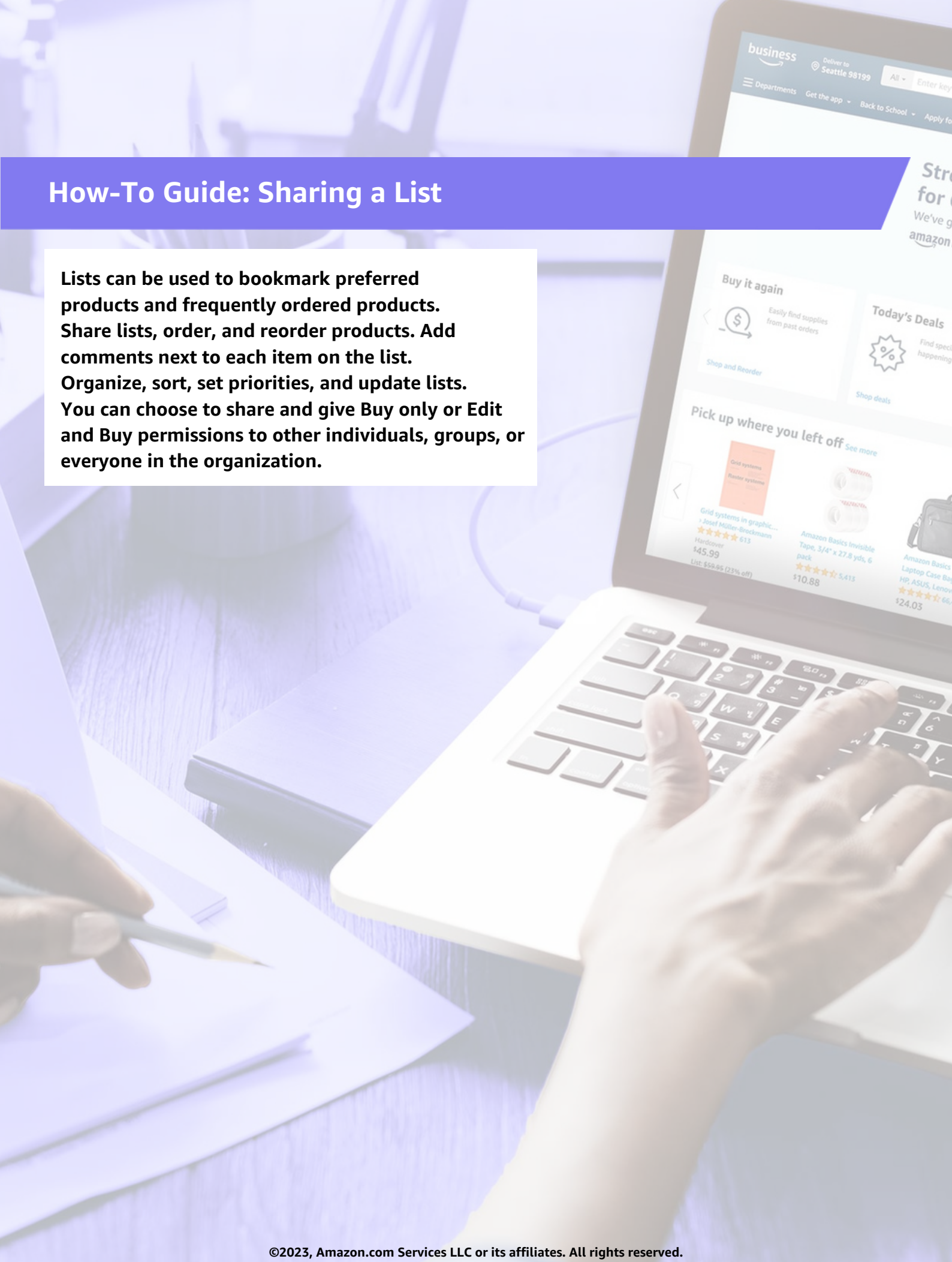
How-To Guide: Sharing a List



Lists can be used to bookmark preferred products and frequently ordered products. Share lists, order, and reorder products. Add comments next to each item on the list. Organize, sort, set priorities, and update lists. You can choose to share and give Buy only or Edit and Buy permissions to other individuals, groups, or everyone in the organization.

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amazon business

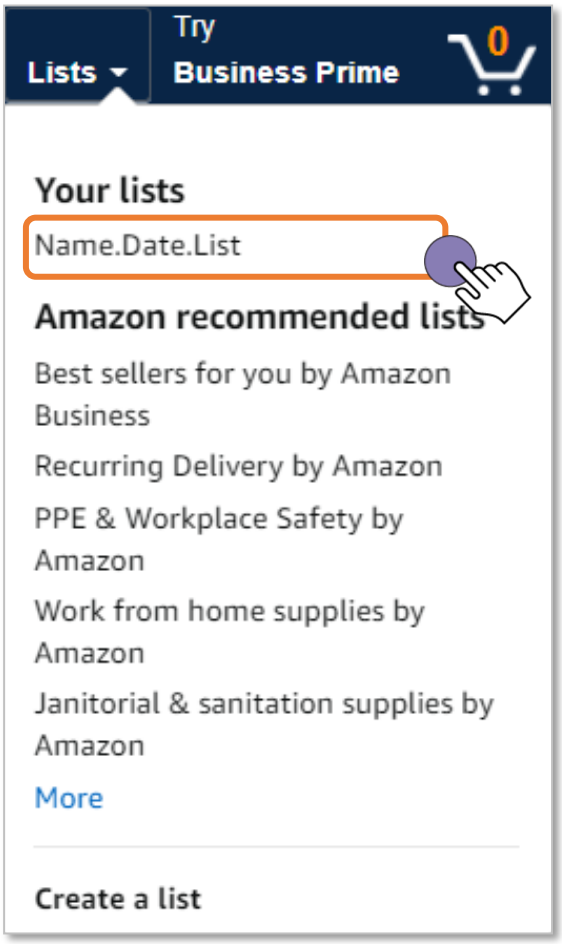
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Sharing a List

