



Advertising  
Specialty  
Institute®

Portal > Knowledgebase > Orders > Create Order Documentation

## Create Order Documentation

Jennifer S - 2019-04-12 - in Orders

### Creating Sales Documentation

What type of sales document do you want to create?

#### Master Order

#### From an ESP Web Search

To create an order using a product from an ESP Web search, type a keyword or product number in the Search for Products bar and then click on the Search button.

A screenshot of the ESP Web search interface. At the top left is the 'esp' logo. Below it is a navigation bar with several tabs: 'ESP Web' (selected), 'Websites Admin', 'CRM', 'Orders', and 'Email Marketing'. Underneath this is a secondary navigation bar with links: 'Searches', 'Top Sellers', 'Projects', 'Presentations', 'New Suppliers', 'Supplier Catalogs', and 'Specials'. Below the navigation is a search bar with the placeholder text 'Search for Products...'. To the right of the search bar are three input fields: 'Products' (with a dropdown arrow), 'Price', and 'Quantity'. A blue 'Search' button is located to the right of the 'Quantity' field.

You can also click on the [Open Advanced Search](#) link to enter additional criteria about the product, as well as use the links in the guided navigation to [narrow your results](#).

After locating the item, hover on the listing and click on the Order button.

Quick Info

**Slim Plastic USB drive - Chrome accents W/ key-loop**

imprintID ★★★★★ (356)  
[asi/73651](#) Contact

**Check Inventory**

Price: 50 @ \$5.608 (7) Cost: 50 @ \$3.365

Enter the quantity you need for each available option in the box below the attribute. The Order Summary will appear to the right. Click on the Continue button.

### Quantity

Enter your quantities below. Once your order is created, you can edit the colors, add additional instructions and make other updates.

	Black	Blue	Gray	Green	Orange	Purple
<b>128 MB</b>	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY
<b>256 MB</b>	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY
<b>512 MB</b>	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY
<b>1 GB</b>	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY
<b>2 GB</b>	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY
<b>4 GB</b>	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY

**Slim Plastic USB**  
 ASI Supplier Company  
[asi/12345](#)

Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

The Decoration information will appear. You can select an imprint method, upload a logo or enter information about the imprint location name, imprint color or decoration instructions.

Next, click on the Continue button.

◀ Back

**Decoration** (optional)  
Add your decoration details.

Decorator: ASI Supplier Company ✕

Imprint Location Name: [Dropdown]

Imprint Method: Enter or Choose Imprint Method

Imprint Color: Enter logo colors

Decoration Instructions: Type your comments

Artwork & Files  
Upload up to 10 files per order.  
Attach Files

**Slim Plastic USB**  
ASI Supplier Company  
asi/12345

**Order Summary**

Quantity: 60

Total Product Cost: \$322.96  
Total Product Price: \$538.27  
Margin: \$215.31

Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

Save to Cart Continue

Use the dropdown to select your customer.

**Note:** If you are working with a new customer, click on the Add New Customer link. You will be able to enter the customer's name and then click on Create Customer.

After selecting your customer, click on the Create Order button. Then, begin [filling in the order form](#).

### From the Clipboard, or Client Project

To create an order for a product that has been saved to the Clipboard or within a Client Project, click on the Orders tab and then click on the Create Order button.



Then, in the order form, click on the Add Product button.

1 Pricing 2 Decoration 3 Shipping 4 Purchase Orders

Add Product Add Service Add Title Item

Tip: Add a product to your order.

Locate and select the product from the appropriate tab. Then, click on the Add Product(s) button.

## Add a Product



Clipboard

Shopping Cart

Projects

Product Search

### Projects

Custom Shaped Mugs

▶ **My Projects**

New Years Specials

Draft Presentations

### My Projects



Close

Add Products

### From an ESP Presentation

To create an order using a product from a customer presentation, click on the CRM tab. Click on Customers and locate your customer. Then, click on the customer listing to access the details. Click on the Presentations option and locate the item you would like to use in the order.



# A+ Plus Company

Customer

Record Owner: ESP User Created By: ESP User

About

Address Book

Notes

Emails

Orders

**Presentations**

Search for Presentations

Presentation Name

Client Name

ESP Presentation

Customer: **A+ Plus Company**

Shared: 2/22/18



1

Product

Next, click on the Order button below the price grid.

