

From: [Smith, Dionna](#)
To: [Smith, Dionna](#)
Cc: (b)(6)
Subject: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, March 21, 2017 8:45:32 AM

Hello All,

You are receiving this email because you have not registered for your Amazon account. This is required by DHS. **Please ensure that you register your account by COB today.** If you have any questions or need a new registration link to be sent please email myself or the Amazon business Team at (b)(6)

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
To: (b)(6); Skinner, Joanne; (b)(6); Cyrus, Lenise; Smith, Dionna
Subject: Amazon Business / Reference Guide and Sample Hierarchy
Date: Monday, July 11, 2016 3:55:28 PM
Attachments: @

Hello, all.

Forwarding a few documents from Amy MacPherson who joined us on the call last week Thursday.

- Access to AB registration / registration process guide
- AB Example Account Structure

More to come!

Best,

(b)(6)

From: (b)(6)
To: (b)(6)
Cc: (b)(6); [Smith, Dionna](#); [MacPherson, Amy](#)
Subject: Amazon Business / Sample Launch Announcements
Date: Wednesday, August 3, 2016 3:59:31 PM
Attachments: @

Hi, (b)(6)

My apologies for not sending this yesterday. The day got wildly busy after we spoke.

How is your daughter feeling? I hope she is at least a tiny bit (but hopefully a lot) better today.

I have attached three sample launch letters that have been used successfully throughout government organizations. The first is pulled from a large public school district that we recently launched with over 30K buyers/pcard holders. The others are variations of letters that we have used with other federal agencies. We can mimic one of these in whole or in part, or help you craft one that uses language that is specific to the TSA/DHS.

Let me know how you would like to proceed. This launch letter will be sent out by your organization. Copying me on the launch letter lets us (a) know what type of messaging is being provided to the users, and (b) how quickly we should start sending out the invitations. The letter will be based on receiving the bank card structure

From: (b)(6)
To: (b)(6) Smith, Dionna; (b)(6)
Cc: MacPherson, Amy
Subject: Amazon Business / Steps for deregistration
Date: Tuesday, August 2, 2016 12:02:08 PM

(b)(6) Dionna, and (b)(6)

Steps to deregister your existing Amazon Business account.

To join the TSA/DHS business account created by (b)(6) you will be sent an invitation from her to join that account.

Deregistration Link (b)(6)
(b)(6)

Step 1: After clicking on the link, login using the credentials associated with the account you are deregistering (you must be the only user on the account).

EXAMPLE

Step 2: Select an option for why you want to de-register the business (OPTIONAL).

Step 3: The deregistration is confirmed

From: (b)(6)
To: (b)(6); MacPherson, Amy; (b)(6)
Cc: (b)(6); Smith, Dionna
Subject: Amazon Business Account Merge
Date: Monday, July 25, 2016 4:04:46 PM

Hi (b)(6)

Per our conversation this afternoon, I would like to request the following users to be merged to the Department of Homeland Security Amazon Business Account:

(b)(6)

(b)(6)

(b)(6)

(b)(6)

Let me know if you have any questions.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Moreno, Anthony G. <TSA-OTD>
To: (b)(6)
Subject: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 3:28:33 PM

(b)(6)

I have created my Amazon Business Acct---Thanks for your assistance--(b)(6)

From: Moreno, Anthony G. <TSA-OTD>
Sent: Thursday, September 22, 2016 11:24 AM
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi (b)(6)

I tried several times clicking the invite button send to me from Amazon Business.

The outcome was it asked for my user name/password or my PIV card. I clicked on my PIV card, so it could read my credentials, however it didn't let me have access. After clicking the invite button 3 times, I had the same result.

I'm hoping to get another invite, but I'm skeptical on the result.

I'll let you know what happens after my second invite and accessing the website--(b)(6)

Anthony G. Moreno, MAA, MHA
Program Specialist, TSA Canine Training Center
2700 Craw Avenue, Bldg. 7337
Lackland AFB, Texas, 78236-5217

Office: (b)(6)

Gov Cell: (b)(6)

From: (b)(6)
Cc: (b)(6) (b)(6) Smith, Dionna
Subject: Amazon Business for TSA Purchase Cardholders
Date: Monday, September 12, 2016 2:58:21 PM
Attachments: @

Dear TSA Purchase Cardholder,

The Department of Homeland Security is excited to announce that we have partnered with Amazon Business in order to simplify the purchasing process, increase visibility, and allow you to take advantage of the wide selection and competitive prices of the Amazon marketplace. Through this centralized Amazon Business account you will have immediate access to:

* Free Two-Day Shipping on orders over \$49 (learn more

(b)(6)

* Pricing and quantity discounts

* Access to a specialized Customer Service team – Amazon Business Customer Service

(b)(6)

Using the Amazon Business marketplace will be as simple and user friendly as Amazon.com with the added benefit of business tools and features. The link below will direct you to a series of short (3-5 minutes each) tutorial videos that will guide you through setting up your account, placing orders, and administrative functions: ht

From: (b)(6)
To: (b)(6)
Cc: (b)(6)
Subject: Amazon New CH Set Up Meeting
Date: Tuesday, October 18, 2016 6:29:17 AM
Importance: High

Good Morning (b)(6)

Do you have time for a call at 1pm EST today to discuss the Amazon set up of new CHs? Please let me know. If you are available can you send me a meeting invite to confirm you are free. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
To: (b)(6)
Subject: Amazon Registration Status
Date: Thursday, September 22, 2016 8:04:11 AM

Good Morning (b)(6)

Can an updated report be sent to me by COB today? I would like to forward (b)(6) email from yesterday to those that are remaining on the list by COB today. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: MITROS, KATHLEEN
To: Smith, Dionna
Cc: (b)(6); Campillo, Horacio; Marquez, Michael
Subject: Current Amazon Order
Date: Wednesday, March 29, 2017 11:57:34 AM
Attachments: (b)(6)
image001.jpg
image002.jpg
image003.jpg
image004.jpg
image005.jpg
(b)(6)

Please see the attached email that was sent by the Amazon Customer Rep to the 3rd party vendor regarding the sales tax. Attached, is also the receipt.

MIA Finance – FYI

Sincerely,

Kathleen M. Mitros

Program Assistant
Threat Assessment Program (TAP)
DHS-TSA
Miami International Airport
Office: (b)(6)
DHS Cell: (b)(6)
FAX: 305-526-2869

(b)(6)

From: Smith, Dionna
Sent: Wednesday, March 29, 2017 11:39 AM
To: MITROS, KATHLEEN <(b)(6)>
Cc: (b)(6)
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

You can choose option 2. Amazon will need to ensure that the tax is refunded back.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: MITROS, KATHLEEN
Sent: Wednesday, March 29, 2017 11:37 AM
To: Smith, Dionna <(b)(6)>
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

I am currently speaking with amazon. We have found the item with the tax. He is stating that I have two options

- 1) I can either delay the purchase and contact the 3rd party vendor and inform about our tax free status

- 2) I can purchase it and receive a refund. The gentleman will be contacting the vendor and informing them of our status after the purchase.

My K9 Handlers are in desperate need of the item being taxed (dog blow dryer) as the one they had previous was used to vacuum the cages and I will also be on vacation in Costa Rica for the next two weeks.

Which option should I choose?

Sincerely,

Kathleen M. Mitros

Program Assistant
Threat Assessment Program (TAP)
DHS-TSA
Miami International Airport
Office: (b)(6)
DHS Cell: (b)(6)
FAX: 305 526 2869

(b)(6)

From: Smith, Dionna
Sent: Wednesday, March 29, 2017 11:28 AM
To: MITROS, KATHLEEN <(b)(6)>
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Ok. Hopefully, (b)(6) will respond soon.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: MITROS, KATHLEEN
Sent: Wednesday, March 29, 2017 11:25 AM
To: Smith, Dionna <(b)(6)>
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Thank you for getting back so quickly. I will be in touch with amazon today.

Sincerely,

Kathleen M. Mitros

Program Assistant
Threat Assessment Program (TAP)
DHS-TSA
Miami International Airport
Office: (b)(6)
DHS Cell: (b)(6)

FAX: 305-526-2869

(b)(6)

From: (b)(6)

Sent: Wednesday, March 29, 2017 11:22 AM

To: MITROS, KATHLEEN <(b)(6)> <(b)(6)>

(b)(6)

Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen...".

Hi Kathleer,

You will need to contact the Amazon Business Center at the number in the previous emails. I am looping in our Amazon POC but for a quicker resolution you may want to call Amazon or you can wait for a reply from (b)(6)

Dionna Smith

Purchase Card Program Manager

Mission Essentials Acquisition Division

Office 571-227-(b)(6)

Mobile (b)(6)

Transportation Security Administration

(b)(6)

From: MITROS, KATHLEEN

Sent: Wednesday, March 29, 2017 11:19 AM

To: Smith, Dionna <(b)(6)>

Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen...".

Hello Dionna,

I am about to place the amazon order we discussed, but it is showing \$4.89 in taxes. Can you please see what this is?

cid:image001.jpg@01D2A882.1E120D00

?

Sincerely,

Kathleen M. Mitos

Program Assistant
Threat Assessment Program (TAP)
DHS-TSA

Miami International Airport

Office: (b)(6)

DHS Cell: (b)(6)

FAX: 305-526-2869

(b)(6)

From: Smith, Dionna

Sent: Thursday, March 9, 2017 11:26 AM

To: MITROS, KATHLEEN <(b)(6)>

Cc: (b)(6)

Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Hi Kathleen,

Yes, it should be. However, if you have any issues please email me back and let me know. Thanks.

Dionna Smith

Purchase Card Program Manager

Mission Essentials Acquisition Division

Office 571-227 (b)(6)

Mobile (b)(6)

Transportation Security Administration

(b)(6)

From: MITROS, KATHLEEN

Sent: Thursday, March 9, 2017 11:25 AM

To: Smith, Dionna <(b)(6)>

Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Hey Dionna,

Has the tax free issue on Amazon been corrected yet? I need to order a few things I cannot get either at Walmart or GSA.

Sincerely,

Kathleen M. Mitos

Program Assistant

Threat Assessment Program (TAP)

DHS-TSA

Miami International Airport

Office: (b)(6)

DHS Cell: (b)(6)

FAX: 305-526-2869

(b)(6)

From: Smith, Dionna

Sent: Friday, February 24, 2017 7:38 AM

To: MITROS, KATHLEEN <(b)(6)>

> (b)(6)

(b)(6)

Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

(b)(6)

Please see below and assist.

Kathleen,

Please call the Amazon Business Customer Service (b)(6) to see if they can correct and reply to all after you have contact the service team letting us know if they were able to assist or not. Please also get the name of the rep in which you speak with as well. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: MITROS, KATHLEEN
Sent: Friday, February 24, 2017 7:34 AM
To: Smith, Dionna <(b)(6)>
Subject: FW: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Hello Dionna,

was under the impression the Amazon Business account was set up for tax exemption. I made my first purchase yesterday and was surprised to find they charged tax. What can I do to get the tax refunded and how do I eliminate this for future purchases?

Sincerely,

Kathleen M. Mitros

Program Assistant
Threat Assessment Program (TAP)
DHS-TSA
Miami International Airport
Office: (b)(6)
DHS Cell: (b)(6)
FAX: 305-526-2869
(b)(6)

From: auto-confirm@amazon.com [mailto:auto-confirm@amazon.com]
Sent: Thursday, February 23, 2017 3:37 PM
To: MITROS, KATHLEEN <(b)(6)>
Subject: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

|

Order Confirmation



Purchase Summary

Thursday, February 23, 2017

Est. Delivery: Wednesday, March 1

TOTAL **\$13.57**

TSA Kathleen Mitros
1336 NW 78TH AVE
DORAL, FL 33126-1606
United States

Item \$6.69

Shipping & Handling \$5.99

Estimated Tax \$0.89



Order Details Order #111-5984/17-942/422

iPhone 7 6S 6 Screen Protector Glass, amFilm iPhone 7 Tempered Glass Screen Protector for Apple iPhone 7, iPhone 6S, iPhone 6 2016, 2015 (2-Pack) \$6.69
\$6.69 Qty : 1 Sold by TechMatte
Condition: New



To learn more about ordering, go to [Ordering from Amazon.com](#).
If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.

Amazon.com

Recommended for You Based on iPhone 7 6S 6 Screen Protector G...



The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 51226 Seattle, Washington 98188 1226. If you need more information, please contact (866) 218-1075.

By placing your order, you agree to Amazon.com's [Privacy Notice and Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com LLC are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com LLC, it may be subject to state and local sales tax, depending upon the seller's business policies and the location

of their operations. Learn more about tax and seller information

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

|

From: Smith, Dionna
To: (b)(6)
Subject: Follow-Up: Amazon Customer Feedback Meetings
Date: Wednesday, March 1, 2017 7:12:54 AM

Good Morning,

I wanted to follow up on the below. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
Sent: Tuesday, February 28, 2017 7:56 AM
To: (b)(6)
(b)(6)
Subject: RE: Amazon Customer Feedback Meetings

Good Morning,

I see that we are scheduled to have a customer feedback meeting this Thursday. The time is still from 2pm-3pm. Can you please move the time up and adjust for future meetings per my original request? Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Monday, January 30, 2017 8:47 A

From: Smith, Dionna
To: (b)(6)
Cc: (b)(6); Battistoni, Michael
Subject: FOLLOW-UP: REMINDER: TSA Amazon Business Training Opportunity| Thursday, October 13th At 9am & 4pm
Date: Monday, October 24, 2016 7:42:59 AM
Importance: High

Good Morning,

I haven't seen a response to the below as yet. Please advise. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Battistoni, Michael
Sent: Thursday, October 13, 2016 5:41 PM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: REMINDER: TSA Amazon Business Training Opportunity| Thursday, October 13th At 9am & 4pm

Hi Dionna!

Please find attached a copy of the total order that was placed. I am concentrating on the twenty ACE bandages that we purchased from Amazon.com LLC. Please note that there are seven separate transactions for \$ 12.41 each, and all were shipped on 10/7/16. That effectively has produced seven transaction folders of \$ 12.41 each, rather than one folder for \$ 86.97. This creates unnecessary paperwork, espe

From: [Smith, Dionna](#)
To: [Smith, Dionna](#)
Cc: (b)(6)
Subject: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, October 11, 2016 1:29:47 PM
Importance: High

Hello,

Please see below and take for action as soon as possible. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
Sent: Friday, October 07, 2016 9:22 AM
To: (b)(6)
Cc: (b)(6)
Subject: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Importance: High

Hello All,

You are receiving this email because you have not registered for your Amazon account. This is required by DHS. Please ensure that you register your account by COB today. If you have any questions or need a new registration link to be sent please email the Amazon business Team at (b)(6)

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division

From: (b)(6)
To: Smith, Dionna
Cc: (b)(6); Skinner, Joanne
Subject: FW: Amazon Business / Demo Follow-up
Date: Monday, June 20, 2016 11:44:00 AM
Attachments: @

Hi Dionna,

Please see attachments from Amazon.

Based on the meeting, (b)(6) will also provide the sample emails and scoping document. Let me know if you don't receive the sample emails. Once we get the scoping document, I'll set-up an internal meeting to discuss specifics on the requirements needed and any concerns you may have.

Please feel free to reach out to us if you have any questions.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: (b)(6)
Sent: Monday, June 20, 2016 11:25 AM
To: (b)(6)
(b)(6)
Cc: (b)(6); Skinner, Joanne
<(b)(6)>
Subject: Amazon Business / Demo Follow-up

Hi, everybody.

Thank you again for setting up the demo

From: (b)(6)
To: Smith, Dionna; MacPherson, Amy (b)(6) Newson, Lyle
Subject: FW: Amazon Business + TSA: Launch Review - Next Steps

FYI

-----Original Appointment-----

From: (b)(6)
Sent: Monday, August 1, 2016 2:40 PM
To: (b)(6) MacPherson, Amy; (b)(6) Newson, Lyle
Subject: Amazon Business + TSA: Launch Review - Next Steps
When: Tuesday, August 2, 2016 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Conference Call

Hello, all.

Per (b)(6) request earlier today, I am rescheduling this meeting to tomorrow, AUG 2nd, at 10 AM. Amy is out today (feeling a bit under the weather) so she has asked me to provide the reschedule invite. The login credentials are the same, and are provided below. PS. Lyle Newson, a new member of the AB GOV team

Best,

(b)(6)

All – detailed next steps will be provided, prior to our call. If you have any questions or need assistance in the meantime, don't hesitate to contact me.

Many thanks,
Amy MacPherson

=====**Conference Bridge Information**=====

You have been invited to join a conference bridge with this information:
Conference ID: 60492199
Conference Password (PIN): 450669
Join via phone (US): tel:1-206-266-8000...60492199#...450669#
Join via phone (US toll free): tel:1-877-896-0731...60492199#...450669#

From: Smith, Dionna
To: (b)(6)
Subject: FW: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, September 13, 2016 8:58:46 AM

(b)(6)

How do you want to handle the below?

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Revell, Rae
Sent: Tuesday, September 13, 2016 8:58 AM
To: Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi Dionna – please clarify if we may only buy directly from Amazon LLC and not a third party vendor through Amazon.

Thanks,
Rae

From: Smith, Dionna
Sent: Monday, September 12, 2016 2:12 PM
To: (b)(6)
Subject: FW: Amazon Business for TSA Purchase Cardholders
Importance: High

Cardholders,

FYI- Please see below just in case you didn't receive the below. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Williams, Leslie
To: (b)(6)
Subject: FW: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 23, 2016 1:46:49 PM

From: Williams, Leslie
Sent: Friday, September 23, 2016 9:40 AM
To: (b)(6); Smith, Dionna
Cc: (b)(6)
Subject: FW: Amazon Business for TSA Purchase Cardholders

I have not received an email invitation

I am requesting to have my invitation resent.

