



Advertising
Specialty
Institute®

Portal > Knowledgebase > ESP Web > Helpful Hints for using ESP Web

Helpful Hints for using ESP Web

Tamika C - 2019-04-11 - in ESP Web

ESP Web is the industry's largest and most accurate promotional products sourcing and marketing tool.

Here are ten handy features and functions in ESP:

#1: Estimate Freight and Shipping

[ESP's Shipping & Freight Estimator](#) saves time and protects profit margins by providing estimated shipping costs from various carriers (UPS, USPS, FedEx) and with multiple delivery options.

Just look for the truck icon on the product detail page.



Shipping fees can be estimated using either product weight or package weight and calculations can be made in pounds, kilos, ounces or grams.

Shipping Estimator

These charges are based on the carrier's daily rates and product information provided by the supplier. It is only an estimate. Packaging and carrier specific considerations may affect final shipping costs. [Learn more about shipping](#) and contact the supplier for exact charges. [ASI Member discounts](#).

Shipping Information

Estimate Shipping by: Total Products:

Products per Package: Weight per Package:

Total Pounds: **20.83** Number of Packages: **3**

Ship From

Country: State/Province: Zip/Postal:

Ship To

Country: State/Province: Zip/Postal:

Shipping Estimate Carrier:

Service	Price
USPS Library	\$19.92
USPS Media Mail	\$20.85
FedEx Ground	\$33.15
USPS Priority (1/2/3)-Day	\$36.45
UPS Ground	\$39
FedEx Express Saver	\$55.08
UPS 3 Day Select	\$55.86
FedEx 2 Day	\$67.08
UPS 2nd Day Air	\$68.01
FedEx 2 Day AM	\$77.28
UPS 2 Day Air AM (commercial destinations only)	\$78.18

ESP will estimate shipping charges based off the carriers' currently available information and auto-populate most of the fields for you based on information that is already in our systems.

#2: Use a Specialized Product Code to Hide the Supplier's Product Number

Safely send product suggestions to your clients without the risk of them price shopping using the supplier's product number or buying from the supplier directly using [coded product numbers](#). With your ESP license, you are automatically provided with new codes that are unique to your company only, for every product in the database.

These codes will be consistent for all ESP users within your company and will appear on any product presentations you create using the program.



#3: Show Your Customer's Logo on Products

In ESP Web, you have the option to [use virtual samples](#) to provide a digital rendering of their logo on enabled items.







#4: Compare Multiple Products

Weigh the pros and cons of various products instantly using [Product Compare](#) in ESP. With Product Compare, you can lay out the features of each product side-by-side to visually compare each one.


Product Compare





[Print](#) [Download](#) [Preferences](#)

(0) | [Create Presentation](#) | [Send](#) | [Copy To](#) | [Delete](#)

<input checked="" type="checkbox"/> 0 Fields marked	 12 Oz. Cafe Mug ABC-123 asi/12345 Order Remove	 Two-Tone Square M... DEF-456 asi/13579 Order Remove
	ABC-123	DEF-456
	144 	72 
	\$4.01	\$4.87
	\$2.406	\$2.922

If you're interested in only comparing certain features of the products, check the boxes for those fields and hit the Show only marked fields link to simplify your comparison.



<input checked="" type="checkbox"/> Show all	 12 Oz. Cafe Mug ABC-123 asi/12345 Order Remove	 Two-Tone Square M... DEF-456 asi/13579 Order Remove
<input checked="" type="checkbox"/> Main Information	ABC-123	DEF-456
<input checked="" type="checkbox"/> Quantity <input type="text" value="Order quantity"/>	144 	72 
<input checked="" type="checkbox"/> List Price	\$4.01	\$4.87
<input type="checkbox"/> Supplier Information		
<input type="checkbox"/> Product Information		
<input checked="" type="checkbox"/> Production Time	7-9 business days	5 business days
<input type="checkbox"/> Imprint Information		

For more information, please review the [Compare Products section of the Manage Product](#)

[Results article.](#)

#5: Review Supplier Ratings and Share Your Experience

[Rating a supplier in ESP Web](#) is a great way to share your positive or negative experiences with other ESP users. Start by finding the supplier listing using the Supplier Search option in the search bar. You can search by their ASI number or company name.

Once you have found the listing for the supplier you want to rate, click the Rate This Supplier link at the bottom of their company listing.

