



Vendor Portal Reference Guide

Scan-Based Promotional Agreements



**Version 1.2
July 2018**



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1. Understanding Scan-Based Agreements in Vendor Portal



Understanding Scan-Based Agreements

This enhancement to the Vendor Portal allows vendors to **create, negotiate, and finalize scan-based promotional agreements** electronically with DeCA for:



Manager Special Scandown – A promotional scandown tied to a National Promotional Event



Hot Deal Scandown – Promotions with a shorter scandown period that may or may not be tied to an event



Seasonal Scandown – Markdown of items at the conclusion of a Seasonal Event (e.g., Christmas, Easter, Suncare, etc.)

In conjunction with this enhancement, BillBack Manager (BBM) will track scandowns at stores and generate monthly invoices reflecting the amount owed to DeCA based on the vendor agreement.

Invoices will contain a summary invoice listing the total for each store and an item detail for each store.

Invoices will be emailed to vendors' designated contact(s). Both the current and prior months' invoices will be posted in Vendor Portal under the **View Generated Reports** module.

NOTE: The Scan-Based Agreements enhancement is only available to CONUS vendors at this time (includes Alaska and Hawaii). OCONUS vendors (located outside the United States) will continue to use their current processes for submitting scan-based agreements.



Understanding Scan-Based Agreements

What's New and Different?

Before this enhancement scandown promotions were submitted as **Vendor Item Adjustments** with an Adjustment Code 10.

Now vendors will use the **Agreement** module to submit scandown promotions

- Manager Special scandown as BillBack Type 2 Agreements to DeCA Category Manager
- Seasonal scandown as BillBack Type 3 Agreements to DeCA Promotional Team
- Hot Deal scandown as BillBack Type 4 Agreements to DeCA Category Manager



Promotional Agreements are characterized by the following:

Promotional Agreement Type	BillBack Type	Event ID Required?	Tied to Promo Grid?	Submission Requirements (before promo start date)
Manager Special Scandown	2	Yes	Yes	Minimum of 120 Calendar Days
Seasonal Scandown	3	No	No	Minimum of 3 Calendar Days
Hot Deal Scandown	4	No	No	Minimum of 3 Calendar Days



Understanding Scan-Based Agreements

The First Step

1. Log into Vendor Portal and acknowledge the DoD Notice and Consent Banner. The Vendor Selection screen displays. Double click on row to select Vendor/Contract. (NOTE: Refer to the Vendor Portal Reference Guide if needed - <https://www.commissaries.com/sites/default/files/2017-10/vendor-portal-reference-guide.pdf>)

Vendor Selection

UPC EAN Vendor Item Select Vendor Select Vendor List

Select Vendor

Select Vendor

Vendor Number	Vendor Name
0241-01	TACO LOCO PRODUCTS INC - 12G7914
A055-01	THE HERSEY COMPANY - 15G4604

2. Before you begin using the Vendor Portal Agreement module, open the **Vendor Maintenance** module and enter Agreement Emails information. **IMPORTANT: This information must be completed.**
3. In Receivable Email, enter the email address(es) of persons authorized to receive invoices via email.
4. In Agreement Submission Email, enter the email address(es) of person(s) authorized to submit scan-based promotional agreements and receive email notification.

Separate multiple email addresses with a comma, for example:
number1@company.com,
number2@company.com,
number3@company.com)

Vendor View > Vendor Maintenance

Save | X

Master

Vendor Name: FIVE STAR FOODS... CAGE Code: 1FSP9 Vendor Number: N141-01

Legal Business Na... DBA Name:

Address 1: Address 2: 798 SO HOPPER R...

City: MODESTO State: CA

Postal Code: 95357 Web Site:

Authorized Negotiator Contacts

Name: Title: Phone:

Name: Title: Phone:

Name: Title: Phone:

Payment Contact

Contact: KAREN TIPTON TI... Voice Phone: 5596651715 FAX Phone: 5596652156

Payment Email: LILLYKARE2@AOL.COM

Agreement Emails

Receivable Email:

Agreement Submission Email:



CAUTION: If you delete or overwrite an existing email address, that person will no longer receive emails from the system.



Understanding Scan-Based Agreements

Viewing Agreements after the Data Conversion...

When accessing the Agreement screen for the first time after the data conversion, you will only see BillBack Type 2 (Manager's Special) agreements that were migrated. As you add new agreements, the grid will display those agreements.

Existing accepted and staged (pending) agreements for Manager's Special (formerly Adjustment Code 10) will convert to scan-based agreements, BillBack Type 2.

- Accepted agreements will show a status of **DecaAccept**.
- Staged agreements will show a status of **CatMan**, meaning the next step is for the DeCA Category Manager to review and take action.

Vendor View > Agreement

Filter By: Category Mgr Include "Any one of" Add Apply Clear

Agreement #	Vendor Number	Agreement Description	Event	Category Mgr	Start Date	BillBack Type	Accept Status	Exported Date
268	A049-01	HEALTH CARE NONFOOD-BABY HBC 32-BABY WIP...	20180006	Smith L	3/19/2018	2	CatMan	
267	A049-01	BEAUTY CARE-SOAP 31-BODY WASH	20180006	Smith L	3/19/2018	2	CatMan	
266	A049-01	BEAUTY CARE-SHAVING PRODUCTS 31-SHAVING...	20180006	Smith L	3/21/2018	2	DecaAccept	
265	A049-01	BEAUTY CARE-SHAVING PRODUCTS 31-SHAVING...	20180006	Smith L	3/19/2018	2	CatMan	
264	A049-01	BEAUTY CARE-HAIR CARE 31-SHAMPOO	20180006	Smith L	3/19/2018	2	CatMan	
263	A049-01	BEAUTY CARE-HAIR CARE 31-CONDITIONER	20180006	Smith L	3/19/2018	2	CatMan	
262	A049-01	BEAUTY CARE-FACE CARE 31-CLEANSERS AND M...	20180006	Smith L	3/19/2018	2	CatMan	
261	A049-01	BEAUTY CARE-DEODORANT 31-SOLID	20180006	Smith L	3/19/2018	2	CatMan	
260	A049-01	BEAUTY CARE-DEODORANT 31-GEL	20180006	Smith L	3/19/2018	2	CatMan	



2. View Agreements and Export Data



To View Agreements...

1. Select the **Agreement** module from the Vendor Portal main menu.
2. To see all Agreements for your contract, click **Apply**.
3. You can also use **Filter By** to narrow the displayed entries (see the Vendor Portal Reference Guide if you need a refresher on how to use filters).
4. Double click on the row to view the Agreement Details screen.

The screenshot shows the 'Vendor View > Agreement' interface. On the left is a navigation menu with 'Agreement' highlighted. At the top right, it shows 'THE HERSHEY COMPANY - 15G4604' and 'TRAINER'. Below the header are buttons for 'New', 'Export', 'Edit', 'View', 'Generate Report', and 'View Report'. A 'Filter By' dropdown menu is open, showing options like 'Category Mgr', 'Event', 'Agreement #', 'Agreement Desc', 'Accept Status', 'Start Date', and 'End Date'. A table of agreements is displayed with columns for Agreement, Agreement Description, Event, Category Mgr, Start Date, End Date, BillBack Type, Accept Status, and Exported Date. Red callouts 1-4 point to the Agreement menu item, the Filter By dropdown, the Apply button, and a table row respectively.

Agreement	Agreement Description	Event	Category Mgr	Start Date	End Date	BillBack Type	Accept Status	Exported Date
158	Drill Manager Special	20180320	Dial R	4/1/2018	4/30/2018	2	DecaAccept	
159	Test01	20180322	Dial R	4/1/2018	4/30/2018	2	New	
160	DemoAgreement	20180096	Bennett B	11/15/2018	12/25/2018	2	CatMan	
161	A055-01 SecondDemo		Bennett B	4/13/2018	4/30/2018	3	CatMan	
162	A055-01 Test HI AK		Bennett B	4/1/2018	4/30/2018	3	DecaReject	
163	A055-01 TestwTest		Dial R	4/23/2018	4/27/2018	4	CHGBSTART	
164	A055-01 TestNew		Bennett B	4/9/2018	4/30/2018	4	New	
165	A055-01 DemoDeal		Clary D	5/1/2018	5/15/2018	3	New	
166	A055-01 DandyDeal	20180096	Bennett B	11/15/2018	12/31/2018	2	CatMan	
167	A055-01 ChristmasCandyPromo	20180096	Leffert D	11/1/2018	12/25/2018	2	CatMan	



Agreement Details Screen - General Tab

Following is an overview of the Agreement Details screen data fields.

The screenshot shows a web application window titled "Agreement Details: A055-01, 147, BetterDeal 3-9-18 RHS". The window has two tabs: "General" (selected) and "Items". The "General" tab is divided into three sections: "Details", "Invoicing", and "Dates".

- Details Section:**
 - 3 Agreement Description: BetterDeal 3-9-18 R...
 - 4 Category Mgr: Bennett B
 - 5 BillBack Type: 4
 - 6 Agreement Number: 147
 - 7 Accept Status: CatMan
- Invoicing Section:**
 - 8 Vendor Number: A055-01
 - Billing Type: Vendor
- Dates Section:**
 - 9 Event: (empty)
 - 10 Start Date: 4/2/2018
 - End Date: 4/30/2018
 - 11 Bill Calendar: 2
- Stores Section:**
 - 12 Store List: BBM_ALL_STORES
 - Selected Stores Display: (empty)

1. Agreement Details – Identifies Vendor Number and Agreement Description
2. Tabs – toggle between General and Item data
3. Agreement Description – Text describing the agreement
4. Category Mgr – Category Manager
5. BillBack Type – Entry of 2, 3, or 4
6. Agreement Number – System generated
7. Accept Status – Current *Accept Status* of agreement
8. Invoicing – Vendor Number and Billing Type
9. Event –BillBack Type 2 agreements will have the corresponding Event number in this field; others will not
10. Start/End Date – Beginning and Ending date for agreement
11. Bill Calendar– default set to Monthly Billing (Code 2)
12. Store List – default to BBM All Stores



Agreement Details Screen - Items Tab

Following is an overview of the Agreement Items screen. Additional information is provided in the **Create New Promotional Agreements** section.

To view items included in an agreement...

1. Select the **Items** tab. The Items screen will display with no visible items.
2. Click **Apply** to display the items or use Filter By to narrow down results displayed.
3. The items with the unit adjustment amount will display.


In this example, the vendor is offering DeCA:

- \$.10 off (Adj Amount)
- Each 7 (Sell Size)
- OZ (Unit UOM)
- Units (Billing Unit)
- GoodPlenty (Brand Code)
- Candy Peg (Item Description)



To Export Data from the Agreement Grid...


The screenshot shows the 'Vendor View > Agreement' interface. A red circle '1' highlights the 'Export' icon in the toolbar. A dialog box titled 'PLEASE SELECT FILE FORMAT' is overlaid on the grid, with a red circle '2' pointing to the 'PDF' radio button. A red circle '3' points to the 'Generate Report' button in the dialog. The background grid shows columns for Agreement #, Vendor Number, Agreement Description, Event, Category Mgr, and Start Date. The 'Agreement' menu item is highlighted in the left sidebar.