Thank you.

Leslie Williams

Administrative Assistant

Financial Services

Transportation Security Administration

LAX-ONT-PSP-LGB-SNA

(b)(6) <mailto:(b)(6)>

Office: (b)(6)

Fax: 310-410-3318

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From: (b)(6)
To: (b)(6)
Cc: Smith, Dionna; Anyanwu, Valentine
Subject: FW: Amazon Prime
Date: Thursday, September 22, 2016 8:26:00 AM

Good morning (b)(6)

Please assist Valentine Anyanwu, see email below.

Thank you,

(b)(6)

(b)(6)
Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Anyanwu, Valentine [mailto:(b)(6)]
Sent: Wednesday, September 21, 2016 5:00 PM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>
Subject: Amazon Prime

(b)(6)

I am have an issue creating an account with Amazon Prime. I have a personal account already with amazon prime but when I go to create an account with my work email, my personal email comes up. What do I need to do in this situation?

Thanks

Valentine Anyanwu
Program Analyst
Office of Security Operations (OSO)
Transportation Security Administration
601 S. 12th Street,
Arlington, VA 20598
Tel: (571) 227-(b)(6)
Fax: (571) 227-1

From: Smith, Dionna
To: (b)(6)
Cc: (b)(6)
Subject: FW: FINAL REMINDER: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, November 8, 2016 10:19:59 AM

Please confirm that Patricia Jacobson is set up.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Jacobson, Patricia
Sent: Tuesday, November 08, 2016 10:18 AM
To: Smith, Dionna
Cc: Lathrop, Laura
Subject: RE: FINAL REMINDER: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hi Dionna,

I saw the original email for this last week (b)(6)
(b)(6)

I contacted the POC on the email and was sent the invitation to join, which I did. I should be all set.

Thank you.

Trisha

Patricia (Belanger) Jacobson

Patricia (Belanger) Jacobson

Executive Assistant/MHT

Transportation Security Administration

4 Technology Drive

Londonderry, NH 03053

(b)(6)

(b)(6)

From: (b)(6)
To: (b)(6)
Cc: [Smith, Dionna](#)
Subject: FW: Please send new invitation
Date: Wednesday, September 21, 2016 4:53:00 PM
Importance: High

Hi (b)(6)

Can you update email for Ross Farner prior to sending the invitation, please?

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Farner, Ross
Sent: Wednesday, September 21, 2016 3:44 PM
To: (b)(6)
Subject: Please send new invitation
Importance: High

(b)(6)

Please send me another migration invitation, to my corrected email,

(b)(6)

Thanks...if you need any further information, please give me a call.

Ross

Ross Farner

Financial Specialist TSA-DCA

Terminal A, Room M-142

Washington, DC 20528-0001

(b)(6)

From: Erick, Patricia
To: kthall+tsa@amazon.com
Cc: (b)(6)
Subject: FW: Welcome to Amazon for Business
Date: Thursday, September 22, 2016 1:29:39 PM

Good Afternoon.

When I "Accept the invitation" below it shows an incorrect email address ((b)(6)) so I am not going to set up another account under this incorrect email address.

I already have an account set up w/Amazon under (b)(6)

Patricia (Trish) Erick

TSA Indiana

(b)(6)

From: Amazon.com [<mailto:no-reply@amazon.com>]
Sent: Thursday, September 22, 2016 12:59 PM
To: (b)(6)
Subject: Welcome to Amazon for Business

(b)(6) has invited you to purchase on behalf of Department of Homeland Security.

Amazon Business allows you to shop on Amazon using your organization's multi-user business account, track spending using purchase orders and get Free Two-Day shipping on eligible orders over \$49. Find what you need among the millions of business products on Amazon and get business pricing on select items.

Accept the invitation

From: (b)(6)
To: (b)(6); Smith, Dionna; Skinner, Joanne; (b)(6); Cyrus, Lenise
Cc: MacPherson, Amy
Subject: RE: AB Launch Template DHS Plan 07.07 mtg.xlsx
Date: Thursday, July 7, 2016 3:57:22 PM

Hi, (b)(6) (and everyone).

Thank you so much for joining the call earlier today. It was a great launch plan meeting, and we are very excited to move forward with the TSA and DHS.

I have included Amy MacPherson on this email string. She and I will work together to get answers and plan dates from our end and have that back to you soon.

Kindest Regards,

(b)(6)

From: (b)(6)
Sent: Thursday, July 07, 2016 10:55 AM
To: (b)(6); Smith, Dionna
<(b)(6)>; Skinner, Joanne <(b)(6)>; (b)(6)
(b)(6); Cyrus, Lenise
<(b)(6)>
Subject: AB Launch Template DHS Plan 07.07 mtg.xlsx

Hi All,

Please see attached notes from the meeting earlier.

Thanks,

(b)(6)

From: Christmas, Beverly
To: (b)(6) Smith, Dionna
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, March 21, 2017 10:03:55 AM

Thanks! Will do so now.

Beverly Christmas

Program Specialist
Management and Logistics Branch
Business Management Office
Office of Law Enforcement/Federal Air Marshal Service

(b)(6)

(b)(6) mobile

From: (b)(6)
Sent: Tuesday, March 21, 2017 10:01 AM
To: Smith, Dionna <(b)(6)>; Christmas, Beverly <(b)(6)>
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Beverly,

Please update your pcard profile to your current email address, the address on file now is:

(b)(6)

I will update our tracking document to your current email address.

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, March 21, 2017 8:58 AM
To: Christmas, Beverly <(b)(6)>; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hello,

I apologize. I am not sure why you are on this report. I am showing that you accepted.

(b)(6)

Please ensure that the report is updated. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227 (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Christmas, Beverly
Sent: Tuesday, March 21, 2017 9:53 AM
To: Smith, Dionna <(b)(6)>
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTIDN REQUIRED: Amazon Business for TSA Purchase Cardholders

Dionna,

I've been registered for months. I just checked and everything is working fine.

Beverly Christmas

Program Specialist
Management and Logistics Branch
Business Management Office
Office of Law Enforcement/Federal Air Marshal Service

(b)(6)

(b)(6) mobile

From: Smith, Dionna
Sent: Tuesday, March 21, 2017 8:45 AM
To: (b)(6)
Cc: (b)(6)
(b)(6)
Subject: ACTION REQUIRED ASAP: FDR ACTIDN: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hello All,

You are receiving this email because you have not registered for your Amazon account. This is required by DHS. **Please ensure that you register your account by COB today.** If you have any questions or need a new registration link to be sent please email myself or the Amazon business Team at (b)(6)

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
To: DeLaCruz, Joan
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Thursday, November 3, 2016 2:48:02 PM

Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: DeLaCruz, Joan
Sent: Thursday, November 03, 2016 2:44 PM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
(b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

I finally got it done correctly, sorry for the delay.

Joan de la Cruz
Supervisory Transportation Security Officer
Transportation Security Administration
Department of Homeland Security
Lanai Airport, LNY
Lanai City, Hawaii 96763

(b)(6)

From: Smith, Dionna
Sent: Wednesday, November 02, 2016 4:13 AM
To: (b)(6)
Cc: (b)(6)

(b)(6)

Subject:

From: (b)(6)
To: Smith, Dionna; Fulcher, Cassandra; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, November 2, 2016 11:30:34 AM

Cassandra,

You have an invitation pending. Please check your spam or junk folder if you do not see it in your inbox.

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Wednesday, November 02, 2016 9:48 AM
To: Fulcher, Cassandra <(b)(6)>; (b)(6)
(b)(6)
(b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

It's not a password update. You will need register once you receive the email from Amazon.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Fulcher, Cassandra
Sent: Wednesday, November 02, 2016 10:47 AM
To: Smith, Dionna
Subject: RE: ACTION R

From: (b)(6)
To: Smith, Dionna (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, November 2, 2016 11:30:14 AM

Done.

From: Smith, Dionna [mailto:(b)(6)]
Sent: Wednesday, November 02, 2016 9:45 AM
To: (b)(6)
(b)(6)
Cc: (b)(6)
Subject: FW: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Please remove mike from the list. His account was closed out.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: McClung, Michael
Sent: Wednesday, November 02, 2016 10:44 AM
To: Smith, Dionna
Cc: Romero, Margarita
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hi Dionna,

Could you please take me off this list I no longer have a purchase card.

V/R

From: Smith, Dionna
To: Stadts, Barbara (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, November 2, 2016 2:26:07 PM

I think you should be good but I will have Amazon verify on their end.

Amazon Team,

Can you confirm that Barbara is good to go? Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Stadts, Barbara
Sent: Wednesday, November 02, 2016 2:24 PM
To: Smith, Dionna
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

I think I'm in there now Dionna.

Says DHoS in top left.

From: Smith, Dionna [mailto: (b)(6)]
Sent: Wednesday, November 02, 2016 9:25 AM
To: Stadts, Barbara D. <TSA-OTD>; (b)(6)
(b)(6)
Cc: (b)(6) m;
(b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for

From: Lawrence, Celena
To: (b)(6) Smith, Dionna
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, March 21, 2017 9:51:32 AM

Thank you.

I have a great day all!

Celena A. Lawrence

Management Assistant
Office of Inspection
Transportation Security Administration

(b)(6) (office)
(b)(6) (iPhone)
(b)(6)

From: (b)(6)
Sent: Tuesday, March 21, 2017 9:37 AM
To: Smith, Dionna <(b)(6)>; Lawrence, Celena <(b)(6)>
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

This was a report error on my side. My apologies, it has been updated.

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, March 21, 2017 8:30 AM
To: Lawrence, Celena <(b)(6)>
Cc: (b)(6)
(b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hello,

I apologize. I am not sure why you are on this report. I am showing that you accepted.

(b)(6)

Please ensure that the report is updated. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Lawrence, Celena
Sent: Tuesday, March 21, 2017 9:24 AM
To: Smith, Dionna <(b)(6)>; (b)(6)
Cc: (b)(6)
(b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Good morning,

I actually created an Amazon business account immediately upon receiving instructions.

I've attached a screen capture to this email.

If I've somehow registered for the wrong type of account, please let me know.

Thanks.

Celena A. Lawrence
Management Assistant
Office of Inspection
Transportation Security Administration
(b)(6) office
(b)(6) iPhone
(b)(6)

From: Smith, Dionna
Sent: Tuesday, March 21, 2017 8:45 AM
To: (b)(6)
Cc: (b)(6)
(b)(6)

Subject: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA
Purchase Cardholders

Hello All,

You are receiving this email because you have not registered for your Amazon account. This is required by DHS. **Please ensure that you register your account by COB today.** If you have any questions or need a new registration link to be sent please email myself or the Amazon business Team at (b)(6)

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
To: (b)(6); Scanlon, Dianna
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, March 21, 2017 9:04:15 AM

Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Tuesday, March 21, 2017 8:59 AM
To: Smith, Dionna <(b)(6)>; Scanlon, Dianna <(b)(6)>
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Dionna,

Dianna is on the list because the email address listed on the pcard report (the one we are tracking against) is listed as:

(b)(6)

I will update our tracking document, please update the pcard profile.

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, March 21, 2017 7:55 AM
To: Scanlon, Dianna <(b)(6)>
Cc: (b)(6)
(b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hello,

I apologize. I am not sure why you are on this report. I am showing that you accepted.

(b)(6)

Please ensure that the report is updated. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Scanlon, Dianna
Sent: Tuesday, March 21, 2017 8:47 AM
To: Smith, Dionna <(b)(6)>
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Ms. Smith,

I have already made a purchase on my Amazon Business Account. How exactly do I register?

Respectfully,

Dianna Scanlon
Boston Field Office
(b)(6)

From: Smith, Dionna
Sent: Tuesday, March 21, 2017 8:45 AM
To: (b)(6)
Cc: (b)(6)
(b)(6)
Subject: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hello All,

You are receiving this email because you have not registered for your Amazon account. This is required by DHS. **Please ensure that you register your account by COB today.** If you have any questions or need a new registration link to be sent please email myself or the Amazon business Team at (b)(6)

Dionna Smith

Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Santifort, Sabrina
To: (b)(6) Smith, Dionna
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, March 21, 2017 9:20:44 AM

Thank you. PCard email in the banking profile has been updated.

Sabrina

Sabrina Santifort
Admin Officer, Dallas Field Office
Federal Air Marshal Service
TSA/DHS
(ofc) (b)(6)
(fax) 972-304-2636

The enclosed information is privileged and confidential and is not to be communicated to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record is in performance of official duties. Willful disclosure is a misdemeanor that can lead up to a \$5,000 fine (5 U.S.C. 552a). WARNING: This document may contain Sensitive Security Information that is controlled under 49 CFR 1520. No part of this document may be released to persons without a need to know, except with the written permission of the Under Secretary / Administrator of Transportation for Security, Washington, DC. If you have received this message in error, please destroy it immediately and notify the sender.

From: (b)(6)
Sent: Tuesday, March 21, 2017 8:14 AM
To: Santifort, Sabrina <(b)(6)>; Smith, Dionna <(b)(6)>
Cc: (b)(6)
Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Sabrina / Dionna

The email address that I listed is what was provided to us in the pcard export. I believe the pcard profile needs to be updated, not your Amazon profile, I have updated our tracking document to your current email address you will not show up on the "unaccepted" list any longer.

Thanks,

(b)(6)

From: Santifort, Sabrina [mailto:(b)(6)]

Sent: Tuesday, March 21, 2017 8:11 AM

To: Smith, Dionna <(b)(6)> <(b)(6)>

Cc: (b)(6)

(b)(6)

Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

I did change my email address in my Amazon profile on 3/10 when I was looking at the projectors. Will go back and recheck it....

Sabrina Santifort

Admin Officer, Dallas Field Office

Federal Air Marshal Service

TSA/DHS

(ofc) (b)(6)

(fax) 972-304-2636

The enclosed information is privileged and confidential and is not to be communicated to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record is in performance of official duties. Willful disclosure is a misdemeanor that can lead up to a \$5,000 fine (5 U.S.C. 552a). **WARNING:** This document may contain Sensitive Security Information that is controlled under 49 CFR 1520. No part of this document may be released to persons without a need to know, except with the written permission of the Under Secretary / Administrator of Transportation for Security, Washington, DC. If you have received this message in error, please destroy it immediately and notify the sender.

From: Smith, Dionna

Sent: Tuesday, March 21, 2017 8:10 AM

To: (b)(6) Santifort, Sabrina <(b)(6)>

Cc: (b)(6)

(b)(6)

Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Her email is (b)(6)

Dionna Smith

Purchase Card Program Manager

Mission Essentials Acquisition Division

Office 571-227-(b)(6)

Mobile (b)(6)

Transportation Security Administration

(b)(6)

From: (b)(6)

Sent: Tuesday, March 21, 2017 9:08 AM

To: Santifort, Sabrina <(b)(6)>; Smith, Dionna <(b)(6)>;
(b)(6)

Cc: (b)(6)

(b)(6)

Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Sabrina / Dionna,

Please update your pcard profile to reflect your current email address, the address in your profile is:

(b)(6)

I will update our tracking document as well.

Thanks,

(b)(6)

From: Santifort, Sabrina [mailto:(b)(6)]

Sent: Tuesday, March 21, 2017 8:05 AM

To: Smith, Dionna <(b)(6)>; (b)(6)

Cc: (b)(6)

(b)(6)

Subject: RE: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hi Dionna,

I have already registered – please see attached. In fact, I logged on 3/10 to look at a projector mount for another PCard holder. Even copied and pasted the section regarding tax exemption for DHS has already been added.

Thanks,
Sabrina

Sabrina Santifort
Admin Officer, Dallas Field Office
Federal Air Marshal Service
TSA/DHS
(ofc) (b)(6)
(fax) 972-304-2636

The enclosed information is privileged and confidential and is not to be communicated to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record is in performance of official duties. Willful disclosure is a misdemeanor that can lead up to a \$5,000 fine (5 U.S.C. 552a). WARNING: This document may contain Sensitive Security Information that is controlled under 49 CFR 1520. No part of this document may be released to persons without a need to know, except with the written permission of the Under Secretary / Administrator of Transportation for Security, Washington, DC. If you have received this message in error, please destroy it immediately and notify the sender.

From: Smith, Dionna

Sent: Tuesday, March 21, 2017 7:45 AM

To: (b)(6)

Cc: (b)(6)

(b)(6)

Subject: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hello All,

You are receiving this email because you have not registered for your Amazon account. This is required by DHS. **Please ensure that you register your account by COB today.** If you have any questions or need a new registration link to be sent please email myself or the Amazon business Team at (b)(6)

Dionna Smith

Purchase Card Program Manager

Mission Essentials Acquisition Division

Office 571-227-(b)(6)

Mobile (b)(6)

Transportation Security Administration

(b)(6)

From: Smith, Dionna
To: (b)(6)
Cc:
Subject: RE: Action Required, Third Request - TSA Amazon Business Account
Date: Thursday, November 3, 2016 3:42:05 PM

Ok great!

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Thursday, November 03, 2016 3:41 PM
To: Smith, Dionna
Cc: (b)(6)
Subject: Re: Action Required, Third Request - TSA Amazon Business Account

Totally agree. I wanted to ensure that we provided you with details around Mr. Waters ask and additional features available.