Size: 128 MB

Hide	USB	128 MB	Edit								
	Quantity	50	100	250	500	1,000	2,500	5,000			
	Price	5.608	4.708	4.182	3.955	3.663	3.511	3.390			
	Net Cost	3.365	2.825	2.509	2.373	2.198	2.107	2.034			

[ Hide | Edit ] **Price Includes** Free Shipping, Shock Resistance, Up to 10 years warranty & Full color print or laser engraving!

Show Current Price | Update to Current Price **Save** **Order**

Enter the quantity you need for each available option in the box below the attribute. The Order Summary will appear to the right. Click on the Continue button.

## Quantity

Enter your quantities below. Once your order is created, you can edit the colors, add additional instructions and make other updates.

	Black	Blue	Gray	Green	Orange	Purple
<b>128 MB</b>	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY	\$5.608 QTY
<b>256 MB</b>	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY	\$6.289 QTY
<b>512 MB</b>	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY	\$7.410 QTY
<b>1 GB</b>	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY	\$10.773 QTY
<b>2 GB</b>	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY	\$11.653 QTY
<b>4 GB</b>	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY	\$12.094 QTY

**Slim Plastic USB**  
ASI Supplier Company  
[asi/12345](#)

Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

**Save to Cart** **Continue**

The Decoration information will appear. You can select an imprint method, upload a logo or enter information about the imprint location name, imprint color or decoration instructions.

Next, click on the Continue button.

◀ Back

### Decoration (optional)

Add your decoration details.

Decorator: ASI Supplier Company

Imprint Location Name: [dropdown]

Imprint Method: Enter or Choose Imprint Method

Imprint Color: Enter logo colors

Decoration Instructions: Type your comments

Artwork & Files  
Upload up to 10 files per order.  
Attach Files

**Slim Plastic USB**  
ASI Supplier Company  
asi/12345

### Order Summary

Quantity: 60

Total Product Cost: \$322.96  
Total Product Price: \$538.27  
Margin: \$215.31

Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

Save to Cart Continue

Use the dropdown to select your customer.

**Note:** If you are working with a new customer, click on the Add New Customer link. You will be able to enter the customer's name and then click on Create Customer.

After selecting your customer, click on the Create Order button. Then, begin [filling in the order form](#).

## Generate an Order from a Quote

To generate an order from a quote, click on the Quotes tab from the ESP Orders homepage.

## My Quotes



Next, click on the quote number to open the quote.

<input type="checkbox"/>	Order #	Customer	Date	Total	Status	
<input type="checkbox"/>	22183	A+ Plus Company	2/26/18	\$180.50	Open	▼
<input type="checkbox"/>	22182	A+ Plus Company	2/26/18	\$0.00	Open	▼

Above the product listing and pricing section of the quote, click on the Create Order button.

1 Pricing 2 Decoration 3 Shipping 4 Quote Requests Create Order

Add Product	Add Service	Add Title	Item	Qty	Cost	Price	Total Cost	Total Price	Margin	Tax
			Cafe latte cup							
			Cafe latte cup, 12 oz., 5".							
			ASI Supplier Company.							
			asi/12345							
			(555) 555-5555							
			Green - 12 oz	10	\$2.7600	\$4.6000	\$27.6000	\$46.0000	40.00%	☑
			Dark Blue - 12 oz	10	\$2.7600	\$4.6000	\$27.6000	\$46.0000	40.00%	☑
			Black - 12 oz	10	\$2.7600	\$4.6000	\$27.6000	\$46.0000	40.00%	☑
			White - 12 oz	10	\$2.5500	\$4.2500	\$25.5000	\$42.5000	40.00%	☑
			<b>Total Units</b>	<b>40</b>						

You will see a green success bar and a new order will be created. To access, edit, and send the order, return to the ESP Orders homepage. Then, click on the Orders tab. The newly generated order will be available and you can click on the order number to open the order. Then you can [complete the order form](#).

