Integration Guide

May 31, 2007 – Version 3

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  - **Product Image Information**
    - **A product image of each Grocery and/or Gift Pack item**
      - o **JPG ONLY**
      - o **Size not to exceed 260 x 260 pixels**
      - o **Optimized for web presentation**
      - o **Naming convention is: item_upc_lg.jpg**
        - ▪ **Where item_upc is the numeric PLU or UPC assigned by PS to identify the product.**
    - **An image of product nutritional information label (Grocery / Food ONLY)**
      - o **JPG ONLY**
      - o **Size not to exceed 500 x 800 pixels**
      - o **Optimized for web presentation**
      - o **Naming convention is: item_upc_ni.jpg**
        - ▪ **Where item_upc is the numeric PLU or UPC assigned by PS to identify the product.**
- **Page 7 – Product Image Information**
  - **An image of gift pack ingredient listings (Gift Packs ONLY)**
    - o **JPG ONLY**
    - o **Size not to exceed 500 x 800 pixels**
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- **Page 8 - Privacy Policy and FAQ**
  - o **Suppliers may not use a customer's personal e-mail/billing/shipping address for marketing promotions.**
  - o **Suppliers may not sell patron data to another company or another division of their company.**
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- **Page 8 - Stock Assortment**
  - o **Product sold must be within current authorized categories for DeCA.**
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April, 2007 Changes

- Page 6 – Added the following bullets to Supplier Enrollment
    - Shipping Companies:
        - United States Postal Service (USPS) is the default shipping company for all APO/FPO addresses and PO Boxes.
        - May also select any or all of the following companies:
            - DHL
            - Federal Express (FedEx)
            - United Parcel Service (UPS)
    - Shipping Extras:
        - Tracking may be optional or required
            - Note: USPS offers Tracking capabilities for Express Mail (includes PO Boxes and military addresses)
        - Insurance may be optional or required
            - Note: USPS' Express Mail packages are automatically insured to $100 against loss or damage.
- Page 8 – Changed from 24 hours to 48 hours
    - VC-II has a "Fill or Kill" policy. The Supplier must post a "Shipping Notice" message to DeCA via HTTPS, within 48 hours of receiving DeCA's "Purchase Order."
- Page 9 – Changed Element Lengths
    - batch_id – is now a 9 position alpha numeric field
    - order_id – is now a 20 position alpha numeric field
    - Comments (Shipping comments the buyer may have entered) – is now a 50 position field
- Page 9 – Added Elements
    - delivery_date – date the item should be delivered (MM/DD/YYYY)
    - delivery_comments – comments that should appear on the delivery card/note
- XML Schema – Beginning Page 20
    - Added multiple splits example
    - Added delivery_date and delivery_comments example

Introduction

Virtual Commissary II Integration Guide Info
The Virtual Commissary II (VC-II) Integration Guide provides information about and instructions for integrating with DeCA's Virtual Commissary II.

Use the Integration Guide to:
- Plan your Virtual Commissary II product presentation effort.
- Plan your Virtual Commissary II integration effort.
- Impact changes to your existing fulfillment systems for integration with Virtual Commissary II.
- Review data elements and technical details necessary to sell items through Virtual Commissary II.

Overview of Virtual Commissary II
Suppliers work with Product Support (PS) at DeCA to agree on products and prices that will be sold on the Virtual Commissary II. A RESALE ORDERING AGREEMENT (ROA) between your company and the Defense Commissary Agency (DeCA) is required and helps to solidify products and prices. A MEMORANDUM OF UNDERSTANDING (MOU) between your company and the Defense Commissary Agency (DeCA) is also required.   Please contact Ms. Valerie Robillia for additional information. Ms. Robillia may be reached at Valerie.Robillia@deca.mil.

Customers are validated by Virtual Commissary II to see if they are authorized to purchase items. When validated, they are allowed to browse the items and add items to their shopping cart. All Billing, Shipping and Credit Card information is entered on Virtual Commissary II. Once the customer has finalized their order, VC-II will parse the order and send the appropriate Header, Buyer, Shipper and Order information to the Supplier for fulfillment. Customers will perform all transactions on VC-II. Suppliers are responsible for receiving orders from VC-II, product fulfillment and returning actual shipping information to VC-II. Suppliers receive payment from DeCA based on the terms in their ROA.

Up Front
- DeCA's interface is somewhat flexible, but not negotiable.
- VC-II continues as a pilot program. There may be opportunities for rapid change due to unexpected business, or legal requirements.

DeCA Information Technology Contacts
Should additional technical assistance be required, please contact Ms. Corintha Russell. Ms. Russell is the Technical Lead for this application and will assign resources to fit the situation. Ms. Russell may be reached at Corintha.Russell@deca.mil.   Should Ms. Russell not be available, please contact Mr. Ronnie Fossum. Mr. Fossum may be reached at Ronald.Fossum@deca.mil.

Getting Started

Customer Flow
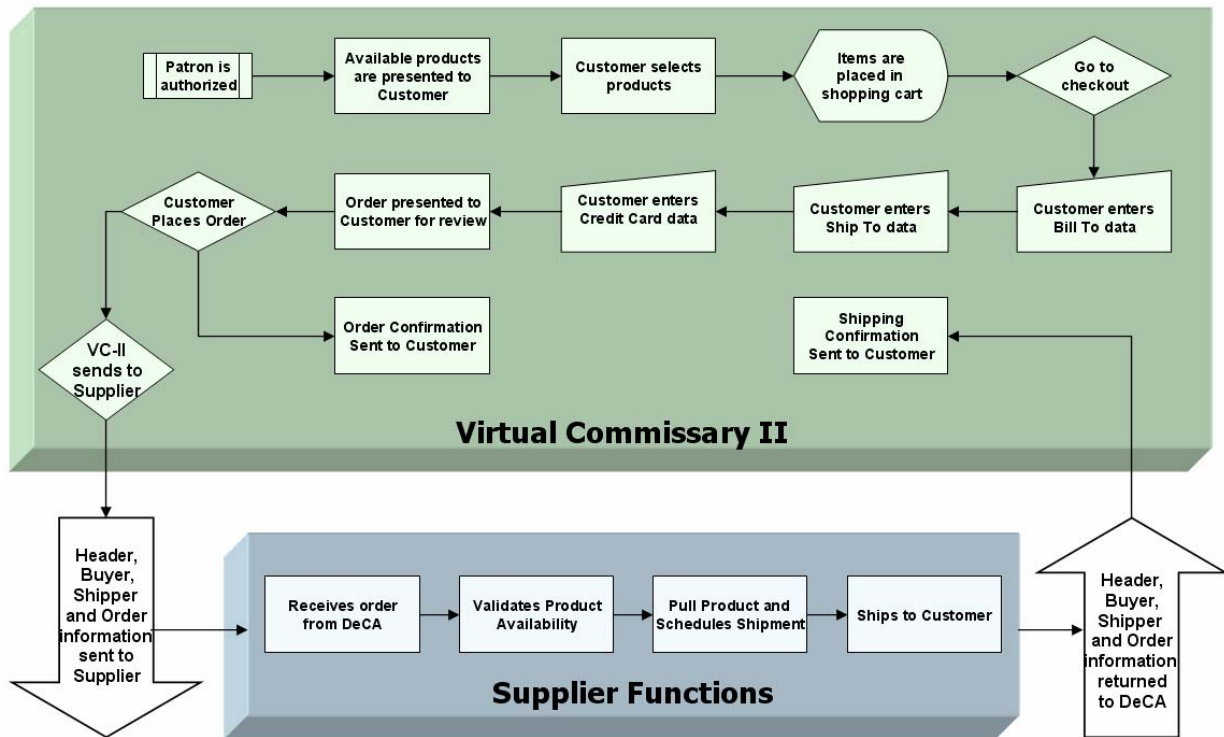
Product Presentation

A RESALE ORDERING AGREEMENT (ROA) between your company and the Defense Commissary Agency (DeCA) is required and will help solidify products and prices. A MEMORANDUM OF UNDERSTANDING (MOU) between your company and DeCA is also required. Please contact Ms. Valerie Robillia for additional information. Ms. Robillia may be reached at Valerie.Robillia@deca.mil.

