34000-04033	34000040186		1	2.10	24	Pacific	0	9/1/2017	12/31/2017	TPR
34000-04033	34000040186		1	2.10	23	Hawaii	0	9/1/2017	12/31/2017	TPR
34000-04033	34000040186		1	2.10	22	Alaska	0	9/1/2017	12/31/2017	TPR
34000-04033	34000040186				21	Northwest CoNUS	0			
34000-04033	34000040186		1	2.10	11	Europe	0	9/1/2017	12/31/2017	TPR

Do not change the column headings. You can delete unused columns and/or rows.



Example: Negotiated Promotion

This examples shows how the mandatory fields for Item Adjustments are entered into the downloaded Item Adjustment List for a negotiated promotion (Adjustment Codes 2 and 10). The example is for a **Negotiated Promotion (Event 20170025)**; thus an Event ID is required. Refer to the DeCA promotional calendar on commissaries.com for Event ID numbers.

	C	G	H	I	J	K	L	M	N	O	
1	UPC_EAN	EVENT	ADJ_CODE	CASE_ADJ_AMOUNT	COST_ZONE	REGION	STORE_ID	START_DATE	END_DATE	VENDOR_COMMENT	
2	34000-00687	20170025	2	2.59	999	Conus Allowance z	0	11/1/2017	12/31/2017	Holiday Chocolate	
3	34000-00687				11	Europe	0				
4	34000-00687				21	Northwest CoNUS	0				
5	34000-00687	20170025	2	2.29	22	Alaska	0	11/1/2017	12/31/2017	Holiday Chocolate	
6	34000-00687	20170025	2	2.29	23	Hawaii	0	11/1/2017	12/31/2017	Holiday Chocolate	
7	34000-00687				24	Pacific	0				
8	34000-00687				31	California	0				
9	34000-00687				32	Southwest CoNUS	0				
10	34000-00687	Example where the item adjustment applies to Cost Zone 999 (all Cost Zones and Stores in the continental US) and Alaska and Hawaii				41	Midwest CoNUS (u	0			
11	34000-00687					42	Midwest CoNUS (lc	0			
12	34000-00687					51	Central CoNUS	0			
13	34000-00687					61	Southern CoNUS	0			
14	34000-00687					71	Northeast CoNUS (0			
15	34000-00687					72	Northeast CoNUS (0			
16	34000-00687					99	Base Zone unless i	0			
18	34000-04025	20170025	2	2.59	999	Conus Allowance z	0	11/1/2017	12/31/2017	Holiday Chocolate	
19	34000-04025				11	Europe	0				
20	34000-04025				21	Northwest CoNUS	0				
21	34000-04025				22	Alaska	0				
22	34000-04025				23	Hawaii	0				
23	34000-04025				24	Pacific	0				
24	34000-04025				31	California	0				
25	34000-04025	Example where the item adjustment applies to Cost Zone 999 only (all Cost Zones and Stores in the continental US)				32	Southwest CoNUS	0			
26	34000-04025					41	Midwest CoNUS (u	0			
27	34000-04025					42	Midwest CoNUS (lc	0			
28	34000-04025					51	Central CoNUS	0			
29	34000-04025					61	Southern CoNUS	0			
30	34000-04025					71	Northeast CoNUS (0			
31	34000-04025					72	Northeast CoNUS (0			
32	34000-04025	99	Base Zone unless i	0							
33											



4.5 Import Item Adjustments Spreadsheet



Electronic Import of Item Adjustments

How To...

1. Open the **Electronic Imports** module
2. Click **+ New**
3. For TransTypeID, enter "4" for Adjustments
4. Click **Load from Excel**
5. Click **Select Excel File...**
6. Locate the .xls file on your computer and double click on it (the system will not accept a CSV file, only an .xls file)
7. Click **Load** to import the file
(continued on next page)

Non-Negotiated Adjustments are submitted using the same process as Negotiated Adjustments, but are processed through system generated business parameters and are either Applied or Rejected based on business rules.

Vendor View > Electronic Imports

2

+ New | View | Delete | Undelete

Filter By: [] Apply Clear

TransType ID	Submission Date
--------------	-----------------

Vendor Feeds

TransType ID: 4 3

4 Load From Excel Import Data

Vendor Feeds

TransType ID: 4

5 Load From Excel

Select Excel file... ChocolateMonthImportAdj.xlsx

Load 7

Import Data

Upload

Vendor Portal > WBT Working Documents

New folder

Documents library

WBT Working Documents

6

- ~\$Electronic Submission Item Adj.pptx
- ChocolateMonthImportAdj.xlsx
- Vendor Cost Entry 1.pptx
- Electronic Submission Item Adj.pptx



Electronic Import of Item Adjustments (cont.)

How To (cont.)...

