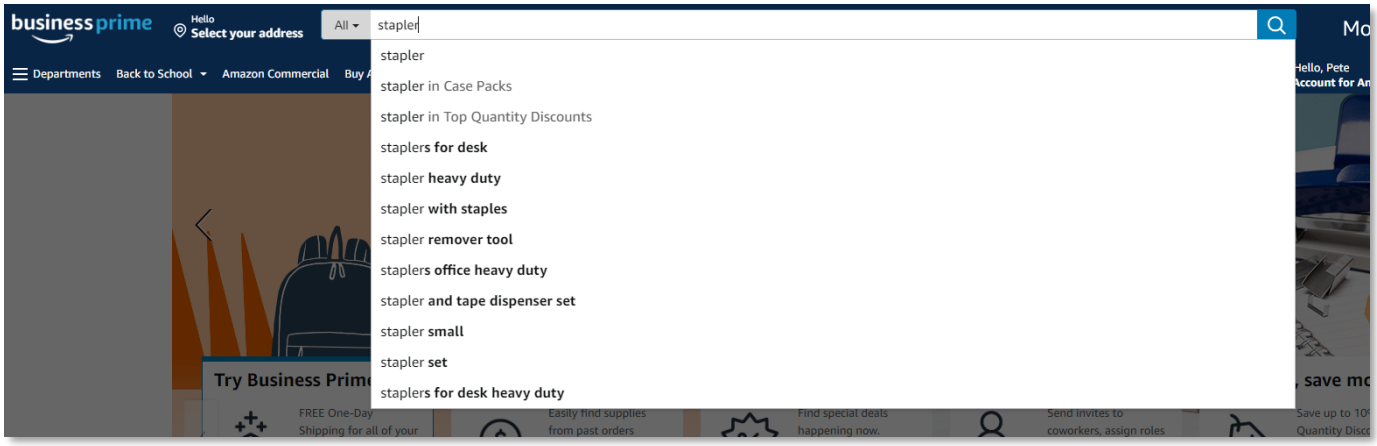
amazon business for Education

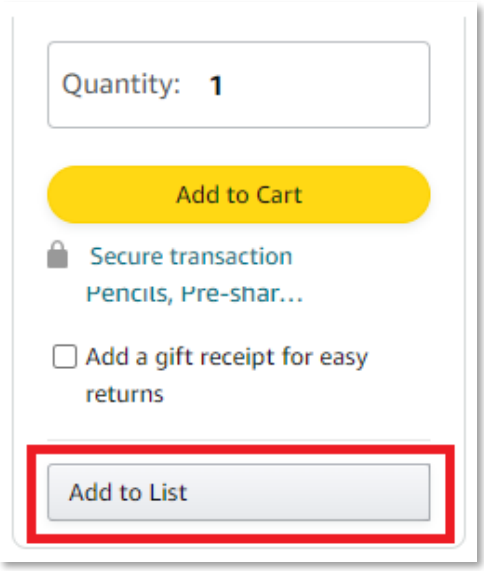
How to Create & Share a List in Amazon Business

You can use this method to share a list of items that you need purchased with your school or district purchaser.

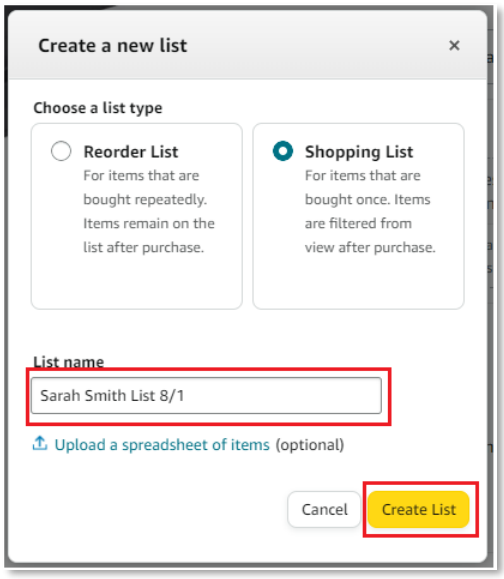
1. From the Amazon Business home page, start **shopping as normal** and find the first item you'd like to add to a list.



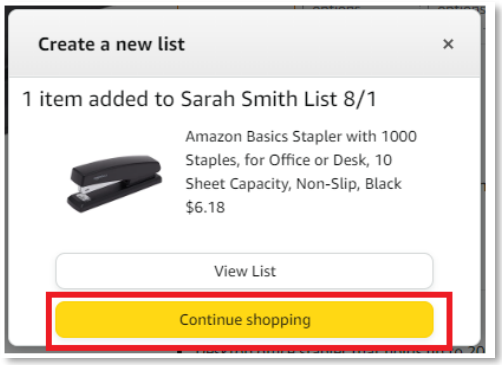
2. Instead of adding the item to your cart, like you would on your Amazon account at home, scroll down a bit further and click on **Add to List**.



