

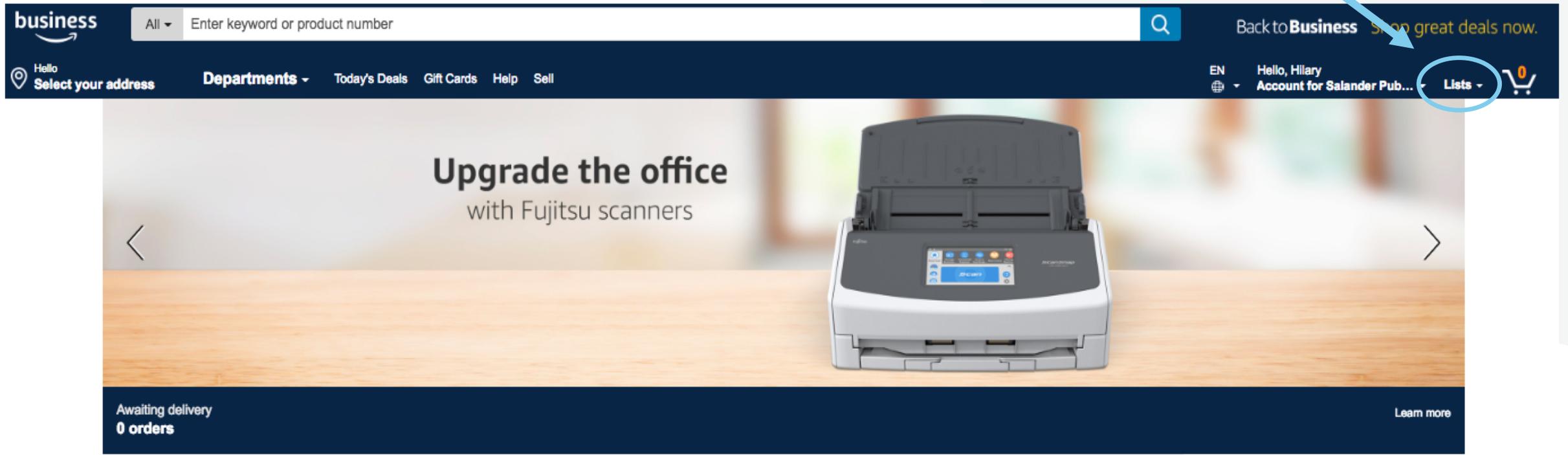
amazon business

Amazon Business List Guide

Creating a Reorder List

Creating a Reorder List

- Use Amazon Business list functionality to create a Reorder List of items you purchase frequently or would like someone else to purchase for you
- To get started, hover your mouse over Lists at the top right corner of your screen. Click **Create a List**



Creating a Reorder List

Your Lists | Your Idea Lists | Your Friends

Lists
for all your shopping needs

Create a List

Reorder List
For items that are bought repeatedly. Items remain on the list after purchase.

Shopping List
For items that are bought once. Items are filtered from view after purchase.

Create a List

This list is for
You

Choose a list type

Reorder List
For items that are bought repeatedly. Items remain on the list after purchase.

Shopping List
For items that are bought once. Items are filtered from view after purchase.

Idea List
Make a list for the Amazon community.

[Where's Wish List?](#)