8. The Import Data appears
 9. Click **Save**
 10. Click **OK** to confirm you cannot edit input data after the import and you want to continue
 11. Click **OK** on the inserted successfully message
- The system will display the Results.
- (see next page)

Vendor Feeds

TransType ID: 4

Load From Excel

Select Excel file... ChocolateMonthImportAdj.xlsx

Load

Import Data 8

VENDOR_NUMBER	REGION	STORE_ID	CONTRACT_NUMBER	START_DATE	END_DATE	UPC_EAN	CASE_GTIN	ITEM_DESCRIPTION	BRAND_CODE	EVENT	ADJ_CODE	CASE_ADJ_AMOUNT	COST_ZONE	MIN_QTY	RSL_CODE	
A055-01	15G4604	34000-00686	34000068524	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-00686	34000068524	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-00686	34000068524	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-00686	34000068524	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-00686	34000068524	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-00687	34000011674	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-00687	34000011674	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-00687	34000011674	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-00687	34000011674	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-00687	34000011674	CANDY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate	
A055-01	15G4604	34000-04025	34000040230	CANDY	CHOC DRY	CADBURY	20170025	2	0.5	99	Base Zone	unless region override	0	9/1/2017	12/31/2017	Holiday Chocolate

CONFIRMATION

After Import you will not be able to edit input data. Continue?

10

Ok Cancel

Inserted successfully.

11

Ok

9 Save Close




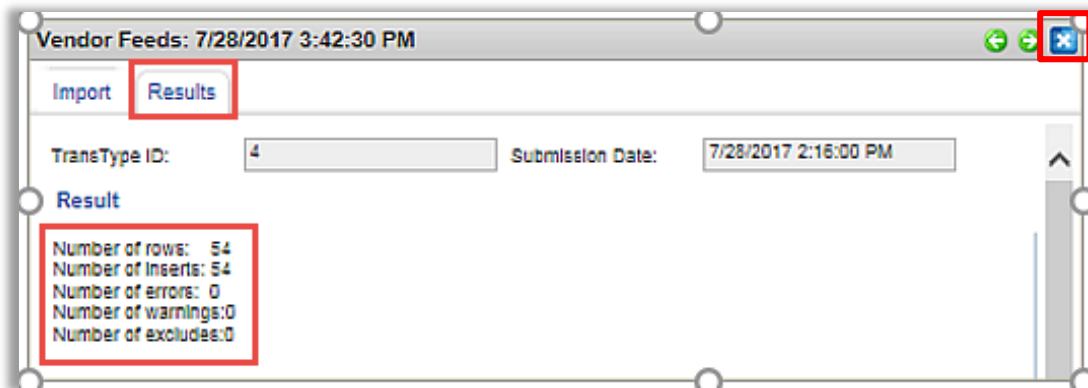
Electronic Import Results

The **Results** tab shows:

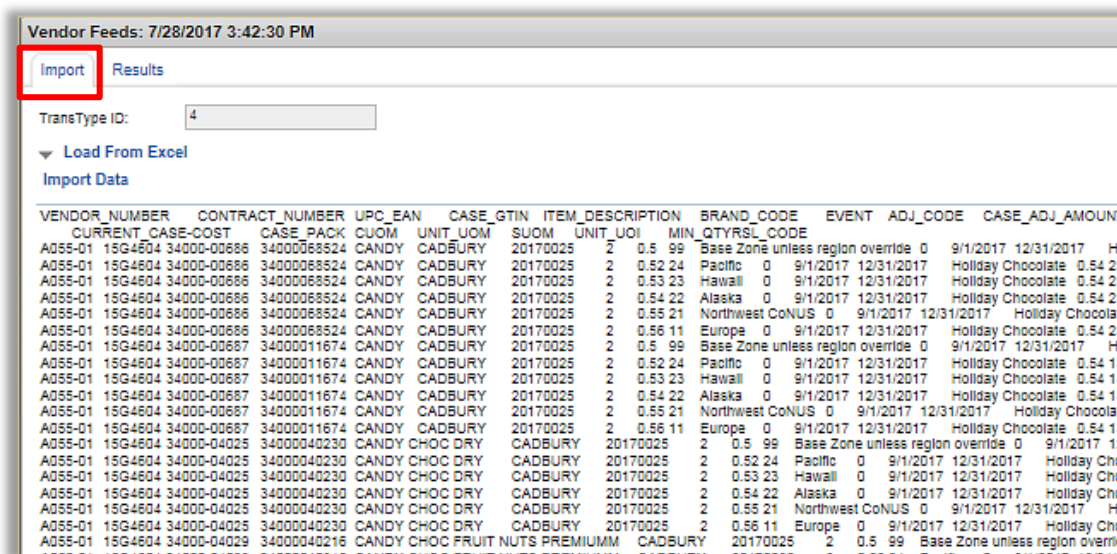
- Number of rows – total number of rows submitted
- Number of inserts – number of rows successfully inserted
- Number of errors – number of rows that were not processed due to errors
- Number of warnings- number of rows that were processed but received warnings based on business rules
- Number of excludes – number of rows that were excluded from the import due to no Item adjustment data in those rows. This could be a large number if you do not filter the Item Adjustment List and/or delete rows without item adjustment data.

In this example, all rows were processed without warnings or errors.

Click the  to close the Electronic Imports window.



Click on the 'Import' tab to view the downloaded data.





