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

IN REPLY
REFER TO

MPS   September 6, 2019

NOTICE TO THE TRADE – DECA NOTICE 19-67

SUBJECT: UPDATE Resale Accounts Payable Changes Effective April 1, 2020

    The purpose of this notice is to inform Industry of the revised schedule for deploying the system and process changes that will impact resale accounts payable. Extending the implementation of these changes to April 1, 2020, provides our Industry partners adequate time to prepare and update systems in support of DeCA's new financial business model EBS Power Enterprise (PE). This NTT supplements past Notices to the Trade 19-22, 19-37, 19-37-A01, and 19-37-A02.

    Upon implementation of PE, Frequent Delivery System (FDS) and Direct Store Delivery (DSD) roll-ups will be eliminated and replaced with daily accounts payable reconciliations. In DAX deployed stores, DIBS pull numbers will be eliminated and replaced with Purchase Order Identifiers (POID). Call numbers and call periods will be eliminated and replaced with serial numbers. For a complete listing of DAX implemented stores and deployment schedules please visit: https://www.commissaries.com/our-agency/business-with-deca/ebs-vendor-portal.

Changes that will Impact ALL Vendors:

- Serial Number – replaces call numbers and call periods
  - 4 character number that follows Purchase Order Identifier (POID)
  - Format is "ymxx" y = year, m = month, xx = Base36
    - Base36 utilizes any combination of numbers 0-9 and letters A-Z
  - Example 1: Year is 2021 = 1, Month is April = 4, Base36 will become any combination between 14<u>00</u> through 14<u>ZZ</u>
  - Example 2: Year is 2020 = 0, Month is November = B, Base36 will become any combination between 0B<u>00</u> through 0B<u>ZZ</u>
    - Months represented by a letter: October = A, November = B, December = C

- Defense Logistics Agency (DLA) Vendor Invoice
  - MyInvoice.com application will display serial numbers instead of call periods or call numbers
  - POID field will be populated and identified as its own entity

Impact to Frequent Delivery System (FDS) & Source Load Vendors: *See Attachment 1*

- EDI 820 remittance from DFAS to vendors remains unchanged

- Purchase Order Identifier (POID) – replaces DIBS pull numbers
    - 9 character number to identify and document purchase orders
    - Will be utilized by DAX deployed stores and PE deployed CDC's

- FDS Ordering/Shipments/Receipts
    - Pull number will be replaced by POID for DAX stores & PE CDCs
    - Call period will be replaced by serial number

Note: DIBS CAO stores will continue utilizing pull numbers

Note: Distributors are considered as the suppliers' agents who on a daily basis are responsible for receiving orders, pulling the quantities ordered by store, and delivering the products to each DeCA location by the required delivery date. Distributors are also responsible for reconciling any shipment discrepancies before reporting to the applicable supplier the quantities that each DeCA location received

Impact to Direct Store Delivery Single (DSDS) Payment Vendors: *See Attachment 2*

- DSDS Ordering/Shipments/Receipts
    - Purchase orders will start utilizing POID for all stores
    - Call number will be replaced by serial number for all stores

Impact to Direct Store Delivery (DSD) Vendors: *See Attachment 3*

- DSD Receipts
    - Call period will be replaced by serial number for all stores

Changes to EDI Transactions:

- EDI Transaction Set Changes
    - 875 (EDI orders) modified for POID and serial numbers = 1111
    - 856 (EDI shipments) modified for POID and serial numbers = 1111
    - 812 Report of EDI Discrepancy (RED) & 812 Report of EDI Acceptance (REA) replaces current EDI 867 (Product Transfer)
        - 812 Report of EDI Discrepancy (RED) ****NEW****
            - Reports discrepancies between 856 Advance Shipping Notice (ASN) and receipts
        - 812 Report of EDI Acceptance (REA) ****NEW****
            - Utilizes serial numbers = ymxx

    Note: 812 EDI reports will utilize pull numbers for DIBS CAO stores

- EDI Discrepancies
  - Payments for PIIN discrepancies will be held for that particular PIIN while the remaining PIINs within the same Purchase Order (PO) will be paid
  - Case UPC differences will be minimized by using item GTIN as the base unit
  - Case pack differences will be allowed for 7 days if the case pack is not in DeCA's master catalog

  Note: Processes for case pack differences vary between distributors and source load vendors. Additional details will be provided at a later date.

