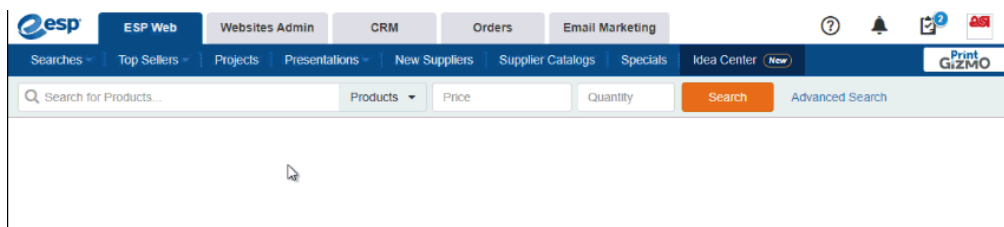


ESP Quick Tip #53: Print a List of Suppliers

2023-01-20 - Jennifer M - ESP Quick Tips

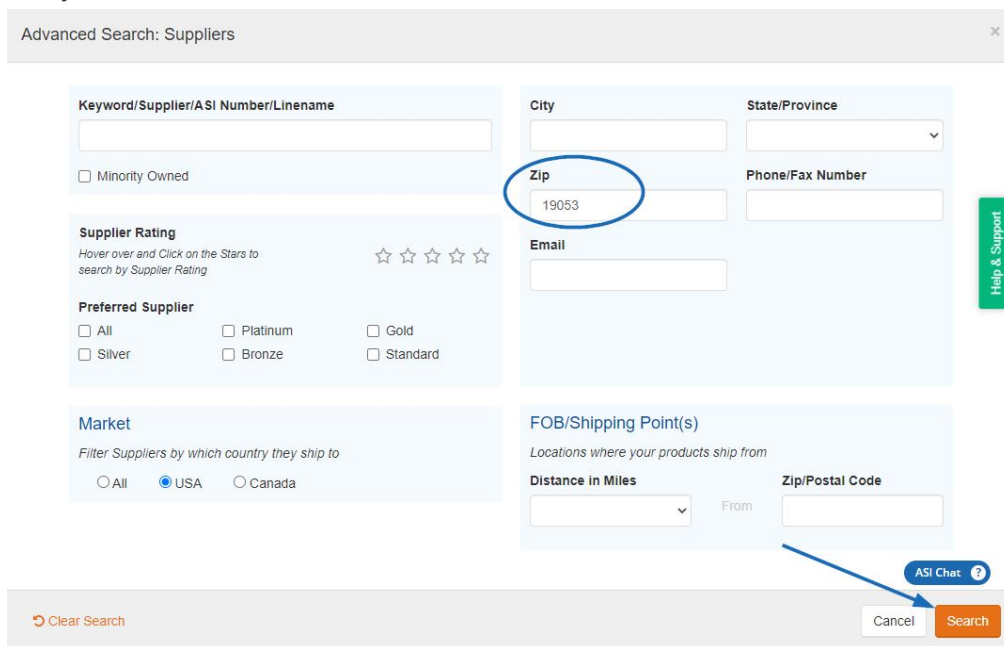
To print a list of suppliers, log into ESP Web and take the following steps:

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



The screenshot shows the top of the ESP Web interface. The navigation bar includes links for ESP Web, Websites Admin, CRM, Orders, and Email Marketing. Below this is a secondary navigation bar with links for Searches, Top Sellers, Projects, Presentations, New Suppliers, Supplier Catalogs, Specials, Idea Center, and a Print GIZMO button. A search bar is present with a dropdown menu set to 'Products' and a 'Search' button. An 'Advanced Search' link is also visible.

2. 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.



The screenshot shows the 'Advanced Search: Suppliers' form. The form is divided into several sections. The 'Keyword/Supplier/ASI Number/Linename' section has a text input field. The 'Supplier Rating' section has a star rating selector. The 'Preferred Supplier' section has checkboxes for All, Silver, Platinum, Bronze, Gold, and Standard. The 'Market' section has radio buttons for All, USA (selected), and Canada. The 'City' section has a text input field. The 'State/Province' section has a dropdown menu. The 'Zip' field is highlighted with a blue circle and contains the value '19053'. The 'Phone/Fax Number' section has a text input field. The 'Email' section has a text input field. The 'FOB/Shipping Point(s)' section has a dropdown menu for 'Distance in Miles' and a text input field for 'Zip/Postal Code'. A blue arrow points from the 'Search' button to the 'Zip' field. A 'Clear Search' button is located at the bottom left, and a 'Cancel' button is at the bottom right. A 'Help & Support' button is on the right side, and an 'ASI Chat' button is at the bottom right.

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

ZIP/Postal Code

19053

Market

USA

Clear All

Supplier Rating

Area Code

Preferred Rank

View:

Sort By: Default

25

Page: 1 of 1

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Please review the [Search for Suppliers and/or Decorators in ESP Web](#) article for more information on locating vendors within ESP.