

## Manufacturing Pricing Agreement

### SUBJECT: (MPA) PROCESSING NEW ADDS

#### WHEN A NEW ITEM -STOCK NUMBER IS REQUESTED

1. **If this new item does not have a stock number attached to it** then it must go through the NAPA (National Allowance Program) [cataloging division](#). Using the Item Request Form in Stores, Cataloging Division will process the documents you forward through the Stores system and provide a LSN (Local Stock Number) to you, through Kim Barnes, NAPA Manager, [kimberly.barnes@dla.mil](mailto:kimberly.barnes@dla.mil)

2. These new item requests must have all of the proper identification accompanying it, that is, labeling, nutritional info, description, requirements (customer) see below for specifics according to commodity:

**Attach the following information with your request via email:**

#### **2a. For Non Meat Items**

The Principal Display Panel (PDP) showing:

Product Name/Statement of Identity  
Net Weight Statement

The Information Panel showing:

Ingredients Statement\*  
Nutrition Facts\*  
Signature Line  
Any Required Allergy Labeling, if applicable

#### **2b. For Meat and Poultry Items**

The Principal Display Panel (PDP) showing:

Product Name/Statement of Identity  
Handling Statement  
Legend/Establishment Number  
Net Weight Statement

The Information Panel showing :

Ingredients Statement\*  
Nutrition Facts\*\*  
Signature Line

**Mandatory Safe Handling Instructions - Displayed Anywhere on Labeling according to: 9 CFR 317 – Meats; 9 CFR 381 - Poultry**

## **ITEMS WITH STOCK NUMBERS ALREADY ESTABLISHED**

1. **New adds to the MPA catalog with already established local stock number/** DOD stock number/LSN must come through the STORES Item Request website initiated by the customer. The Item request requires upload of specific documents as mentioned above- specifications, labels etc. and requirements information (which when initiated by the customer is the requirement). NEW ADDS TO THE MPA CATALOG or any PRIME VENDOR catalog, **ALWAYS** require a price determination analysis . If you do not forward the request through the Item Request and request it from MPA manager then you must provide a Purchase Order from the customer that shows a specific requirement for this item along with specifications and labels.

**NOTE:** If you require an add to be on a specific cyclic calendar month, please submit your request at least 30 days before that calendar month

**I've added two websites that will help you in your partnering with the government:**

### **MPA WEBSITE:**

1. MPA Word Document 1.8 released  
MPA Submission criteria and schedule

2.

<http://www.dla.mil/TroopSupport/Subsistence/FoodServices/mpanapa/mpa.aspx>

### **NAPA WEBSITE:**

<https://www.dla.mil/TroopSupport/Subsistence/FoodServices/mpanapa/napa.aspx>

### **DLA TROOP SUPPORT SUBSISTENCE:**

<https://www.dla.mil/TroopSupport/Subsistence/DoingBusinesswithSub/NewItemIntroduction.aspx>

I hope I have helped you in your getting your new items onboard.....

*Margaret Conforto*

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Margaret Conforto, Contracting Officer  
Supervisor Acquisition & Analysis  
Strategic Material Sourcing Group  
DLA Troop Support Subsistence