

## Working with eComm Connected Suppliers

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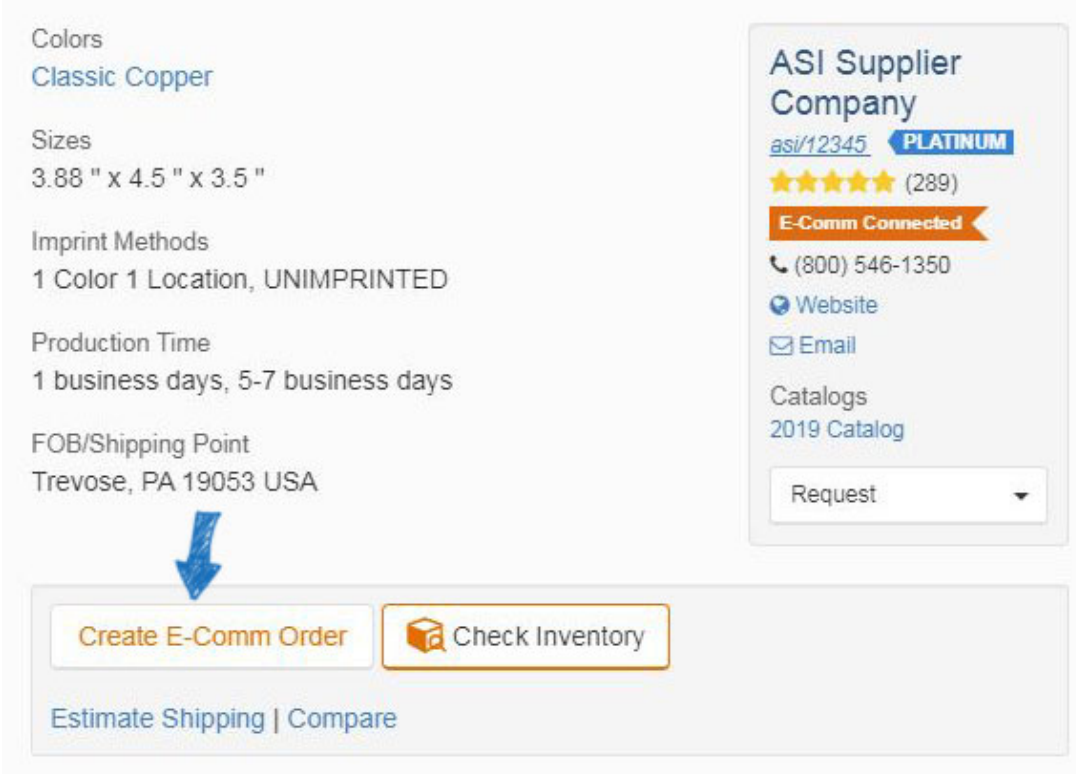
By becoming eComm connected, suppliers are able to receive orders instantly through ESP. That means your order information will be sent directly into that supplier's internal system and straight into production eliminating traditional delays.

- Fastest order placement
- Instantly reserve inventory
- Receive real-time order status updates ESP with no follow-up communication needed

When placing your first order from an eComm Connected supplier, you will need use your account with that supplier when sending the order.

### Place an Order

To order a product, locate the product in ESP Web and click on the Order button.



The screenshot displays a product configuration interface. On the left, product details are listed: Colors (Classic Copper), Sizes (3.88" x 4.5" x 3.5"), Imprint Methods (1 Color 1 Location, UNIMPRINTED), Production Time (1 business days, 5-7 business days), and FOB/Shipping Point (Trevose, PA 19053 USA). A blue arrow points from the shipping point information to the 'Create E-Comm Order' button. On the right, a supplier profile for 'ASI Supplier Company' is shown, including a 'PLATINUM' badge, a 5-star rating with 289 reviews, an 'E-Comm Connected' badge, contact information ((800) 546-1350), website, email, and a 'Request' dropdown menu. At the bottom, there are buttons for 'Create E-Comm Order' and 'Check Inventory', along with links for 'Estimate Shipping' and 'Compare'.


Configure the product for ordering just as you would any other order.

From the sales order, click on the "Purchase Orders" tab. The orange "Send" button indicates the supplier will receive your eComm order directly into their processing system.

1 Pricing 2 Decoration 3 Shipping 4 Purchase Orders


Add Product ▾

Item



**ASI Supplier Company**  
asi/12345 **PLATINUM**  
(800) 546-1350

Preview ▾ **Send**



**T-Shirt**  
Product #: 123

The first time you send an eComm Connected order, you will need to link your ESP account with your supplier account. Each supplier may require their own individual login process. You will need to create an account with the participating supplier, but you will only need to login for the first order. The registration process may vary for each supplier, so you will need to contact the supplier to complete registration. If you do not have a supplier account, click on the "Don't have an account?" link to set one up.

Once you have an account with the supplier, enter your Username, Account Number, and Password in this section. Then, click on the Link Account button.

## Send Purchase Order

### Welcome! Let's Connect Your ESP and ASI Supplier Company Accounts.

ASI Supplier Company is directly connected in ESP and can receive your order instantly! Link your account with ESP to process your order faster and receive real-time status updates.\*

[Don't have an Account?](#)

To **ASI Supplier Company**

**Username \***

**Account Number \***

**Password \***

**Link Account**

*\*You will only need to provide your supplier account credentials one time.*




Once you have linked your accounts, you can click on the "Send Supplier Purchase Order" button and your order will be complete.

After sending an eComm order, you can view the status of the order by clicking on the "Purchase Order History" tab in ESP Orders. Locate your order to see the current status and the date it was last updated.

<b>Purchase Order #123456</b> Sent 6/1/19 By <a href="#">ESP User</a>	<b>ASI Supplier Company</b> <a href="#">asi/12345</a>	<b>In Hands</b> 6/24/19	 <a href="#">View</a>
 <b>Ceramic Mug</b> Product #: ABC123	<b>QTY</b> 24	 <b>Ceramic Mug</b> Product #: ABC456	<b>QTY</b> 24
Vendor Order #	Expected Ship Date	Expected Delivery Date	Status
54321	6/19/19	6/21/19	<b>Order Confirmed</b>  Status Updated 6/10/19
<a href="#">Request Status</a> <a href="#">Add Vendor Reference</a>			







### Shipping and Tracking

When working with eComm connected suppliers, real time shipping and tracking updates will refresh every two hours. On the Purchase Order History tab, when applicable, there will be a Shipping Info section which contains a View link.

<b>Purchase Order #21047</b> Sent 9/12/16 By <a href="#">Ujjwal Vyas</a>	<b>Norwood US</b> <a href="#">asi/74400</a>	<b>In Hands</b> 10/31/19	<b>Shipping Info</b> <a href="#">View</a> 
 <b>White Golf Ball</b> Product #: 60333	<b>QTY</b> 1		
Vendor Order #	Expected Ship Date	Expected Delivery Date	Status
381702			<b>Complete</b>  Last Update 11/5/19, 4:32 PM
<a href="#">Share</a> <a href="#">Request Status</a> <a href="#">Add Vendor Reference</a>			

Clicking on the View link will open a window containing all available shipping information for the order. This information will vary depending on the details available.

Shipping Details

<b>Shipping Information</b> UPS - Ground <a href="#">1Z9999999999999999</a> <b>Ship Date</b> 11/25/2019	<b>Package Details</b> <table border="1"><tr><td data-bbox="619 315 676 371"></td><td data-bbox="676 315 901 371">Vertical Black Imprint "CNA" Badge Buddies in Yellow Product #: BBV-CNA</td><td data-bbox="901 315 1045 371">QTY 100</td></tr><tr><td data-bbox="619 389 676 448"></td><td data-bbox="676 389 901 448">Vertical "Tech" Badge Buddies in Black Product #: BBV-TECH</td><td data-bbox="901 389 1045 448">QTY 100</td></tr></table>		Vertical Black Imprint "CNA" Badge Buddies in Yellow Product #: BBV-CNA	QTY 100		Vertical "Tech" Badge Buddies in Black Product #: BBV-TECH	QTY 100	<b>Status</b> <b>Partial Shipment</b> <b>Vendor Order #</b> 252726 <b>Expected Ship Date</b> 11/02/2019 <b>Expected Delivery Date</b> 11/15/2019
	Vertical Black Imprint "CNA" Badge Buddies in Yellow Product #: BBV-CNA	QTY 100						
	Vertical "Tech" Badge Buddies in Black Product #: BBV-TECH	QTY 100						

<b>Shipping Information</b> UPS - Ground <a href="#">1Z9999999999999999</a> <b>Ship Date</b> 11/19/2019 <b>Ship To</b> 208 Dartmouth Ct Bourbonnais, IL 60914-1190	<b>Package Details</b>	<b>Status</b> <b>Completed</b> <b>Vendor Order #</b> 5226641524748455612124908008 ...
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Close