Impact to DeCA's Resale Accounts Payable:

- CONUS
  - Rollup process for FDS and DSD vendors will be eliminated
  - Net Cost to be applied based on Requested Delivery Date (RDD)
  - Vendors will receive one voucher payment for all store deliveries that occur on the same day and each POID will be referenced
  - Invoices will continue to be generated and authorized on the RDD on ASN for each purchase order based upon passing the reasonability parameters defined in NTT 19-37-A02 (#7)

- OCONUS
  - Rollup process for FDS and Source Load vendors will be eliminated
  - Net Cost to be applied based on Demand Receipt Date (DRD)
  - Vendors will receive one voucher payment for all store deliveries that occur on the same day and each POID will be referenced
  - Invoices will continue to be generated and authorized on the DRD date for each purchase order based on ASN at the Port of Embarkment (POE) and upon passing the reasonability parameters defined in NTT 19-37-A02 (#7)
  - OPP and OOP process will be streamlined for CDCs and stores

Processes Unchanged:

- Pull numbers will still be utilized for DIBS CAO stores (Non DAX stores)
- DSD Credits & Returns
- DSDS Credits
- Payment frequencies for contractor owned products until sold through front-end
- Payment frequencies to Fresh Fruits & Vegetables (FF&V) contractors
- EDI 820 remittance from DFAS to vendors
- MyInvoice.com DOC Number field length remains 14 characters

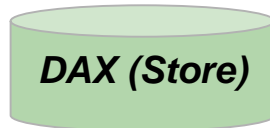Questions regarding this NTT should be submitted by email to EBSquestions@deca.mil.

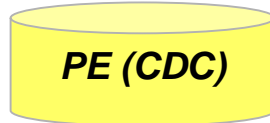Tracie L. Russ
Director, Sales

Attachments
As stated

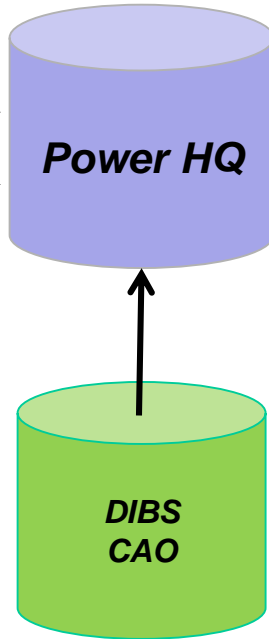# FDS Order – ASN - Receipt and Reconciliation

Order from CONUS and OCONUS stores (DAX)

DAX (Store)

Order from CDCs (PE)

PE (CDC)

Upon Receipt, DIBS CAO will send the

"Order/ ASN and Receipt" to with the PULL number and the Serial number to PHQ
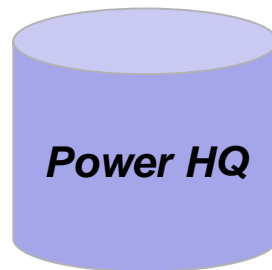
Power HQ

DIBS CAO

Order from DAX stores and CDCs
(With 9 character POID & Serial # ="1111"

ASN from distributor for DAX stores and CDCs
(With 9 character POID & Serial # ="1111"

Order from DIBS CAO stores
(With 9 character PULL & Serial # ="1111"

ASN from distributor for DIBS CAO stores
(With 9 character PULL& Serial # ="1111"

