



Best Practices for Preventing Personal Purchases through the Commercial Platforms Program

Policy

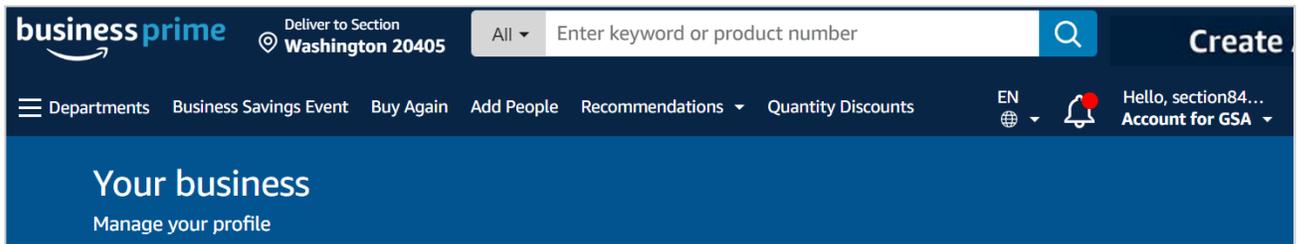
The Commercial Platforms (CP) program is authorized for use exclusively by participating Federal agencies and only for purchases in support of that agency's mission. Use of the program for personal purchases is expressly prohibited.

Tips to Prevent Unauthorized Use

- **Best Practice 1** **Ensure cardholders are aware that use of the CP program is only for agency-mission purposes.**
 - *As needed, issue additional guidance to cardholders outlining appropriate use of CP program*
 - *Communicate this policy in any standing cardholder meetings and communications channels (intranet site, email outreach, newsletters, etc.)*
 - *Upon bringing on a new user (or group of users), ensure they attend [Commercial Platforms training](#) to learn more about the platforms and reinforce program policies*
- **Best Practice 2** **Know who is using the platforms.**
 - *Review the agency cardholder list to verify the request is from a purchase cardholder before accepting account requests (unless the user is identified as a 'cart builder' in which case they should be listed in the "Readers Only/Window Shoppers" group).*
 - *Download the user list on a recurring basis to compare against your agency's purchase cardholder list and double check assigned roles.*
- **Best Practice 3** **Help buyers correctly identify the B2B websites in the Commercial Platforms program.**

It can be easy to think the consumer-site is the B2B site (and vice versa when making personal purchases)..

 - *Amazon Business has a dark navy and royal blue color palette. Purchase cardholders will see "Hello, [email]" and "Account for [Agency]" at the top right of the site.*



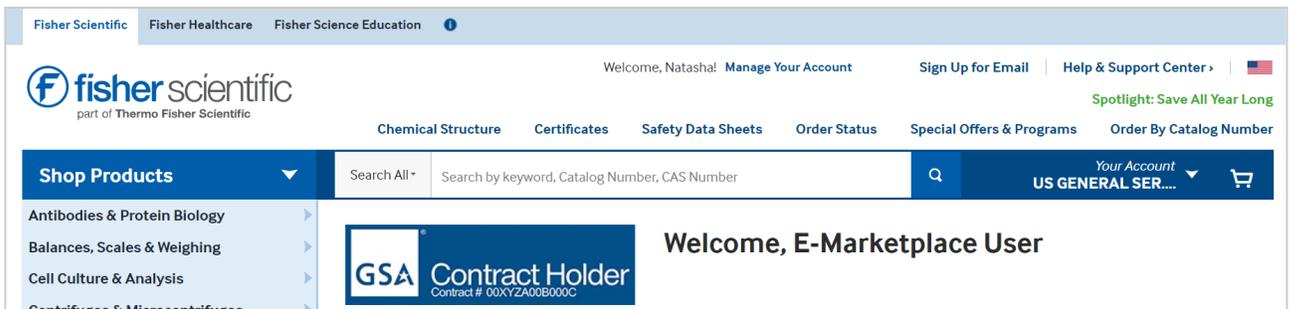
NOTE: The Amazon.com consumer site will not have “business” in the top left corner.

- *Overstock Government has a dark navy and aqua color palette. Purchase cardholders will see “Overstock Government” on the left hand side of the page vs. “Overstock” (the consumer site).*



NOTE: The Overstock.com consumer site will not have “government” in the top left corner.

- *Fisher Scientific includes the greeting “Welcome, E-Marketplace User” along with the GSA contract number image. Users will also see “Your Account [Agency]” at the top right hand of the site.*



- **Best Practice 4** *Review purchases on a recurring basis to identify transactions that might not follow agency policy.*

- *Through ongoing review, identify suspect purchases and contact the purchase cardholder(s) to ensure they understand agency policies associated with the use of the Commercial Platforms program*

- **Best Practice 5** *Consider Implementing Bank Identification Number (BIN) restrictions (as available).*

- *Amazon Business offers the ability to decline a purchase card that does not align with the agency’s four digit BIN. Agency AOPCs can coordinate with their Amazon Business rep to implement.*