

## About YPO

YPO provides procurement solutions for public sector organisations to set up or renew contracts for a wide range of services. Established in 1974 by a group of 13 local authorities, we're one of the largest public sector buying organisations in the UK and we're still 100% publicly-owned today. We work closely with our suppliers and collaborate with other public sector buying organisations to achieve efficiencies and value for money, returning all our profits back into the heart of the public sector. Our team of qualified procurement professionals can offer advice, guidance and expertise on procurement, as well as regular engagement and communication to make sure your objectives are achieved.

## Overview

Start date:	24 January 2023
Expiry date:	23 January 2027
Extension(s) if applicable:	Not applicable
Contract notice ref no:	2023/S 000-000469
Contract award ref. no:	2023/S 000-005244
Potential maximum value:	£500,000,000
Rebate:	Variable dependent on turnover, paid by supplier
Geographical location(s):	National

## Specification, overview and lot structure

YPO recognises that public sector customers have a requirement for procuring, managing and controlling ad hoc spend requirements in line with regulations. This tail spend, has been historically difficult to manage with a large number of suppliers and products with the associated administration costs. YPO recognised that a number of public sector organisations use digital marketplaces to procure products where no existing framework exists but ideally would like the opportunity to have greater visibility of this spend along with the opportunity to manage the spend compliantly.

This framework will be for the provision of a wide scope of supplies to be provided through a single, easy access digital procurement marketplace open to YPO's permissible users.

This includes but is not limited to:

- Animal supplies
- Books
- Clothing
- Computers and accessories
- Electronics
- FM and cleaning materials and equipment
- Food and groceries
- Health care equipment
- Kitchen equipment
- Musical, audio-visual equipment
- Nursery supplies
- Office supplies
- School classroom materials
- Scientific equipment
- Other

**This framework has no lots.**

## Benefits of using the framework agreement

YPO's framework agreements are established to allow customers to purchase goods, works or services from suppliers/providers via direct award.

Benefits of using the framework agreement:

- A compliant method of managing tail spend
- Authorisation levels to reduce maverick spending
- Analytics to make informed decisions on future spend
- User configured product restrictions
- Wide range of products
- Fast delivery

## Suppliers/providers



Amazon Business EU S.a.r.l.

## How to award/call-off from the framework

In order to call off from this framework, customers should click on the link below and this will allow them access to the dedicated YPO-Amazon Business portal where the customer will need to register:

[amazon.co.uk/ypo](https://amazon.co.uk/ypo)

Registration is straightforward and follows these simple stages:

1. If the customer is not yet an Amazon Business customer, they will register for a free account.
2. The customer will complete a simple registration form and the account will be established within 72 hours.
3. If the customer already has an Amazon Business account then subject to acceptance of the call off terms and conditions, this account will be used.
4. Amazon Business will e-mail to arrange a telephone call with one of the Amazon Business UK Account Managers who will guide the customer through the set-up process and establish the users and authorisation levels for the organisation.
5. The customer accepts the terms and conditions. The call off will be completed within a week and then the customer can start procuring compliantly through the account.

## Terms and conditions

The Terms and Conditions are listed under the [Amazon Digital Marketplace – 1142](#) documents tab.

## FAQ's

### **What products can I procure through the Amazon Business - Public Sector Digital Marketplace?**

Procuring through this framework you have access to over 100 million products that include, for example, the following product categories:

- Animal supplies
- Books
- Clothing
- Computers and accessories
- Electronics
- FM and cleaning materials and equipment
- Food and groceries
- Health care equipment
- Kitchen equipment
- Musical, audio-visual equipment
- Nursery supplies
- Office supplies
- School classroom materials
- Scientific equipment
- Other

### **What is the difference between Amazon Business and Amazon?**

Amazon Business is an online marketplace which combines the selection, convenience and value customers have come to know and love from Amazon, but with unique features and benefits tailored to the needs of institutional buyers of every size.

### **I already have compliant contracts for some of these products categories, how can I manage these product categories through my Amazon Business account?**

Once your Amazon Business account has been set up then it will be possible to review the product ranges and add restrictions on the procurement of these products.

### **I procure through an Amazon Business account already; do I need to set up another account?**

There is no need to set up a new account, if you already have an Amazon Business account and accept the call off terms and conditions then Amazon Business will convert this account to become compliant.

### **Amazon Business has converted my existing account to become compliant, how can I track my compliant spend?**

Amazon Business account holders will be able to run analytics on their spend and these will provide details on 60 fields of information. It will be important to note the date that the account became compliant as any spend prior to this date will be non-compliant.

### **My organisation has more than one Amazon Business account what can I do?**

The dedicated Amazon Business Account Managers will be able to work with you to identify the most appropriate account to retain and then the other accounts can be consolidated. The customer will then be able to use analytics on both historical and future spend.

### **Why do I need to set up all my budget holders at the same time for my Amazon Business account?**

In order to ensure compliance for the organisation it makes sense that all budget holders are set up on the account as then any spend will be able to be analysed.

### **How do I manage new employees and people who have left the organisation on my Amazon Business account?**

Once the account has been set up it is very easy for the nominate organisation's Amazon Business account administrator to add and remove employees from the authorisation hierarchy.

## FAQ's

### **How long does it take to set up an Amazon Business account?**

A new Amazon Business account can usually be set up immediately but can take up to 72 hours depending on the public records held about the organisation. Once the account has been set up then the call off from the framework can take about a week.

### **Will I get a credit limit with my Amazon Business account?**

When a customer sets up their Amazon Business account they will be provided with a credit facility if they apply to 'Pay on Invoice', based on their organisations credit rating. This will be reviewed on a regular basis and potentially can increase as trading history is developed between the two organisations.

### **What level of authority in my organisation is required to set up an Amazon Business account?**

This depends on the size of your organisation and who is responsible for your finance function. Typically, we see that decisions to roll out across a whole organisation sits with the Head of Procurement or CFO.

## Contact information

For further information or to discuss individual requirements, please use the contact details below:

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Category Buyer | Office Supplies

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