1. Click **Export**  icon.
2. Select **File Format**.
3. Click **Generate Report**.
4. Click **Ok** in confirmation box.

The screenshot shows the same Agreement grid as above, but with a confirmation dialog box overlaid. The dialog box has a blue information icon and the text 'Report is been generated.' A red circle '4' points to the 'Ok' button in the dialog. The background grid is partially visible behind the dialog.



Export Data from Agreement Grid

5. Select **View Generated Report** module.
6. Select report to view.
7. Click the **View**  icon.
8. Click **Open** or **Save** on the popup.
9. The report displays.

Run Date: 04/16/2018

Agreement # Exported Date	Vendor Number	Agreement Description	Event	Category Mgr
A055-01	Candyman	20180034	Bennett B	
A055-01	BBM-Test_Rob	20180004	Dowlen C	
A055-01	BBM-Test_Rob-Discontinued	20180305	Dowlen C	3/1/2018 3/31/2018 2
A055-01	BBM-Test-Robb2	20180305	Dowlen C	3/1/2018 3/31/2018 3
A055-01	New Agreement Test	20180007	Dowlen C	4/1/2018 4/30/2018 5
A055-01	BBM Test - Rob	20180313	Clary D	7/1/2018 7/31/2018 7
A055-01	CandyDeal3.7.18	20180034	Merriweather B	9/1/2018 10/31/2018 2

Sample PDF

Agreement #	Vendor Number	Agreement Description	Event	Category Mgr	Start Date	End Date	BillBack Ty	Accept Status
1	A055-01	Candyman	20180034	Bennett B	8/1/2018	11/5/2018	2	VndAccept
1	A055-01	BBM-Test_Rob	20180004	Dowlen C	2/16/2018	3/15/2018	2	CatMan
1	A055-01	BBM-Test_Rob-Discontinued	20180305	Dowlen C	3/1/2018	3/31/2018	2	VndReject
1	A055-01	BBM-Test-Robb2	20180305	Dowlen C	3/1/2018	3/31/2018	3	DecaAccept
1	A055-01	New Agreement Test	20180007	Dowlen C	4/1/2018	4/30/2018	5	Rescinded
1	A055-01	BBM Test - Rob	20180313	Clary D	7/1/2018	7/31/2018	7	DecaAccept
7	A055-01	CandyDeal3.7.18	20180034	Merriweather B	9/1/2018	10/31/2018	2	CatMan
9	A055-01	3.7.18 RHS Deal		Merriweather B	6/1/2018	7/31/2018	4	CatMan
10	A055-01	3.7.18 RHS 2	20180034	Merriweather B	9/15/2018	10/31/2018	2	CatMan
11	A055-01	3.7.18 RHS 3	20180034	Bennett B	9/1/2018	10/31/2018	2	CatMan

Sample CSV



3. Create New Promotional Agreement

- Step 1: Enter Agreement Details
- Step 2: Add Items and Adjustment Amounts
- Step 3: Add Comments (optional)
- Step 4: Send Agreement to DeCA



Create New Scan-Based Promotional Agreement

Quick Reference Guide to creating a new scan-based promotional agreement

Step 1 – Enter Agreement details

1. Select **Agreement** module.
2. Click **New** icon.
3. Enter Agreement Description.
4. Select Category Manager.
5. Select Billback Type.
6. If BillBack Type 2 (Manager's Special), select the Event ID.
7. Select Start Date and End Date.
8. Bill Calendar defaults to 2 (do not modify).
9. Vendor Number and Billing Type are system generated.
10. Store List defaults to BBM ALL STORES. Select alternative from dropdown or select individual stores if needed.
11. Click **Save**, then click **OK** on the confirmation message. The *Accept Status* changes to New.

Do **NOT** click Next Status icon until you add items.

Step 2 – Add Items and Adjustment amounts

To add a single item...

1. Select **Items** tab.
2. Enter or select UPC.
3. Enter Adjustment Amount and select Unit as the Billing Unit.
4. Click **plus** icon to save entry.
5. Repeat above to add additional items.
6. Click **Save** when all items added and click **OK** on the confirmation message

To add multiple items...

1. Select **Items** tab.
2. Click **Add Multiple Items** icon.
3. Enter UPCs with comma separators or cut and paste (CTRL V) UPCs.
4. Click **Validate UPC** button, then click **OK** on the confirmation message.
5. If the adjustment amount is the same for all items, in *common billback items detail* box, enter the adjustment amount and select Units as the Billing Unit. Click Save and OK on the confirmation message.

If the adjustment amount varies for items, select Units as the billing Unit (do not enter an adjustment amount). click **Save** and **OK** on the confirmation message. Enter the adjustment amount for each item. Click **Save** and **OK** on the confirmation message.

Step 3 – Add Comments if applicable

1. Click on the **Comments** icon,
2. Under Agreement Comments or Invoice Comments, click the down caret in *Message Text* box to add a row and click inside row and turn it blue.
3. Click inside *Message Text Editor* box and enter text.
4. Click the **plus** icon to save. Text shows in Message Text box.
5. Click **Close** to return to General tab.


Step 4 – Send Agreement to DeCA

1. Click the **Next Status** icon.
2. Select CatMan or Promo and click **OK**, then click OK on the confirmation message.
3. The *Accept Status* will show as CatMan or Promo. DeCA now has the agreement and you cannot edit it.



Create New Scan-Based Promotional Agreement

Step 1: Enter Agreement Details


1. Select **Agreement** module.
2. Agreement Module displays; click **New**  icon.
3. Blank Agreement Details screen displays.
4. Enter Agreement Description.

The screenshot displays the Defense Commissary Agency system interface. On the left is a navigation menu with the following items: Vendor View, Vendor Cost/Adjust List, Cost Book, Item Adjustment, Vendor Cost Entry, Vendor Item Adjustments, Electronic Imports, Agreement (highlighted with a red circle 1), View Generated Report, Vendor Maintenance, and Vendor Store Table. The main content area shows a breadcrumb trail: View > Agreement (with a red circle 2). Below this is a toolbar with buttons for New, Export, Edit, View, Generate Report, and View Report. A filter section is set to 'Category Mgr' with an 'Include "Any one of"' dropdown. A table header is visible with columns: Agreement #, Vendor Number, Agreement Description, Event, Category Mgr, Start Date, End Date, BillBack Type, Accept Status, and Exported Date. An 'Agreement Details' modal window (with a red circle 3) is open, containing a 'Save' button and several input fields. The 'Details' section includes 'Agreement Description' (with a red circle 4), 'Category Mgr', and 'BillBack Type', each with a search and clear icon. The 'Invoicing' section includes 'Vendor Number' (A055-01) and 'Billing Type' (Vendor). The 'Dates' section includes 'Event', 'Start Date', 'End Date', and 'Bill Calendar' (2), each with a search and clear icon. The 'Stores' section includes 'Store List' (BBM_ALL_STORES) and 'Selected Stores Display'.



Create New Scan-Based Promotional Agreement

Step 1: Enter Agreement details (cont.)

5. In the mandatory **Category Mgr** field, click the **Find**  icon to open the **Select from DC_CATMGR** screen.
6. Click on the row to select the Category Manager.
7. Click **Apply** or double click on the row to insert into the Agreement Details screen.



The screenshot shows the 'Agreement Details' form with a modal window titled 'Select from DC_CATMGR' open. The form has two main sections: 'Details' and 'Invoicing'. The 'Details' section includes fields for 'Agreement Description' (containing 'DemoAgreement'), 'Category Mgr' (with a search icon and a red circle '5'), and 'BillBack Type' (with a search icon). The 'Invoicing' section includes 'Vendor Number' (containing 'A055-01') and 'Billing Type' (containing 'Vendor'). The 'Dates' section has an 'Event' field with a search icon. The modal window 'Select from DC_CATMGR' has a 'Filter By' dropdown, 'Apply' and 'Clear' buttons, and a table with columns 'Category Mgr' and 'Name'. The table lists several names with checkmarks in the first column, and the first row 'Bennett B' is selected with a radio button and a red circle '6'. The modal footer shows 'Page 1 of 1 Total Found: 9' and 'Apply' and 'Close' buttons, with a red circle '7' over the 'Apply' button.



Agreement Details

Save | X

Details

Agreement Description:

Category Mgr:   **5**



BillBack Type:  

Invoicing

Vendor Number:

Billing Type:



Dates

Event:  

Select from DC_CATMGR

Filter By:


	Category Mgr	Name
<input checked="" type="radio"/>	✓ Bennett B	
<input checked="" type="radio"/>	✓ Clary D	
<input checked="" type="radio"/>	✓ Dial R	
<input checked="" type="radio"/>	✓ Leffert D	
<input checked="" type="radio"/>	✓ Merriweather B	
<input checked="" type="radio"/>	✓ Promo Team	
<input checked="" type="radio"/>	✓ Smith L	
<input checked="" type="radio"/>	✓ Taylor J	

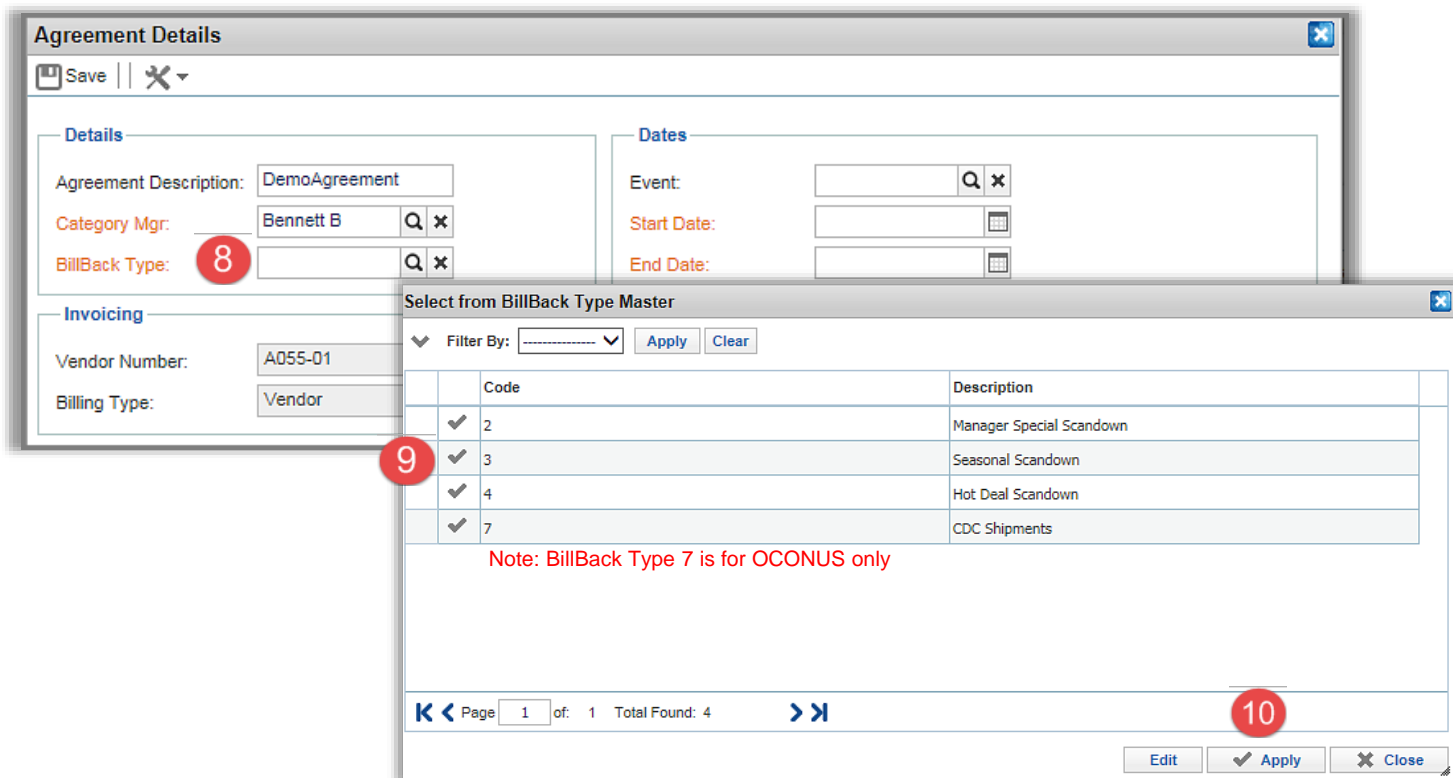
Page 1 of 1 Total Found: 9   **7**



Create New Scan-Based Promotional Agreement

Step 1: Enter Agreement details (cont.)

