

MPS

February 26, 2021

NOTICE TO THE TRADE – DECA NOTICE 21-60

SUBJECT: Promised Net Cost Agreement and Approval Process Change for All Cost and Adjustment Code 1 Submissions

The purpose of this notice is to inform Industry of the new Promised Net Cost Agreement and Approval Process Change for All Cost and Adjustment Code 1 Submissions.

Promised Net Cost Agreement: The Promised Net Cost Agreement is a new Agreement and Billback Type added to the Vendor Portal to facilitate system based cost contracts. The Promised Net Cost is the "Net Case Cost" the Vendor is promising and committed to DeCA for the duration of the Agreement Dates. Once the Promised Net Cost Agreement has been accepted by DeCA, all current and future COST records submitted by the Vendor will be validated against the Promised Net Case Cost in the Agreement for that item. The system will create an Adjustment record in the Operational table to keep the net case cost in line with the Promised Net Case Cost that was agreed to by the Vendor and DeCA in the Agreement. Promised Net Cost Agreements can only be created against items that currently exist in PHQ.

Approval Process Change for All Cost and Adjustment Code 1 Submissions: All cost and item adjustment code 1 (Non-Negotiated Item Adjustment -EDI Off Invoice) submissions from Vendors/Manufacturers via EDI or the Vendor Portal require manual approval by DeCA Category Management before the records are applied to the Power HQ Operational tables (i.e., the automatic approval/apply has been removed). The requirement for start and end dates to meet rollup period business rules has not changed.

Once the submission has passed the DeCA-defined business rules, the COST and ITEM ADJUSTMENT CODE 1 records will no longer be auto approved. These submissions will reside in the Vendor Portal Staging table in an **OPEN** status and will require DeCA Category Management to manually **Accept** or **Reject** the costs or item adjustments and **Apply** the action to the Power HQ operational tables.

With this change, the Vendor must submit COST changes 30 days prior to the effective Start Date of the COST change. The Vendor must also submit the Non-Negotiated Promotions (Adjustment Code 1 – EDI Off Invoice) 30 days prior to the effective Start Date. Cost and Non-Negotiated Promotions (Adjustment Code 1) that are submitted by the Vendor less than or equal to 30 days of the effective Start Date will be auto rejected with the reason code 0600F (Effective Date past Cutoff) for Cost, and 0504F (Missed Cutoff Date for Promotion) for Adjustments.

This process change applies to:

- EDI 879 Cost Transactions
- EDI 889 Item Adjustment Transactions for Adjustment Code 1 (EDI Off Invoice)
- Vendor Portal –Vendor Cost Entry
- Vendor Portal Vendor Item Adjustment Entry for Adjustment Code 1 (EDIOff Invoice)
- Vendor Portal –Electronic Import for Cost
- Vendor Portal Electronic Import for Adjustment Code 1 (EDI Off Invoice)

Effective, March 15, 2021, DeCA will no longer accept Promised Net Costs in paper form. All Promised Net Costs **MUST** be submitted via the agreements form in the Vendor Portal and entries must be approved by the DeCA Category Teams. A vendor job aid is attached and is also available on commissaries.com. (<u>www.commissaries.com/our-agency/business-withdeca/ebs-vendor-portal</u>). All Cost and Adjustment Code 1 submissions will be approved manually by DeCA Category Management.

Points of contact for the notice are the appropriate Category Managers.

Thank you for your continued support,

MOFFETT.BONI A.M.114736115 Date: 2021.02.26 10:48:08 -05'00'

Bonita M. Moffett Director of Sales

Attachments As stated



Promised Net Cost Agreement



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Promised Net Cost Agreement



The Promised Net Cost Agreement is a new Agreement and Billback Type added to the Vendor Portal. This will be used to replace the "paper cost contracts" used to negotiate during the original Category Performance Improvement (CPI) process. The Promised Net Cost is the "Net Case Cost" the Vendor is promising and committed to DeCA for the duration of the Agreement Dates. Once the Promised Net Cost Agreement has been accepted by DeCA, all current and future COST records submitted by the Vendor will be validated against the Promised Net Case Cost in the Agreement for that item. The system will create an Adjustment record in the Operational table to keep the net case cost in line with the Promised Net Case Cost that was agreed to by the Vendor and DeCA in the Agreement. Promised Net Cost Agreements can only be created against items that currently exist in PHQ. This new feature includes the following:

