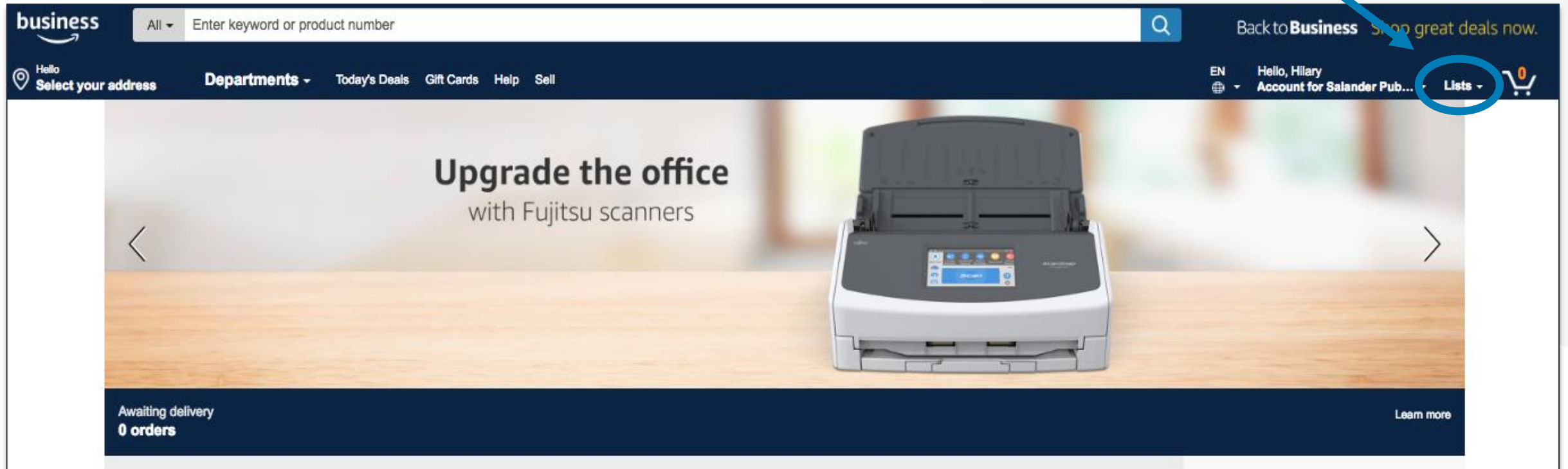


Creating a Reorder List in Amazon Business

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

- Select “Reorder List”



- Name list in the following format
 - “Date” “Name” “List”