Order #	Customer	Date	Total	Amount Due	Status
22184	A+ Plus Company	2/26/18	\$180.50	\$180.50	Open

## Purchase Order

Purchase orders can be generated from within the master order, so no re-keying is necessary. Within the order, click on the Purchase Orders tab to preview the order information.

Item	Qty	Net Cost
ASI Corporate asi125724 Polo Dry Zone- Mens or Womens cut - XS-XL Material: Polyester, Product Option: XS-XL, Size: L, Product Color: Royal Blue Product #: K525 or K525L	10	\$71.050
ASI Decorator Company AS1 Decoration Details		\$0.00
<b>Total Units</b>	10	
<b>Total (USD)</b>		\$71.05
<b>Total (USD)</b>		\$0.00

You can click on Preview prior to view the purchase order prior to sending. The preview will open in a new tab, once you are finished looking over the preview, close the tab to return to the order. When you are ready to email the purchase order, click on the Send button. If you are not ready to send, you can click on the Save option and will be able to send at a later time.



In the Send Your Document window, hover on the Purchase Order option and select the company for which you would like to generate the purchase order. If your order contains more than one supplier, you will be able to generate individual purchase orders for each supplier. In the example below, there are two purchase order options because the items have been set to shipped from the supplier to a decorator and then to the customer. Separate purchase orders can be generated and sent for both the supplier and decorator. Then, click on Continue.

## Send Your Document

Select the document you would like to send.

The interface displays four document selection options in a row:

- Purchase Order** (PO icon): Send to my supplier. Includes a "Choose company" dropdown with "ASI Corporate" selected (indicated by a blue arrow) and "ASI Decorator ...".
- Packing List** (PL icon): Send to my supplier. Includes a "Choose company" dropdown (indicated by a blue arrow).
- Acknowledgment** (Handshake icon): Send to my customer.
- Sales Order** (SO icon): Send to someone in my company.

Below the selection options is a blue "Continue" button (indicated by a blue arrow).

A preview of the purchase order will display. You can use the available options on the left to manage the sending options, including the email subject line and message. If the PDF Attach box is checked, a PDF version of the purchase order will be attached to the email.



**To \***

supplier@asicorporate.com X

**CC**

ESP User X MyPromoOffice X

**BCC**

Enter or Select User

**Reply-To**

jmannino@asicentral.com

**Subject \***

New Purchase Order ABC-12345 from ASI Corporate

**Message**

Hello,

Included is a Purchase Order. Please confirm that you have received this Order. Please note that we have indicated all net costs on this Purchase Order. If the prices listed on this PO are not correct or an item is not available, please advise us immediately.

Please "Reply All" to this email to ensure everyone is kept in the loop.

ASI Corporate

**Attach PDF**

Purchase Order #ABC-12345

ASI Corporate  
4300 E Street Rd  
Trevose, PA 19083-6668  
US  
asi@esi.com  
123-66678

---

**Sales Person**  
Jennifer Ehringer

**Order Date**  
10/12/2017

**Ship To**  
ASI Decorator Company  
4300 Street Rd  
Festerville-Trevose, PA  
19083  
United States

**Polo Dry Zone- Mens or Womens out - XS-XL**      **Product #:** KS25 or KS26L

Dry Zone moisture wicking 100% polyester. Left chest has the Signature HealthCARE


	Quantity	Net Cost	Amount
L - Royal Blue Polyester Material: Polyester Product Options: 13P-1C Size: L Product Color: Royal Blue	10	\$71.05	\$71.05
<b>Total Units</b>	10		
<b>Total (USD)</b>			\$71.05
<b>Total (USD):</b>			<b>\$71.05</b>

**We're committed to your security.**

When using the ESP Web Ordering System, we make it our top priority to ensure security for all sensitive data transfers.

[Learn More](#)

Cancel    Back

 Send

Once you have reviewed the information, click on the Send button. You are then able to review the status of the purchase order using the [Purchase Order History](#) area of ESP Orders.

