

Amazon Business Purchasing tips in CSUBUY As of 9/16/20

- Please make sure that the email address used when signing up for your Amazon Business account is the alpha numeric version rather than your name (for example dw166@humboldt.edu not david.woods@humboldt.edu)
- If you are currently creating and assigning carts in CSUBUY rather than making purchases with your Procard, be advised that this function does not work with Amazon. You will want to create a shopping list (how to reference BELOW) and assign it to the person that will be making the purchase on your behalf.

Let me know if there are any questions or if you need assistance using CSUBUY.

Dave

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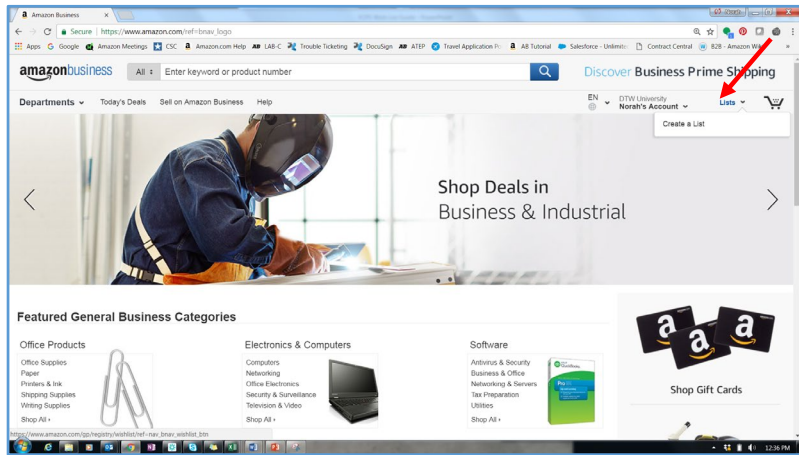
Web: www.humboldt.edu/procurement

amazon business Shopping List Reference Guide

[Create Your Business List](#)

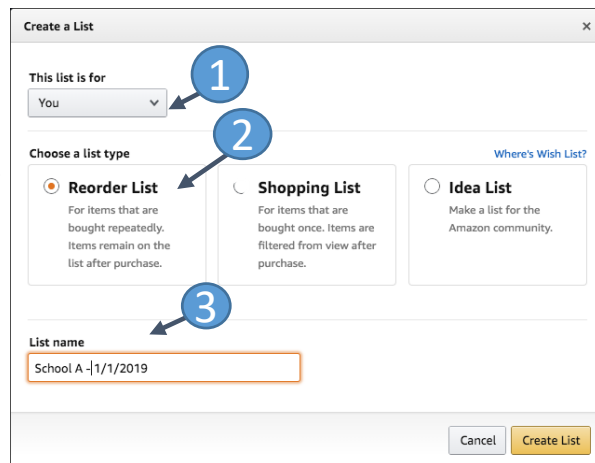
Use Business Lists to create a list of items you would like your designated purchaser to purchase for you.

To get started, hover your mouse over Lists at the top right of your screen. Click **Create a List**



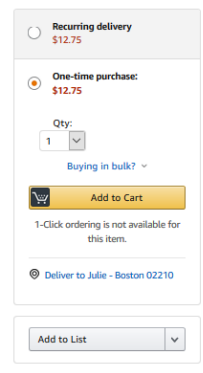
[Customize Your List:](#)

1. Select that this list is for you
2. Select list type: **Reorder List**
3. Name the the list with the **school you are ordering from AND the date of your order**



[Add items to your list](#)

1. Search for an item
2. Select the Add to List option which appears to the right of the page below the "Buy Box"
3. Select the applicable list to add item
4. Confirmation message will show that item was added and you can choose to view your list or continue shopping



[Finalizing your list](#)

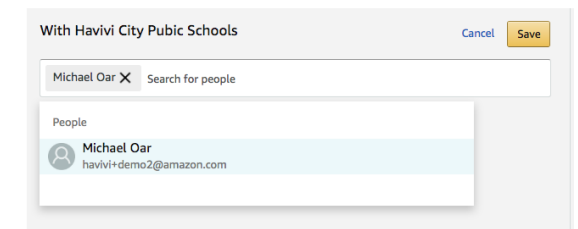
Once your list is complete, Click **View Your List**. **Before sending your list, you may**
1) request a quantity and/or
2) add comments



[Email List to designated purchaser](#)

1. Select "Share"
2. Click "Manage coworkers"
3. Click Add People
4. Search for the recipient's name or email
5. Click "Save"

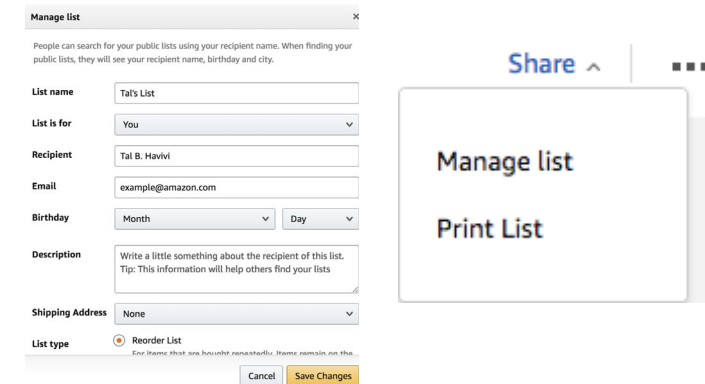
Mr. Havivi - 3rd Grade - ABC Elementary



[List Settings](#)

To change your list name, settings, or delete list,

1. Select the 3 dots in the upper right corner and select "Manage list" from drop down
2. Please make sure to include your school name and date in the list name



[Other Settings](#)

Although not needed in the day to day process, there are options to share your list outside of the account:

1. Click on “Share with a link” and it will provide a URL you can copy and send via email to anyone
2. Click on “Searchable on Amazon,” and your list will be made public so anyone can find and purchase off your list

