Amazon Business List User Guide
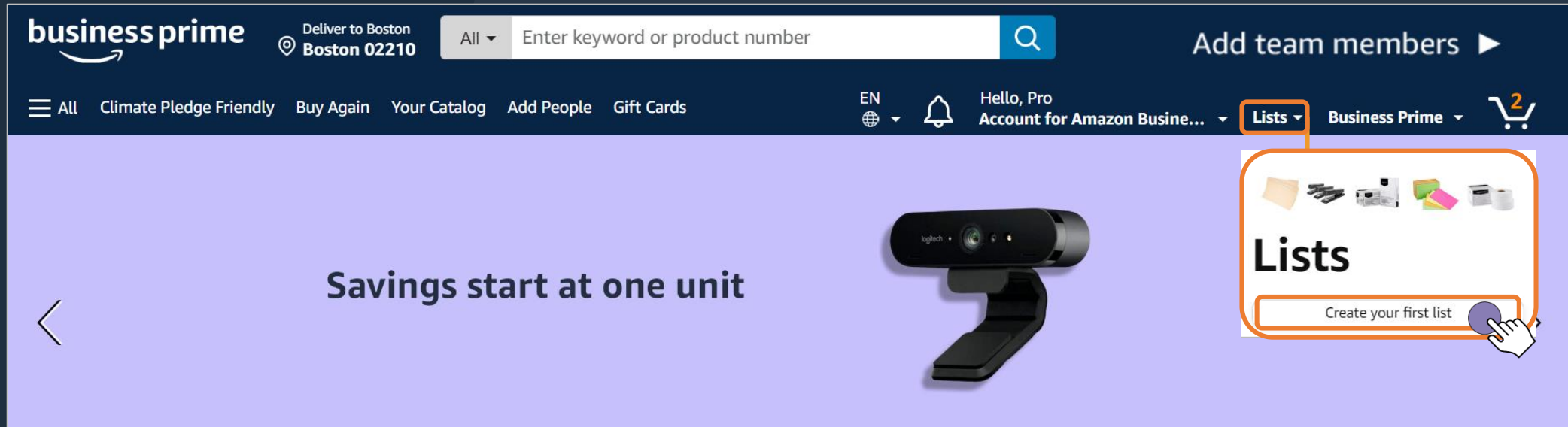
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amazon business

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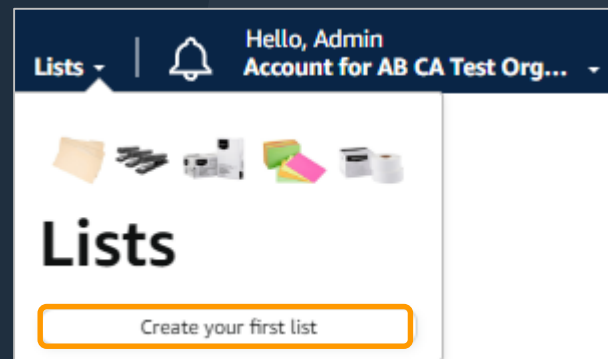
Creating a List

- Use Amazon Business list functionality to create a List of items you purchase frequently or would like someone else to purchase for you

Creating a List

How do lists work on Amazon Business?

- Lists make it easy to keep track of the things you need and are easy to share with others. Any User on Amazon Business can create a list.

- To get started, hover your mouse over Lists at the top right of your screen. Click Create your first list

- See Create your first list (link) for a detailed 1 pager on how to create list for future reference.

- Simply hover over Lists in the top right corner of the main page and click "Create a List".

- Select reorder so items remain on list for future purchases.

- Best practice recommendation is to label your list with the following naming convention: Date Name List.

- Easily upload multiple items via spreadsheet template or search/browse by key words such as ASIN, keyword, part #, and even your past orders.