We prefer that product and product pricing flow through DeCA's current business systems. DeCA's brick and mortar commissaries receive product and product pricing via EDI (UPC driven) or Web EDI (ROA driven). VC-II accommodates EDI and WEB EDI for product and product pricing. In emergency situations, VC-II will allow direct entry of a product (on a case-by-case basis) if a valid VC-II ROA exists.

The following required fields are not available within DeCA's current business systems and must be provided to PS, before the product can be activated on VC-II:

Product Image Information

- A product image of each Grocery and/or Gift Pack item
  - o JPG ONLY
  - o Size not to exceed 260 x 260 pixels
  - o Optimized for web presentation
  - o Naming convention is: item_upc_lg.jpg
    - ▪ Where item_upc is the numeric PLU or UPC assigned by PS to identify the product.

- An image of product nutritional information label (Grocery / Food ONLY)
  - o JPG ONLY
  - o Size not to exceed 500 x 800 pixels

- o Optimized for web presentation
- o Naming convention is: item_upc_ni.jpg
  - Where item_upc is the numeric PLU or UPC assigned by PS to identify the product.

- An image of gift pack ingredient listings (Gift Packs ONLY)
  - o JPG ONLY
  - o Size not to exceed 500 x 800 pixels
  - o Optimized for web presentation
  - o Naming convention is: item_upc_in.jpg
    - Where item_upc is the numeric PLU or UPC assigned by PS to identify the product.

Other Product Information

- Can this item be combined with other items in the same package?

- Can this item be shipped to an APO/FPO?

- A detailed text description of each Gift Pack to be listed.
  - o Alphanumeric field not to exceed 600 positions.

Supplier Enrollment

Once a supplier has enrolled in the Virtual Commissary II system, they will be able to view their product information on commissaries.com. To enroll in the Virtual Commissary system we require the following information.

- Trading Partner Name:
  - o Alphanumeric field not to exceed 60 positions.
- Transmission URL (used for exchanging data between DeCA and Supplier):
  - o Must be HTTPS and URL encoded
  - o Alphanumeric field not to exceed 120 positions.
- Shipping Companies:
  - o United States Postal Service (USPS) is the default shipping company for all APO/FPO addresses and PO Boxes.
  - o May also select any or all of the following companies:
    - DHL
    - Federal Express (FedEx)
    - United Parcel Service (UPS)
- Shipping Extras:
  - o Tracking may be optional or required
    - Note: USPS offers Tracking capabilities for Express Mail (includes PO Boxes and military addresses)
  - o Insurance may be optional or required
    - Note: USPS' Express Mail packages are automatically insure to $100 against loss or damage.
- Customer Service Phone Number:
  - o Numeric field not to exceed 50 positions.
- Customer Service E-Mail Address:
  - o Alphanumeric field not to exceed 50 positions.
- Customer Service Hours of Availability:
  - o Alphanumeric field not to exceed 50 positions.
- Manufacturer Point of Contact information:
  - o Name
    - Alphanumeric field not to exceed 50 positions.
  - o Phone
    - Alphanumeric field not to exceed 50 positions.

o E-mail
   ▪ Alphanumeric field not to exceed 50 positions.
o Contact Hours
   ▪ Alphanumeric field not to exceed 50 positions.

Privacy Policy and FAQ
- Suppliers may not use a customer's personal e-mail/billing/shipping address for marketing promotions.
- Suppliers may not sell patron data to another company or another division of their company.
- Violation of DeCA and DoD privacy standards will result in the termination of the Supplier's participation in DeCA's Virtual Commissary and possible legal action.

Return Policy and Fraud
- Suppliers are responsible for product returns, damaged product, partial shipments, and assume risk of loss, should it occur.

Stock Assortment
- Product sold must be within current authorized categories for DeCA.
- Product prices must be the same as commissary prices. If not sold in a commissary, must be the best price in the market place.

Technical Requirements
Participating suppliers must be able to securely and reliably accept order, shipping and acknowledgement information via HTTPS protocol. Participating suppliers must also be able to return via HTTPS, data elements of the transaction to Virtual Commissary.

Any server-side programming language that supports HTTPS request/response protocol such as ASP, ColdFusion, J2EE, PHP, etc., may be used.

Implementation
You must have an HTTPS URL resource and provide this address to DeCA before testing the interface. Said resource must be able to parse XML in the message body of the HTTPS request and provide an HTTPS response, again using XML in the message body.

Purchase Order Example
Suppose your HTTP address is https://www.isellgroceries.com/vcomm/acceptItems.asp. All required and optional purchase order data will be sent to this resource as an XML document in the message body of an HTTPS request.

There are four kinds of information contained in the purchase order XML schema (See Appendix) which would be submitted to this resource: header, buyer, shipper, and order information.

- Header Information is unique to the Supplier and contains a unique batch authorization identifier, a unique Supplier identifier, and other environment variables. The <header> XML element would appear only once in a single message.

- Buyer information is unique to each order and contains a unique order identifier, total dollar value of the order, all buyer information including name, address, email address,

and phone number. The <buyer> XML element appears exactly once for each order in the HTTP message. **Note** that a single HTTP purchase order message could contain one or more orders.

- Shipping information is also unique to each order and contains all shipping information including name and address, shipping charge & handling charge. The <shipto> XML element appears alongside the buyer XML element in an order. **Note** that a given order may contain one or more ship-to addresses.

- Specific item information, including UPC, quantity and sell price, is contained in the <item> XML element which is a child of the <shipto> XML element. **Note** a given <shipto> element may contain one or more <item> elements.

On receiving a purchase order message, the supplier must provide an acknowledgement message to a DeCA HTTPS URL resource. Likewise, when a supplier is ready to notify DeCA that a given order has shipped, the shipping notice message must be sent to a DeCA HTTPS URL resource.

Data Flow
The conceptual flow of data exchanges between DeCA and a supplier, include a transmission initiation, purchase order, shipping notice and acknowledgement messages as follows:

Via HTTPS protocol to/from a predetermined URL resource:
1. DeCA sends to the Supplier an initiation message.
2. The Supplier responds with an acknowledgement message which contains data DeCA sent in the initiation message along with additional values provided by the Supplier.
3. If the acknowledgement is successfully verified, DeCA sends the Purchase Order message.
4. When the Supplier receives a Purchase Order, they will post an acknowledgement message.
5. When the Supplier ships an Order, they will post a Shipping Notice message to DeCA.
6. When DeCA receives a Shipping Notice message, if it is successfully validated, they will post an acknowledgement message to the Supplier.

Fill or Kill
VC-II has a "Fill or Kill" policy. The Supplier must post a "Shipping Notice" message to DeCA via HTTPS, within 48 hours of receiving DeCA's "Purchase Order." If a Supplier is unable to fill the requested quantity of a given item, then that item should not be filled at all. When the Shipping Notice is then sent to DeCA, the quantity field for that item should indicate zero ("0"). VC-II will consolidate "Shipping Notice(s)" per Order and notify the Customer of the change to their order and credit card.

Inventory Capability
VC-II also has the capability to maintain an item balance-on-hand (BOH). Should a Supplier desire to maintain an item inventory with VC-II, a daily post of an "Inventory Adjustment" (via HTTPS) to DeCA is required. To do this, the Supplier must work with Product Support and establish an "out of stock threshold" for each item. This threshold will be used to automatically trigger an out of stock flag for display on VC-II. If that occurs, the item is also blocked from ordering. If the BOH of an item remains lower than the "out of stock threshold" for more than 24 hours, the item is automatically removed from display on VC-II.