List name
1.18.19 Hilary Salander List

Privacy
Private **Public**

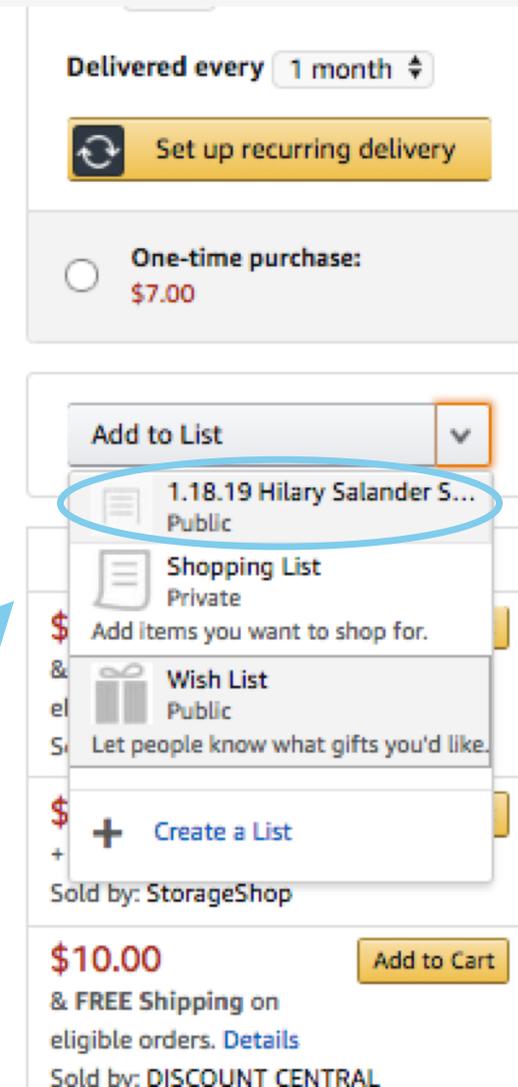
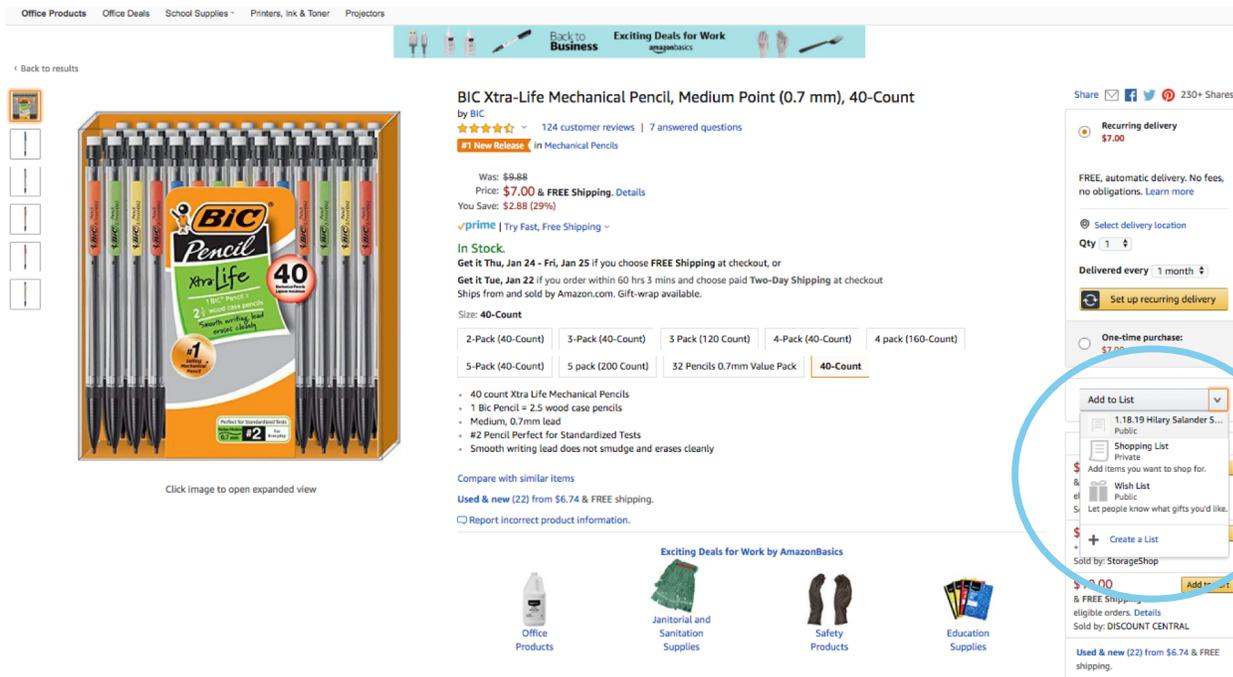
People can search for your public lists using your recipient name. When finding your public lists, they will see your recipient name, birthday and city. To edit this information, go to Manage List on your list page.