- Agreement Details screen displays showing Agreement Description and Category Manager. Click the **Find**  icon in the mandatory **BillBack Type** field to open the **Select from BillBack Type Master** screen.
- Click on a row to select the BillBack Type from the available options.
- Click **Apply** or double click on the row to insert into the Agreement Details screen.



The screenshot shows two overlapping windows. The background window is titled "Agreement Details" and contains the following fields:

- Details:** Agreement Description: DemoAgreement; Category Mgr: Bennett B; BillBack Type: (empty, with a red circle '8' over the search icon).
- Dates:** Event: (empty, with search icon); Start Date: (empty, with calendar icon); End Date: (empty, with calendar icon).
- Invoicing:** Vendor Number: A055-01; Billing Type: Vendor.

The foreground window is titled "Select from BillBack Type Master" and contains a table with the following data:



	Code	Description
<input checked="" type="checkbox"/>	2	Manager Special Scandown
<input checked="" type="checkbox"/>	3	Seasonal Scandown
<input checked="" type="checkbox"/>	4	Hot Deal Scandown
<input checked="" type="checkbox"/>	7	CDC Shipments

Below the table, a red note states: "Note: BillBack Type 7 is for OCONUS only". At the bottom of the window, there is a pagination bar showing "Page 1 of 1 Total Found: 4" and a red circle '10' over the "Apply" button.



Create New Scan-Based Promotional Agreement

Step 1: Enter Agreement details (cont.)

11. BillBack Type 2 requires an Event ID entry – no entry is needed for Types 3 and 4. For Type 2, click on the **Find**  icon.
12. The **Select from Events** screen displays.
13. Select the appropriate Event row.
14. Click **Apply** or double click on the row to insert into the Agreement Details screen.
15. The **Agreement Details** screen displays and now shows the Event ID.
16. Click on the **calendar**  icons to select **Start Date** and **End Date** for the Agreement – these are mandatory.
17. Bill Calendar defaults to 2 (do not modify).
18. In the **Invoicing** section, the Vendor Number and Billing type are system generated (no entry required).

The screenshot shows the 'Agreement Details' and 'Select from Events' screens. The 'Agreement Details' screen has sections for Details, Invoicing, and Dates. The 'Select from Events' screen shows a table of events with a search filter and pagination controls.

Event	Event Description
20180098	FOOTBALL MADNES 2018:98 :2018
20180097	HOLIDAY HAMS :97 :2018
20180096	CHRISTMAS CANDY 2018 :96 :2018
20180095	HOLIDAY BAKING 2018 :95 :2018


Callouts 11-18 highlight the following elements:

- 11: Find icon in Agreement Details.
- 12: Select from Events screen.
- 13: Selected event row (20180096).
- 14: Apply button in Select from Events.
- 15: Event ID (20180096) in Agreement Details.
- 16: Start Date and End Date fields in Agreement Details.
- 17: Bill Calendar field in Agreement Details.
- 18: Invoicing section in Agreement Details.

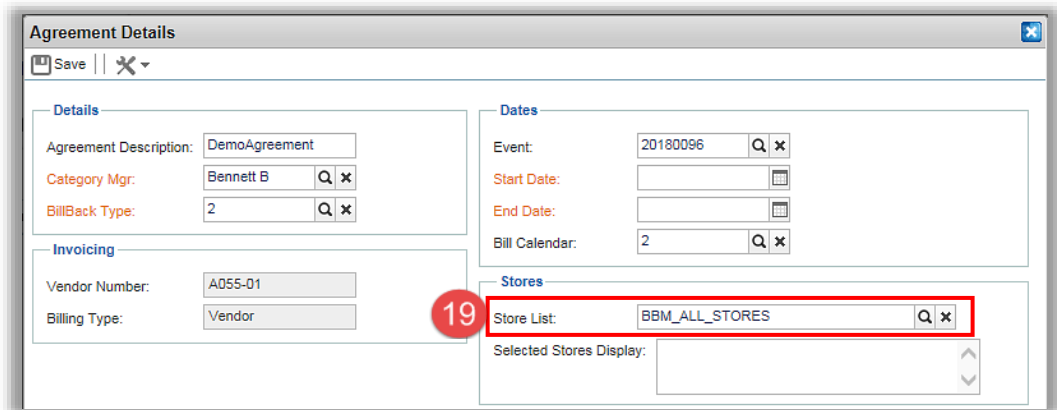


Create New Scan-Based Promotional Agreement

Step 1: Enter Agreement details (cont.)

19. **Store List** defaults to BBM ALL STORES, but can be modified by clicking on the Find  icon to open the **Select from SMRV_BBM_STORE_LIST** screen.
20. Select the appropriate Store List and click **Apply** or double click on the row to insert into the Agreement Details screen.

NOTE: If you want to select a subset of stores (versus an entire Store List), see the **How to make exceptions to Store List** instructions provided later in this section (page 25).



Agreement Details

Save | X

Details

Agreement Description: DemoAgreement

Category Mgr: Bennett B

BillBack Type: 2

Invoicing

Vendor Number: A055-01

Billing Type: Vendor

Dates

Event: 20180096

Start Date:

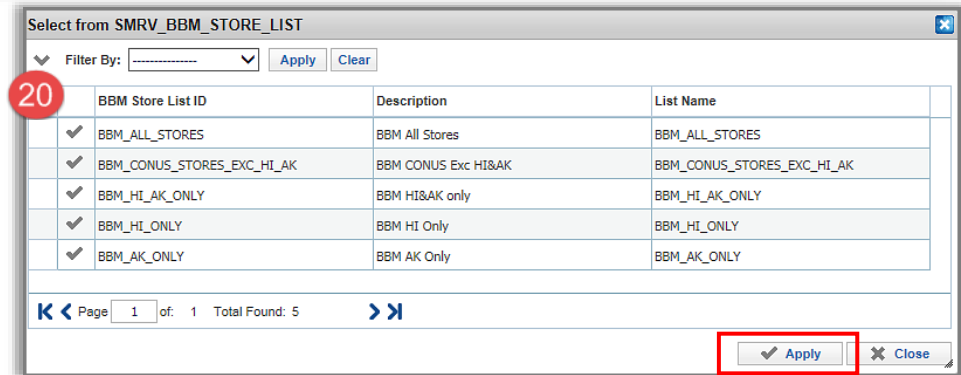
End Date:

Bill Calendar: 2

Stores

Store List: **BBM_ALL_STORES**

Selected Stores Display:



Select from SMRV_BBM_STORE_LIST

Filter By: [dropdown] Apply Clear

BBM Store List ID	Description	List Name
<input checked="" type="checkbox"/> BBM_ALL_STORES	BBM All Stores	BBM_ALL_STORES
<input checked="" type="checkbox"/> BBM_CONUS_STORES_EXC_HI_AK	BBM CONUS Exc HI&AK	BBM_CONUS_STORES_EXC_HI_AK
<input checked="" type="checkbox"/> BBM_HI_AK_ONLY	BBM HI&AK only	BBM_HI_AK_ONLY
<input checked="" type="checkbox"/> BBM_HI_ONLY	BBM HI Only	BBM_HI_ONLY
<input checked="" type="checkbox"/> BBM_AK_ONLY	BBM AK Only	BBM_AK_ONLY

Page 1 of 1 Total Found: 5


Apply Close

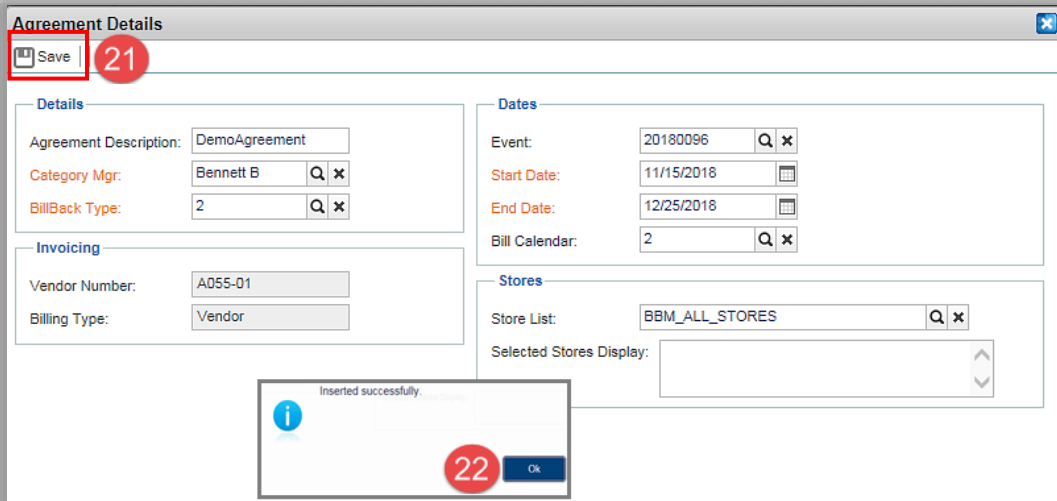
- BBM ALL STORES – All stores connected to Vendor and Contract
- BBM CONUS STORES EXC HI AK – All stores connected to Vendor and Contract except Hawaii and Alaska
- BBM HI AK ONLY – Only Hawaii and Alaska stores connected to Vendor and Contract
- BBM HI ONLY – Only Hawaii stores connected to Vendor and Contract
- BBM AK ONLY – Only Alaska stores connected to Vendor and Contract



Create New Scan-Based Promotional Agreement

Step 1: Enter Agreement details (cont.)