We sent all requests out yesterday. I'll have Peter pull a new report early next week.

(b)(6)

Amazon Business

On Nov 3, 2016, at 12:24 PM, Smith, Dionna (b)(6) wrote:

I would prefer to concentrate on getting the Approvers and Alternate Approvers access before focusing on those that are not purchasers.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division

From: (b)(6)
To: Smith, Dionna; Brown, Curtis
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, January 17, 2017 9:29:39 AM

Curtis,

If you need to log in, please use the following as a username:

(b)(6)

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, January 17, 2017 8:26 AM
To: Brown, Curtis <(b)(6)>
Cc: (b)(6)
(b)(6)
Subject: FW: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

FYI- The system is showing that you are already registered. No further action is required on your part.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)

Sent: Sunday, January 15, 2017 11:24 PM

To: Smith, Dionna <[REDACTED]>

Subject: FW: ACTION REQUIRED: Amazon Business for TSA Purchase Cardhol

From: Buie-Kates, Charlene
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 2:41:36 PM

Please disregard, I was able to locate the initial invitation that was sent to me. Thank you.

From: Smith, Dionna
Sent: Wednesday, September 28, 2016 2:23 PM
To: Buie-Kates, Charlene; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

AB Team,

Please resend the link to Charlene. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Buie-Kates, Charlene
Sent: Wednesday, September 28, 2016 2:22 PM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Dionna, would you pls resend me the invitation so I can register. Thank you

From: Smith, Dionna
To: Chong, Mark; Smith, Dionna
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 3:08:06 PM

AWESOME!! Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Chong, Mark
Sent: Wednesday, September 28, 2016 3:06 PM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Completed!!

Mark A. Chong
Program Specialist/CSQIM
Department of Homeland Security
Transportation Security Administration
Cyril E. King Airport (STT)
8100 Lindberg Bay, STE 63
St. Thomas, U.S Virgin Islands 00802

Tel: (b)(6)
Cell: (b)(6)
Fax: 340.779.6028

From: Smith, Dionna [mailto:(b)(6)]

Sent: Wednesday, September 28, 2016 1:25 PM

To: (b)(6)

Cc: (b)(6)

From: Smith, Dionna
To: Christie, Melissa
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 1:29:41 PM

Great! Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Christie, Melissa
Sent: Wednesday, September 28, 2016 1:26 PM
To: Smith, Dionna
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Dionna,

I completed this yesterday.

From: Smith, Dionna
Sent: Wednesday, September 28, 2016 12:25 PM
To: (b)(6)
Cc: (b)(6)
Subject: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Importance: High

Hello All,

You are receiving this email because you have not registered for your Amazon account. This is required by DHS. Please ensure that you register your account by COB today to ensure that you

From: Smith, Dionna
To: ENGRAF, JESSICA; Smith, Dionna
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 2:40:53 PM

You are AWESOME!! Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: ENGRAF, JESSICA
Sent: Wednesday, September 28, 2016 2:39 PM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Good afternoon Dionna,

I have now registered my Amazon Business account.

Thank you,

Jessica Engraf

Transportation Security Inspector – Aviation

Transportation Security Administration – Dakotas

919 S 7th Street Suite 502

Bismarck, ND 58504

Office: (b)(6)

From: Smith, Dionna

Sent: Wednesday, September 28, 2016 12:25 PM

To: [REDACTED] (b)(6)

Cc: [REDACTED] (b)(6)

Subject: ACTION REQU

From: (b)(6)
To: Erick, Patricia; (b)(6)
Cc: (b)(6); Smith, Dionna
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 4:14:10 PM

Hi Patricia,

Thank you for following up – no further action is needed on your behalf. The two different email aliases through some of our reporting systems for a loop!

Thank you for your diligence.

Best,

(b)(6)

(b)(6) Customer Success Manager
Amazon, Inc. | 325 9th Ave North, Seattle, WA 98109
(b)(6)

We hope you found this message to be useful. However, if you'd rather not receive future e-mails of this sort from Amazon Business, please let us know your email preferences <<http://www.amazonbusiness.com/preferences/>> .

From: Erick, Patricia [mailto:(b)(6)]
Sent: Wednesday, September 28, 2016 10:52 AM
To: (b)(6)
Cc: (b)(6); Smith, Dionna
Subject: RE: ACTION REQUIRED: Amazon Business for T

From: Smith, Dionna
To: Figueroa, Christy (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 2:20:08 PM

Ok. Thank you. The AB Team should be responding **shortly**.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Figueroa, Christy
Sent: Wednesday, September 28, 2016 2:09 PM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Dionna- I have sent in a request for a new registration link and am just waiting to hear back.

Thank you

Christy

v/r

Christy Figueroa

Christy Figueroa

Budget Analyst

Budget Management Office/ Budget, Finance& Acquisition Branch

Office of Intelligence and Analysis

Transportation Security Administration

Phone: (b)(6)

Email: (b)(6)

From: Smith, Dionna
Sent: Wednesday, September 28, 2016 11

From: Gines, Moses
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 1:59:56 PM

Please send me a new link, thanks

Moses C. Gines
TSA-SFO Mission Support

From: Smith, Dionna
Sent: Wednesday, September 28, 2016 1:24:55 PM
To: (b)(6)
Cc: (b)(6)
Subject: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hello All,

You are receiving this email because you have not registered for your Amazon account. This is required by DHS. Please ensure that you register your account by COB today to ensure that your account will be reactivated on Monday, October 3rd for use. If you have any questions or need a new registration link to be sent please email the Amazon business Team at (b)(6)

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From:

From: Hoegg, Elizabeth
To: (b)(6)
Cc: (b)(6); Smith, Dionna
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 30, 2016 9:47:14 AM

Thanks! Working on it now.

-Elizabeth

From: (b)(6)
Sent: Friday, September 30, 2016 9:45 AM
To: Hoegg, Elizabeth; (b)(6)
Cc: (b)(6); Smith, Dionna
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Your invitation has been resent

Thanks,

(b)(6)

From: Hoegg, Elizabeth [mailto:(b)(6)]
Sent: Friday, September 30, 2016 8:43 AM
To: (b)(6)
Cc: (b)(6); Smith, Dionna
<(b)(6)>
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

(b)(6)

Please send me a new invitation link. See message below.

I was on vacation and didn't get a chance to register. Can I still do it today? Thanks for

From: (b)(6)
To: Kelly, Grace (b)(6)
Cc: (b)(6); Smith, Dionna; Smith, Dionna
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 29, 2016 10:16:12 AM

It was sent at the same time that I emailed you. If you don't see it please check your spam/junk folders.

Thanks,

(b)(6)

From: Kelly, Grace [mailto:(b)(6)]
Sent: Thursday, September 29, 2016 9:12 AM
To: (b)(6)
Cc: (b)(6); Smith, Dionna
<(b)(6)>; (b)(6) Kelly, Grace
<(b)(6)>
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Thank you. I will respond when I receive it.

Grace

Grace P. Kelly

TSA Office of Acquisition

(b)(6) <mailto:(b)(6)>

From: (b)(6)
Sent: Wednesday, September 28, 2016 7:07 PM
To: Kelly, Grace; (b)(6)
Cc: (b)(6); Smith, Dionna; (b)(6)
<mailto:(b)(6)>
Subject:

From: (b)(6)
To: Mathias, Judy (b)(6); Smith, Dionna
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 30, 2016 3:48:03 PM

Great, thanks

From: Mathias, Judy [mailto:(b)(6)]
Sent: Friday, September 30, 2016 2:37 PM
To: (b)(6)
Smith, Dionna <(b)(6)>
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hi

Finally the last linked worked. I'm in!

Your account has been created

You can now purchase for your business with (b)(6)

Start shopping <https://www.amazon.com/ref=b2b_reg_ns_cs_p_lp_join>

Thank you,

Judy Mathias

Annapolis Junction Mission Readiness Branch

Office of Intelligence and Analysis

Transportation Security Administration

Room (b)(6)

(O) (b)(6)

(WC) (b)(6)

From: (b)(6)
Sent: Friday, September 30, 2016 2:35 PM
To: (b)(6) Smith, Dionna; Mathias, Judy

From: (b)(6)
To: Smith, Dionna; Swisher, Mary; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 4:42:16 PM
Attachments: @

Hi Mary,

I have just sent you another invitation to join with that email address. Have you used that Amazon Account for only business TSA purchasing or does it contain personal order history as well?

Because you already have an order history linked to this account, please follow the steps in either Scenario 2 or 3 in the attached reference placemat.

- Scenario 2 will transfer all of the order history in your existing account to the centralized business profile.
- Scenario 3 will allow you to choose a new email for your existing account, and move forward with the centralized TSA account using your work email.

Please let me know if you have further questions or need additional help.

Thanks,

(b)(6)

(b)(6) Customer Success Manager
Amazon, Inc. | 325 9th Ave North, Seattle, WA 98109

(b)(6)

We hope you found this message to be useful. Ho

From: TYBUSH, DEBORAH
To: (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, October 5, 2016 2:36:15 PM

Hi (b)(6)

I followed your steps and this is what I am getting.

Email address already in use

There is another Amazon account with the e-mail (b)(6). You will need to verify ownership of this e-mail address before you can use it on your account.

If you verify this e-mail address, all other accounts with this e-mail address will be disabled. Once disabled, these accounts will not be able to access order history, gift certificates, digital purchases, Kindle books or any other data

Please advise.

Deborah Tybush

Program Assistant

DHS/TSA

Albany International Airport

737 Albany Shaker Road

Albany, NY 12211

(b)(6)

(b)(6)

From: (b)(6)
Sent: Wednesday, October 05, 2016 2:19 PM
To: TYBUSH, DEBORAH
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase C

From: Smith, Dionna
To: Zotto, Brianna; Smith, Dionna (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 2:04:46 PM

Thanks AB Team will resend.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Zotto, Brianna
Sent: Wednesday, September 28, 2016 2:03 PM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Can you please send me a new registration link?

Thank you,

Brianna D. Zotto
Program Analyst
Field Operations Division
Federal Air Marshal Service Q

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Wednesday, September 28, 2016 1:25 PM
To: (b)(6)
Cc: (b)(6)
Subject: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Importance: High

From: (b)(6)
To: (b)(6)
Subject: RE: Amazon Business - Launch Template Samples & PPT from demo on Monday -- messaging templates attached
Date: Thursday, June 30, 2016 9:44:00 AM

Yes, I'm working on the questions. I'm planning to send them to you by tomorrow COB.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: (b)(6)
Sent: Thursday, June 30, 2016 9:43 AM
To: (b)(6)
Subject: RE: Amazon Business - Launch Template Samples & PPT from demo on Monday -- messaging templates attached

Perfect! Thanks, (b)(6) I will look forward to receiving the credentials and speaking further next week. If you gather a list of questions beforehand, please send to me. I will try to get as many answered as possible to ensure the best use of our time together.

Take care,

(b)(6)

From: (b)(6)
Sent: Thursday, June 30, 2016 9:40 AM
To: (b)(6)
Subject:

From: (b)(6)
To:
Subject: Re: Amazon Business / Follow-up
Date: Tuesday, June 7, 2016 4:38:04 PM

Cool. That should work.

(b)(6)
Amazon Business

On Jun 7, 2016, at 4:36 PM, (b)(6) wrote:

I'll schedule Wednesday at 830am.

From: (b)(6)
Sent: Tuesday, June 7, 2016 4:27 PM
To: (b)(6)
Subject: Re: Amazon Business / Follow-up

I will be in a meetings from 10-5 tomorrow. I could do before 9 or after 530. Or Thursday before 10. Or almost anytime on Friday.

(b)(6)
Amazon Business

On Jun 7, 2016, at 4:25 PM, (b)(6) wrote:

Hi (b)(6)

I was able to set-up the meeting in Adobe connect. Are you available to test the Adobe connect tomorrow at 10am? I'll set-up a test invite to see if I'm able to give you permission to control the meeting.

Thanks,

(b)(6)

(b)(6)

Financia

From: (b)(6)
To:
Cc: (b)(6); Smith, Dionna; (b)(6); MacPherson, Amy
Subject: RE: Amazon Business / Reference Guide and Sample Hierarchy
Date: Wednesday, August 10, 2016 3:23:42 PM

Thank you. This really helps.

(b)(6)

From: (b)(6)
Sent: Wednesday, August 10, 2016 3:18 PM
To: (b)(6)
Cc: (b)(6); Smith, Dionna
<(b)(6)>; (b)(6); MacPherson, Amy
<(b)(6)>
Subject: RE: Amazon Business / Reference Guide and Sample Hierarchy

(b)(6)

Please see attached Structure Sample. We would like to mirror it with the JPMC structure which shows both Group number and name.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: (b)(6)
Sent: Tuesday, August 9, 2016 4:46 PM

To: (b)(6)

Cc: (b)(6)

Smith, Dionna

← (b)(6)

From: (b)(6)
To: (b)(6)
Cc:
Subject: RE: Amazon Business / Spend Report by email domain
Date: Monday, June 6, 2016 1:07:00 PM
Attachments: @

Hi (b)(6)

Thank you for the information provided. Based on the attached report Amazon provided compared to internal data, the following are the results of our analysis:

- 10% of the transactions under "Units -- # of items purchased" are official business.
- 68% of the (\$) purchases are official business.
- TSA has 48 users in Amazon Business.

After speaking to (b)(6) one of our main concerns would be the process of transferring the DHS users to the Amazon Business account. As you've mentioned before the users would have to separate their consumer purchases (personal) and business purchases, given the large volume of potential personal purchases, we are curious on how this will work. If you would be able to give us some high level insight during the meeting on the planned approach of transferring current users of Amazon to Amazon Business users.

Thanks,

(b)(6)

(b)(6)

Financial Management Div

From: (b)(6)
To: (b)(6) Smith, Dionna
Cc: MacPherson, Amy
Subject: RE: Amazon Business / Steps for deregistration
Date: Tuesday, August 2, 2016 12:40:25 PM

All-

I have completed the deregistration process.

(b)(6)

Fleet Card APC

Department of Homeland Security | Office of the Chief Financial Officer

(b)(6)

From: (b)(6)
Sent: Tuesday, August 02, 2016 12:02 PM
To: (b)(6) Smith, Dionna; (b)(6)
Cc: MacPherson, Amy
Subject: Amazon Business / Steps for deregistration

(b)(6)

Steps to deregister your existing Amazon Business account.

To join the TSA/DHS business account created by (b)(6) you will be sent an invitation from her to join that account.

Deregistration Link: <https://amazon.com/gp/b2b/manage/deregister>
<<https://amazon.com/gp/b2b/manage/deregister>>

Step 1: After clicking on the link, login using the credentials associated with the account

you are deregistering (you must be the only user on the account).

From: Smith, Dionna
To: (b)(6)
Cc: MacPherson, Amy
Subject: RE: Amazon Business / Steps for deregistration
Date: Tuesday, August 2, 2016 12:12:16 PM

Completed! I have not received an email as of yet saying that it was deregistered but I completed the steps below.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division

Office 571-227- (b)(6)
Mobile (b)(6)

Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Tuesday, August 02, 2016 12:02 PM
To: (b)(6) Smith, Dionna; (b)(6)
Cc: MacPherson, Amy
Subject: Amazon Business / Steps for deregistration

(b)(6)

Steps to deregister your existing Amazon Business account.

To join the TSA/DHS business account created by (b)(6) you will be sent an invitation from her to join that account.

Deregistration Link: <https://amazon.com/gp/b2b/manage/deregister>
<<https://amazon.com/gp/b2b/manage/deregister>>

Step 1: After clicking on the link, login using the credentials associated wit

From: (b)(6)
To: (b)(6); Smith, Dionna; (b)(6)
Cc: MacPherson, Amy
Subject: RE: Amazon Business / Steps for deregistration
Date: Tuesday, August 2, 2016 2:28:51 PM

Done.

(b)(6)

(b)(6)

(b)(6)

From: (b)(6)
Sent: Tuesday, August 2, 2016 12:02 PM
To: (b)(6); Smith, Dionna <(b)(6)>; (b)(6)
(b)(6)
Cc: MacPherson, Amy <(b)(6)>
Subject: Amazon Business / Steps for deregistration

(b)(6)

Steps to deregister your existing Amazon Business account.

To join the TSA/DHS business account created by (b)(6) you will be sent an invitation from her to join that account.

Deregistration Link: <https://amazon.com/gp/b2b/manage/deregister>
<<https://amazon.com/gp/b2b/manage/deregister>>

Step 1: After clicking on the link, login using the credentials associated with the account you are deregistering (you must be the only user on the account).

EXAMPLE

Step 2: Se

From: (b)(6)
To:
Cc: [Smith, Dionna](#)
Subject: RE: Amazon Business / TSA - De-Reg / Launch Communication
Date: Monday, August 29, 2016 4:59:00 PM

(b)(6)

Our team can work with you to tailor the communications to your teams. Let's discuss further on the call and we can get an idea of what approach will resonate best for your users and what approach will bring the best results.

Thanks,

From: (b)(6)
Sent: Monday, August 29, 2016 3:21 PM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>
Subject: FW: Amazon Business / TSA - De-Reg / Launch Communication

Good afternoon (b)(6)

Dionna shared a document that might be helpful for the AB launch in Amazon. Quick Reference Guide with 3 pages of the useful links and actions that a buyer might need to know. Would you be able to craft something like this for the AB launch?

