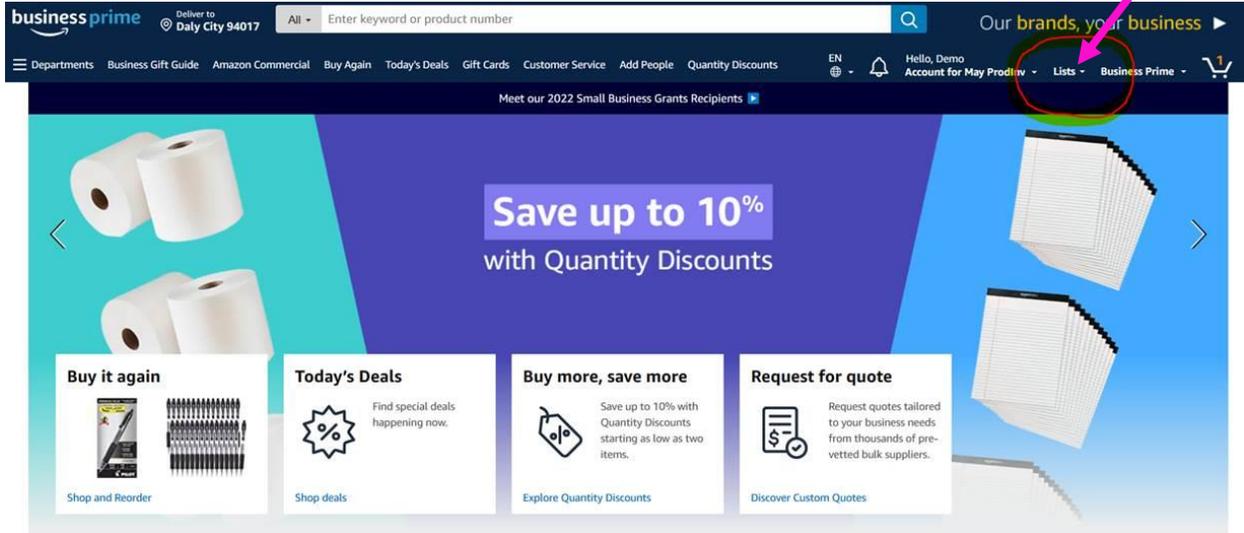
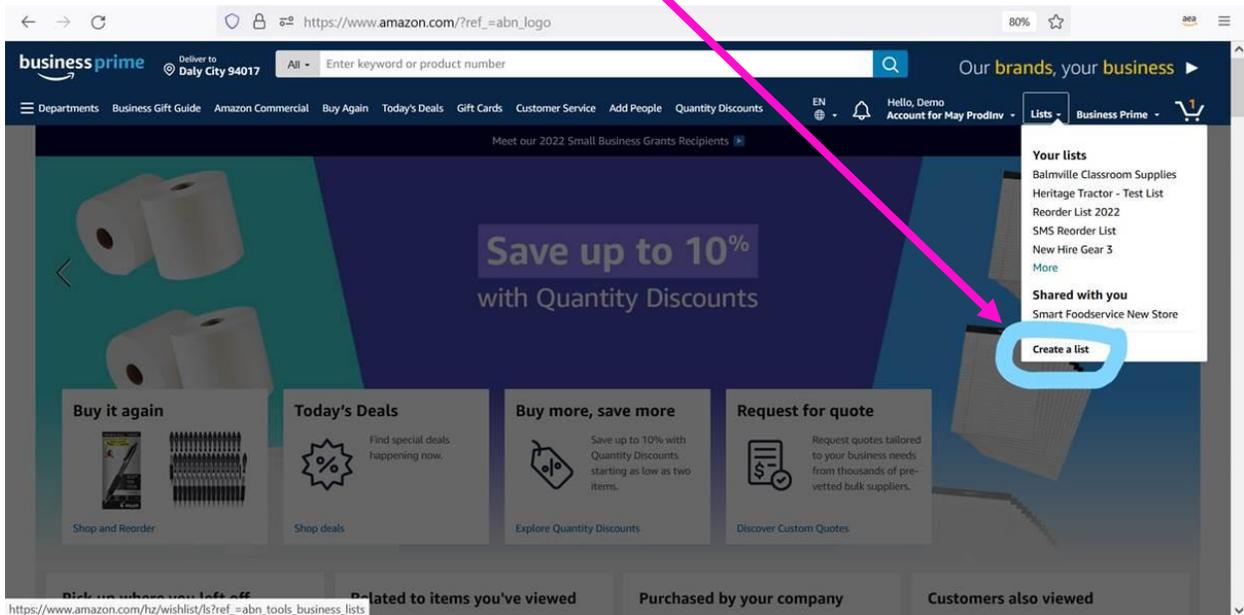


