



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

IN REPLY  
REFER TO

MPS

February 5, 2019

NOTICE TO THE TRADE – DeCA NOTICE 19-09

SUBJECT: New! Vendor Portal – Vendor Net Cost Module

The purpose of this notice is to alert Industry that the Vendor Portal – Vendor Net Cost Module is now available. The job aid for using this module is attached.

Training, Reference Materials, and Quick Tips for Vendor Portal may be accessed through [commissaries.com](http://commissaries.com) and the following link:

<https://commissaries.com/our-agency/business-with-deca/ebs-vendor-portal>

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

*Tracie L. Russ*

Tracie L. Russ  
Director, Sales

Attachment  
As stated



## Vendor Portal > Vendor Net Cost Module

### How To.....

Power Portal  
Welcome back, TRAINER  
PROCTER AND GAMBLE DIST CO - 15G4573

Vendor View > Vendor Net Cost

Filter By: **From Date** (2) Include "Any one of" (3) Add (4) Apply (5) Clear

Calendar: Sep 2018

UPC EAN	Item Description	Adj Code	Event	CZone	Store ID	Adj Start Date	Adj End Date
37000-82856	CLEANER SWPR OWF WET CLOTH 6/2...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	71	10/1/2018	12/31/2018
37000-82856	CLEANER SWPR OWF WET CLOTH 6/2...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	72	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	21	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	31	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	32	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	41	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	42	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	51	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	61	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	71	10/1/2018	12/31/2018

1. Select **Vendor Net Cost** module.
2. Filter By **From Date** then filter by **To Date**. You may use additional filters to narrow your search however the From and To Dates are required. The date range for From and To can be as far back as 1 year in the past – and up to one year in the future
3. You may use the calendar to select the filter from and filter to dates.
4. Click **Add**.
5. Click **Apply**.
6. The data will display in the grid.

Power Portal  
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Vendor View > Vendor Net Cost

Filter By: Store ID Include "Any one of" From Date: Include "Any one of" 9/1/2018 To Date: Include "Any one of" 12/31/2018

UPC EAN	Item Description	Adj Code	Adjustment Description	Event	CZone	Store ID	Adj Start Date	Adj End Date
37000-82856	CLEANER SWPR OWF WET CLOTH 6/2...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	71	N/A	10/1/2018	12/31/2018
37000-82856	CLEANER SWPR OWF WET CLOTH 6/2...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	72	N/A	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	21	N/A	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	31	N/A	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	32	N/A	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	41	N/A	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	42	N/A	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	51	N/A	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	61	N/A	10/1/2018	12/31/2018
37000-29293	DISH LIQ SUMR TIME SHWRS 6/560...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	71	N/A	10/1/2018	12/31/2018

Note: Putting in the dates for a year in the past to a year in the future may result in a large amount of data being queried and may cause system performance issues.



## Vendor Portal > Vendor Net Cost Module

### Data Fields

**UPC EAN:** The item UPC

**Item Description:** The description of the item.

**Adj Code:** Adjustment code number

**Adjustment Description:** The description of the adjustment type.

**Event:** The event number

**CZone:** Cost Zone

**Store ID:** Store Number

**Adj Start Date:** The date the adjustment started.

**Adj End Date:** The date the adjustment ended.

**UAdjAmt:** The Unit Adjustment Amount:

**NetUCost:** The Net Unit Cost

**Eff Date:** The date that the Net U Cost was effective.

**Base Cost Start Date:** The date the initial base cost was entered into the catalog.

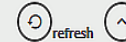
**BaseUCost:** Base Unit Cost



Power Portal  
Welcome back, TRAINER

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Vendor View > Vendor Net Cost



Export Delete Undelete

Filter By: Adj Code Include "Any one of" 1, 2 Add Apply Clear

From Date: Include "Any one of" 9/1/2018 To Date: Include "Any one of" 12/31/2018 Adj Code: Include "Any one of" 1, 2

UPCEAN	Item Description	Adj Code	Adjustment Description	Event	CZone	Store ID	Adj Start Date	Adj End Date	UAdjAmt	NetUCost
37000-75391	DTRG LQ2X HEC ORIG 2 200OZ UC 1...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	32	N/A	10/1/2018	12/31/2018	0.00000	15
37000-75391	DTRG LQ2X HEC ORIG 2 200OZ UC 1...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	41	N/A	10/1/2018	12/31/2018	0.00000	15
37000-75391	DTRG LQ2X HEC ORIG 2 200OZ UC 1...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	42	N/A	10/1/2018	12/31/2018	0.00000	15
37000-75391	DTRG LQ2X HEC ORIG 2 200OZ UC 1...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	51	N/A	10/1/2018	12/31/2018	0.00000	15
37000-75391	DTRG LQ2X HEC ORIG 2 200OZ UC 1...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	61	N/A	10/1/2018	12/31/2018	0.00000	15
37000-75391	DTRG LQ2X HEC ORIG 2 200OZ UC 1...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	71	N/A	10/1/2018	12/31/2018	0.00000	15
37000-75391	DTRG LQ2X HEC ORIG 2 200OZ UC 1...	2	POWERBUY OFF INVOICE ALLOWANCE	20180053	72	N/A	10/1/2018	12/31/2018	0.00000	15
37000-94567	RINSE ADV AND EX CLN CM	2	POWERBUY OFF INVOICE ALLOWANCE	20180023	21	N/A	12/1/2018	12/31/2018	1.33000	4
37000-94567	RINSE ADV AND EX CLN CM	2	POWERBUY OFF INVOICE ALLOWANCE	20180023	31	N/A	12/1/2018	12/31/2018	1.33000	4
37000-94567	RINSE ADV AND EX CLN CM	2	POWERBUY OFF INVOICE ALLOWANCE	20180023	32	N/A	12/1/2018	12/31/2018	1.33000	4
37000-94567	RINSE ADV AND EX CLN CM	2	POWERBUY OFF INVOICE ALLOWANCE	20180023	41	N/A	12/1/2018	12/31/2018	1.33000	4
37000-94567	RINSE ADV AND EX CLN CM	2	POWERBUY OFF INVOICE ALLOWANCE	20180023	42	N/A	12/1/2018	12/31/2018	1.33000	4
37000-94567	RINSE ADV AND EX CLN CM	2	POWERBUY OFF INVOICE ALLOWANCE	20180023	51	N/A	12/1/2018	12/31/2018	1.33000	4
37000-94567	RINSE ADV AND EX CLN CM	2	POWERBUY OFF INVOICE ALLOWANCE	20180023	61	N/A	12/1/2018	12/31/2018	1.33000	4
37000-94567	RINSE ADV AND EX CLN CM	2	POWERBUY OFF INVOICE ALLOWANCE	20180023	71	N/A	12/1/2018	12/31/2018	1.33000	4
37000-94567	RINSE ADV AND EX CLN CM	2	POWERBUY OFF INVOICE ALLOWANCE	20180023	72	N/A	12/1/2018	12/31/2018	1.33000	4
37000-23033	DETERGENT LIQ GAIN 2X	1	EDI OFF INVOICE		21	N/A	9/16/2018	12/31/2018	5.62000	10
37000-23033	DETERGENT LIQ GAIN 2X	1	EDI OFF INVOICE		22	N/A	9/16/2018	12/31/2018	5.62000	10
37000-23033	DETERGENT LIQ GAIN 2X	1	EDI OFF INVOICE		23	N/A	9/16/2018	12/31/2018	5.62000	10

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