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Depa

From: Smith, Dionna
To: (b)(6)
Cc:
Subject: RE: Amazon Business / TSA and State Dept.
Date: Tuesday, November 15, 2016 2:01:00 PM

Hi (b)(6)

I am glad you are enjoying the warm weather and doing well. In regard to the below I will need to speak with DHS on the matter as they are the main POC for this initiative. All communication and request are from outside sources are funneled down to the components through the DHS Bank card office so this must be discussed with (b)(6) first. I believe she is in training so I can discuss with her at some point next week. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Tuesday, November 15, 2016 12:18 PM
To: Smith, Dionna
Subject: Amazon Business / TSA and State Dept.

Hi, Dionna.

I trust this email finds you well and, hopefully, enjoying a lovely fall day. I'm in Texas this week – it's 82 degrees here in Dallas, not exactly fall weather. J

I a

From: Smith, Dionna
To: (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Business / TSA_Status_10.17.xlsx
Date: Wednesday, November 2, 2016 6:28:20 AM
Importance: High

Hello,

Can you provide me with a new status report so I can see where TSA is at in regard to 1005 registration? Also, below are the new cardholders that I added or sent invites to. They should be captured on the spreadsheet as well. The last one that I received was as of 10/17/16. Thanks.

10/20/16

Hanisch, (b)(6) <mailto:(b)(6)> 70214

Etheridge, Timothy (b)(6)
<mailto:(b)(6)> 70186

DeLoatch, Lawrence (b)(6)
<mailto:(b)(6)> 70337

Santos, Alejandro (b)(6)
<mailto:(b)(6)> 70200

10/21/16

FLOWERS, BARBARA (b)(6)
<mailto:(b)(6)> 70417

10/24/16

FLOWERS, (b)(6)
<mailto:(b)(6)> 70417

Miller, Nancy L1 (b)(6) <mailto:(b)(6)>

From: (b)(6)
To:
Subject: RE: Amazon Business + TSA: Launch Review - Next Steps
Date: Monday, August 1, 2016 2:52:00 PM

Me, too. I'm so happy to have an hour freed up today after a few days off. J

From: (b)(6)
Sent: Monday, August 01, 2016 2:50 PM
To: (b)(6)
Subject: RE: Amazon Business + TSA: Launch Review - Next Steps

No problem. I just told (b)(6) to ignore that meeting.

Thanks!

From: (b)(6)
Sent: Monday, August 1, 2016 2:48 PM
To: (b)(6)
Subject: RE: Amazon Business + TSA: Launch Review - Next Steps

Hi, (b)(6)

I can add Dionna. I cannot, however, delete today's meeting. L

Since Amy set up today's meeting she would need to be the one to cancel it. She was napping the last time I texted her. She thinks she'll be better by tomorrow.

All the best,

(b)(6)

From: (b)(6)
Sent: Monday, August 01, 2016

From: MacPherson, Amy
To: (b)(6)
Subject: RE: Amazon Business Account Merge -- Follow-up for TSA
Date: Thursday, July 28, 2016 12:23:37 PM

Absolutely – I'll send out a calendar invite shortly. Thank you for your flexibility! Looking forward to connecting.

Best,

Amy MacPherson

From: (b)(6)
Sent: Thursday, July 28, 2016 12:10 PM
To: (b)(6)
(b)(6) MacPherson, Amy <(b)(6)>
Subject: RE: Amazon Business Account Merge -- Follow-up for TSA

Hi-

I will make myself available whenever the meeting is setup.

Thanks,

(b)(6)
Fleet Card APC
Department of Homeland Security | Office of the Chief Financial Officer
(b)(6)

From: (b)(6)
Sent: Thursday, July 28, 2016 11:43:10 AM
To: (b)(6) MacPherson, Amy
Cc: (b)(6)
Subject: RE: Amazon Business Account Merge -- Follow-up for TSA

Hi (b)(6) / Amy,

I am available Monday / Tuesday next week, Wed-F

From: Smith, Dionna
To: Moore, Becky
Cc: (b)(6)
Subject: RE: Amazon Business Account
Date: Friday, September 23, 2016 11:17:53 AM

Yes J.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Moore, Becky
Sent: Friday, September 23, 2016 11:17 AM
To: Smith, Dionna
Cc: (b)(6)
Subject: RE: Amazon Business Account

Dionna:

Okay, great. Thanks for that information. I'm glad this is being piloted. So many people use Amazon for those difficult to find items so this will work out well for us.

Regards,

Becky Moore

Program Analyst, BMO Mission Readiness Branch

Office of Intelligence and Analysis (OIA) TSA-10

Transportation Security Administration

U.S. Department of Homeland Security

Office: (b)(6)

Send all communications for the Mission Readiness Branch to TSA OIA BMO Mission Readiness Branch <TSA.OIA.BMO.MRB@tsa.dhs.gov>

From: Smith, Dionna
Sent: Friday, September

From: Smith, Dionna
To: (b)(6); Wheeler, Christine; (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Business Account
Date: Wednesday, October 19, 2016 5:22:17 PM

Excellent. Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Wednesday, October 19, 2016 5:15:28 PM
To: Wheeler, Christine; Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Business Account

Team,

We've confirmed that this was a browser setting. The personal and work accounts are not linked.

Thanks,

(b)(6)

From: Wheeler, Christine [mailto:(b)(6)]
Sent: Wednesday, October 19, 2016 3:22 PM
To: (b)(6); Smith, Dionna
<(b)(6)>; (b)(6)
(b)(6)
Subject: RE: Amazon Business Account

Can you tell how long I've had the business account? Can you tell the date

From: Briggs, Ashley
To: (b)(6)
Cc: [Smith, Dionna](#)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 23, 2016 10:54:32 AM

Great thank you. J

From: (b)(6)
Sent: Friday, September 23, 2016 9:52 AM
To: (b)(6)
Cc: Smith, Dionna; Briggs, Ashley
Subject: RE: Amazon Business for TSA Purchase Cardholders

Ashley's account is successfully set up. If a CC was not added during the creation, you will still be able to shop and you will be prompted for a payment method at checkout.

Thanks,

(b)(6)

From: (b)(6)
Sent: Friday, September 23, 2016 6:13 AM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>; Briggs, Ashley <(b)(6)>
Subject: FW: Amazon Business for TSA Purchase Cardholders

Hi (b)(6)

Can you please double check Ashely's account to make sure she has registered correctly under her hierarchy?

Thanks,

(b)(6)

From: Broughton, Kerry
To: (b)(6)
Cc: Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 11:59:53 AM

That was easy J Thank you everyone.

Kerry Broughton

Program Assistant for Domestic Aviation, Compliance
Department of Homeland Security
Transportation Security Administration
601 South 12th Street E5-310N
Arlington, Va. 20598

Office Phone 571-227 (b)(6)

""To get something you never had, you have to do something you never did. The will of God will never take you where the Grace of God will not protect you."

From: (b)(6)
Sent: Thursday, September 22, 2016 11:57 AM
To: Broughton, Kerry; (b)(6)
Cc: Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

Team-

I've updated Kerry's email address and resent the invite.

Thanks,

(b)(6)

From: Broughton, Kerry [mailto:(b)(6)]
Sent: Thursday, September 22, 2016 9:33 AM

To: (b)(6)

(b)(6)

From: Smith, Dionna
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, October 13, 2016 11:56:31 AM

70389

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Thursday, October 13, 2016 11:51 AM
To: Smith, Dionna; (b)(6)
Subject: FW: Amazon Business for TSA Purchase Cardholders
Importance: High

Hello both,

What group should Kathleen be added to within the account. Looks like she has received her card.

Thanks,

(b)(6)

From: CARDWELL, KATHLEEN [mailto:(b)(6)]
Sent: Thursday, October 13, 2016 8:05 AM
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Importance: High

Hi (b)(6)

I have received my card and would like to be invited to join Amazon Business. I'm

hoping to register today, so that I can take advantage of the training opportunity this afternoo

From: Smith, Dionna
To: (b)(6); (b)(6)
Cc: Petro, Joseph; Szuster, Marcin; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, October 18, 2016 3:59:01 PM

If you have performed the below steps to apply for the tax exempt status then the Amazon team will have to review your account. If you haven't applied for the tax exempt status then you will need to follow the steps below in the previous email.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
Sent: Tuesday, October 18, 2016 3:57 PM
To: (b)(6)
Cc: Petro, Joseph; Szuster, Marcin; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

You may follow the steps below, or watch the video linked HERE <https://images-na.ssl-images-amazon.com/images/G/01/AmazonBusiness/HowTo/AmazonTaxExemptionProgram_OverviewandEnrollmentTutorial.mp4>

Five Easy Steps to set up your Tax Exempt Purchasing

1. Please login to your ac

From: Danville, Michele
To: (b)(6)
Cc: Baldwin, James; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 21, 2016 10:19:13 PM

(b)(6)

I already have an Amazon Business Account established. I set it up in April 2016 to purchase items for my airport (PBG). I have made purchases in the past for PBG with my Amazon Business Account with prior approvals (DHS waivers). Please let me know if I need to complete anything else. I also reviewed the attached tutorial videos.

Thank you,

Michele L.N. Danville
Supervisory Transportation Security Officer
Transportation Security Administration
Plattsburgh International Airport
42 Airport Lane
Plattsburgh, NY 12903

(b)(6) (office)
(b)(6) (cell)

From: (b)(6)
Sent: Wednesday, September 21, 2016 4:33 PM
Cc: Baldwin, James; (b)(6)
(b)(6) Smith, Dionna
Subject: FW: Amazon Business for TSA Purchase Cardholders

Dear TSA Purchase Cardholder,

You are receiving this message because you did not accept you

From: Davis, Zara
To: (b)(6)
Cc: Smith, Dionna; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Monday, September 26, 2016 1:03:52 PM

Most excellent. I am in receipt of invite.

Regards.

Federal Purchase Specialist | Regulatory Compliance | PHL Airport
Transportation Security Administration
2 International Plaza | Suite 640 | Philadelphia, PA 19113
Office (b)(6) || Fax 610-521-7289

From: (b)(6)
Sent: Monday, September 26, 2016 11:23 AM
To: Davis, Zara; (b)(6)
Cc: Smith, Dionna; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Zara,

A new invite has been sent to your current account and the old invite has been canceled.

Thanks,

(b)(6)

From: Davis, Zara [mailto:(b)(6)]

Sent: Monday, September 26, 2016 7:55 AM

To: (b)(6)

Cc: (b)(6); Smith, Dionna

<(b)(6)> (b)(6)

Subject: RE: Amazon Business for TSA P

From: Dean, Marie
To: (b)(6)
Cc: Smith, Dionna; Dean, Marie
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 4:51:30 PM

All

I just received the invitation a few minutes ago and I have registered my Amazon Business Account already.

Thanks for all your help!

Marie

From: (b)(6)
Sent: Thursday, September 22, 2016 3:49 PM
To: (b)(6)
Cc: Dean, Marie; Dean, Marie; Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi (b)(6)

Please assist Marie below regarding her registration for Amazon Business Account.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer

Department of Homeland Security

(b)(6)

From: Dean, Marie [mailto:(b)(6)]
Sent: Thursday, September 22, 2016 4:25 PM
To: (b)(6)
Cc: Dean, Marie <(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

(b)(6)

1

From: (b)(6)
To: (b)(6)
Cc: [Duncan, Lisa](#); [Smith, Dionna](#)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 12:29:48 PM

Hi Lisa,

Please log into the account you would like to Deregister (NOT your current TSA Amazon account). Once you have logged in, click the link below:

<https://amazon.com/gp/b2b/manage/deregister>

You will be taken to the screen below. Please select "I want to join an existing business account" and then click the button "De-resister this account"

From: (b)(6)
Sent: Thursday, September 22, 2016 8:49 AM
To: (b)(6)
Cc: Duncan, Lisa <(b)(6)>; Smith, Dionna <(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi (b)(6)

Can you please assist Lisa to de-register her other account?

Thanks,

(b)(6)

(b)(6)

Financial Management Division

Office of the Chief Financial Officer

Department of Homeland Security

(b)(6)

From: Ehresman, Greg
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 7:38:04 AM

Good Morning,

I accepted the invitation last week.

Thank you,

Greg

From: (b)(6)
Sent: Wednesday, September 21, 2016 4:33 PM
Cc: Baldwin, James; (b)(6)
(b)(6) Smith, Dionna
Subject: FW: Amazon Business for TSA Purchase Cardholders

Dear TSA Purchase Cardholder,

You are receiving this message because you did not accept your first invitation to join the TSA's centralized Amazon Business Account. You will receive a second invitation to join the Amazon Business marketplace on Thursday September 22nd, it is mandatory for all purchase card holders to accept this invitation and register for an account. Please

If you need assistance after receiving your invitation, the link below will direct you to a series of short (3-5 minutes each) tutorial videos to guide you through setting up your account, placing orders, and administrative functions:

T

From: (b)(6)
To: (b)(6)
Cc: Erickson, Jan; Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 1:30:46 PM

The email address on the account appears to be correct. I've manually triggered the re-
invite, please verify that you have received it.

From: (b)(6)
Sent: Thursday, September 22, 2016 12:26 PM
To: (b)(6)
Cc: Erickson, Jan <(b)(6)>; Smith, Dionna
<(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi (b)(6)

Can you please ensure to send the invite to (b)(6)

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Erickson, Jan
Sent: Thursday, September 22, 2016 1:21 PM
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hello –

I am

From: Smith, Dionna
To: Flores, Christine
Cc: (b)(6) (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 15, 2016 6:42:34 AM

Good Morning Christine,

Amazon can be used to make official normal purchases once all of the required and mandatory sources have been checked. If the items that are being requested cannot be located with any of the required sources than a commercial vendor such as Amazon may be used. Your records will still need to justify the use of a commercial vendor especially if it is an item that the required source has available for purchase. Office supplies should not be purchased using Amazon since DHS has mandatory vendors that must be used.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Flores, Christine
Sent: Wednesday, September 14, 2016 4:00 PM
To: Smith, Dionna
Subject: FW: Amazon Business for TSA Purchase Cardholders

Hi Dionna,

What are the rules for using Amazon? Is this used if the item cannot be found on GSA A

From: (b)(6)
To: Galarraga, Juanita
Cc: Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 8:31:00 AM

Good morning,

Thank you for your response and update. Peter will assist you through the registration.

Thank you,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Galarraga, Juanita [mailto:(b)(6)]
Sent: Wednesday, September 21, 2016 5:21 PM
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

(b)(6)

Sorry, I was out on annual when original emails came out. I just de-registered and emailed Peter. Let me know if there is anything else I need to do.

Thank you,

Juanita Galarraga

Administrative Assistant, AFSD Mission Support

Transportation Security Administration

John Wayne Airport (SNA)

18881 Von Karman Ave., #1800

Irvine, CA 92612

Email: <mailto:

From: Gottshall, Robert
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 1:41:04 PM

Thank You

From: (b)(6)
Sent: Thursday, September 22, 2016 12:29 PM
To: Gottshall, Robert
Subject: RE: Amazon Business for TSA Purchase Cardholders

Please email me Friday morning, if you did not receive the email invite that will be sent out today.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Gottshall, Robert
Sent: Thursday, September 22, 2016 1:20 PM
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Have not rcvd. the invitation as of yet.

Thank You,

Robert Gottshall

Program Analyst

DHS, TSA-MEM

1980 Nonconnah BLVD. Suite 200

Memphis, TN 38132

Work:

Mobile:

Fax: 901-348-1139

Email:

CONFIDENTIALITY: This email a

From: (b)(6)
To: (b)(6)
Cc: [Gustafson, Joyce](#); [Smith, Dionna](#)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, September 27, 2016 5:51:20 PM

Joyce,

I have sent another invitation to: (b)(6)
<mailto:(b)(6)>

Once you have accepted please notify us and we will cancel your "dhs.gov" account.

Thanks,

(b)(6)

From: (b)(6)
Sent: Tuesday, September 27, 2016 10:00 AM
To: (b)(6)
Cc: Gustafson, Joyce <(b)(6)>; Smith, Dionna
<(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

Good morning (b)(6)

Can you re-send the invite to Joyce and use this email (b)(6) instead of the dhs.gov, please?

Thanks,

(b)(6)

(b)(6)

Financial Management Division

Office of the Chief Financial Officer

Department of Homeland Security

(b)(6)

From: Gustafson, Joyce [mailto:(b)(6)]

From: Hardy, Jasmine
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 9:14:20 AM

Thank you. I was so happy to hear about the Amazon partnership too lol.

Have a fabulous day,

Jasmine

From: (b)(6)
Sent: Thursday, September 22, 2016 8:35 AM
To: Hardy, Jasmine; (b)(6)
Cc: Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

Good morning Jasmine, Thank you for the update.

Good morning (b)(6), Please remove Jasmine Hardy on your list and do not re-send her the invitation.

Thank you,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Hardy, Jasmine [mailto:(b)(6)]

Sent: Wednesday, September 21, 2016 6:16 PM

To: (b)(6)

Subject: RE: Amazon Business for TSA Purchase Cardholders

Good evening,

I am no longer a purchase card hold

From: Harrell, Karen
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 2:48:25 PM

I have not received an invitation from Amazon. Thank you.

From: (b)(6)
Sent: Wednesday, September 21, 2016 4:33 PM
Cc: Baldwin, James (b)(6)
(b)(6) Smith, Dionna
Subject: FW: Amazon Business for TSA Purchase Cardholders

Dear TSA Purchase Cardholder,

You are receiving this message because you did not accept your first invitation to join the TSA's centralized Amazon Business Account. You will receive a second invitation to join the Amazon Business marketplace on Thursday September 22nd, it is mandatory for all purchase card holders to accept this invitation and register for an account. Please

If you need assistance after receiving your invitation, the link below will direct you to a series of short (3-5 minutes each) tutorial videos to guide you through setting up your account, placing orders, and administrative functions:

TUTORIAL VIDEOS <<https://www.amazo>

From: Hilliard-Dunston, Cherye
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Monday, September 12, 2016 3:04:25 PM

Thanks, (b)(6) for the info. Hope you are doing well.

