

MONTCLAIR
STATE UNIVERSITY

Amazon Business List Training



Amazon Business Login Setup Scenarios

To start creating and sharing lists, simply go to Amazon.com and login with your work email.

Steps to join the account will depend on whether or not your work email is connected to a separate Amazon account.

Work email is...	Scenario
New to Amazon	Your Montclair State University email will be associated with the central AB account.
Tied to an Amazon.com (personal) account	If you use this account for <u>work orders only</u> , order history and account info can be moved to the central AB account. Your Amazon.com account will be closed.
	If your current account has been used for personal orders, order history and account info can be switched to a personal email address, freeing up your Montclair State University email.

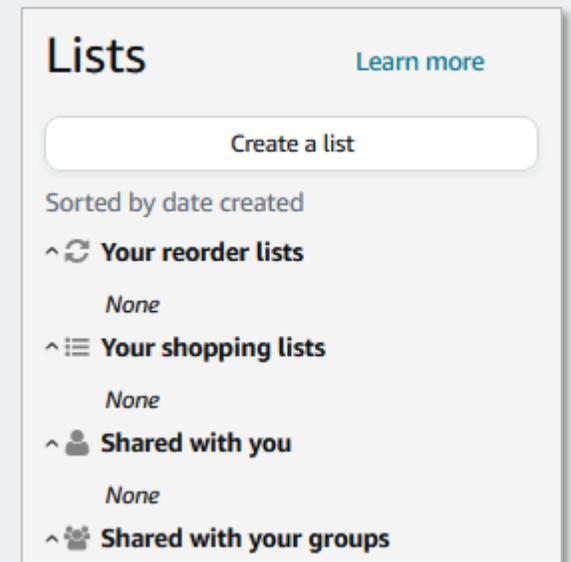
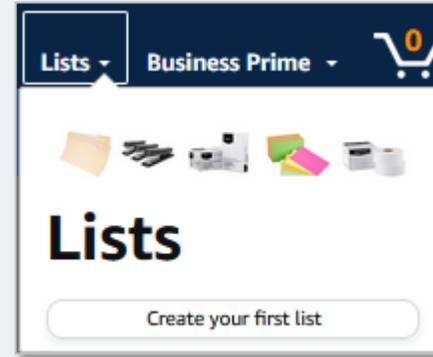


Reorder & Shopping Lists

How do Lists work on Amazon Business?

Lists make it easy to keep track of the things you need, and are easy to share with others. Choose between multiple list types depending on whether or not you want the items to remain on a list after they are ordered.

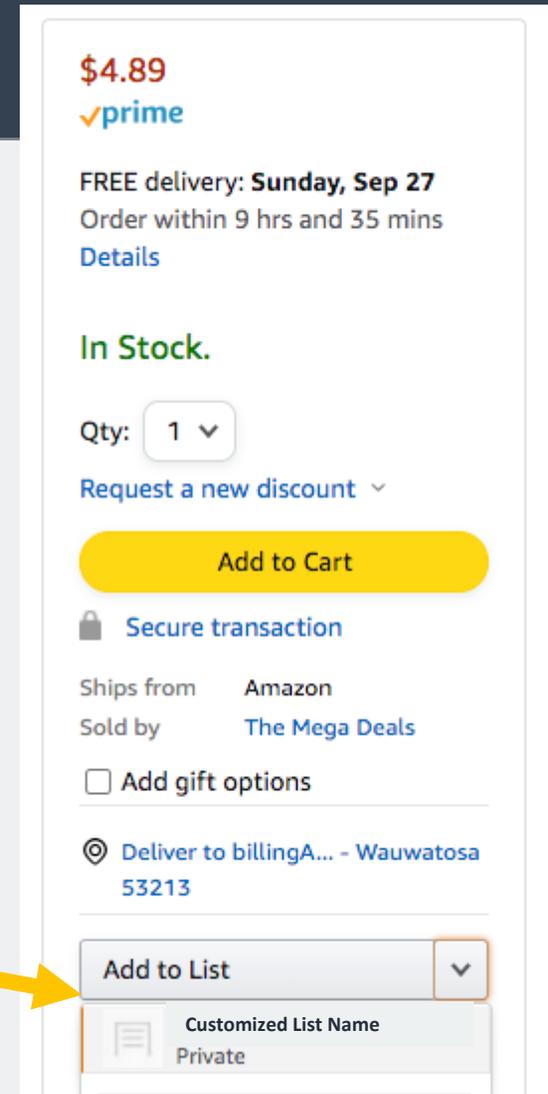
- [Create a List](#) - Any User on Amazon Business can create a list
- [Share a List](#) - Create a public list and share with your desired audience
- [Review a Shared Shopping List](#) - When a list is shared with you, you can save it to your own account or make a copy to edit yourself



