



DEFENSE COMMISSARY AGENCY  
HEADQUARTERS  
1300 E AVENUE  
FORT LEE, VIRGINIA 23801-1800

MPS

December 18, 2018

NOTICE TO THE TRADE – DeCA NOTICE 19-01

SUBJECT: Cost Change Deadline Extension for Holidays

The purpose of this notice is to advise Industry that DeCA will extend the cutoff times to submit cost changes to accommodate the holidays.

**EDI vendors** who submit cost changes by the 25<sup>th</sup> of the month for new costs that are effective on the 16<sup>th</sup> of the following month, the cutoff time has been extended from December 25, 2018, to December 27, 2018, midnight.

**Vendor Portal users who submit weekly costs changes**, the chart below provides the extended cutoff time for submitting cost changes:

Pricing Week Effective:	Submit Cost Changes by:
December 30 - Jan 5	December 26, 6:00 p.m. EST
Jan 6 - 12	January 2, 6:00 p.m. EST

The point of contact for this notice is Ms. Sharryl Whitley, [sharryl.whitley@deca.mil](mailto:sharryl.whitley@deca.mil), 804-734-8000, extension 48382.

*Tracie L. Russ*

Tracie L. Russ  
Director, Sales