Create a list
Use Amazon Business list functionality to create a shopping 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 of your screen. Click Create a List.

Then customize your list:
1. Define that this is a list for you
2. Select list type: Shopping List
3. Name the list (example: “frequent purchases”)
4. Select Privacy and make the list private so that only you or someone you email it to will be able to see the list
5. Keep checkmark for “keep purchased items on your list.” This makes purchasing easier for the person buying for you and is valuable for repeat purchases.
6. Create List

Add items to your list
1. Search for item
2. Select Add to List option which appears to the right of the page below the Buy Box
3. Select list name to add item
4. Confirmation message will show that item was added and you can choose to view your list or continue shopping

Finalizing your list
Once your list is complete, Click View Your List. Before sending your list, you may change quantity & add comment or priority.

Email List to a Designated Purchaser
Sending your List is as easy as clicking the mail icon next to Share.
1. Enter email address(es) in the box below “To”
2. Click “Send e-mail” button

List Settings
To change your list name, settings, or delete list,
1. Select list from Lists drop down menu in upper right
2. Select list and “Edit this list”
3. Define that this is a list for you
4. Select list type: Shopping List
5. Name the List (example: “frequent purchases”)
6. Select Privacy and make the list private so that only you or someone you email it to will be able to see the list
7. Keep checkmark for “keep purchased items on your list.” This makes purchasing easier for the person buying for you and is valuable for repeat purchases.
8. Create List
Opening a list from someone else from email
When someone has created a list of items for you to buy, you will receive an email notification.

If you are part of a PCard group in Amazon Business, simply click the link to View List and begin shopping.

If you access Amazon Business through SAP, then please read the next section carefully and follow steps provided.

Opening a list from someone else in SAP

*Be sure you are logged into SAP and have opened Amazon Business *

1. Copy and paste the link from “View Wish List” button in your email into the browser in your punchout session. The list will open in your browser.
   *Please note:* if the list opens in a new tab you will not be able to complete your purchase. You must open the list in your original punchout session tab,
2. Select Copy in upper right corner
3. The list is now saved to Your Lists for access again in future if needed. In addition, this keeps the items from defaulting to “gift.” Please note: the creator of this list will have designated whether items on list should be removed at purchase or kept on list for repeat purchase. If you do not copy your lists, the items will default as “gifts.”

Make Purchases from List
1. Open List
2. Add items to cart from list
3. Click View Cart to ensure order is correct
4. Select Submit items for Approval or Place Your Order