amazon business Shopping List Reference Guide

<mark>**Before**</mark> 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 (<mark>**DO NOT PROCEED**</mark>)

<mark>**Note:** Items added to your **Amazon Shopping List** will be added to B+ after your Shopping List is complete.</mark>
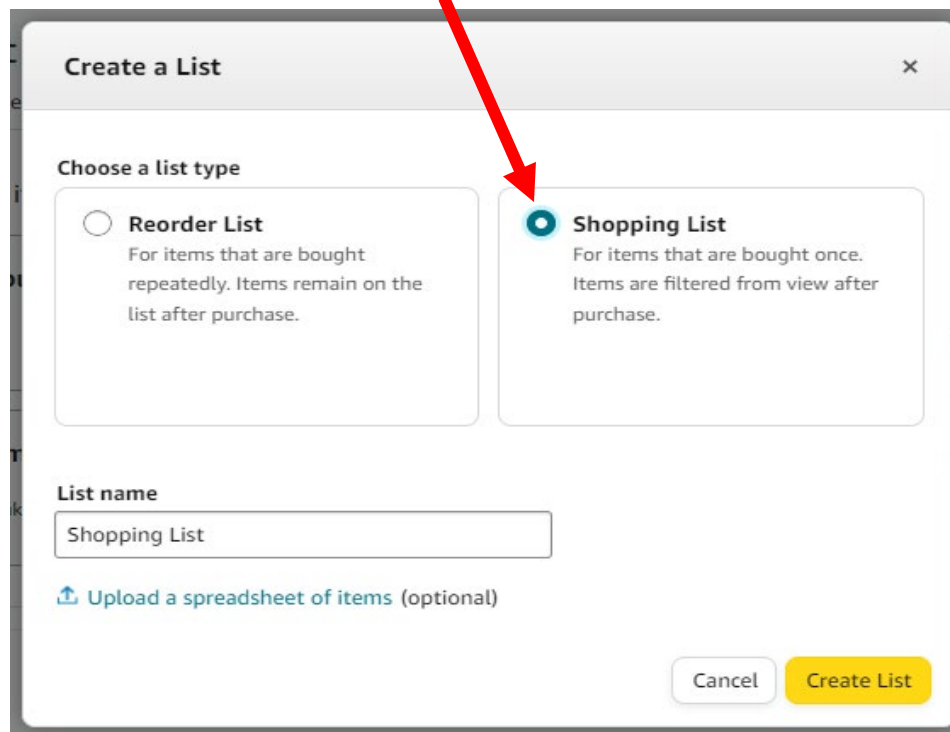
How to Create Your Shopping List

1. Sign-In to Amazon

2. Hover over **List**—a drop-down screen will appear and pull your mouse downward to **Create a List**
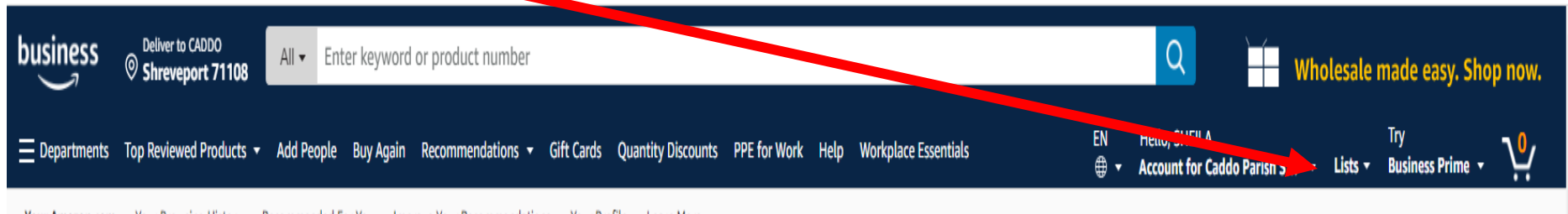
3. Click in the circle **Shopping List**