- Create List



Create a List ✕

Choose a list type

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

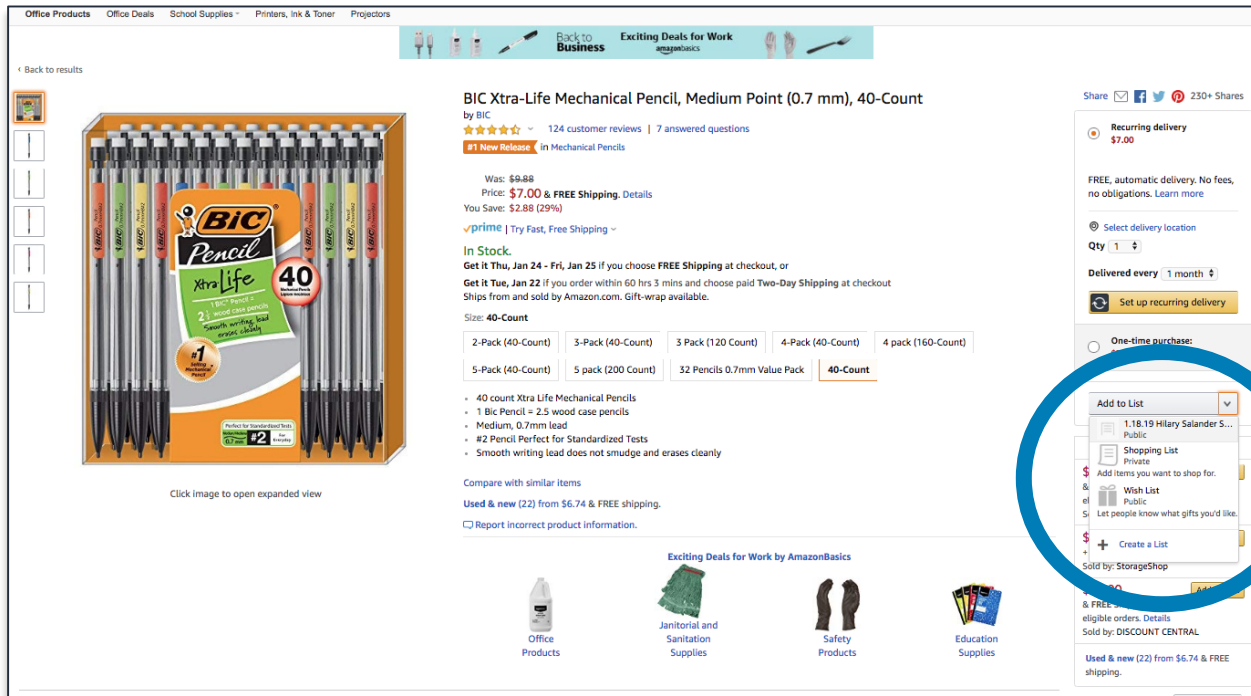
Shopping List
For items that are bought once. Items are filtered from view after purchase.


List name


9.1.20 John Smith 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




 **Add to Cart**

 [Secure transaction](#)


Ships from and sold by Amazon.com.



Add gift options

 [Select delivery location](#)

Add to your Dash Buttons

[Learn more about Dash Buttons](#)

Add to List 

-  **Reorder List**
Private
-  **9.1.20 John Smith List**
Private

+ Create a List

Editing Your List

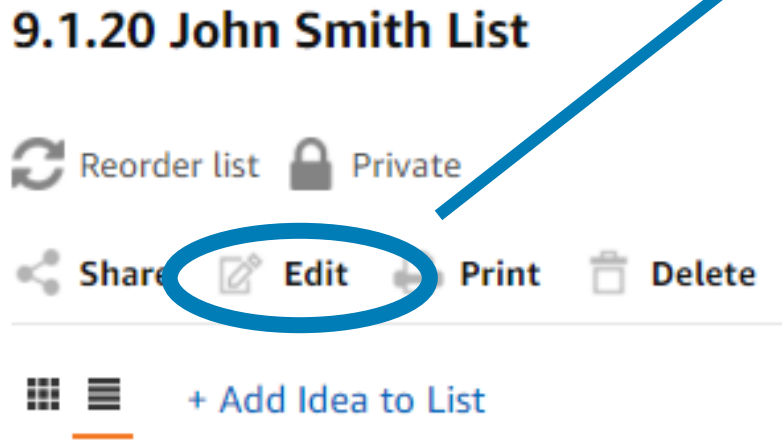
- To edit your list, select “Edit”
- Make edits to your list Name, Type of List, etc.
- Save changes

9.1.20 John Smith List

Reorder list Private

Share **Edit** Print Delete

+ Add Idea to List



Manage list

People who access your list will see your recipient name.

List name

9.1.20 John Smith List

Description

Write a little something about the recipient of this list.
Tip: This information will help others find your lists

Shipping Address

None

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.



