# How to View, Adjust and Purchase a List in Amazon Business

You can use this method to view a list a staff member has shared with you to review, edit, and purchase.

1. You can access a shared list two different ways. If the list creator emailed an auto-generated link to you, you should have **received an email with a link** that will take you directly to the list. If not, you can access any shared lists through the **List menu**. Hover over **"Lists"** in the top right corner, and under the **"Shared with you"** field; you should see any lists that have been with you by others. **Click on the list you want to order**.
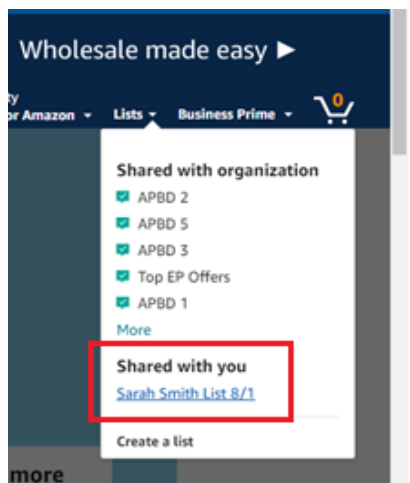


2. From here, you can see **who sent the list** (either in the name of the list or the List owner box), the full list of **items requested**, any **notes or quantity requests** the purchaser provided, and the **subtotal** for all items in the cart.

3. You can review the list of items submitted individually.  If you'd like to remove anything from the order, you can hit the **"Delete item"** button.  If you want to alter the quantity, select **"Edit comment, quantity, & priority"** and change the **"Needs"** field accordingly.  **Note**: if you're unable to make any edits, it's because the list creator did not give you edit access.  They can refer to the List User how-to guide for more info on how to make that adjustment.



4. Once you're done making any adjustments, click on **"Add all to Cart."**  **Note**: it's important that you click on **"Add all to Cart"** rather than adding individual items to the cart as adding all items to cart will capture any quantity requests, and adding individually won't.  You can make any adjustments or deletions needed on the item list so that you're only adding items you want to before adding everything to your cart.

5. From there, just **complete the purchase as you would normally**. You can even combine multiple lists into one cart before checking out, if your school/district allows that practice. Amazon doesn't require individual lists to be submitted through individual orders. **Note**: Amazon carts have a max allowance of 49 line items, 999 total items.

6. One last step you can take for account administrative purposes is to **remove the list from your account** after you've submitted the order. To do so, hover over **"Lists"** again in the top-right corner, and click on the list. On the left-hand panel, you should see the list under the "Shared with you" section. **Click on the "X"** next to any list you've already ordered.
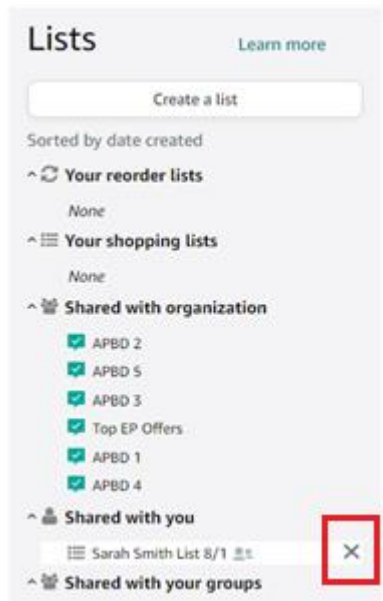


**For any questions about viewing shared lists and purchasing, please contact your Amazon Business Customer Advisor or your main account administrator.**