

**Department of Energy  
Acquisition Regulation**

**No. AL-2020-06  
Date July 2020**



# ACQUISITION LETTER

This Acquisition Letter is issued under the authority of the Senior Procurement Executives of DOE and NNSA. It is intended for use by all participants in the GSA SmartPay Purchase Card Program.

**Subject: DOE Amazon Business Prime Account - GSA SmartPay Purchase Card Program**

**References:**

Acquisition Guide Chapter 13.301, Purchase Card Policy and Operating Procedures  
FAR 8  
FAR 13

**When is this Acquisition Letter (AL) effective?**

This Acquisition Letter (AL) is effective on July 28, 2020.

**When does this AL expire?**

This AL remains in effect until the update of Acquisition Guide Chapter 13.301, Purchase Card Policy and Operating Procedures.

**Who is the intended audience for this AL?**

Heads of Contracting Activities, Organizational Program Coordinators (OPC) and Purchase Cardholders using GSA SmartPay purchase cards. Although cost-reimbursement contractors may use GSA SmartPay purchase cards, this AL is applicable only to federal accounts.

**Who are the points of contact?**

Denise T. Clarke, [deniset.clarke@hq.doe.gov](mailto:deniset.clarke@hq.doe.gov)

For additional information on ALs and other issues, visit our website at <http://energy.gov/management/office-management/operational-management/procurement-and-acquisition>.

**What is the purpose of this AL?**

This AL provides guidance on use of the DOE Amazon Business Prime Account (ABPA).

**What types of contracts are affected by this AL?**

Not applicable.

**What is the background information?**

The ABPA will consolidate individual Amazon card purchases which increases spend visibility, internal controls and cost savings. Additionally, prime shipping and tax exemptions are applied.

**What is the guidance contained in this AL?**

One week prior to the implementation of the ABPA, OPCs are required to attend the 90 minute live training demonstration. Two days after the cardholders receive an invitation from Amazon, they are required to attend the 60 minute live training demonstration. If there is a scheduling conflict, both demonstrations will be recorded for later viewing. Continuous Learning Points will be provided for the live training demonstrations.

The DOE purchase card policies and Federal Acquisition Regulations remain unchanged including, but not limited to, mandatory/required sources and green purchasing. Amazon.com is a commercial market source and should be considered, as a last resort, only after required and preferred sources.

Purchases made from Amazon, after fulfilling the above stated requirements, must be made within the ABPA. If a purchase is made outside of the ABPA, the Agency Program Coordinator (APC) will provide a warning to the OPC. Upon the second offense, the APC will suspend the cardholder's purchase card for 7 days.

**Cardholders are prohibited from entering their personal credit card into the ABPA to take advantage of the benefits offered to the DOE. While the ABPA has strict controls, violation of this offense will result in immediate rescission of the purchase card by the APC and may include additional disciplinary action by the cardholder's Management in compliance with DOE Order 333.1, Administering Workforce Discipline, Appendix C.**

OPCs can add more restrictive policies, additional approvals and additional categories of restricted items.

Cardholders may see "Company Restricted" messaging throughout the shopping experience. Product pages marked as "Company Restricted" are available for purchase; however, cardholders are responsible for ensuring their purchases are compliant with DOE policies. *Cardholders are responsible for the purchases made under their ABPA.*

The ABPA displays "Company Preferred" vendor alerts for small and socioeconomic program businesses. Cardholders can filter search results to include products offered by such businesses. Cardholders can easily shop vendors to compare pricing and product specifications to ensure the vendor and product meet mission requirements.

Prime shipping eligible items must be searched for prior to non-prime items. Prime shipping eligible items provides DOE with free shipping.

For instances when the seller charges tax on tax exempt purchases, cardholders must contact the Seller directly to request the refund.

1. From within your ABPA, navigate to “Your Orders”
2. Find the item that was charged tax and click “Contact the Seller”
3. Enter subject as “Tax Exemption Refund Request”
4. Include the order number and amount charged

Amazon Business Customer Service can be reached by clicking [Contact Us](#) (preferred method) from within your ABPA, or by phone at 888.281.3847 (you will be required to provide additional information to validate your ABPA by phone). Please use this team for anything relating to an order, transaction, shipment, and general Amazon related inquiries as well.