How to Establish a Base Cost in Vendor Portal

1. Select **Cost Book**.
2. Filter by **COST_ZONE** and enter **99**.
3. Click **Add** and **Apply**.
4. System displays all items on selected contract.
5. Click **Export**.
6. Select **CSV** file format and click **Generate Report**. Click **OK** on confirmation message (not shown).

7. Select **View Generated Report**.
8. Select first report.
9. Click **View**.
10. Click **Open** or **Save** on pop-up.
11. When Excel spreadsheet opens, enter **FUTURE_CASE_COST** and **START_DATE** for items in your base Cost Zone.
12. Save as Excel spreadsheet on your PC.

13. Select **Electronic Imports**.
14. Click **New**.
15. Enter **0** (zero) for TransType ID.
16. Click **Select Excel file…** and select your spreadsheet (step 12).
17. Click **Load**.
18. When complete, click **Save**.
19. Click **Ok** on Confirmation message. Click **OK** on Inserted successfully message (not shown).
20. Costs are imported into DeCA's HQ system and results of the import are shown in the **Results** tab.