



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

MPS

August 1, 2022

NOTICE TO THE TRADE – DECA NOTICE 22-87

SUBJECT: Update - Vendor Portal Adjustment Code 3

This NTT is an update to NTT 19-10, “New! Vendor Portal Adjustment Codes”, providing further clarification on Adjustment Code 3.

The purpose of this notice is to alert Industry of the updated use of adjustment code 3 in Vendor Portal.

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

Adjustment Code 3 must be used when submitting adjustment amounts which exceed 30 days. Adjustments being submitted consecutively on a monthly basis with identical amounts will need to be submitted as an Adjustment Code 3.

Adjustment Code 3 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>

Effective date for this update is September 1, 2022.

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

Bonita M. Moffett  
Director of Sales

Attachment(s)  
As stated