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](http://f2.washington.edu/fm/ps/home)
2. Create “Contract Request”.
3. Select DLT Solutions, LLC as the Supplier and Supplier location.

4. Select the Next button.
5. 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).

6. Select the Next button.
7. Fill out the Pricing Terms Page
8. Add Items

![Materials and Services table]

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

![Form fields]

11. Select OK button.
   a. Note Object Code has defaulted to 0304 and cannot be changed.

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.