Cancel Create List

- Click "Create List"
- Select "Reorder List"
- Name list in the following format
 - "Date" "Name" "List"
- Create List

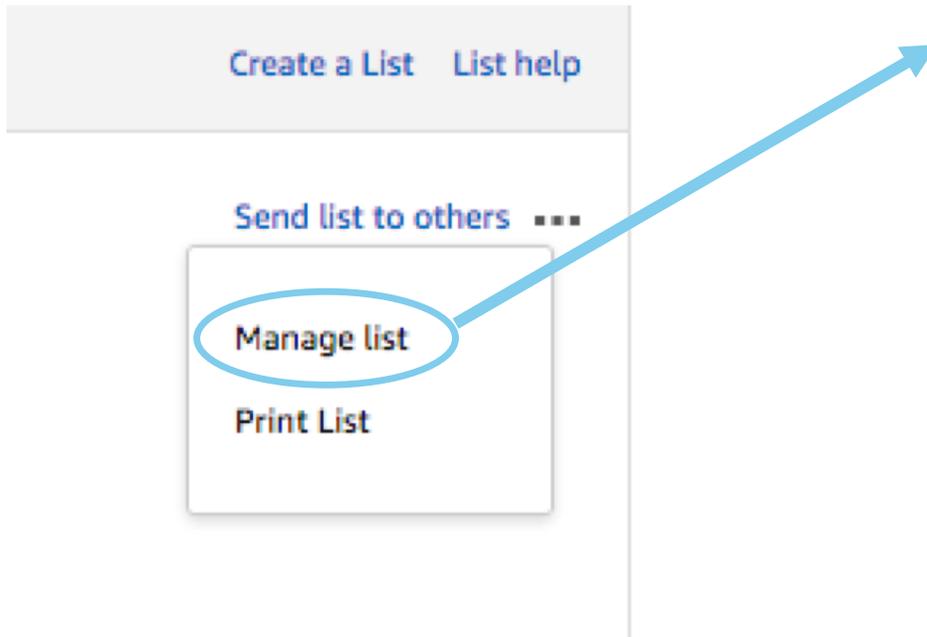
Add Items To Your List

- To add items to your list, search for your item
- Select "Add to List" which appears to right of the page below the Buy Box
- Select the List Name where you wish to add the item
- A confirmation message will show that the item was added to your list and you can choose to view your list or continue shopping



Editing Your List

- To edit your list, click the three dots and select “Manage List”
- Make edits to your list Name, Type of List, etc.
- Or delete if necessary
- Save changes



Manage list

People can search for your public lists using your recipient name. When finding your public lists, they will see your recipient name, birthday and city.

List name

List is for

Recipient

Email

Birthday

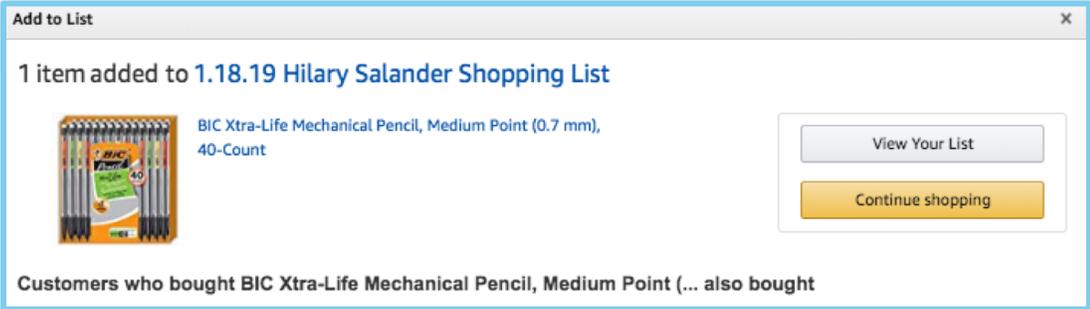
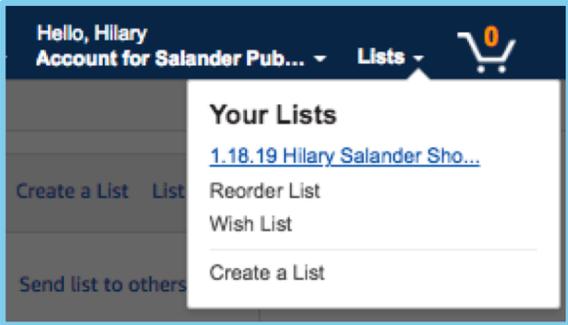
Description