21. When all Agreement Details have been entered, click the **Save**  icon.
22. Click **OK** on the *Inserted successfully* confirmation screen.
23. The Agreement Details screen now displays with new options, including **Next Status**, **Generate Report**, **View Report**, and **History**. These options are covered in the following pages.
24. Saving the new agreement gives the agreement an *Accept Status* of **New**. An email is sent to DeCA advising that a new agreement has been created. However, it is not available for DeCA to review until you click on the Next Status tab later in the process. The next steps will be to select stores, add items, and add comments.



Agreement Details

Save **21**

Details

Agreement Description: DemoAgreement

Category Mgr: Bennett B Q x

BillBack Type: 2 Q x

Invoicing

Vendor Number: A055-01

Billing Type: Vendor

Dates

Event: 20180096 Q x

Start Date: 11/15/2018

End Date: 12/25/2018

Bill Calendar: 2 Q x

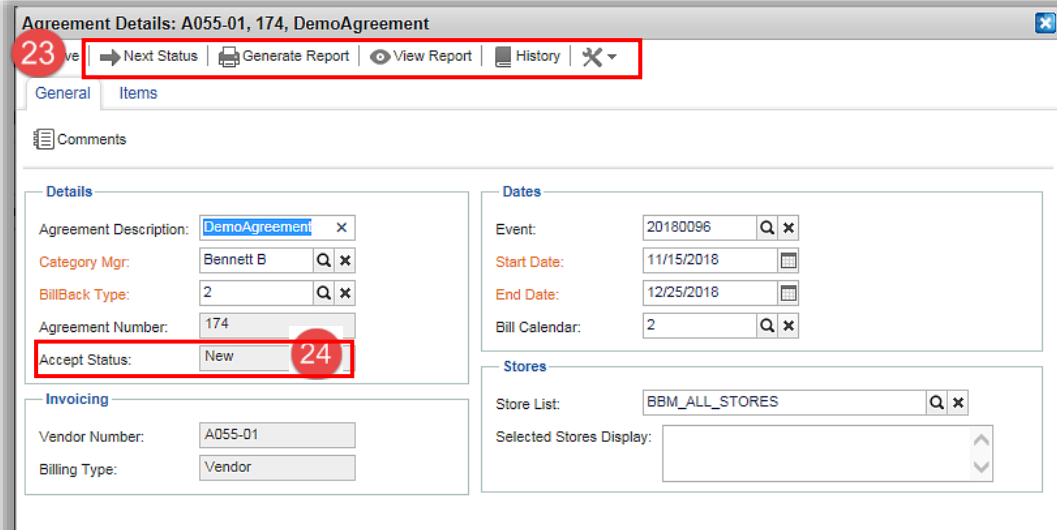
Stores

Store List: BBM_ALL_STORES Q x

Selected Stores Display:

Inserted successfully.

22 Ok



Agreement Details: A055-01, 174, DemoAgreement

Save **23** Next Status Generate Report View Report History X

General Items

Comments

Details

Agreement Description: DemoAgreement x

Category Mgr: Bennett B Q x

BillBack Type: 2 Q x

Agreement Number: 174

Accept Status: **New** **24**

Invoicing

Vendor Number: A055-01

Billing Type: Vendor

Dates

Event: 20180096 Q x

Start Date: 11/15/2018

End Date: 12/25/2018

Bill Calendar: 2 Q x

Stores

Store List: BBM_ALL_STORES Q x

Selected Stores Display:



CAUTION: Do not click on the *Next Status* tab until you add Items and Adjustment Amounts.



Create New Scan-Based Promotional Agreement

Step 2: Add Items and Adjustments

There are two options for adding items to an Agreement:

1. Add a single item
2. Add multiple items

Option 1: Add a Single Item

In the **Items** tab, an item can be entered into the agreement by entering the UPC in the UPC EAN field, or by selecting from the Vendor Item grid.

1. Click the **down caret** to open a new row.
2. Click inside the UPC EAN field and enter the UPC or click on the **Find** icon.
3. All items connected to the contract will display in the **Select from Vendor Item** screen. Locate the item and double click on the row to add the item to the **Agreement Details** screen.
4. For that item, enter the **Adjustment Amount** and select **Units** as the Billing Unit.

The screenshot shows the 'Agreement Details' window for 'A055-01, 152, AddItemDemo3.9.18'. The 'Items' tab is active, showing a table with columns: UPC EAN, Brand Code, Item Description, Sell Size, Unit UOM, Adj Amount, and Billing Unit. A red circle '1' highlights the down caret in the first row. A red circle '2' highlights the Find icon in the same row.



The 'Select from Vendor Item' window is open, showing a table with columns: UPC EAN, Vendor Item #, Case Pack, and Item Description. A red circle '3' highlights the row for '34000-03250' (HERSHEYS CANDY NUGGET MILK CHOC TOFFEE).

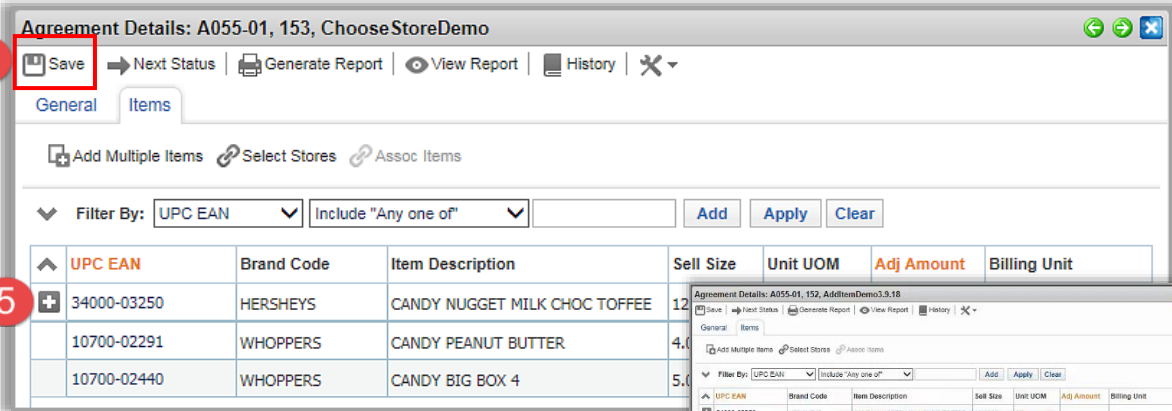
The 'Agreement Details' window is shown again, but now for 'A055-01, 153, ChooseStoreDemo'. The 'Items' tab is active, and the table shows the item '34000-03250' added. A red circle '4' highlights the 'Adj Amount' field (0.10) and the 'Billing Unit' dropdown (Units).



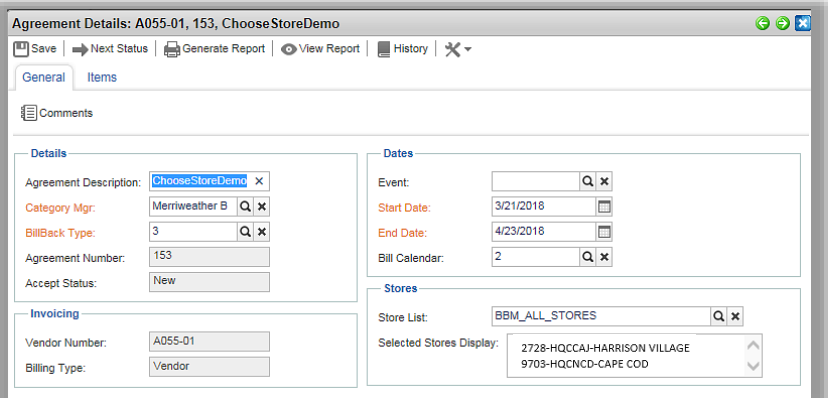
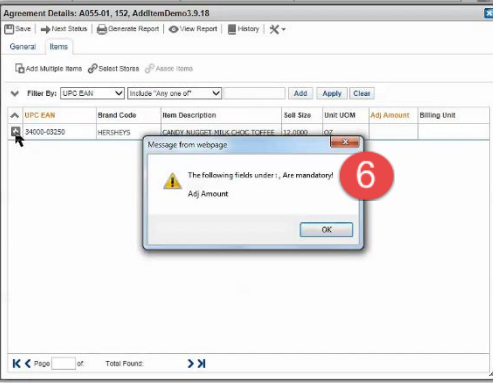

Create New Scan-Based Promotional Agreement

Step 2: Add Items and Adjustments (cont.)

5. Click the **Plus**  icon to save the item entry. Repeat steps 2-5 to add additional items. When all items are entered, review Adj Amount and Billing Unit columns for accuracy.
6. NOTE: If you attempt to add another item before entering the adjustment amount and billing unit, an error message will display. Click **OK** and enter the Adjustment Amount and Billing Unit to proceed.
7. Click the **Save**  icon.
8. Click **OK** in the **Saved successfully** confirmation box.
9. The General Tab screen displays and the agreement and items are now saved.



UPC EAN	Brand Code	Item Description	Sell Size	Unit UOM	Adj Amount	Billing Unit
34000-03250	HERSHEYS	CANDY NUGGET MILK CHOC TOFFEE	12			
10700-02291	WHOPPERS	CANDY PEANUT BUTTER	4.0			
10700-02440	WHOPPERS	CANDY BIG BOX 4	5.0			








Create New Scan-Based Promotional Agreement

Step 2: Add Items and Adjustments (cont.)

Option 2: Add Multiple Items

1. On the Items tab, click the **Add Multiple items**  icon.
2. On the **Insert Multiple Billback Items** screen, enter item UPCs with comma separators **or** copy UPCs from a list (e.g. Excel, Word) and use **Control V** to paste into the box.
3. Click **Validate UPC** button.
4. Click **OK** in the *UPC Validated Successfully* confirmation box.
5. If the adjustment amount is the same for all items, enter the adjustment amount and select Units.

If the adjustment amount varies for items, just select units as the adjustment amount. Click **Save**  and **OK** on the confirmation message. Enter the adjustment amount for each item and select Units as the Billing Unit.

6. Click the **Save**  icon.
7. Click **OK** in the confirmation box.
8. The General Tab screen displays and the items are added to the agreement.

Agreement Details: A055-01, 152, AddItemDemo3.9.18

Save | Next Status | Generate Report | View Report | History

General | **Items**

1 **Add Multiple Items** | Select Stores | Assoc Items

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

UPC EAN	Brand Code	Item Description	Sell Size	Unit UOM	Adj Amount	Billing Unit
Insert Multiple Billback Items						
6 Save Cancel						
2 Enter single or multiple UPC with comma separator.						
3 3400000165,3400000221,3400000223,3400000288,3400000370						
4 UPC Validated Successfully						
3 Validate UPC						
5 Enter common billback items detail.						
Amount: 0.15		Billing Unit: Units				
Record Status:		Record Status Date:		Change ID:		

Insert Multiple Billback Items

6 Save | Cancel

2 Enter single or multiple UPC with comma separator.

3 3400000165,3400000221,3400000223,3400000288,3400000370

4 UPC Validated Successfully

3 Validate UPC

5 Enter common billback items detail.

Amount: 0.15 | Billing Unit: Units

Record Status: | Record Status Date: | Change ID:

Agreement Details: A055-01, 153, ChooseStoreDemo

Save | Next Status | Generate Report | View Report | History

General | **Items**

Comments

Details

Agreement Description: ChooseStoreDemo

Category Mgr: Merrweather B

BillBack Type: 3

Agreement Number: 153

Accept Status: New

Dates

Event: | Q X

Start Date: 3/21/2018

End Date: 4/23/2018

Bill Calendar: 2 | Q X

Stores

Store List: BBM_ALL_STORES | Q X

Selected Stores Display: 2738-HQCCAJ-HARRISON VILLAGE
9703-HQCNCD-CAPE COD

Invoicing

Vendor Number: A055-01

Billing Type: Vendor



Create New Scan-Based Promotional Agreement

Step 3: Add Comments (as applicable)

The **Comments** tab allows you and DeCA to exchange comments during the negotiation period (i.e., before the Agreement is finalized).

