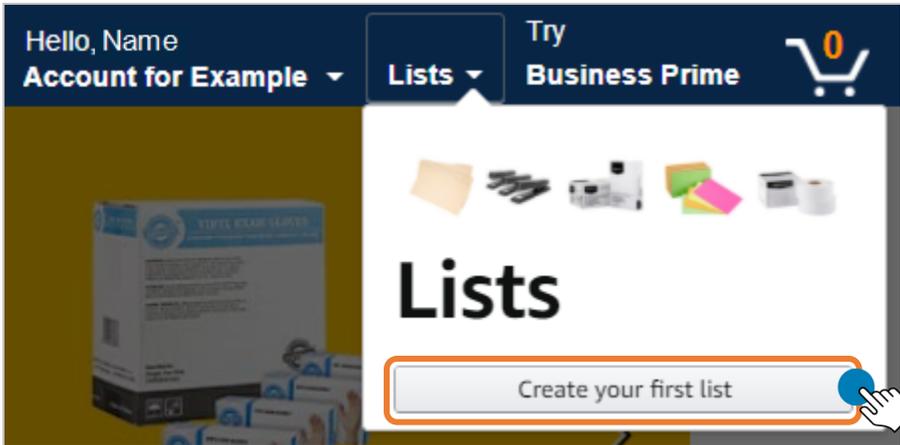


Creating a List

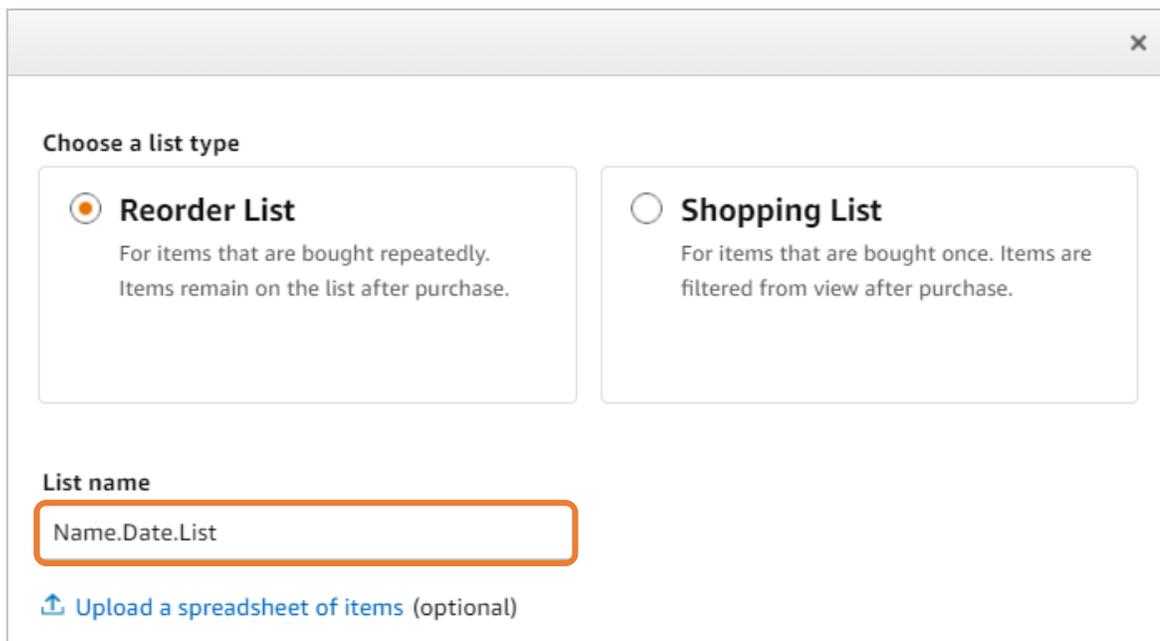
1. Hover your mouse over **Lists** in the top right corner of your Amazon Business home page.



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.

A screenshot of the 'Create List' dialog box. It has a close button (X) in the top right corner. Under the heading 'Choose a list type', there are two options: 'Reorder List' (selected with a radio button) and 'Shopping List'. Below this, there is a 'List name' field containing the text 'Name.Date.List'. At the bottom, there is a link that says 'Upload a spreadsheet of items (optional)'.

