



## The Basic Details Tab

Jennifer M - 2024-05-18 - ESP Updates

To make modifications to the basic details of your product data, click on the Edit button in the Manage Products area.

**C-Handle ceramic mug**  
**External Product ID:** 8030878-555053832  
**Created On:** Nov 16, 2023  
**Made Active:** May 15, 2024  
**Last updated by:** ESP User on May 15, 2024

Status: **Product is Active**

[Edit](#) [Copy](#) [Delete](#) [Make Inactive ▶](#)

Great ceramic mug for any and all promotions! Versatile, dishwasher and microwave safe, this 16 ounce ceramic c-handle mug is ideal for your event!

When adding product information, there are some [restricted words](#) which may only be used sold by those authorized by the trademark owner.



Within the Basic Details tab, you are able to add, edit, or remove:

### Top Checkboxes

#### Countries this Product ships to (Market Segments)

Use the dropdown to select the locations where you will ship this product. The options available will be populated based on your company's membership profile with ASI.

#### Private

Private enables items to be available for as featured products, but not available in searches on your website.

#### New

A product can be considered "New" for up to six months. This option will be checked by default, however, it can be unchecked. It is important to note that this action cannot be undone. If the new box is unchecked, a warning will be displayed.

After clicking on "OK", saving the item, and making it active, the "New" flag will be removed from the product listing.

#### Closeout

Check this box to indicate if the item is a closeout.

#### Product Confirmation

Use the Product Confirmed through checkbox to indicate that the item's information is confirmed through a specific date. The standard confirmation time range is one (1) calendar

year from the confirmation date, but you can click on the calendar icon to choose a different time frame.

## **Product Details**

### **What type of product are you entering?**

Use the dropdown to select the best type for the product.

### **Product Name (Required)**

This is the name of the item and will be automatically populated from the information you entered in the Add Product window.

### **Product Number**

If your item has a product number enter it in the Product number field.

### **UPC Code**

If your product has a UPC code, enter it here.

### **External Product ID (Required)**

The External Product Id is automatically generated by ESP Updates.

### **SKU**

If the product has one SKU number for all attributes (color, size, material, etc), you can enter that number here. If the product has multiple SKU numbers, use the SKU and Inventory tab.

### **Description (Required)**

Enter as much descriptive information as possible in this field. If you created a new product, this information will already be populated from the Add Product window.

### **Summary Description (Required)**

Type a short description for the ESP Quick View and other short description areas.

### **Categories**

You may assign up to two (2) categories to your product, but must select at least one in order to make the product active. To view additional categories, click on the View More Categories link and scroll through the list. You can also use the Search Categories box and begin typing the category name.

Once you've selected your category or categories, click on the Apply button.

**Choose Categories** ✕

- 3D & VIRTUAL REALITY VIEWERS-34
- ADDRESS BOOKS-22
- ALARMS & PROTECTIVE DEVICES
- ALMANACS
- ANTIBACTERIAL PRODUCTS
  
- APOTHECARY JARS
- APRONS-special
- ARM BANDS
- ART SUPPLIES
- AUTO DEALER AIDS
- AUTO-CATEGORY\_ACTIVE
- AWARD RIBBONS
- Aprons-Carpenter
- Aprons-Smock/Tunic
- BABY ACCESSORIES

- ADDRESS BOOKS-
- ADULT NOVELTIES
- ALBUMS
- ANTENNA ACCESSORIES
- ANTIMICROBIAL ENHANCED PRODUCTS
- APRONS-Gardening
- APRONS-special2
- ART & DESIGN SERVICES
- AUTO ACCESSORIES
- AUTO VISOR ACCESSORIES
- AWARD PROGRAMS
- AWARDS
- Aprons-General
- Aprons-Waist Style
- BACK SCRATCHERS

Viewing all available categories
0 of 2 possible categories selected

Learn more about categorizing your product by clicking on a category from the list.

To remove a category, click on the "X" next to the category to be deleted.

## Product Keywords

To further improve search results, enter keywords that are specific and relevant to your product. Separate each keyword with a comma or by hitting the enter key on your keyboard.

## Product Theme

Use the "Choose a Theme" button to select from the available theme options.

