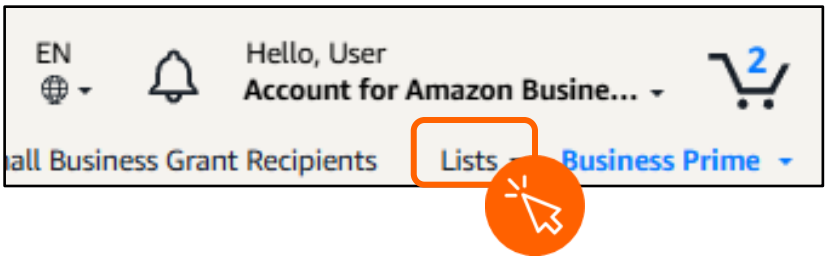


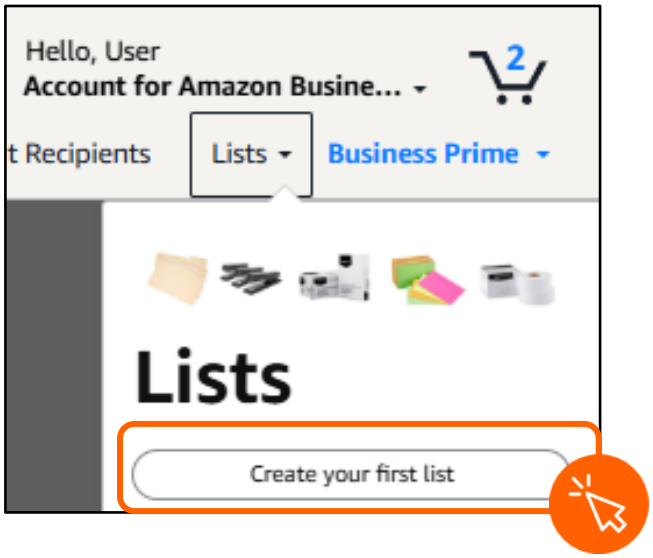
How to Guide | Creating a List

amazon business

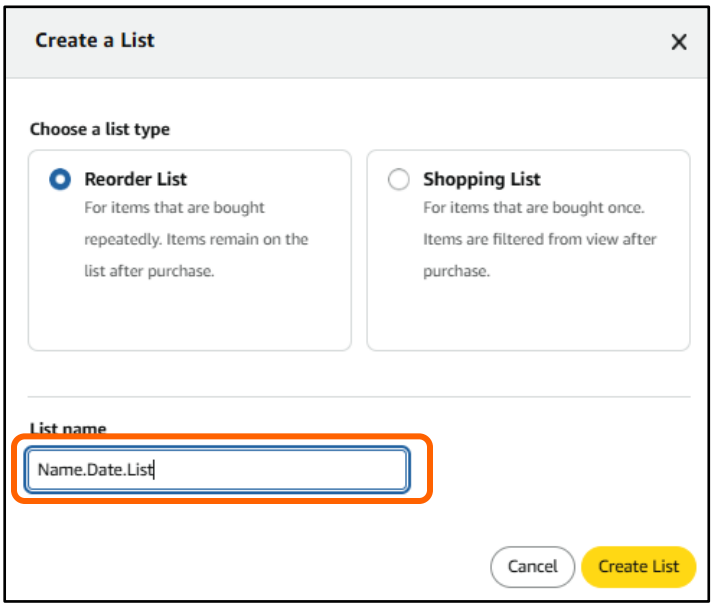
1. Hover over **Lists** in the upper right-hand corner of your home page.



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

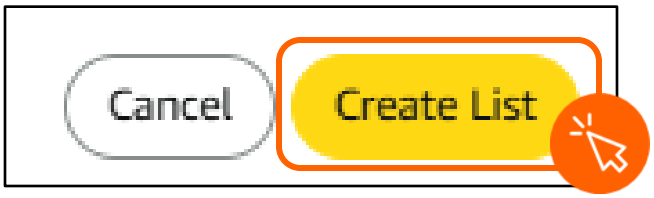


3. Choose a list type, and add a **List name**. If you plan to share the list, we recommend including your name and the date in the **List name** for easier identification.

