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## ESP Quick Tip #53: Print a List of Suppliers

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To print a list of suppliers, log into ESP Web and take the following steps:

1. Use the Quick Search toggle to select "Suppliers" and then click on the Advanced Search link.



 Use the fields in the Advanced Search to set your criteria. The example below demonstrates how to locate all suppliers within a specific zip code. When you are ready, click on the Search button.

Keyword/Supplier/ASI Number/Linename			City	State/Province
Minority Own	ned		Zip	Phone/Fax Number
Supplier Ratin	9		19053	
Hover over and Click on the Stars to search by Supplier Rating		Email		
Preferred Supp	olier			
	Platinum	Gold		
Silver	Bronze	Standard		
Market			FOB/Shipping Point(	s)
Filter Suppliers by which country they ship to			Locations where your produ	ucts ship from
O Ali	USA O Canada		Distance in Miles	Zip/Postal Code
			<b>v</b>	

3. On the results page, you can use the options on the left to narrow the results further if needed. There are two views available: Summary View and List View. You can also use the Sort By dropdown to organize the results. When you are ready to print, right click the mouse and select "Print" from the options available.

18 results	View: 🔥   📰	Sort By: Default 🗸 25 🗸	Page: 1 of 1 ( )
ZIP/Postal Code 19053	asi/33020 Bronze Not Rated	Advertising Spec Inst. (ASI) 4800 E Street Rd Trevose, PA 19053-6658 http://www.asicentral.com	(800) 546-1350 Phone View Products (800) 829-9240 Fax tandrews@asicentral.com
USA 8	<u>asi/88465</u>	ASI Tech Training	Rate this Supplier Add a Note support@asicentral.com View Products
Supplier Rating -	Not Rated	4800 Street Rd Feasterville Trevose, PA 19053	Date this Sumplier   Add a Note
Area Code - Preferred Rank -	asi/88466 Not Rated	ASI Test Supplier I 4800 Street Road	(800) 546-1350 Phone View Products (215) 234-5362 Fax
		https://asitestsupplier1.com	ievei2-support@asicentral.com

Please review the <u>Search for Suppliers and/or Decorators in ESP Web</u> article for more information on locating vendors within ESP.