

**Before** Creating your Shopping List

1. Go to B+ to Create a PR#
  - Generate a PR#
  - Enter Security Code
  - Enter Vendor I.D.
  - Enter Buyer Code
  - Enter Ship to ID:
2. Press Enter to Save (**DO NOT PROCEED**)

**Note:** Items added to your Amazon Shopping List will be added to B+ after your Shopping List is complete.

# How to Create Your Shopping List

## 1. Sign-In to Amazon

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### Sign-In

Email or mobile phone number

Continue

By continuing, you agree to Amazon's [Conditions of Use and Privacy Notice](#).

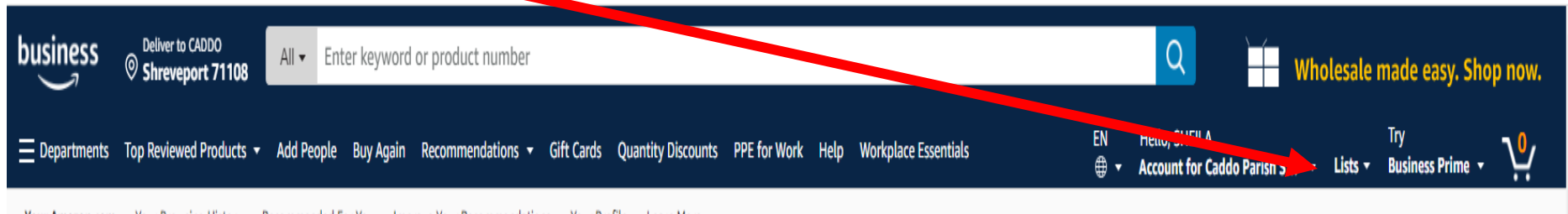
▶ [Need help?](#)

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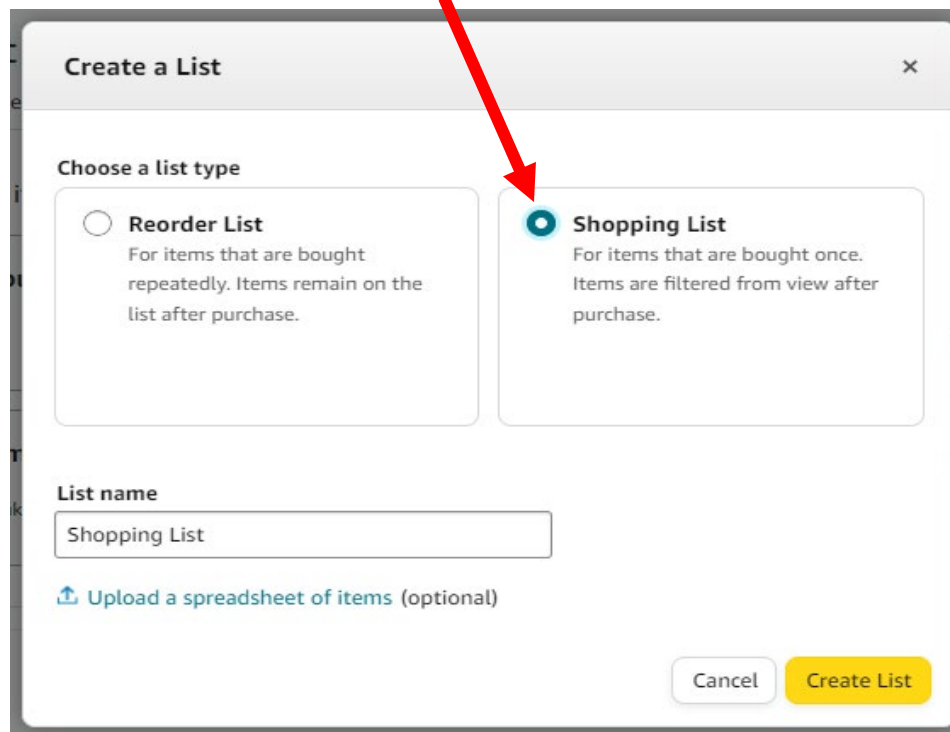
New to Amazon?

Create your Amazon account

2. Hover over **List**—a drop-down screen will appear and pull your mouse downward to **Create a List**



3. Click in the circle **Shopping List**



4. In the box under **List name** - Enter PR#
5. Click **Create List**

The image shows a 'Create a List' dialog box with a close button (x) in the top right corner. Under the heading 'Choose a list type', there are two options: 'Reorder List' (unselected) and 'Shopping List' (selected). Below this, there is a 'List name' text input field containing the text 'Shopping List'. At the bottom, there is a link 'Upload a spreadsheet of items (optional)' and two buttons: 'Cancel' and 'Create List'.