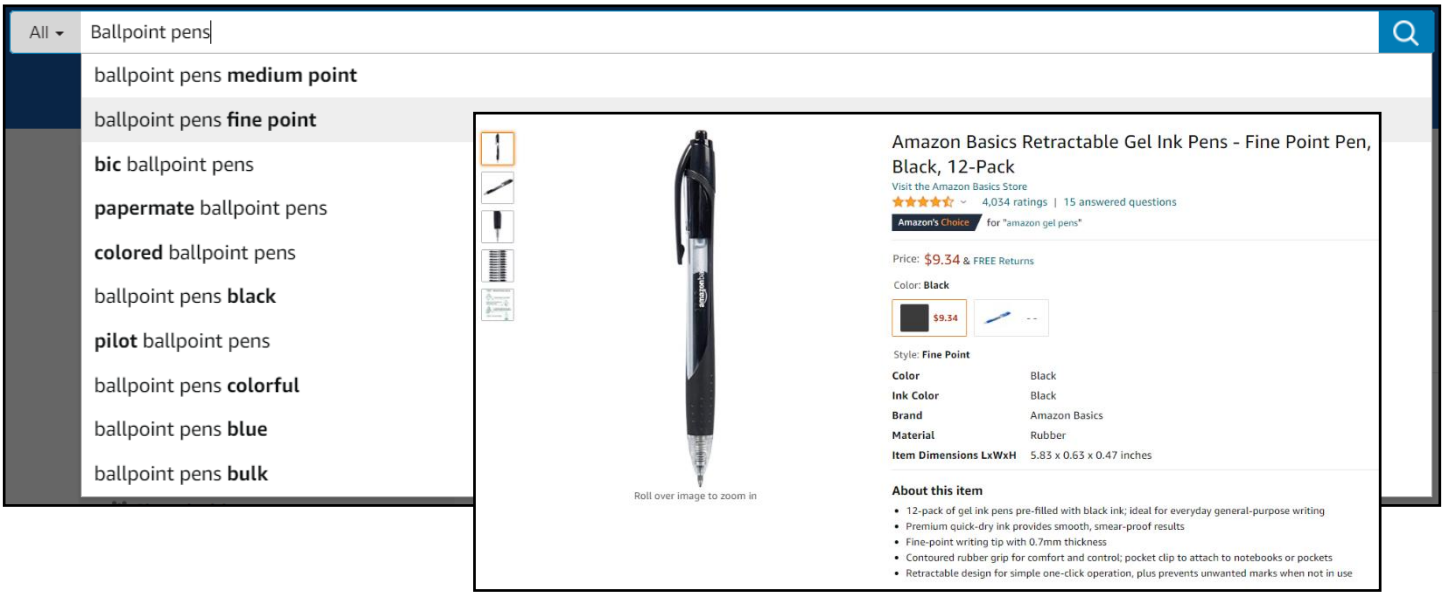


amazon business

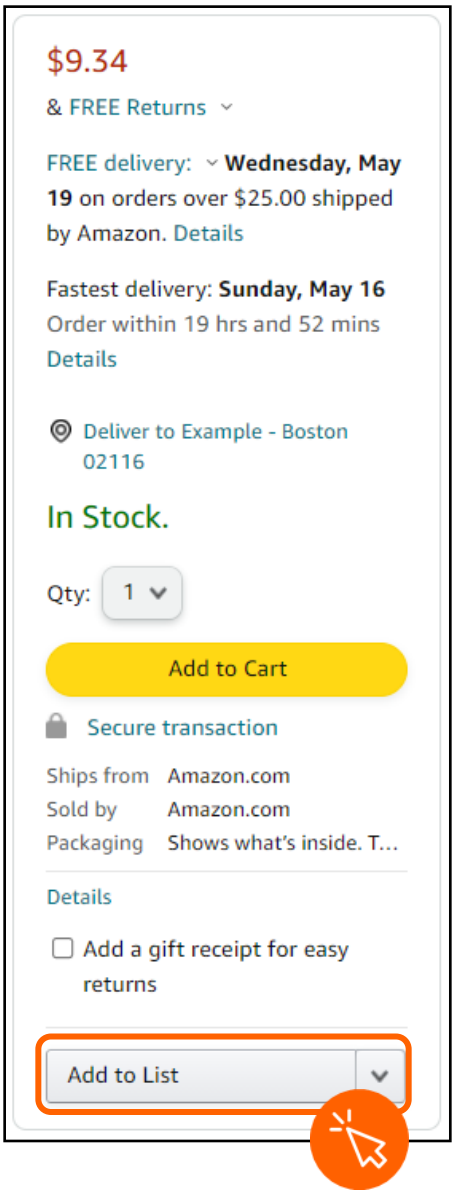
4. Click **Create List**.



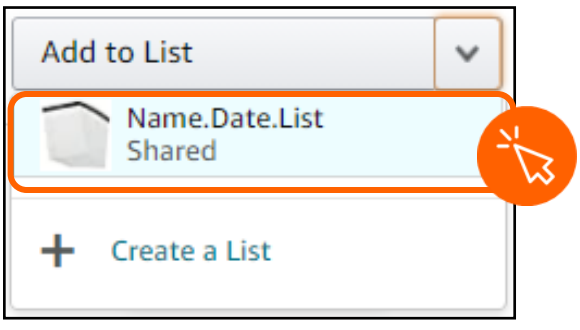