- **DeCAwill no longer accept Promised Net Costs on the DeCA "paper cost contracts" form.** All Promised Net Costs <u>MUST</u> be submitted via the Agreements form in the Vendor Portal.
- The Promised Net Cost Agreements are identified as Billback Type (Code 6) in the Agreement form in the Vendor Portal. Vendors can filter by Billback Type (Code 6) to review the status and where the Agreement is in the review and acceptance process.
- The Terms and Conditions are legally binding for all Promised Net Cost Agreements and cannot be customized or modified. The Vendor and DeCA can add additional terms and conditions in the COMMENTS field if needed.
- Vendors can upload items and Promised Net Case Cost Amount from a spreadsheet template. Items in the Spreadsheet can have different Case COST amounts.
- **Promised Net Cost Agreements are** <u>not</u> **Bill Backs.** Promised Net Cost Agreements do "not" create invoices and are "not" billed back to the Vendor.

Once the Promised Net Cost Agreements are Accepted by DeCA, the system will evaluate the current CASE COST for the item(s) in the Agreement and compare the COST to the Promised Net Case Cost for those items in the Agreement:

- If the current COST is higher than the Promised Net Case Cost in the Agreement, the system will create an Item Adjustment record (Adj Code 4) for the difference between the current Cost and the Promised Net Case Cost for the item(s) in the Agreement and add the Start/End Date of the Promised Net Cost Agreement to the Adjustment record.
- If the current COST is lower than the Promised Net Cost for the items in the Agreement, the system will "not" create an Item Adjustment record. The Vendor would be expected to submit a COST record thru EDI or the Vendor Portal for the agreed upon COSTamount.
- If a Vendor submits a future COST that is higher than the Promised Net Case Cost amount in the Agreement, the system
 will create an Item Adjustment record (Adj Code 4) for the difference between the current Cost and the Promised Net Case
 Cost for the item(s) in the Agreement and add the Start/End Date of the Promised Net Cost Agreement to the Adjustment
 record.



Promised Net Cost Agreement (Continued)...

A Vendor can provide and submit the negotiated cost solely in the Base Cost field or through a combination of the Base Cost and deduction of an Adjustment Code 3 (COST ONLY OFF-INVOICE).

- Start and End Dates for the Base Cost and an Adjustment Code 3 must adhere to current rollup period business rules and must be accepted and applied from the Staging table by the DeCA Category team.
- If an Adjustment Code 3 is used, this will not require the Start and End Dates of the Agreement and Adjustment to match, but it should be considered best practice as a businessrule.
- Altering the End date of a Promised Net Cost Agreement will not systematically revise the End Date of a corresponding Adjustment Code 3 and vice versa.
- All Agreements and Adjustments must always be created and managed independently at all times.
- SOS data fields are "not" a requirement for promised net cost agreements or Adjustment Code 3s and should remain blank.

Compliance to a Promised Net CostAgreement will be measured by the statement:

Base Cost - Adjustment Code 3 (and/or) - Adjustment Code 11 ≤ Promised Net Case Cost

(Cost Only Off-Invoice) (Performance Based Scandown)

- If the statement is true, no action will be taken by the system. If the statement is false, the system willautomatically generate and apply to the adjustment table an Adjustment Code 4 to enforce compliance.
- The record in the adjustment table will include for reference the Promised Net Cost Agreement # and will be visible to the Vendor in Vendor Portal.
- The new Adjustment Code 4 will function in like manner to the Adjustment Code 3 with no impact to price.
- If the item should become compliant with the Case Cost in the Promised Net Cost Agreement, the system will automatically end the Adjustment Code 4.
- Creating the Adjustment Code 4 will enforce compliance, instead of using the Adjustment Code 3, and will allow for easy distinction between Vendor submission and system application.
- Adjustment Code 1 (EDI OFF INVOICE) and Adjustment Code 2 (POWERBUY OFF INVOICE ALLOWANCE) will be <u>excluded</u> from calculation of the Adjustment Code 4record.



Promised Net Cost Agreement (Continued)...

Example #1

If Adjustment records exist in the Operational table for Adj Code 3 (COST ONLY OFF-INVOICE) and/or Adj Code 11 (Performance Based Scandown ADJ), and the Vendor submits a Promised Net Cost Agreement, the system will include the Amounts of the Adj Code 3 and Adj Code 11 Record when creating the Adj 4 records. Reminder: Adj Codes 1 (EDI OFF INVOICE) and Adj Code 2 (POWERBUY OFF INVOICE ALLOWANCE) will be excluded from calculation of the Adj 4 record.