Electronic Import – Warning Example

Example of Electronic Import with Warning

Six Non-Negotiated Adjustments were submitted using the following spreadsheet.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
VENDOR_	CONTRAC	UPC_EAN	CASE_GTIN	ITEM_DESCRIPTION	BRAND_C	EVENT	ADJ_CODE	CASE_ADJ	COST_ZON	REGION	STORE_ID	START_DA	END_DATE	VENDOR_
4357-01	13G8012	28400-000	10028400000229	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	57.28	71	Northeast	0	9/1/2017	12/31/2017	
4357-01	13G8012	28400-000	10028400000229	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	57.28	72	Northeast	0	9/1/2017	12/31/2017	
4357-01	13G8012	28400-000	10028400000229	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	49.28	99	Base Zone	0	9/1/2017	12/31/2017	
4357-01	13G8012	28400-000	28400000246	DIP CHEDDAR JALAPENO	FRITOLAY		1	53.56	71	Northeast	0	9/1/2017	12/31/2017	
4357-01	13G8012	28400-000	28400000246	DIP CHEDDAR JALAPENO	FRITOLAY		1	53.56	72	Northeast	0	8/1/2017	12/31/2017	
4357-01	13G8012	28400-000	28400000246	DIP CHEDDAR JALAPENO	FRITOLAY		1	53.56	99	Base Zone	0	9/1/2017	12/31/2017	

Vendor Feeds: 7/29/2017 12:26:18 PM

Import **Results**

TransType ID: 4 Submission Date: 7/29/2017 12:26:18 PM

Result

Number of rows: 6
 Number of inserts: 6
 Number of errors: 0
 Number of warnings: 1
 Number of excludes: 0

Errors:

VENDOR_NUMBER	CONTRACT_NUMBER	UPC_EAN	CASE_GTIN	ITEM_DESCRIPTION	BRAND_C	EVENT	ADJ_CODE	CASE_ADJ	COST_ZON	REGION	STORE_ID	START_DATE	END_DATE	VENDOR_COMMENT
4357-01	13G8012	28400-000	28400000246	DIP CHEDDAR JALAPENO	FRITOLAY		1	53.56	72	Northeast	CoNUS	8/1/2017	12/31/2017	

The minimum number of days (9) for a change is violated by this transaction

The Start Date violation

The 'Results' tab shows there was one "warning" and identifies the problem. You can check the status using the **Vendor Item Adjustments** module.



4.6 Check Status



Check Status of Imported Item Adjustments

If you want to verify the status of imported item adjustments...

How to ...

1. In the Module Panel, select **Vendor Item Adjustments**.
2. Click **Apply** to see all your recent submissions or use filtering to find specific submissions.
3. The grid will show the item adjustments submitted (sorted by date with the most recent displayed first). It also shows the status of the submission in the Staging Table.
4. Click on any row to get the additional information sidebar.

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

Vendor View > Vendor Item Adjustments

Export Delete Show Historical

Filter By: [UPC EAN] Include "Any one of" [] [Q] [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 ID	Start Date	End Date
34000-22550	0-00-34000-22553-8	CANDY	KITKAT	20180025	10	2.50000\$	99	N/A	1/5/2018	1/10/2018
34000-22550	0-00-34000-22553-8	CANDY	KITKAT	20180025	2	2.10000\$	99	N/A	1/1/2018	1/31/2018
10700-51907	1-00-10700-51907-5	CANDY FRUIT CHEWS SS	JOLLYRANCH	20170025	10	0.80000\$	23	N/A	12/16/2017	12/21/2017
34000-00144	1-00-34000-14400-3	CHIPS MORSELS FLVRD PN...	REESES		1	2.30000\$	99	N/A	9/1/2017	9/16/2017
34000-00241	0-00-34000-24100-2	FE CDY ALMD MLK CHOC	HERSHEYS		1	5.00000\$	31	N/A	9/16/2017	7/31/2017
34000-00241	0-00-34000-24100-2	FE CDY ALMD MLK CHOC	HERSHEYS		1	5.00000\$	31	N/A	8/16/2017	8/31/2017
10700-50736	0-00-10700-80722-9	CANDY PAYDAY BAR STD FE	HERSHEYS	20180022	10	0.55000\$	99	N/A	1/2/2018	2/14/2018

Current Unit Cost: []

Unit UOI: PK

Unit UOM: OZ

Sell Size: 3.0000

RSL Code: K1

Vendor Item #: []

Stage Status: Rejected

Reason Code: MaxChg

EDI Error Code: 0600F

Reason: COST CHANGE REJECTED - DATE

Remove:



5. Vendor Cost Entry Module



Vendor Cost Entry Module

With the **Vendor Cost Entry** module you can:

1. Enter and submit cost changes directly in the Vendor Portal (vs. importing a spreadsheet). You can also use it to correct errors that caused a cost change to be rejected.
2. Check the status of previously submitted cost changes. You can see if they have been accepted and applied to the Operational Tables (shown in a grey background) or rejected (shown in red text).

The screenshot displays the 'Vendor View > Vendor Cost Entry' interface. On the left is a navigation menu with 'Vendor Cost Entry' highlighted. The main area shows a table of cost entries with columns for UPC EAN, Case GTIN, Item Description, Brand Code, Case Pack, Future Case Cost, CUOM, C Zone, Store ID, Start Date, End Date, Record Status, and Change ID. Two pop-up forms are overlaid on the table:

- Applied Cost:** Shows a form with fields for Current Case Cost (0.98000), Current Unit Cost (0.98000), Unit UOI (PK), RSL Code (S1), and Stage Status (Applied).
- Rejected Cost:** Shows a form with fields for Current Case Cost (46.20000), Current Unit Cost (4.04167), Unit UOI (EA), RSL Code (S1), and Reason (COST CHANGE REJECTED - DATE).