5. Search for and identify items you wish to include in your list.



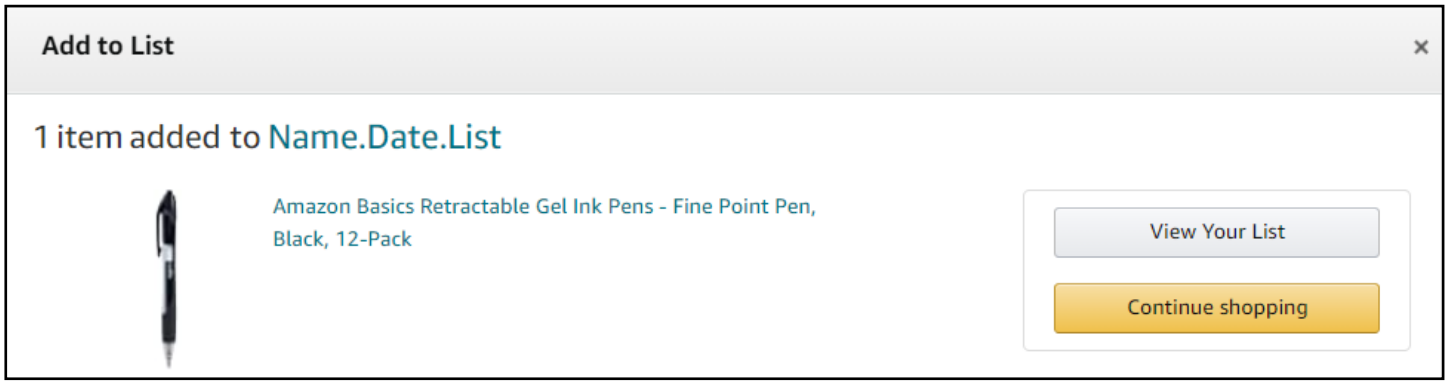
6. Select **Add to List** which will be located on the right hand side of the product page.



