

### Optimizing search

There are many ways to search for what you need on Amazon Business. Searching by manufacturer name, manufacturer part number, ASIN, and/or product description will help find specific items. In some cases, you can search by the distributor part number you've always used, too.



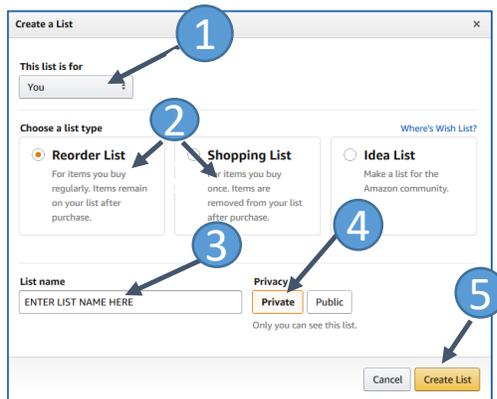
ASIN is a unique identifier for products available through Amazon and Amazon Business. When you find a product that you buy repeatedly, save the link or ASIN number for future reference.



Or you may find it useful to create a shopping list of frequently purchased items:

### Save List of Frequent Purchases:

- To begin, hover over **Lists** in upper right corner of your screen and select **Create a List**
1. Select This list is for **you** from the dropdown menu
  2. Select list type: **Reorder list** OR **Shopping List** depending on if you want items removed from list after purchase
  3. Name the list
  4. Privacy: **Private**
  5. Create List



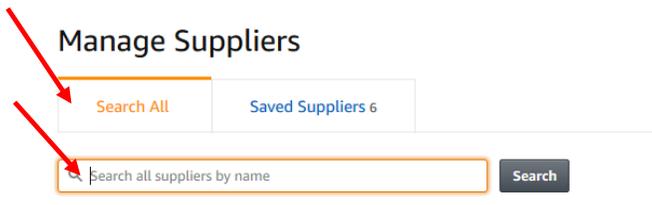
### Manage Suppliers

Another useful tool to locate specific items you need to purchase for work is the **Manage Suppliers** tool which allows you to bookmark suppliers, find their products and compare offers with other sellers when multiple offers are available

To begin, select **Manage Suppliers** from menu in upper right corner of your screen:



Select the Search All Tab and enter supplier name and Click Search

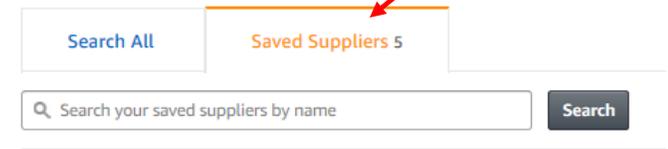


When you find the supplier you are looking for in the results list, select the Action list on the right and click "Save for Later"

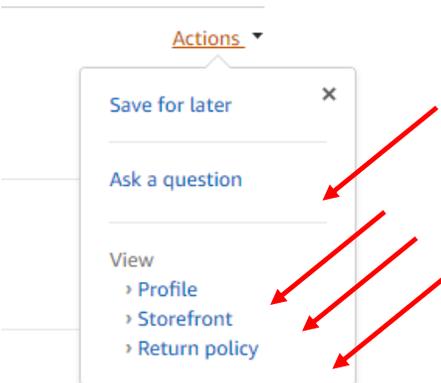
### Finding Saved Supplier Items

Once you do this, the supplier will be added to the Saved Supplier tab.

### Manage Suppliers



From here, you can ask your supplier a question, visit your supplier's profile information or storefront to see the items they sell, and review seller's return policy – all through **Actions** drop down menu to the right of the Saved Supplier name.



For more information on using Lists and Manage Suppliers, see Business FAQs link at the bottom of any Amazon Business page



The Amazon Business Customer Service team can be reached through the Contact Us link at the bottom of any Amazon Business page  
 Contact Us > 1.Prime or Something Else> 2. Amazon Business Question under the Issue drop down menu> 3. Select Email, Phone or Chat to be connected