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.
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”
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