



REPLY TO
ATTENTION OF

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

SEP - 8 2005

DOB

NOTICE TO THE TRADE – DeCA NOTICE 05-135

SUBJECT: Vendor Credit Memo Type Requirement on DeCA Form 70-10, Vendor
Credit Memo (Revised)

Presently, the Defense Commissary Agency (DeCA) does not have the capability to electronically identify each type of Vendor Credit Memo (VCM), i.e., salvage, Report of Discrepancies (RODs), or price reductions. DeCA's Interactive Business System (DIBS), Standard Automated Voucher Examination System (SAVES), and Accounting and Inventory Management System (AIMS) have been upgraded to accept the VCM types into the systems. **Effective October 1, 2005**, all VCM types must be accurately annotated on the revised DeCA Form 70-10 (attached).

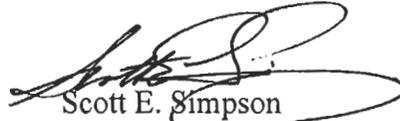
Procedures for sales representatives are as follows:

a. The revised DeCA Form 70-10 now has seven types of VCMs listed. Sales representatives will annotate the DeCA Form 70-10 to identify what type of VCM is being processed before submitting the VCM to the store director's office. The types of VCMs listed in block **u.** on the revised DeCA Form 70-10 are as follows:

- (1) Price Reduction (e.g., count and pay);
- (2) Unsaleable (e.g., willful damage to vendor stocked items, outdated merchandise resulting from vendor suggested order quantities);
- (3) Returned Merchandise (e.g., product in good condition voluntarily returned to the vendor at their request, items donated by a vendor to organizations on installations);
- (4) Guaranteed Sale (e.g., holiday items);
- (5) Voluntary Recall/ALFOODACT (e.g., medical recalls);
- (6) FDS ROD VCM (e.g., distributor shortages and overages); and,
- (7) Mispicks/Credits (e.g., distributor mispicks and credits).

b. Sales representatives in **Europe only** will also ensure the most current vendor code is annotated in block **d.** on the revised DeCA Form 70-10.

Points of contact for this Notice to the Trade are Mr. Wayne Davis, DSN 539-2908 or 804-765-2908 for the Resource Management Financial Services and Systems Division and Ms. Mary DeSantis, DSN 687-8975 or 804-734-8975 for Performance and Policy.



Scott E. Simpson
Chief Operating Officer

Attachment:
As stated

**INSTRUCTIONS FOR PREPARATION OF VENDOR CREDIT MEMO
(DeCA FORM 70-10)**

- | <u>Block</u> | <u>Instructions</u> |
|--------------|--|
| a. | Enter company name |
| b. | CONUS: Enter PIIN (Contract Number)
OCONUS: Enter APC |
| c. | Enter the month code the VCM was signed:

B = OCT F = FEB K = JUN
C = NOV G = MAR L = JUL
D = DEC H = APR M = AUG
E = JAN J = MAY N = SEP |
| d. | Europe Only: Enter the Vendor code |
| e. | Enter the VCM Serial Number. The serial number is a sequential number assigned to the VCM. The log maintained at the commissary/CDC will be used to assign the serial numbers that begin at 6001 and go to 6999 and will be reset each month to 6001. This number will be assigned from the Vendor Credit Memo Document Log. If a serial number is given one month but funds are not received to complete the document in the same month, the first serial number must be canceled and a new serial number issued reflecting the month code corresponding to the date in block "cc". |
| f. | Enter page # (e.g. page 1 of 1; page 1 of 2; page 2 of 2, etc. |
| g. | Enter Commissary name and DODAAC |
| h. | Enter the name of the Store Director |
| j. | Enter the date the VCM is recorded on the document log. |
| k. | Enter the date reflecting the date the action contained in the document commences. For example, if this is a price reduction, this is the date the price reduction first occurs. |
| l. | List the Item UPC or for FDS RODs, the Pull Number of the ROD. |

**INSTRUCTIONS FOR PREPARATION OF VENDOR CREDIT MEMO
(DeCA FORM 70-10) contd.**

- m. Enter brand name.
- n. Enter unit of issue, e.g., each (ea), pound (lb)
- o. List the number of units on hand in both warehouse and store.
- p. Add both columns in "o" together to get this total.
- q. Enter price before price reduction.
- r. Enter new price after any price reduction.
- s. Subtract price in "p" from price in "o" to get this price.
- t. Multiply "p" times "s" Enter the total in "t".
- u. Check the appropriate VCM type
- v. Enter the SF215 Deposit Ticket Number
- w. Check the appropriate payment option
- x. Add all lines in column "t" and enter total.
- y. Printed name and signature of Company Representative
- z. Enter remarks/clarification
- aa. Print name and signature of the person who actually makes the price change as indicated on the VCM
- bb. Print name and signature of the person who actually makes the price change as indicated on the VCM.
- cc. Enter the completion date of the VCM.