




ESP Quick Tip #26: Add Supplier to a Preferred List in ESP Web

2021-12-16 - Jennifer M - ESP Quick Tips

When working in ESP Web, you may wish to add a supplier to an existing Preferred Supplier list. To do this, log into ESP and locate a product from the supplier. Then, click on the supplier's name or ASI number.

Products (3) Catalogs (0) Save this Search | Print

View: List Grid Image Customize Results Sort By: Default

 **T-Shirt**
CM1216
ASI Tech Training
asi/88465
★★★★★ (1)

PRICE: 1 @ \$20.00
COST: 1 @ \$10.00

Options

- Blue, Cardinal, Yellow-White
- 28, 30, 32, 34, 36, 38, 40, 42, 4...
- 7-10 business days

+ More

This will open the Supplier Detail page. Click on the Preferred List Manager button in the upper right corner.

esp ESP Web Websites Admin CRM Orders Email Marketing ? [bell] [check] [ASI]

Searches Top Sellers Projects Presentations New Suppliers Supplier Catalogs Specials Idea Center (New) Print Gizmo

Search for Products... Products Price Quantity Search Advanced Search

Preferred List Manager View All Supplier Products

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★★★★★ (1) Add to CRM Contact

Contact Info

4800 Street Rd
Feasterville Trevose, PA 19053

support@asicentral.com

Company Addresses

Mailing Address
4800 Street Rd
Feasterville Trevose PA 19053

Delivery Address
4800 Street Rd
Feasterville Trevose PA 19053

Independent Distributor References

asi/125724 ASI Corporate
(800) 546-1350
Contact: John Doe

ASI Chat

A pop-up window will open where you can select the list(s) to which you would like to add this supplier and then click on the Save button.

Preferred List Manager




Add or remove suppliers from your lists by "checking" or "unchecking" the list. Some lists may be locked by your administrator.

| Search for a Preferred List | |
|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Yves-Imported List 05/25/2021 |
| <input type="checkbox"/> | Manual Kevin's list |
| <input checked="" type="checkbox"/> | Imported List 12/06/2021 |

Preferred Supplier & Notes Admin

Save

Once you receive the green success notification, you can close the pop-up window.

 Success! Your changes may take up to 30 minutes to take effect.