Purchase Order Elements passed to Supplier from VC-II

	Name	Description	Req'd	Max Length
Header Element				
	batch_id	A unique identifier of this batch transaction	Yes	9 Alpha Numeric
	shipping_url	VC-II URL to post shipping information to after you have shipped the order	Yes	120
	ack_url	VC-II URL that you must post acknowledgement message to after you receive a purchase order transaction	Yes	120
	mode	A flag to show that this will not be a legitimate transaction. Always set to "T" when a testing	No	1
	timestamp	Date/Time the PO batch was produced	No	24
	trading_partner_id	Unique identifier of the Supplier	Yes	4
Order Element (Buyer, Shipping, and Item Information)				
buyer	**Contains several elements which identify customer and order**			
	order_id	Unique identification of an order	Yes	20 Alpha Numeric
	total_order	Total of this order, includes item, shipping and handling charges	Yes	Currency
	first_name	The customer's first name	Yes	30
	last_name	The customer's last name	Yes	30
	email	The customer's email address	Yes	60
	phone	The customer's phone number	Yes	13
	addr1	The customer's street address line 1	Yes	75
	addr2	The customer's street address line 2	Yes	75
	city	The customer's address city	Yes	45
	state	The customer's address state	Yes	2
	zip5	The customer's address zip code	Yes	12
	comments	Customer comments	Yes	50
shipto	**Contains ship to address information and items, may appear one or more times**			
	number	Attribute of shipto. References multiple shipping addresses	Yes	2
	carrier	How this item should be shipped: USPS, UPS, Federal Express, or DHL	Yes	20
	priority	Shipping priority: 1=Standard (3-5 Business Days); 2=Two-Day (2 Business Days); 3=One Day (1 Business Day)	Yes	1
	first_name	The ship to first name	Yes	30
	last_name	The ship to last name	Yes	30
	addr1	The ship to address line 1	Yes	75
	addr2	The ship to address line 2	Yes	75
	city	The ship to address city	Yes	45
	state	The ship to address state	Yes	2
	zip5	The ship to address zip	Yes	12
	item	The requested item	yes	N/A
	upc	Attribute of item. Unique identifier of item: UPC for grocery items; PLU for gift packs	Yes	20
	cost	Attribute of item_qty. Cost price of item	Yes	Currency
	qty	Attribute of item, the requested quantity	Yes	5
	shipping_chrg	Shipping charges for this ship to location	Yes	Currency
	handling_chrg	Handling charges for this ship to location	Yes	Currency
	delivery_date	Date this item should be delivered on (MM/DD/YYYY)	No	10
	delivery_comments	Comments that should appear on the delivery card/note	No	255

Purchase Order Example

Picking up at the point where DeCA has obtained order information from one or more customers and is ready to send the necessary data to a supplier for fulfillment, four data exchanges (all via HTTPS) would happen.

1. DeCA would initiate the exchange, providing a unique batch identifier.

2. The Supplier would then post an HTTPS request (not a response) with that same batch identifier and their Trading Partner ID, which DeCA previously provided.

3. DeCA would then examine the returned batch identifier and Trading Partner ID and if valid, post the Purchase Order message via HTTPS request.

4. The Supplier would then respond with an acknowledgement message.

DeCA will initiate a transmission exchange with a Supplier by generating and sending an HTTPS Request to a Supplier provided URL.

For example: https://www.somesupplier.com/deca_virtualcommissary/msgs/init

The HTTPS message body of the initiation request would be an XML document which might contain the following:

```
--------------------------------------------------
<?xml version="1.0"?>
<initpo>
        <header>
                <batch_id>123456789</batch_id>
                <po_url>
                        https://www.commissaries.com/virtualcommissary/msgtrans
                </po_url>
                <mode>T</mode>
                <timestamp>2007-03-31 9:00:00:0</timestamp>
        </header>
</initpo>

--------------------------------------------------
```

The Supplier would then post an HTTPS request, to the URL resource indicated in the initialization message, to obtain the Purchase Order information. Maybe something as follows:

```
--------------------------------------------------
<?xml version="1.0"?>
<requestpo>
        <header>
                <batch_id>123456789</batch_id>
                <url>
                    https://www.somesupplier.com/deca_virtualcommissary/msgs/po
                </url>
                <mode>T</mode>
                <timestamp>2007-03-31 9:01:00:0</timestamp>
                <trading_partner_id>N164</trading_partner_id>
        </header>
</requestpo>

--------------------------------------------------
```

Before responding with the purchase order data, DeCA will first extract the following information from the request PO message and validate it as follows:

1. The batch code will be compared to the batch code sent in the initialization message.

2. The trading partner id will be validated.

3. DeCA will verify that the batch code was generated for the Trading Partner and the orders to be sent in that batch have not previously been transmitted.

4. The URL submitted in the request PO message will be validated against the one DeCA has on record for that Supplier.

If the validation process is successful, DeCA will post the "Purchase Order" message to the Supplier provided URL via HTTPS request.

The Purchase Order HTTPS request message body might contain something as follows:

```
-------------------------------------------------
<?xml version="1.0"?>
<purchase_order>
        <header>
                <batch_id>123456789</batch_id>
                <shipping_url>
                        https://www.commissaries.com/virtualcommissary/msgtrans
                </shipping_url>
                <ack_url>
                        https://www.commissaries.com/virtualcommissary/msgtrans
                </ack_url>
                <mode>T</mode>
                <timestamp>2007-03-31 9:02:00:0</timestamp>
                <trading_partner_id>N164</trading_partner_id>
        </header>
        <order>
            <buyer>
                <order_id>58549493229</order_id>
                <total_order >151.34</total_order >
                <first_name>Corintha</first_name>
                <last_name>Russell</last_name>
                <addr1>1113 Tinsley Blvd</addr1>
                <addr2 />
                <city>Prince George</city>
                <state>VA</state>
                <zip5>23875</zip5>
                <email>corintha.russell@deca.mil</email>
                <phone>804-734-8602</phone>
                <comments />
            </buyer>
            <shipto number=1>
                <carrier>USPS</carrier>
                <priority>1</priority>
                <first_name>Charlie</first_name>
                <last_name>Russell</last_name>
                <addr1>Suite One</addr1>
                <addr2>104 Morgan Street</addr2>
                <city>Cardington</city>
```

```
                    <state>OH</state>
                    <zip5>43315</zip5>
                    <item upc="123456789" cost="5.00" qty="5"/>
                    <item upc="987654321" cost="5.00" qty="5"/>
                    <shipping_chrg>10.67</shipping_chrg>
                    <handling _chrg>15.00</handling _chrg>
               </shipto>
               <shipto number=2>
                    <carrier>UPS</carrier>
                    <priority>2</priority>
                    <first_name>Ronnie</first_name>
                    <last_name>Fossum</last_name>
                    <addr1>101 West Highland Court</addr1>
                    <addr2/>
                    <city>Colonial Heights</city>
                    <state>VA</state>
                    <zip5>23834</zip5>
                    <item upc="123456789" cost="5.00" qty="5" />
                    <item upc="987654321" cost="5.00" qty="5" />
                    <shipping_chrg>10.67</shipping_chrg>
                    <handling _chrg>15.00</handling _chrg>
                    <delivery_date>05/05/2007</delivery_date>
                     <delivery_comments>Happy Cinco de Mayo!</delivery_comments>
               </shipto>
          </order>
</purchase_order>
```

On successfully receiving the Purchase Order message, the Supplier will post an acknowledgement message request via HTTPS to the acknowledgement URL provided in the Purchase Order message. The acknowledgement request message body might contain something as follows:

```
<?xml version="1.0"?>
<ack_po>
     <header>
          <batch_id>123456789</batch_id>
          <trading_partner_id>N164</trading_partner_id>
          <mode>T</mode>
          <timestamp>2007-03-31 9:02:30:0</timestamp>
     </header>
</ack_po>
```

That would conclude the exchange of Purchase Order information between DeCA and a Supplier. The next section explains the shipping information exchange between a Supplier and DeCA.