Have a blessed day!

Cherye

Cherye Hilliard-Dunston

Management Services Branch

US Department of Homeland Security | Financial Management Division

(b)(6) | (b)(6) | www.tsa.gov

For assistance in IT matters, please send to: <mailto:ofmitrequests@dhs.gov>
<<mailto:ofmitrequests@dhs.gov>> .

For assistance in Training (OLC/SF-182), please <mailto:ofmtraining@tsa.dhs.gov>
<<mailto:ofmtraining@tsa.dhs.gov>> .

For WebTA lockouts or resets, please contact HR Access at 1-877-872-7990

J

Too often we underestimate the power of a smile, a “good morning”, a kind word, a listening ear,

or demonstrating the smallest act of caring. These things have the potential to turn a life around.

Make a difference in someone’s life today!

From: (b)(6)
Sent: Monday, September 12, 2016 2:58 PM
Cc: Baldwin, James; (b)(6)

From: (b)(6),(b)(7)(C)
To: (b)(6)
Cc: Baldwin, James; (b)(6); Smith, Dionna;
Domigan, Kelly J.; Fortney, Steven R.
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 12:57:50 PM

Process completed.

Respectfully,

(b)(6),(b)(7)(C)

Squad SFAM

Federal Air Marshal Service
Detroit Field Office

Wk (b)(6)
Cell

From: (b)(6)
Sent: Wednesday, September 21, 2016 4:33 PM
Cc: Baldwin, James; (b)(6)
(b)(6); Smith, Dionna
Subject: FW: Amazon Business for TSA Purchase Cardholders

Dear TSA Purchase Cardholder,

You are receiving this message because you did not accept your first invitation to join the TSA's centralized Amazon Business Account. You will receive a second invitation to join the Amazon Business marketplace on Thursday September 22nd, it is mandatory for all purchase card holders to accept this invitation and register for an account. Please

If you need assistance after receiving your invitation, the link below will direct you to a series of short (3-

From: (b)(6)
To: Howard, Kahokulani
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 21, 2016 4:46:00 PM

Thank you for the update.

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Howard, Kahokulani [mailto:(b)(6)]
Sent: Wednesday, September 21, 2016 4:38 PM
To: (b)(6)
Cc: Baldwin, James <(b)(6)> <(b)(6)>
(b)(6)
(b)(6) Smith, Dionna
<(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

I have already set up my account.

Thank you

Kahokulani Howard
Program Analyst
DHS-TSA-LAS
6750 Via Austi Pkwy Ste. 200
Las Vegas, NV 89119

(b)(6)

From (b)(6)

Sent: Wednesday, September 21, 2016 1:33 PM

Cc: Baldwin, James; (b)(6)

From: Huczko, Christine
To: (b)(6)
Cc: [Smith, Dionna](#)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 12:17:54 PM

I copied the link and received an error message "Entry point not found" when I tried to access the video.

From: (b)(6)
Sent: Thursday, September 22, 2016 12:00 PM
To: (b)(6)
Cc: Smith, Dionna; Huczko, Christine
Subject: RE: Amazon Business for TSA Purchase Cardholders

Christine,

Can you try copying the link and pasting it into an alternate browser? My initial thought is that there may be a security setting or media player limitation on your default browser that is preventing the videos from playing.

Thanks,

(b)(6)

From: (b)(6)
Sent: Thursday, September 22, 2016 10:57 AM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>; Huczko, Christine <(b)(6)>
Subject: FW: Amazon Business for TSA Purchase Cardholders

Hi P

From: (b)(6)
To: (b)(6)
Cc: Jackson, Stephanie; Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 8:28:00 AM

Good morning (b)(6)

Please ensure the email invite is sent to the email below.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Jackson, Stephanie
Sent: Wednesday, September 21, 2016 5:16 PM
To: (b)(6)
Cc: Baldwin, James <(b)(6)>; (b)(6); (b)(6); Smith, Dionna <(b)(6)>; (b)(6); Gearhart, Alyson <(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

(b)(6)

I do not believe I received the invite for registering my account. I received this today from another Stephanie Jackson with TSA. Please make sure that the invitation that is sent out tomorrow gets sent to me at (b)(6)

From: Jacobson, Patricia
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, November 1, 2016 9:36:34 AM

Thank you.

Trisha

Patricia (Belanger) Jacobson

Patricia (Belanger) Jacobson

Executive Assistant/MHT

Transportation Security Administration

4 Technology Drive

Londonderry, NH 03053

(b)(6)

(b)(6)

From: (b)(6)
Sent: Tuesday, November 01, 2016 7:04 AM
To: Jacobson, Patricia
Cc: Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi Patricia,

I contacted the Amazon Rep who works with us. He should send you a new invite. Please let me know if you have not received it within the next couple of days.

Thank you,

(b)(6)

(b)(6)

Financial Management Division

Office of the Chief Financial Officer

Department of Homeland Security

(b)(6)

From: Jacobson, Patricia

Sent: Monday, October 31, 2016 11:31 AM

To: (b)(6)

Subject: RE: Amazon Business for TSA Purchas

From: (b)(6)
To: Juarez, Graciela (b)(6)
Cc: Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 8:30:00 AM

Hi Graciela, Thank you for your response.

Hi (b)(6) Please check Graciela's account to ensure she has registered in AB. If so, please remove her from the list and do not re-send invitation.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Juarez, Graciela
Sent: Wednesday, September 21, 2016 5:17 PM
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi (b)(6)

I had accepted the invitation and was able to successfully create my Amazon Business Account, not sure why I'm coming up on your list as I have not accepted the invitation. Below is a screenshot image of an email I received from Amazon Business. Please let me know if there is anything else I should do. Thank you in advance.

From: KIMURA, JODI LEE
To: Smith, Dionna; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Monday, October 3, 2016 12:58:23 PM

Thank you all!

Thank you,

Jodi Kimura

Jodi Kimura

Program Assistant

Lihue (LIH) Airport, Kauai, HI

4280 Rice Street

Lihue, HI 96766

(b)(6) <mailto:(b)(6)>

(O) (b)(6)

(F) 808-241-7765

Confidentiality Notice: This communication (including attachments) is covered by the Electronic Communication Privacy Act, U.S.C. Sections 2510-2521.

From: Smith, Dionna
Sent: Friday, September 30, 2016 3:05 AM
To: (b)(6)
Cc: KIMURA, JODI LEE
Subject: RE: Amazon Business for TSA Purchase Cardholders

Jodie wasn't on this email. Adding her now.

Dionna Smith

Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Friday, September 30, 2016 9:03 AM
To: (b)(6)
Cc:

From: Lerro, Richard
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 23, 2016 3:20:18 PM

Thanks.

Have a good weekend.

- Marc Lerro

Marketing Specialist | Office of the Chief Risk Officer

571-227-(b)(6) (b)(6) (b)(6)

Marketing Liaison for Airlines | Salesforce Customer Relationship Management

Government Publishing Office | Purchase Card & Acquisition Program Management

Daily Operations Call

From: (b)(6)
Sent: Friday, September 23, 2016 3:18 PM
To: Lerro, Richard
Cc: Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

Yes, thank you. No further actions for now.

Thanks,

(b)(6)

(b)(6)

Financial Management Division

Office of the Chief Financial Officer

Department of Homeland Security

(b)(6)

From: Lerro, Richard

Sent: Friday, September 23, 2016 3:15 PM

To: (b)(6)

Subject: RE: Amazon Business for TSA Purchase Cardholders

Good afterno

From: (b)(6)
To: LEWIS, LETIZIA; (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 6:35:04 PM

Hi Tish,

I just looked up your account. Based off of the account and our records, your registration is complete. Please see the attached photo. If you have questions let me know, otherwise you will be able to log in with you TSA email and whatever password you created at registration.

Thanks,

(b)(6)

From: LEWIS, LETIZIA [mailto:(b)(6)]
Sent: Thursday, September 22, 2016 3:20 PM
To: (b)(6)
Subject: FW: Amazon Business for TSA Purchase Cardholders

Good Afternoon,

As of now I have not received the invite I was supposed to receive today. Please advise as to what I should do next.

Respectfully,

Tish Lewis

Program Assistant

U.S. Department Df Homeland Security

Transportation Security Administration

SBA-SBP-SMX

(b)(6)

Email - (b)(6)

From: (b)(6)
Sent: Thursday,

From: Mardy, Jamesky
To: (b)(6)
Cc: (b)(6) Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 1:31:52 PM

Thank you.

V/R,

Jamesky L. Mardy

Program Analyst/COR

Administrative Offices and IT Support Services (AOISS)

Customer Engagement & Development Division (CEDD)

TSA Office of Information Technology (OIT)

(b)(6) (Desk) | (b)(6) (Mobile) | 703-313-4427 (Fax)

Email - (b)(6) <mailto:(b)(6)>

From: (b)(6)
Sent: Thursday, September 22, 2016 1:26 PM
To: Mardy, Jamesky; (b)(6)
Cc: (b)(6) Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

Jamesky,

I have checked the group and confirmed your account is active. You do not require any further action at this time.

Thanks,

(b)(6)

From: Mardy, Jamesky [mailto:(b)(6)]
Sent: Thursday, September 22, 2016 12:01 PM
To: (b)(6)
Cc: (b)(6)

From: Moreno, Anthony G. <TSA-OTD>
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 12:23:43 PM

Hi (b)(6)

I tried several times clicking the invite button send to me from Amazon Business.

The outcome was it asked for my user name/password or my PIV card. I clicked on my PIV card, so it could read my credentials, however it didn't let me have access. After clicking the invite button 3 times, I had the same result.

I'm hoping to get another invite, but I'm skeptical on the result.

I'll let you know what happens after my second invite and accessing the website—Antony

Anthony G. Moreno, MAA, MHA

Program Specialist, TSA Canine Training Center

2700 Craw Avenue, Bldg. 7337

Lackland AFB, Texas, 78236-5217

Office: (b)(6)

Gov Cell: (b)(6)

Cell: (b)(6)

Fax: 210.671.4911

From: (b)(6)

Sent: Wednesday, September 21, 2016 3:33 PM

Cc: Baldwin, James; (b)(6)

(b)(6) Smith, D

From: Nichols, Diane
To: (b)(6); Smith, Dionna; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 1:46:01 PM

(b)(6)

Thank you for your prompt research and verification that I did set up my Amazon account. Have a great afternoon

Diane N.

From: (b)(6)
Sent: Thursday, September 22, 2016 1:34 PM
To: Smith, Dionna; Dreuth, (b)(6)
Cc: Nichols, Diane
Subject: RE: Amazon Business for TSA Purchase Cardholders

Team-

I have verified that Diane's account is set up under her group, no further action is required. There may have been a lag from when the data was pulled to when the account was created. My apologies for the inconvenience.

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Thursday, September 22, 2016 12:27 PM
To: (b)(6)
(b)(6)
Cc: Nichols, Diane <(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

(b)(6)

Please see below and advise ASAP. Thanks

From: (b)(6)
To: (b)(6)
Cc: [Smith, Dionna](#)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 23, 2016 1:51:09 AM

She has only one account on file (tsa.dhs) and the master list has been updated

From: (b)(6)
Sent: Wednesday, September 21, 2016 3:52 PM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>
Subject: FW: Amazon Business for TSA Purchase Cardholders

Hi (b)(6)

Can you double check Virginia Polson's registration to ensure that she doesn't have duplicate, please? If she has already registered with one of her account (dhs.gov or tsa.dhs.gov) can you ensure she doesn't get an invitation anymore.

Thank you,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: (b)(6)
Sent: Wednesday, September 21, 2016 4:48 PM
To: 'Polson, Virginia' <(b)(6)>
Cc: (b)(6)

From: Radney, Linda
To: (b)(6)
Cc: [Smith, Dionna](#)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 4:54:56 PM

(b)(6)

I waited to leave for the day and it arrived at 3:48pm. I have completed the task.

Have a great weekend!

Linda

From: (b)(6)
Sent: Thursday, September 22, 2016 3:06 PM
To: (b)(6)
Cc: Radney, Linda; Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

(b)(6)

Would you be able to confirm if Linda's invite went out already?

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Radney, Linda

Sent: Thursday, September 22, 2016 2:46 PM

To: (b)(6)

Subject: RE: Amazon Business for TSA Purchase Cardholders

(b)(6)

I was curious if you know what time today I will get the new invitation? I haven't received it yet.

I work 0700-1530 and tomorrow is my RD

From: Smith, Dionna
To: Ramos, Kimberly (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 8:02:40 AM

Excellent! Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Ramos, Kimberly
Sent: Thursday, September 22, 2016 7:54 AM
To: (b)(6) Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi (b)(6) and Dionna,

Happy Thursday to you.

Please note that I did register for the amazon business account:

Username is my TSA email: (b)(6)

Will I need to create another one?

~Kim

Very Respectfully,

Kimberly A. Ramos

Transportation Security Administration

Executive Assistant- Region 1

75-20 Astoria Blvd Suite 340

East Elmhurst, NY 11370

Desk: (b)(6)

Cell: (b)(6)

From: (b)(6)

Sent: Wednesday, September 21, 2016 4:33 PM

Cc: Baldwin, James; (b)(6)

From: (b)(6)
To: Rentz, Elizabeth
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 8:18:00 AM

Good morning Ms. Rentz,

FYI – I've reached out to Amazon to confirm if you have set-up your account properly.

Thank you,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: (b)(6)
Sent: Thursday, September 22, 2016 8:17 AM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>
Subject: FW: Amazon Business for TSA Purchase Cardholders

Good morning (b)(6)

Would you kindly assist Ms. Rentz to see if she has been registered in AB under the DHS account, please?

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Rentz, Elizabeth
Sent: Wednesday, September 21, 2016 4:44 PM

To: (b)(6)

From: Robertson, Sandra
To: (b)(6)
Cc: (b)(6) Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 10:23:56 AM

Okay – thank you!

Sandra Robertson
Financial Management Specialist
Transportation Security Administration
Office of the Chief Counsel

(b)(6) (desk)

(b)(6) (cell)

571-227-1381 (fax)

From: (b)(6)
Sent: Thursday, September 22, 2016 10:21 AM
To: Robertson, Sandra
Cc: (b)(6) Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi Sandra,

Amazon Business will resend the invitation today. You can use that to register.

Thanks,

(b)(6)

(b)(6)

Financial Management Division

Office of the Chief Financial Officer

Department of Homeland Security

(b)(6)

From: Robertson, Sandra [mailto:(b)(6)]

Sent: Thursday, September 22, 2016 9:14 AM

To: (b)(6)

Cc: Baldwin, James <(b)(6)> (b)(6)

(b)(6)

From: (b)(6)
To: Robinson, Kiana; (b)(6)
Cc: (b)(6) Smith, Dionna; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 30, 2016 1:49:05 PM

Your invitation has been resent

From: Robinson, Kiana [mailto:(b)(6)]
Sent: Friday, September 30, 2016 9:57 AM
To: (b)(6)
Cc: (b)(6)
Smith, Dionna <(b)(6)>; (b)(6)
(b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Good morning,

I have been out of the office and my invitation has expired. Can you please resend the invite?

v/r

Kiana Robinson

Transportation Security Administration

Office of Acquisition

(b)(6)

(571)227-(b)(6) (office)

(b)(6) (mobile)

From: (b)(6)
Sent: Wednesday, September 21, 2016 4:33 PM
Cc: Baldwin, James; (b)(6)
(b)(6) Smith,
Dionna
Subject: FW: A

From: (b)(6)
To: [Sandy, Jorrie](#)
Cc: [Smith, Dionna](#)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 21, 2016 4:47:00 PM

Thank you for your response.

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Sandy, Jorrie [mailto:(b)(6)]
Sent: Wednesday, September 21, 2016 4:39 PM
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

I apologize for missing this, I am out of the office tomorrow, but I will take care of this on Friday.

Sent with Good (www.good.com)

From: (b)(6)
Sent: Wednesday, September 21, 2016 4:33:10 PM
Cc: Baldwin, James; (b)(6)
(b)(6) Smith, Dionna
Subject: FW: Amazon Business for TSA Purchase Cardholders

Dear TSA Purchase Cardholder,

You are receiving this message because you did not accept your first invitation to

From: (b)(6)
To: (b)(6)
Cc: [SanRoman, Sharon](#); [Smith, Dionna](#)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, March 2, 2017 6:01:40 PM

Address is updated in our file and new invitation will be sent

From: (b)(6)
Sent: Wednesday, March 01, 2017 5:50 AM
To: (b)(6)
Cc: SanRoman, Sharon <(b)(6)>; Smith, Dionna <(b)(6)>
Subject: FW: Amazon Business for TSA Purchase Cardholders

Hi (b)(6)

Can you please assist Sharon regarding her inquiry below? I think we've come across the same situation previously.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: SanRoman, Sharon
Sent: Tuesday, February 28, 2017 5:06 PM
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi (b)(6)

I am trying to log onto Amazon business however it is showing an old e

From: (b)(6)
To: (b)(6)
Cc: Smith, Dionna; Scott, Tamika
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 28, 2016 6:42:56 PM

Tamika,

An invitation has been sent to the email address provided in this thread.