View: [List Icon] | [List Icon] Sort By: Default [Dropdown] 25 [Dropdown] Page: 1 of 1 [Left Arrow] [Right Arrow]

[asi/12345](#) **ASI Supplier Company** (555) 555-5555 Phone [View Products](#)
Platinum 4800 Street Road (555) 555-5556 Fax
Supplier Notes Trevoze, PA 19053 contact@asisupplierco.com
★★★★☆ (261) <http://www.asisuppliercompany.net>

[View Ratings](#) | [Rate this Supplier](#) | [Add a Note](#)

This will take you to the Supplier Ratings Submissions window, where you can identify specific aspects of your experience working with this supplier. You have the ability to rate each aspect on a spectrum from Very Poor to Excellent.

There is also a box for Additional Comments where you can add more details about your experience.

#6: Create Customized Presentation Templates

You can customize not only the look and feel of your presentation, but also determine which fields are included by [creating and saving a custom template](#) in ESP Presentations! After creating a new presentation, configure it to contain only the fields you would like to show, as well as set the color scheme. Then, click on the Save As Template button. The template will then be available for all future presentations.

[Hide] [Edit] **Product Name** Bib Apron

[Show] [Edit] **Summary** Bib apron. 65% polyester/35% cotton twill. Range c

[Hide] [Edit] **Description** Bib apron in a range of exclusive colours. 65% pc apron with adjustable halter self fabric strap around neck. Uni apron. 1 large central front pocket with special side slide pen ; size 86cm x 70cm. 190 GSM. Zesty colours. Unique functional

[Hide] [Edit] **Material** Poly/Cotton Blend, Twill

[Show] [Edit] **Product Number** D405

#7: View Live Inventory Information

The [live inventory](#) feature provides distributors with the most accurate and up-to-date information provided directly by the supplier, all right within ESP. This handy feature saves time by providing inventory information with just one click!

Rush Service Available
 White ceramic mug, 11 oz.
Price: \$1.19 - \$2.08

Colors
 White

Sizes
 3 3/4 "

Imprint Methods
 Silk-Screen

Materials
 Ceramic

Product Options
Product Option Mug Mailer Option Four, Single, Two

ASI Supplier Company
[asi/12345](#)
 ★★★★★ (247)
E-Comm Connected
[Website](#)
[Email](#)
View Catalog:
[2018 Promotional Products Catalog](#)
 Request

[Create E-Comm Order](#) [Check Inventory](#)

[Estimate Shipping](#) | [Compare](#)

#8: Customize Results Viewing

In addition to the standard product results views in ESP, you have the ability to customize how search results are displayed. On any results page, click on the [Customize Results](#) link. You will then be able to set defaults for your search results.

Products (12,428) Catalogs (101) BETA [Save this Search](#) | [Print](#)

View: [List](#) [Grid](#) [Image](#) [Customize Results](#) Sort By: [Default](#)

VIEW BY FEATURED SUPPLIERS

#9: Check Out Supplier Specials

Looking for free shipping or EQP? ESP makes it easier than ever with the [Supplier Specials](#) feature! Suppliers are able to create and assign products to specials which will display in this section of ESP Web. In addition, distributors can search products which are on Special.

esp [ESP Web](#) [ESP Websites Admin](#) [CRM](#) [Orders](#)

[Searches](#) [Top Sellers](#) [Projects](#) [Presentations](#) [Event Planner](#) [Community](#) [Specials](#)

