
SUBJECT: SCHOOLS ACCESS TO SCC AMAZON BUSINESS ACCOUNT

DATE: 7 JUNE 2022

RECIPIENT: SCHOOLS FORUM

SUMMARY:

1. This paper provides the Schools Forum with an outline of the SCC Amazon Business Account and how it may be accessed by the schools and the associated benefits.

BACKGROUND and BRIEFING DETAILS:

2. In July 2021 an internal review was proposed by Supplier Management to review the authorities use of Amazon and how we could ensure control and compliance within this tail spend. It was identified that there are a total of 19 individual Amazon accounts registered to @southampton.gov.uk domain names and possibly even more located within areas that use their own domains such as Schools. It was decided that a project should be undertaken to combine all the separate accounts into a single SCC-wide Business Account to allow for clearer spend visibility and to take advantage of group purchasing discounts on key items.

Supplier Management commenced the development of a single SCC account in October 2021 working closely with Amazon Business Professional Services team to establish an account that mirrors our internal structures and approval processes.

The account has the following key benefits:

- Single Payment Method – A central embedded purchase card will be used to facilitate all payments. This will involve a central reconciliation of this card against the monthly transactions. Cost Centre and Account Codes will be required to be input at a basket level prior to purchase to ensure this details passes through to the reconciliation stage.
- Streamlined approval and spend visibility for budget holders – All orders are required to be approved by the relevant budget holder/financial controller. These individuals will also be given access to an enhanced analytics suite within the account to allow detailed review of ongoing spend.
- Guided Buying – We have outlined some “Buying Rules” on the account to align it to SCC’s Green City and Social Value Procurement Policy, and also to ensure that we are purchasing from compliant supply chains and avoiding purchases from 3rd party vendors.
- Progressive Discounts – The Business account on average gives a base discount of 15% against a standard “consumer” account, We can also take advantage of ongoing discounts on standard items such as stationery. The more the organisation purchases the greater the discount across the whole account.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

3. Supplier Management are leading on the design and building of the account with Amazon.

4. The use of Amazon has been approved in accordance with all required SCC and wider Procurement legislation.
5. Service users can be set up with one of two roles;
 - Buyer – Able to place orders
 - Administrator – Able to place orders and also provide updates to the account such as delivery addresses.
6. Budget Holders will be notified by email that an order requires approval, any orders that contain “restricted” items that are against our buying policies will divert to the Buying Team within Supplier Management for review prior to workflow to the Budget Holder/Approver.

OPTIONS and TIMESCALES:

7. There are no obligations for Schools to sign up to the central account but it must be noted that due to the fact that we have exercised domain authority over @southampton.gov.uk resulting in all SCC accounts being administered by Supplier Management under the central account.
8. Following the meeting any interested parties should contact Chris Russell – Team Manager Buying Services to arrange for access to the account and to enable the set up of any user workshops or distribution of training/guidance material.

RISK MANAGEMENT IMPLICATIONS

N/A

Appendices/Supporting Information:

N/A

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