Thanks,

(b)(6)

From: (b)(6)
Sent: Wednesday, September 28, 2016 3:03 PM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>; Scott, Tamika <(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

(b)(6)

Can you update Tamika's email on the invite to (b)(6) and not the dhs.gov email.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Scott, Tamika [mailto:(b)(6)]

Sent: Wednesday, September 28, 2016 3:57 PM

To: (b)(6)

Cc: Baldwin, James <(b)(6)>

From: (b)(6)
To: (b)(6)
Cc: Smith, Dionna; Smith, Lorene
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 8:21:00 AM

Good morning Ms. Smith, thank you for your response.

Good morning (b)(6) Please ensure to cancel or not to re-send the invitation to Ms. Lorene Smith.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Smith, Lorene
Sent: Wednesday, September 21, 2016 4:55 PM
To: (b)(6)
Cc: Baldwin, James <(b)(6)> (b)(6)
(b)(6) ov>;
(b)(6)
(b)(6) Smith, Dionna <(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

Good Afternoon,

I recently accepted a new position and do not anticipate making any purchases, particularly from Amazon before my departure date. Therefore I would prefer

From: (b)(6)
To: (b)(6)
Cc:
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 23, 2016 12:51:05 AM

I've removed her from the master list

From: (b)(6)
Sent: Thursday, September 22, 2016 7:22 AM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>; Smith, Lorene <(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

Good morning Ms. Smith, thank you for your response.

Good morning (b)(6) Pease ensure to cancel or not to re-send the invitation to Ms. Lorene Smith.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Smith, Lorene
Sent: Wednesday, September 21, 2016 4:55 PM
To: (b)(6)
Cc: Baldwin, James <(b)(6)> (b)(6)
(b)(6)

From: (b)(6)
To: Spence, William
Cc: (b)(6); Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 10:28:00 AM

Good morning,

The invitations will be sent again today.

Thank you,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Spence, William [mailto:(b)(6)]
Sent: Thursday, September 22, 2016 8:37 AM
To: (b)(6)
Cc: Baldwin, James <(b)(6)>; (b)(6)
(b)(6)
(b)(6); Smith, Dionna
<(b)(6)>
Subject: RE: Amazon Business for TSA Purchase Cardholders

Good Morning,

My Amazon Business invitation has expired. Please resend.

Carson Spence

Office of Security Operations

Field Operations Division

Transportation Security Administration

Phone: 571.227-

Mobile:

Email:

From: Steele, Loretta
To: (b)(6)
Cc: Smith, Dionna; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, March 23, 2017 10:06:39 AM

Good morning (b)(6)

It all makes sense now. I'll make changes and update the email address.

Thanks so much!

Loretta

Loretta P. Steele

Program Analyst

Transportation Security Administration

Department of Homeland Security

Palm Beach International Airport (PBI)

Office (b)(6) Fax (561) 615-7085

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From: (b)(6)
Sent: Thursday, March 23, 2017 9:50 AM
To: Smith, (b)(6); Steele, Loretta <(b)(6)>
Cc: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Loretta,

You have two accounts set up:

(b)(6) — registered as a consumer account
(b)(6) — registered under the DHS business account

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, March 21, 2017 3:50 PM

To: Steele, Loretta <(b)(6)> (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

(b)(6)

Please look into this. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Steele, Loretta
Sent: Tuesday, March 21, 2017 4:48 PM
To: Smith, Dionna <(b)(6)> (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Hi Dionna,
I spoke with Amazon Business Help (866-486-2360) again and they stated I am not registered with TSA – Amazon Business account and I will need to re-register. Explained somehow I may have been removed and are just reading my account as a personal account now. After I receive the registration email from Administrator, I can just link the account together. Thanks for your help!

Respectfully,
Loretta

Loretta P. Steele
Program Analyst
Transportation Security Administration
Department of Homeland Security
Palm Beach International Airport (PBI)
Office (b)(6) Fax (561) 615-7085

From: Smith, Dionna
Sent: Tuesday, March 21, 2017 4:19 PM
To: Steele, Loretta <(b)(6)> (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

You are already set up under the Amazon business account.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Steele, Loretta

Sent: Tuesday, March 21, 2017 4:17 PM

To: (b)(6) Smith, Dionna <(b)(6)>

Subject: Amazon Business for TSA Purchase Cardholders

Good afternoon,

I was originally registered last September with Amazon Business account and I recently placed an order and realized was not under the business account. I contacted Amazon Help with no success in re-registering me under TSA business account. Can you please send me registration for TSA business account?

Thank you,
Loretta

Loretta P. Steele

Program Analyst

Transportation Security Administration
Department of Homeland Security
Palm Beach International Airport (PBI)
Office (b)(6) Fax (561) 615-7085

From: Smith, Dionna
To: (b)(6) Thompson, Donald
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 8:30:48 AM

Good Morning Donald,

Cardholders do not have to use the site to make any purchases if you choose to do that. However, per the email below from DHS all cardholders at the minimum must register even if the account is not used. Amazon business will be rolled out to all DHS components starting in January so at a minimum all TSA cardholders will need to register even if you do not plan on using Amazon at this time. By registering in Amazon today it will allow you to make purchases in the future if ever needed.

In regard to the below it is mandatory for all users to transition so their accounts will be effective on October 3rd. If the accounts are not consolidated by then they may be at risk of staying in a suspense status.

The original email states "Beginning on October 1st, it will be mandatory for all Amazon accounts and purchases to be consolidated to the Centralized TSA Amazon Business account." But the latest email states " Users who have not joined the cent

From: [Smith, Dionna](#)
To: [Thorpe, Deborah](#)
Cc: [REDACTED]
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 8:14:00 AM

Good Morning Deborah,

Your cardholders do not have to use the site to make any purchases and that is fine if you choose to do that. However, per the email below from DHS all cardholders at the minimum must register even if the account is not used.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-[REDACTED]
Mobile [REDACTED]
Transportation Security Administration
[REDACTED]

From: Thorpe, Deborah
Sent: Thursday, September 22, 2016 8:11 AM
To: Smith, Dionna
Subject: FW: Amazon Business for TSA Purchase Cardholders

Dionna,

We were not going to use Amazon due to previous issues when ordering from them. However, the below email is indicating this is mandatory and that the purchase card account will be closed on October 1st unless enrollment is completed. Please let me know if there are any exceptions as we do not want to use the site to purchase anything.

Thanks,

Deb

From:

From: (b)(6)
To: Tirjan, Ann
Cc: Smith, Dionna; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 23, 2016 10:49:52 AM

Your account is now active. Thanks

From: Tirjan, Ann [mailto:(b)(6)]
Sent: Friday, September 23, 2016 7:54 AM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>; (b)(6)
(b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Good Morning (b)(6),

Thanks for your assistance. The account that was set up last week was converted to the TSA centralized business account. Please advise if you still are not able to see.

Regards,

Ann

From: (b)(6)
Sent: Thursday, September 22, 2016 7:22 PM
To: (b)(6)
Cc: Smith, Dionna; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders

Ann,

I have checked and your invite has not been received yet. A re-invite was sent earlier today and I have generated another

From: (b)(6)
To:
Cc: [Smith, Dionna](#); [Towell, Bernadette](#)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 23, 2016 12:48:15 AM

Please take a screen grab of what you see when you attempt to accept the invitation.

From: (b)(6)
Sent: Thursday, September 22, 2016 3:04 PM
To: (b)(6)
Cc: Smith, Dionna <(b)(6)>; Towell, Bernadette <(b)(6)>
Subject: FW: Amazon Business for TSA Purchase Cardholders
Importance: High

(b)(6)

Please assist Bernadette, see below.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Towell, Bernadette
Sent: Thursday, September 22, 2016 2:09 PM
To: (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Importance: High

Hello,

I received the invitation; however, the s

From: Voorhies, Gerald
To: Smith, Dionna; (b)(6)
Cc: Lucas, Sherri; (b)(6)
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Wednesday, September 14, 2016 8:01:19 AM

Thanks....

Gerald Voorhies

Policy & Management Controls Branch

Mission Support Division

Office of Information Technology

Transportation Security Administration

Department of Homeland Security

571-227-(b)(6) (Office)

(b)(6) (cell)

(b)(6) <mailto:(b)(6)>

The contents of this correspondence shall not be interpreted as contractual direction by the U.S. Department of Homeland Security / Transportation Security Administration (TSA); should there be any question regarding this technical direction being outside approved contractual scope please contact the TSA Contracting Officer who is the sole source of contractual direction from TSA prior to the start of the activities. This correspondence is For Official Use Only.

From: Smith, Dionna
Sent: Wednesday, September 14, 2016 8:00 AM
To: Voorhies, Gerald; (b)(6)
Cc: Lucas, Sherri; (b)(6)
Subject: RE: Amazon Business for TS

From: Whitcomb, Staci
To: (b)(6)
Cc: Baldwin, James; (b)(6) Smith, Dionna
Subject: RE: Amazon Business for TSA Purchase Cardholders
Date: Thursday, September 22, 2016 7:18:41 AM

Good morning,

I actually set it up with Peter on Tuesday. I should be all set.

Thanks,

Staci Whitcomb

Program Assistant

Department of Homeland Security/Transportation Security Administration

+Hub – Quad City International Airport (MLI) +

+Spokes – BLV,BMI,CMI,DEC,MWA,PIA,RFD,SPI,UIN+

Desk (b)(6)

(b)(6) <mailto:(b)(6)>

From: (b)(6)
Sent: Wednesday, September 21, 2016 3:33 PM
Cc: Baldwin, James; (b)(6)
(b)(6) Smith, Dionna
Subject: FW: Amazon Business for TSA Purchase Cardholders

Dear TSA Purchase Cardholder,

You are receiving this message because you did not accept your first invitation to join the TSA's centralized Amazon Business Account. You will receive a second invitation to join the Amazon Business marketplace on Thursday September 22nd, it is mandatory for all purchase

From: Smith, Dionna
To: (b)(6)
Subject: RE: Amazon Business Hierarchy
Date: Monday, March 20, 2017 3:08:34 PM

Hello,

Yes, it would create an issue for TSA. In the beginning I had requested that it mirror the JPM hierarchy breakdown in Payment net. Having it makes it a lot easier for me to locate the AC's. The only work around would be that Amazon provide a query based system where the CPOPCs can type in the hierarchy node to pull up the account.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Monday, March 20, 2017 2:49 PM
To: Smith, Dionna <(b)(6)>
Subject: Amazon Business Hierarchy

Hi Dionna,

We've run into minor issues on consistency regarding the structure of the Amazon Business Account. When we've implemented the other Components in AB, we did not include the description of the hierarchy just the group number. Do you have any issues if we remove the description starting Level 6 onwards?

Current:

L2	L3	L4	L5	L6	L7
Department of Homeland Security	50100 Department of Homeland Security	60000 Purchase Card Program	70000 TSA Purchase	70003 Aviation Operations HQ	70175 - STDO

Updated to:

L2	L3	L4	L5	L6	L7
Department of Homeland Security	50100 Department of Homeland Security	60000 Purchase Card Program	70000 TSA Purchase	70003	70175

Thanks,

(b)(6)
Marie Beatriz Dreuth
Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security
(b)(6)

From: (b)(6)
To:
Subject: RE: Amazon Business TSA
Date: Tuesday, January 17, 2017 10:02:00 AM

Hi (b)(6)

Yes, 130 EST would work for me. You can call me at my office phone (b)(6) probably best.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: (b)(6)
Sent: Tuesday, January 17, 2017 8:55 AM
To: (b)(6)
Subject: RE: Amazon Business TSA

(b)(6) I have an opening at 1:30 EST today. I don't believe that I have received an updated list since early Dec to compare the current user list to, but I can pull the data from our end at any time.

Thanks,

(b)(6)

From: (b)(6)
Sent: Tuesday, January 17, 2017 7:05 AM

To: (b)(6)
Subject: Amazon Business TSA

Good morning (b)(6)

Do you have time today to discuss TSA accou

From: Nielsen, Lucy
To: Smith, Dionna
Cc: Porter, Gary; (b)(6)
Subject: RE: Amazon Business Use Reminder
Date: Monday, March 6, 2017 6:50:52 PM

Thank you Dionna.

Lucy Nielsen

P. O. Box 500050

MH-II Building, Suite 302

Chalan Pale Arnold Rd.

SAIPAN, MP 96950

Tel: (b)(6)

Fax: 670-322-6003

Cell: (b)(6)

(b)(6) <mailto:(b)(6)>

Saipan Time: EST + 15hrs

From: Smith, Dionna
Sent: Tuesday, March 7, 2017 9:47 AM
To: Nielsen, Lucy <(b)(6)>
Cc: Porter, Gary <(b)(6)> (b)(6)
(b)(6)
Subject: RE: Amazon Business Use Reminder

Hello,

The file will need to be documented with a cost analysis to show the price reduction and why the CH chose the commercial vendor.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Nielsen, Lucy
Sent: Monday, March 6, 2017 6:30 PM
To: Smith, Dionna <(b)(6)>

From: (b)(6)
To: (b)(6)
Subject: RE: Amazon CH Add and Invite Request
Date: Tuesday, December 13, 2016 11:34:05 AM

It can be added as a group. Let me know if you'd like me to do it or show you how

From: (b)(6)
Sent: Tuesday, December 13, 2016 6:17 AM
To: (b)(6)
Subject: RE: Amazon CH Add and Invite Request

How do we add a hierarchy? Is that something I can do?

From: Smith, Dionna
Sent: Monday, December 12, 2016 5:54:38 PM
To: (b)(6)
Cc: (b)(6)
Subject: Amazon CH Add and Invite Request

Hello,

Please add (b)(6)
<mailto:(b)(6)> to hierarchy 70463 (PIT). I am not able to find that hierarchy. It should be located in the Groups in 70010 - North East Area Purchase but it's not. Please add and send an invite and also correct within the groups. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essent

From: (b)(6)
To: Smith, Dionna; Allen, Kurt
Cc: (b)(6)
Subject: RE: Amazon Group Addition- Kurt Allen
Date: Wednesday, January 18, 2017 5:04:23 PM

Done

From: Smith, Dionna [mailto:(b)(6)]
Sent: Wednesday, January 18, 2017 3:59 PM
To: (b)(6) Allen, Kurt <(b)(6)>
Cc: (b)(6)
Subject: Amazon Group Addition- Kurt Allen
Importance: High

Hello (b)(6)

Please add 70117 to group 70018. Please also send an invite to Kurt Allen at (b)(6) once the group has been added. Kurt once you receive the Amazon invite please accept and set up an Amazon Business account using your Government email address. This is required for cardholders by DHS. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
To: (b)(6) Chase, Whitney
Cc: (b)(6)
Subject: RE: Amazon New Group Addition- Whitney Chase
Date: Thursday, March 23, 2017 9:55:39 AM

Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Thursday, March 23, 2017 9:55 AM
To: Smith, Dionna <(b)(6)>; Chase, Whitney <(b)(6)>
Cc: (b)(6)
Subject: RE: Amazon New Group Addition- Whitney Chase

The group has been created and the invitation sent

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, March 21, 2017 2:41 PM
To: (b)(6); Chase, Whitney <(b)(6)>
Cc: (b)(6)
Subject: Amazon New Group Addition- Whitney Chase

Hello (b)(6)

Please add 70425 to group 70009. Please also send an invite to Whitney Chase at (b)(6) once the group has been added. Whitney once you receive the Amazon invite please accept and set up an Amazon Business account using your Government email address. This is required for cardholders by DHS. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
To: (b)(6) Lawrence, Celena
Cc: (b)(6)
Subject: RE: Amazon New Group Addition- Celena Lawrence
Date: Thursday, March 16, 2017 11:13:53 AM

Thank you so much.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Thursday, March 16, 2017 11:02 AM
To: Smith, Dionna <(b)(6)>; Lawrence, Celena <(b)(6)>
Cc: (b)(6)
Subject: RE: Amazon New Group Addition- Celena Lawrence

Done

From: Smith, Dionna [mailto:(b)(6)]
Sent: Thursday, March 16, 2017 9:53 AM
To: (b)(6) Lawrence, Celena <(b)(6)>
Cc: (b)(6)
Subject: Amazon New Group Addition- Celena Lawrence

Hello (b)(6)

Please add 70381 to group 70020. Please also send an invite to Celena Lawrence at (b)(6) once the group has

From: Smith, Dionna
To: (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Registration Status
Date: Friday, September 23, 2016 6:59:36 AM

Perfect! Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Friday, September 23, 2016 1:04 AM
To: Smith, Dionna; Dreuth, (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Registration Status

Dionna,

Our tables typically refresh once per 24 hours in the evening. In the morning on Friday we will log in and make sure the job ran and give you a refreshed list.

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Thursday, September 22, 2016 7:04 AM
To: (b)(6)
(b)(6)
Subject: Amazon Registration Status

Good Morning (b)(6)

Can an updated report be sent to me by COB today? I would like to forward (b)(6) email

From: (b)(6)
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Registration Status
Date: Monday, September 26, 2016 9:46:55 AM

I can verify that they are, we've seen an uptick in the number of accounts and the spot check has revealed even more that what is showing in my report. We'll have the current list to you today. Thanks again for your patience and sorry for the delay.

