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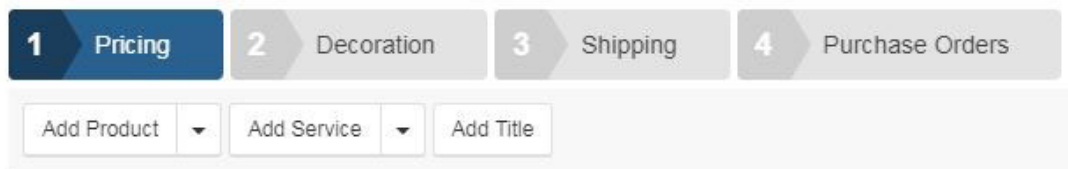
Portal > Knowledgebase > Orders > Editing the Product and Pricing on an Order

## Editing the Product and Pricing on an Order

Wendy D - 2019-06-19 - in Orders

To edit the information for a product on a sales order, click on Pricing in the order.

There are three buttons below the Pricing button:



- Add Product:
  - Click on Add Product to select a product from the Clipboard, Shopping Cart , Projects or Product Search.
  - Use the dropdown and select New Product to add a custom product.
- Add Service:
  - Click on Add Service to add a service.
  - Use the dropdown to select Freight, Shipping & Handling or Service Charge.
  - If you want to add a charge related to imprinting or decoration services, click on the Decoration button.
- Add Title
  - Assign a title to this order.


### Configure/Edit Product

Each product will be listed. Hovering on a product listing will display the Configure, Copy and Delete options. If the product has been added from ESP Web, the first button will read "Edit" instead of Configure because the details and options have already been adjusted.

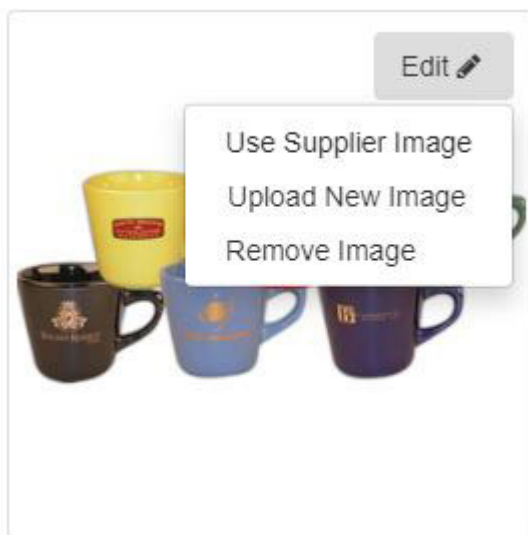
Clicking on Configure/Edit will open the Edit Product window.

1 Pricing 2 Decoration 3 Shipping 4 Purchase Orders

Add Product Add Service Add Title

		Item
 Edit Copy Delete	<b>Polo Dry Zone- Mens or Womens cut - XS-XL</b> <b>Product #: K525 or K525L</b> Dry Zone moisture wicking 100% polyester. Left chest has the Signature HealthCARE	S - Royal Blue/Polyester M - Royal Blue/Polyester L - Royal Blue/Polyester XL - Royal Blue/Polyester XS - Royal Blue/Polyester XS - Green Oasis/Polyester
	<b>ASI Corporate</b> asi/125724	

Hovering on the image will display the Edit button. Click on the Edit button and select to either use the supplier provided image, upload a new image from your computer, or remove the image from the order.



Below the product image are the product number, name and description boxes which enable you to enter or edit the text. The supplier will be displayed below the product description box and cannot be edited.

**Product Number****Customer Product Number (CPN)****Product Name****Product Category**

MUGS &amp; STEINS

**Product Description****Supplier \***

ASI Supplier Company

There are five tabs in the Edit Product window:

- [Configuration](#): Adjust, add or delete line items; as well as the quantity, net cost, margin and price.
- [Decoration](#): Modify the decoration information and add charges.
- [Instructions](#): Include instructions for the sales information.
- [Shipping](#): Establish shipping details and add account information.
- [Sales Tax](#): Include charges provided by the supplier in ESP or add your own.

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**Configuration**

In the Configuration tab, the product variants, such as size or color will each be displayed as a line item. If the product is available with multiple variants, each combination will be displayed as it's own line item within the Configuration section. Each field is able to be edited.