Applied Cost

Rejected Cost




Steps for Submitting Costs Manually

To submit cost changes for a limited number of items, you can use the **Vendor Cost Entry** module.

How To...

1. Open **Vendor Cost Entry** module.
2. Click in the top blank row.
3. Enter the UPC, EAN, or PLU number and tab or click off the entry. The system will populate the basic item data.
4. Enter the cost change under Future Case Cost. Remember, this is the cost of the case (not the unit cost) with no adjustments,
5. Enter the Cost Zone that the change applies to (see insert).
6. Enter the Start Date (the date the cost change is to become effective).
7. Enter the End Date (if appropriate). Typically this can be left blank.
8. Click the "+" sign to submit the entry and open a new row. You can continue to add additional cost changes.

A Reminder on Cost Zones and Overrides

1. The **Vendor Store Table** module identifies the Cost Zones (regions) and the Stores within those Cost Zones that you serve under a specific contract or agreement. You can also use the Find  icon to view your Cost Zones and Stores.
2. Cost Zone 99 (the base cost zone) will apply the cost change to all Cost Zones and Stores unless you specify otherwise.
3. For any Cost Zone where the item cost is not the same as for Cost Zone 99, you must make an entry for that Cost Zone (steps 3-8). TIP: If you need to enter multiple Cost Zones for an item, use CTRL + C to copy a UPC and CTRL + V to paste it into the new row(s) so you don't have to type it multiple times.

Vendor View > Vendor Cost Entry 1

Export | Delete | Show Historical

Filter By: UPC EAN | Include "Any one of" | | | | |

: Include "Any one of" RecentSubmissions

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Future
+ 2					

8	UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Future Case Cost	CUOM	C Zone	Store ID	Start Date	End Date
+ 3	72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ		12.00	48.50	CS	99 4	N/A 5	7/29/2017 6	7



What Happens to Submitted Costs?

When you submit a cost change (by clicking the + sign), several things happen.

1. Power HQ will immediately accept or reject the submission based on DeCA's business rules.
2. The entry will drop down in the grid and show as either as Applied (grey background) or Rejected (red text) based on business rules and filters.
3. The most recently submitted cost changes will appear at the top of the grid.
4. To get more details on an entry and its status (including a Reason Code and Reason if the submission is rejected), click on the row to get the detail sidebar.
5. The system captures and displays the date the record was changed and who changed it for accountability.

Vendor View > Vendor Cost Entry

Export | Delete | Show Historical

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

x : Include "Any one of" RecentSubmissions

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Future Case Cost	C Zone	Store ID	Start Date	End Dat..	Record Status Date	Change ID
+											
10700-15680	1-00-10700-15680-5	CANDY AST	JOLLYRANCH	8.00	46.20000			10/2017		8/10/2017 12:17:50 PM	CANDYMAN
10700-15680	1-00-10700-15680-5	CANDY AST	JOLLYRANCH	8.00	4.04167			10/2017		8/10/2017 1:36:35 PM	CANDYMAN
10700-15680	1-00-10700-15680-5	CANDY AST	JOLLYRANCH	8.00				1/2017		8/10/2017 1:41:21 PM	CANDYMAN
10700-15680	1-00-10700-15680-5	CANDY AST	JOLLYRANCH	8.00				16/2017		8/10/2017 1:42:55 PM	CANDYMAN
10700-15680	1-00-10700-15680-5	CANDY AST	JOLLYRANCH	8.00				16/2017		8/10/2017 1:44:31 PM	CANDYMAN

Current Case Cost: 46.20000

Current Unit Cost: 4.04167

Unit UOI: EA

Unit UOM: OZ

Sell Size: 17.5000

RSL Code: S1

Vendor Item #:

Stage Status: Rejected

Reason Code: MinDays

Reason: COST CHANGE REJECTED - DATE

Remove:



Correct a Submitted Cost

If you make an error in entering a cost change and want to change a submission that has been applied or rejected, you will need to make a “new” cost change entry.

NOTE: The Start Date for the new entry CANNOT be before the Start Date of the prior entry.

In this example, the cost submission was rejected due to the Start Date (1), Note that the entered Start Date is the same as the Record Status Date. The error resulted from not changing the “default” Start Date (which is the current date) to a valid Start Date as defined by DeCA business rules.

To correct the error, enter a new cost entry with a valid Start Date (shown in 2). This will override the initial submission.

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Future Case Cost	C Zone	Store ID	Start Date	End Date	Record Status D...
72030-01300	0			1	48.50	99	N/A	10/1/2017		
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANNNS	12.00	48.50004	99	N/A	7/29/2017		7/29/2017 1:01:5...

The submission is then accepted and applied (shown in 3).