Shipping Address

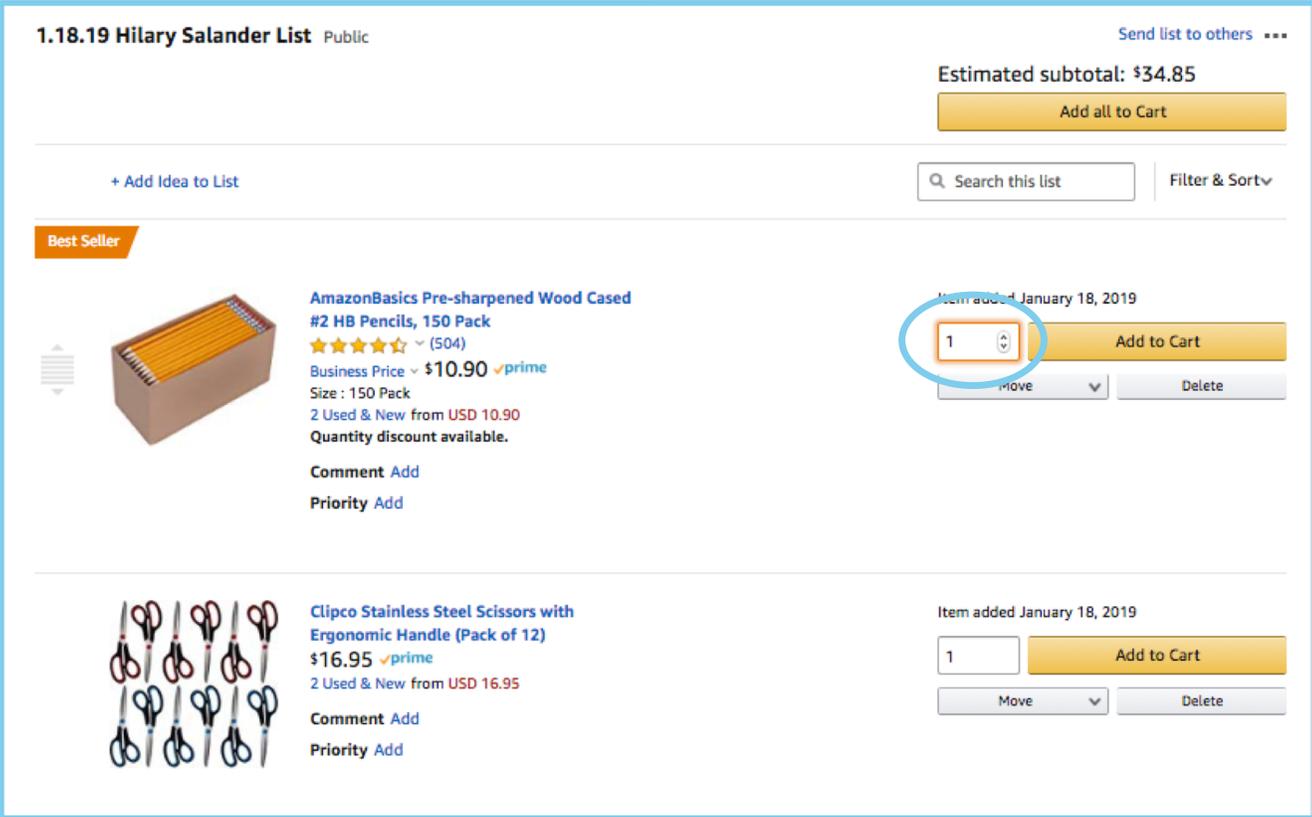
List type Reorder List
For items that are bought repeatedly. Items remain on the

Finalizing Your List

- Once your list is complete, click **View Your List**, or access your Lists from the **List drop down**

