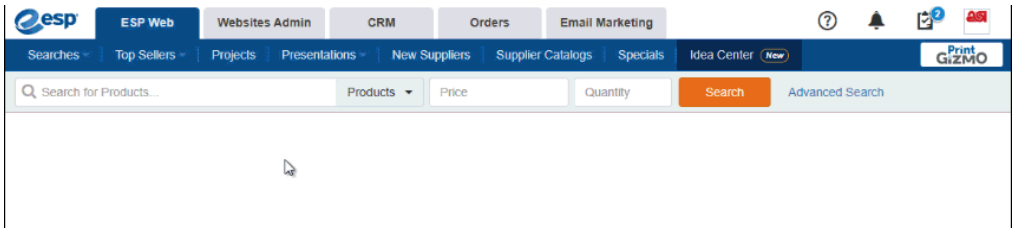
ESP Quick Tip #53: Print a List of Suppliers

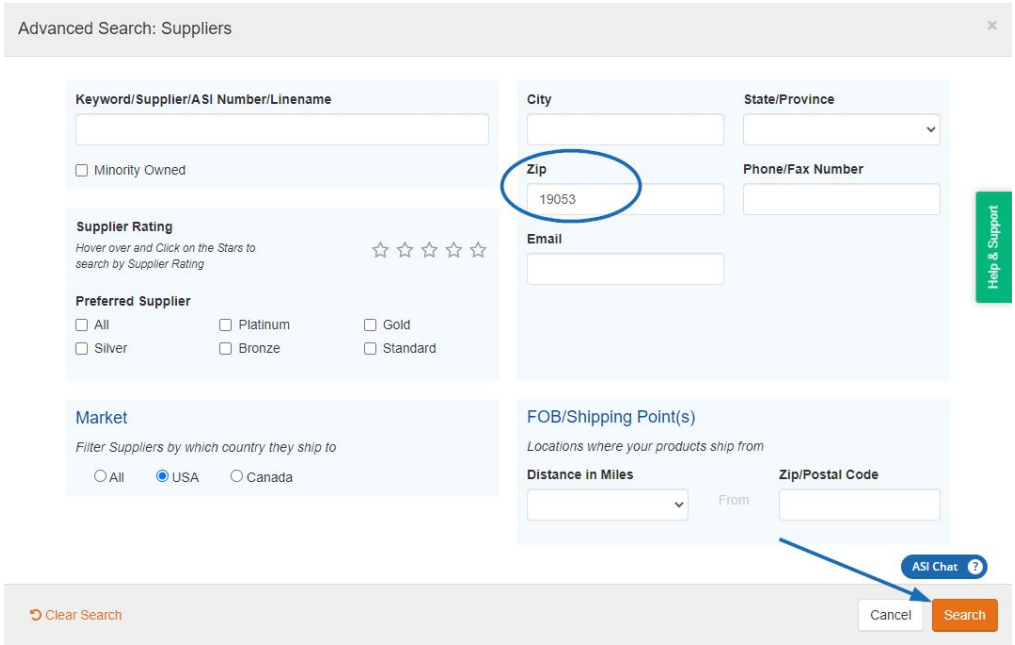
2023-01-20 - Jennifer M - ESP Quick Tips

To print a list of suppliers, log into ESP Web and take the following steps:

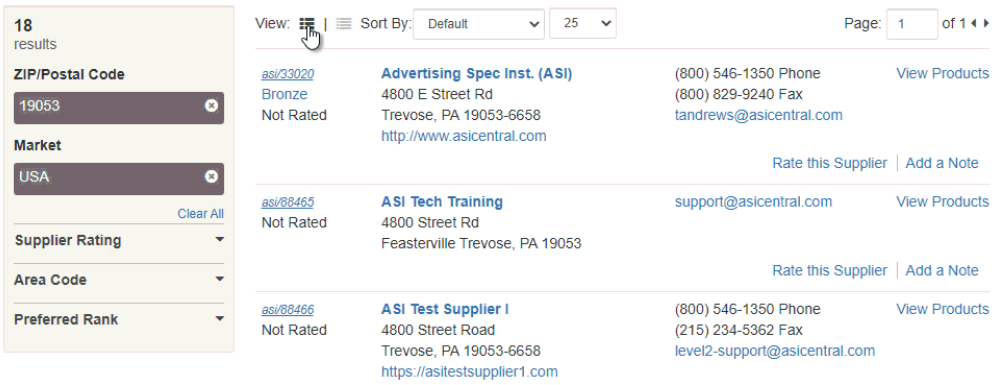
1. Use the Quick Search toggle to select "Suppliers" and then click on the Advanced Search link.



2. Use the fields in the Advanced Search to set your criteria. The example below demonstrates how to locate all suppliers within a specific zip code. When you are ready, click on the Search button.



3. On the results page, you can use the options on the left to narrow the results further if needed. There are two views available: Summary View and List View. You can also use the Sort By dropdown to organize the results. When you are ready to print, right click the mouse and select "Print" from the options available.



Please review the Search for Suppliers and/or Decorators in ESP Web article for more information on locating vendors within ESP.