UPC EAN	Case GTIN	Item Description	Brand Code	Case Pack	Future Case Cost	CUOM	C Zone	Store ID	Start Date	End Date	Record Status D...	Change ID
	0			1				N/A	7/29/2017			
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANNNS	12.00	48.50004	CS	99	N/A	10/1/2017		7/29/2017 1:05:3...	CANDYMAN
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANNNS	12.00	48.50004	CS	99	N/A	7/29/2017		7/29/2017 1:01:5...	CANDYMAN
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANNNS	12.00	47.57004	CS	99	N/A	12/1/2017		7/27/2017 4:57:2...	CANDYMAN
78700-80237	0-00-78700-80237-8	BREAD HONEY WHEAT	NATURESHAR	1.00	1.70000	CS	71	N/A	12/1/2017		7/27/2017 4:37:4...	CANDYMAN
48121-21681	0-00-48121-21681-8	BAGELS MINI CINAMON RAISIN 12C	THOMAS	12.00	30.99996	CS	999	N/A	12/1/2017		7/27/2017 4:34:2...	CANDYMAN
48121-21681	0-00-48121-21681-8	BAGELS MINI CINAMON RAISIN 12C	THOMAS	12.00	30.00000	CS	99	N/A	12/1/2017		7/27/2017 4:32:5...	CANDYMAN
27900-00037	0-00-27900-00037-4	BREAD CANADIAN BROWN	NISSSEN	1.00	2.05000	CS	99	N/A	12/1/2017		7/27/2017 4:28:3...	CANDYMAN



Review Status of Submitted Costs

You can also use the **Vendor Cost Entry** module to view the status of cost submissions.

Based on what you want to review, select from the following filter options.

- View all recent submissions by clicking **Apply**
- View submissions for a specific item by filtering by UPC EAN
- View by Start Date (when the cost change is to be effective)
- View by Brand Code
- View rejected submissions by Reason Code
- View by Stage Status (Applied and/or Rejected)

Click on any row to populate the Item Information fields on the right.

Vendor View > Vendor Cost Entry

Export | Delete | Show Historical

Filter By: **UPC EAN** | Include "Any one of" | 72030-01300 | Add | Apply | Clear

Include: **UPC EAN: Include "Any one of" 72030-01300**

UPC EAN	GTIN	Item Description	Brand Code	Case Pack	Future Case Cost	CUOM	C Zone	Store ID	Start Date	End Date	Record Status D...	Change ID
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANN'S	12.00	60.48000	CS	71	N/A	3/1/2017		2/13/2017 3:49:2...	
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANN'S	12.00	60.48000	CS	72	N/A	3/1/2017		2/13/2017 3:49:2...	
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANN'S	12.00	46.20000	CS	71	N/A	3/1/2017		2/16/2017 2:50:3...	
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANN'S	12.00	46.20000	CS	72	N/A	3/1/2017		2/16/2017 2:50:3...	
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANN'S	12.00	46.20000	CS	73	N/A	3/1/2017		2/16/2017 2:50:3...	
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANN'S	12.00	48.50004	CS	99	N/A	7/29/2017		7/29/2017 1:01:5...	CANDYMAN
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANN'S	12.00	48.50004	CS	99	N/A	10/1/2017		7/29/2017 1:05:3...	CANDYMAN
72030-01300	0-00-72030-01300-8	CAKE ULT CRUMB COFFEE FRZ	ENTENMANN'S	12.00	47.57004	CS	99	N/A	12/1/2017		7/27/2017 4:57:2...	CANDYMAN



6. Vendor Item Adjustments Module



Steps for Submitting Item Adjustments Manually

Vendor View > Vendor Item Adjustments

1

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 ID	Start Date	End Date	Vendor's Comment
+											
72030-01342	0-00-72030-01342-8	PASTRY BROWNIE MINI FU...	ENTENMANN'S		1	2.00000\$	99	N/A	12/1/2017	12/31/2017	
72030-01342	0-00-72030-01342-8	PASTRY BROWNIE MINI FU...	ENTENMANN'S		1	2.25000\$	99	N/A	8/6/2017	9/30/2017	
28400-00022	1-00-28400-00022-9	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	57.28000\$	71	N/A	9/1/2017	12/31/2017	
28400-00022	1-00-28400-00022-9	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	57.28000\$	72	N/A	9/1/2017	12/31/2017	

How To ...

1. Open the **Vendor Items Adjustments** module
2. If the top blank row is not displayed, click on the **^** to open a new row.
3. Enter UPC number and tab. The system will populate basic item data based on the UPC.
4. Enter Event ID (if applicable), Adjustment Code, Case Adjustment Amount, Cost Zone, Start Date (be sure to change the Start Date from the default today's date), and End Date.
5. You can enter Vendor Comments (optional).
6. Click the **+** to submit the entry and open a new row. You can continue to add additional item adjustments..

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



Steps for Submitting Item Adjustments Manually (cont.)

