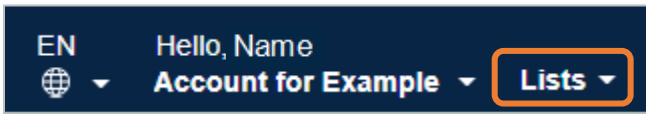


How-To Guide: Creating a List

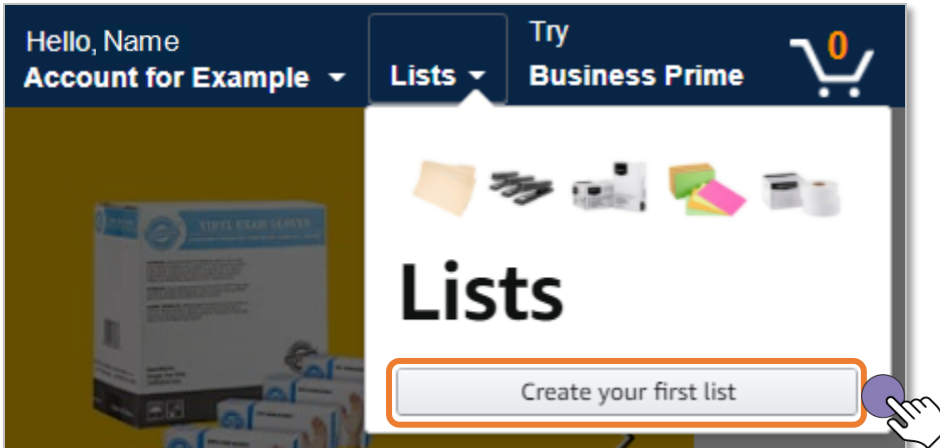
Lists can be used to bookmark preferred products and frequently ordered products. Share lists, order, and reorder products. Add comments next to each item on the list. Organize, sort, set priorities, and update lists.

Creating a List

1. Hover your mouse over **Lists** in the top right corner of your Amazon Business home page.



2. Click **Create your first list**. (Note: if you have previously created a list(s), the link will read **Create a list**)



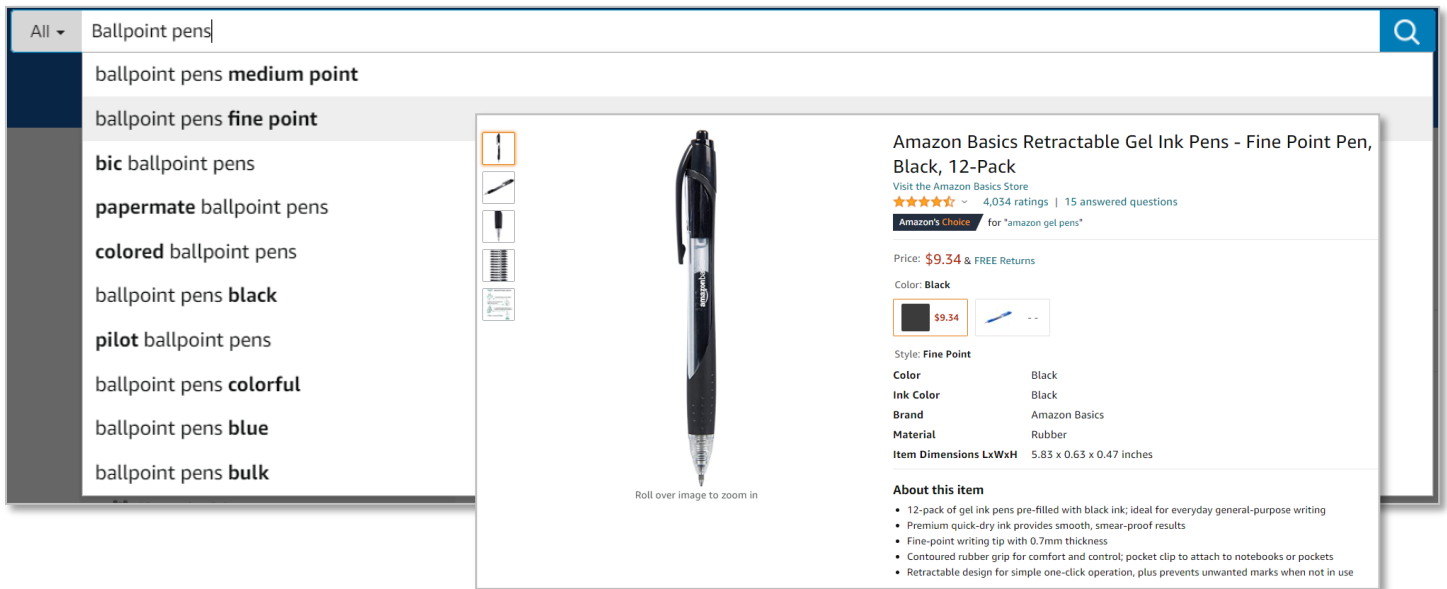
3. Choose a list type, and add a **List name**. If you plan to share the list, we recommend including your name and the date in the **List name** for easier identification.