Existing Data in Operational Table

UPC: 12345-55555 Base COST=\$10.00 Adj Code 1 = \$0.50 (1/1/2021-5/31/2021) Adj Code 2 = \$1.00 (2/1/2021-3/31/2021) Adj Code 3 = \$0.25 (1/1/2021-12/31/2021) Adj Code 11 = \$0.35 (1/1/2021-3/15/2021)

 Vendor Submits a New Promised Net Agreement and DeCA "Accepts" the Agreement Agreement #999
 Start/End Date: 3/1/2021 - 12/31/2021
 UPC: 12345-55555
 Promised Net Case Cost Amount=\$8.00

• System will create the following Adjustment Code 4 records in the Operational Table at the End of the Day to keep the Promised Net Case Cost of \$8.00 in compliance during the Dates the Agreement is in Effect.

Adj Code= 4 (PROMISED NET OFF-INVOICE) Case Adj Amount=\$1.40 Start/End Date: 3/1/2021 - 3/15/2021 Agreement #: 999

Adj Code= 4 (PROMISED NET OFF-INVOICE) Case Adj Amount=\$1.75 Start/End Date: 3/16/2021 - 12/31/2021 Agreement #: 999 Promised Net CostAgreement



Example #2

Vendor submits new Promised Net Cost Agreement, and DeCA "Accepts". At some later point, the Vendor submits a higher Base COST thru the Vendor Portal or EDI. Since the new Base Cost is higher than the Cost in the Promised Net Cost Agreement, the system will create the Item Adjustment record (Adj Code 4) to keep the Case Cost in the Agreement in compliance during the Start/End Dates of the Agreement.

Existing Data in Operational Table UPC: 12345-11111 Base Case Cost: **\$10.00**

 Vendor Submits a New Promised Net Agreement and DeCA "Accepts" the Agreement Agreement #123 Start/End Date: 3/1/2021 - 12/31/2021 UPC: 12345-1111 Promised Net Cost Amount=\$10.00 Note: Item Adjustment Record is <u>'not</u>' created since the Net Cost in the Operational table is compliant with the COST in the Promised Net Cost Agreement.

 Vendor Submits a higher Base COST thru the Vendor Portal or EDI UPC :12345-11111 New Base Cost: \$12.00 Start Date: 4/1/2021 Note: System will create New Item Adjustment Record to keep the Promised Net Case Cost in compliance

Adj Code=4 (PROMISED NET OFF-INVOICE) Case Adj Amount=\$2.00 Start/End Date: 4/1/2021 - 12/31/2021 Agreement #: 123 Promised Net CostAgreement



Example #3

If Vendor submits new Promised Net Cost Agreement that contains an item(s), and those item(s) are on an existing Promised Net Cost Agreement that has already been Accepted or is currently in effect, the system will auto end the Adjustment Code 4 record that was created from the 1st Agreement with an end date prior to the start date of the new Adjustment Code 4 record created from the 2nd Agreement.

Existing Data in Operational Table

UPC: 12345-22222 Base Case Cost: **\$10.00**

 Vendor Submits 1st Promised Net Agreement and DeCA "Accepts" the Agreement Agreement #567 Start/End Date: 3/1/2021 - 12/31/2021 UPC: 12345-22222 Promised Net Cost Amount=\$9.00
 Note: System will create New Item Adjustment Record to keep the Promised Net Case Cost in compliance

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Adj Code=4 (PROMISED NET OFF-INVOICE)
Case Adj Amount=$1.00
Start/End Date: 3/1/2021 - 12/31/2021
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Vendor Submits a 2nd Promised Net Cost Agreement (for the same item) and DeCA "Accepts" the Agreement Agreement #580
 Start/End Date: 6/1/2021 - 11/30/2021
 UPC: 12345-22222
 Promised Net Cost Amount=\$8.00

Note: System will change the End Date for the 1st Agreement to end the day before the Start Date of the new Agreement and create a new Item Adjustment record to keep the Promised Net Case Cost in compliance for the 2nd Agreement.

