# Getting Started with Washington State Amazon Business

## How to get started:

1. DES establishes accounts at the organization level – called a “group” in Amazon Business. The first group administrator is usually the organization’s purchasing card manager (but may be the accounting or procurement manager). The group administrator role has permissions over the agency account and will have the ability to change roles, add users, delete users, and configure sub-groups for the agency (if necessary) as well as create and view reports.
2. Determine if you need an additional group administrator. We highly recommend more than one person for backup purposes.
3. Contact Contracts and Procurement Business Operations at [cprmanalytics@des.wa.gov](mailto:cprmanalytics@des.wa.gov) to get your organization added in the Washington State Amazon Business environment. To establish your account we need to know:

* Your organization’s name (accounts are agency number and acronym)
* The email addresses for Administrator(s)
* Do your Administrator(s) also purchase?

1. When your Administrator(s) receive invitations and accept them and ***decide***:
2. Is our organization going to be a very [simple setup](https://des.wa.gov/sites/default/files/public/documents/ContractingPurchasing/AmazonBusiness/SimpleSetup.docx)? (E.g., Typically less than 10 purchasers and do not intend to use more complex features such as subgroups, workflow approval and guided buying); or,
3. Will we have an [advanced setup](https://des.wa.gov/sites/default/files/public/documents/ContractingPurchasing/AmazonBusiness/AdvancedSetup.docx)? (E.g., More than 10 purchasers, a desire to use subgroups, approvals, category curation (restrictions), or run reports filtering users by groups)

### Tips

Administrators should watch the training videos found on the [Amazon Business Video Tutorial webpage](https://www.amazon.com/b2b/info/howto?layout=landing). Some might pertain to your situation.

Firefox and Chrome have been the most effective browsers with Amazon Business videos and system functions. Users of Internet Explorer continually report periodic challenges. If you have trouble with your browser, please try an alternative such as Firefox or Chrome. Please provide feedback on your issues to Amazon via their [feedback tool](https://www.amazon.com/b2b/homepage.html/feedback).