



**DEFENSE COMMISSARY AGENCY  
HEADQUARTERS AND SUPPORT CENTER  
1300 EISENHOWER AVENUE  
FORT LEE, VIRGINIA 23801-1800**

MSN

June 5, 2026

NOTICE TO THE TRADE – DeCA NOTICE 26-135

SUBJECT: Vendor Portal Update 2

**ATTENTION ALL DeCA RESALE VENDORS -VENDOR PORTAL UPDATE!**

Notice to the Trade (NTT) 2025-45 is ultimately rescinded.  
To receive Vendor Portal assistance, please email [deca.lee.hq.mbx.signup@mail.mil](mailto:deca.lee.hq.mbx.signup@mail.mil). Please include the following information in all email requests:

- In the Subject Line, briefly describe the nature of the problem (e.g., Password Reset, File Upload Issue, etc.)

- In the body of the email, include the following:

- First and Last Name
- Company Name
- Vendor Portal Username
- Telephone number
- Vendor Number
- Explain the problem and what is needed

Please continue to email Vendor Portal Worksheets to the above email address.

If you have questions about this Notice, feel free to contact Mr. Kerry Motes by telephone at (804) 734-8000, extension 86201, or by email at [Kerry.motes.ctr@deca.mil](mailto:Kerry.motes.ctr@deca.mil).

Thank you for your continued support and for doing business with DeCA.

Robert B. Culbreth  
Director of Sales, Non-Fresh

Attachments:

As stated