Add Items to List

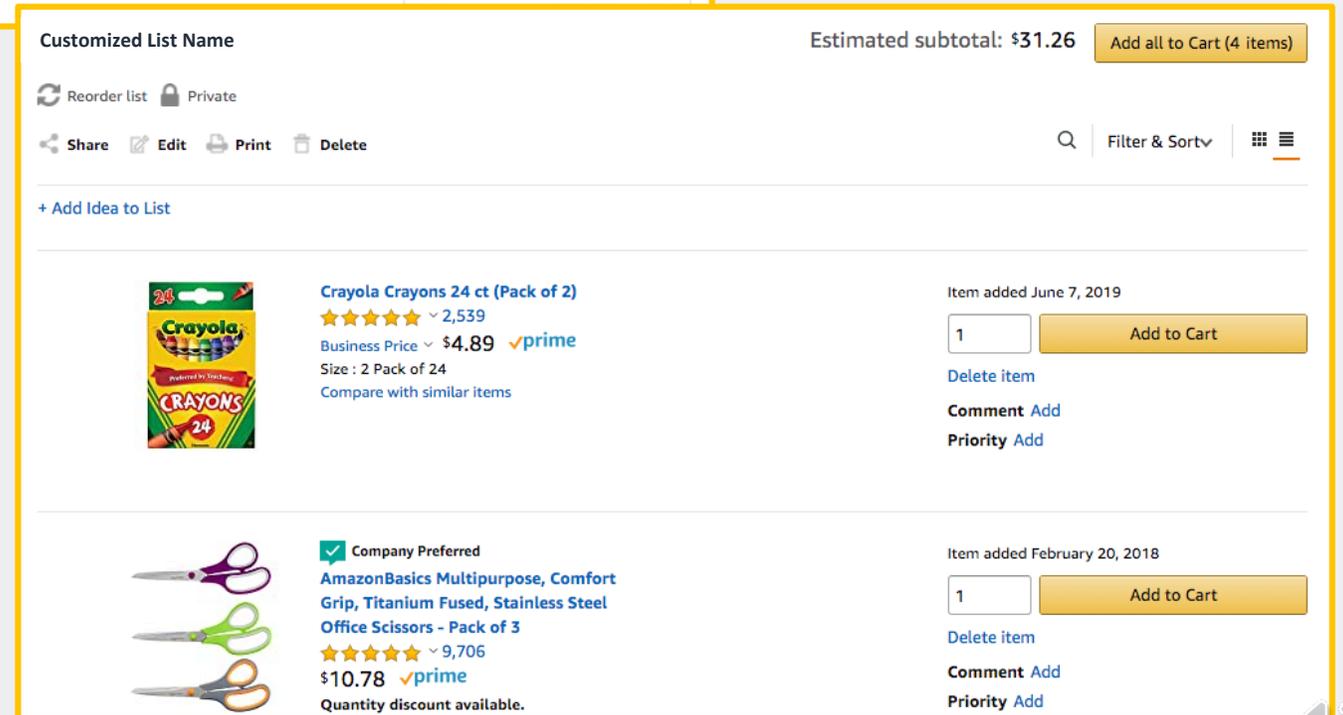
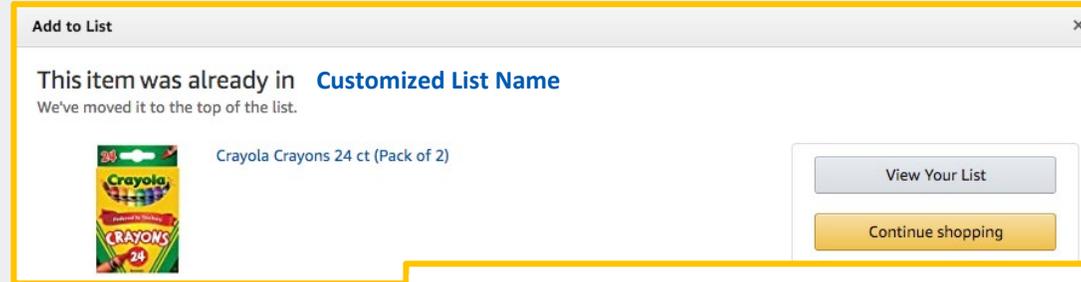
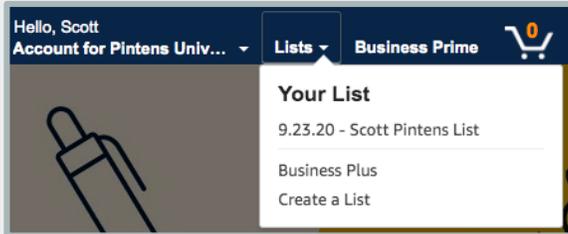
Add items to your shopping and/or reorder lists.

