



Washington State Department of  
**Enterprise Services**

# **Washington State Transition to Amazon Business**

*Financial Management Advisory  
Council – November 16, 2017*

# Before

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All Amazon purchases must be 'Direct Buy' in accordance with [Policy # DES-125-03](#)

- To obtain the shipping benefits of Amazon Prime some employees purchased Prime memberships with state funds
- Others purchase from Amazon without Prime and pay shipping costs



# *Before, Cont.*

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- Annual Amazon spend is about \$4.2M
- P-card report shows what was spent with Amazon, not what was purchased
- Amazon.com accounts are consumer contracts between Amazon and the individual – *not the agency*



# Why Transition?

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- No cost
- Cost avoidance (no Prime \$)
- Free 2-day shipping on qualifying orders
- Visibility of agency spend and better reporting
- Business pricing discounts on some items
- Eliminate ethics risk (consumer features of Prime)
- Contract is with the state, not individuals



# Pilot

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- Initial pilot (WSDOT and DES) – learning the most effective way to implement
- Tested with a small group of agencies requesting early adoption
- Expanded to take advantage of Amazon resource to assist the larger early adopters
- Finding agencies and divisions already using Amazon Business (AB)



# Key Learnings

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- Central Office staff have the knowledge and data to plan, but some won't – we must understand each agency's culture
- Successful launches start with p-card admin's and p-card data
- Agencies that set goals, plan ahead, and have disciplined follow-up are more successful



# Key Learnings, cont.

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- Start small - use of ALL AB features can lead to potential complication and redundancy
- The training is easy but important
- Once operational, maintenance is easy



# *Status & Next Steps*

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- 8 agencies completed, 2 transitioning (2<sup>nd</sup> phase WSDOT and DSHS)
- Working with 4 agencies to begin
- 7 agencies remaining on the early adoption list are next
- Working with DES Small Agency accounting
- Will contact the remaining agencies



*Thank you*

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**Questions?**