Agreement Comments

1. Click on the **Comments** tab in the **Agreement Details** screen.
2. The **Comments** screen displays.
3. Click the down caret for **Message Text**.
4. Click inside the new row to turn it blue.
5. Move cursor to **Message Text Editor** and enter text (5,000 character limit).
6. Click **Plus** icon to move and save text.
7. Text now shows in **Message Text** box. These comments can be reviewed by DeCA when you submit your promotional offer.
8. Click the **Close** button to return to the General tab screen.

Invoice Comments are entered by the Vendor and will appear on the actual invoice. They are entered following above steps 3-8.

The screenshots illustrate the process of adding comments. The first screenshot shows the 'Comments' tab selected in the 'Agreement Details' window. The second screenshot shows the 'Comments' window with 'Agreement Comments' selected. The third screenshot shows a dropdown arrow next to 'Message Text'. The fourth screenshot shows a new row highlighted in blue. The fifth screenshot shows the 'Message Text Editor' with a text input field. The sixth screenshot shows a plus sign icon next to the 'Message Text' box. The seventh screenshot shows the text 'Enter text up to 5,000 characters' in the 'Message Text' box. The eighth screenshot shows the 'Close' button in the bottom right corner. A red arrow points from the text block to the 'Invoice Comments' section in the final screenshot.



Create New Scan-Based Promotional Agreement

Step 4: Send New Agreement to DeCA

1. Click the **Next Status** button.
2. Choose either **CatMan** or **Promo** and click **OK**.

If you are submitting a Billback Type 2 – Manager Special or Billback Type 4 – Hot Deal, select CatMan to send to the Category Manager.

If you are submitting a Billback Type 3 – Seasonal Scandown, select Promo to send to the Promotional Team.

3. Click **OK** in the confirmation box. The system will send an email to DeCA indicating that a new Agreement has been submitted.

Note that all fields are now greyed out and you cannot edit the agreement.

3. The **Accept Status** will now show as **CatMan** or **Promo** in the Vendor Portal Agreement module.

NOTE: Agreements that you have saved but have not sent to the DeCA will show as **New** in the **Accept Status**.

Agreement Details: A055-01, 160, DemoAgreement

PLEASE SELECT NEXT STATUS

Agreement Number: 160
Accept Status: New
Vendor Number: A055-01
Billing Type: Vendor

Event: 20180096
Start Date: 11/15/2018
End Date: 12/25/2018

Saved successfully.

Vendor View>Agreement

Agreement #^	Vendor Number	Agreement Description	Event	Category Mgr	Start Date	End Date	BillBack Type	Accept Status	Exported Date
158	A055-01	April Manager Special	20180320	Dial R	4/1/2018	4/30/2018	2	DecaAccept	
159	A055-01	Test01	20180322	Dial R	4/1/2018	4/30/2018	2	New	
160	A055-01	DemoAgreement	20180096	Bennett B	11/15/2018	12/25/2018	2	CatMan	
161	A055-01	SecondDemo		Bennett B	4/13/2018	4/30/2018	3	CatMan	
162	A055-01	Test HI AK		Bennett B	4/1/2018	4/30/2018	3	DecaReject	
163	A055-01	TestwTest		Dial R	4/23/2018	4/27/2018	4	CHGBSTART	
164	A055-01	TestNew		Bennett B	4/9/2018	4/30/2018	4	New	
165	A055-01	DemoDeal		Clary D	5/1/2018	5/15/2018	3	New	



Create New Scan-Based Promotional Agreement

How to make Exceptions to Store List

Exceptions can be made to the Store Lists defined on the General tab, allowing you to select individual stores to participate in the promotion.

1. Once an agreement has been created, click on the **Items** tab to display the Item Screen.

2. Click on the **Select Stores** icon to display the Select Stores Link screen.

3. Click on the **down caret** to open a new row.




4. Click in the new row.

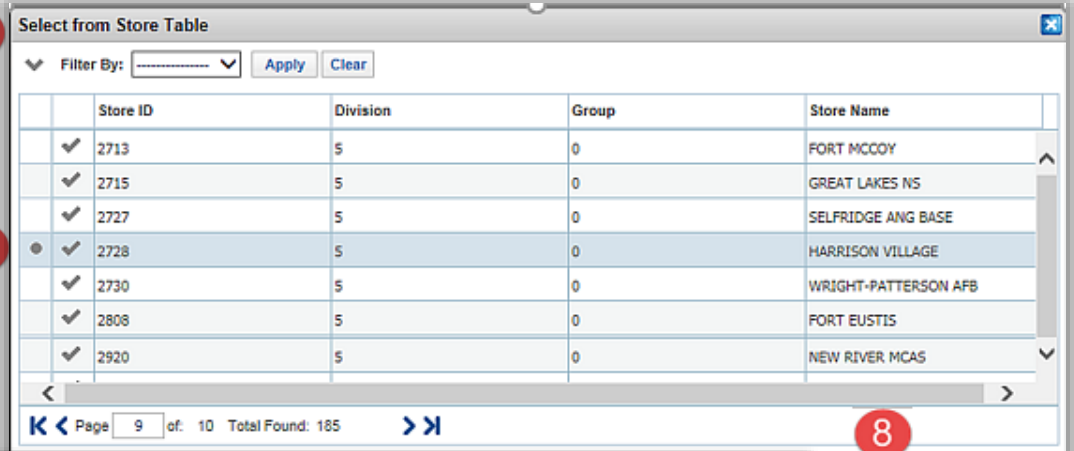
5. Click the **Find** icon.



Create New Scan-Based Promotional Agreement

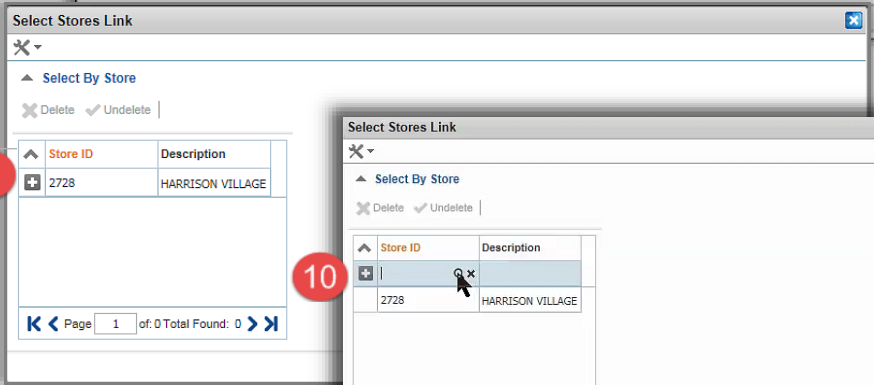
How to make Exceptions to Store List (cont.)

- The **Select from Store Table** screen displays.
 - Select the store.
 - Click **Apply** or double click on the row to insert into the **Select Stores Link** screen.
 - Click on the **Plus**  icon to save the store entry.
 - To add another store, click inside the new row, then click on the **Find**  icon to again open the **Select from Store Table**.
- Repeat steps 7, 8, and 9 to add more stores.
- When completed, click the **Plus**  icon again to save the selections.
- Click **Close** to return to the Items tab.



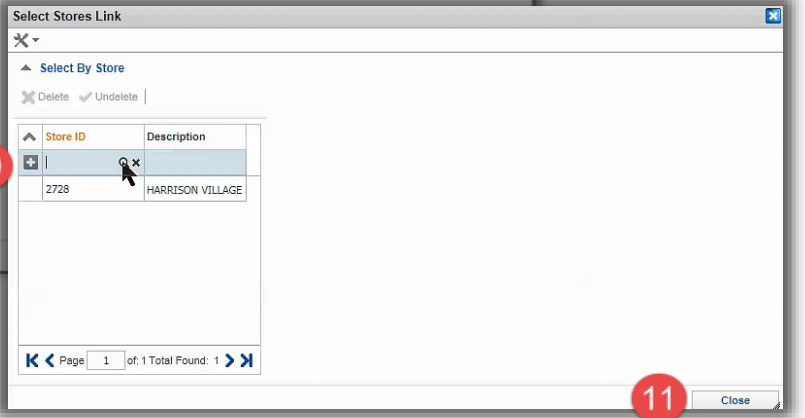
	Store ID	Division	Group	Store Name
<input checked="" type="checkbox"/>	2713	5	0	FORT MCCOY
<input checked="" type="checkbox"/>	2715	5	0	GREAT LAKES NS
<input checked="" type="checkbox"/>	2727	5	0	SELFRIDGE ANG BASE
<input checked="" type="checkbox"/>	2728	5	0	HARRISON VILLAGE
<input checked="" type="checkbox"/>	2730	5	0	WRIGHT-PATTERSON AFB
<input checked="" type="checkbox"/>	2808	5	0	FORT EUSTIS
<input checked="" type="checkbox"/>	2920	5	0	NEW RIVER MCAS

Page 9 of 10 Total Found: 185



Store ID	Description
<input checked="" type="checkbox"/> 2728	HARRISON VILLAGE

Page 1 of 0 Total Found: 0



Store ID	Description
<input checked="" type="checkbox"/> 2728	HARRISON VILLAGE




Page 1 of 1 Total Found: 1



Create New Scan-Based Promotional Agreement

Default Values Editor

Agreement details can be entered and saved as a default entry. Once saved, each new agreement opened will open with the default fields pre-populated.

1. Right click inside a field to open the **Default Values Editor**.
2. Enter the values you want to prepopulate.
3. Click **Save** .
4. Click on the **Customization**  icon and select **Save layout as my default**.
5. Click **Ok** on the Confirmation popup.
6. Click **Ok** on the Saved Successfully popup.
7. These defaults can be deleted by clicking on the Customization  icon and selecting **Delete my customizations**.



4. Negotiations and Changes to Agreements



Negotiations Prior to Agreement Acceptance

During negotiations, the agreement moves back and forth within Vendor Portal, with the system capturing both Vendor and DeCA comments and changes.

The key to identifying who has control of the agreement and is able to edit or take action on it is the *Accept Status*, which is determined by either the vendor or DeCA selecting the *Next Status*. Options include...



Vendor Controls the Agreement

- **New** – vendor submits new agreement
- **VndRvw** – vendor review
- **VndReject** – vendor reject



DeCA Controls the Agreement

- **CatMan** – for Category Manager review
- **Promo** – for Promo Team review
- **DecaAccept** – DeCA accept
- **DecaReject** – DeCA reject



Can I edit the agreement?

