ESP Quick Tip #65: How to Create a Reorder

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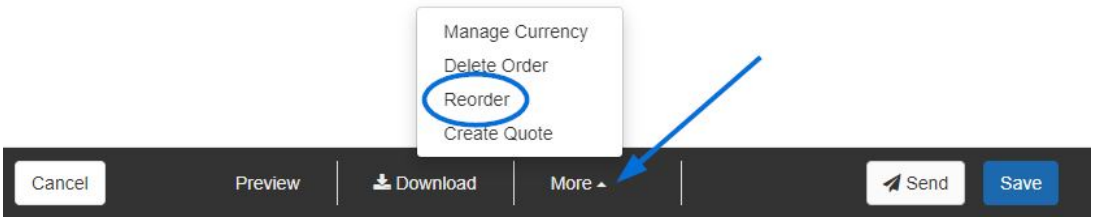
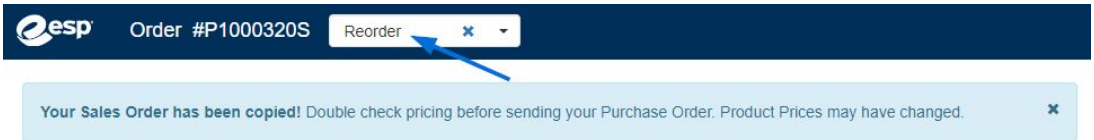
A reorder is a renewed or repeated order. To create a reorder in ESP, log into ESP Web and click on the Orders tab.

Locate the order you would like to use and click on the order number.

From the bottom toolbar, expand the "More" menu and then select "Reorder" from the available options.



The reorder will be generated by copying all the information included on the original order. The type of order will automatically be updated and a notification will appear with a reminder to double check pricing before sending the Purchase Order as pricing might have changed.