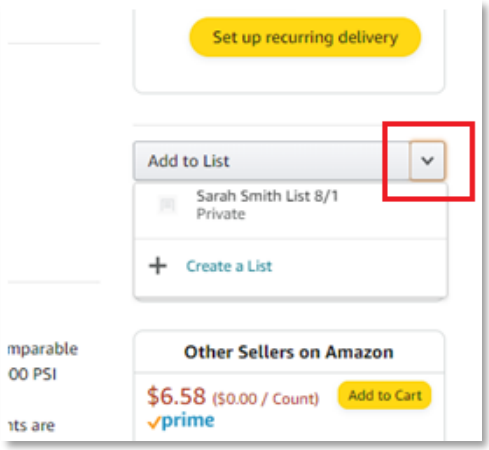
3. It will prompt you to create a **Reorder List** or a **Shopping List**. If you're sharing a list with a purchaser for a one-time purchase, a Shopping List is recommended. If you're creating a list that either you or the purchaser will be purchasing or referencing repeatedly, a Reorder List is recommended. Name the list anything you'd like, but it's recommended to use your name and the date. For example: "**Sarah Smith List 8/1**." Then click **Create List**.



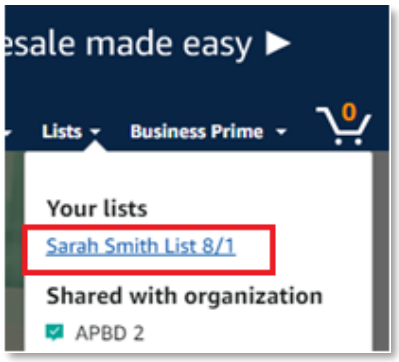
4. From there, you can click on **Continue Shopping** if you have more items to purchase.



5. When you search for your next item, and view the Add to List button, you'll now see a **drop-down menu** instead of just a button. From this drop-down, you can now add the next item directly to the list that you just created.

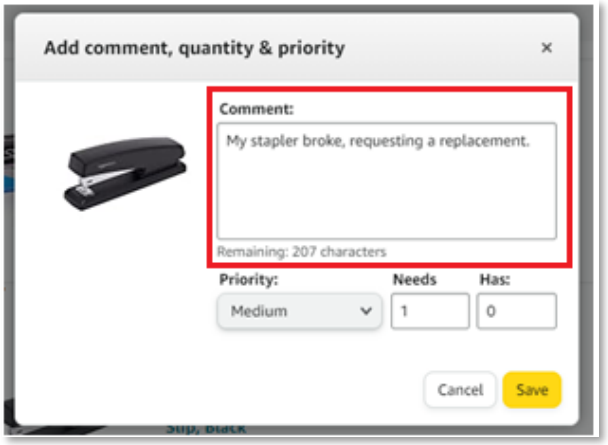


6. When you're done shopping, hover over the **List menu** near the cart button, and **select the list** that you've been building.

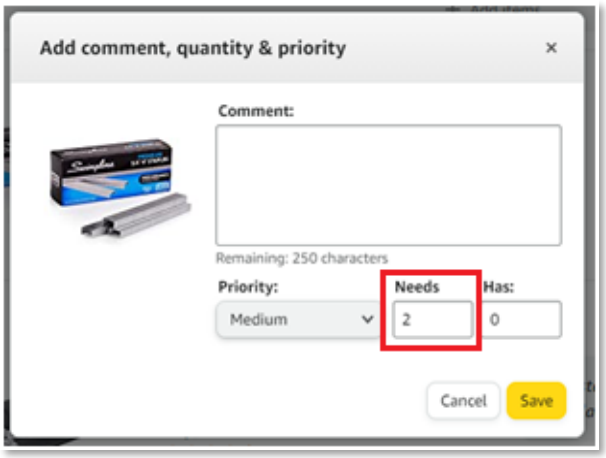


7. From this menu, you can now adjust quantities needed or add in any notes that you want the purchaser to be aware of by clicking on "Add comment, quantity & priority" for each corresponding item. Below is an example of each.