Configuration **Decorations** Instructions Shipping Sales Tax

**Product Variants**

SKU	Description	Qty	Net Cost	Margin (%)	Price
	White - 12 oz	12	\$2.5500	40.00%	\$4.2500
	Black - 12 oz	12	\$2.7600	40.00%	\$4.6000
	Dark Blue - 12 oz	12	\$2.7600	40.00%	\$4.6000
	Green - 12 oz	12	\$2.7600	40.00%	\$4.6000

[+ Add Line Item](#) Total Units 48

Each variant will have an attributes dropdown which will enable you to configure it. You can also use the Add Custom Product Attribute link to create a new line item attribute for a variant.

SKU	Description	Qty	Net Cost	Margin (%)	Price
	White - 12 oz	12	\$2.5500	40.00%	\$4.2500

**Variant Attributes**

Attribute	Value	Vendor Code	Visible
Size	12 oz		<input type="checkbox"/>
Product Color	White		<input type="checkbox"/>

[+ Add Custom Product Attribute](#)

You can also edit the quantity, net cost, margin, and price for each line item. The Total Price and Total Cost will automatically recalculate to accurately reflect the modified quantity information.

Click on the Add Line Item option to create a new line item.

Drag and drop line items to reorder how they are listed. In the example below, a T-shirt has been added, but the line items are grouped by color. Using the new drag and drop capability, the line items have been grouped by size.

Configuration **Decorations** Instructions Shipping Sales Tax

**Product Variants**

SKU	Description	Qty	Net Cost	Margin (%)	Price
	XL - Blue	10	\$3.0000	40.00%	\$5.0000
	2XL - Blue	10	\$3.6000	40.00%	\$6.0000
	3XL - Blue	10	\$4.2000	40.00%	\$7.0000
	XL - Purple	10	\$3.0000	40.00%	\$5.0000
	2XL - Purple	10	\$3.6000	40.00%	\$6.0000

[+ Add Line Item](#) Total Units 50

Hovering on a line item or variant attributes will display an "X" at the end of the line which you can click to delete that line item.

### Product Variants

SKU	Description		Qty	Net Cost	Margin (%)	Price
	Green - 12 oz		12	\$2.7600	40.00%	\$4.6000
	Dark Blue - 12 oz		12	\$2.7600	40.00%	\$4.6000
	Black - 12 oz		12	\$2.7600	40.00%	\$4.6000
	White - 12 oz		12	\$2.5500	40.00%	\$4.2500
<a href="#">+ Add Line Item</a>			Total Units	48		

Below the product variants, you are able to view any charges that the vendor has included with the product, as well as use the Add Charge link to include your own or click on the Add Run Charge link to set a run charge for all variants.

The available vendor charges for the variants will be listed in the Available Vendor Charges section. Use the Add Charge link to edit the listed charge.

### Options & Charges

[+ Add Charge](#) [+ Add Run Charge](#)



<b>Product Price:</b>	\$216.60
<b>Product Cost:</b>	\$129.96

Available Vendor Charges	Qty	Net Cost	Margin (%)	Price	
Product Option Charge - Medium Blue	1	\$1.0800	40.00%	\$1.8000	
Product Option Charge - Black	1	\$1.0800	40.00%	\$1.8000	

[Show All Charges \(16\)](#)

To delete a vendor charge, hover on the charge listing and click on the "X" button that appears.

### Options & Charges

Description	Visible	Run	Qty	Net Cost	Margin (%)	Price	
Set-up Charge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	\$40.0000	50.00%	\$80.0000	
Set-up Charge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	\$0.0000	0.00%	\$0.0000	

[+ Add Charge](#) [+ Add Run Charge](#)

<b>Product Price:</b>	\$296.60
<b>Product Cost:</b>	\$169.96

All updates, additions, and deletions will be automatically saved. Clicking on the Save button will close the Edit Product window.

## Decoration

In the Decoration tab, you can enter information regarding the imprinting options for this product.

Configuration Decoration Instructions Shipping Sales Tax

Imprint Location #1 Enter Location x

Within the Decoration tab, all the imprinting information is sectioned by the location. Use the Enter Location area to state the location of the imprint on the product. If you need to enter additional imprint locations, use the Add Imprint Location link at the bottom.