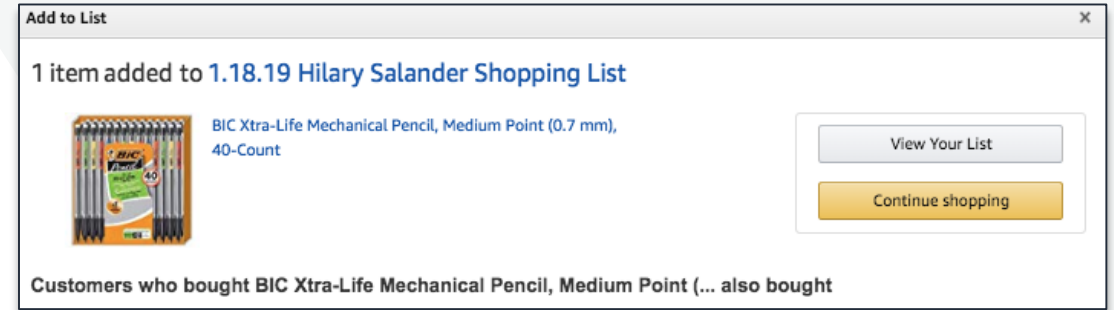
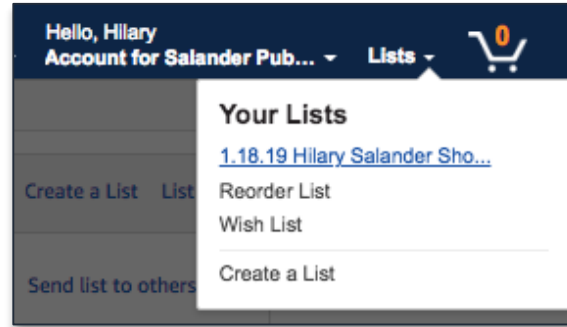
Default List