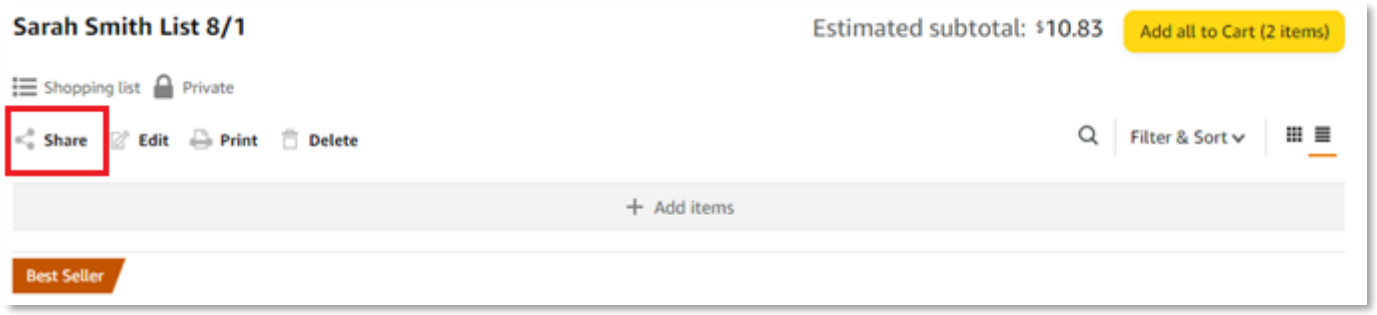
✓ For the stapler itself, I'm **adding a note** that the stapler in my classroom broke, and that's why I'm requesting a new one.



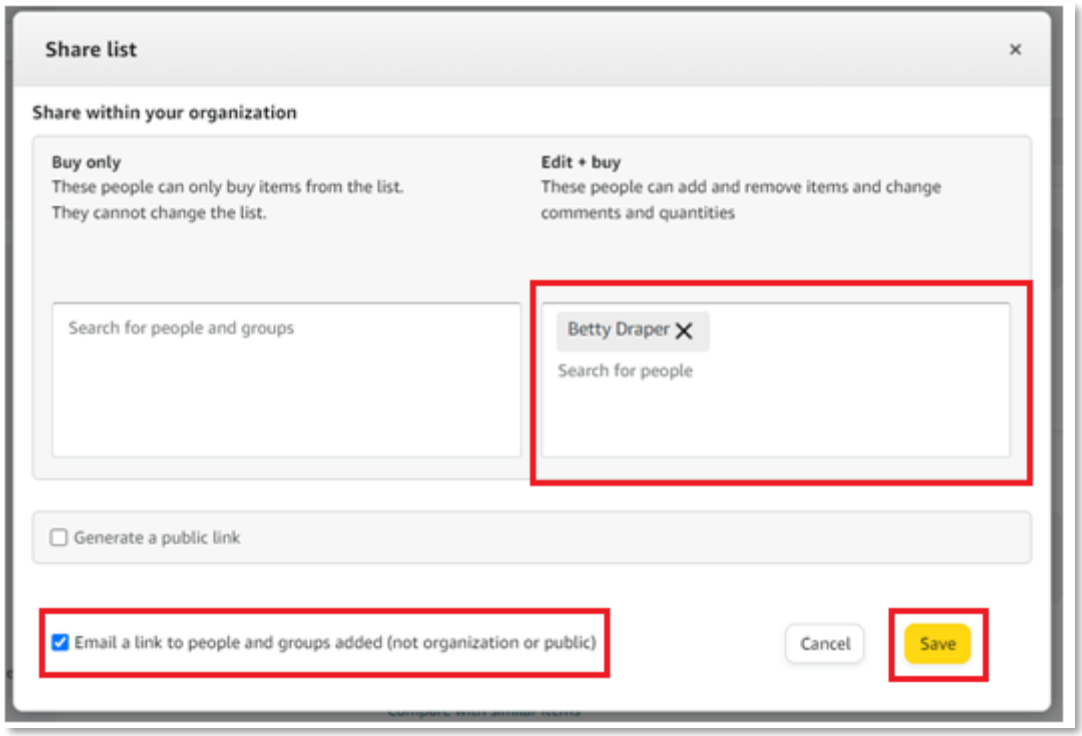
✓ For the box of staples, I'm adjusting the "**Needs" field to "2"** letting the purchaser know that I need two boxes of these.



8. Once the list is ready to submit, click on the **Share** button on the list menu.



9. Start entering the name or email address of the person you want to share the list with in the **Edit + Buy box** (do not use Buy only), the name should automatically appear as a selection once you start typing, and you can then **click on that person's name**. A new box will appear at the bottom of the menu to **"Email a link..."** If you check this box, it will also send an email to the purchaser informing them they have a new list to review. When you're done, click on **Save**.



10. You've now shared your list and are **all done**! Your purchaser should be in touch soon with any notes on your request or an update on your order.

For any questions about creating or sharing lists, please contact your Amazon Business Customer Advisor or your main account administrator.