From: Smith, Dionna [mailto:(b)(6)]
Sent: Monday, September 26, 2016 8:27 AM
To: (b)(6)
(b)(6)
(b)(6)
Subject: RE: Amazon Registration Status

Ok. Thank you for the update. I just want to ensure that people are registering before the link expires.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Monday, September 26, 2016 9:25 AM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)

From: (b)(6)
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Registration Status
Date: Wednesday, September 28, 2016 7:09:04 PM

Yes, we'll get you a new report on Friday

From: Smith, Dionna [mailto:(b)(6)]
Sent: Wednesday, September 28, 2016 2:05 PM

(b)(6)

(b)(6)

Subject: RE: Amazon Registration Status

Hello,

If possible can a new report be provided to me on Friday morning so I can send a final reminder email out or we can wait until next Tuesday morning. Either way I know that new links will have to be resent since they expire on tomorrow. Today I received quite a few out of office responses when I sent the email out earlier. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
Sent: Monday, September 26, 2016 7:28 AM
To: (b)(6)
Cc: (b)(6)

From: Smith, Dionna
To: (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Registration Status
Date: Friday, September 30, 2016 10:29:30 AM

Do you have a status? How many people are still needing to be registered? Can another email "push" with the link be sent from Amazon to the TSA CHs today? Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Wednesday, September 28, 2016 7:09 PM
To: (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Registration Status

Yes, we'll get you a new report on Friday

From: Smith, Dionna [mailto:(b)(6)]
Sent: Wednesday, September 28, 2016 2:05 PM
To: (b)(6)
(b)(6)
Cc: (b)(6)
Subject: RE: Amazon Registration Status

Hello,

If possible can a new report be provided to me on Friday morning so I can send

From: Smith, Dionna
To: (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Tax Question
Date: Monday, September 12, 2016 11:15:53 AM

Thank you. I will have the CH give it a try.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Monday, September 12, 2016 11:11 AM
To: Smith, Dionna; Dreuth, (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Tax Question

Dionna,

Users may fill out the following form located at the following link to request assistance from Amazon Business (there is a category for Tax Exempt):

https://www.amazon.com/gp/help/contact-us/b2b-help.html?ie=UTF8&ref_=b2b_q_bcs_3510&

Or follow the steps below:

If you need a refund for tax on items you've already purchased, please let us know by contacting us at tax-exempt@amazon.com. If the items are not fulfilled by Amazon, you can contact that seller directly. You can visit the following link for informa

From: Smith, Dionna
To: (b)(6)
Cc: (b)(6)
Subject: RE: Amazon Training Call
Date: Thursday, October 13, 2016 3:50:58 PM

Ok perfect!!! Thanks again. The below works for me.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Thursday, October 13, 2016 3:48 PM
To: Smith, Dionna
Cc: (b)(6)
Subject: RE: Amazon Training Call

Hi Dionna,

Glad to hear that you are happy overall with the training. We had great attendance as well with 104 buyers on the Webinar.

I can absolutely mute the lines this time around and cover how to delete the payment method after placing an order. As far as the recurring deliveries are concerned, that is not a feature we are able to take off of the accounts. PO# was the feature that I removed from the TSA account. What I can do is make it clear that a one-time purchase will be the default and that this should never be cha

From: James, Verdell
To: (b)(6)
Cc: Williams, Susie; Smith, Dionna; (b)(6)
Subject: RE: AMAZON
Date: Wednesday, January 25, 2017 10:13:48 AM

My problem is resolved.

Thank you!

Verdell James
Program Specialist

Business Management Office
Office of Inspection

Transportation Security Administration

Department of Homeland Security

(b)(6) office

571-227-1383 fax

From: (b)(6)
Sent: Tuesday, January 24, 2017 3:45 PM
To: (b)(6); (b)(6)
(b)(6)
Cc: Williams, Susie <(b)(6)>; Smith, Dionna
<(b)(6)> (b)(6)
Subject: RE: AMAZON

Verdell,

This means you already have a personal amazon account linked with your personal email address. We cannot move the order history for your existing account to an email that is already in use. Do you have another personal email address? If not, you may want to consider closing the account that is already using your personal email.

From: (b)(6)
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: FINAL REMINDER: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, November 8, 2016 12:34:02 PM

Confirmed. I've updated the dashboard

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, November 08, 2016 9:20 AM
To: (b)(6)
Cc: (b)(6)
Subject: FW: FINAL REMINDER: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Please confirm that Patricia Jacobson is set up.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Jacobson, Patricia
Sent: Tuesday, November 08, 2016 10:18 AM
To: Smith, Dionna
Cc: Lathrop, Laura
Subject: RE: FINAL REMINDER: ACTION REQUIRED ASAP: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hi Dionna,

I saw the original email for this last week when I returned from 3 months of sick

From: (b)(6)
To: Smith, Dionna
Subject: RE: Follow-Up: Amazon Customer Feedback Meetings
Date: Wednesday, March 1, 2017 7:21:00 AM

I talked to (b)(6) yesterday and mentioned this to him. I believe he is moving it, he just hasn't gotten around it yet L

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Smith, Dionna
Sent: Wednesday, March 1, 2017 7:13 AM
To: (b)(6)
(b)(6)
Subject: Follow-Up: Amazon Customer Feedback Meetings

Good Morning,

I wanted to follow up on the below. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration

(b)(6)

From: Smith, Dionna

Sent: Tuesday, February 28, 2017 7:56 AM

To: (b)(6)

(b)(6)

Subject: RE: Amazon Customer Feedback

From: (b)(6)
To: Smith, Dionna; (b)(6)
Cc: (b)(6); Battistoni, Michael
Subject: RE: FOLLOW-UP: REMINDER: TSA Amazon Business Training Opportunity | Thursday, October 13th At 9am & 4pm
Date: Wednesday, October 26, 2016 3:52:05 PM
Attachments: @

Hi Dionna,

My apologies for the delayed response. I believe we answered part of this question on the webinar. Regarding the separate folders Michael is referring to, this sounds like an internal process. My impression from you was that he does not need to create all of these separate folders but again, that is for you to decide.

Regarding the separate charges – Amazon has a policy of charging as we ship. We do this so that we can get items to our customers as fast as possible. In the Business Analytics. I've attached a pdf that walk through how to use this tool to reconcile.

Let me know if you want me to dive deeper into this issue.

Best,

(b)(6)

(b)(6) | Customer Success Manager
Amazon, Inc. | 325 9th Ave North, Seattle, WA 98109

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Monday, October 24, 2016 4:43 AM
To: (b)(6)

From: Smith, Dionna
To: Bolger, Holly; Smith, Dionna
Cc: (b)(6)
Subject: RE: FOR ACTION ASAP: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 30, 2016 11:58:05 AM

(b)(6) will resend. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Bolger, Holly
Sent: Friday, September 30, 2016 11:58 AM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION ASAP: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

I need an new link in order to activate my account. Thank you.

Holly Bolger

From: Smith, Dionna
Sent: Friday, September 30, 2016 10:45:17 AM
To: (b)(6)
Cc: (b)(6)
Subject: FOR ACTION ASAP: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hello,

You are receiving this email because you still have not registered for your Amazon

From: (b)(6)
To: Cabral, George; Smith, Dionna; Smith, Dionna
Cc: (b)(6)
Subject: RE: FOR ACTION ASAP: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 30, 2016 1:43:16 PM

Your invitation has been resent and you should see it in your inbox now

-----Original Message-----

From: Cabral, George [mailto:(b)(6)]
Sent: Friday, September 30, 2016 10:12 AM
To: Smith, Dionna <(b)(6)>; (b)(6)
Cc: (b)(6)
(b)(6)
Subject: RE: FOR ACTION ASAP: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Please send me the link again. I have been in a training class all week and don't have access to my computer.

Thank you

Sent with Good (www.good.com)

From: Smith, Dionna
Sent: Friday, September 30, 2016 10:45:17 AM
To: (b)(6)
Cc: (b)(6)
Subject: FOR ACTION ASAP: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hello,

You are receiving this em

From: Williams1, Patricia
To: Smith, Dionna; Smith, Dionna
Cc: (b)(6)
Subject: RE: FOR ACTION ASAP: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, September 30, 2016 1:49:19 PM

Task completed

Patricia A. Williams

ITPOC & Logistics Support Lead (TSIF)

Mission Support Division

Office of Security Capabilities (OSC)

Office: 571-227 (b)(6)

Cell: (b)(6)

Fax: 703-603-0958

Email: (b)(6) <mailto:(b)(6)>

Please contact OSC-ITPOC & Logistics Support at OSC-ITPOC&LogisticsSupport@tsa.dhs.gov <mailto:OSC-ITPOC&LogisticsSupport@tsa.dhs.gov> for all requests.

From: Smith, Dionna
Sent: Friday, September 30, 2016 10:45 AM
To: (b)(6)
Cc: (b)(6)
Subject: FOR ACTION ASAP: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Importance: High

Hello,

You are receiving this email because you still have not registered for your Amazon business account. This is required by DHS. Please take action on the below. If you need a new registration link then please email

From: Smith, Dionna
To: Ayala, Patricia
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, October 7, 2016 9:32:50 AM

Excellent! Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Ayala, Patricia
Sent: Friday, October 07, 2016 9:31 AM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Good Morning,

I have just registered

Patricia C. Ayala

Administrative Specialist- Flight Operations

Federal Air Marshal Service

Reston, Virginia

(b)(6)

for my Amazon account.

From: Smith, Dionna [mailto:(b)(6)]
Sent: Friday, October 07, 2016 9:22 AM
To: (b)(6)
Cc: (b)(6)
Subject: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA

From: (b)(6)
To: Smith, Dionna; Bryant, Vasil
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, October 18, 2016 10:05:47 AM

Do deregister please perform the following :

1. Log onto your Business Account and download an order history report for the past 6-12 months (recommended precaution in case there is any impact on your past order history as a result of the account move)
2. If applicable, remove all users from the account.
3. Please click the following link to deregister your existing account (it will not remove any information on the account, simply the Amazon Business account tag):
<https://amazon.com/gp/b2b/manage/deregister>

Once you are done, please email me at (b)(6) (b)(6) and I will send you an invitation to the main account. Your Amazon purchasing process will remain the same and you will log in using your same user credentials.

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, October 18, 2016 8:55 AM
To: (b)(6)
Cc: (b)(6)

From: (b)(6)
To: Smith, Dionna; Gray, Samantha; (b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, October 18, 2016 9:10:11 AM

Samantha's invitation is still pending, I have resent it a moment ago. She may have created her own account instead of joining the Centralized TSA account, if so that account should be deregistered.

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, October 18, 2016 5:57 AM
To: Gray, Samantha <(b)(6)>; (b)(6)
(b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

(b)(6)

Can you confirm that Samantha was set up correctly? Her name was listed on the most recent report that was just sent by Amazon. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Gray, Samantha
Sent: Tuesday, October 18, 2016 6:56 AM

From: Kenny, Edward
To: (b)(6)
Cc: (b)(6); Smith, Dionna
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, October 7, 2016 1:47:06 PM

Thank you.

Ed

From: (b)(6)
Sent: Friday, October 07, 2016 1:13:07 PM
To: Kenny, Edward
Cc: (b)(6); Smith, Dionna
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Hi Edward,

You are all set to go now. I'm not sure if going confirming today helped, but you were not previously showing as part of the account.

Thanks you for the follow up and diligence – it is much appreciated!

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Friday, October 07, 2016 8:10 AM
To: Kenny, Edward <(b)(6)>; (b)(6)
(b)(6)
Cc: (b)(6)
(b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

(b)(6)

Please con

From: Smith, Dionna
To: Lomax, Aida; (b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, October 11, 2016 2:51:56 PM

Thx.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Lomax, Aida
Sent: Tuesday, October 11, 2016 2:52 PM
To: (b)(6) Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Completed.

Respectfully Submitted,

Aida M. Lomax

Program Assistant

New York Field Office

Work Phone: (b)(6)

From: (b)(6)
Sent: Tuesday, October 11, 2016 2:41 PM
To: Smith, Dionna; Lomax, Aida M; (b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Just sent you the invitation, you should be able to accept it following the steps s in

Scenario 2 in the attached reference guide.

Thanks,

(b)(6)

From: (b)(6)
To: Rice, Barbara; Smith, Dionna; Smith, Dionna
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Thursday, October 13, 2016 11:25:10 AM
Attachments: @

Hi Barbara,

I pulled up your account however it is still not associated with the centralized business account. I have re-sent you an invitation to the account to (b)(6). When you get the invitation, "Accept invitation" and use the same password you have already established to sign in. You should be able to reference the steps in Scenario 2 of the attached reference guide. Make sure to click through the final step and select "Start Shopping." To ensure your association with the centralized account is finalized.

Please let me know if you need additional help or once you have completed the registration so that I can verify.

Thank you,

(b)(6)

(b)(6) Customer Success Manager
Amazon, Inc. | 325 9th Ave North, Seattle, WA 98109
(b)(6)

We hope you found this message to be useful. However, if you'd rather not receive future e-mails of this sort from Amaz

From: Smith, Dionna
To: (b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, October 18, 2016 9:52:45 AM

Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Tuesday, October 18, 2016 9:49 AM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

All users have had their email address updated and new invitations sent except for:

(b)(6) <mailto:(b)(6)>

This user has a business account set up that will need to be deregistered first

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, October 18, 2016 8:27 AM
To: (b)(6)
Cc: (b)(6)
(b)(6)
Subject: RE: FOR ACTION: A

From: Smith, Dionna
To: Vargas-Bell, April
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Tuesday, October 11, 2016 1:31:10 PM

Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Vargas-Bell, April
Sent: Tuesday, October 11, 2016 1:31 PM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Registration accomplished this morning.

Thank you.

Thank you,

April Vargas-Bell
Human Resource Specialist
Department of Homeland Security/TSA
Nashville International Airport
Office: (b)(6)
Fax: (615) 695-4331

From: Smith, Dionna
Sent: Tuesday, October 11, 2016 12:30 PM
To: (b)(6)
Cc: (b)(6)

Subject: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardho

From: (b)(6)
To: Weikel, Jesse
Cc: (b)(6) Smith, Dionna
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, October 7, 2016 1:18:34 PM

Hello Jesse,

You are not currently a part of the centralized TSA account. It appears you created a new Business Account after the invitation was sent out. The current account will need to be deregistered, then a new invitation will need to be sent from the centralized TSA account. Please see the steps outlined below:

1. Log onto your Business Account and download an order history report for the past 6-12 months (recommended precaution in case there is any impact on your past order history as a result of the account move)

3. Please click the following link to deregister your existing account (it will not remove any information on the account, simply the Amazon Business account tag):

<https://amazon.com/gp/b2b/manage/deregister>
<<https://amazon.com/gp/b2b/manage/deregister>>

Once you are done, please email me at (b)(6) and I will send you an invitation to the main account. Your Amazon purchasing process will remain the same and you will log in using your sam

From: Smith, Dionna
To: (b)(6); WHITE, CHARLES
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, October 7, 2016 5:57:52 PM

Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Friday, October 07, 2016 5:57 PM
To: Smith, Dionna; WHITE, CHARLES
Cc: (b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

Yes, Charles is registered. His email was incorrectly spelled on the original export from the pcard provider which created some confusion.

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Friday, October 07, 2016 9:06 AM
To: WHITE, CHARLES <(b)(6)>; (b)(6)
(b)(6)
(b)(6)
(b)(6)
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase C

From: Smith, Dionna
To: Zononi, Matthew
Cc: (b)(6); Petro, Joseph; Szuster, Marcin
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders
Date: Friday, October 7, 2016 9:28:58 AM

Thanks. If you have time before then please do so as this is a DHS requirement. It will take less than 5 minutes. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Zononi, Matthew
Sent: Friday, October 07, 2016 9:27 AM
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Petro, Joseph; Szuster, Marcin
Subject: RE: FOR ACTION: ACTION REQUIRED: Amazon Business for TSA Purchase Cardholders

All,

I am TDY until November 11, 2016. I will register once I get back to ORD.

V/R,

Matt

Sent with Good (www.good.com)

From: Smith, Dionna
Sent: Friday, October 07, 2016 8:22:24 AM
To: (b)(6)
Cc: (b)(6)
Subject: FOR AC

From: Smith, Dionna
To: Aboulane, Majennie; (b)(6)
Cc: (b)(6)
Subject: RE: My Amazon Account
Date: Friday, September 30, 2016 10:54:11 AM

Logging in (b)(6) as well. Can someone call Majennie? Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Aboulane, Majennie
Sent: Friday, September 30, 2016 10:53 AM
To: (b)(6)
Cc: Smith, Dionna
Subject: FW: My Amazon Account

Good morning,
Will you please call me ASAP. (b)(6)

Ms. Majennie Aboulane
Program Assistant, Property Custodian
TSA/DHS/MYR /FLO
1100 Johnson Ave. Suite 303
Myrtle Beach , S.C. 29577

(b)(6)

(b)(6)

My mission is to maintain an accurate account of accountable and sensitive property.

From: Aboulane, Majennie
Sent: Tuesday, September 27, 2016 5:01 PM
To: (b)(6)
Subject: My Amazon Account

Hello (b)(6)

I need your help.

Can you reach out to me at (b)(6)

Ms. Ma

From: Dix, Sharon
To: (b)(6)
Cc:
Subject: RE: need help with Amazon
Date: Thursday, January 19, 2017 7:10:04 PM

Thank you for getting back with me. I wasn't sure how tax exempt will work I will check out the video.

From: (b)(6)
Sent: Thursday, January 19, 2017 1:06 PM
To: Dix, Sharon
Cc: (b)(6)
Subject: RE: need help with Amazon

Sharon,

You would enter your pcard info and work shipping address when making a purchase. The shopping experience from there will be the same as you are used to at home but you would need to purchase within your current purchasing guidelines.

