

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 2019-09, Amendment 3

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Hawaii State Public Library System, State Librarian
Executive Department Heads (excluding Department of Education, University of Hawaii,
Office of Hawaiian Affairs, Hawaii Health Systems Corporation)

C: Administrative Services Office
Departmental pCard Administrators

FROM: Sarah Allen 

SUBJECT: State of Hawaii **Amazon Business** Account – User Training

The State Procurement Office and Amazon will be hosting training webinars for State of Hawaii Amazon Business Account Users.

Date: March 4, 2019, March 11, 2019, or March 14, 2019

Time: 09:00 am to 10:00 am

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 & Order
- Business Customer Support

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.