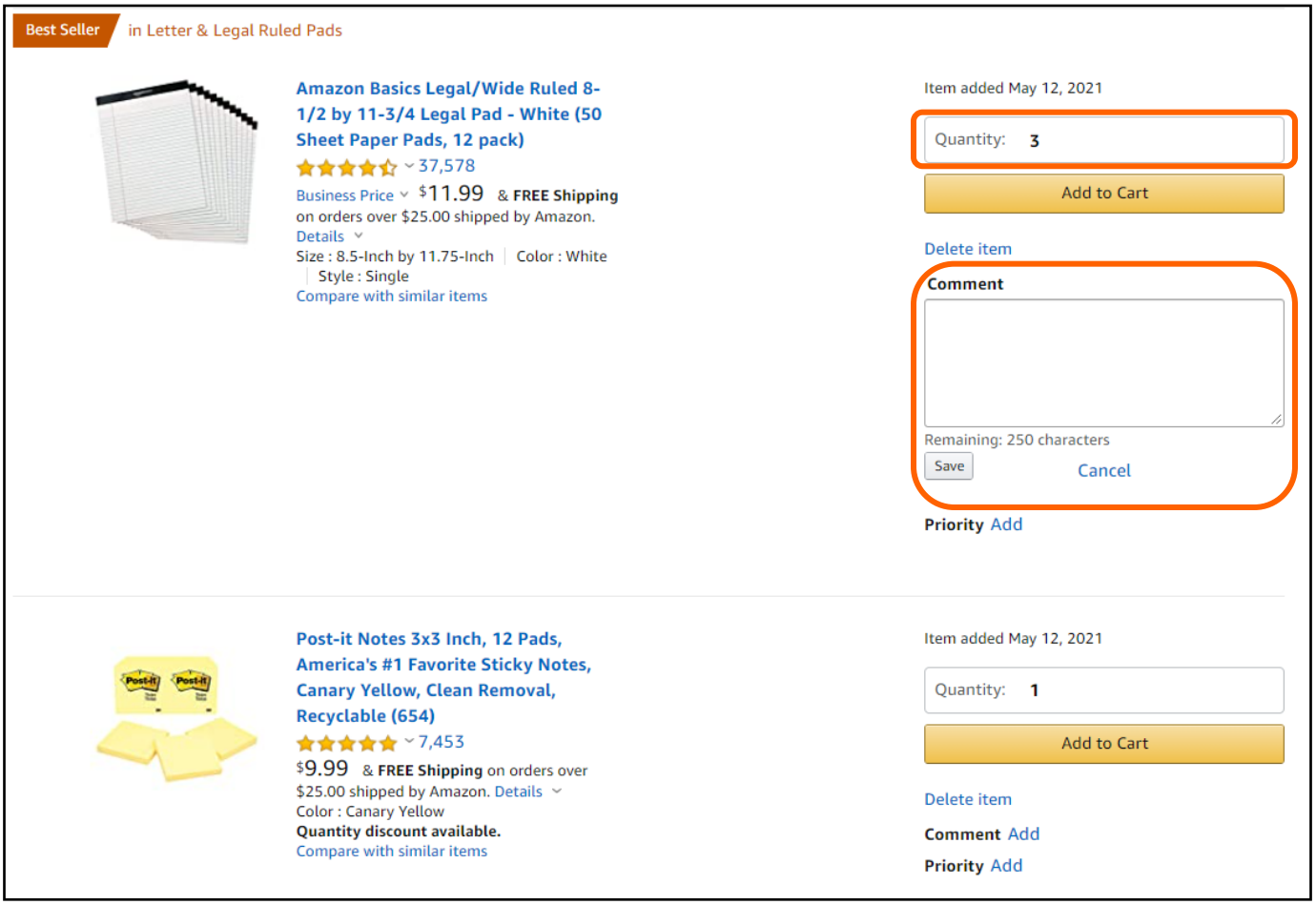
7. Choose your list from the drop down.



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.



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



amazon business