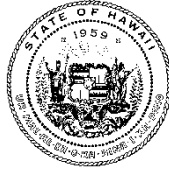


DAVID Y. IGE
GOVERNOR



SARAH ALLEN
ADMINISTRATOR

BONNIE KAHAKUI
ASSISTANT ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE

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Tel: (808) 586-0554
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<http://spo.hawaii.gov>
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February 21, 2019

PROCUREMENT CIRCULAR NO.2019-10, Amendment 3

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 – 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

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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.