You will access this account with your work email address and password that you established when accepting the invitation.

(b)(6)

From: Dix, Sharon [mailto:(b)(6)]
Sent: Thursday, January 19, 2017 2:00 PM
To: (b)(6)
Cc: (b)(6)
Subject: need help with Amazon

Hi (b)(6)

How do I start purchasing on Amazon not sure how to go DHS busine

From: (b)(6)
To: (b)(6)
Subject: Re: Questions for pilot launch meeting
Date: Tuesday, July 5, 2016 8:21:04 AM

Thanks for sending these along.
Just to confirm, the meeting is this Thursday, July 7, from 930-1030 AM eastern.
Correct?

(b)(6)

Amazon Business

> On Jul 5, 2016, at 7:38 AM (b)(6)

(b)(6) wrote:

>

> care,

From: (b)(6)
To: Smith, Dionna; Altice, Bridgette
Cc: (b)(6)
Subject: RE: Re-send Amazon Business Invitation
Date: Monday, September 26, 2016 1:57:12 PM

Altice,

A new invitation was issued and your old one has been canceled.

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Friday, September 23, 2016 4:10 PM
To: Altice, Bridgette <(b)(6)> (b)(6)
(b)(6)
(b)(6)
Subject: RE: Re-send Amazon Business Invitation

(b)(6)

Please see below. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Altice, Bridgette
Sent: Friday, September 23, 2016 5:05 PM
To: Smith, Dionna

Subject: Re-send Amazon Business Invitation

Hi Dionna!

I deleted my Amazon invitation by mistake. Will you please re-send me the Invitation.

Thanks in advance!!!

B

From: Smith, Dionna
To: (b)(6)
Subject: RE: TSA / Amazon - Discuss Product Features
Date: Monday, November 7, 2016 8:41:47 AM

That works for me. Will we still be having the 1pm as well?

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Monday, November 07, 2016 8:36 AM
To: (b)(6)
Cc: Smith, Dionna
Subject: RE: TSA / Amazon - Discuss Product Features

I can only do Wednesday morning.

Thanks,

(b)(6)

(b)(6)

Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Monday, November 7, 2016 8:34 AM
To: (b)(6)
Cc: (b)(6)

Subject: RE: TSA / Amazon - Discuss Product Features

I am out of the office on Thursday so I can do a meeting on Wednesday.

Dion

From: Smith, Dionna
To: Looney, Veronica M
Cc: (b)(6) Porter, Gary
Subject: RE: TSA Amazon Business Training
Date: Tuesday, January 24, 2017 12:36:59 PM

Veronica,

When you set up the business account you must use your TSA email address. If you have a personal amazon account then your personal email address should be used. Also, you have already registered for the Amazon business account and can proceed to use the amazon business site.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Looney, Veronica M
Sent: Tuesday, January 24, 2017 12:32 PM
To: Smith, Dionna <(b)(6)>
Cc: (b)(6);
(b)(6); (b)(6);
(b)(6)
Subject: RE: TSA Amazon Business Training

Afternoon Dionna,

I would like to set up my Amazon business account and need the TSA point of contact to ensure there is no confusion with my personal a

From: (b)(6)
To: Smith, Dionna (b)(6)
Subject: RE: URGENT - Needs Action - Welcome to Amazon for Business
Date: Wednesday, September 14, 2016 4:45:24 PM

Ok, thanks. We'll continue to send invites.

-----Original Message-----

From: Smith, Dionna [mailto:(b)(6)]
Sent: Wednesday, September 14, 2016 3:18 PM
To: (b)(6)
(b)(6)
Subject: RE: URGENT - Needs Action - Welcome to Amazon for Business

No it should not be. That is what I was explaining to everyone on the phone the other day. I use @dhs.gov however if you use @tsa.dhs.gov it still reaches me.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Wednesday, September 14, 2016 4:15:00 PM
To: (b)(6) Smith, Dionna (b)(6)
Subject: URGENT - Needs Action - Welcome to Amazon for Business

(b)(6) / Dionna,

The email address for t

From: Draeger, Michelle
To: (b)(6); Smith, Dionna
Cc: (b)(6)
Subject: RE: Welcome to Amazon Business
Date: Saturday, October 1, 2016 12:29:52 PM

Thank you.

I just completed the set up.

From: (b)(6)
Sent: Friday, September 30, 2016 1:56 PM
To: Smith, Dionna; Draeger, Michelle
Cc: (b)(6)
Subject: RE: Welcome to Amazon Business

Michelle,

Your account was not set up, I have resent you your invitation

Thanks,

(b)(6)

From: Smith, Dionna [mailto:(b)(6)]
Sent: Friday, September 30, 2016 9:53 AM
To: Draeger, Michelle <(b)(6)>
Cc: (b)(6)
(b)(6)
Subject: RE: Welcome to Amazon Business

(b)(6)

Please verify that she is set up correctly. Thanks.

Dionna Smith
Purchase Card Program Manager

Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
 (b)(6)

From:

From: (b)(6)
To: Smith, Dionna; Leon, Marisol; (b)(6)
Cc: (b)(6)
Subject: RE: Welcome to Amazon Business
Date: Friday, October 7, 2016 9:51:49 AM

Marisol is not registered to the centralized TSA account. It appears that she created a new Business Account after the invitation was sent out. The current account will need to be deregistered, then a new invitation will need to be sent from the centralized TSA account. Please see the steps outlined below:

1. Log onto your Business Account and download an order history report for the past 6-12 months (recommended precaution in case there is any impact on your past order history as a result of the account move)
2. If applicable, remove all users from the account.
3. Please click the following link to deregister your existing account (it will not remove any information on the account, simply the Amazon Business account tag):
<https://amazon.com/gp/b2b/manage/deregister>
<<https://amazon.com/gp/b2b/manage/deregister>>

Once you are done, please email (b)(6) and he will send you an invitation to the main accou

From: (b)(6)
To: Smith, Dionna; (b)(6)
Cc: (b)(6)
Subject: RE: Welcome to Amazon for Business
Date: Tuesday, November 8, 2016 12:12:09 PM

Confirmed

From: Smith, Dionna [mailto:(b)(6)]
Sent: Tuesday, November 08, 2016 10:23 AM
To: (b)(6)
Cc: (b)(6)
Subject: FW: Welcome to Amazon for Business

Please confirm this is good to go.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Clerkin, Bryan
Sent: Tuesday, November 08, 2016 11:21 AM
To: Smith, Dionna
Subject: FW: Welcome to Amazon for Business

Katie is signed up

From: Del Valle, Katie
Sent: Tuesday, November 08, 2016 11:18 AM
To: Clerkin, Bryan
Subject: FW: Welcome to Amazon for Business

Done.

Sincerely,

Katie Del Valle

Program Assistant

(b)(6)

U.S. Department of Homeland Security

Transportation Security Ad

From: Dickerson, Timothy
To: Smith, Dionna; (b)(6)
Subject: RE: Welcome to Amazon for Business
Date: Monday, December 19, 2016 10:25:56 AM

Thank You!

Timothy S. Dickerson

Executive Assistant

TSA - Grand Rapids, MI

(b)(6)

“You have enemies? That’s ok. That means you’ve stood up for something, sometime in your life.”

From: Smith, Dionna
Sent: Monday, December 19, 2016 10:15 AM
To: (b)(6)
Cc: Dickerson, Timothy
Subject: RE: Welcome to Amazon for Business

Done!

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227- (b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Monday, December 19, 2016 10:04 AM
To: (b)(6); Smith, Dionna
<(b)(6)>
Subject: FW: Welcome to Amazon for Business

(b)(6) / Dionna,

Can you resend this invitation?

Thanks,

(b)(6)

From: Dickerson, Timothy [mailto:(b)(6)]

From: Smith, Dionna
To: MITROS, KATHLEEN
Cc: (b)(6)
Subject: RE: Your Amazon.com Order #111-5984717-9427422
Date: Friday, February 24, 2017 9:51:38 AM

Thank you.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: MITROS, KATHLEEN
Sent: Friday, February 24, 2017 9:48 AM
To: Smith, Dionna <(b)(6)>
Subject: FW: Your Amazon.com Order #111-5984717-9427422

FYI

Sincerely,

Kathleen M. Mitros
Program Assistant
Threat Assessment Program (TAP)

DHS-TSA

Miami International Airport

Office: (b)(6)

DHS Cell: (b)(6)

FAX: 305-526-2869

(b)(6)

From: Amazon.com Customer Service [mailto:cs-reply@amazon.com]
Sent: Friday, February 24, 2017 9:46 AM
To: MITROS, KATHLEEN <(b)(6)>
Subject: Your Amazon.com Order #111-5984717-9427422

<[https://www.amazon.com/gp/r.htm?](https://www.amazon.com/gp/r.htm?C=3GG4DES2VDURU&R=1FBKUND01DO7D&T=C&U=http%3A%2F%2Fwww.amazon.com%2Fb%3Fic%3DUTF8%26node%3D11261610011%2)
C=3GG4DES2VDURU&R=1FBKUND01DO7D&T=C&U=http%3A%2F%2Fwww.amazon.com%2Fb%3Fic%3DUTF8%26node%3D11261610011%2

From: Smith, Dionna
To: (b)(6)
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen...".
Date: Thursday, March 30, 2017 6:49:08 AM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)

Good Morning,

Thank you. The CH below was advised of the below. Before the order was placed AB was contacted as shown below. Thanks again.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: (b)(6)
Sent: Wednesday, March 29, 2017 10:18 PM
To: Smith, Dionna <(b)(6)>
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Hi Dionna,

Please remind your CHs that AB is just another commercial vendor. Although, there is blanket tax exemption, CHs must ensure taxes are not included prior to placing an order. They must review the final amount to check if taxes were included. If it tax is included, 1) contact AB customer service or 2) they should not place the order through Amazon and find another vendor that can fulfill that order.

Once the order has been placed, AB Services cannot request tax refund on behalf of the CH. The CH will need to contact customer service to get the tax refund.

Until AB can fix consistency on blanket tax exemption, CHs will need to be reminded to review the order and amount prior to placing the order.

Thanks,

(b)(6)

(b)(6)
Financial Management Division
Office of the Chief Financial Officer
Department of Homeland Security
(b)(6)

From: Smith, Dionna
Sent: Wednesday, March 29, 2017 11:41 AM
To: (b)(6)
Subject: FW: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

H: (b)(6)

I just left you a voice mail. Is there any way that this can be "caught" by Amazon prior to or at close out so the CH won't have to go through the below options?

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
Sent: Wednesday, March 29, 2017 11:39 AM
To: MITRDS, KATHLEEN <(b)(6)>
Cc: (b)(6)
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

You can choose option 2. Amazon will need to ensure that the tax is refunded back.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: MITROS, KATHLEEN
Sent: Wednesday, March 29, 2017 11:37 AM
To: Smith, Dionna <(b)(6)>
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

I am currently speaking with amazon. We have found the item with the tax. He is stating that I have two options

- 1) I can either delay the purchase and contact the 3rd party vendor and inform about our tax free status
- 2) I can purchase it and receive a refund. The gentleman will be contacting the vendor and informing them of our status after the purchase.

My K9 Handlers are in desperate need of the item (dog blow drying) as the one they had previous was used to vacuum the cages and I will be on vacation in Costa Rica for the next two weeks.

Which option should I choose?

Sincerely,

Kathleen M. Mitros
Program Assistant
Threat Assessment Program (TAP)
DHS-TSA
Miami International Airport

Office: (b)(6)
DHS Cell: (b)(6)
FAX: 305 526 2869
(b)(6)

From: Smith, Dionna
Sent: Wednesday, March 29, 2017 11:28 AM
To: MITROS, KATHLEEN <(b)(6)>
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Ok. Hopefully, (b)(6) will respond soon.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: MITROS, KATHLEEN
Sent: Wednesday, March 29, 2017 11:25 AM
To: Smith, Dionna <(b)(6)>
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Thank you for getting back so quickly. I will be in touch with amazon today.

Sincerely,

Kathleen M. Mitros
Program Assistant
Threat Assessment Program (TAP)
DHS-TSA
Miami International Airport
Office: (b)(6)
DHS Cell: (b)(6)
FAX: 305-526-2869
(b)(6)

From: Smith, Dionna
Sent: Wednesday, March 29, 2017 11:22 AM
To: MITROS, KATHLEEN <(b)(6)>; (b)(6)
(b)(6)
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Hi Kathleen,

You will need to contact the Amazon Business Center at the number in the previous emails. I am looping in our Amazon POC but for a quicker resolution you may want to call Amazon or you can wait for a reply from (b)(6)

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division

Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: MITROS, KATHLEEN
Sent: Wednesday, March 29, 2017 11:19 AM
To: Smith, Dionna <(b)(6)>
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Hello Dionna,

I am about to place the amazon order we discussed, but it is showing \$4.89 in taxes. Can you please see what this is?

?

Sincerely,

Kathleen M. Mitros

Program Assistant
Threat Assessment Program (TAP)
DHS-TSA
Miami International Airport
Office: (b)(6)
DHS Cell: (b)(6)
FAX: 305-526-2869
(b)(6)

From: Smith, Dionna
Sent: Thursday, March 9, 2017 11:26 AM
To: MITROS, KATHLEEN <(b)(6)>
Cc: (b)(6)
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Hi Kathleen,

Yes, it should be. However, if you have any issues please email me back and let me know. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: MITROS, KATHLEEN
Sent: Thursday, March 9, 2017 11:25 AM
To: Smith, Dionna <(b)(6)>
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Hey Dionna,

Has the tax free issue on Amazon been corrected yet? I need to order a few things I cannot get either at Walmart or GSA.

Sincerely,

Kathleen M. Mitros
Program Assistant
Threat Assessment Program (TAP)
DHS-TSA
Miami International Airport
Office: (b)(6)
DHS Cell: (b)(6)
FAX: 305-526-2869
(b)(6)

From: Smith, Dionna
Sent: Friday, February 24, 2017 7:38 AM
To: MITRDS, KATHLEEN <(b)(6)>; (b)(6)
(b)(6)
Subject: RE: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

(b)(6)

Please see below and assist.

Kathleen,

Please call the Amazon Business Customer Service –(b)(6) to see if they can correct and reply to all after you have contact the service team letting us know if they were able to assist or not. Please also get the name of the rep in which you speak with as well. Thanks.

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration

(b)(6)

From: MITROS, KATHLEEN
Sent: Friday, February 24, 2017 7:34 AM
To: Smith, Dionna <(b)(6)>
Subject: FW: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

Hello Dionna,

I was under the impression the Amazon Business account was set up for tax exemption. I made my first purchase yesterday and was surprised to find they charged tax. What can I do to get the tax refunded and how do I eliminate this for future purchases?

Sincerely,

Kathleen M. Mitros

Program Assistant
Threat Assessment Program (TAP)
DHS-TSA
Miami International Airport
Office: (b)(6)
DHS Cell: (b)(6)
FAX: 305-526-2869

(b)(6)

From: auto-confirm@amazon.com [mailto:auto-confirm@amazon.com]
Sent: Thursday, February 23, 2017 3:37 PM
To: MITROS, KATHLEEN <(b)(6)>
Subject: Your Amazon.com order of "iPhone 7 6S 6 Screen..."

|

Order Confirmation



(b)(6)

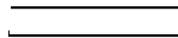
Purchase Summary

Thursday, February 23, 2017

Est. Delivery: Wednesday, March 1

TSA Kathleen Mitros
1336 NW 78TH AVE
DORAL, FL 33126-1606
United States

TOTAL	\$13.57
Item	\$6.69
Shipping & Handling	\$5.99
Estimated Tax	\$0.89



Order Details Order #111-5984717-9427422



iPhone 7 6S 6 Screen Protector Glass, amFilm iPhone 7
Tempered Glass Screen Protector for Apple iPhone 7,
iPhone 6S, iPhone 6 2016, 2015 (2-Pack)
\$6.69 Qty : 1 Sold by TechMatte
Condition: New



To learn more about ordering, go to [Ordering from Amazon.com](#).
If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.
Amazon.com

Recommended for You Based on iPhone 7 6S 6 Screen Protector G...



The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226 Seattle, Washington 98138-1226. If you need more information, please contact (866) 216-1075.

By placing your order, you agree to Amazon.com's [Privacy Notice](#) and [Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com LLC are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com LLC, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. [Learn more about tax and seller information](#)

This email was sent from a hot location on a device that cannot accept incoming email. Please do not reply to this message.

|

From: Smith, Dionna
To: Smith, Dionna
Cc: (b)(6)
Subject: REMINDER: TSA Amazon Business Training Opportunity| Thursday, October 13th At 9am & 4pm
Date: Thursday, October 13, 2016 6:51:16 AM
Importance: High

Good Morning All,

This is a reminder that there will be training sessions available today for the Amazon Business Platform. Please note that this training is optional and will only address Amazon Business use only as listed in the agenda. The dial in information is listed below in the previous email. Thanks.

Training Agenda :

- Introduction to Amazon Business
- Amazon Business Benefits
- Account for Business Navigation
- Organizational Tools for Business Users
- o Reconciliation and reporting
- Amazon's Tax Exemption Program
- o Upload your tax exemption
- Business Customer Support & Resources

Dionna Smith
Purchase Card Program Manager
Mission Essentials Acquisition Division
Office 571-227-(b)(6)
Mobile (b)(6)
Transportation Security Administration
(b)(6)

From: Smith, Dionna
Sent: Thursday, October 06, 2016 2:30 PM
To: (b)(6)
Cc: (b)(6)