Adj Code=4 (PROMISED NET OFF-INVOICE) Case Adj Amount=\$1.00 Start/End Date: 3/1/2021 - 5/31/2021 Agreement #: 567 Adj Code=4 (PROMISED NET OFF-INVOICE) Case Adj Amount=\$2.00 Start/End Date: 6/1/2021 - 12/31/2021 Agreement #: 580



Promised Net Cost Agreement (continued)...

- Vendors can select from the store list below when creating the Promised Net CostAgreements
 - BBM_ALL_STORES
 - BBM_CONUS_STORES_EXC_HI_AK
 - BBM_HI_AK_ONLY
 - BBM_HI_ONLY
 - BBM_AK_ONLY
- If a Vendor selects the store list "**BBM_SELECTED_STORES**", and selects individual Store(s), DeCA will "**REJECT**" the Agreement. Promised Net Cost Agreements are 'not' applicable at the Store level. Promised Net Cost Agreements are applicable to the Cost Zones associated with the top five store list in the selection list.

Sele	ct fro	m SMRV_BBM_STORE_LIST		
~	Filte	r By: Apply Clear		
		BBM Store List ID	Description	List Name
	~	BBM_ALL_STORES	BBM All Stores(INCL OPP for OFF-INV)	BBM_ALL_STORES
	>	BBM_CONUS_STORES_EXC_HI_AK	BBM CONUS Exc HI&AK	BBM_CONUS_STORES_EXC_HI_AK
	~	BBM_HI_AK_ONLY	BBM HI&AK only	BBM_HI_AK_ONLY
	~	BBM_HI_ONLY	BBM HI Only	BBM_HI_ONLY
	>	BBM_AK_ONLY	BBM AK Only	BBM_AK_ONLY
	~	BBM_SELECTED_STORES	BBM Selected Stores	BBM_SELECTED_STORES

Note: DeCA will '<u>not</u>' accept a Promised Net Cost Agreement that has been setup with a Store List=**BBM_SELECTED_STORES**



Step 1: Create the Agreement

- 1. Select Agreement on the main menu.
- 2. Click the **+ New** icon.
- 3. On the Agreement Details popup:
 - Enter Description.
 - Enter or select Category Manager (required)
 - Enter or select Billback Type (Type 6)for Promised Net Cost.
 - Event is "not" applicable to Promised Net Cost Agreements.
 - Enter Start Date must be at least 30 days after date submitted and must start on bimonthly date
 - Enter End Date must end onbimonthly date
 - Select the Store List that's applicable to the Promised Net Cost Agreement.
- 1. Click the Save icon.
- 2. Click **OK** on the Inserted Successfully message. Once the save is successful, the "Terms and Conditions" will be populated.
- 3. Click the Items tab.

Note: The Terms and Conditions are defined by DeCA, and only apply to the Promised Net Cost Agreements.

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Vendor Maintenance	-	37369	A049-01	P&G		8	6/3/2020	6/15/2020	5	New	
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Details		Dates	0 *
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BillBack Type:	6 Q X	End Date: 2/28/	2021
Agreement #:	47632	Bill Calendar: 2	
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Create a New Promised Net Agreement

Step 2: Add Items and Promised Net Case Costs

There are two ways to add items and costs.

- 1. (<u>Option 1</u>) Manually enter UPC(s) and populate therequired fields in the grid
 - On the empty row in the grid, enter UPC EAN or select the search icon in the empty field to view/select the items in the Vendor's catalog.
 - Enter 0.00 in Adj. Amount (since it is a required field)
 - Select "Cases" as the Billing Unit
 - Enter the Promised Net Cs (<u>Case</u>) CostAmount. Note: Cost must be entered with decimals (e.g. 56.00)
 - Select the select to add the record to the Agreement
 - Repeat steps above for adding additional items and Promised Net Case Cost Amounts to theAgreement

--OR--

- 2. (Option 2) Click Bulk Import Items to load from Excel
 - Enter the data in the template. Click the **ViewTemplate**icon and enter the following for eachitem.
 - UPC_EAN
 - ADJ_AMOUNT (enter 0.00)
 - PROMISED_NET_COST (enter case cost w/decimals)

(OR)

• Save the template to your system and upload by selecting Load from Excel

(OR)

- Copy the fields and data from the Excel template and paste them in the Import Databox
- Once the data is loaded in the Import Data box, select **SAVE** at the bottom of thewindow.
- Select "OK" on the ConfirmationWindow
- Select "OK" on the Information Window

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	with no errors			

Create a New Promised Net Agreement

• View the results. Correct any errors and re-upload if needed

Create a New Promised Net Agreement



Step 3: Submit to DeCA Category Manager

- 1. Click the **Next Status** button.
- 2. Select **CatMan** and click **OK** on the popup. This will change the status to CatMan and waits for DeCA to review the Agreement and Accept or Reject.
- 3. Click **OK** on the Saved successfullymessage.
- **4.** Note the Accept Status is now CatMan. Click the **X** at the top of the screen to close the popup.