To place your order on Amazon and transfer to Purchasing for approval and payment
Please also send your completed requisition to Purchasing

1. From the main Amazon Business webpage, choose “Lists” is circled in the upper right hand corner of the page, in between “Hello, Account for Eastern CT” and your Shopping Cart.



2. Hover over “Lists” and select, “Create a list”



3. Select, "Shopping List" and rename the list under "List Name" and then select the yellow button, "Create List"

Create a List ×

Choose a list type

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 12_16_22

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

Cancel **Create List**

4. Search for your items from any of the search options below

Shopping List Add all to Cart (0 items)

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**

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

5. Keyword is the easiest way to start

Shopping List Add all to Cart (0 items)

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**

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	

Enter a product keyword to see the top 3 results

floor heater

Quantity: 1 Search item

0 items in this view

6. Search for items and Add to List - not to Cart

Choose a product to add

Keyword: floor heater

-  **Amazon Basics 1500W Ceramic Personal Heater with Adjustable Thermostat, Black**
★★★★☆ 25,525
\$26²⁵ ✓prime Add
-  **Lasko Oscillating Ceramic Tower Space Heater for Home with Adjustable Thermostat, Timer and Remote Control, 22.5 Inches, Grey/Black, 1500W, 751320**
★★★★☆ 27,153
\$54⁹⁹ ✓prime Add
- Best Seller**
 **Portable Electric Space Heater with Thermostat, 1500W/750W Safe and Quiet Ceramic Heater Fan, Heat Up 200 Square Feet for Office, Room, Desk Indoor Use**
★★★★☆ 67,017
Business Price
\$29⁹⁵ ✓prime Add

[See all results for "floor heater"](#)

Cancel



Click image to open expanded view



\$39.99
✓prime
FREE Returns

FREE delivery **Monday, December 19**. Order within 14 hrs 49 mins

Arrives before Christmas

Deliver to Daly City 94017

In Stock.

Qty: 1

Add to Cart

Secure transaction

Sold by Yongcheng Direct and Fulfilled by Amazon.

Return policy: Returnable until Jan 31, 2023

Support: Free Amazon product support included

Add a gift receipt for easy returns

Add to List

Add to Registry & Gifting

New (2) from

7. Click on "Share" to share your list

Shopping List 12_16_22 Estimated subtotal: \$26.25 Add all to Cart (1 items)

Shopping list Private

Share Edit Print Delete

Start adding items to your list

Use these options or go to any product and click Add to list > Shopping List 12_16_22

Add items using product information

Your Orders Keyword ASIN ISBN

Amazon URL Supplier and SKU Manufacturer part number

Enter a product keyword to see the top 3 results Quantity 1 Search item

8. Type the purchasing/purchasing@easternct.edu in to the **Edit + Buy** column and select the individual that automatically populates. Then click "Save" at the bottom and your list will automatically be email to that individual to review and place the order with their Pcard. Please also submit your completed requisition to purchasing.

Share list

Share within your organization

Buy only These people can only buy items from the list. They cannot change the list.

Share with your organization (all members)

Search for people and groups

Generate a public link

Edit + buy These people can add and remove items and change comments and quantities

Type Name/Email of Individual here and click "Save"

People

- Finance Role andtoo+invoicingfinance@amazon.com
- Juliette Corse andyjac+procwalk@amazon.com