- Search for your item
- Select “Add to List” which appears to the right of the page below the Buy Box
- Select the List Name to add the item
- Confirmation message will show that item was added and you can choose to view your list or continue shopping



Finalizing Your List

Review your list before sharing for purchase.



- Once your list is complete, Click **View Your List**, or access your Lists from the **List drop down**
- Update and finalize requested quantities

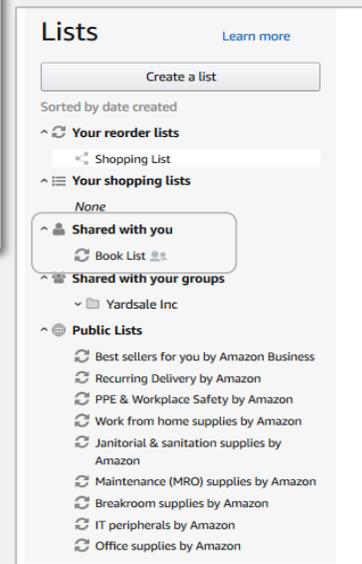
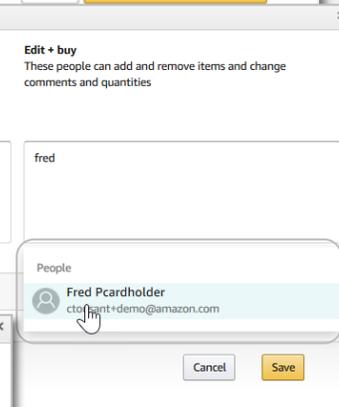
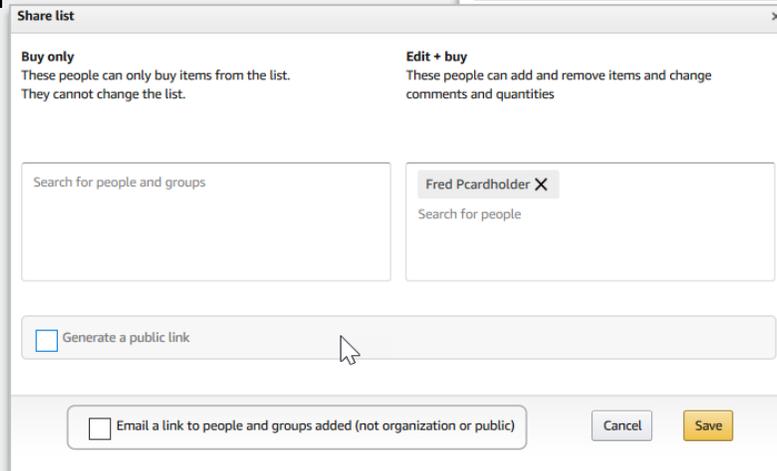
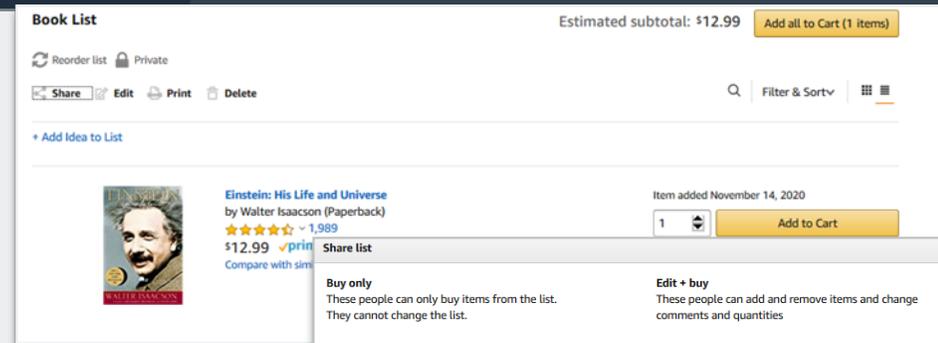


Sharing Your List

Share your list with your Purchaser for purchasing.