Able to Edit Agreement

Vendors can edit agreements only when they are in the *Accept Status* of New, VndRvw, or CHGBSTART

How you can tell...

1. Action bar displays.
2. Fields that can be edited are open (i.e., not greyed out).

Agreement Details: A055-01, 174, DemoAgreement

1 Save Next Status Generate Report View Report History

General Items

Comments

Details

Agreement Description: DemoAgreement

Category Mgr: Bennett B

BillBack Type: 2

Agreement Number: 174

Accept Status: New

Invoicing

Vendor Number: A055-01

Billing Type: Vendor

Dates

Event: 20180096

Start Date: 11/15/2018

End Date: 12/25/2018

Bill Calendar: 2

Stores

Store List: BBM_ALL_STORES

Selected Stores Display:

Unable to Edit Agreement

If the agreement displays with all fields greyed-out, the status prohibits editing.

How you can tell...

1. Action bar does NOT display.
2. All fields are greyed out and cannot be edited.

Agreement Details: A055-01, 160, DemoAgreement

General Items

Details

Agreement Description: DemoAgreement

Category Mgr: Bennett B

BillBack Type: 2

Agreement Number: 160

Accept Status: CatMan

Invoicing

Vendor Number: A055-01

Billing Type: Vendor

Dates

Event: 20180096

Start Date: 11/15/2018

End Date: 12/25/2018

Bill Calendar: 2

Stores

Store List: BBM_ALL_STORES

Selected Stores Display:



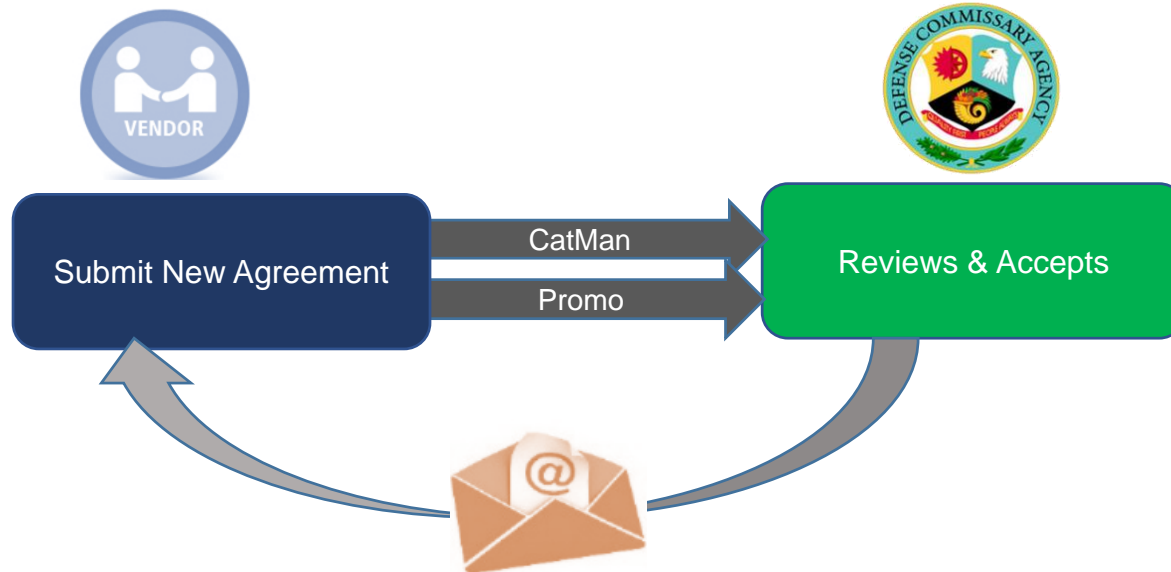
Negotiation Workflows – Prior to Agreement Acceptance

There are three basic scenarios or workflows:

1. Vendor submits Agreement and DeCA accepts (without negotiation)
2. Vendor submits Agreement and DeCA rejects (without negotiation)
3. Vendor submits Agreement and DeCA opens negotiations



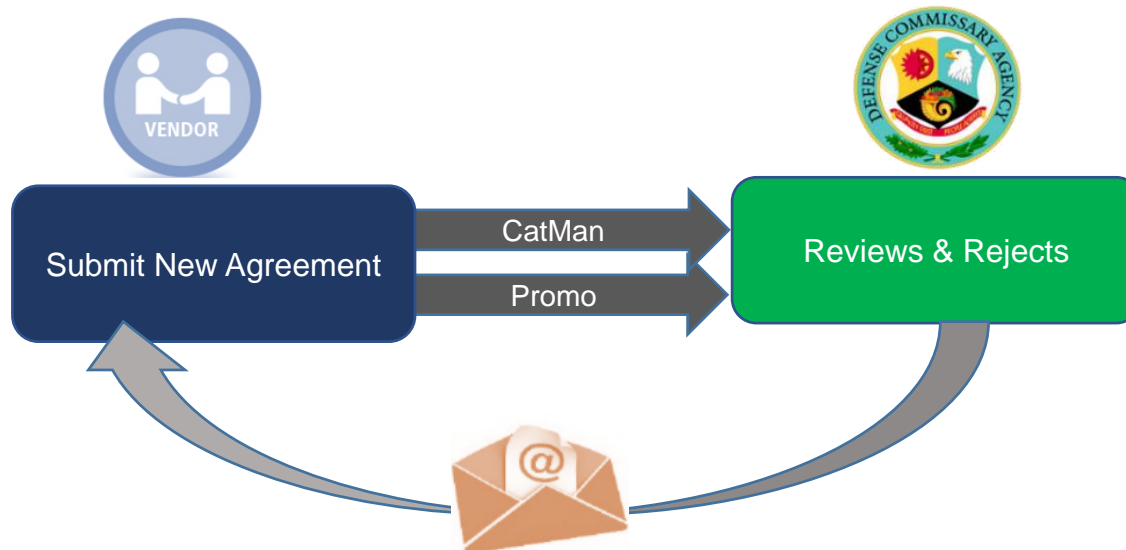
DeCA Accepts Vendor Agreement without Negotiation



- Vendor submits new Agreement and changes *Next Status* to CatMan (Billback Types 2 and 4) or Promo (Billback Type 3)
- DeCA accepts the Agreement without negotiations and changes *Next Status* to DecaAccept
- No vendor action required – Agreement accepted
- Acceptance email sent to Vendor



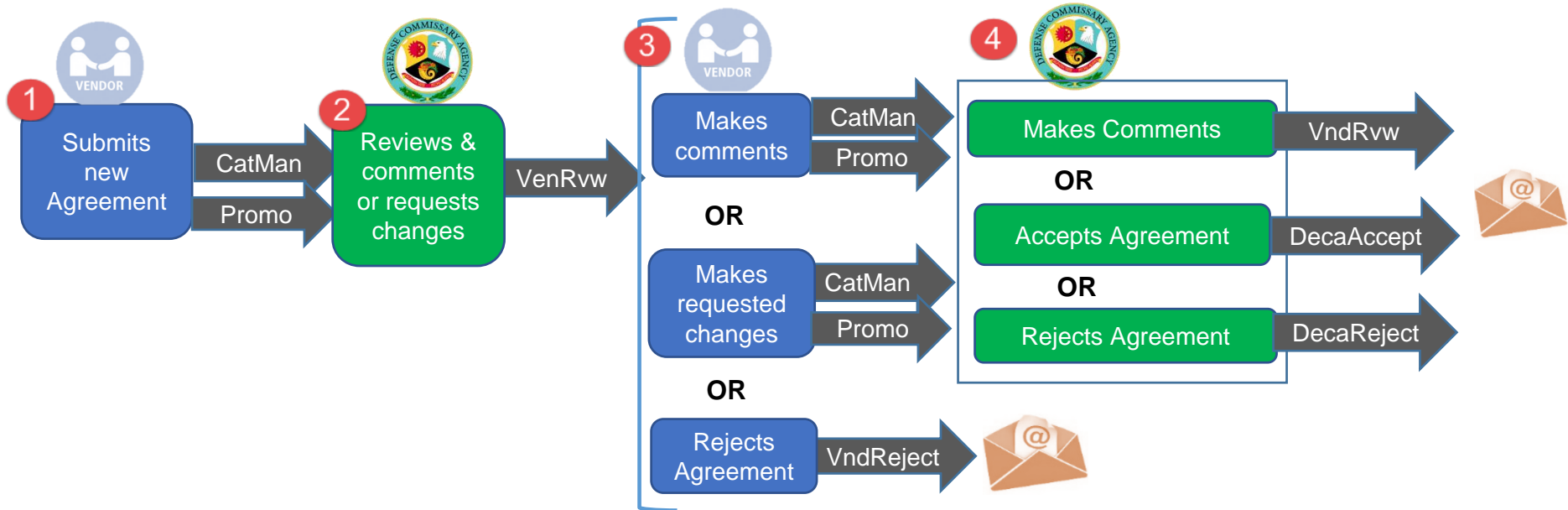
DeCA Rejects Vendor Agreement without Negotiation



- Vendor submits new Agreement and changes *Next Status* to CatMan (Billback Types 2 and 4) or Promo (Billback Type 3)
- DeCA rejects the Agreement without negotiations and changes *Next Status* to DecaReject
- No vendor action required – Agreement rejected
- Rejection email sent to Vendor



Vendor and DeCA Negotiations



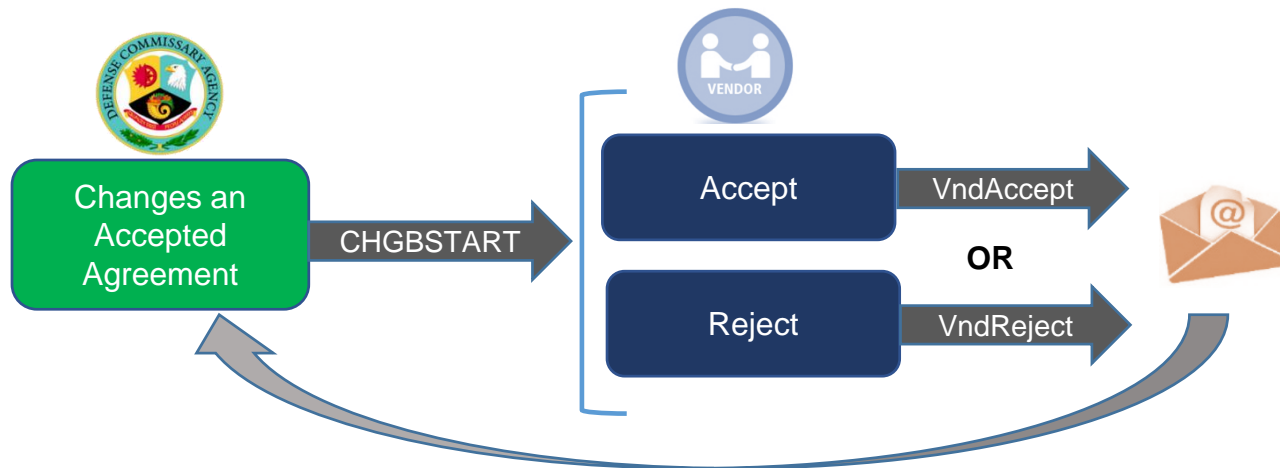
1. Vendor creates and submits new Agreement (changes Next Status to CatMan or Promo)
2. DeCA reviews and provides comments or requests changes (changes Next Status to VenRvw)
3. Vendor can...
 - Make comments and return to Category Manager or Promo team (changes *Next Status* to CatMan or Promo)
 - Make the requested changes and return to Category Manager or Promo team (changes *Next Status* to CatMan or Promo)
 - Reject the agreement without further negotiations (changes *Next Status* to VndReject); an email is sent to Vendor and DeCA
4. If Vendor makes comments or makes the requested changes, DeCA can ...
 - Make additional comments (changes *Next Status* to VenRvw) and negotiations continue until the Agreement is accepted or rejected
 - Accept the Agreement (changes *Next Status* to DecaAccept); an acceptance email is sent to vendor
 - Reject the Agreement (changes *Next Status* to DecaReject); a rejection email is sent to vendor



Changes After Agreement Accepted – Before Agreement Starts

DeCA can make changes to an accepted agreement before the agreement starts. Changes made to items, dates and adjustment amounts before the agreement Start Date must be approved by the Vendor. DeCA makes the agreement edits and sets the *Next Status* as **ChgBStart**. An email notification is sent to the Vendor. The Vendor has only two options – to Accept or Reject.