Add Items to List

- Search for your item
- Select "Add to List" which appears to the right of the page below the Buy Box
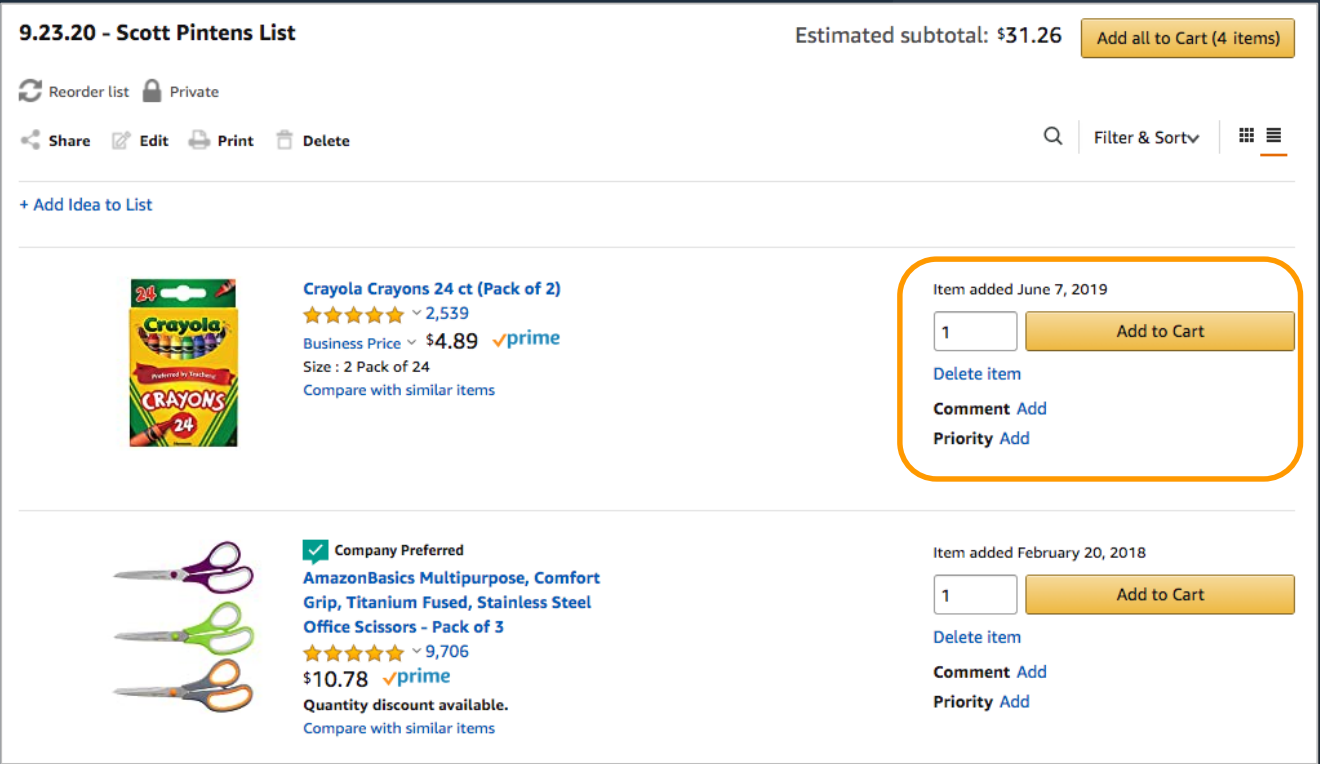- Select the List Name to add the item
- Confirmation message will show that item was added and you can choose to view your list or continue shopping
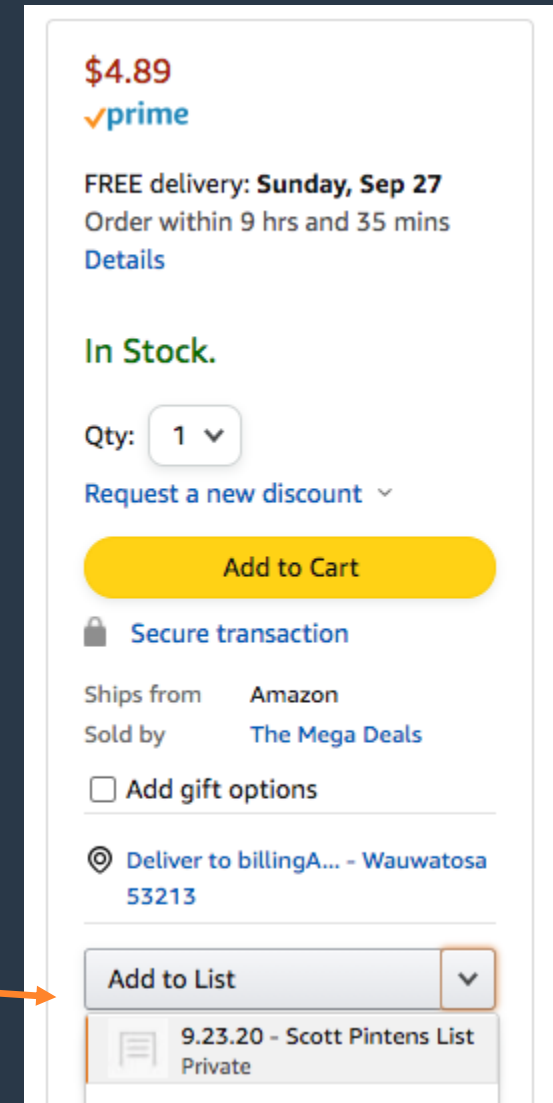
Finalizing Your List
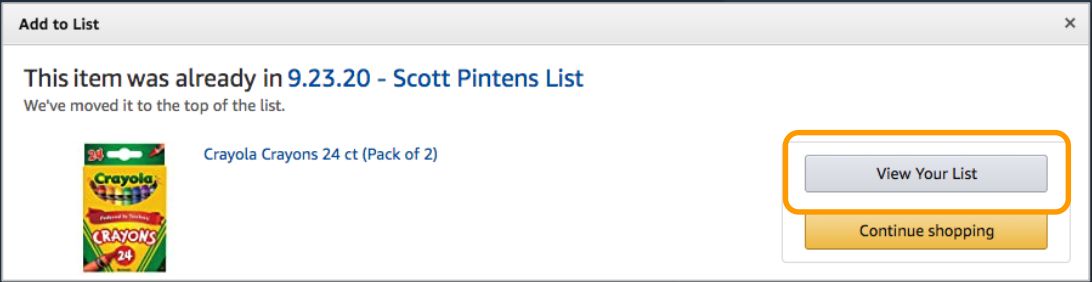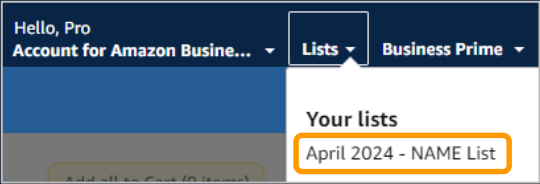
- Once your list is complete, Click **View Your List,** or access your Lists from the **List drop down**

