Amazon Business List Guide
Creating a Reorder List
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• 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

- 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
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.

![Amazon Business Interface](image)
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”.

![Managing a list on Amazon Business](image-url)
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