## Invoice

### Create a New Invoice

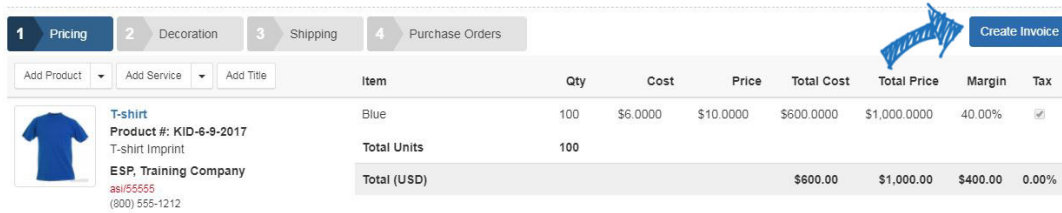
To create a new invoice, click on the arrow next to the Create Order button and select Create Invoice.



Then, begin [filling in the order form](#).

## Generate an Invoice from an Existing Order

To generate an invoice from an existing order, open the order and go to the pricing area. Scroll down to where the products are listed and click on the Create Invoice button.



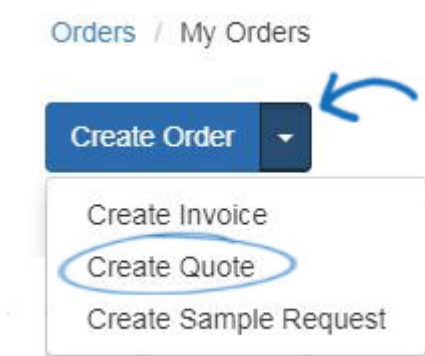
Item	Qty	Cost	Price	Total Cost	Total Price	Margin	Tax
T-shirt	100	\$6,000.00	\$10,000.00	\$600,000.00	\$1,000,000.00	40.00%	☑
Total Units	100						
Total (USD)				\$600.00	\$1,000.00	\$400.00	0.00%

The Create Invoice button will open an invoice that is linked to the sales order. All of the information from the sales order will carry through to the invoice, but you are able to edit any information you like.

## Quote

### Create a New Quote

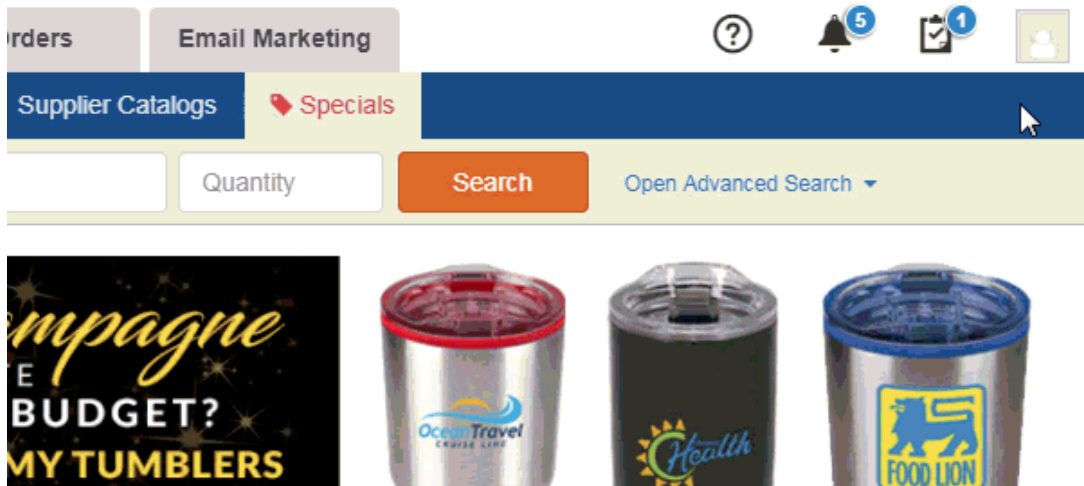
From the ESP Orders homepage, click on the arrow next to the Create Order button and select Create Quote.



Then, [fill in the order form](#).

