

DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR

BONNIE KAHAKUI
ASSISTANT ADMINISTRATOR


STATE OF HAWAII
STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

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PROCUREMENT CIRCULAR NO.2019-10, Amendment 1

TO: Chief Procurement Officers (CPOs):
Department of Education, Superintendent
Public Charter School Commission and Schools, Executive Director
Office of Hawaiian Affairs, Chairperson of the Board
Hawaii Health Systems Corporation, President and Chief Executive Officer
(including Hospitals and Boards)
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker
Counties of Hawaii, Kauai, Maui and City & County of Honolulu
Executive Branch, Finance Director
Legislative Branch, Chairperson of the County Council
Board/Departments of Water Supply, Manager/Chief Engineer
Honolulu Authority for Rapid Transportation, Executive Director

FROM: Sarah Allen 

SUBJECT: State of Hawaii **Amazon Business** Account

The State Procurement Office and Amazon will be hosting training webinars for department administrators.

Date: February 12, 2019 and February 19, 2019 (repeat)
Time: 10:00 am to 11:30
Place: Webinar (Amazon Chime)
Registration: <http://spo.hawaii.gov/for-state-county-personnel/training/schedule-registration/>

Training summary:

- Amazon Policy Guidance
- Joining the Amazon Business Account
- Shopping on Amazon Business
- Checkout – Shipping & Payment

- Approvals
- Guided Buying
- Amazon Business Analytics & Orders
- Administrator Functions
- Business Customer Support

The State Procurement Office will continue to communicate information, policies and procedures throughout this process. If you have any questions about this new program, please do not hesitate to contact Bonnie Kahakui, at (808) 587-4702, or bonnie.a.kahakui@hawaii.gov.