Cancel

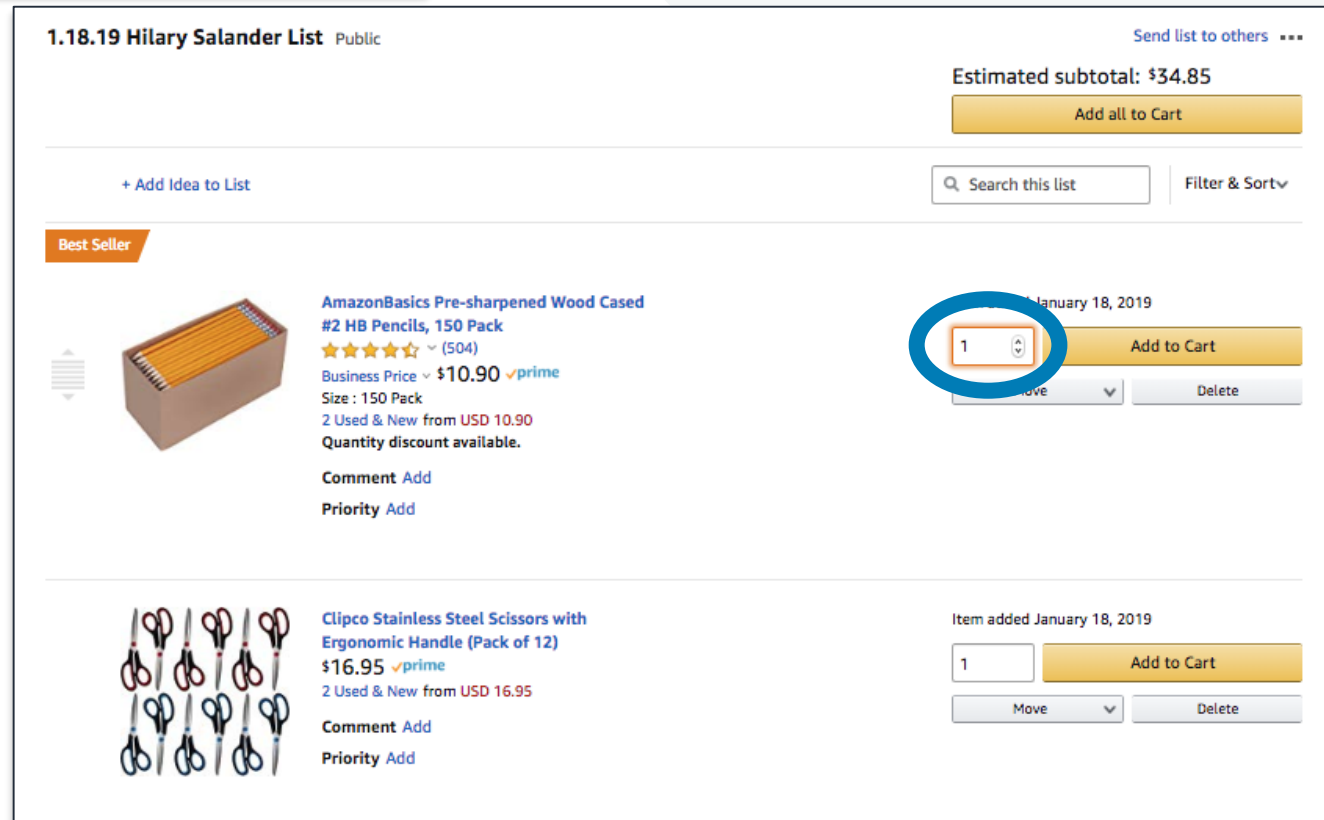
Save Changes

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 or Groups”
- Type in the name or email address of the user you are sharing the list with (they must be on the Amazon Business account). You can also search by group name and then click “Save”