Shipping Elements passed to VC-II from Supplier

			Name	Description	Req'd	Max Length
Header Element						
			batch_id	The UUID that was previously sent to identify this purchase order batch.	Yes	9 Alpha Numeric
			ack_url	The URL that DeCA will post acknowledgement information to after we receive shipping information.	Yes	120
			mode	A flag to show that this will not be a legitimate transaction. Always set to "T" when testing.	No	1
			trading_partner_id	Unique identifier of the Supplier.	Yes	4
Batch Element (Order, Shipping, and Item Information)						
			id	Attribute of batch element which identifies the batch DeCA previously sent in a PO message. Multiple batches may be returned to DeCA in a single shipping message.		9 Alpha Numeric
order				**Contains the shipping information for a given order. Multiple orders may be in a batch.**		
			id	Attribute of order element which uniquely identifies it.	Yes	
			total	Attribute of order, total of this order, includes item, shipping and handling charges.	Yes	Currency
	shipto			**Child of order element which contains ship to information and items, may appear one or more times in a given order.**		
			number	Attribute of shipto. References multiple shipping addresses.	Yes	2
	all/split			**Child of <shipto>. Either <all> to indicate items shipped in a single package or <split> to indicate order items were split into multiple shipments to a single <shipto> address. <all> may appear only once per <shipto>. <split> may appear two or more times with each occurrence containing the item information in that shipment. One or the other must occur, not both.**	Yes	
			carrier	Carrier for this part of the order: USPS, UPS, Federal Express or DHL.	Yes	20
			priority	Shipping priority: 1=Standard (3-5 Business Days); 2=Two-Day (2 Business Days); 3=One Day (1 Business Day)	Yes	1
			tracking	Tracking Number assigned by the Shipping Provider.	Yes	30
			item	The requested item.	Yes	N/A
			upc	Attribute of item. Unique identifier of item: UPC for grocery items; PLU for gift packs.	Yes	20
			cost	Attribute of item. Cost price of item.	Yes	Currency
			qty	Attribute of item, the actual shipped quantity. If none shipped then should be "0".	Yes	5
			shipping_charge	Shipping charges for this transaction.	Yes	Currency
			handling_charge	Handling charges for this transaction.	Yes	Currency

Shipping Notice Example

Picking up at the point where a Supplier has prepared one or more orders for shipment and is ready to send a shipping notice message to DeCA, two data exchanges (all via HTTPS) would happen.

1. Supplier posts an HTTP shipping request message, note that the shipping request message may contain one or more batches.
2. DeCA validates and processes the message, if all is well an acknowledgement message is posted to the Supplier

Supplier will post a "Shipping Notice" message to a DeCA provided URL via HTTPS request:

https://www.commissaries.com/virtualcommissary/msgtrans

The body of said shipping notice request might contain something as follows:

```xml
<?xml version="1.0"?>
<ship_notice>
        <header>
                <ack_url>
                        https://www.somesupplier.com/deca_virtualcommissary/msgs/acks
                </ack_url>
                <test_mode>T</test_mode>
                <trading_partner_id>N164</trading_partner_id>
        </header>
        <batch id="123456789">
                <order id="58549493229" total="151.34">
                        <shipto number=1>
                            <all>
                                    <carrier>USPS</carrier>
                                    <priority>1</priority>
                                    <tracking />
                                    <item upc="123456789" cost="5.00" qty="5" />
                                    <item upc="987654321" cost="5.00" qty="5" />
                                    <shipping_charge>10.67</shipping_charge>
                                    <handling _charge>15.00</handling _charge>
                            </all>
                        </shipto>
                        <shipto number=2>
                            <split>
                                    <carrier>UPS</carrier>
                                    <priority>2</priority>
                                    <tracking>8854930217483</tracking>
                                    <item upc="123456789" cost="5.00" qty="5" />
                                    <shipping_charge>5.33</shipping_charge>
                                    <handling _charge>7.50</handling _charge>
                            </split>
                            <split>
                                    <carrier>UPS</carrier>
                                    <priority>2</priority>
                                    <tracking>8854930217483</tracking>
```

```
                                    <item upc="987654321"  cost="5.00" qty="5" />
                                    <shipping_charge>5.34</shipping_charge>
                                    <handling _charge>7.50</handling _charge>
                            </split>
                        </shipto>
                </order>
        </batch>
</ship_notice>
```

On receiving a shipping notice request message, DeCA will extract the header and batch information and
authenticate it against what was previously sent to the Supplier. If it is valid, the shipping notice
information will be processed and if successful an acknowledgement message will be posted to the Supplier
provided URL.

The acknowledgement request message body for a shipping notice might contain something as follows:

```
<?xml version="1.0"?>
<ack_sn>
        <header>
                <trading_partner_id>N164</trading_partner_id>
                <mode>T</mode>
                <timestamp>2007-03-31 9:02:30:0</timestamp>
        </header>
        <batch id="123456789" status="OK" />
</ack_sn>
```

That would conclude the exchange of Shipping Notice information between a Supplier and DeCA. The next
section explains the optional inventory update exchange between a Supplier and DeCA.

Inventory Elements passed to VC-II from Supplier

Name	Description	Req'd	Max Length
Header Element			
trading_partner_id	Unique identifier of the Supplier.	Yes	4
ack_url	The URL that we will post acknowledgement to.	Yes	120
batch_id	Unique identifier for this inventory update generated by the Supplier.	Yes	36
mode	A flag to show that this will not be a legitimate transaction. Always set to "T" when testing.	No	1
Item Element (UPC and Quantity)			
item	The item to be updated.	Yes	N/A
upc	Attribute of item. Unique identifier of item: UPC for grocery items; PLU for gift packs.	Yes	20
qty	Attribute of item. The on hand quantity for the item.	Yes	5
status	Provided by DeCA in the acknowledgement. Attribute of item. One of "OK" or "ERR".	Yes	3

Inventory Notice Example

The Inventory update is an optional component within the Virtual Commissary. If a Supplier wishes to provide inventory updates they must first work with Product Support to configure their account and establish low inventory thresholds. Two data exchanges are required to submit an inventory update.

1. The Supplier prepares and posts an HTTPS inventory request message which contains an XML document in the message body.

2. On receiving the request, DeCA authenticates the message and validates the <ack_url> against what is recorded for the Supplier. If both are valid, the message will be processed and an HTTPS acknowledgment request posted to the Supplier acknowledgment URL.

Supplier will post an "Inventory" message to DeCA via HTTPS request

https://www.commissaries.com/virtualcommissary/msgtrans

The body of said request might contain something as follows:

```
-------------------------------------------------
<?xml version="1.0"?>
<inventory>
        <header>
                <trading_partner_id>N164</trading_partner_id>
                <ack_url> https://www.somesupplier.com/deca_virtualcommissary/msgs/acks</ack_url>
                <batch_id>001</batch_id>
                <mode>T</mode>
        </header>
        <item upc="123456789" qty="5" />
        <item upc="987654321" qty="5" />
</inventory>

-------------------------------------------------
```

On receiving the request message, DeCA will extract the header information and validate it against what is on record for the Supplier. If it is valid, the message will be processed and an acknowledgement message posted to the Supplier provided HTTPS URL.

The acknowledgement request message body for an inventory update might contain something as follows:

```
-------------------------------------------------
<?xml version="1.0"?>
<ack_inv>
        <header>
                <trading_partner_id>N164</trading_partner_id>
                <batch_id>001</batch_id>
                <mode>T</mode>
                <timestamp>2007-04-01 9:02:30:0</timestamp>
        </header>
        <item upc="123456789" qty="5" status="OK" />
        <item upc="987654321" qty="5" status="OK" />
</ack_inv>
-------------------------------------------------
```

That would conclude the exchange of Inventory information between a Supplier and DeCA.

