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MPS

July 14, 2017

NOTICE TO THE TRADE – DeCA NOTICE 17-49

SUBJECT: Update! EBS Vendor Portal

The purpose of this notice is to alert DeCA's vendor community that **all vendors, regardless of contract type, must register in DeCA's Vendor Portal beginning August 30, 2017.** All vendors are expected to be onboarded in the new Vendor Portal by **October 15, 2017.**

This notice will define Vendor Portal, explain DeCA's two-phased deployment approach, set training opportunities, stress the importance of the authorized negotiator in the onboarding and registration process, and provide instructions for successful registration/onboarding.

What is Vendor Portal?

Vendor Portal is a Web-based application designed to promote collaborative communication between DeCA's vendors and DeCA personnel. Vendor Portal features a Cost Book view that will enable vendors to see current and future costs and adjustments as they exist today in Power HQ.

As you recall, Power HQ is the database that was deployed in January 2017, replacing the DeCA Interactive Business Systems (DIBS) product catalog. Vendor Portal will enable your firm to enter or electronically import adjustments to promotions and regular base cost changes into DeCA's Power HQ system. If you are currently using Electronic Data Interchange (EDI) transaction sets (879 and 889) to transmit costs and adjustments, you will still need to register in Vendor Portal. You will be able to view your EDI submissions in Vendor Portal.

Distributors who hold an active Resale Ordering Agreement (ROA), Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA) must register in Vendor Portal. Distributors will be able to see items that are attached to their active ROA(s), but will not be able to see items they distribute for other companies.

The Two Phases of Vendor Portal:

Phase I of Vendor Portal will replace the current DeCAF 40-16 process for all negotiated and non-negotiated promotions and adjustment types. Once your firm has onboarded Vendor Portal, DeCA will no longer accept a paper DeCAF 40-16. While Vendor Portal will not replace the 889 EDI transaction sets for submitting adjustments to regular base costs to support promotions such as Power Buys, Power Buy Line Extensions, or Everyday Low Cost (EDLC), or Temporary Price Reductions (TPRs), Vendor Portal can also be used to submit these types of adjustments. For example, if you transmitted an 889 and received an error and only a short time remains before the submission cut-off time, you can enter the adjustment in Vendor Portal instead of retransmitting the adjustment on an EDI 889.

In addition, Phase I of Vendor Portal will eventually replace DeCA's Web Pricing System. The entire Web Pricing System will be sunset at some time in the near future. Once your firm is live in Vendor Portal, you will no longer use Web Pricing; however, your Web Pricing permissions will change from 'edit' to 'view only.' The view only permission will enable you to view your items and historical pricing for up to 6 months. At the end of 6 months, your Web Pricing account will be disabled. While Vendor Portal will not replace the 879 EDI transaction sets for submitting regular base costs, you can use Vendor Portal to supplement your EDI transactions for submitting base costs. For example, in the event you received an 879 error and only a short time remains to submit the cost before the established cut-off time, you can enter the cost in Vendor Portal instead of retransmitting the adjustment on an EDI 879.

Phase II of Vendor Portal is scheduled to be deployed during the First Quarter of 2018. Phase II will automate the item presentation processes that are accomplished today using the DeCA Forms 40-15, CPI 40-15, and 40-18. Phase II will automate the processes associated with the Resale Contracting contracts and agreements, and will automate vendor payments through Bill Back Manager (BBM). More information will be provided on Phase II as the project matures.

Training Opportunities:

Vendor Portal training and onboarding will take place during the timeframe of August 30, 2017, through October 12, 2017. DeCA will offer on-site Instructor Led Training (ILT) to supplement the deployment and vendor registration onboarding process. This on-site training will be held at DeCA HQ, Fort Lee, Virginia, and will provide a hands on environment where vendors will have the opportunity to become familiar with Vendor Portal through practical exercises that relate to processing real time transactions in Vendor Portal. Your firm may send up to 3 people to the on-site training. DeCA and NCR personnel will be available to help vendors log on to Vendor Portal for the first time at the on-site training venue.

Vendors are required to self-register for the on-site training by clicking on <http://www.supersaas.com/schedule/DeCA/Signup> and using the on-line scheduling tool.

In addition to the on-site ILT, Web Based Training (WBT) or eLearning will also be provided. WBT is a self study learning opportunity where vendors will be able to access the learning environment 7 days a week, 24 hours a day. If your firm prefers to take WBT instead of attending in person, you will not need to self-register using the online scheduler described above. However, the authorized negotiator of your firm will still need to complete and submit the Vendor Portal Onboarding Registration worksheet as discussed below.

Importance of the Authorized Negotiator:

The authorized negotiator is the person who is authorized to contractually bind your company to DeCA's contracts and agreements, and must be the same person named as the Primary Government Business Point of Contact in the System for Award Management (SAM) database. Normally, the Resale Contracting Officers require your company provide them with a formal letter to either appoint or change the role of the authorized negotiator. However, with Vendor Portal Phase I, a worksheet has been created that will allow your firm to update the name(s) of the authorized negotiator(s) without providing a separate letter to the contracting officer.

The authorized negotiator is the only person authorized to provide the names of the other individuals within your firm who will have access to your Vendor Portal account.

Next Steps to a Successful Vendor Portal Registration and Onboarding Process:

Detailed instructions to assist you with the onboarding and registration process are provided for you at <http://www.commissaries.com/business/ebs/index.cfm>. From this page, please print the documents named below. Two sample Excel spreadsheet documents are also provided and are intended to show you what you can expect to see when you download the Vendor Portal Cost Book and Item Adjustment spreadsheets from Vendor Portal. These samples are for your files - no action is needed:

- Tips for a Successful Onboarding
- Vendor Portal On-Boarding Registration Worksheet
- About User Roles and Permissions in Vendor Portal
- Required Fields on the Vendor Portal On-Boarding Registration Worksheet
- Online Scheduler Instructions
- Cost Book Spreadsheet (.xls) – Sample
- Item Adjustment Spreadsheet (.xls) – Sample
- Vendor Portal On-Boarding Registration Worksheet (.pdf) - Sample
- Vendor Portal On-Boarding Registration Worksheet (.pdf)

Questions about this notice should be submitted by email to EBSquestions@deca.mil.

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