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Review an Existing Promised Net Agreement

A Vendor can review the details (Dates, Items, Promised Net Cost Amount) and status of the Agreement following the stepsbelow.

How To...

- 1. Select **Agreement** on the main menu.
- 2. Use the Filter By options to locate an agreement. Click on column headings to sort data if applicable.
- 3. Double-click to select an Agreement.
- 4. The **General** tab displays with the current Accept Status.
- 5. Click on the **Items** tab to display items and Promised Net Case Cost Amount.

		2	Agreement #	~					
find in menu Q	•) Vend	Category Mgr Event Agreement #		eement				
Main Menu		New 🔒 E	Description Accept Status		Generate Report 💿 View Report				
Vendor View Y	¥	Filter By:	Start Date		Any one of "	Q Add A	oply Clear		
Exports - Vendor Cost/Adjust List >			End Date]				
Vendor Cost Entry		Agreement	# Vendor Number	Agre	eement Description	Event	Category Mgr	Start Date	End Date
Vendor Item Adjustment Entry		47623	A049-01	Pro	mised Net Agreement - Secret Deodorant		Smith L	1/1/2021	12/31/2021
Vender Net Cost		41073	A049-01	P &	G			6/26/2020	7/23/2020
		41222	A049-01	P &	G			8/1/2020	8/15/2020
Electronic Imports		36328	A049-01	тос	THPASTE			5/27/2020	6/28/2020
Agreement		36916	A049-01	P&0	02			6/1/2020	6/30/2020
View Generated Report		36918	A049-01	P&0	03			6/1/2020	6/30/2020

Agreement Details	s: A049-01, 47623	Promi	sed Net Agreeme	nt - Secret De	odorant		_	$\langle \rangle \mathbf{x}$			
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Description	Promised Net Aar	eemeni	t - Secret Deo	Start Date:	1/1/20	21					
Category Mart	Smith L			End Date:	12/31/2	2021					
BillBack Type:	6			Bill Calenda	ar: 2						
Agreement #:	47623	_		Stores							
Accept Status:	DecaAccept			Store List:		BBM_ALL_STORES					
Invoicing				Selected S	tores Display:			9/)			
Vendor Number:	A049-01										
Billing Type:	Vendor			Course Door		Name I		_			
Terms and Co	nditions	Agree	ement Details: A0	49-01, 47623	3, Promised N	et Agreement - Secret Deod	lorant				
Manufacturer/broker a Manufacturer/broker u entered into the Vende understood that DeCA cost prices and saving not to calse the prices	acknowledges that obli- inderstands that the n or Portal. An Adjustme category managemen is levels on items not y on other items to ma		General 5	Items							
may result in reduced presented in this docu	orders, promotional a ment and understands	~	Filter By: UPC E	AN 🗸	Include "Any on	e of"	Add	Apply CI	ear		
		^	UPC EAN	Brand Code	Item Descripti	on	Sell Size	Unit UOM	Adj Amount	Billing Unit	Promised Net CS Cost Amt
	_		37000-88435	SECRET	DEODORAN	CLNL INV SOL CMPLY	1.6000	oz	.00	Cases	60.00
			37000-88511	SECRET	DEODORAN	CUNECER GEL	1.6000	07	.00	Cases	60.00
			37000-88515	SECRET	DEODORAN	CLNL CLR GEL OLVND	1.6000	oz	.00	Cases	60.00
			37000-09614	SECRET	DEODORANT	SOLID ADV PWDR PRTCN	1.6000	oz	.00	Cases	60.00
	_		37000-09615	SECRET	DEODORAN	SOLID ADV LIGHT FRES	1.6000	oz	.00	Cases	60.00
			37000-88519	SECRET	DEODORAN	CLNL INV SOL LVND	1.6000	oz	.00	Cases	60.00
				1	1		1	1	1		
				f: 1 Total Fo	ound: 9						



Negotiations Prior to Agreement Acceptance

Dillring neglitiations, the agreement moves back and forth within Vendor Portal with the system capturing both Vendor and DeGA comments and changes.