- Update and finalize requested quantities

Share Your List

Sharing the list

- Click "Share" to choose a user with whom you would like to share the list.

- Choose whether or not the user should be able to edit the list and then enter their name/email address in the appropriate box underneath. NOTE: You will only see them here if they are already a user on this account.

- Once you select the name, choose whether or not the user will receive an email notifying the user that a list has been shared.

- Click save and now the list appears in the selected user's *Shared with you* within Lists.

Link to 1 pager on how to share/review lists:

- Sharing a List
- Reviewing a Shared Shopping List
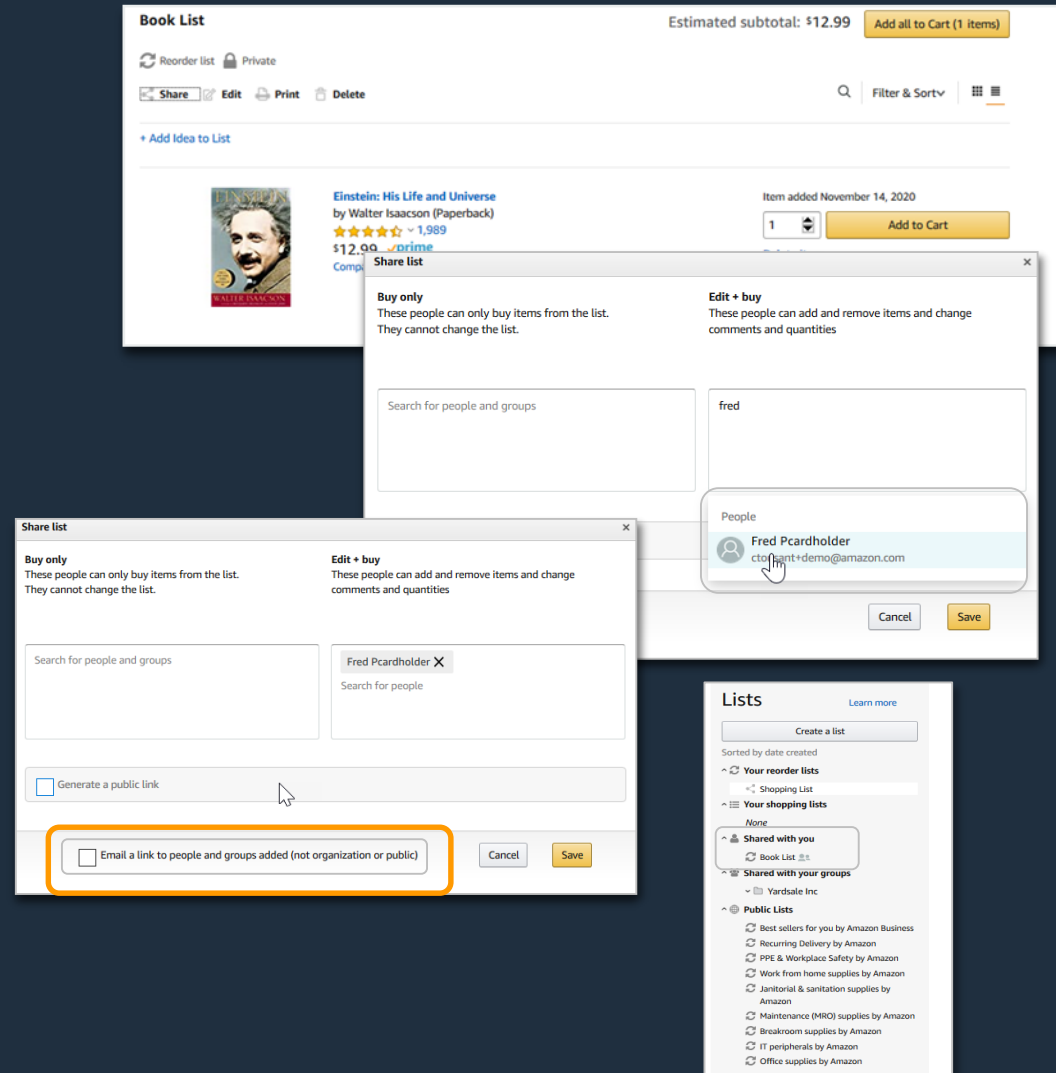
Thank You

Learn more at business.amazon.com