4. Click **Create List**.



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

All ▾ Ballpoint pens

ballpoint pens **medium point**

ballpoint pens **fine point**

bic ballpoint pens

papermate ballpoint pens

colored ballpoint pens

ballpoint pens black

pilot ballpoint pens

ballpoint pens colorful

ballpoint pens blue

ballpoint pens bulk

Amazon Basics Retractable Gel Ink Pens - Fine Point Pen, Black, 12-Pack

Visit the Amazon Basics Store

★★★★★ 4,034 ratings | 15 answered questions

Amazon's Choice for "amazon gel pens"

Price: **\$9.34** & FREE Returns

Color: **Black**

Style: **Fine Point**

Color: Black

Ink Color: Black

Brand: Amazon Basics

Material: Rubber

Item Dimensions LxWxH: 5.83 x 0.63 x 0.47 inches

Roll over image to zoom in

About this item

- 12-pack of gel ink pens pre-filled with black ink; ideal for everyday general-purpose writing
- Premium quick-dry ink provides smooth, smear-proof results
- Fine-point writing tip with 0.7mm thickness
- Contoured rubber grip for comfort and control; pocket clip to attach to notebooks or pockets
- Retractable design for simple one-click operation, plus prevents unwanted marks when not in use

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

\$9.34

& FREE Returns ▾

FREE delivery: ▾ **Wednesday, May 19** on orders over \$25.00 shipped by Amazon. [Details](#)

Fastest delivery: **Sunday, May 16**
Order within 19 hrs and 52 mins
[Details](#)

📍 Deliver to Example - Boston 02116

In Stock.

Qty: 1 ▾

Add to Cart

🔒 Secure transaction

Ships from Amazon.com

Sold by Amazon.com

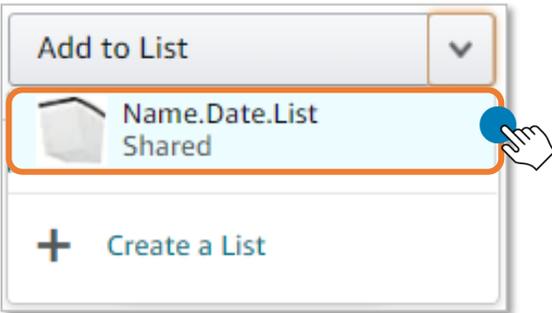
Packaging Shows what's inside. T...

[Details](#)

