NOTICE TO THE TRADE – DeCA NOTICE 19-09

SUBJECT: New! Vendor Portal – Vendor Net Cost Module

The purpose of this notice is to alert Industry that the Vendor Portal – Vendor Net Cost Module is now available. The job aid for using this module is attached.

Training, Reference Materials, and Quick Tips for Vendor Portal may be accessed through commissaries.com and the following link:

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

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Director, Sales

Attachment
As stated
Vendor Portal

Vendor Portal>Vendor Net Cost Module

How To.....

1. Select Vendor Net Cost module.
2. Filter By From Date then filter by To Date. You may use additional filters to narrow your search however the From and To Dates are required. The date range for From and To can be as far back as 1 year in the past – and up to one year in the future.
3. You may use the calendar to select the filter from and filter to dates.
4. Click Add.
5. Click Apply.
6. The data will display in the grid.

Note: Putting in the dates for a year in the past to a year in the future may result in a large amount of data being queried and may cause system performance issues.
Vendor Portal

Vendor Portal > Vendor Net Cost Module

Data Fields

- **UPC EAN**: The item UPC
- **Item Description**: The description of the item.
- **Adj Code**: Adjustment code number
- **Adjustment Description**: The description of the adjustment type.
- **Event**: The event number
- **CZone**: Cost Zone
- **Store ID**: Store Number
- **Adj Start Date**: The date the adjustment started.
- **Adj End Date**: The date the adjustment ended.
- **UAdjAmt**: The Unit Adjustment Amount.
- **NetUCost**: The Net Unit Cost
- **Eff Date**: The date that the Net Unit Cost was effective.
- **Base Cost Start Date**: The date the initial base cost was entered into the catalog.
- **BaseUCost**: Base Unit Cost