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To add a custom product and from a non-ASI vendor to an ESP Order, log into ESP Web and click on the Orders tab.

Cesp	ESP Web	Websites	Admin	CRM	Orders	Email I	Aarketing		?	٨	Ż	29
Searches -	Top Sellers -	Projects	Presenta	ations – New Su	ippliers Suppl	ier Catalogs	Specials	Idea Center			G	Print iZMO
Q Search for Products			Products -	Price		antity	Search	Advanced Search				

Next, locate the order and click on the Order number to open it.

Dashboard	Quotes Orders	voices Sample Re	quests Purchase Ord	ler History		
Q Search by	product, supplier, etc.					
Order #	Customer \$	Date -	In-Hands Date 🖨	Total 😄	Status ¢	
ASI-4556	635 ASI	5/2/24	5/24/24	\$1026.00	Open	•
ASI-4556	632 ASI	2/27/24	3/20/24	C\$690.93	Open	•

The order will open. Scroll to the product area. In the Add Product option, click on the down arrow and select on New Product



The Add Product window open and you can use the available fields to fully configure the product information.

Note: If the supplier of the product is not an ASI Supplier, but they are saved as a supplier in your CRM, you can use the Supplier drop-down box in the lower right to select them. Once you start typing in the name of the company, the option to create a new company will become available.

See this in action!

Once you are done configuring your product click on the Save button in the bottom right corner of the window. The custom product will be added to the order and the supplier will be saved in your CRM.