



Configure a Product for Order

Jennifer M - 2019-09-12 - Ordering & Inventory

When ordering a product within ESP, you will need to configure. Depending on the item's attributes, you may have to select specific options. For example, a T-Shirt may have different options, such as colors or sizes, from which you will need to choose prior to being able to enter the quantities.

After making selections, you will need to enter the quantity for each available option in the box below the attribute. The Order Summary will appear to the right, displaying the total product cost, price, and margin. After entering the quantities for options you would like to order, click on the Continue button.

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Quantity

Enter your quantities below. Once your order is created, you can edit the colors, add additional instructions and make other updates.

	XS	S	M	L	XL
AQUATIC BLUE	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
ASH	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
ATHLETIC HEATHER	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
ATHLETIC MAROON	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
LIGHT BLUE	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
CARDINAL	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
CHARCOAL	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
DAFFODIL YELLOW	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
	\$7.28	\$7.28	\$7.28	\$7.28	\$7.28

Price subject to change without notice, please verify with Supplier.

T-Shirt
ASI Supplier Company
[asi/12345](#)



Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

[Save to Cart](#) [Continue](#)

Next, in the Choose your customer area, use the dropdown to select a customer from CRM. You can begin typing the customer's name and all matching results will appear. Click on the listing for the company you would like to use. If the company does not yet existing in your CRM, you can use the Add New Customer link to create one on the fly. After choosing the customer, click on the Continue button.

Use the dropdown to select your customer.

Note: If you are working with a new customer, click on the Add New Customer link. You will be able to enter the customer's name and then click on Create Customer. Next, click on the


Continue button.

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Choose your customer

[Add New Customer](#)

T-Shirt
ASI Supplier Company
[asi/12345](#)



Order Summary


Quantity	120
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Total Product Cost:	\$344.88
Total Product Price:	\$873.60
Margin:	\$528.72

Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

In the Decoration section, you can enter information regarding the imprinting options for this product. If you have previously saved a decoration configuration for this customer, you will be able to use the Decoration dropdown to select the configuration.


Decoration


 **Blue Logo**

Use the Decorator dropdown to select a company. Then enter Vendor Notes and use the checkbox to make these notes visible on customer facing documents. Use the additional fields to enter information regarding imprint method, proof requirements, imprint color, imprint size and instructions.

Artwork & Files [?]

Upload up to 10 files per order.






Your Logo Here....

To save the decoration configurations for this customer, in the Save Decoration box, name the decoration, enter a description (if desired) and then click on the Save Decoration button. The decoration will be saved in the [Design section](#) of the customer's CRM record.

Save Decoration (optional) [?]

Imprint Method, Decoration Details and Artwork & Files will be saved to this Customer's CRM Record.



Note: This section enables you to enter the decoration information for one location imprinting, however, you will be able to enter additional locations during the order configuration process.

After you have finished configuring the decoration options for this product, click on the Create Order button. Then, begin [filling in the order form](#).