

## MPA Submission Due Dates for 2016

Submission Date	Validity Date
19 JAN 16	07 FEB 16
16 FEB 16	06 MAR 16
21 MAR 16	03 APR 16
11 APR 16	01 MAY 16
16 MAY 16	05 JUN 16
13 JUN 16	03 JUL 16
18 JUL 16	07 AUG 16
15 AUG 16	04 SEP 16
19 SEP 16	02 OCT 16
17 OCT 16	06 NOV 16
14 NOV 16	04 DEC 16

**MPA holder price criteria submission for fy 2015**

Price changes may be submitted monthly to the “**DSCP MPA Product Pricing Schedule**” mailbox: [mpapricingschedule@dla.mil](mailto:mpapricingschedule@dla.mil) in accordance with the submission criteria of MPA paragraph 1. (e.), page 3 “15 working days in advance of the first Monday of the following month”. The Excel submission must be as specified on page 14 of the MPA and as previously tested and approved by the DSCP MPA Office.

The Excel submission will be loaded into the DSCP mainframe operating system. DSCP will acknowledge receipt upon successful loading into the DSCP mainframe operating system. If there are any errors, the Excel will be returned to the submitting company for correction, with explanation of the errors detected by the operating system. In that event the submitting company must respond with a corrected Excel within one working day.

**Criterion for submissions:****Price changes email address:**

MPA price changes will be submitted to The “DSCP MPA Product Pricing Schedule” mailbox: [mpapricingschedule@dla.mil](mailto:mpapricingschedule@dla.mil)

**Excel file name:**

The excel spreadsheet named as follows: **4 digit MPA Holder number; company name; 2 positions for the month and four positions for the year**, example: 0001 Kraft 10 2015

**Email name:**

The subject line in the email must read the same as the excel spreadsheet requirement, MPA #, Company Name, 2 positions for the month and four positions for the year. The contents of the email must represent the same period of time.

**Email address for price changes:**

Email your MPA Excel spreadsheet to the DSCP MPA Product Pricing Schedule mailbox [mpapricingschedule@dla.mil](mailto:mpapricingschedule@dla.mil) ONLY. This mailbox may not be used for any other purpose than submission of the MPA Excel. No other correspondence may be in enclosed with your submission.

To be in compliance with the MPA you need to submit your price changes to DSCP, [mpapricingschedule@dla.mil](mailto:mpapricingschedule@dla.mil) mailbox. The change effective dates will be the first Monday in any given month.

Price Change submissions:

Your changes need to be submitted no later than 15 working days exclusive of Federal Holidays days prior to its effective date.

**REMOVING ITEMS:** Submitting the excel and merely deleting the line on the excel “**will not**” remove the product and price from the DLA mainframe. It is necessary to expire that product by inserting the **day before the next month’s effective date** in column F. For example to remove a product for January 2015 you would insert 01/01/2015 in column F of your excel spreadsheet.

#### **MPA EFFECTIVE DATE:**

If “**NO**” Price Changes, you are required to submit an email to the MPA PRODUCT PRICING SCHEDULE MAILBOX in “**correct**” format.

Submit at normal deadline (15 working days exclusive of Federal Holidays days prior to its effective date). **Modify the email subject name** to “4 digit MPA Holder number; company name; 2 positions for the month (numerical) and four positions for the year, **No change**.”

Example: 0001 Kraft 01 2015 “No change January 2015”