**Reorder List**  
For items that are bought repeatedly. Items remain on the list after purchase.

**Shopping List**  
For items that are bought once. Items are filtered from view after purchase.

**List name**  
Shopping List

[Upload a spreadsheet of items \(optional\)](#)

Cancel Create List

6. Search and Add items to your Shopping List by searching the **Keyword** or **Amazon URL**.  
**DO NOT ADD ITEMS TO THE CART**

## Start adding items to your list

Use these options or go to any product and click **Add to list > Shopping List - i**

Add items using product information

<b>Your Orders</b>	<b>Keyword</b>	<b>ASIN</b> Amazon product number	<b>ISBN</b> International Standard Book Number
<b>Amazon URL</b> Link to product page	<b>Supplier and SKU</b>	<b>Manufacturer part number</b>	

0 items in this view

7. Once you click **Keyword** or **Amazon URL**...

**Type the item name or URL in the box and enter the Quantity. Click Search Item**

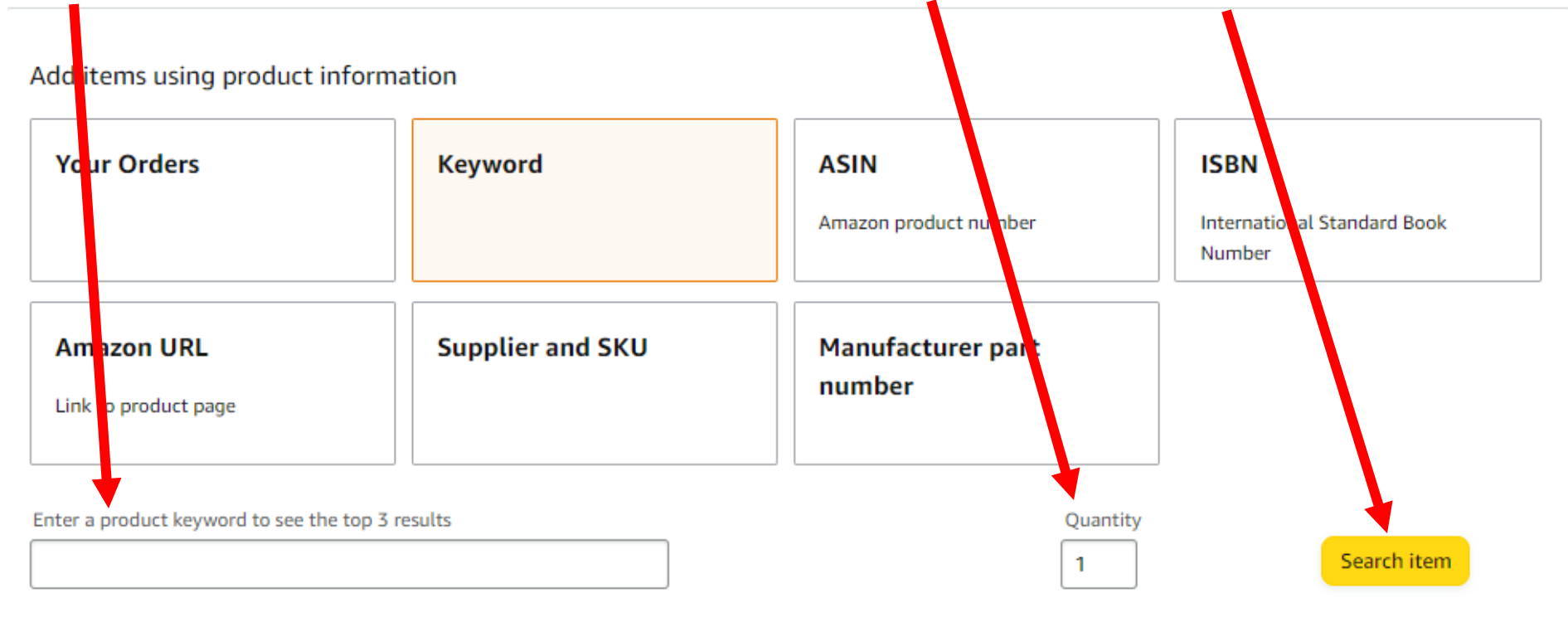
Add items using product information

<b>Your Orders</b>	<b>Keyword</b>	<b>ASIN</b> Amazon product number	<b>ISBN</b> International Standard Book Number
<b>Amazon URL</b> Link to product page	<b>Supplier and SKU</b>	<b>Manufacturer part number</b>	