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

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

| Your Orders | Keyword | ASIN

Amazon product number | ISBN

International Standard Book Number |
|---|---|---|---|
| Amazon URL

Link to product page | Supplier and SKU | Manufacturer part number | |

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**
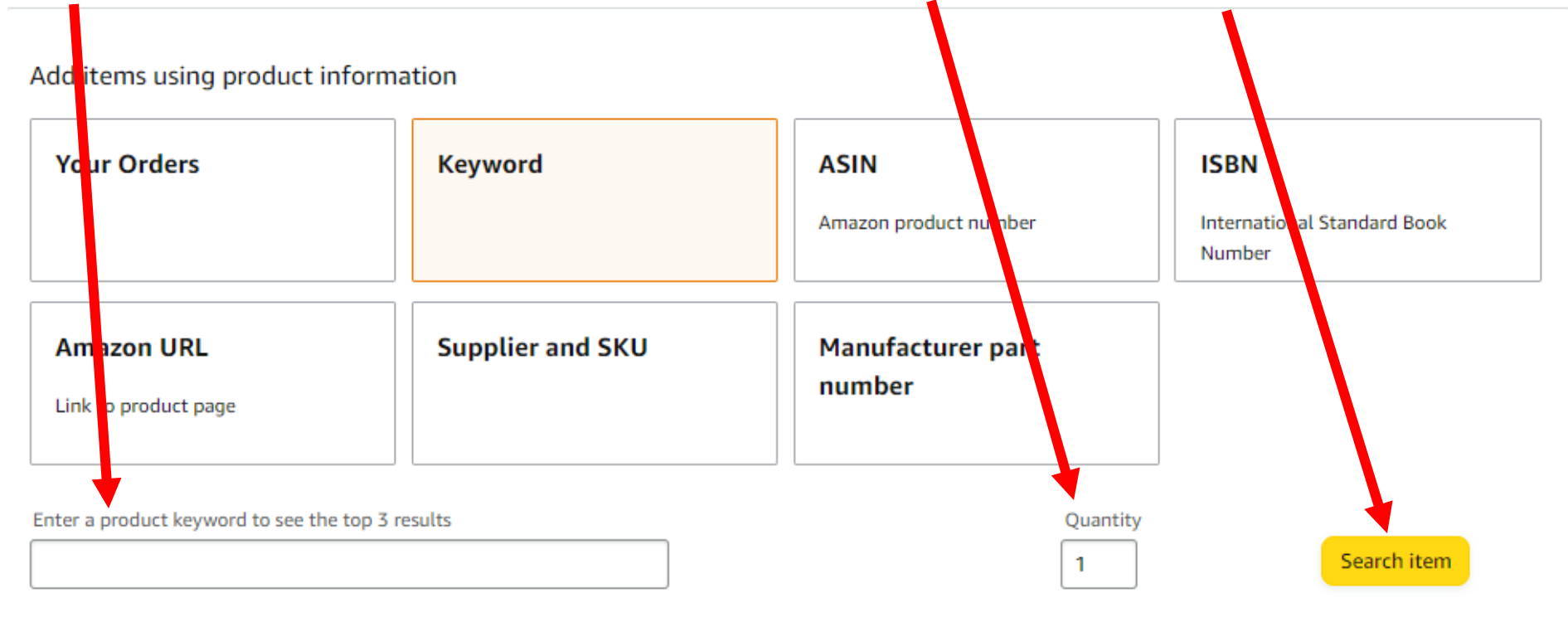
Add items using product information

Your Orders	Keyword	ASIN	ISBN
		Amazon product number	International Standard Book Number

Amazon URL	Supplier and SKU	Manufacturer part number
Link to product page		

Enter a product keyword to see the top 3 results

Quantity

1

Search item

8. Click **Add**… If you would like to see other items <u>Click</u>, **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

$15⁹⁹   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

$16⁹⁹   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

$14⁹⁹   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**.

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	ISBN
		Amazon product number	International Standard Book Number

Amazon URL	Supplier and SKU	Manufacturer part number	
Link to product page			

11. **In the Search for people** box type sjones@caddoschools.org .
Click sjones@caddoschools.org and then Click **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.