



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

IN REPLY
REFER TO

MPS

May 9, 2018

NOTICE TO THE TRADE – DeCA NOTICE 18-41

SUBJECT: **Update!** EBS Vendor Portal Agreements and Bill Back Manager

The purpose of this notice is to alert Industry that the Vendor Portal Agreement enhancement and Bill Back Manager release date that was published in NTT 18-31 has been changed. The new estimated release date is June 25, 2018.

After a collaborative training and testing session with Industry during the week of April 23, the team found a couple of areas that did not meet DeCA's requirements. We have determined that additional time, development, and testing is needed to achieve the desired results that will benefit all.

Vendors should continue to use the Item Adjustment Module in Vendor Portal to submit Manager's Specials and Off-Invoice promotions.

The Web Based Training (WBT) course for Vendor Portal Agreements has been posted and is available at <https://www.commissaries.com/our-agency/business-with-deca/ebs-vendor-portal>. This WBT will assist vendors with using Agreements and entering the email address for receipt of the scan-down invoices. The WBT is a self-study learning opportunity where vendors can access the learning environment 7 days a week, 24 hours a day. A Vendor Portal Reference Guide for Scan-Based Promotional Agreements has also been posted and is available on this Web site.

Questions about this notice should be submitted by email to EBSquestions@deca.mil.

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