



DEFENSE COMMISSARY AGENCY  
HEADQUARTERS  
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FORT LEE, VIRGINIA 23801-1800

MPS

June 22, 2018

NOTICE TO THE TRADE – DeCA NOTICE 18-47

**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 (BBM) release date that was published in NTT 18-41 has been changed. The new estimated release date is Monday, July 16, 2018.

Please be advised that the Vendor Portal user interface will be unavailable for general use from Saturday, July 14, 2018, from 00:01am through Sunday, July 15, 11:59pm EDT to accommodate the BBM migration. Vendor Portal will be available again on Monday, July 16 at 12:00am EDT with the new Vendor Portal Agreement module and BBM in place.

Vendors should continue to use the Item Adjustment Module in Vendor Portal to submit Manager's Specials and Off-Invoice promotions until the new Vendor Portal Agreement module is available on June 16, 2018.

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.

Questions about this notice should be submitted by email to [EBQuestions@deca.mil](mailto:EBQuestions@deca.mil).

*Tracie L. Russ*

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