The key to identifying who has control of the agireement 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



IDeCA Controlls the Ag reem to a line

- CatMan for Cate ory Manager review
- · DecaAccept DeCA accept
- De caReject DeCA reject



Can I edit the Agreement?

Ageentenl: Details: B6'.18-01. 31237, Demo2 - Promised Net	CostAgm-eement:s		><
Save -+Next Status 8 Gene <at <=""> Report O View Repo</at>	rt Hiistoy		
m c omments De tails DeSO""lption: ca tegory Mgr:: S cnit h L Bill Bad<: Type: Agr cem ent#: A α ept S b ts: Imvolicing Vend α Num ber: 8.6.1B-0.1	Dates Event: Start Date: $13/112021$ End Date: $\underline{fizzart2}0 2 2$ Bill Calendar: $\underline{11}$ Stores Store Lsit: Mathematical Action		<u>α</u> ×
n'i m Villed on ingl. In factor of the facto	pindurtdilleIng.inpn.n.osint.111tr	ITT Notes unter n°10, pre Milniufaet Col 879 trainsection set or targad Latiggminicti - nre v	у.

Able t 🗄 it Agreement

Vendors can ediit agreements on ly when they are in the *Accept Stat us* of New, VndR V\iV, or CHGBSTART

How you can tell. ..

- 1. Action bar diisplays.
- 2. Fields tflat can be edited are open (ii.e. , no greyed out).

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Unable to Edil Agreement	Unal	ble t	o Edit	Agreement
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If the agreement displays with all fields greyed-out the status prohibits editing.

How you can tell...

- 1. Action bar does NOT displa y.
- 2. All fields are greyed out and cann ot be edited.

General <u>Items</u>		
Details	Event:	
Description:		
Categing Mgr-: <u>(smith L</u>	B II Ci len d a r-:	
Bill Back Type: I Aqeement#: 3 236	S t or e§	
Acc ept Stab.Js: ['oecaAccept 7	St or e Li .st :	7_
Invoicing	Selected Stores Diplar:	

Weilinkaline/Workie/Wishowiedges that obligations for vendor stocking support, product delivery, and promotional trade will not be affected by negotiated cost price. Menufacturery/towker understands that the negotiated cost agreed to must be submitted as the DeCA regular base cost either transmitted through an EDI 879 transaction set or entered into the Vendor Portal. An Adjustment Code 3 off-invoice allowance with matching start and end dates may be used in conjunction with this agreement. It is also understood that DeCA category management teams will be conducting regular checks to ensure regular cost prices are maintained items, as well as, checking the cost prices and savings levels on items not yet negotiated, to ensure any cost price increases do not offset price reductions on negotiated items. Manufacturer/proker agrees not to raise the prices on other terms to make up negotiated costs. Any cost increases above negotiated exes are aving stantanice and understand through a cost prices and savings levels on items to make up negotiated costs. Any cost increases above negotiated cost are any substantiated cost increases on non-negotiated items may result in reduced orders, promotional activity, distribution (ACV), or possible item deletions. The manufacturer/proker also validates the accuracy of product information presented in this document and understands that inaccurate information could lead to items being identified for removier if room 25 stock assortment. This form

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





- Vendor submits new Agreement and changes NEXT STATUS to CatMan (Billback Type – Code 6 - Promised Net Cost Agreement)
- 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 Type (Code 6) Promised Net Cost Agreement
- DeCA rejects and 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 toCatMan)
- 2. DeCA reviews and provides comments or requests changes (changes to Start/End Dates, Promised Net Case Cost Amount, items).
- 3. Vendor can...
 - Make Comments and return to Category Manager (changes NEXT STATUS to CatMan)
 - Make the requested changes and return to Category Manager (changes NEXT STATUS to CatMan)
 - Reject the Agreement without further negotiations (changes NEXT STATUS to VndReject); email is sent to Vendor and DeCA
- 4. If Vendor makes comments and makes the requested changes, DeCA can...
 - Make additional comments (changes NEXT STATUS to VndRvw); 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 theAgreement (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 Promised Net Case Cost Amounts before the Agreement Start Date must be approved by the Vendor. DeCA makes the Agreement edits and sets to *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 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.



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