Enter a product keyword to see the top 3 results

Quantity

**Search item**



8. Click **Add**... If you would like to see other items Click, **See all results for**...

Keyword: USB 2.0 Type A Male to A Female Active Repeater Extension Cable 30ft, High Speed 480 Mbps (30FT-10M)



**30FT USB Extension Cable, GGMTY USB 2.0 Type A Male to A Female Active Repeater Extension Cable 30ft, High Speed 480 Mbps**

★★★★☆ 22

Business Price

\$15<sup>99</sup> FREE delivery

Add



**GOSYSONG USB 2.0 Type A Male to A Female Active Repeater Extension Cable 30ft, High Speed 480 Mbps**

★★★★☆ 64

Business Price

\$16<sup>99</sup> FREE delivery

Save 8%

Add



**USB 2.0 Type A Male to A Female Active Repeater Extension Cable 30ft, High Speed 480 Mbps (30FT-10M)**

★★★★☆ 1,386

Business Price

\$14<sup>99</sup> FREE delivery

Add

[See all results for "USB 2.0 Type A Male to A Female Active Repeater Extension](#)


9. Once you select the item you want... **enter or select quantity.**

**DO NOT CLICK ADD TO CART**

Click **Add to List.**

Pickup is convenient and secure Find locations near you ▶

◀ Back to results



Roll over image to zoom in

### GOSYSONG USB 2.0 Type A Male to A Female Active Repeater Extension Cable 30ft, High Speed 480 Mbps

Visit the GOSYSONG Store

★ ★ ★ ★ ★ 64 ratings


Original Price: \$19.99  
Business Price: **\$16.99** & FREE Returns ▾  
You Save: \$3.00 (15%)

Pay invoices how you want. Make payments through wire, check, or ACH online.

Size: 30ft

3ft 6ft 10ft 20ft **30ft** 40ft 50ft 65ft 80ft 100ft

Color: Active USB 2.0 Extension Cable







**Connector Type** Usb Type a Male, Usb Type a Female  
**Cable Type** USB, AUX  
**Compatible Devices** Laptop, USB Flash Drive, Television, PlayStation, Mouse, Keyboard, Personal Computer, Hard Drive Enclosure, Printer, PS4 controller  
[See more ▾](#)

**Color** Active USB 2.0 Extension Cable  
**Brand** GOSYSONG

**About this item**

- 🔌 USB Active Extender: GOSYSONG USB 2.0 active extension cable provides the convenient way to extend your USB peripherals to computer, Wireless Network Adapter, 4G/5G Network Adapter, Wifi Receiver, Printer, Scanner, Camera, USB display Adapter, Mouse, Keyboard, USB flash drive, PS controller and other computer

Share    

**\$16.99**  
& FREE Returns ▾

FREE delivery **Monday, March 7** if you spend \$25 on items shipped by Amazon

Or fastest delivery **Friday, March 4.** Order within 10 hrs 24 mins

📍 Deliver to Caddo - Shreveport 71108

**In Stock.**

Qty: 1 ▾

Buying in bulk?

**Add to Cart**

🔒 Secure transaction

Sold by GOSYSONG and Fulfilled by Amazon.

Support: Free Amazon product support included ▾

Add a gift receipt for easy returns

**Add to List** ▾



10. Once your Shopping List is **Complete**. Click **Share**

Shopping list Private

Share Edit Print Delete

Filter & Sort

## Start adding items to your list

Use these options or go to any product and click **Add to list > Shopping List - i**

### Add items using product information

**Your Orders**

**Keyword**

**ASIN**

Amazon product number

**ISBN**

International Standard Book Number

**Amazon URL**

Link to product page

**Supplier and SKU**

**Manufacturer part number**

11. **In the Search for people** box type [sjones@caddoschools.org](mailto:sjones@caddoschools.org) .  
Click [sjones@caddoschools.org](mailto:sjones@caddoschools.org) and then Click **Save**.

The screenshot shows a 'Share list' dialog box with a close button (X) in the top right corner. The main heading is 'Share within your organization'. Below this, there are two columns of options: 'Buy only' (with subtext 'These people can only buy items from the list. They cannot change the list.') and 'Edit + buy' (with subtext 'These people can add and remove items and change comments and quantities'). Under 'Buy only' is a checkbox labeled 'Share with your organization (all members)'. Below these options are two search boxes: 'Search for people and groups' on the left and 'Search for people' on the right. At the bottom left is a checkbox labeled 'Generate a public link'. At the bottom right are two buttons: 'Cancel' and 'Save'.

Once **Save** is clicked your **Shopping List** will be emailed to Sheila Jones for processing.

12. At this point you will add all of the items on your **Shopping List** into **Business Plus** under the PR# you saved in the initial step of this process.