- When the Vendor sets the *Next Status* as **VndAccept**, an Acceptance Notification is sent to Vendor and DeCA.
- When the Vendor sets the *Next Status* as **VndReject** an email notice is sent to DeCA.

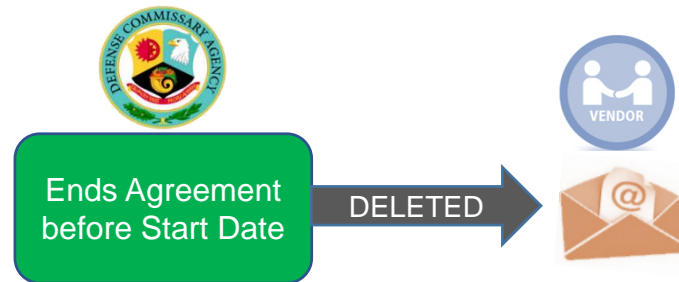




Changes After Accepted Agreement

Changes After Agreement Accepted – DeCA Ends Before Agreement Starts

DeCA may choose to end the agreement before it starts by changing the Next Status to **DELETED**.
An email is sent to the Vendor.



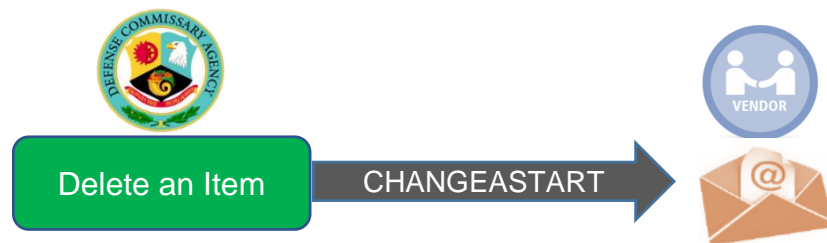


Changes After Agreement Starts

DeCA may make certain changes to an agreement after the Start Date, but before the invoice is created. DeCA may:

- Delete an Item, set *Next Status* to **CHGASTART**
- End Active Agreement early, set *Next Status* to **EARLYEND**

The Vendor is notified of these changes.





View History of Agreement Changes

The negotiation history can be viewed during the negotiation process.

1. Click on the **History** icon.
2. The **History for Agreement** screen will display.
3. Click on a row to display change details.
4. If you click on a General row, the **History Text** box will display changes made in the General tab.
5. If you click on an Item row, the **History Text** box will display changes made in the Items tab.
6. Click the **X** to return to the General tab.

Agreement Details: A055-01, 174, DemoAgreement

Save | Next Status | Generate Report | View F | **History** | X

General | Items

History for Agreement

Filter By: [] Apply Clear

Trans Table	Key Value String	Change Field
General	174 DemoAgreement	Accept Status
Item	10700-02291 CANDY PEANUT BUTTER	Amount

History Text

174 DemoAgreement - Accept Status was changed from New to Promo by TRAINER on 4/18/2018 12:18:08 PM
174 DemoAgreement - Accept Status was changed from Promo to VndRvw by RS250707 on 4/19/2018 6:39:35 PM
174 DemoAgreement - Accept Status was changed from VndRvw to Promo by TRAINER on 4/19/2018 6:41:06 PM
174 DemoAgreement - Accept Status was changed from Promo to VndRvw by RS250707 on 4/20/2018 6:33:48 PM

History for Agreement

Filter By: [] Apply Clear

Trans Table	Key Value String	Change Field
General	174 DemoAgreement	Accept Status
Item	10700-02291 CANDY PEANUT BUTTER	Amount
Item	10700-02291 CANDY PEANUT BUTTER	Billing Unit

History Text

10700-02291 CANDY PEANUT BUTTER - Amount set as 0.1 by TRAINER on 4/20/2018 6:36:56 PM



Examples of Email Notifications

The system will send email notifications to both Vendors and DeCA whenever there is a status change that impacts the vendor. Following are a few example of the email notifications.

From: 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

From: 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
DecaReject

From: 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 CatMan to
VndRvw



5. View Final Agreements and Invoices



View Final Agreement

To view the final agreement...

1. Select the agreement from the Agreement grid.
2. Click the **Generate Report** icon.
3. Click **OK** on the confirmation screen.
4. Click the **View Report** icon.
5. The Agreement displays. This copy is available prior to the invoice creation.

Vendor View > Agreement

New | Export | Edit | View | Generate Report | View Report | X

Filter By: Category Mgr | Include "Any one of" | Bennett B | Add | Apply | Clear

Agreement #	Category Mgr	Start Date	End Date	BillBack Type	Accept Status	Exported Date
141	RH	9/1/2018	10/31/2018	2	CatMan	
142	RH	6/1/2018	7/31/2018	4	CatMan	
143	RH					
144	Bennett B					
145	Bennett B					
146	A055-01	GreatDeal 3.9.18	RHS			
147	A055-01	BetterDeal 3-9-18	RHS			
148	A055-01	BestDeal 3.9.18	RHS			
149	A055-01	Today 3.9.18	RHS			

Report is been generated.

Ok

Defense Commissary Agency
Headquarters
1300 E Avenue
Ft. Lee, VA, 23801-1800

Vendor Agreement

Date	Deal Reference
4/1/2018	

Description
Test Multi Items

Start Date	End Date	Agreement #
4/1/2018	4/14/2018	160

Manufacturer
OCEAN SPRAY CRANBERRIES INC - 1494458

Agreement Type | **Invoice Type**
Hot Deal Scandown-4

Store
BBM All Stores

Item Details

UPC	Item #	Description	Size	UOM	Amount
31200-00108		JUICE CRANBERRY 16PK ACT	16-OZ	UNITS	0.25
31200-00231		CRAISING CHERRY	6-OZ	UNITS	0.25
31200-00233		CRAISING POMEGRANATE	6-OZ	UNITS	0.25
31200-00678		CRAISING CRANBERRIES	48-OZ	UNITS	0.25
31200-01097		JUICE CRANBERRY RED ORANGE	16-OZ	UNITS	0.25
31200-01100		DRINK CRANBERRY FACT	16-OZ	UNITS	0.25
31200-01101		JUICE CRAN POMEGRANATE	16-OZ	UNITS	0.25
31200-02187		CRAISING ORIGINAL 14	3.5-OZ	UNITS	0.25

Page: 1/2



View Invoice, Store Earnings Summary, and Item Recap By Store



Scandown invoices have three parts:

- Invoice
- Store Earnings Summary
- Item Recap By Store

The current and prior month's Invoices will be available on the **View Generated Report** module.

Following are invoice samples.



Invoice

Invoice
#2208-1



Bill To: THE DIAL CORPORATION - 1404361 Attn: RACHEL LISK A HENKEL COMPANY 7201 E HENKEL WAY SCOTTSDALE, AZ 85255	Invoice #	Billing Type	Amount Due
	2208-1		\$1,608.00
	Invoice Date	Terms	Due Date
	Draft Copy		
Description			
PAPER AND LAUNDRY-LAUNDRY DETERGENT 22-LIQUID			

Remit To: Defense Commissary Agency (DeCA) 1300 E Ave. Fort Lee, VA 23801-1800 Attn: CCRCP	Agreement Type	Invoice Type
	Scardown	Standard Invoice
	Start Date	End Date
	3/19/2018	4/1/2018
Category Manager Name		
Dial R		
Portal Agreement ID		
4		

Item Details

UPC	Description	Size	UOM	Amount	QTY	Extended
0002420009432	DET LIQ 2NI 50LD	100.00 OZ	Cases	\$4,000	288	\$1,152.00
0002420009811	DET LIQ FRESH LINEN 64LD	100.00 OZ	Cases	\$4,000	114	\$456.00
					402	\$1,608.00

Amount Due



Store Earnings Summary

Store Earnings Summary			
		Invoice Date	Invoice #
		Draft Copy	2208-1
Store Number	Store Name	Total QTY	Value
HQCCA1	CAMP LEJEUNE MCB	5	\$20.00
HQCCA3	NEW RIVER MCAS	1	\$4.00
HQCCA6	SEYMOUR JOHNSON AFB	2	\$8.00
HQCCA7	WRIGHT-PATTERSON AFB	6	\$24.00
HQCCAC	LITTLE ROCK AFB	5	\$20.00
HQCCAG	GREAT LAKES NS	1	\$4.00
HQCCAH	ROCK ISLAND ARSENAL	0	\$0.00
HQCCAJ	HARRISON VILLAGE	0	\$0.00
HQCCAK	CRANE NSWC	0	\$0.00
HQCCAM	FORT CAMPBELL	9	\$36.00
HQCCAN	FORT KNOX	8	\$32.00
HQCCAQ	FORT MCCOY	1	\$4.00
HQCCAS	SELFRIDGE ANG BASE	2	\$8.00
HQCCAV	SCOTT AFB	7	\$28.00
HQCCAW	FORT LEONARD WOOD	5	\$20.00
HQCCAX	WHITEMAN AFB	1	\$4.00
HQCCAY	FORT BRAGG NORTH	4	\$16.00
HQCCAZ	CHERRY POINT MCAS	2	\$8.00
HQCCBB	FORT EUSTIS	6	\$24.00
HQCCBC	FORT LEE	3	\$12.00
HQCCBF	LANGLEY AFB	4	\$16.00
HQCCBG	LITTLE CREEK NAVPHIBASE	6	\$24.00
HQCCBH	NORFOLK NAVSTA	2	\$8.00
HQCCBJ	OCEANA NAS	5	\$20.00
HQCCBK	PORTSMOUTH NNSY	2	\$8.00
HQCCBT	FORT BRAGG SOUTH	7	\$28.00
HQCCRG	RICHARDS-GEBAUR	0	\$0.00
HQCKL1	MCCELLELLAN	2	\$8.00
HQCKL2	MOFFETT FIELD	0	\$0.00
HQCKL6	PORT HUENEME	1	\$4.00
HQCKL8	SAN DIEGO NB	6	\$24.00
HQCKLB	DAVIS-MONTHAN AFB	3	\$12.00
HQCKLC	FORT HUACHUCA	4	\$16.00
HQCKLF	LUKE AFB	3	\$12.00
HQCKLH	YUMA PG	0	\$0.00