A screenshot of the 'Create List' dialog box. It has a title bar with a close button. The main content area is titled 'Choose a list type'. There are two options: 'Reorder List' (selected with a radio button) and 'Shopping List' (unselected). Below the options, there's a 'List name' label and a text input field containing 'Name.Date.List'. At the bottom, there's a link that says 'Upload a spreadsheet of items (optional)'.

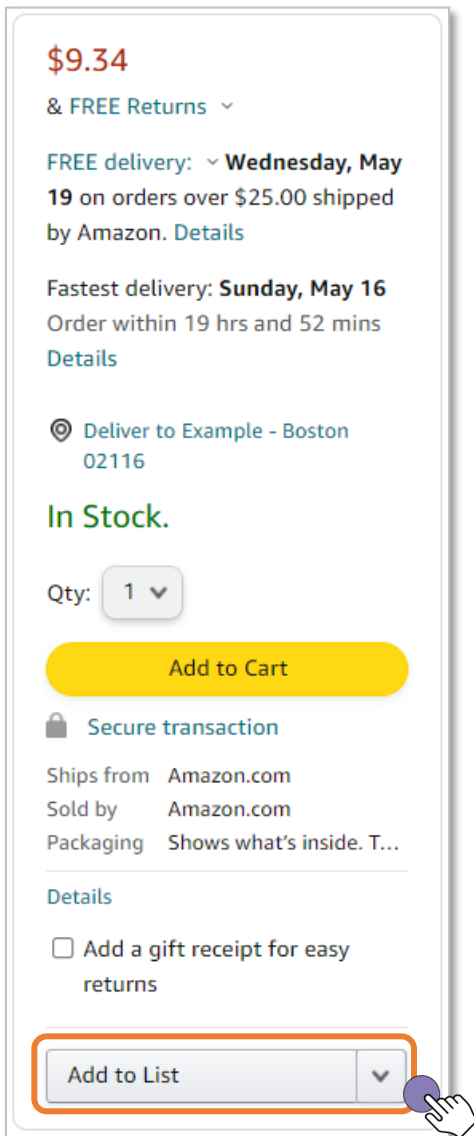
4. Click **Create List**.



5. Search for and identify items you wish to include in your list.




6. Select **Add to List** which will be located on the right hand side of the product page.



7. Choose your list from the drop down.

Add to List


Name.Date.List
Shared

+ Create a List

8. You will be notified that the item was added to your list. You can then **View Your List** or **Continue Shopping** to add more items to your list.

Add to List

1 item added to Name.Date.List




Amazon Basics Retractable Gel Ink Pens - Fine Point Pen, Black, 12-Pack

View Your List

Continue shopping

9. Finalize your list by selecting **View Your List**. Update item quantities and/or add comments if needed.

Best Seller in Letter & Legal Ruled Pads



Amazon Basics Legal/Wide Ruled 8-1/2 by 11-3/4 Legal Pad - White (50 Sheet Paper Pads, 12 pack)

★★★★★ ~ 37,578

Business Price ~ \$11.99 & FREE Shipping on orders over \$25.00 shipped by Amazon.

Details ~

Size : 8.5-Inch by 11.75-Inch | Color : White

Style : Single

Compare with similar items

Item added May 12, 2021

Quantity: 3

Add to Cart


Delete item

Comment

Remaining: 250 characters

Save Cancel

Priority Add



Post-it Notes 3x3 Inch, 12 Pads, America's #1 Favorite Sticky Notes, Canary Yellow, Clean Removal, Recyclable (654)

★★★★★ ~ 7,453

\$9.99 & FREE Shipping on orders over \$25.00 shipped by Amazon. Details ~

Color : Canary Yellow

Quantity discount available.

Compare with similar items

Item added May 12, 2021

Quantity: 1

Add to Cart

Delete item

Comment Add

Priority Add