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 9

UPC EAN	Case GTIN	Item Description	Brand Code	Event	Adj Code	Case Adj Amount	C Zone	Store ID	Start Date	End Date	Vendor's Comment	RSL Code	Record Status D...	Change ID
72030-01342	0-00-72030-01342-8	PASTRY BROWNIE MINI FU...	ENTENMANN'S		1	2.00000\$	99	N/A	12/1/2017	12/31/2017		S1	7/28/2017 12:06:...	CANDYMAN
72030-01342	0-00-72030-01342-8	PASTRY BROWNIE MINI FU...	ENTENMANN'S		1	2.25000\$	99	N/A	8/6/2017	9/30/2017		S1	7/28/2017 12:08:...	CANDYMAN
28400-00022	1-00-28400-00022-9	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	57.28000\$	71	N/A	9/1/2017	12/31/2017		S1	7/29/2017 12:26:...	CANDYMAN
28400-00022	1-00-28400-00022-9	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	57.28000\$	72	N/A	9/1/2017	12/31/2017		S1	7/29/2017 12:26:...	CANDYMAN
48121-13546	1-00-48121-13546-8	BAGELS WHOLE WHEAT TH...	THOMAS		1	1.00000\$	71	N/A	11/1/2017	11/30/2017		S1	8/1/2017 2:41:14...	CANDYMAN
48121-13546	1-00-48121-13546-8	BAGELS WHOLE WHEAT TH...	THOMAS	20170025	2	0.50000\$	71	N/A	9/1/2017	12/31/2017		S1	8/1/2017 2:37:31...	CANDYMAN
72030-01342	0-00-72030-01342-8	PASTRY BROWNIE MINI FU...	ENTENMANN'S		10	2.50000\$	99	N/A	9/1/2017	9/30/2017		S1	7/28/2017 12:07:...	CANDYMAN
28400-00024	0-00-28400-00024-6	DIP CHEDDAR JALAPENO	FRITOLAY		10	53.56000\$	71	N/A	9/1/2017	12/31/2017		S1	7/29/2017 12:26:...	CANDYMAN

How To (cont.) ...

- The entry will drop to the grid below and its status in the Staging Table will be reflected.
- Click on the row to see the detailed information grid.
- The system captures and displays the date the record was changed and who changed it.

Net Unit Cost: 2.14833 8

Case Cost: 26.28000

Case Pack: 12.00

Unit UOM: OZ

Unit UOI: PK

Sell Size: 13.0000

Min Qty:

Vendor Item #:

Stage Status: Open

Reason Code:

Reason:

Remove:

Note: This is a negotiated promotion in an OPEN status pending DeCA review.



Review Status of Submitted Adjustments

You can also use the **Vendor Item Adjustments** module to view the status of adjustments submitted via Electronic Imports and manually.

Based on what you want to review, select from the following filter options.

- View all recent submissions by clicking **Apply**
- View submissions for a specific item by filtering by UPC EAN
- View by Brand Code
- View by Start Date (when the item adjustment is to be effective)
- View by End Date (when the item adjustment ends)
- View by Stage Status
- View rejected submissions by Reason
- View rejected submissions by Reason Code

Click on any row to populate the Item Information fields on the right.

Vendor View > Vendor Item Adjustments

Export Historical

Filter

Included: Stage Status Reason Reason Code

UPC EAN	Case ID	Item Description	Brand Code	Event	Adj Code	Adj Amount	C Zone	Store ID	Start Date	End Date	Vendor's Comment
10700-02192	0-00-10700-02192-2	SHPR CANDY SNACK SZ AST	HERSHEYS		1	12.00000\$	72	N/A	8/31/2017	11/25/2017	Criags file
10700-02192	0-00-10700-02192-2	SHPR CANDY SNACK SZ AST	HERSHEYS		1	12.00000\$	99	N/A	8/31/2017	11/25/2017	Criags file
10700-02291	1-00-10700-02291-9	CANDY PEANUT BUTTER	WHOPPERS	20170050	2	2.00000\$	99	N/A	8/1/2017	MaxDate	
10700-02440	1-00-10700-02440-1	CANDY BIG BOX 4	WHOPPERS	20170050	2	2.00000\$	99	N/A	8/1/2017	MaxDate	



Stage Status of Item Adjustments

Non-Negotiated Adjustments

Non-Negotiated Adjustments are automatically Applied or Rejected based on DeCA business rules.

They will show as 'APPLIED' (grey highlight) or as 'REJECTED' (red text) in the Staging Table.

The "Remove" Option is not available.

Negotiated Adjustments

Negotiated Adjustments will show in an OPEN status initially. They may show in a PENDING ACCEPT or PENDING REJECT status until DeCA applies them to the Operational Tables.

If an adjustment is in an OPEN, PENDING ACCEPT, or PENDING REJECT status, you can **request** DeCA remove the submission. DeCA will make the decision to remove or not.

Net Unit Cost:	1.91333
Case Cost:	23.16000
Case Pack:	12.00
CUOM:	CS <input type="button" value="Q"/> <input type="button" value="X"/>
SUOM:	OZ <input type="button" value="Q"/> <input type="button" value="X"/>
Min Qty:	
Vendor Item #:	
Stage Status:	Open <input type="button" value="v"/>
Reason Code:	
Reason:	
Remove:	<input type="checkbox"/>



Correct and Resubmit Rejected Submissions

You can check the status of the Item Adjustments submitted manually or via Electronic Imports using the **Vendor Item Adjustments** module. In the following example five submissions were accepted and Applied, one submission was Rejected.

1. Click on the row that was Rejected.
2. The sidebar displays the Reason Code and Reason the submission was rejected.
3. Note the incorrect start date.
4. To correct and resubmit, click in the top row and enter the correct information for the item adjustment and click + to submit.

