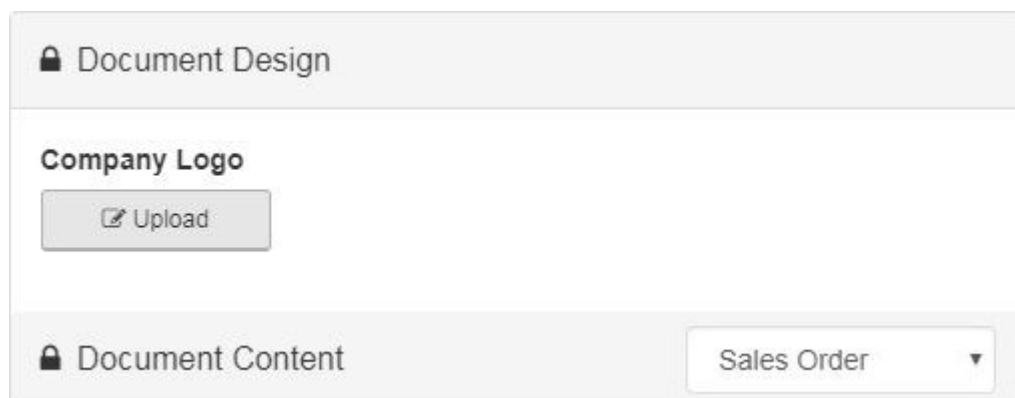


Design Sales Documentation

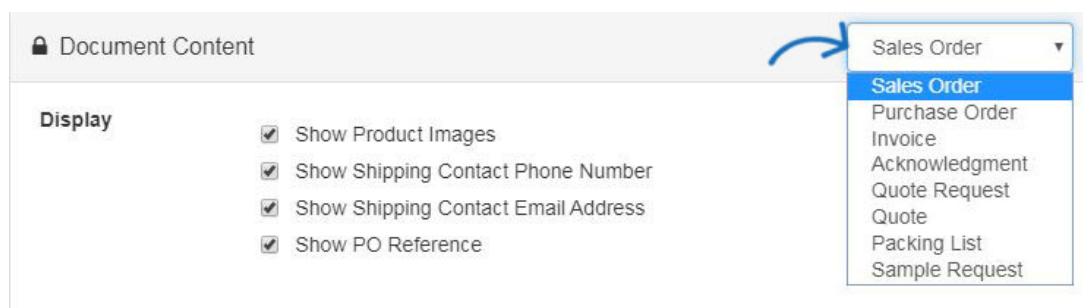
Wendy Dujmovic - 2021-08-31 - ESP Admin

In the Document Design section, administrators can upload a logo for order documentation. Click on the Upload button, browse your computer, select your logo, and click on Open.



The screenshot shows the 'Document Design' section of the ESP Admin interface. It features a 'Company Logo' section with an 'Upload' button. Below this is the 'Document Content' section, which includes a dropdown menu currently set to 'Sales Order'.

In the Document Content section, use the Document Content dropdown to select the document you would like to edit.



The screenshot shows the 'Document Content' section of the ESP Admin interface. The 'Document Content' dropdown menu is open, displaying a list of document types: Sales Order, Purchase Order, Invoice, Acknowledgment, Quote Request, Quote, Packing List, and Sample Request. A blue arrow points to the 'Sales Order' option in the dropdown. Below the dropdown is a 'Display' section with four checkboxes: 'Show Product Images', 'Show Shipping Contact Phone Number', 'Show Shipping Contact Email Address', and 'Show PO Reference'.

When designing the sales documentation, administrators can choose to display product thumbnails by checking the "Show Product Images" box. Do not check this box if you wish to hide the product images.

Use the header and/or footer boxes to customize this information for company Sales Orders. Enter the information you would like to include within the appropriate section and then use the available toolbar to format it.

Document Content Sales Order

Display 

- ☒ Show Product Images
- ☒ Show Shipping Contact Phone Number
- ☒ Show Shipping Contact Email Address
- ☒ Show PO Reference

Document Header





 Helvetica A 12 A  A      X

ESP User Company

4800 E Street Rd
 Trevose, PA 19053-6658
espuser@espusercompany.com
 (800) 546-1350

Document Footer





 Helvetica A 12 A  A      X

ESP User Company

4800 E Street Rd
 Trevose, PA 19053-6658

 **Save**

Invoice, Acknowledgement, Quote, and Packing List will also contain the option to show the CPN (coded product number) or Product Number. Select the option you would like to use.

Document Content Invoice

Display

- ☒ Show Product Images
- ☒ Show Shipping Contact Phone Number
- ☒ Show Shipping Contact Email Address
- ☒ Show PO Reference

☐ CPN Number ☒ Product Number

When you are finished, click on the Save button at the bottom.

Related Content

- [ESP Quick Tip #8: Update the Company Name on Order Documentation](#)