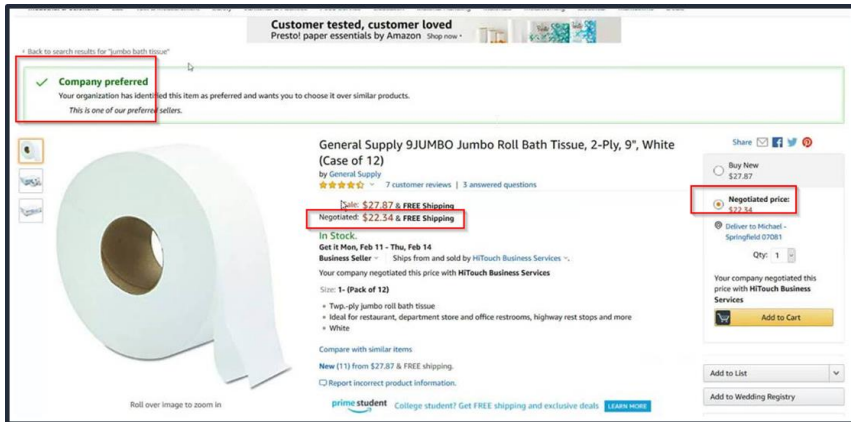


## [Introducing Latsons Office Supply purchasing through Amazon Business](#)

To receive cost savings and save time with faster deliveries, we have partnered with Latsons Office Supply to offer special TAMUC “Negotiated Pricing” through the Amazon Business.

## [Negotiated Pricing](#)



## [Search Results](#)

Search as you normally would - Negotiated Price items are automatically Preferred and will be shown at the top of the search results in “Preferred by Your Company”

[Buy Box](#) When you select a price to “Add to Cart,” look for **Negotiated Price**

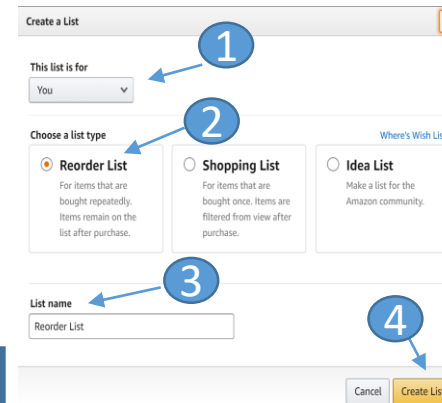
[Badging](#) Items with Negotiated Price will show with green “Company Preferred” badging

## [Reorder Shopping Lists](#)

You can create your own Reorder Lists for items you regularly purchase. To begin, hover over **Lists** in upper right corner of your screen and select **List >Create a List**

1. Select This list is for **you** from the dropdown menu
2. Choose list type: **Reorder List**
3. Name the list
4. Select **Create List**

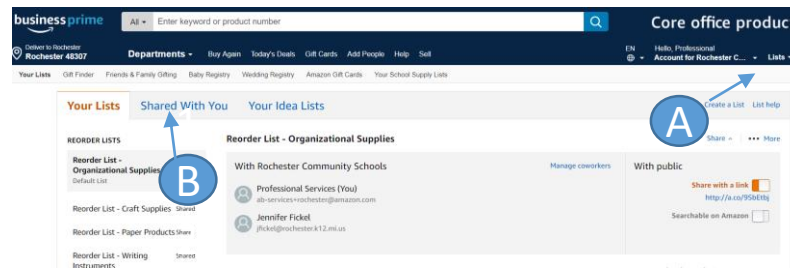
Search and add items you buy most often to save time



## [How to Find Lists shared with you](#)

Lists can be shared with you. To view them,

- A. Click on “Lists” on the top right hand corner of the Amazon Business screen
- B. From Lists page select “Shared with You”



## [Bookmarking Latsons Office Supply in Amazon Business](#)

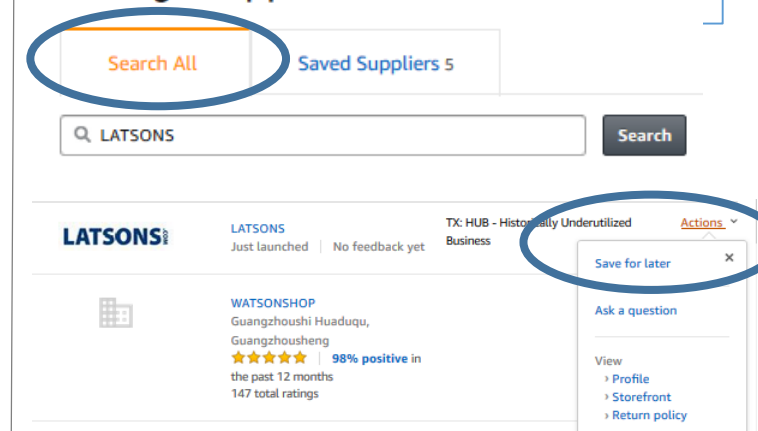
To easily find Latsons Office Supply information in Amazon Business leverage Manage Supplier functionality.

From your main menu in upper right corner, select **Manage Supplier** from drop down menu.

In the **Search All** tab, search for a supplier you purchase from frequently and select **Save for Later** from **Action** drop down.

The Supplier will be added to your **Saved Supplier tab** and you can easily access the suppliers contact information, storefront, return policy, and other information under **Actions**

## [Manage Suppliers](#)



# Business Customer Support

Dedicated U.S. based [Business Customer Support](#) can easily be reached through Contact Us. Then choose email, phone, or chat to work directly with the Amazon Business Customer Support team.

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Please log into your account and use [“Contact Us”](#) to reach the Amazon Business Customer Service team. If you can't log in, call (888) 281-3847.