Appendix A – XML Schema

```xml
<?xml version="1.0" encoding="UTF-8" ?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema">
 <xs:annotation>
  <xs:documentation xml:lang="en">Defense Commissary Agency</xs:documentation>
 </xs:annotation>
 <!--
  Root element for purchase order request initialization
-->
 <xs:element name="initpo">
  <xs:complexType>
   <xs:sequence>
    <xs:element name="header">
     <xs:complexType>
      <xs:sequence>
       <xs:element name="batch_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
       <xs:element name="po_url" type="xs:string" maxOccurs="1" minOccurs="1"/>
       <xs:element name="mode" type="xs:string" maxOccurs="1"/>
       <xs:element name="timestamp" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
      </xs:sequence>
     </xs:complexType>
    </xs:element>
   </xs:sequence>
  </xs:complexType>
 </xs:element>
 <!--
  Root element for purchase order request
-->
 <xs:element name="requestpo">
  <xs:complexType>
   <xs:sequence>
    <xs:element name="header" maxOccurs="1" minOccurs="1">
     <xs:complexType>
      <xs:sequence>
       <xs:element name="batch_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
       <xs:element name="url" type="xs:string" maxOccurs="1" minOccurs="1"/>
       <xs:element name="mode" type="xs:string" maxOccurs="1"/>
       <xs:element name="timestamp" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
       <xs:element name="trading_partner_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
      </xs:sequence>
     </xs:complexType>
    </xs:element>
   </xs:sequence>
  </xs:complexType>
 </xs:element>
 <!--
```

Root element for purchase order

```
-->
<xs:element name="purchase_order">
 <xs:complexType>
  <xs:sequence>
   <xs:element name="header" maxOccurs="1" minOccurs="1">
    <xs:complexType>
     <xs:sequence>
      <xs:element name="batch_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
      <xs:element name="shipping_url" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
      <xs:element name="ack_url" type="xs:string" maxOccurs="1" minOccurs="1"/>
      <xs:element name="mode" type="xs:string" maxOccurs="1"/>
      <xs:element name="timestamp" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
      <xs:element name="trading_partner_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
     </xs:sequence>
    </xs:complexType>
   </xs:element>
   <xs:element name="order" minOccurs="1">
    <xs:complexType>
     <xs:sequence>
      <xs:element name="buyer" maxOccurs="1" minOccurs="1">
       <xs:complexType>
        <xs:sequence>
         <xs:element name="order_id" type="xs:string" maxOccurs="1"
                 minOccurs="1"/>
         <xs:element name="total_order" type="xs:decimal" maxOccurs="1"
                 minOccurs="1"/>
         <xs:element name="first_name" type="xs:string" maxOccurs="1"
                 minOccurs="1"/>
         <xs:element name="last_name" type="xs:string" maxOccurs="1"
                 minOccurs="1"/>
         <xs:element name="addr1" type="xs:string" maxOccurs="1"
                 minOccurs="1"/>
         <xs:element name="addr2" type="xs:string" maxOccurs="1"/>
         <xs:element name="city" type="xs:string" maxOccurs="1" minOccurs="1"/>
         <xs:element name="state" type="xs:string" maxOccurs="1"
                 minOccurs="1"/>
         <xs:element name="zip5" type="xs:string" maxOccurs="1"/>
         <xs:element name="email" type="xs:string" maxOccurs="1"/>
         <xs:element name="phone   " type="xs:string" maxOccurs="1"/>
         <xs:element name="comments" type="xs:string"/>
        </xs:sequence>
       </xs:complexType>
      </xs:element>
      <xs:element name="shipto" minOccurs="1">
       <xs:complexType>
        <xs:sequence>
         <xs:element name="carrier" type="xs:string" maxOccurs="1"
                 minOccurs="1"/>
         <xs:element name="priority" type="xs:integer" maxOccurs="1"
                 minOccurs="1"/>
```

```
            <xs:element name="first_name" type="xs:string" maxOccurs="1"
                     minOccurs="1"/>
            <xs:element name="last_name" type="xs:string" maxOccurs="1"
                     minOccurs="1"/>
            <xs:element name="addr1" type="xs:string" maxOccurs="1"
                     minOccurs="1"/>
            <xs:element name="addr2" type="xs:string" maxOccurs="1"/>
            <xs:element name="city" type="xs:string" maxOccurs="1" minOccurs="1"/>
            <xs:element name="state" type="xs:string" maxOccurs="1"
                     minOccurs="1"/>
            <xs:element name="zip5" type="xs:string" maxOccurs="1"/>
            <xs:element name="item" minOccurs="1">
             <xs:complexType>
              <xs:attribute name="upc" type="xs:string" use="required"/>
              <xs:attribute name="cost" type="xs:decimal" use="required"/>
              <xs:attribute name="qty" use="required">
               <xs:simpleType>
                <xs:restriction base="xs:integer">
                 <xs:maxExclusive value="99999"/>
                </xs:restriction>
               </xs:simpleType>
              </xs:attribute>
             </xs:complexType>
            </xs:element>
            <xs:element name="shipping_chrg" type="xs:decimal" maxOccurs="1"
                     minOccurs="1"/>
            <xs:element name="handling_chrg" type="xs:decimal" maxOccurs="1"
                     minOccurs="1"/>
            <xs:element name="delivery_date" type="xs:date"/>
            <xs:element name="delivery_comments" type="xs:string"/>
           </xs:sequence>
           <xs:attribute name="number" type="xs:integer" use="required"/>
          </xs:complexType>
         </xs:element>
        </xs:sequence>
       </xs:complexType>
      </xs:element> <!-- END Purchase Order Root Element -->
     <!--
      Root element for purchase order acknowledgement
     -->
     <xs:element name="ack_po">
      <xs:complexType>
       <xs:sequence>
        <xs:element name="header">
         <xs:complexType>
          <xs:sequence>
           <xs:element name="batch_id" type="xs:string" maxOccurs="1"
                    minOccurs="1"/>
           <xs:element name="trading_partner_id" type="xs:string" maxOccurs="1"
                    minOccurs="1"/>
           <xs:element name="mode" type="xs:string" maxOccurs="1"/>
           <xs:element name="timestamp" type="xs:string" maxOccurs="1"
```

```
                minOccurs="1"/>
        </xs:sequence>
      </xs:complexType>
    </xs:element>
  </xs:sequence>
 </xs:complexType>
</xs:element>
<!--
 Root element for shipping notice
-->
<xs:element name="ship_notice">
 <xs:complexType>
  <xs:sequence>
   <xs:element name="header" maxOccurs="1" minOccurs="1">
    <xs:complexType>
     <xs:sequence>
      <xs:element name="batch_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
      <xs:element name="ack_url" type="xs:string" maxOccurs="1" minOccurs="1"/>
      <xs:element name="mode" type="xs:string" maxOccurs="1"/>
      <xs:element name="trading_partner_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
     </xs:sequence>
    </xs:complexType>
   </xs:element>
   <xs:element name="batch" minOccurs="1">
    <xs:complexType>
     <xs:sequence>
      <xs:element name="order" minOccurs="1">
       <xs:complexType>
        <xs:sequence>
         <xs:element name="shipto" minOccurs="1">
          <xs:complexType>
           <xs:sequence>
            <xs:element name="all" maxOccurs="1">
             <xs:complexType>
              <xs:sequence>
               <xs:element name="carrier" type="xs:string" maxOccurs="1"
                       minOccurs="1"/>
               <xs:element name="priority" type="xs:integer" maxOccurs="1"
                       minOccurs="1"/>
               <xs:element name="tracking" type="xs:string" maxOccurs="1"/>
               <xs:element name="item" minOccurs="1">
                <xs:complexType>
                 <xs:attribute name="upc" type="xs:string" use="required"/>
                 <xs:attribute name="cost" type="xs:decimal" use="required"/>
                 <xs:attribute name="qty" use="required">
                  <xs:simpleType>
                   <xs:restriction base="xs:integer">
                    <xs:maxExclusive value="99999"/>
                   </xs:restriction>
                  </xs:simpleType>
                 </xs:attribute>
                </xs:complexType>
               </xs:element>
```

```
        <xs:element name="shipping_chrg" type="xs:decimal" maxOccurs="1"
                minOccurs="1"/>
        <xs:element name="handling_chrg" type="xs:decimal" maxOccurs="1"
                minOccurs="1"/>
        <xs:element name="comments" type="xs:string"/>
       </xs:sequence>
       <xs:attribute name="number" type="xs:integer" use="required"/>
      </xs:complexType>
     </xs:element>
     <xs:element name="split">
      <xs:complexType>
       <xs:sequence>
        <xs:element name="carrier" type="xs:string" maxOccurs="1"
                minOccurs="1"/>
        <xs:element name="priority" type="xs:integer" maxOccurs="1"
                minOccurs="1"/>
        <xs:element name="tracking" type="xs:string" maxOccurs="1"/>
        <xs:element name="item" minOccurs="1">
         <xs:complexType>
          <xs:attribute name="upc" type="xs:string" use="required"/>
          <xs:attribute name="cost" type="xs:decimal" use="required"/>
          <xs:attribute name="qty" use="required">
           <xs:simpleType>
            <xs:restriction base="xs:integer">
             <xs:maxExclusive value="99999"/>
            </xs:restriction>
           </xs:simpleType>
          </xs:attribute>
         </xs:complexType>
        </xs:element>
        <xs:element name="shipping_chrg" type="xs:decimal" maxOccurs="1"
                minOccurs="1"/>
        <xs:element name="handling_chrg" type="xs:decimal" maxOccurs="1"
                minOccurs="1"/>
        <xs:element name="comments" type="xs:string"/>
       </xs:sequence>
       <xs:attribute name="number" type="xs:integer" use="required"/>
      </xs:complexType>
     </xs:element>
    </xs:sequence>
    <xs:attribute name="id" type="xs:integer" use="required"/>
    <xs:attribute name="total" type="xs:decimal" use="required"/>
   </xs:complexType>
  </xs:element>
  </xs:sequence>
  <xs:attribute name="id" type="xs:integer" use="required"/>
 </xs:complexType>
 </xs:sequence>
 </xs:complexType>
</xs:element> <!-- END Shipping Notice Root Element -->
<!--
```

