



DEFENSE COMMISSARY AGENCY  
HEADQUARTERS AND SUPPORT CENTER  
1300 EISENHOWER AVENUE  
FORT GREGG-ADAMS, VIRGINIA 23801-1800

MPS

March 11, 2025

NOTICE TO THE TRADE – DeCA NOTICE 25-56

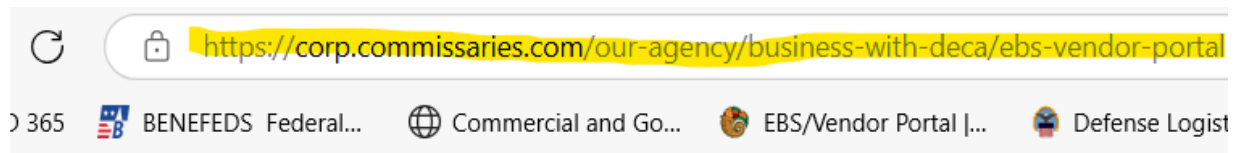
SUBJECT: Vendor Portal Update 2

**ATTENTION ALL DeCA RESALE VENDORS -VENDOR PORTAL UPDATE!**

DeCA is pleased to announce that the Vendor Portal Phase 2A enhancement has been released into production. The enhancement features process improvements to the Vendor Portal as follows:

- Ability to change your password
- Allows Authorized Negotiators to auto-onboard new Users without paperwork
- Ability for New Users to start the Vendor registration process

Job Aids to assist with the Vendor Portal enhancements are posted at [EBS/Vendor Portal | Commissaries](https://corp.commissaries.com/our-agency/business-with-deca/ebs-vendor-portal) under the section titled “Vendor Portal Reference Materials.”



## Vendor Portal Reference Materials

Vendor Portal Job Aid - Promised Net Cost Agreement (Feb 2021)

Vendor Portal Job Aid - View Generated Reports (Feb 2021)

Vendor Portal Onsite Training Slides

Vendor Portal Reference Guide

Vendor Portal Reference Guide for Scan-Based Promotional Agreements

Vendor Portal FAQs

Vendor Portal Upgrade Flyer

- Vendor Portal Job Aid How to Reset your Vendor Portal Password (2025)
- Vendor Portal Job Aid New User Auto-Onboarding (2025)
- Vendor Portal Job Aid Authorized Negotiator Auto-Onboarding New User (2025)

If you need assistance with the Vendor Portal enhancements or with Vendor Portal in general, please email [deca.gregg-adams.hq.mbx.signup@mail.mil](mailto:deca.gregg-adams.hq.mbx.signup@mail.mil). Please include the following information in all email requests:

In the Subject Line, briefly describe the nature of the problem (e.g., Password Reset, File Upload Issue, etc.)

- In the body of the email, include the following:

- First and Last Name
- Company Name
- Vendor Portal Username
- Telephone number
- Vendor Number
- Explain the problem and what is needed

- Please continue to email Vendor Portal Worksheets to the above email address.

If you have questions about this Notice, feel free to contact Ms. Sarah Saunders by telephone at (804) 734-8000, extension 48899, or by email at [sarah.saunders@deca.mil](mailto:sarah.saunders@deca.mil).

Robert B. Culbreth  
Director of Sales