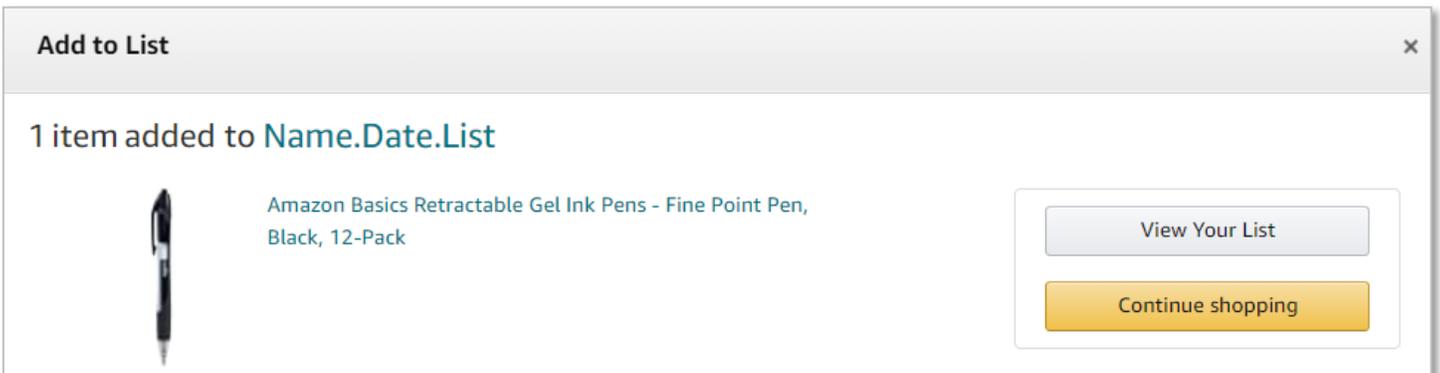
Add a gift receipt for easy returns

Add to List ▾

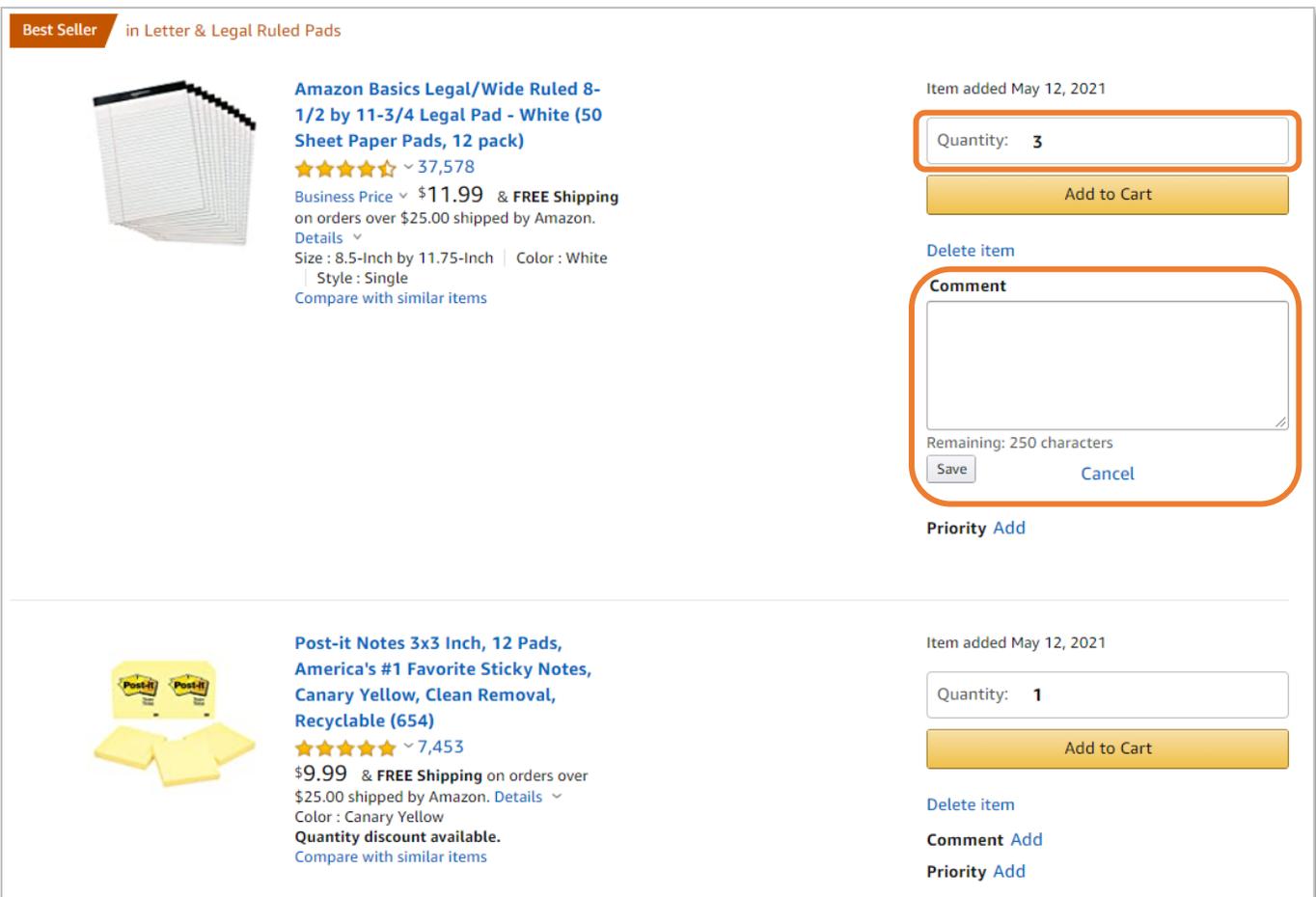
7. Choose your list from the drop down.



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.





Did you find this guide to be helpful? Please complete [this short survey](#) to provide feedback.