



## Examples of Email Notifications

1. The system will send an email notification to both Vendors and DeCA whenever there is an agreement status change that impacts the vendor. Following is an example of a Vendor Portal automated email notification.

From: [Vendor.Portal@deca.mil](mailto:Vendor.Portal@deca.mil)  
[mailto:[Vendor.Portal@deca.mil](mailto:Vendor.Portal@deca.mil)]  
Sent: Thursday, April 19, 2018 12:25 PM  
To: Valued Vendor  
Subject: Agreement 575 status is changed

Agreement 575 status is changed from New to DecaAccept

2. The system will send an email notification and will attach the Invoice to the Vendor whenever a remittance payment is due. Following is an example of a Bill Back Manager automated email notification.

From: [DeCASCandownInvoices@deca.mil](mailto:DeCASCandownInvoices@deca.mil) [mailto:[DeCASCandownInvoices@deca.mil](mailto:DeCASCandownInvoices@deca.mil)]  
Sent: Wednesday, June 27, 2018 2:13 PM  
To: Valued Vendor  
Subject: Invoice #2370-1 from Defense Commissary Agency (DeCA) (DM Meat J20B)

Dear VALUED VENDOR,

Please remit payment at your earliest convenience for the attached invoice.

Thank you for your continued support, we appreciate it very much.

Sincerely,

Defense Commissary Agency (DeCA)