The Decoration dropdown enables you to apply any saved decoration information. If you use a previously saved decoration configuration, all information will automatically be filled in. Use the Decorator dropdown to select a company. Then enter Vendor Notes and use the checkbox to make these notes visible on customer facing documents.

**Decoration (optional)** Mug Imprint

*Import Decoration Details*

**Decorator** ASI Decorator Company x

**Vendor Notes**  Visible

**Imprint Method** Silkscreen x

**Proof Required**

**Proof Email Address**

Use the additional fields to enter information regarding imprint method, proof requirements, imprint color, imprint size and instructions.

The Link To section enables you to select whether the decoration information should be applied to all product variants (colors, sizes, materials, etc) or use select variants. If you select specific variants, click into the Select box and click an available option.

### Decoration Details

<b>Imprint Color</b> Black	<b>Imprint Size</b> 3" x 3"	<b>Instructions</b> <input type="checkbox"/> Visible
<b>Link To</b> <input checked="" type="radio"/> All Product Variants <input type="radio"/> Select Variants	Select	

<b>Imprint Color</b> White	<b>Imprint Size</b> 3" x 3"	<b>Instructions</b> <input type="checkbox"/> Visible
<b>Link To</b> <input checked="" type="radio"/> All Product Variants <input type="radio"/> Select Variants	Select	

[+ Add Decoration Detail](#)

### Artwork & Files

Upload up to 10 files per order.

[Attach Files](#)

### Artwork & Files

Next, in the Artwork & Files section, you can upload artwork and other files related to imprinting, such as an excel file for personalization. If you are using a saved decoration configuration and have included artwork and/or files, they will be automatically included. If you are not using a saved decoration configuration, click on the Attach Files button, browse your computer, select the file and then click on Open. You can attach up to ten files. The allowed file types are: png, tif, jpg, pdf, dst, eps, ai, doc, docx, txt, csv, pdf, svg, xls, and/or xlsx.

### Artwork & Files

Upload up to 10 files per order.

[Attach Files](#)



Your Logo Here...

Visible

Hovering on uploaded artwork will display a small toolbar. You can select from three options:

- Preview: Opens the image in full size. Click on the image to close the preview.

- Download: Will download the image to your computer.
- Delete: Removes the image from this order.

Additionally, below each uploaded file, there is a Visible checkbox. If the visibility checkbox is marked, the artwork will be included on all sales documents. If the Visible box is not checked, the artwork will only appear on supplier facing documents.

In the Decoration Charges section, click on the Add Run Charge or Add Run Charge to create a line item for the additional upcharge. The visible checkbox will automatically display as selected, meaning this charge will be shown on all sales documentation. If there is no pricing information included with the charge, you can uncheck the Visible checkbox so this information will not display on the customer documentation, only the purchase order.

To apply the new charge for each item, check the Run box. The "Qty" (Quantity) box will be greyed out and the number of items will be updated to the amount of items within the order.

**Decoration Charges**

Description	Visible	Run	Qty	Net Cost	Margin (%)	Price	
Set-up Charge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	\$50.0000	50.00%	\$100.0000	
<a href="#">+ Add Charge</a> <a href="#">+ Add Run Charge</a>							

Available Vendor Charges	Qty	Net Cost	Margin (%)	Price	

If the vendor has provided charges, they will be listed in the Available Vendor Charges section. These charges will not be applied to the order until you click on the Add Charge link below the charge itself.

Available Vendor Charges	Qty	Net Cost	Margin (%)	Price	
Imprint Option Charge - One color or multicolor bottom side decorations on item.	1	\$0.5100	40.00%	\$0.8500	
<a href="#">+ Add Charge</a>					
Imprint Option Charge - Silver	1	\$0.6000	20.00%	\$0.7500	
<a href="#">+ Add Charge</a>					

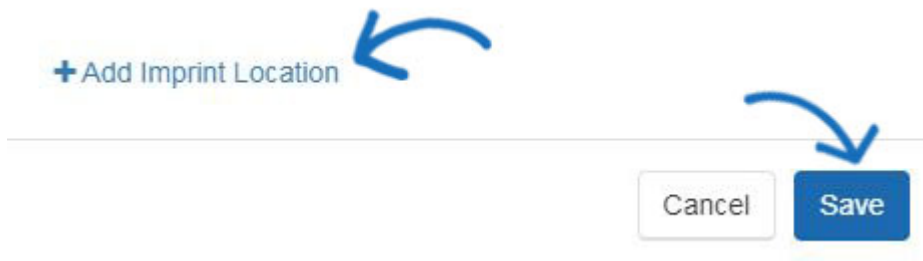
[Show All Charges \(13\)](#)

To save the decoration configurations for this customer, in the Save Decoration box, name the decoration, enter a description (if desired) and then click on the Save Decoration button.