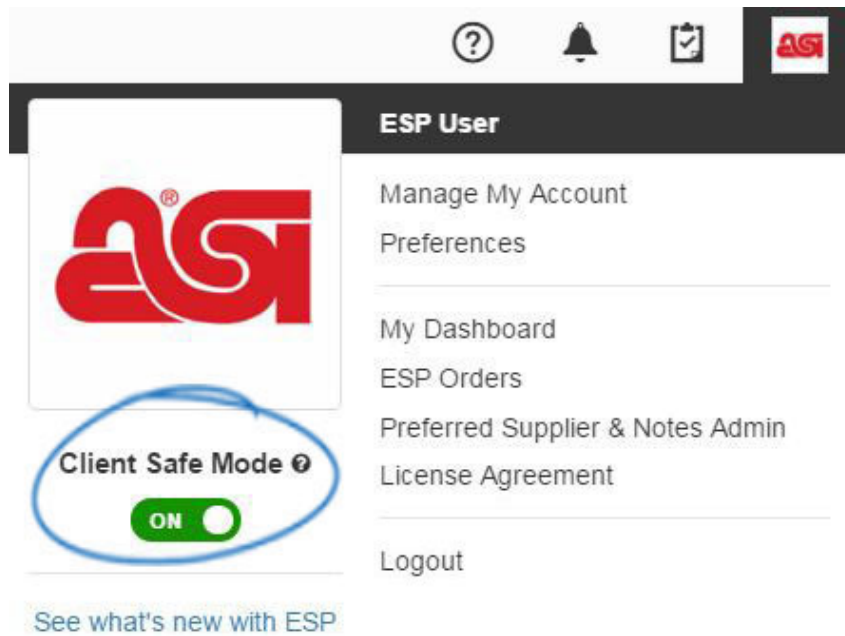
Q Search for Products... [Products](#) [Price](#) [Quantity](#) [Search](#)

#10: Quickly Hide Supplier and Net Cost Information

After doing a search in ESP Web, there are three ways you can hide supplier and net cost information:

1. Client Safe Mode:

To hide net cost and supplier information, click on the avatar and use the slider to turn Client Safe Mode on.



2. Customize Search Results:

If you are on a results page, you can select which information is displayed by clicking on the customize results link.



Then uncheck the Net Cost box or click on the End Buyer Safe link. Lastly, click on the Save button.

Customize your search ✕

Show results in List Grid Image

Sort order

Thumbnail size small medium large

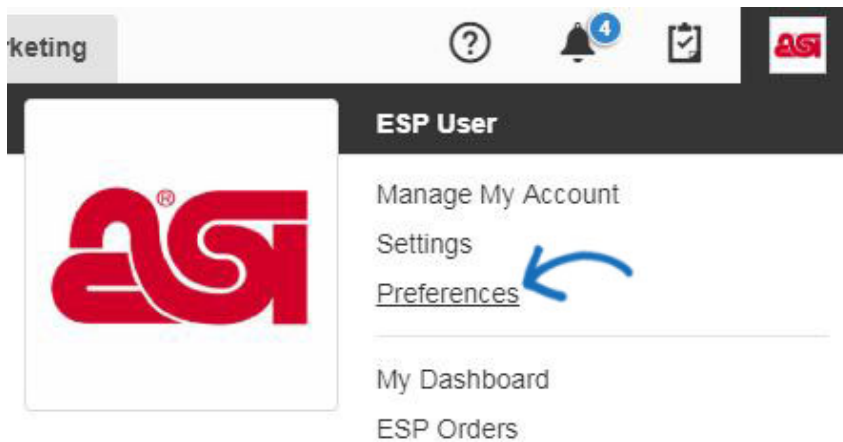
Open details in new tab ON

Show details [End Buyer Safe](#) [Select All](#)

<input checked="" type="checkbox"/> Product Name <input checked="" type="checkbox"/> Net Cost <input checked="" type="checkbox"/> Supplier Info <input checked="" type="checkbox"/> Profit Margin	<input checked="" type="checkbox"/> Product Number <input checked="" type="checkbox"/> List Price <input checked="" type="checkbox"/> CPN <input checked="" type="checkbox"/> Price Code
--	---

3. Via Preferences:

To hide any net cost information, click on the avatar and then select Preferences.



In the View tab, uncheck the Show Net Cost button. Then, click on Save.

Preferences ✕

View [Send Product Detail](#) [Virtual Samples](#) [Product Compare](#)

Show Net Cost
The Show Net Cost checkbox controls the display of Net Cost and Profit in this application. When the checkbox is marked, Net Cost and Profit will display; when the check mark is removed, Net Cost and Profit will be hidden.

Show Price Code
The Show Price Codes checkbox controls the display of the Price (discount) Codes displayed on each product. When the checkbox is marked, the Price Codes will display; when the checkbox is unchecked, the Price Codes will be hidden.

Show Supplier Information
The Show Supplier Information checkbox controls the display of Supplier Company and Contact information in this application. When the checkbox is marked, Supplier information will display; when the check mark is removed, Supplier information will be hidden and Supplier Search will be inaccessible.

Open Details in New Tab