



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 19-10

SUBJECT: New! Vendor Portal Adjustment Codes

The purpose of this notice is to alert Industry to the availability of new Adjustment Codes in Vendor Portal.

Adjustment Code 3: Cost Only / Off Invoice / 0% Impact on Price
Cost Adjustment to support reaching Negotiated Net Cost

Adjustment Code 11: Performance Based Scandown / 0% Impact on Price
Negotiated Performance-Based Billback

Adjustment Code 3 and 11 require agreement between Category Manager and Supplier before system entry. **Please do not use these adjustments without prior coordination and Category Manager approval.**

Based on current cost activities from some Suppliers, there are specific and immediate needs to apply these capabilities. Category Managers will begin contacting the applicable Suppliers in a systematic method to initiate the use of these adjustment codes.

Training, Reference Materials, and Quick Tips for Vendor Portal may be accessed through 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 EBQuestions@deca.mil.

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