Create Your Business List
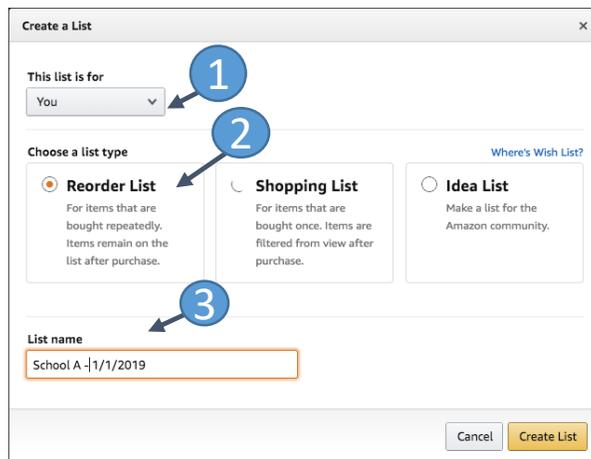
Use Business Lists to create a list of items you would like your designated purchaser to purchase for you.

To get started, hover your mouse over Lists at the top right of your screen. Click **Create a List**
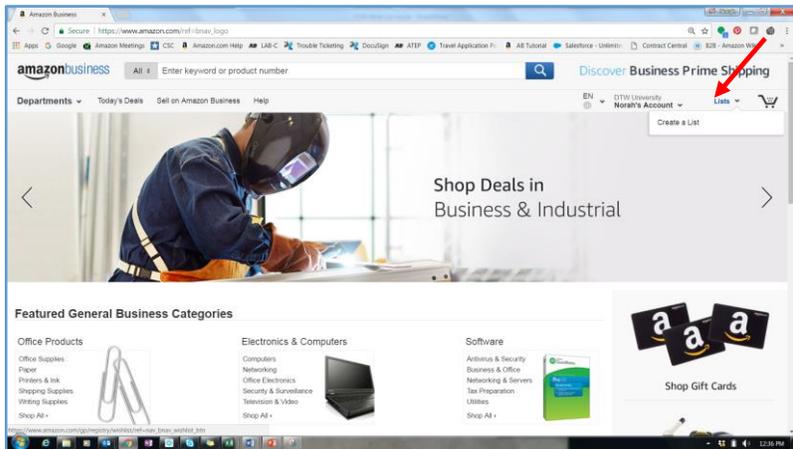
Customize Your List:

1. Select that this list is for you
2. Select list type: **Reorder List**
3. Name the the list with the **school you are ordering from** AND the **date** of your order

Add items to your list

1. Search for an item
2. Select the Add to List option which appears to the right of the page below the "Buy Box"
3. Select the applicable list to add item
4. Confirmation message will show that item was added and you can choose to view your list or continue shopping
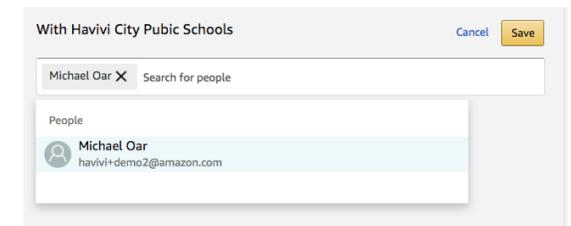

Finalizing your list

Once your list is complete, Click **View Your List. Before sending your list, you may**
1) request a quantity and/or
2) add comments

Email List to designated purchaser

1. Select "Share"
2. Click "Manage coworkers"
3. Click Add People
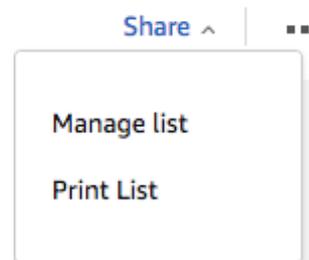4. Search for the recipient's name or email
5. Click "Save"

List Settings

To change your list name, settings, or delete list,
1. Select the 3 dots in the upper right corner and select "Manage list" from drop down
2. Please make sure to include your school name and date in the list name

The Amazon Business Customer Service team can be reached Monday through Sunday from 8am to 12am Eastern time at (888) 281-3847 or at www.amazon.com/gp/help/contact-us
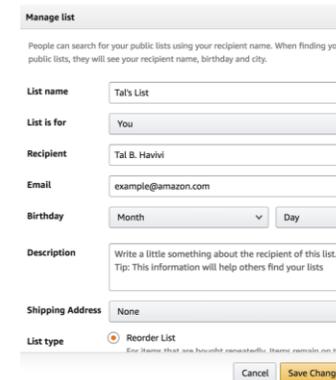
Other Settings

Although not needed in the day to day process, there are options to share your list outside of the account:

1. Click on "Share with a link" and it will provide a URL you can copy and send via email to anyone
2. Click on "Searchable on Amazon," and your list will be made public so anyone can find and purchase off your list

With public

Share with a link ☐

Searchable on Amazon ☐

With public

Share with a link ☑
http://a.co/6CTqiKe

Searchable on Amazon ☑

Order Completion (Unshare List)

Once your order is complete and received, unshare the list with your administrator:

1. Select "Share"
2. Click "Manage coworkers"
3. Select your administrator and click "Remove"

Reorder List 1

With May ProdInv   Cancel   Save

╋ Add people

👤 Spend Visibility Demo Account 1 (You)
     vijaycha+svdemo1@amazon.com

👤 GB Test User   Remove
     eura+gbtest@amazon.com