

# INSTRUCTIONS

## Vendor Dead Stock Request (DeCA Form 40-273)

Effective July 1, 2012 DeCA Form 40-273 will be used to request dead stock additions back into DIBS.

Formatting has been protected to allow DeCA document scanning program to read and retrieve data. Only the input cells are unlocked. All cells with blue fields must be completed before submission. The following is a brief overview of the DeCAF 40-273.

- On the request sheet you can present up to eight items, and information regarding the products and pricing. Shippers must include the items in the shipper. A separate request must be submitted for each distributor. Up to five stores can be listed on the form. The request sheet is always mandatory.
  
- Once you complete the form:
  - E-mail the form to LELD.

If you have any questions please contact either Donna Starkus-Ward [donna.starkusward@deca.mil](mailto:donna.starkusward@deca.mil) or (804) 734-8000 extension 48154 or Michael Pettitt [Michael.pettitt@deca.mil](mailto:Michael.pettitt@deca.mil) or (804) 734-8000 extension 48184.

**INSTRUCTIONS FOR DEAD STOCK REQUEST FORM:** The DeCAF 40-273 is used to communicate deleted items you want to add back into DIBS. Specify which distributor the items are located, provide basic company information, communicate pricing, list the store that will order the product, and the point of contact. The following information must be completed on this form before it can be accepted for consideration:

**DISTRIBUTOR:** Enter only one distributor name.

**DATE:** The date in the block should list day, month and year (DD-MMM-YY) when you post the date. Key in the date using any of the following methods:

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**CONTRACT NUMBER:** Enter the current contract number in this space. There is a special way to list contract numbers. Your contract number consists of two numbers a letter and then four numbers. (For example: 11G9999).

**MANUFACTURER:** Enter the manufacturer name. The manufacturer is the firm/company to whom a Resale Ordering Agreement (ROA) is issued.

**PHONE NUMBER:** Enter the point of contact number and include area code.

**PRODUCT INFORMATION:** Each item has nine distinct blocks requiring information:

- Case UPC - Enter 11 digits. Enter the lead digit (the digit preceding the bar code); enter the ten following digits; but do not enter the check digit (the digit that follows the bar code). Do not enter any spaces or separation marks.
- Item UPC: Enter 11 digits. Enter the lead digit; enter the ten following digits; but do not enter the check digit. Do not enter any spaces or separation marks.
- Description: Enter description loaded in DIBS.
- When presenting shippers or pallets, enter the shipper or pallet's info in one row of sub-blocks, then list the information for each item contained within in the sub-block rows that follow. This is to show the relationship of a shipper or pallet module to its contents.
- Size: List the weight for the item based on the unit of measure listed. For example if the package weighs 16 ounces, list 16 in this field. Round the net weight to the nearest hundredth, e.g. if an item weight is 14.752 ounces list 14.75.
  - If the item is a random weight item, list 1.
  - For items not measured by the ounce (OZ), list the appropriate quantity. Example: for box of razor blades containing 48 blades, you would list 48.
- UPK: For example, if the item has twelve packages in a case list 12, if the item is a shipper or pallet list 1, if the item is random weight list 1.
- Number of cases: Enter the total number of case available.
- Last EDI Price: Enter the last price submitted for pricing.
- VPR Price: Enter the reduced price. The reduced price must be a minimum of 50% off of the last EDI price.
- % of VPR: This field will populate automatically.
- Expiration Date: This date must be supplied by the distributor from the cases on hand.

**DoDAAC LISTING:** From the drop down menu select the base you have received authorization from.

**Approving Officials Name/Title:** Enter the name and title of the manager that approved the vendor dead stock request.

**Name:** Name of the individual submitting the request.

**Broker:** Enter the broker name. The broker is the official representative authorized by the manufacturer to act on the manufacturer's behalf to fulfill contractual requirements.

**E-mail Address:** Enter E-mail address of the individual submitting the form.

Attachments:

1. Dead Stock Request Form – DeCAF 40-273