

## **DeCA Item Delete Process – Attachment to Notice to the Trade 05-32**

- Day 1** Buyer notifies manufacturer and/or broker of intent to delete an item. The reclama period begins the following business day. Buyer waits 30 days before “P” coding the item in DIBS.
- Day 2** Manufacturer or broker notifies distributors of intent to delete. **This is imperative to preclude excessive inventories and dead stock issues.**
- Distributor stops ordering and cancels outstanding purchase orders when possible.
- Day 2-31** The stores continue to sell the item on the shelf.
- Day 3** Recommend distributors supply the manufacturer and/or broker with inventory data. This is when a manufacturer and/or broker should create a plan of action to move inventories out of the distributor. This will include price reductions on excessive inventories.
- Day 32** At the end of the initial 30-day period, the item, if not reinstated, is coded "P" in DIBS and included on the weekly add/change/delete notice.
- The stores will continue ordering the deleted item until the distributor stops delivering the product or until a reset is accomplished with the new planogram. Upon installation of a new planogram, the stores remove any remaining units from the shelf and sell off the shelf.
- Day 32-40** DeCA’s Distributor Coordinator Unit (DCU) forwards the weekly add/change/delete notice to distributors every Wednesday. Distributors will return the file with-in three working days with the balance on hand (BOH) and due-ins for all deleted items (there should be no due-ins). **No action will be taken on dead stock items for distributors that fail to provide this information.** To help DeCA buyers track speed to shelf, distributors will also include the BOH or due-in date for all K coded items on the add list. Information will be forwarded to DeCA buyers to evaluate manufacturer and/or broker compliance and will be used when considering future presentations.
- DAY 60** Item is deleted from DIBS, DeCA's responsibility to assist in the disposal of deleted item quantities ends.
- The manufacturer and distributor determine disposition of remaining distributor inventory.