Distributor

Power HQ

812 with PIIN, CASE UPC and CASE PK discrepancies
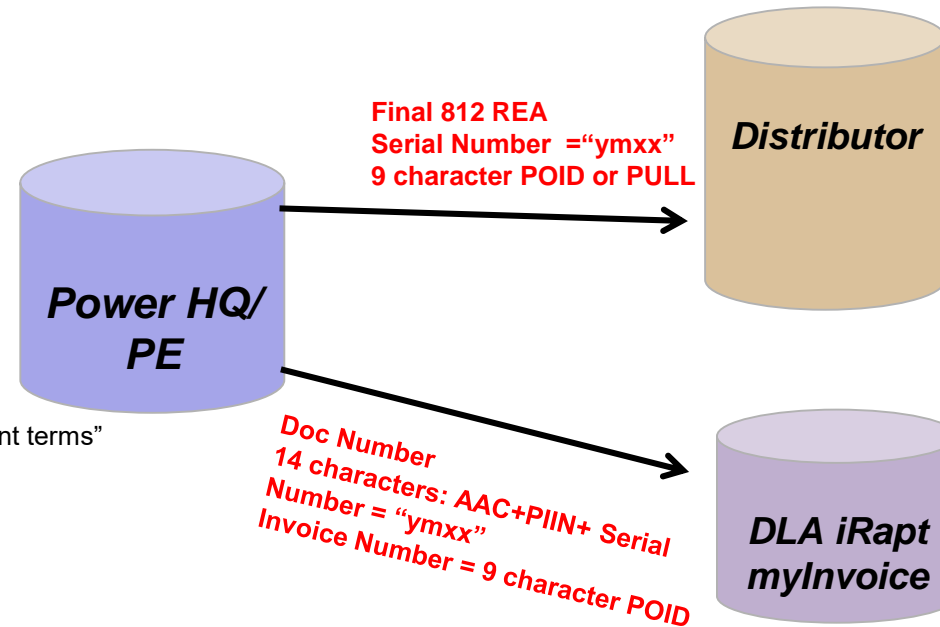With 9 character POID & Serial # ="ymxx"

Approved 812 REA With 9 character POID or PULL
Serial # ="ymxx"

Distributor
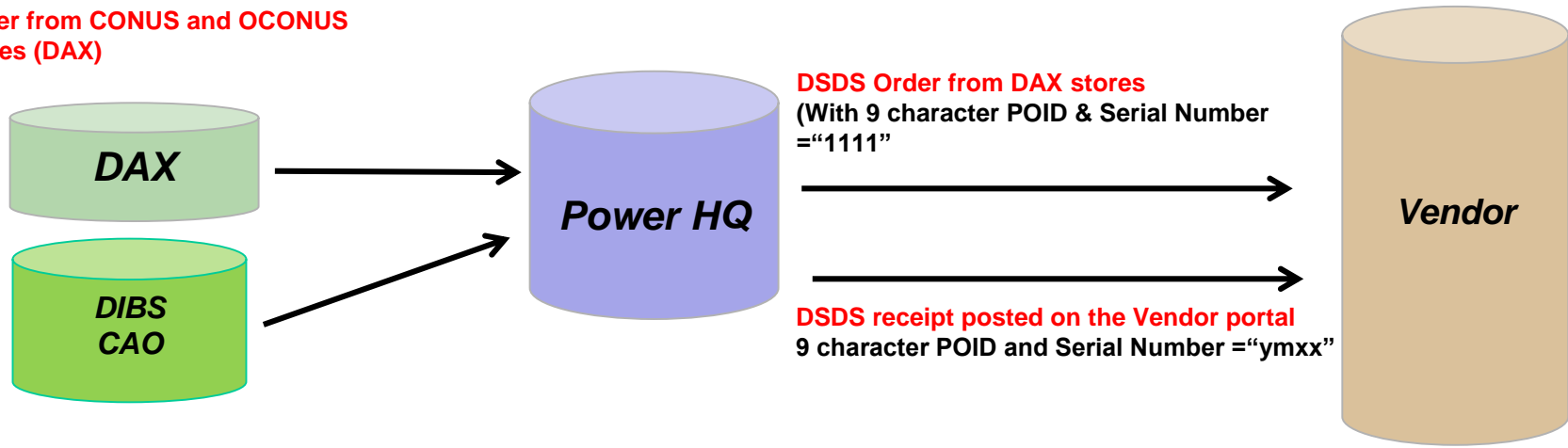
FDS DeCA - Vendor – DeCA Reconciliation