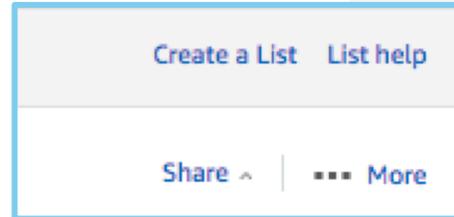


- Update and finalize requested quantities for each item



Sharing Your List

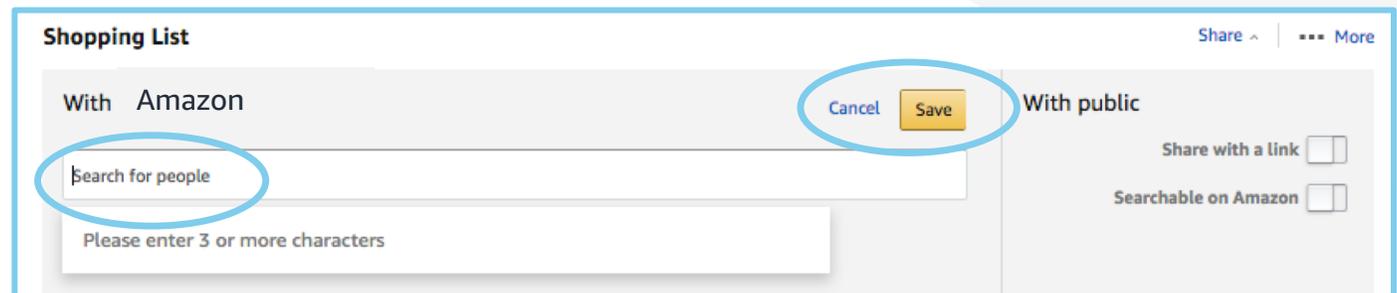
- Click on “Share”



- Click “Manage coworkers” then + “Add People”

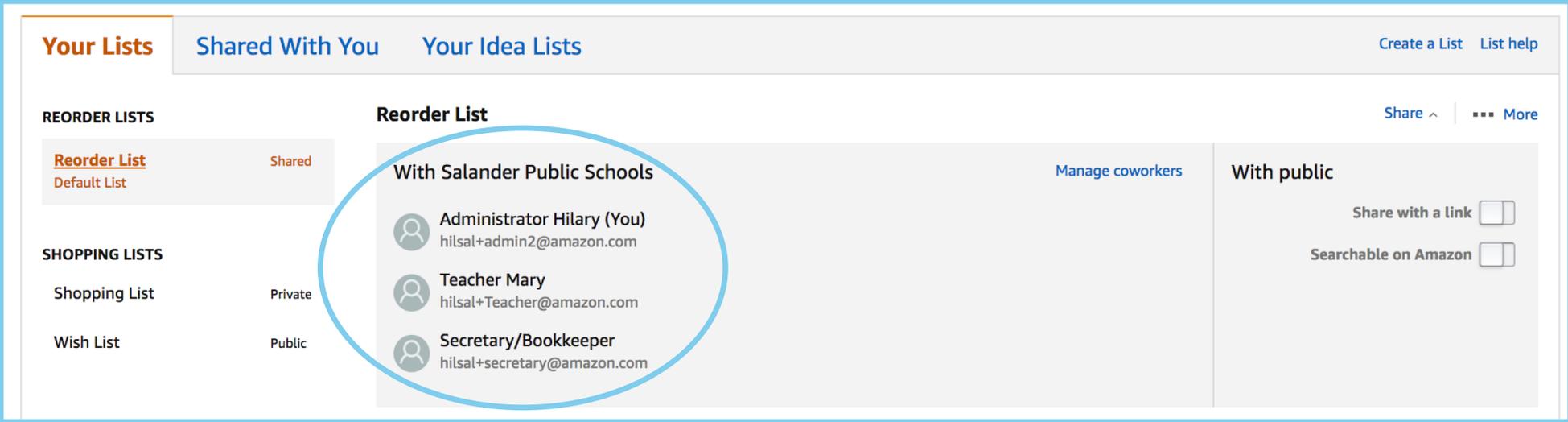
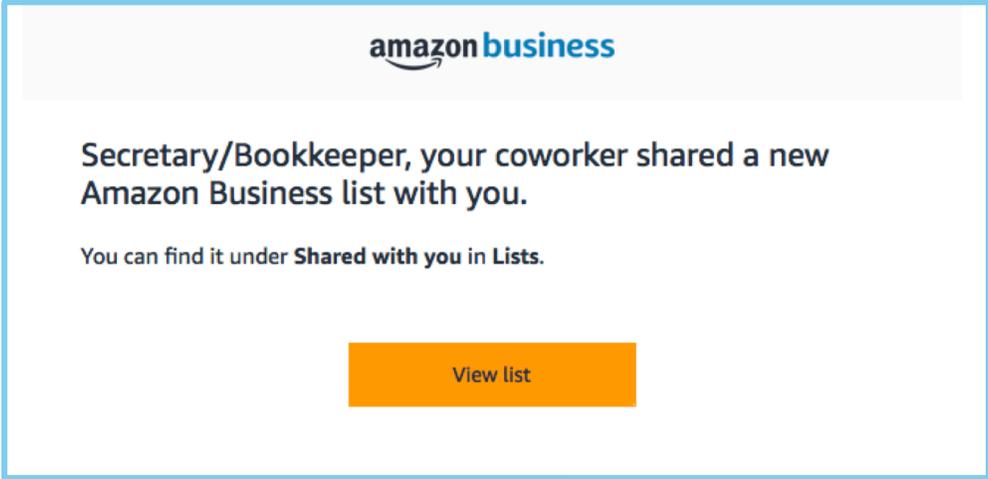