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		
28400-00024	0-00-28400-00024-6	DIP CHEDDAR JALAPENO	FRITOLAY		1	53.56000\$	99	N/A	9/1/2017	12/31/2017
28400-00024	0-00-28400-00024-6	DIP CHEDDAR JALAPENO	FRITOLAY		1	53.56000\$	72	N/A	8/1/2017	12/31/2017
28400-00024	0-00-28400-00024-6	DIP CHEDDAR JALAPENO	FRITOLAY		1	53.56000\$	71	N/A	9/1/2017	12/31/2017
28400-00022	1-00-28400-00022-9	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	49.28000\$	99	N/A	9/1/2017	12/31/2017
28400-00022	1-00-28400-00022-9	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	57.28000\$	72	N/A	9/1/2017	12/31/2017
28400-00022	1-00-28400-00022-9	DIP CHEDDAR CHEESE MILD	FRITOLAY		1	57.28000\$	71	N/A	9/1/2017	12/31/2017

-0.04167

52.56000

24.00

OZ

CN

9.0000

Rejected

MinDays

0504F

COST ADJUSTMENT REJECTED - LATE DATE

The Start Date was entered incorrectly as 8/1/2017. To correct, click in the top row and enter the information for the item adjustment with a Start Date of 9/1/2017.



7. Reference Material



Vendor Portal Help Desk Support

- Available everyday, all day (7x24x365)
- Vendor Portal 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 Vendor Portal Help Desk support, call 1-800-531-2222 and enter PIN 7780



WBTs and Reference Guide

Web Based Training (WBT) and the Vendor Reference Guide are on www.commissaries.com under **Our Agency > About DeCA > Business with DeCA > Vendors/EBS**

The screenshot shows the DeCA website interface. At the top left is the DeCA logo. To its right, a location pin icon indicates 'Fort Lee OPEN NOW' with the address '400 Shop Road Ft Lee, VA 23801-1743' and a 'Change My Store' link. A 'Sales Flyer' button is in the top right. A navigation bar contains 'HOME | REWARDS & SAVINGS | SHOPPING | HEALTHY LIVING & RECIPES | OUR AGENCY' and a search icon. Below this is a breadcrumb trail: 'Home / Our Agency / Business With DeCA'. The main heading is 'BUSINESS WITH DECA'. Three content cards are displayed: 1. 'Vendors/EBS' with a door icon, description: 'Find information and resources about becoming a DeCA vendor.' 2. 'Contracting' with a document and pencil icon, description: 'View recently awarded contracts and more DeCA contractor info.' 3. 'Business Resources' with an information icon, description: '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



Vendor Maintenance Module



- V 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

This is a “view only” module that provides basic information on your company. If changes are needed, contact DeCA.

<< Find in menu 🔍
 👤 THE CANDY MAN COMPANY - 15G4604
 👤 CANDYMAN
 🔄 Reload
 🚪 Logout

Vendor View > Vendor Maintenance

📄 Save

Master

Vendor Name:	<input type="text" value="THE CANDY MAN..."/>	CAGE Code:	<input type="text" value="DFWL3"/>
Vendor Number:	<input type="text" value="A055-01"/>		
Legal Business Na...:	<input type="text"/>	DBA Name:	<input type="text"/>
DUNS Number:	<input type="text"/>		
Address 1:	<input type="text" value="14 EAST CHOCOL..."/>	Address 2:	<input type="text" value="P O BOX 804"/>
City:	<input type="text" value="CANDYVILLE"/>	State:	<input type="text" value="PA"/>
Postal Code:	<input type="text" value="170330804"/>		
Web Site:	<input type="text"/>		

Authorized Negotiator Contacts

Name:	<input type="text" value="James Candy"/>	Title:	<input type="text" value="President"/>
Phone:	<input type="text" value="555-555-1211"/>	EEmail:	<input type="text" value="JAMES@CANDYMAN.COM"/>
Name:	<input type="text" value="John Candy"/>	Title:	<input type="text" value="CFO"/>
Phone:	<input type="text" value="555-555-1212"/>	EEmail:	<input type="text" value="JOHN@CANDYMAN.COM"/>
Name:	<input type="text" value="Jake Candy"/>	Title:	<input type="text" value="Janitor"/>
Phone:	<input type="text" value="555-555-1213"/>	EEmail:	<input type="text" value="JAKE@CANDYMAN.COM"/>

Payment Contact

Contact:	<input type="text" value="MIKE CANDY"/>	Voice Phone:	<input type="text" value="555-555-1214"/>
FAX Phone:	<input type="text" value="555-555-1215"/>		
email Address:	<input type="text" value="MIKE@CANDYMAN.COM"/>		



