

# Amazon Information

We the District only allow bookkeepers to have an Amazon account, since they are the once that have the budget and place orders. But, all others can go into amazon and then Share your list with your bookkeeper and they can place your order.

Here is what your do:

Use this Amazon link: <https://www.amazon.com/>

- Go into amazon and start shopping.
- Pick what you want to order, but **DON'T hit Add to Cart**. Instead go below that and click **"Add to List"**. ( If you are buying say books, make sure and select what option you want hardback, paperback, audio, before you add it to the list, that way when it gets to the bookkeeper they don't have to contact you again to ask what you want)
- If you have several items you want then you do that for every item.
- When you are done selecting your item then you click on **"View Your List"**
- Above the first item below shopping list there is "Share" click **"Share"**
- It will bring up a box and give you two options Buy Only or Edit & Buy.  
**Choose Edit & Buy.**
- In the box under Edit & Buy – Search for People you would type your bookkeepers name-Kimberly Sanders- their email pops up and you click on it and its added in the box.
- Then you push Save and it send and email to your bookkeeper. It tells them a list has been shared with you. You open the email and you see an orange box **"View List"** you click and it opens up for you to add the list to your cart.
- The Bookkeeper needs to click on **"Add to Cart"** for each individual item.  
**DO NOT CLICK ON ADD ALL TO CART-** You want to do **individual "Add to Cart"** in case there are different delivery options on some items.
- Bookkeeper should do a "Screen-Shot" of the list as soon as the email arrives, to add to the PO, because if they have other lists coming they might all get added together.

That is the basics on how to share a list. Hope this helps you a bit. ☺