- Type in the email address of the user you are sharing the list with and click “Save”



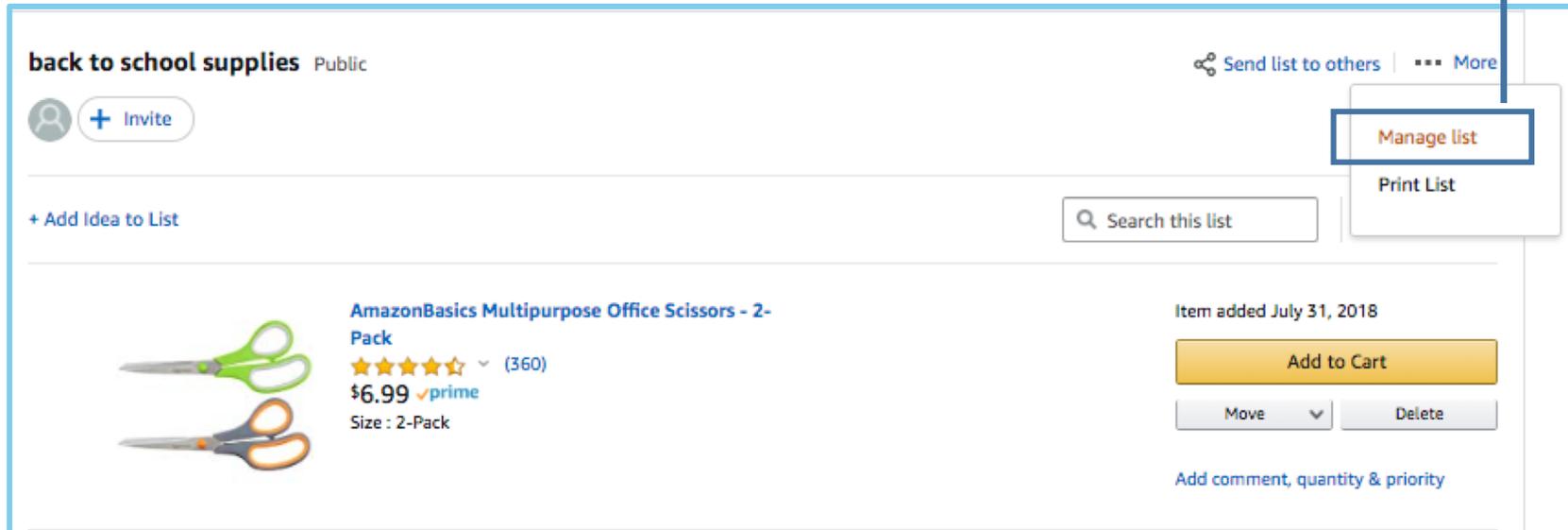
List Share Confirmation

- NOTE: When you select save, you will NOT receive a popup or an email confirming your action. But know that the user has been sent a notification via email
- After you share your list, you will also notice that the user you shared it with shows up as a user you have shared with