To include another imprint location, click on the Add Imprint Location link. You will be able to configure the additional location using the options detailed above.

All updates, additions and deletions will be automatically saved.



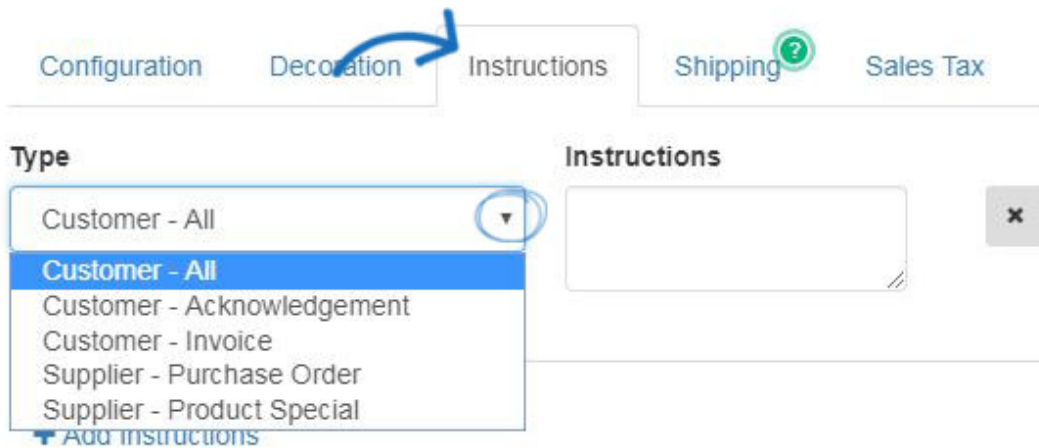


Clicking on the Save button will close the Edit Product window.

## Instructions

In the Instructions tab, you are able to include specifications on any of the order types.

Use the Type dropdown to select the type of documentation, such as the acknowledgment or the invoice, for which you would like include instructions.



Click on the "X" to the right of a listing to remove an instruction.

You can click on the Add Instructions link to create further instructions as needed. All updates, additions and deletions will be automatically saved.



Clicking on the Save button will close the Edit Product window.

## Shipping

In the Shipping tab of the Edit Product window, you can see the shipping path for the product.

Use the Ship To dropdown to select a contact for shipping. If the shipment should not include any supplier information, check the Blind Ship checkbox. You are also able to enter

an In-Hands Date and a Ship Date by clicking on the calendar icon and selecting the date(s). Use the Ship Via dropdown to select the shipping service you would like to use and enter your account information in the Account box.

[How do I send an order for decoration?](#)

[How do I split a shipment?](#)

Configuration Decoration Instructions **Shipping** Sales Tax

Ship From: W C Bunting Co

Ship To: Customer

In-Hands Date: [Calendar Icon]

Ship Date: [Calendar Icon]

Ship Via: [Dropdown]

Account: [Text Box]

Blind Ship:

Buttons: Add New Contact or Add Shipping Address, Split this Shipment

+ Add Shipping Destination

When you are finished entering information, click on the Save button.

### Sales Tax

In the Sales Tax tab, you can establish sales tax information for this product.

Configuration Decoration Instructions Shipping **Sales Tax**

Please keep in mind that it is your company's responsibility to ensure that taxes are appropriately charged and collected. Click on the Add Tax Rate link to input the tax information for the product.

Type	Name	Rate
<a href="#">+ Add Tax Rate</a>	Combined Rate	0.00%

Use the dropdown to select the type of tax and then enter a name and rate.

Type	Name	Rate
State		0.0000%
Country		
State		
County		
City		
Special District		
Other		
Combined Rate		0.00%

You can use the Add Tax Rate link to add multiple taxes if needed. All updates, additions

and deletions will be automatically saved.

Clicking on the Save button will close the Edit Product window.