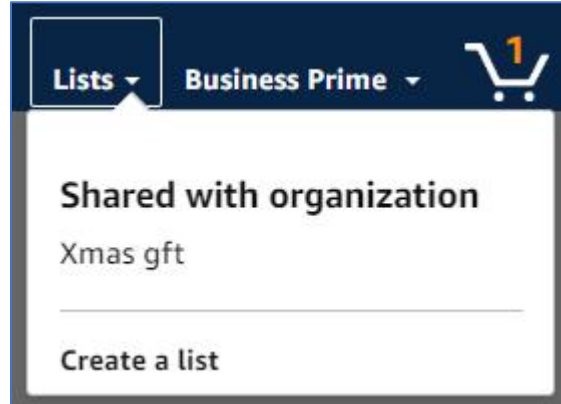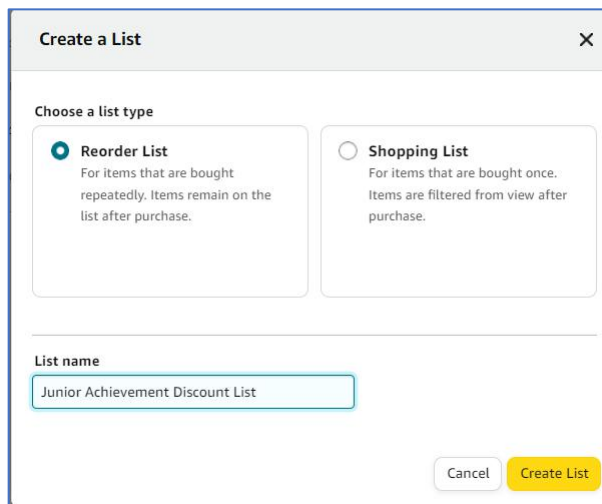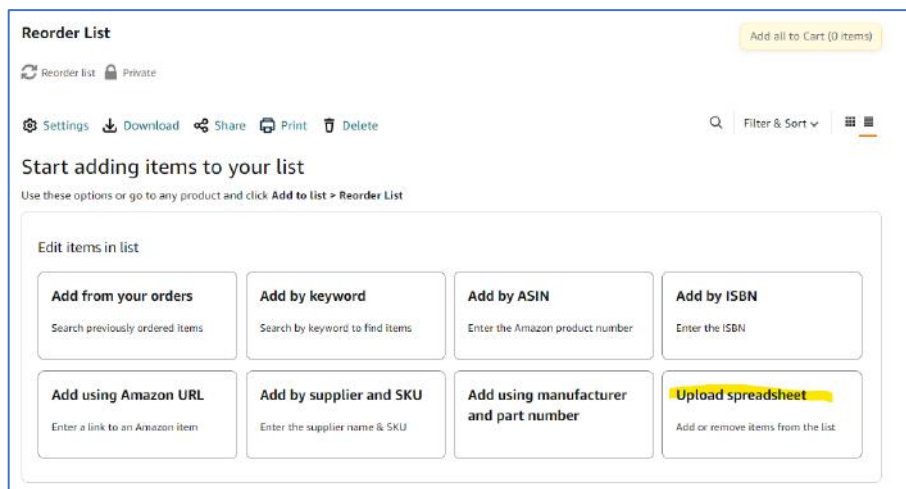Log into your Amazon Business account and click on "Lists" > Create a List

You can create a reorder list. At this step you define a name and a type:

On the bottom right you can "upload spreadsheet" instead of creating one in the traditional way:

You will have the option of downloading a template (1) and then after filling it, uploading it again to create the list (2)

The application will summarize for you the upload process and indicate errors that prevent some lines to be uploaded from the source:
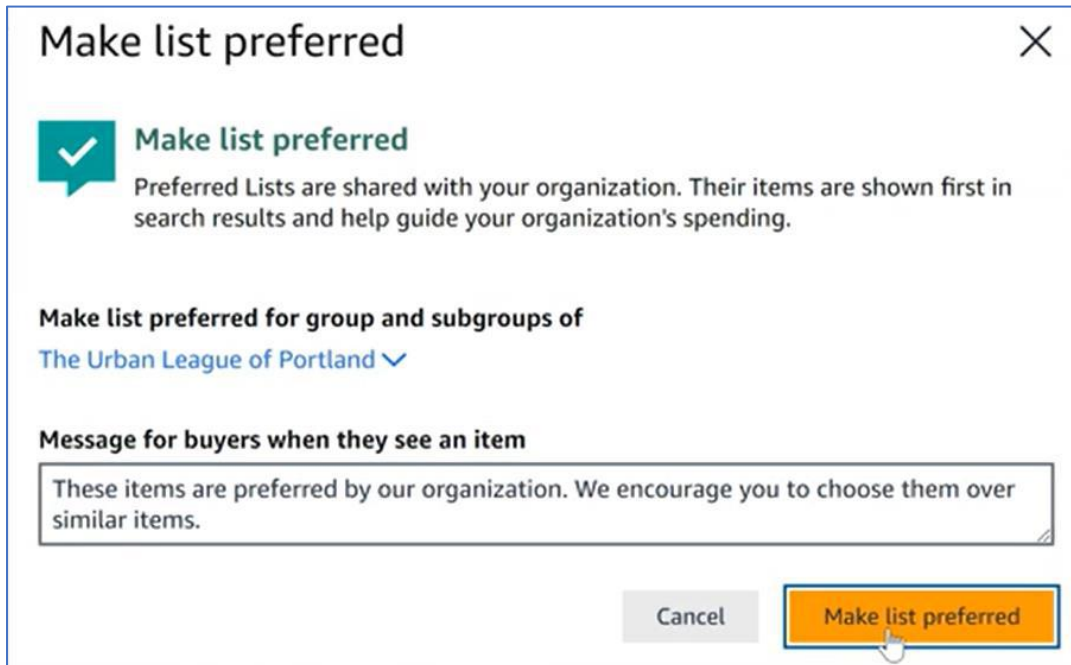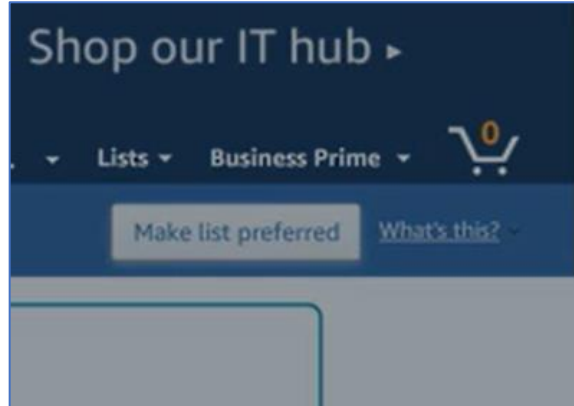

You will get a confirmation like this when it's done and you can ignore the xx items that failed – likely a discontinued item or some other invalid condition:

Optional. On the top right, you can click on "Make list preferred"

Optional. You can share the list as usual: