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Portal > Knowledgebase > I am a Supplier/Decorator > ESP Websites > Website Settings

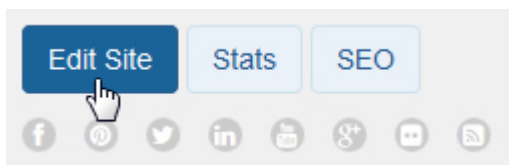
Website Settings

Tamika C - 2017-02-07 - in ESP Websites

Website Settings

The Website Settings section enables you to establish defaults for your site, control the information that is displayed, and even create a site password

After logging into the ESP Website admin, locate your site and click on the Edit Site button.



Click on the plus button to expand the Website Settings area and then make your selection.

Note: To close the menu, click on the minus button.

The options within the Website Settings section include:

- [Site Summary](#)
- [Site Info](#)
- [Display Options](#)
- [Domains](#)
- [Analytics](#)
- [eCommerce](#)
- [My Site Password](#)
- [Exclusions](#)

Site Summary

In this section, you are able to view your ESP Website site title, domain, language(s), analytics, status, type, and last published date.

If you would like to restore your site to its default settings, click the "Reset Site" button.

Site Summary

Site Title:	Websites for Suppliers	Status:	Live
Domain:	55555-XHZ.espwebsite.com	Type:	Websites for Suppliers
Language:	English (United States)	Last Published:	04/07/2016
Analytics :	Not Set		

[Reset Site](#)

Note: Resetting the site does not affect saved images or content.

[Return to top](#)

Site Info

In the Site Info section, there are two sections: Set Up Your Site and Enter Your Company Info.

Set Up Your Site

Edit your site information including; title, e-mail and owner name and title. Check the Display on my site box to show this information on your site.

Set Up Your Site

Site Title:	<input type="text" value="My Website"/>		
Site E-mail:	<input type="text" value="demo@asicentral.com"/>		
Site Owner's Name:	<input type="text"/>	Site Owner's Title:	<input type="text"/>
Display on my site? <input type="checkbox"/>			
Save			

After making changes in this section, click on the **Save** button.

Enter Your Company Info

Enter your company information such as your Company name, address, and contact information. Use the checkboxes to select which information you would like to display live on your site.

Company Name:

Street Address (1): City:

Street Address (2):

Street Address (3): Country:

State/Province: ZIP/Postal Code:

Show my company address information on my ESP Website.

Company Phone Number: ext: (Example: 215 953-4000 ext: 1234)
Display on my site?

Company Fax Number: ext: (Example: 215 953-3900 ext: 1234)
Display on my site?

Company E-mail Address: (Example: sales@com)
Display on my site?

[Save Address](#)

Note: You must enter a phone number and email, even if you choose not to display them on your site.

After you have finished making changes, click on the Save Address button in this area.

To publish your changes, click on the Make Changes Live link.

[Return to top](#)

Display Options

In the Display Options area, you can use the checkboxes to select which information you would like to have displayed on your ESP Website.


- | | |
|---|---|
| <input type="checkbox"/> Show ASI Number | <input checked="" type="checkbox"/> Search ASI Number |
| <input checked="" type="checkbox"/> Show Price | <input checked="" type="checkbox"/> Search Price |
| <input checked="" type="checkbox"/> Show Product Number | <input checked="" type="checkbox"/> Search Linename |
| <input checked="" type="checkbox"/> Show Preferred Label | <input checked="" type="checkbox"/> Search within |
| <input checked="" type="checkbox"/> Show Request For Information Button | Default Sort: |
| <input checked="" type="checkbox"/> Show Request For more information after POA | <input type="text" value="Best Match"/> |

Use the checkboxes to select which information you would like to have displayed on your ESP Website.

Display Options

Set how the Product Search functions, including displaying search results. Click Save when complete.

<input type="checkbox"/> Show ASI Number	<input checked="" type="checkbox"/> Search ASI Number	Product Option Assistant: Basic Version
<input checked="" type="checkbox"/> Show Product Number	<input checked="" type="checkbox"/> Search Price	
<input checked="" type="checkbox"/> Show Request For Information Button	<input checked="" type="checkbox"/> Search Linename	
<input checked="" type="checkbox"/> Show Request For more information after POA	<input checked="" type="checkbox"/> Search within	
	Default Sort: Best Matched	



[Save](#)

You can use the **Default Sort** dropdown to change the how search results are sorted on your site. You can select Best Matched, Price: Low to High or Price: High to Low from the dropdown.

Default Sort:

- Best Matched
- Best Matched**
- Price: Low to High
- Price: High to Low

The **Product Option Assistant** dropdown to select whether to use the Basic Version or skip this option (It is recommend that if the shopping cart is enabled you use the Basic Version).

Product Option Assistant:

- Basic Version
- Basic Version**
- Skip

After you have finished setting your display options, click on the **Save** button and then click on the **Make Changes Live** link.

ABC Promotional
<https://abcpromotions.espwebsite.com> (0BHM)

[Preview](#)

[View Live Site](#)

[Make Changes Live](#)

[Return to top](#)

Domains

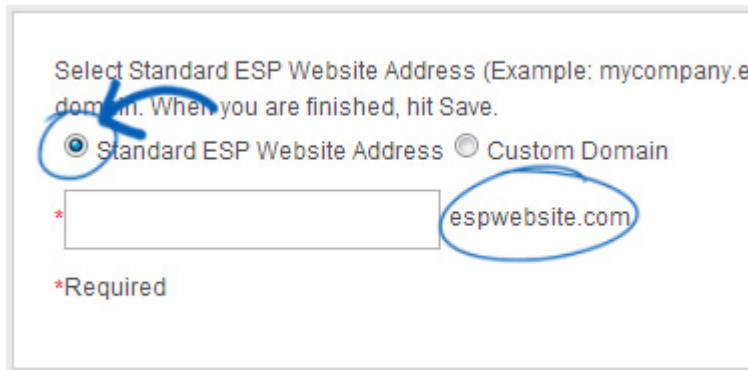
In the Domains section, you can add a custom domain name or redirect your domain to your ESP Website or Company Store.

Add a Custom Domain Name

To add a domain name, click on the "Add New ESP Website Address or Custom Domain" button. Then, type your new domain name into the field and click on the Save button.

If you select to use a standard ESP Website address, ".espwebsite.com" will automatically be added to the name you enter.

Note: If you are working with a Company Store, the standard Company Store address will be ".logoshop.com".



Select Standard ESP Website Address (Example: mycompany.es domain. When you are finished, hit Save.)

Standard ESP Website Address Custom Domain

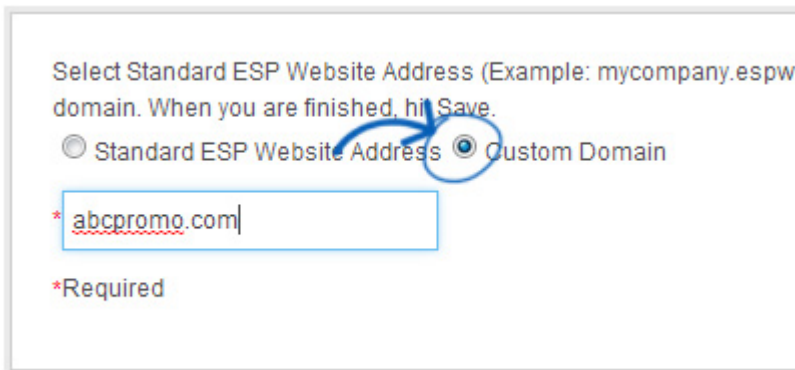
*

*Required

To edit your domain name, click on the Edit link under Action, type your new domain name, and then click on the Save button.

Redirect Your Domain

If you have selected to use a custom domain, you do not need to type "www." Just type the domain name - for example: ABCpromo.com.



Select Standard ESP Website Address (Example: mycompany.espw domain. When you are finished, hit Save.)

Standard ESP Website Address Custom Domain

*

*Required

You will need to set up a redirect to point your custom domain to your ESP Website. Contact your domain host (GoDaddy, Network Solutions, etc.) and have them redirect the domain name by pointing the A record to the provided IP address (199.0.184.165). You can redirect up to four (4) domain names.

[Return to top](#)

Analytics

If you have a Google[®] Analytics account and would like to link it to your ESP Website or

Company Store, you can do so in the Analytics are of the Website Settings. Check the "Enable Google Analytics Service" and enter your account number. Then, click on Save and then click on the Make Changes Live link.

If you do not have a Google[®] Analytics account, you can create one by clicking on the "Create an account" button on the Google[®] Analytics home page.

For more information on using Google[®] Analytics, please review the "Help" section on the official [Google Analytics](#) website.

[Return to top](#)

eCommerce

There are three main sections within the eCommerce area which enable you to manage the pricing, payment, coupons, company points, and email notification options for your ESP Website or Company Store.

- [Price Adjust](#): Modify the pricing information for all products, create set-up charges, and determine how pricing is displayed.
- [Coupons and Company Points](#): Enable coupons, company points, and supplier specials.
- [Payment Options](#): Select the payment capabilities, manage credit card processing, and select email notification options.

Price Adjust

The Adjust Product Pricing enables you to set pricing for the products on your site. The default setting is the Supplier's Catalog Price.

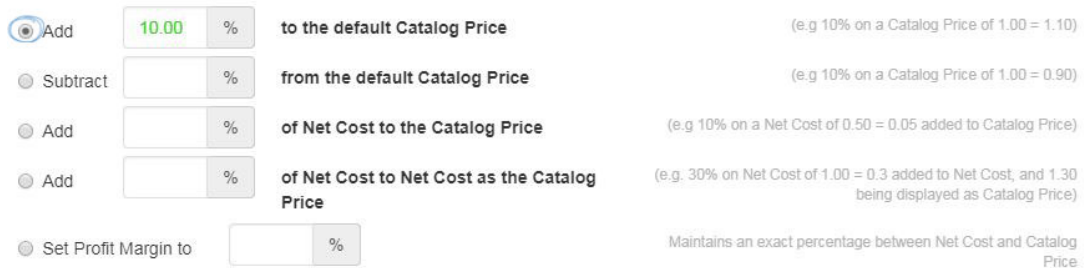
There are several options available and you can establish your price adjustment by clicking on the radio button for the option you wish to use, entering the percentage if applicable, clicking on Save and then clicking the Make Changes Live link.

You are able to add or subtract a percentage from the Catalog price by clicking on the radio button and entering a number in the percentage (%) box. In the example below, all products will display with a 10% increase from the supplier's catalog price.

Price Adjustments and Fees

Section to setup the modification of prices and fees from the supplier so end-buyers see your prices accurately.

Adjust Product Pricing



Add % to the default Catalog Price (e.g 10% on a Catalog Price of 1.00 = 1.10)

Subtract % from the default Catalog Price (e.g 10% on a Catalog Price of 1.00 = 0.90)

Add % of Net Cost to the Catalog Price (e.g 10% on a Net Cost of 0.50 = 0.05 added to Catalog Price)

Add % of Net Cost to Net Cost as the Catalog Price (e.g. 30% on Net Cost of 1.00 = 0.3 added to Net Cost, and 1.30 being displayed as Catalog Price)

Set Profit Margin to % Maintains an exact percentage between Net Cost and Catalog Price

You are also able to adjust pricing based on the net cost. While visitors to your site will not be able to see the net cost, you are able to have a percentage of the net cost added to the supplier's catalog price. For example: A product has a supplier catalog price (list price) of \$7.50 and a net cost of \$5.00. If you enter 50 in the "Add % of Net Cost to the Catalog Price" box, the dollar amount calculated from the net cost (50% of \$5.00 is \$2.50) will be added to the supplier's catalog price. In this example, the \$2.50 will be added to the \$7.50 for a new list price of \$10.00.

Setting a profit margin will automatically adjust the catalog price based on the profit margin you establish. For example, if you wish to maintain a 40% profit margin on every product, ESP Websites will automatically adjust the product pricing to reflect the profit margin.

You also have the option to not show any pricing on your ESP Website or Company Store, but this is not recommended because pricing will display as "QUR" meaning "Quote Upon Request".

Pricing Options and Display

The Pricing Options and Display section enables you to establish a setup charge for all products. Enter a dollar amount in the per Product box and then type a name for the setup charge. When a product is added to the shopping cart, a pop-up window called the Product Option Assistant will open. This window contains the product information and the user can enter a quantity and select additional criteria regarding options for the item prior to checking out. The charge you create in the Pricing Options and Display area will appear above the quantity in the Product Option Assistant.

You are also able to control how many decimal places are displayed on your site. You can show up to 3 decimal places by clicking the "Change max decimal places on pricing" option and then entering the amount in the available box.

Price grid names can be modified as well. The "Price" row will always display on your site, but you are able to customize the caption. For example, instead of "Price" the row could read "You Pay" or "Buyer Cost".

Note: The ability to customize the display names will only be available if you have selected a price adjustment option.

If you have adjusted the price, you can display a row showing any price reductions and modify the name of the row to fit your needs.

Pricing Options and Display

Apply setup charge per Product (Line Item) **Name**

Maximum decimal places on my product pricing:

Show default decimal places set by supplier If you choose to show less decimal places than the supplier, the price will be rounded up to the nearest place.

Change max decimal places on pricing (2 or 3) (e.g. 1.211 will become 1.22 if you choose 2 decimal places)

Show the following price grid rows on your website:

Price (Catalog Price: Default caption "Price")

Savings (Savings between Catalog Price and any adjustments you've made to reduce cost only. Default caption: "Savings")

Show pricing codes? Yes No

Hide prices for products with pricing not confirmed this year? Yes No

There are two additional pricing display options in this section:

- Show pricing codes - This will display the discount code for the item (ex. PQR, 5P).
- Hide prices for products with pricing not confirmed this year - If the supplier has not confirmed pricing within the past year, the pricing for the item will display as QUR.

Coupons, Company Points, and Supplier Specials

The Coupons & Points Options in the eCommerce section enable you to enable coupons, establish company points and manage supplier specials.

To enable Coupons and Company Points, check the corresponding checkbox.

Coupon & Points Options

Accept Coupons Accept Company Points

To create and manage coupons, go to Global Features and click on Coupon Manager.

When setting up company points:

- Type a currency name, such as "Discount Points".
- Add a currency symbol, to represent your currency. The currency symbol should be a two letter abbreviation such as "DP".
- Set the points exchange rate, meaning the amount of points that will equal one (1) US dollar. As an example, if you type 100 in the points exchange rate box, the customer will receive a one dollar discount from their order total for every 100 points they entered on your site.

Coupon & Points Options

Accept Coupons Accept Company Points

Company Points

Choose if you want to use company issued points during checkout. Define a currency naming scheme, a symbol to represent the currency, (two characters, example, "AX"), and the exchange rate, (ratio: 5 AX = 1 USD).

Currency Name

Currency Symbol

Points Exchange Rate*

Lastly, click on the Make Changes Live link.

Payment Options

If you would like to accept credit card and e-check payments you must have a PromoPayment account. To sign-up for PromoPayment, click on the "[Enroll Today](#)" banner in the Payment Processing Center and create a PromoPayment account.



After you have received your key from PromoPayment, return to the eCommerce section and select "I Want to Accept Payments on My Site". Check the "Credit Card" and "Electronic Payment" boxes.

Types of Payment

Select Payment Provider for Credit Cards and Electronic Payments

Select a Payment Provider

Invoice the Customer

The Invoice the customer option will only be available as a payment option for the final payment. Users will not have the option when submitting a deposit.

I do not want to accept payments on my site.

Note: Paypal will not function properly if you frame (iframe) your website

Enable deposits and add a dollar amount or percentage in the deposit field. Lastly, select which credit cards you accept and enter or paste in your PromoPayment Security Key.

Credit Card Setup

Visa MasterCard Discover American Express

PromoPayment Security Key

PayPal™ Account ID

Authorize.Net Credentials

API Login ID

Transaction Key

In the Other Charge Options section, you can set shipping charges and sales tax to be applied at checkout.