- ✓ Invoice Cost used for payment will be the RDD date on the 856 for CONUS and the DRD date on the 856 for OCONUS

- ✓ Payments will be made on:
  - ▪ Receipt date + Net payment terms

- ✓ If "Accelerated Pay" is used:
  - ▪ Receipt date + Accelerated payment terms

- ✓ OCONUS shipments will be paid on "ASN date at the port of embarkment + Net payment terms"

- ✓ One Vendor check for all DODAACs on the same PIIN for same date

- ✓ No changes to DOC Number field length in DLA myInvoice (14 characters)

- ✓ Serial number format will be 4 characters "ymxx" for each Purchase Order which is the year, month and Base 36 sequential number

- ✓ The Purchase Order ID (POID) will be sent to DLA "myInvoice" for additional validation (This field exists in "myInvoice" today but is not populated by DeCA)

- ✓ The PULL number will remain in the same format in the 875, 856 and 812 REA for legacy DIBS CAO stores

- ✓ Payments for PIIN discrepancies will be held for that PIIN while the rest of the PIINs on the same PO will be paid

- ✓ CDCs will be added to the Vendor contracts; CDCs will be ordering from the distributors;

- ✓ OOP and OOP will be sunset for DeCA CDCs, PAC stores, Fort Buchanan who order using DIBS DOORS
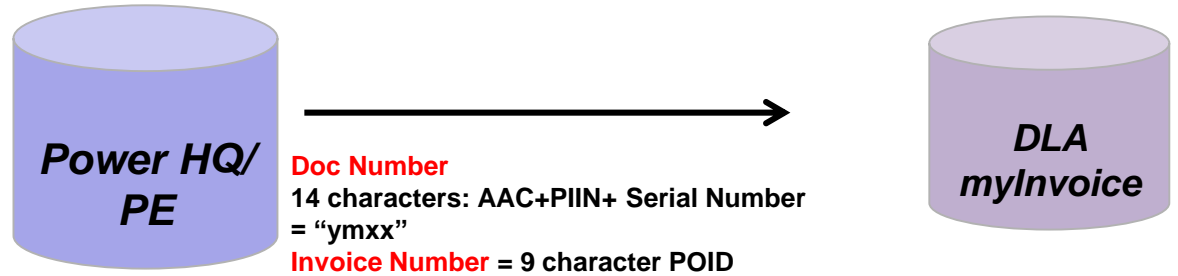
Power HQ/ PE

**Final 812 REA
Serial Number ="ymxx"
9 character POID or PULL**

Distributor

**Doc Number
14 characters: AAC+PIIN+ Serial
Number = "ymxx"
Invoice Number = 9 character POID**

DLA iRapt myInvoice

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DSDS Order- Receipt and Reconciliation

Order from CONUS and OCONUS stores (DAX)

DAX

DIBS CAO

Power HQ

DSDS Order from DAX stores (With 9 character POID & Serial Number ="1111"

Vendor

DSDS receipt posted on the Vendor portal 9 character POID and Serial Number ="ymxx"

Power HQ/ PE

Doc Number
14 characters: AAC+PIIN+ Serial Number = "ymxx"
Invoice Number = 9 character POID

DLA myInvoice

DSD Receipt and Reconciliation

Receipt from CONUS and OCONUS stores (DAX)

DAX

DIBS CAO

Power HQ

DSD Receipt from DAX stores posted on the Vendor Portal
(Serial number=ymxx and Vendor Invoice Number)

Vendor

Power HQ/ PE

Doc Number
14 characters: AAC+PIIN+ Serial Number = "ymxx"
Invoice Number = Vendor Invoice Number

DLA myInvoice