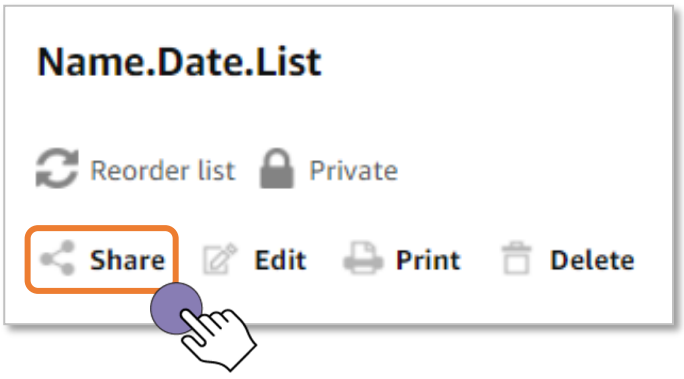
1. Hover your mouse over **Lists** in the top right corner of your Amazon Business home page.



2. Select the list you wish to share under **Your lists**.

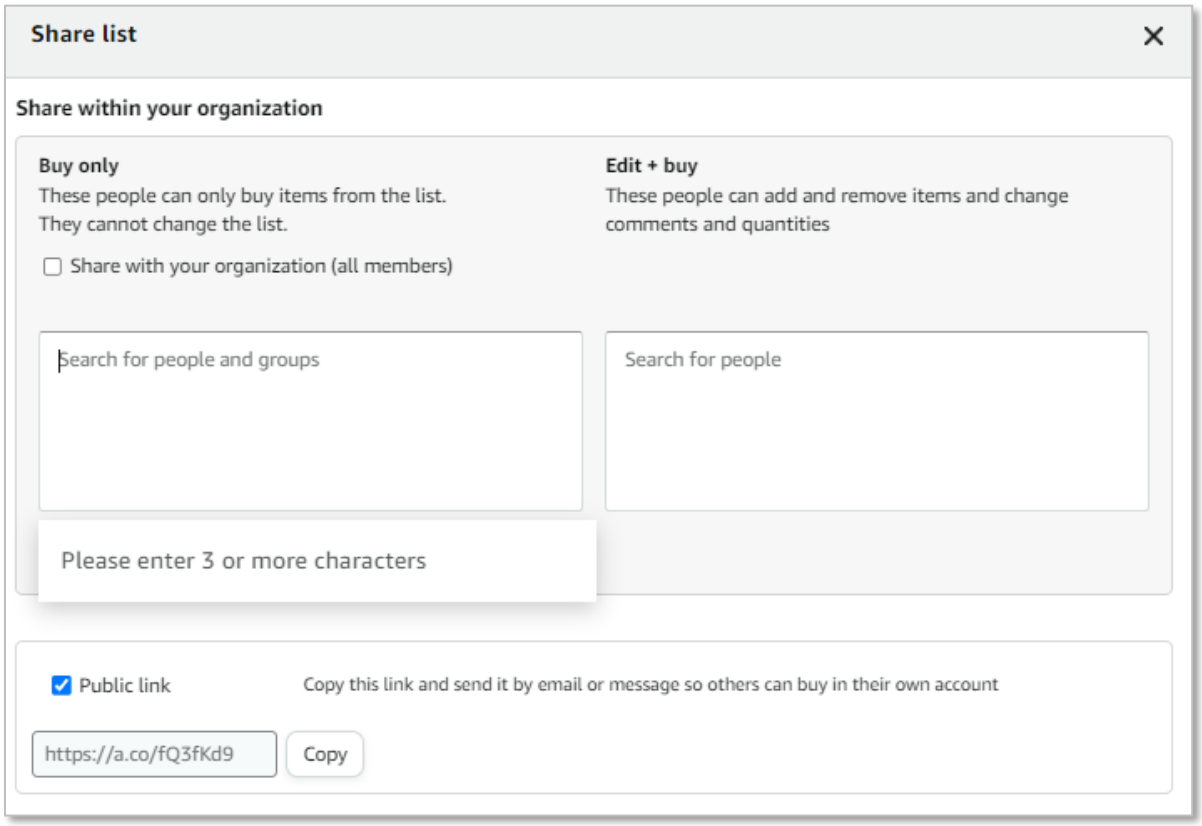


3. Click **Share** from the list page.

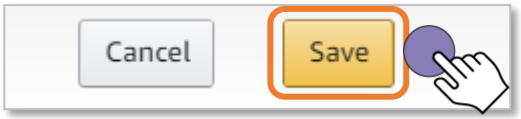


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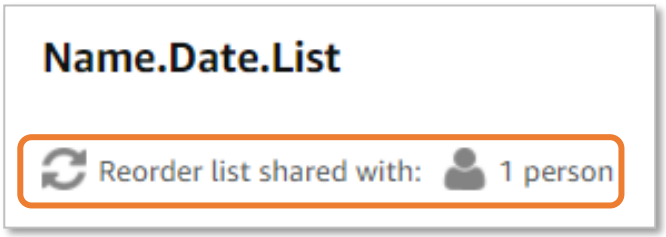
4. Type the email address of the individual(s) you are sharing your list with. You can choose to allow the individual(s) to **Buy only** or **Edit + buy**. You may also choose to generate a public link which can be sent by email or message so others can buy from the list in their own account.



5. Click **Save**.



6. Your list will now show that it has been shared.



Did you find this guide to be helpful? Please complete this short survey to provide feedback.