To enable your shipping charges, select from:

- Fixed Amount (flat rate)
- Percentage
- No Shipping Charges

Then, enter the value in the respective box.

If you are entering a percentage, the Min and Max are the amount of the order to which the percentage should be applied.

For example: A 10% shipping charge will apply to all orders totaling \$100 to \$1000 dollars.

To set up a sales tax code, use the dropdown to make your selection.

Order Confirmation Options

The Order Confirmation Options enable you to use the dropdown to select which representative will be the owner of new orders placed on the website. Below the dropdown, you can select who can see orders from the website.

Submit Order Content

You are able to include custom text on the Thank You Page after an order is placed, in the Email to your customer and the disclaimer within that email.

Artwork Options:

- The "Use uploaded artwork" option would enable customers to import their logo to the order.
- The "Use approved artwork" option would only allow logos that are currently uploaded to your site to be used.

When you are finished making changes in any section of the eCommerce tab, click on the Save button. Lastly, click on the Make Changes Live link.

[Return to top](#)

My Site Password

You are able to password protect your site by:

1. Checking the "Enable Password Protection" box.
2. Entering text in the "Password Prompt Text" box.
3. Typing the password for your site in the password box.

When you are finished, click on Save and then click on the Make Changes Live link.

Enable Password Protection:

Password Prompt
Text:

This site requires a password to access.
Please enter the password your administrator
provided you.

Password:

Save

[Return to top](#)

Exclusions

Exclusions Lists enable you remove products, categories, and even specific suppliers from your ESP Website or Company Store. To create a list, go to the Global Features dropdown and select Exclusion Lists.

After you have created an exclusion list, you can apply it to your site using the Exclusions option in the Website Settings area.

In this area, you can:

- Click an individual list or hold CTRL to select multiple lists, and then use the right pointing arrows to add these to the Selected List box.
- Use the double right pointing arrows to add all available lists to the Selected List box.
- Click an individual list or hold CTRL to select multiple lists in the Selected Lists, and then use the left pointing arrows to remove them from the Selected List box.
- Use the double left pointing arrows to remove all selected lists.

Exclusions

Product Suppression

To suppress products from this ESP Website, move the set of products to be suppressed from the list on the left to the list on the right by highlighting and using the arrow buttons. Then click Save.

Because product IDs may change at any time these lists needs to be reviewed and maintained regularly.

Available Lists

- Booze
- Business card
- calendars
- Cigar
- e1
- e2
- every
- Exclude
- Exclusion List**
- flags
- Glassware
- I also hate this supplier
- I hate this supplier
- Jen Knives Exclusion
- keely 3/25/2015

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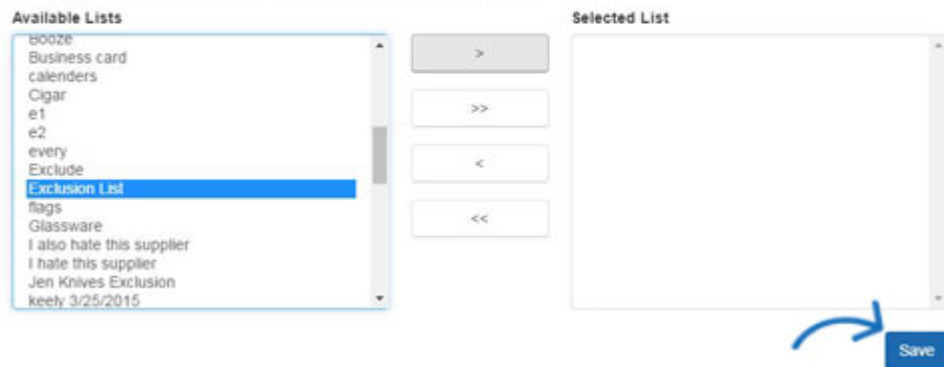
>>

<

<<

Selected List

Save



Click on the Save button when you are finished. Click on the Make Changes Live to publish these changes.

[Return to top](#)