Sharing the list

- Click “Share” to choose a user with whom you would like to share the list.
- Choose whether the user will be able to edit the list and enter then enter a name in the box underneath.
- Once you select the name, choose whether you want the user to receive an email notifying the user a list has been shared.
- Click save and now the list appears in the selected user’s *Shared with you* within Lists.
- 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.



Questions

Refer to your Purchaser for all questions regarding your order.

- Questions regarding the status of your requested items should be directed to your Purchaser
- Purchasers are 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 866-486-2360



Search & Order From Within Your Lists

Lists make it easy to keep track of the things you need and are easy to share with others. Any User on Amazon Business can create a shopping list

- Review your own lists
- Review lists that have been shared with you
 - Shared with you
 - Shared with your groups
 - Public Lists
- Utilize Search functionality to find specific items within lists

The screenshot displays the Amazon Business 'Lists' page. At the top right, there is a navigation bar with 'EN', 'Hello, User', 'Account for Business', and 'Lists'. The main content area is titled 'Lists' and includes a 'Create a list' button. Below this, there are sections for 'Your reorder lists', 'Your shopping lists', 'Shared with you', 'Shared with your groups', and 'Public Lists'. The 'Your shopping lists' section is highlighted with an orange box. The main product listing is for 'Amazon Basics 20 Pack AAA High-Performance Alkaline Batteries, 10-Year Shelf Life, Easy to Open Value Pack'. It shows a price of \$8.29, a 'Best Seller' badge, and a 'Quantity discount available' message. The 'Add to Cart' button is highlighted with an orange box. The estimated subtotal is \$8.29, and there is an 'Add all to Cart (1 items)' button. A search bar with 'Filter & Sort' is also highlighted with an orange box. On the right side, there is a 'Your lists' sidebar with 'Preferred Item List' highlighted in orange, and a 'Create a list' button at the bottom.



Blocked Policies



Your organization may have blocked certain product categories based on internal buying policies

Organization blocked

- **Admin note:** Please contact IT for laptop acquisition.
- See more admin notes (1)



HP Chrom
GB RAM, 3
Silver)

Visit the HP Store
★★★★★
Climate Pled

List Price:
Business Price

Qty: 1



Add to Cart

1-Click ordering is not available for this item.

Select delivery location



Organization blocked

Samsung Galaxy Tab Active
T540NZKAXAR

★★★★★ ~ 137

\$515⁶³ \$749.99

\$512.87 with quantity discounts

✓prime FREE Delivery Mon, Mar 8

More Buying Choices

\$489.90 (7 used & new offers)

- Blocked products will be clearly marked throughout the buying process
- Blocked products cannot be added to cart, the cart will be grayed out



Restricted Policies



Your organization may have restricted certain product categories based on internal buying policies

Organization restricted

Hammermill Printer Paper, 20 lb Copy Paper, 8.5 x 11 - 8 Ream (4,000 Sheets) - 92 Bright - Made in the USA

Organization restricted

HP Printer Paper 8.5 x 11 | 20 lb - 1 ream - 500 Sheets | 92 Bright - Made in USA - FSC Certified Copy Paper

Organization restricted

Admin note: "This item may not comply with the purchasing standards for your organization."

Hammermill Printer Paper, 20 lb Copy Paper, 8.5 x 11 - 8 Ream (4,000 Sheets) - 92 Bright - Made in the USA

Visit the Hammermill Store

★★★★★ 23,365 ratings

#1 Best Seller in Inkjet Printer Paper

- Restricted products will be clearly marked throughout the buying process
- Purchases with Restricted items may require additional approval
- Administrators have direct visibility into any restricted purchases via Business Analytics



Common Amazon Business Support Questions

Quick resolutions to frequently asked questions and contact information for a variety of support resources



Contact Business Customer Support: [CLICK HERE](#) or call 866-486-2360

- Provides end users the option to call, email, or live chat. Please use this method of contact for anything relating to an order, transaction, charge, or shipment



Support when Joining the Account: [CLICK HERE](#) or call (844) 428-3060

- Provides end users the option to contact a dedicated support team for assistance with end user issues when joining your account.



amazon business

Thank You