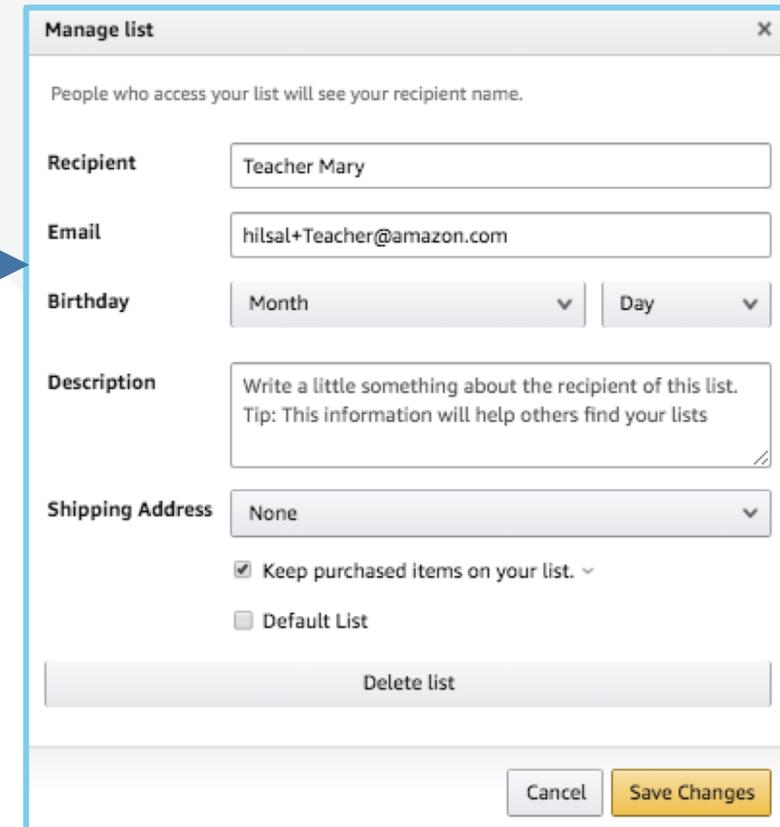


List Management

- Keep your lists up to date and reduce list clutter for you and your buyer by deleting your lists periodically
- As a best practice, delete the list once the order has been placed unless you need it for future orders
- **To delete a list:**
 - Click on the Lists drop down
 - Select the list you wish to delete under “Your Lists”
 - Select “More” top right hand corner
 - Manage List and scroll to the bottom
 - Select “Delete List”



The screenshot shows an Amazon list titled "back to school supplies" with a public status. At the top right, there are links for "Send list to others" and "More". A dropdown menu is open from the "More" link, showing "Manage list" (highlighted with a blue box) and "Print List". Below the list title, there is an "Invite" button and a search bar labeled "Search this list". The main content area displays a product listing for "AmazonBasics Multipurpose Office Scissors - 2-Pack" with a price of \$6.99 and a "prime" badge. To the right of the product, it says "Item added July 31, 2018" and includes "Add to Cart", "Move", and "Delete" buttons. At the bottom of the product listing, there is a link to "Add comment, quantity & priority".



The "Manage list" dialog box is shown, containing the following fields and options:

- Recipient:** Teacher Mary
- Email:** hilsal+Teacher@amazon.com
- Birthday:** Month (dropdown) and Day (dropdown)
- Description:** Write a little something about the recipient of this list. Tip: This information will help others find your lists.
- Shipping Address:** None (dropdown)
- Keep purchased items on your list.
- Default List
- Delete list** button
- Cancel** and **Save Changes** buttons at the bottom.

Questions

- Questions regarding the status of your requested items should be directed to the user who placed your order
- Your purchaser is responsible for communicating order approvals/rejections
- Inquiries about order location should be directed to your purchaser as they have direct access to order shipping status and order information
- Amazon Business Customer Service can be reached at 888.281.3847

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