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|  | **Vendor Instructions:**1. Vendor must first ensure they have a SAM account established. This account is mandatory before the contracting process can begin with DECA. Link: [SAM.gov | Home](https://sam.gov/content/home) (Please contact Sales POC once your account is activated.)
2. Vendor will present signed 40-15 forms with new submissions to respective Category Manager/Merchandiser for review.
3. If the Item is approved, and once your SAM.GOV account is active; the Sales team POC will send the 40-15 signed by vendor and the category manager*(or their proxy)* along with a CONTRACT ACTION SHEET to initiate the process with DeCA’s contracting team.
4. Contracting receives the signed 40-15 and Contract Action Sheet. Contracting will then contact the vendor directly to gather SAM account information and begin the process of establishing a new ROA. *(Resale Order Agreement Contract).*
5. Once Contracting team has awarded your DECA contract & vendor number; an updated 40-15 will need to be sent to the Sales team with that information added to the top of the signed 40-15. The form will then go forward to FM team to add into DECA assortment (PHQ).

***Vendors please note: The 40-15 must be filled out completely! Please ensure you are using 2025 Version of the 40-15. The below key blocks need to be filled out for Contracting in order to initiate a ROA:***1. Signatures from both the Company’s Sales Representative and Category Manager/Merchandising Specialist once it is sent to DECA2. Guaranteed Sales block checked **(ALWAYS YES)** 3. Item UPCs - Accept or Reject ("X" or circled) for each item presented 4. RSL designation (i.e., K1, S1, etc.) 5. Company Information (name of company, POC, phone number at a minimum) 6. Cost/Price for each item UPC7. List Regions and/or Stores   ***July 2025 Version – POC for this document: Lashaunda Cooper*** | ***“Doing Business with DeCA”******Guide for New Suppliers/Vendors*** ***(CONUS VERSION)*** |
| DEca’S mISSION“Deliver a vital benefit of the military compensation package that improves quality of life and readiness by providing grocery items at significant savings.”DEca’S vISION“To be THE grocery provider of choice forour eligible patrons – delivering a vital benefit exclusively for our military community and their families.”CONTACT INFORMATION**Sales Team Group Emails:****Food/DSD Team:** **deca.lee.hq.list.mpsj@mail.mil****Frozen/Dairy Team:** **deca.lee.hq.list.mpsw@mail.mil****Fresh Team:****deca.lee.hq.list.mps-fresh@mail.mil****Non-Food Team:** **deca.lee.hq.list.mpsh@mail.mil****Chief, Retail Business Analytics/POC:**lashaunda.cooper@deca.mil**Team Leadership, File Maintenance:**irving.Cockrell@deca.milikeena.Henderson@deca.mil**Contracting Team:**Contracting Specialist:senta.hanson@deca.milContracting Specialist: paula.damron@deca.milContracting Dept. Chief:judge.mays@deca.mil |  | ***Vendor Portal Registration:*** ***https://corp.commissaries.com/sites/default/files/2022-10/vendor-portal-registration-and-change-request-1667243373.pdf******(The link to PHQ Vendor Portal only applies after your contract has been awarded.)*** |