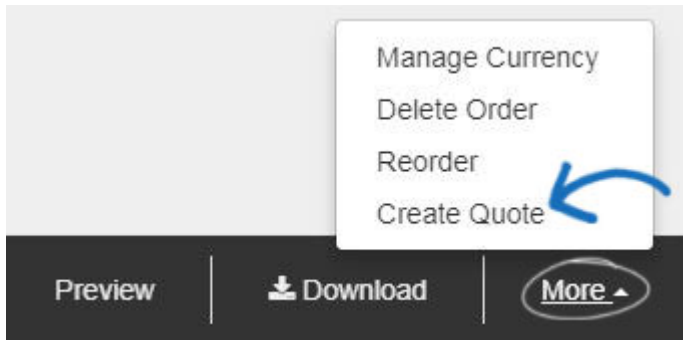
## Use a Product from the Clipboard

To create a quote from the Clipboard, mark the product and then use the arrow on the Order button to select Create Quote.



## Generate a Quote from an Existing Order

To create a quote from an order by clicking on the More option at the bottom of the order and selecting Create Quote from the available options.

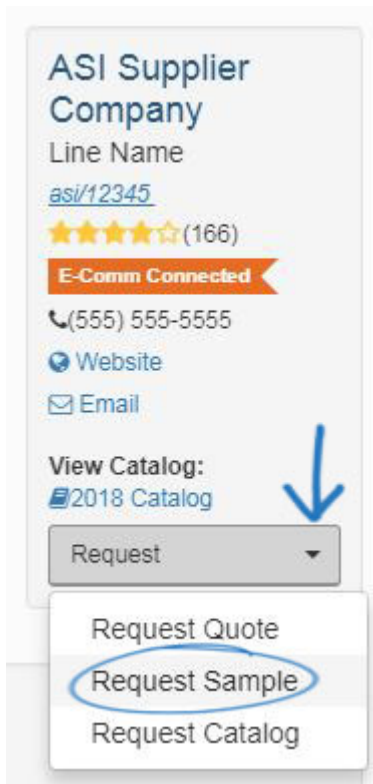


Then, [fill in the order form](#).

## Sample Request

### Create Sample Request from ESP Web

To request a sample of a product, locate the product in ESP Web. Then, click on the product name to open the detail page. On the detail page, use the arrow next to Request and select Request Sample from the dropdown.

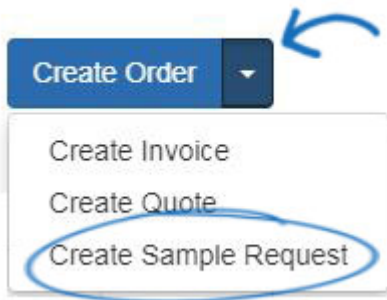


The sample request form contains the same fields as an order. [Fill in the sample request](#) just as you would an order.

## Create a New Sample Request

From the ESP Orders homepage, click on the arrow next to the Create Order button and select Create Sample Request.