Root element for shipping notice acknowledgement

```
-->
 <xs:element name="ack_sn">
  <xs:complexType>
   <xs:sequence>
    <xs:element name="header">
     <xs:complexType>
      <xs:sequence>
       <xs:element name="trading_partner_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
       <xs:element name="mode" type="xs:string" maxOccurs="1"/>
       <xs:element name="timestamp" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
      </xs:sequence>
     </xs:complexType>
    </xs:element>
    <xs:element name="batch" minOccurs="1">
     <xs:complexType>
      <xs:attribute name="id" type="xs:integer" use="required"/>
      <xs:attribute name="status" type="xs:string" use="required"/>
     </xs:complexType>
    </xs:element>
   </xs:sequence>
  </xs:complexType>
 </xs:element>
 <!--
```

Root element for inventory notice

```
-->
 <xs:element name="inventory">
  <xs:complexType>
   <xs:sequence>
    <xs:element name="header">
     <xs:complexType>
      <xs:sequence>
       <xs:element name="trading_partner_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
       <xs:element name="ack_url" type="xs:string" maxOccurs="1" minOccurs="1"/>
       <xs:element name="batch_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
       <xs:element name="mode" type="xs:string" maxOccurs="1"/>
       <xs:element name="timestamp" type="xs:string" maxOccurs="1"/>
      </xs:sequence>
     </xs:complexType>
    </xs:element>
    <xs:element name="item" minOccurs="1">
     <xs:complexType>
      <xs:attribute name="upc" type="xs:string" use="required"/>
      <xs:attribute name="qty" type="xs:integer" use="required"/>
     </xs:complexType>
    </xs:element>
   </xs:sequence>
  </xs:complexType>
 </xs:element>
 <!--
```

Root element for inventory notice acknowledgement

```
-->
 <xs:element name="ack_inv">
  <xs:complexType>
   <xs:sequence>
    <xs:element name="header">
     <xs:complexType>
      <xs:sequence>
       <xs:element name="trading_partner_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
       <xs:element name="batch_id" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
       <xs:element name="mode" type="xs:string" maxOccurs="1"/>
       <xs:element name="timestamp" type="xs:string" maxOccurs="1"
              minOccurs="1"/>
      </xs:sequence>
     </xs:complexType>
    </xs:element>
    <xs:element name="item" minOccurs="1">
     <xs:complexType>
      <xs:attribute name="upc" type="xs:string" use="required"/>
      <xs:attribute name="qty" type="xs:integer" use="required"/>
      <xs:attribute name="status" type="xs:string" use="required"/>
     </xs:complexType>
    </xs:element>
   </xs:sequence>
  </xs:complexType>
 </xs:element>
</xs:schema>
```

Appendix B – Checklist for New Suppliers / New ROA's

Step	Action	Complete ? Yes/No
CHECKLIST FOR NEW SUPPLIERS / NEW ROA's		
1.	Review VC-II Integration Guide, dated May 31, 2007, Version 3	
2.	Virtual Commissary Item Presentation (DeCA Form 40-15)	
	• DeCA form 40-15 at **Appendix C** and instructions at **Appendix D**	
	o List all items and information (this will be the official document)	
	o Used to enter your items in DIBs and VC-II	
	o Submit original copy	
3.	Upon notification of DeCA approval of items and pricing the following documents/actions will be required. (Step 4 through Step 9)	
4.	Obtain Data Universal Number System (DUNS)	
	• Apply via telephone 1-866-705-5711 or online	
	• CCR/DUNS Registration	
5.	Register with Central Contractor Registration (CCR)	
	• Register online	
	• Instructions attached - CCR/DUNS Registration	
6.	Memorandum of Understanding (MOU)	
	• Complete and Sign - blank form at **Appendix E**	
	• Submit original copy	
7.	Vendor Data Worksheet (this is to get your ROA started)	
	• Complete and Sign - blank form at **Appendix F**	
	• Submit original copy	
8.	Provide product information, reference VC-II Integration Guide for JPG specifications, found on page 5.	
	• Product image of each Grocery and/or Gift pack item	
	• Product image of nutritional information label (Grocery/Food only)	
	• Gift pack ingredient listings (Gift Packs only)	
	• Gift pack detailed text description of each item to be listed	
	• Product information (image/nutritional/ingredient) may be submitted by email (zip file preferred), CD, HTTP Post or SFTP.	
9.	Pricing - determine whether your pricing will be EDI or Web EDI pricing.	
	• An overview of Web pricing system is provided at http://www.deca-ec.com/home.html	
	• Complete Web pricing Registration Form and fax or email to:	
	o Fax (804) 734-8686, Attn: Shirley Smith	
	o Email – Shirley.smith@deca.mil	

Appendix C – DeCA Form 40-15

DISPLAY PRESENTATION & NEW ITEM FORM
(For use of this form, see DeCAD 40-13 OPR in MBU)

1. DeCA CONTROL NUMBER:

2. BROKER/MANUFACTURER:

3. CONTRACT#/VENDOR#:

4. EDI/POC/PHONE NUMBER/E-MAIL:

5. MANAGER'S SPECIALS POC/PHONE NUMBER/E-MAIL:

6. PROMOTIONAL DATES & PRICING PERIODS:

[A] DISPLAY PERIOD DATES:
VPR DATES:

[B] DISPLAY PERIOD DATES:
VPR DATES:

7. PRICING STRATEGY:
( ) HIGH/LOW
( ) EDLP
( ) MOD EDLP

8. NEW ITEM:
( ) YES   ( ) NO
IF YES: CURRENT DISTRIBUTION
( ) LOCATION IS IN CIVILIAN MARKETS:

9. DISPLAY: ( ) YES   ( ) NO

10. MEDIA DATES-PROMO & NEW:
TV
RADIO
SAMPLING
OTHER

11. COUPON SUPPORT:
( ) NATIONAL FSI
( ) IN-STORE ON SHELF
( ) IN-STORE FLYER

12. IN-STORE DEMOS:
( ) YES   ( ) NO

13. OTHER MARKETING FUNDS:
( ) YES   ( ) NO

14. WWW/REGION/STORE:

15. GUARANTEED SALE:
( ) YES   ( ) NO

16. MINIMUM SHIP QUANTITY FOR DISTRIBUTOR PURCHASE:
MANUF.
BRAND
DISTRIBUTOR ALREADY SET UP FOR ITEMS ( ) YES ( ) NO
IF NO, DISTRIBUTOR SET-UP DATE:

17.