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Item Recap by Store

Item Recap by Store

Invoice Date	Invoice #
Draft Copy	2208-1

UPC			V Item			Description						Pack			Size		
0002420009432						DET LIQ 2N1 50LD						4			100.00 OZ		
Store	QTY	Amount	Store	QTY	Amount	Store	QTY	Amount	Store	QTY	Amount	Store	QTY	Amount	Store	QTY	Amount
HQCSKA	2	\$8.00	HQCSKE	1	\$4.00	HQCSKB	1	\$4.00	HQCSKF	0	\$0.00	HQCSKG	4	\$16.00			
HQCSKH	1	\$4.00	HQCSIQ	1	\$4.00	HQCSK6	0	\$0.00	HQCSK6	0	\$0.00	HQCSK7	3	\$12.00			
HQCSIB	2	\$8.00	HQCSJC	0	\$0.00	HQCSJ9	3	\$12.00	HQCSJF	3	\$12.00	HQCSK8	1	\$4.00			
HQCSK5	2	\$8.00	HQCSJZ	4	\$16.00	HQCSKM	4	\$16.00	HQCSJZ	2	\$8.00	HQCSK9	1	\$4.00			
HQCSKP	2	\$8.00	HQCSJB	2	\$8.00	HQCSJ7	4	\$16.00	HQCSJL	6	\$24.00	HQCSM0	0	\$0.00			
HQCSH4	2	\$8.00	HQCSJN	3	\$12.00	HQCSJ5	3	\$12.00	HQCSJP	5	\$20.00	HQCSM1	0	\$0.00			
HQCSK3	4	\$16.00	HQCSJH	4	\$16.00	HQCSJT	2	\$8.00	HQCSJ7	1	\$4.00	HQCSM2	4	\$16.00			
HQCSR	2	\$8.00	HQCSJS	0	\$0.00	HQCMCY	2	\$8.00	HQCMDA	2	\$8.00	HQCMC3	0	\$0.00			
HQCMC6	2	\$8.00	HQCMC7	1	\$4.00	HQCMCF	5	\$20.00	HQCMDK	2	\$8.00	HQCMCF	1	\$4.00			
HQCMC2	4	\$16.00	HQCMC3	1	\$4.00	HQCMCQ	3	\$12.00	HQCMC1	0	\$0.00	HQCMCR	1	\$4.00			
HQCMC5	0	\$0.00	HQCMDH	2	\$8.00	HQCMCZ	1	\$4.00	HQCMCW	3	\$12.00	HQCMDG	1	\$4.00			
HQCMCN	2	\$8.00	HQCMDC	3	\$12.00	HQCMAC	1	\$4.00	HQCMDI	1	\$4.00	HQCMCB	4	\$16.00			
HQCMCA	1	\$4.00	HQCMCE	1	\$4.00	HQCMCF	1	\$4.00	HQCMDB	1	\$4.00	HQCMCG	1	\$4.00			
HQCMCK	1	\$4.00	HQCMCH	1	\$4.00	HQCMCL	1	\$4.00	HQCMCM	3	\$12.00	HQCMGM	2	\$8.00			
HQCWGN	1	\$4.00	HQCWGP	1	\$4.00	HQCWGO	3	\$12.00	HQCWGL	1	\$4.00	HQCWGR	3	\$12.00			
HQCWGB	1	\$4.00	HQCWD3	0	\$0.00	HQCWGU	1	\$4.00	HQCWGU	0	\$0.00	HQCWMB	0	\$0.00			
HQCKMF	0	\$0.00	HQCKM7	3	\$12.00	HQCKMU	0	\$0.00	HQCKL1	2	\$8.00	HQCKM0	0	\$0.00			
HQCKLR	1	\$4.00	HQCKLV	0	\$0.00	HQCKMC	2	\$8.00	HQCKL2	0	\$0.00	HQCKLM	2	\$8.00			
HQCKLI	1	\$4.00	HQCKMQ	1	\$4.00	HQCKMB	1	\$4.00	HQCKL3	4	\$16.00	HQCKM3	1	\$4.00			
HQCKLN	1	\$4.00	HQCKL6	1	\$4.00	HQCKME	0	\$0.00	HQCKL4	1	\$4.00	HQCKM6	1	\$4.00			
HQCKLP	1	\$4.00	HQCKLQ	0	\$0.00	HQCKMD	1	\$4.00	HQCKLY	0	\$0.00	HQCKL8	2	\$8.00			
HQCKMP	0	\$0.00	HQCKLC	2	\$8.00	HQCKLF	2	\$8.00	HQCKMG	3	\$12.00	HQCKM5	1	\$4.00			
HQCKLH	0	\$0.00	HQCKNEQ	2	\$8.00	HQCNAA	2	\$8.00	HQCNFV	0	\$0.00	HQCKNE8	0	\$0.00			
HQCKNEV	4	\$16.00	HQCKNES	0	\$0.00	HQCNFD	1	\$4.00	HQCKNE7	1	\$4.00	HQCKNE2	1	\$4.00			
HQCKNE3	0	\$0.00	HQCKNEE	2	\$8.00	HQCKNFE	1	\$4.00	HQCKNE9	1	\$4.00	HQCKNE4	4	\$16.00			
HQCKNEV	0	\$0.00	HQCKNEW	4	\$16.00	HQCKNEK	3	\$12.00	HQCKNEL	2	\$8.00	HQCKNEK	1	\$4.00			
HQCKNEG	1	\$4.00	HQCKNEF	7	\$28.00	HQCKNAB	1	\$4.00	HQCKNEP	4	\$16.00	HQCKNEJ	2	\$8.00			
HQCKNEB	1	\$4.00	HQCKNEH	1	\$4.00	HQCKNEB	2	\$8.00	HQCKNEH	3	\$12.00	HQCKNEF	0	\$0.00			
HQCKMDR	1	\$4.00	HQCCAW	3	\$12.00	HQCCAC	3	\$12.00	HQCCAH	0	\$0.00	HQCCAV	4	\$16.00			
HQCCRG	0	\$0.00	HQCCAX	1	\$4.00	HQCCAK	0	\$0.00	HQCCAM	6	\$24.00	HQCCAN	4	\$16.00			
HQCCAQ	1	\$4.00	HQCCAG	1	\$4.00	HQCCAS	1	\$4.00	HQCCAI	0	\$0.00	HQCCAT	4	\$16.00			
HQCCBB	4	\$16.00	HQCCBC	2	\$8.00	HQCCBF	2	\$8.00	HQCCBG	4	\$16.00	HQCCBB	1	\$4.00			
HQCCBJ	3	\$12.00	HQCCBK	2	\$8.00	HQCCAI	1	\$4.00	HQCCAZ	1	\$4.00	HQCCAY	2	\$8.00			
HQCCA3	0	\$0.00	HQCCA6	2	\$8.00	HQCCBT	5	\$20.00		0	\$0.00		0	\$0.00			
Item Totals:		288	\$1,152.00		Store Count:		168										

UPC			V Item			Description						Pack			Size		
0002420009811						DET LIQ FRESH LINEN 64LD						4			100.00 OZ		
Store	QTY	Amount	Store	QTY	Amount	Store	QTY	Amount	Store	QTY	Amount	Store	QTY	Amount	Store	QTY	Amount
HQCSKA	1	\$4.00	HQCSKE	0	\$0.00	HQCSKB	1	\$4.00	HQCSKF	0	\$0.00	HQCSKG	1	\$4.00			
HQCSKH	0	\$0.00	HQCSIQ	0	\$0.00	HQCSK6	0	\$0.00	HQCSK6	0	\$0.00	HQCSK7	2	\$8.00			
HQCSIB	0	\$0.00	HQCSJC	2	\$8.00	HQCSJ9	1	\$4.00	HQCSJF	2	\$8.00	HQCSK8	0	\$0.00			
HQCSK5	1	\$4.00	HQCSJZ	4	\$16.00	HQCSKM	1	\$4.00	HQCSJZ	2	\$8.00	HQCSK9	0	\$0.00			
HQCSKP	0	\$0.00	HQCSJB	1	\$4.00	HQCSJ7	0	\$0.00	HQCSJL	4	\$16.00	HQCSM0	0	\$0.00			
HQCSH4	0	\$0.00	HQCSJN	3	\$12.00	HQCSJ5	2	\$8.00	HQCSJP	1	\$4.00	HQCSM1	0	\$0.00			
HQCSK3	2	\$8.00	HQCSJH	3	\$12.00	HQCSJT	3	\$12.00	HQCSJ7	1	\$4.00	HQCSM2	4	\$16.00			
HQCSR	0	\$0.00	HQCSJS	0	\$0.00	HQCMCY	0	\$0.00	HQCMDA	1	\$4.00	HQCMC3	0	\$0.00			
HQCMC6	2	\$8.00	HQCMC7	0	\$0.00	HQCMCF	2	\$8.00	HQCMDK	0	\$0.00	HQCMCF	0	\$0.00			
HQCMC2	2	\$8.00	HQCMC3	1	\$4.00	HQCMCQ	0	\$0.00	HQCMC1	0	\$0.00	HQCMCR	0	\$0.00			
HQCMC5	0	\$0.00	HQCMDH	0	\$0.00	HQCMCZ	0	\$0.00	HQCMCW	3	\$12.00	HQCMDG	0	\$0.00			
HQCMCN	0	\$0.00	HQCMDC	0	\$0.00	HQCMAC	0	\$0.00	HQCMDI	0	\$0.00	HQCMCB	0	\$0.00			
HQCMCA	0	\$0.00	HQCMCE	0	\$0.00	HQCMCF	0	\$0.00	HQCMDB	0	\$0.00	HQCMCG	0	\$0.00			
HQCMCK	0	\$0.00	HQCMCH	0	\$0.00	HQCMCL	0	\$0.00	HQCMCM	0	\$0.00	HQCMGM	0	\$0.00			
HQCWGN	0	\$0.00	HQCWGP	1	\$4.00	HQCWGO	0	\$0.00	HQCWGL	1	\$4.00	HQCWGR	2	\$8.00			
HQCWGB	0	\$0.00	HQCWD3	0	\$0.00	HQCWGU	0	\$0.00	HQCWGU	0	\$0.00	HQCWMB	0	\$0.00			
HQCKMF	0	\$0.00	HQCKM7	0	\$0.00	HQCKMU	0	\$0.00	HQCKL1	0	\$0.00	HQCKM0	0	\$0.00			
HQCKLR	0	\$0.00	HQCKLV	0	\$0.00	HQCKMC	0	\$0.00	HQCKL2	0	\$0.00	HQCKLM	2	\$8.00			

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Need Help?

- Check commissaries.com for updates to the Vendor Reference Guide and new Notices to Trade (NTT)
- Contact the EBS Vendor Portal Help Desk – call 1-800-531-2222 and enter PIN 7780