9.1.20 John Smith List

Reorder list Private

Share Edit Print Delete

+ Add Idea to List

With West Contra Costa USD

Amazon Business Professional Services (You)
AB-Services+wccusd@amazon.com

Manage coworkers

With public

Share with a link

Searchable on Amazon

Shopping List

Share ^ | ... More

With West Contra Costa USD

Cancel Save

With public

Search for people

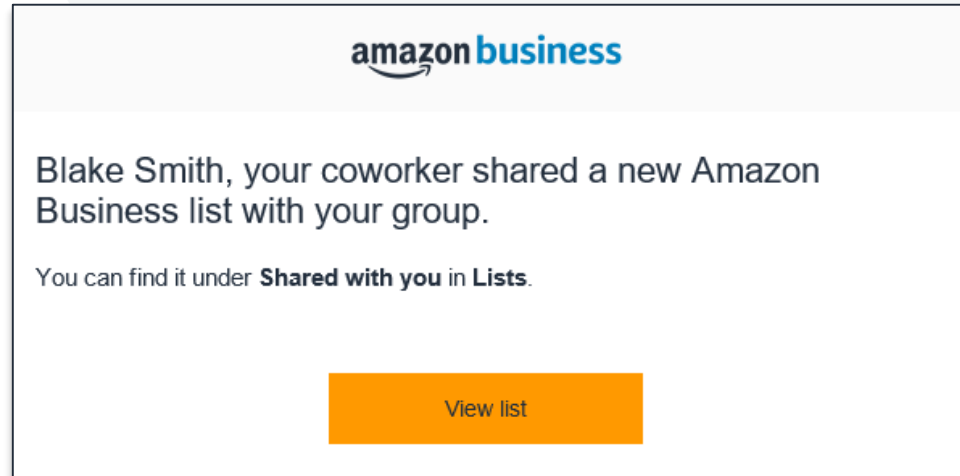
Share with a link

Searchable on Amazon

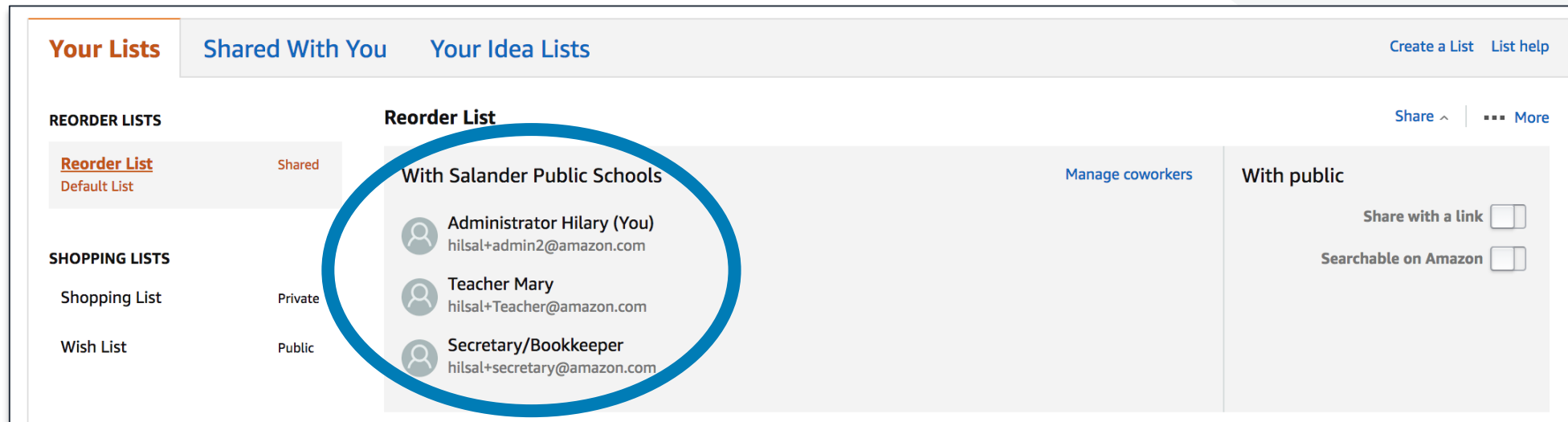
Please enter 3 or more characters

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(s) and/or the users in your group have 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



The screenshot shows an email notification from Amazon Business. At the top is the Amazon Business logo. The main text reads: "Blake Smith, your coworker shared a new Amazon Business list with your group." Below this, it says: "You can find it under **Shared with you** in Lists." At the bottom center is an orange button labeled "View list".



The screenshot shows the "Your Lists" page in Amazon Business. The page has three tabs: "Your Lists", "Shared With You", and "Your Idea Lists". Under "Your Lists", there are sections for "REORDER LISTS" and "SHOPPING LISTS". The "REORDER LISTS" section shows a "Reorder List" (Default List) which is "Shared". The "SHOPPING LISTS" section shows "Shopping List" (Private) and "Wish List" (Public). The "Reorder List" is expanded to show a list of users: "With Salander Public Schools". This list includes "Administrator Hilary (You)", "Teacher Mary", and "Secretary/Bookkeeper". A blue circle highlights this list of users. To the right of the list are options for "Manage coworkers" and "With public" (Share with a link and Searchable on Amazon).

Business Customer Support

Dedicated U.S. based [Business Customer Support](#) can be reached a number of ways including email, chat and phone.

Not sure what you're looking for? Learn more about the features and benefits on Amazon Business [HERE](#).

The screenshot displays the Amazon Business Customer Support page. At the top, a dark blue navigation bar contains links for Departments, Buy Again, Savings Hub, Quantity Discounts, Today's Deals, Business Plus, Add People, Gift Cards, and Help (highlighted with an orange box). The main content area features a teal background with the heading "Fixing things is quick & easy" and a sub-heading "The bot quickly fixes your problem or connects you to someone who can." Below this is a prominent orange "Start chatting now" button and a link "Need help over phone? We can call you." A chat window is overlaid on the right, showing a conversation with a "Messaging Assistant - Customer Service" bot. The chat history includes: a customer message "Hey, I never received my Fire table", a bot response "So sorry it never showed up", a bot offer "I'll go ahead and send another one to the same address you had the last one sent, OK?", a customer response "Yes, sounds good", and a final bot response "OK, we just put in the replacement order. It should arrive in a couple of days." To the right of the chat window, a dark blue navigation bar contains links for Gift Cards, Help, and Contact Us (highlighted with an orange box). At the bottom of the page, three icons with text describe the support process: a smiley face icon for "The bot quickly figures out what you need help with.", a person icon for "It fixes your issue, or connects you with a human if you need more help.", and a checkmark icon for "You're on your way!". Below this, a section titled "Here are a few things you can take care of on your own" lists six services with icons: "Check on an order" (package icon), "Returns & Refunds" (package with return arrow icon), "Manage content & devices" (tablet and phone icon), "Get help with Prime" (Prime logo icon), "Update payment info" (credit card icon), and "Account settings" (person icon).