18. NSN NUMBER / BRAND / NOMENCLATURE / SIZE	18a. CASE PACK / UOM	19. ITEM UPC	20. ITEM GTIN / CASE GTIN	21 MGR SPC REG COST / VPR COST VPR%	22 PWR BUY REG COST / VPR COST VPR%	23 PRM SEC REG COST / VPR%	24 STORE CLASS	24. CASES FOR DISPLAY	26 CIVILIAN Price E.PRO / % Save W.PRO / % Save W.REG / % Save	27 Patron Savings / Pkg Sales / $ SALES	28. % LIFT MGR SPC / PWR BUY / PRIMARY / SEC	29. CASE / LAYER / TIE / HIGH / WT / TIER	30 CUBE / DIMEN / HEIGHT / WIDTH / DEPTH	31.ITEM DIMEN / HEIGHT / WIDTH / DEPTH	32.CASE DIMEN / HEIGHT / WIDTH / DEPTH	33. RSL / CODE / COMM / COMM / CODE	34. A/R NEW / MGR SPC / PW BUY / PRM SEC
					#CA&B3		2 3 4 5										
					#CA&B3		1 2 3 4 5										
					#CA&B3		1 2 3 4 5										
					#CA&B3		2 3 4 5										

35. Vendor Remarks/Performance Requirements:

36. BUYER APPROVAL/SIGNATURE:

37. SALES REP SIGNATURE- PRINT NAME - PHONE

DATE

DATE

E-MAIL ADDRESS:

Appendix D – Instructions for DeCA Form 40-15

The instructions for processing the revised DeCA Form 40-15 (Oct 04) are as follows and are referenced back to the block number on the DeCA Form 40-15. All blocks are mandatory when a new item is presented with the exception of the DeCA only blocks (1 and 34). When the item is for display only, blocks 1, 29 – 32, and 36 are not required.

1.   Control Number is for DeCA use only.

2.   Annotate Broker/Manufacturer Name.

3.   Annotate Contract Number/Vendor Number.

4.   Annotate Electronic Data Interchange (EDI) point of contact, phone number, and e-mail address. The EDI point of contact is critical to ensure that if pricing issues arise, the Promotions Team can quickly resolve the issue without adverse action.

5.   Annotate the Manager's Specials point of contact, phone number, and e-mail address. This field must be filled out for all Manager's Special presentations. This point of contact is needed to quickly resolve any payment issues.

6.   Annotate the promotional dates and pricing periods for all items submitted for display. The blocks specified as display periods A – B are applicable to the promotional periods as follows: Display Period A denotes the first display period of the month and Period B the second display of the month for bi-monthly displays in accordance with DeCA's promotional calendar. (Please enter the applicable 30 or 45-day Voluntary Price Reduction (VPR) period as stated in the annual promotional calendar.)

7.   Annotate the existing or planned pricing strategy for the item. This should include Hi/Low, Every Day Low Price (EDLP), or Modified EDLP.

8.   Annotate whether you are presenting a new item. If yes, please ensure that blocks 29 – 32 are filled out.

9.   Annotate whether you are presenting an item for display.

10.   Annotate coupon support for the item. This should include national FSI, in-store on shelf, and in-store flyer.

11.   Annotate national media dates for new items and promotional items. This should include TV, radio, sampling, or other.

12.   Annotate in-store demos as yes or no. In the remarks section (block 35), annotate how the in-store demo will be accomplished. This should include number of stores that will participate and store locations.

13.   Annotate if additional marketing funds are available to increase the patron base. Examples: Funds for support of the in-store radio, scholarship program, customer publications/handouts, and other outreach programs. Specific marketing information 14.
          Annotate whether the promotion and/or item selection is worldwide, regional, or store specific. If regional, identify the applicable regions. If store specific, identify the applicable stores in the remarks section (block 35).

15.   Annotate guaranteed sale as yes or no.

16.   Annotate the minimum ship quantity for distributor purchase for the applicable brand and manufacturer. Annotate whether or not a distributor has been set up to handle the item. If the item has not yet been set up at the distributor, annotate the set-up date.

17. Annotate NSN Number, Brand, Nomenclature, and Size. Top selling line-priced items must be listed in descending package sales rank order. When presenting a shipper/pallet, annotate the total shipper/pallet units in this field. In addition annotate the number of units for each item within the shipper/pallet in this field.

18. Annotate the case pack, unit of issue, and unit of measure. The case pack and unit of issue are 1 SH for shippers and 1 PL for pallets.

19. Annotate the item and case Universal Product Codes (UPC). Include the lead digit but not the trailing digit.

20. Annotate the item and case Global Trade Identification Number (GTIN).

21/22/23.
Annotate the Manager's Special (block 21), Power Buy (block 22), and Primary/Secondary (block 23) prices for all items presented for a promotional period. In the Power Buy column, annotate the total number of cases for the Power Buy. The regular cost/EDLP, VPR cost, and VPR percentage should be stated for all applicable classifications. The regular cost must be the most recent regular EDI price. This price must also be utilized as the regular cost on any industry provided DeCA signage. The VPR percentage in this field applies to the percent savings over the DeCA regular cost. For new item introductions, enter the new item introduction price in the primary price column. In addition, annotate "New Item Introduction Only" in the remarks section (block 35). Shippers/Pallets should be handled as follows:

Shippers/Pallets – Shipper/pallet prices should be annotated in the primary price field. The shipper/pallet cost should be the total cost of the shipper/pallet. The unit cost price should be utilized for the contents of the shipper/pallet. The unit cost price(s) multiplied by the number of units annotated in block 17 must equate to the shipper/pallet total cost.

24/25. Annotate recommended case quantities to support the promotion for items presented for primary/secondary offers for Class 1, 2, 3, 4, and super stores. Quantities for power buys and shipper/pallets/one time buys (OTBs) should be handled as follows:

Power Buys – Industry recommended quantities should be annotated in the Power Buy section (block 22).

Shippers/Pallets & One Time Buys (OTBs) – Industry recommends quantities by store class. If the shipper/pallet contains hard coded items, the highest classification of the contents would dictate the "O" code. Submit an ad slick for all shippers/pallets and OTBS to slicks@deca.mil.

26. Annotate the average civilian non-promoted east and west coast prices as well as promoted east and west coast prices (using the Mississippi River as the line of demarcation). Also annotate the percent savings over retail in this column.

27. Annotate the patron savings, package sales, and dollar sales that will be generated by this promotion.

28. Annotate average lift for each item (daily average sales in units during promotion – daily average sales in units during non-promoted periods/daily average sales in units during non-promoted periods) for Manager's Specials, Power Buys, Primary items, and Secondary items (in percentage format). If military scanning data is not available, then internal shipments or civilian data should be presented.

