

VIEWING INSTRUCTIONS FOR EDI VENDORS

EDI Vendors are able to log onto the Defense Commissary Agency's Web Pricing System in order to view their spreadsheets. Following are some instructions for use while on the Web.

If you are not registered for the DeCA Web Pricing System, you will need to send in a registration form either by fax to (804) 734-8461 or email to shirley.smith@deca.mil or diana.leighty@deca.mil

After you have been registered you will be notified.

Type in the URL- <https://www.commissaries.com/webpricing>

Click on: Go to Web Pricing

Click on: Vendor Login

Click on: Forgot your password?

Type in your registered email address for the Web Pricing System, then click on Send Secure Link. A custom email will be sent to you containing instructions for setting your password.

Once logged in, you will be presented with a main menu and you have a choice to:

View/Download Current Price Sheet (to view current pricing)

View/Download Historical Price Sheets (to view past pricing)

Ask DeCA (to submit/email a pricing question to DeCA)

Edit My Account (to change password or contact information)

FAQ (to view Frequently Asked Questions)

If you are experiencing any problems with the Web Site after business hours, please call the toll free help-desk line at 1-877-332-2471, option 1 or 5. During business hours, please call Shirley Smith, Web Pricing Coordinator, at (804) 734-8000 X48312 or Diana Leighty, Web Pricing Coordinator, at (804) 734-8000 X48369.

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