EDI 879 Error Codes

Error Code	824 Message	Description
0600F	Effective date past cutoff	Effective Date is in the Past or Submission Date Past Cut –Off (10 th or the 25 th of the month)
0601F	Effective date must be the 1st or 16th of the month	Cost Effective Date is not the 1 st or the 16 th of the month
0603F	Cannot change cost for an item on promotion	The item is included on a promotional event and the cost change effective date is within the promotional event VPR Dates
0604F	Cost Change identical to current cost	Cost Change is equal to or < one cent. Unit Basis must be “CA” or “EA”
0606F	Unit UPC not found in DeCA catalog	UPC is not on the “Vendor’s Contract”
0607F	Case pack required for case level pricing	Unit or Basis for Measurement Code is “CA” so Case Pack is Required
0608F	Missing or Invalid Case UPC; Case UPC is mandatory	Unit or Basis for Measurement Code is “CA” so Case UPC is Required
0609F	Item not Authorized for Vendors Contract	UPC/EAN attached to the cost change is not Authorized
0611F	No CAGE Code provided in N1 segment	Missing CAGE Code
0612F	879 X12 has no item level pricing information	EMPTY FILE- No item data contained in file
0613F	Invalid CAGE Code for this Case UPC	The case UPC is not authorized for this CAGE Code
0614F	CAGE Code not on file	CAGE Code Invalid
0615F	Case Pack differs from DeCA Catalog	Unit Basis is “CA” provided Case Pack does not match DeCA’s Catalog
0616F	Duplicate UPC/CAGE Code/DODAAC/Start Date	Duplicates within one transaction set or working set (multiple transaction sets within 1 hours of each other)
0617F	Invalid or Missing Price Zone DoDAAC	Pricing DoDAAC is invalid or missing
0618F	Item Not Authorized for Price Zone DODAAC	Pricing DoDAAC is not authorized for your CAGE Code
0621F	System Error Contact DeCA Support	Requires DeCA support to discuss and resolve the error
0626F	Unit Basis in G40*07 must be CA (case) or EA (each)	“CA” or “EA” must be used for Unit Basis
0627F*	Missing PIIN for Web Pricing Vendor	System Error contact DeCA Support
0621W*	Cost Change Warning – Date	An EDI 879 Transaction Set has already been received for the same item and same cost effective date
0622W*	Cost Change Warning - Cost Increase or Decrease	An EDI Transaction Set has been received more than three times in a 60-day period
0624W*	Cost Change Warning - Cost Zones	Cost change transaction set was not received for all cost zones identified for the item

* Internal Warning for DeCA



EDI 889 Error Codes

Error Code	824 Message	Description
0500F	Promotion Status Code (G42*01) is invalid or missing	Promotional Status must be "O1" (O2 and O3 will be used sometime in the future, DeCA will announce when these options are available)
0501F	Adjustment Start/End Date is Invalid or Missing	Date format must be CCYYMMDD where CC represents the first two digits of the calendar year Event and its Start and/End Date do not match DeCA's Event Calendar
0502F	Duplicate UPC/CAGE Code/DoDAAC/Start Date	This is within one transaction set or working set (multiple transactions sets within 1 Hour of each other)
0503F	Effective date must be the 1st or 16th of the month	The cost effective start date is not 1 st or 16 th of the month
0504F	Missed cutoff date for Promotions	Negotiated- The Cost Adjustment is less than or equal to 120 days prior to promotional start date for the event number submitted. Non Negotiated- Submission Date is Past Cutoff (10 th or the 25 th of the month)
0507F	Case pack required for case level pricing	Unit Basis for Measurement Code is CA so Case Pack is Required
0508F	Missing or Invalid Case UPC; Case UPC is mandatory	-Unit Basis is missing -Case UPC is Invalid or Missing
0509F	Cost Adjustment of zero not allowed	-Cost Adjustment is Zero Amount not allow -Unit Basis must be "EA" or "CA"
0510F	Item Not Authorized for Price Zone DODAAC	Cost Adjustment transaction set was for cost zones not identified for the item/contract
0512F	Unknown or missing DeCA CAGE Code	-Cost adjustment transaction set does not include the CAGE Code or -CAGE Code is Invalid
0513F	889 X12 has no item level pricing information	EMPTY FILE- No item data contained in file
0514F	DeCA Event ID is invalid or blank	DeCA Event ID is invalid or missing
0517F	Case value differs from DeCA Catalog	Unit Basis is "CA" provided Case pack does not match DeCA's Catalog
0518F	Cost Adjustment identical to current adjustment	UPC/CAGE/DODAAC/START DATE Are Identical
0522F	Invalid or Missing Price Zone DoDAAC	Pricing DoDAAC is invalid or missing
0523F	CAGE Code Not Authorized for Price Zone DoDAAC	Pricing DoCAAC is not authorized for your CAGE Code
0528F	System Error contact DeCA support	Requires DeCA Support to discuss and resolve the Error
0525W*	Cost Adjustment Warning – Cost	The Item Cost Adjustment is equal to or < .01 Cent
0526W*	Multiple Offers	Item has previously been submitted for this Event

* Denotes internal warning for DeCA



Portal Reason Codes

Reason Code	Reason	Description
MaxChg	Maximum % Change	The percent of change caused by this transaction exceeds the allowable
MinDays	Minimum Days	The minimum number of days for a change is violated by this transaction
Lead Time	Lead Time	The lead time is too short for this promotion period
Target Mar	Target Margin	Insufficient incremental lift
Patron Sav	Patron Savings	Not enough patron savings for the category
Poor Perf	Poor Performance	Insufficient lift during required time period for required items
Low ACV	Low ACV	ACV too low to warrant a promotion
Seasonal	Seasonal	Wrong timing or theme
Back2Back	Back 2 Back	Item is in a previous promotion package
Comp Item	Competitor Item	Competitor's item is selected
No EDLP	No EDLP	No space within this period for Every Day Low Price (EDLP)
DayOfWeek	Day of Week	Promotion period not available