29/30/31/32.
If presenting a new item, annotate the case cube and case weight (29), tie and high tier (30), item dimension (height/width/depth) (31), and case dimension (height/width/depth) (32).

33. Annotate the RSL code. If the item is a regional item or store specific, the appropriate regions/stores should be listed on the top right of the document in the Worldwide/Region/Store field (block 14) with the applicable "M" code or "S" code. Annotate DIBS commodity code.

34. This block is for DeCA use only.

35. Annotate vendor remarks and performance requirements. This should include DeCA theme promotions. Major programs and events should be summarized in Microsoft Word and e-mailed to the buyer and promotions manager for inclusion in the appropriate display package. Please note in the remarks block the addition of the following purchase agreement. "The manufacturer voluntarily agrees to the DeCA delete process, including disposition of excess quantities after 90 days. The delete process will be followed in the event an item fails to meet either the manufacturer's volume projections or the minimum category requirements established by the buyer. The manufacturer agrees that DeCA has no responsibility to sell remaining inventory after 90 days from the date of first notice of intent to delete the item. The manufacturer also agrees that the item should support a reasonable relationship between normal turn volume and the distributor minimum ship quantity by distributor location. Once movement is established, the distributor will not be expected to order in minimum ship quantities that are excessive relative to sales movement."

36. This block is for DeCA use only.

37. Date, print, and sign the DeCA Form 40-15. Include your e-mail address and phone number.

   Current inconsistencies have resulted in DIBS processing delays and changes to the promotional packages. A corrected display form should be provided to the buyer and promotions manager when changes from the published promotional package occur (i.e., the case pack or unit/case UPC changes). The published information and correct information should be clearly stated on the corrected DeCA Form 40-15 as well as the display period in which the item was listed.

   The effective execution of DeCA's promotional programs will help produce a more consistent level of promotional activity throughout the Agency and ultimately build sales as well as savings throughout the system. The uniform procedures outlined in these instructions will establish a smooth flow of product from presentation of the item to point-of-sale.

Appendix E – Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING
Between
DEFENSE COMMISSARY AGENCY
And

_____
COMPANY'S NAME

1. **PURPOSE**: The Defense Commissary Agency (DeCA) has established a Virtual Commissary Internet Sales Program to provide authorized commissary customers the ability to select and purchase grocery items on-line, at commissary prices. Commissary products will be offered to authorized commissary patrons as a method to increase the availability of the commissary benefit to all eligible patrons. Customers in the guard/reserve—as well as those not in close proximity to an existing DeCA commissary—are our primary target audiences.

2. **PARTIES**: The Defense Commissary Agency, through this Memorandum of Understanding, is partnering with _____ to provide commissary products to eligible commissary patrons through DeCA's Virtual Commissary Internet Sales Program.

3. **EFFECTIVE PERIOD**: This MOU will be effective beginning (date signed below) and will remain effective until terminated by the parties as set forth in Paragraph 4 below.

4. **TERMINATION**: Either party may terminate this MOU by providing written notification effective 7 days prior to the proposed termination date.

5. **COMPANY RESPONSIBILITIES**: _____ shall bear responsibility to select, pack and ship products ordered by authorized military patrons and ensure the Internet sales requirements set forth in the Virtual Commissary-II Integration Guide (attached) are met.

6. **DeCA RESPONSIBILITIES**: DeCA shall be responsible to maintain the functionality and manage updates provided by DeCA business partners on www.commissaries.com.

7. **INDEMNIFICATION**: DeCA assumes no responsibility for property damage, personal injury, or product loss associated with selecting, packing or shipping of products for the Virtual Commissary Internet Sales Program.

8. **ACCEPTANCE AND RATIFICATION**: The provisions of this MOU plan are effective upon signature and date as indicated below.

DeCA   **Company**:_____

By: _____   By: _____

Marketing Business Unit Representative   Title: _____

Date: _____   Date: _____

Appendix F – Vendor Data Worksheet

VENDOR DATA WORKSHEET

CONTRACT SPECIALIST: SHIRLEY H. GIVENS   HOME: 804-734-8933   FAX: 804-734-8682/8891   VENDOR CODE: _____

1. COMPANY NAME: _____

NAME MUST MATCH WITH CENTRAL CONTRACTOR REGISTRATION

2. COMPANY POINT OF CONTACT:

NAME _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

3. CORRESPONDENCE ADDRESS:
MAIL TO ADDRESS FOR ROA AND GENERAL CORRESPONDENCE

4. REMITTANCE ADDRESS:
REMIT TO ADDRESS FOR PAYMENTS EXACTLY AS IT APPEARS ON YOUR INVOICES OR DELIVERY TICKETS AND IN THE CENTRAL CONTRACTOR REGISTRATION

5. PHYSICAL LOCATION ADDRESS:
IF BLOCK 3 ABOVE IS A POST OFFICE BOX ADDRESS, PROVIDE PHYSICAL LOCATION FOR EXPRESS MAILING

6. IS THIS A CORPORATION?
[ ] YES   [ ] NO

7. FEDERAL TAX ID: _____

8. DUNS NO.: _____

9. CAGE CODE: _____

10. BUSINESS SIZE/TYPE:

[ ] LARGE   [ ] SMALL
[ ] SMALL DISADVANTAGED OWNED
[ ] SMALL WOMEN-OWNED
[ ] WOMAN-OWNED
[ ] SMALL VETERAN-OWNED
[ ] SMALL SERVICE-DISABLED VETERAN-OWNED

NUMBER OF EMPLOYEES: _____

AVERAGE ANNUAL GROSS REVENUE: _____

11. BROKER:

POC: _____

PHONE: _____

FAX: _____

E-MAIL: _____

12. POC FOR EDI OR WEB PRICING:
(CIRCLE EDI PRICING OR WEB PRICING)

NAME: _____

PHONE: _____

FAX: _____

E-MAIL: _____

13. CCR REGISTERED:
YES [ ]   IN PROCESS [ ]

14. METHOD OF BILLING:
DELIVERY TICKET INVOICING (DTI)   [ ]
INVOICING (INV)   [ ]

15. DELIVERY METHOD(S):

FDS [ ] REGIONS/STORES: _____
DSD [ ] REGIONS/STORES: _____
DSDS [ ] REGIONS/STORES: _____
CDC [ ] REGIONS/STORES: _____
(CDC USED FOR WEEKLY PRICING ONLY)

16. PAYMENT TERMS:

FDS/DSD ____ % ____ DAYS NET 23
CDC/DSDS ____ % ____ DAYS NET 30
MEAT ____ % ____ DAYS NET 7
DAIRY/PRODUCE/BAKERY ____ % ____ DAYS NET 10

17. SANITARY INSPECTION
COMPLIANCE: YES [ ] NO [ ] NA [ ]
INSPECTION #: _____
PLANT ADDRESS: _____

18. BRAND NAME: ALL ITEMS SELECTED FOR RESALE UNDER THE PROPOSED ROA MUST BE REGULARLY SOLD OUTSIDE THE COMMISSARY STORES ON A REGIONAL OR NATIONAL BASIS UNDER THE SAME BRAND NAME. PROVIDE THE NAMES OF COMMERCIAL GROCERY OR OTHER RETAIL OPERATIONS CONSISTING OF MULTIPLE STORES THAT CARRY THE ITEMS THAT ARE TO BE COVERED BY THE ROA.

1. _____
2. _____

19. PRICES: PRICES OF BRAND NAME COMMERCIAL ITEMS SELECTED FOR RESALE UNDER THIS ROA MUST BE AS LOW AS OR LOWER THAN PRICES OFFERED TO THE COMMERCIAL MARKET UNDER THE SAME TERMS AND CONDITIONS.

[ ] ACKNOWLEDGMENT

SIGNATURE OF COMPANY REPRESENTATIVE RESPONSIBLE FOR OFFER:

NAME: _____ TITLE: _____ DATE: _____

REVISED AUG 05