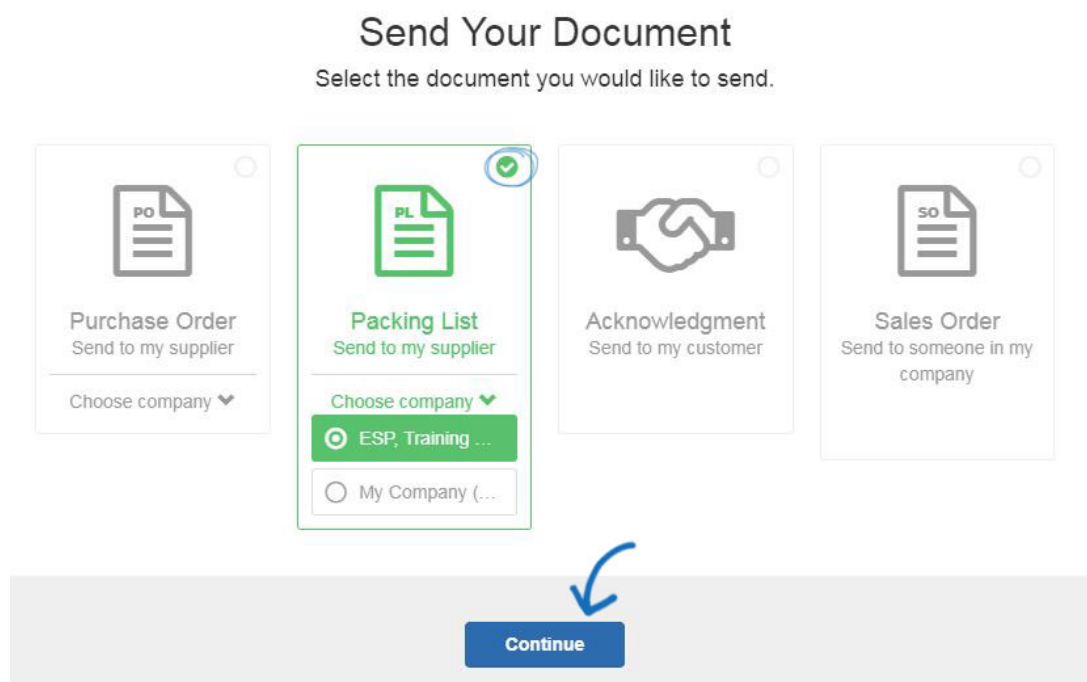
Orders / My Orders



The sample request form contains the same fields as an order. [Fill in the sample request](#) just as you would an order.

### Packing List

Packing lists can be generated from a master order. After the master order has been completed, click on the Send button. Then, in the Send Your Document window, select Packing List and then click on Continue.



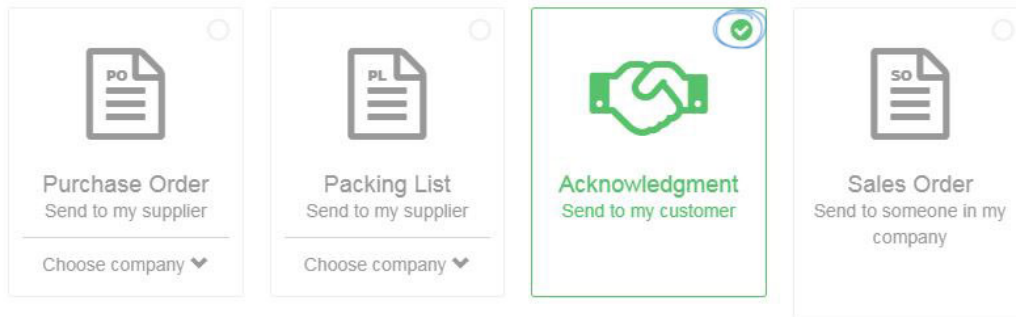
Review the email information on the send page. All fields are can be customized and a preview of the packing list will be displayed. To include a PDF attachment of the packing list in the email, check the Attach PDF box. If all of the information is correct, click on the Send button.

### Acknowledgement

Acknowledgements can be generated from a master order. After the master order has been completed, click on the Send button. Then, in the Send Your Document window, select Acknowledgement and then click on Continue.

## Send Your Document

Select the document you would like to send.



The interface displays four document selection cards in a row. Each card has a document icon, a title, a description, and a 'Choose company' dropdown menu. The 'Acknowledgment' card is highlighted with a green border and a green checkmark icon in the top right corner. A blue arrow points from the 'Continue' button below to the 'Acknowledgment' card.

Document Type	Send To
Purchase Order (PO)	Send to my supplier
Packing List (PL)	Send to my supplier
Acknowledgment	Send to my customer
Sales Order (SO)	Send to someone in my company

Continue

Review the email information on the send page. All fields are can be customized and a preview of the acknowledgement will be displayed. To include a PDF attachment of the acknowledgement in the email, check the Attach PDF box. If all of the information is correct, click on the Send button.

### I'm not sure.

This are the types of order documentation you can create:

- Master Order: Contains all information about the product, customer, dates, and supplier. All additional sales documentation can be generated from this document.
- Purchase Order: The sales agreement between a distributor and a supplier.
- Invoice: The list of goods and/or services rendered to the customer, including outstanding amounts owed to the distributor. Essentially, this is the bill distributors send to their customer.
- Quote: An estimation of costs for goods and/or services to be provided. Distributors can create quotes for their customers, as well as request quotes from suppliers through ESP Orders.
- Sample Request: A sales document sent from the distributor to the supplier asking for a small quantity of a product prior to placing an order.
- Packing List: A document detailing the contents of a package.
- Acknowledgement: Written confirmation detailing the specifications of the order.