

How to create a BPO for Amazon Web Services

Description:

This document details the steps in order to procure Amazon Web Services thru the eProcurement (Ariba) system in order to utilize the 0304 object code.

1. Create a Contract Request:
 - a. DLT Solutions, LLC
 - b. Amazon Web Services Commodity Code
2. Submit Contract Request for approval.
3. Contract Request is approved.
4. Purchase Order is sent to DLT Solutions, LLC via the Ariba Network.

Online Information:

<https://itconnect.uw.edu/service/amazon-web-services/>

<http://f2.washington.edu/fm/ps/how-to-buy/AribaBlanketPurchaseOrders>

Create a contract request for Amazon Web Services and DLT Solutions, Inc.

1. Login into the eProcurement (Ariba system)
 - a. <http://f2.washington.edu/fm/ps/home>
2. Create "Contract Request".
3. Select **DLT Solutions, LLC** as the Supplier and Supplier location.

DEFINITIONS

Title: ⓘ

Description: ⓘ

Related Contract ID: ⓘ

Contact: ⓘ

Effective Date: ⓘ *

Expiration Date: ⓘ

Final Invoice Date: ⓘ

Supplier: ⓘ *

Supplier Location: ⓘ *

Ship To: ⓘ

Deliver To: ⓘ

Is this item listed on the exception item list? Yes No

Definition of Exceptions

Is this an outgoing Sponsored Program Subaward? Yes No

4. Select the *Next* button.

- Fill out the limits page based upon projected total spend on Amazon Web Services for the term of this BPO (Term = Effective Date to Expiration Date from the previous page).

Define the overall limits for this contract request, and specify how users should be notified when those limits are reached.

MINIMUM COMMITMENT

Minimum Commitment applies to the entire contract. Notifications are sent when the Amount Spent does not meet the specified percentage of the Minimum Com...

MAXIMUM LIMIT

Maximum Limit applies to the entire contract. Notifications are sent when the Amount Available does not meet the specified percentage of the Maximum Limit. Th...

Maximum Limit:

Tolerance:

Send notification when Amount Available is at or below:

ADDITIONAL APPROVERS LIST

Add additional approvers to the approval flow if a release against the contract does not meet the overall (maximum) or release (minimum or maximum) limits.

EXPIRATION DATE NOTIFICATION

Use notifications to give users advance notice that the contract expiration date is approaching.

Send notification: days before the contract expires

Re-notify every: days

NOTIFICATION LIST

Add additional users, roles, or groups to receive email notifications if the contract does not meet any of the specified limits.

Send notifications to:

- Select the *Next* button.

- 7. Fill out the Pricing Terms Page
- 8. Add Items

The screenshot shows a table titled "Materials and Services" with two columns: "Id" and "Description". The table is currently empty, with the text "No items" centered in the body. Below the table is a button labeled "Add items".

- 9. Create a non-catalog item.

There are no catalog items available.
You can create a [non-catalog item](#).

- 10. Search and locate Amazon Web Services Commodity Code:
 - a. Amazon Web Services - ID#99999794

The screenshot shows a form for creating a new item. The fields are as follows:

- Full Description: (with an information icon and a dropdown arrow)
- Commodity Code: (with a dropdown arrow)
- Supplier: DLT SOLUTIONS LLC
- Contact: DLT SOLUTIONS LLC
- Supplier Part Number: (with an asterisk)
- Supplier Auxiliary Part ID:
- Unit of Measure: (with a dropdown arrow)
- Negotiated Price: USD (with an asterisk)
- Is this M&E item? (Click for Yes): Yes No

- 11. Select OK button.

12. Complete Level Pricing Terms information.

- a. Note Object Code has defaulted to 0304 and cannot be changed.

Add/Edit Item Level Pricing Terms

Enter the pricing terms for this item, including limits and discount. Some values may default if the contract is being created as a result of a sourcing event. You can also add items and their associated pricing terms.

Supplier: DLT SOLUTIONS LLC

DESCRIPTION

Full Description: * Description of service

Commodity Code: * Amazon Web Services

Supplier: DLT SOLUTIONS LLC

Contact: DLT SOLUTIONS LLC

Supplier Part Number: * Part Number

Supplier Auxiliary Part ID:

Unit of Measure: each

Negotiated Price: * \$15,000.00 USD

Is this M&E item? (Click for Yes): Yes No

LIMITS

The minimum and maximum amount that can be spent/quantity that can be ordered for this item. The tolerance % is the percent by which you can exceed the maximum amount value.

Set Item Limits by: Amount

Maximum Amount: \$15,000.00 USD

Tolerance: 0%

ACCOUNTING

The account and department to be charged for orders that contain this item, and split accounting across multiple accounts and departments. Accounting values may default from a sourcing event.

Account Code: 030400 (Rsrch Strg, Cmpt&Cloud) Bien:2015

Object SubObject: 0304

Sub SubObject: 00

Object SubObject: 0304

Sub SubObject: 00

Budget Number: 143750 (EPROCUREMENT)

Organization Code: 2080302026 (ECOMMERCE) Bien:2015

Task:

Option:

Project:

13. Select Done

14. Skip to the Summary Tab
15. Verify/update information.
16. Select *Submit* for approval.
17. Select *View* to display approval graph.