## Countries where Manufactured

If your product was manufactured in the United States, check the box next to United States. If your product was manufactured elsewhere, choose the location from the dropdown box. Use the Additional Country link to indicate additional manufacturing locations.

**Note:** Do not use the United States checkbox if the product was assembled in the United States from parts/pieces manufactured elsewhere.

## Tax Information

To establish tax information for a product, use the dropdown to select the category of the tax. The tax code and description will be automatically filled in based off the dropdown selection. The code and description are not editable.

## Shipping and Packaging

### FOB Points

Check the FOB point for the location from where your products will ship. If you have multiple FOB Points, choose the FOB points by checking the box next to the FOB Point(s) that apply to this product. If you need to Add or Change the FOB point listed in your supplier data, click the Contact Us link.

### Warehouses

Check the warehouse(s) for the location from where your products will ship. If you have multiple warehouses, choose the warehouses by checking the box next to the ones that

apply to this product. If you need to Add or Change the warehouse(s) listed in your supplier data, click the Contact Us link.

## Shipping Estimate

Indicate the number of products packaged and choose the type of container used for shipping from the dropdown list. Use the Shipping Dimensions field to enter the length, width and height of the shipping container (not the dimensions of the product itself). Utilizing the dropdown list, choose the unit type. Use the Clear All button to remove information from all fields.

**Note:** If the dimensions include fractions, enter a space between the whole number and fraction. Do not include hyphens.

Enter the Shipping Weight and the unit type from the drop down list.

Indicate if the cost of shipping is based on the weight of the package or the size of the package by clicking the appropriate box. If free shipping is offered for this item, check the box at the bottom of this section.

**Shipping Estimate:** This information will be used to Estimate the Cost Clear All

Number of Items  Per  ▼

**Shipping Dimensions** Enter space between whole numbers and fractions, no hyphens (2 3/4)

Length	Unit Type	x	Width	Unit Type	x	Height	Unit Type
<input type="text" value="12"/>	<input style="border: none; text-align: center; font-size: 0.8em;" type="text" value="in"/> <span style="font-size: 0.8em;">▼</span>		<input type="text" value="12"/>	<input style="border: none; text-align: center; font-size: 0.8em;" type="text" value="in"/> <span style="font-size: 0.8em;">▼</span>		<input type="text" value="6"/>	<input style="border: none; text-align: center; font-size: 0.8em;" type="text" value="in"/> <span style="font-size: 0.8em;">▼</span>

**Shipping Weight**

Weight  Unit Type  ▼

Shipper Bills by:  Weight of the Package  Size of the Package

Free Shipping

## Item Packaging

Indicate all packaging types that apply to the product by checking the appropriate box. If you have a packaging type that is not shown on the list, just click "Add an Additional Packaging Type". A box will display for you to enter the new packaging type.

**Item Packaging** See Pricing Tab to add any applicable upcharges.

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Banding                        | <input type="checkbox"/> Box         | <input type="checkbox"/> Bubble Type Packaging    |
| <input type="checkbox"/> Bulk                           | <input type="checkbox"/> Case        | <input type="checkbox"/> Cello Type Packaging     |
| <input type="checkbox"/> Gift Bag                       | <input type="checkbox"/> Gift Boxes  | <input type="checkbox"/> Gift Wrapped             |
| <input checked="" type="checkbox"/> Individual Poly Bag | <input type="checkbox"/> Mailer      | <input type="checkbox"/> Poly Bag                 |
| <input type="checkbox"/> Pouch                          | <input type="checkbox"/> Shrink Wrap | <input type="checkbox"/> Special/Custom Packaging |
| <input type="checkbox"/> Tuck Box                       |                                      |   |

[+ Add an Additional Packaging Type](#)

**Additional Shipping Information**

Order can be shipped in a Plain Box

Additional shipping information

## Additional Shipping Information

Additional shipping information can be added by typing in the box provided. Any shipping information that has associated costs should be entered as a Shipping Option. Check the Order can be shipped in a plain box if you will ship the order with no supplier contact information on the box.

## Carrier Information

Use the dropdown to provide details about carrier information for this product.

## Delivery Options & Item Assembled

Use the dropdown to select delivery option information. Use the Item Assembled dropdown to provide information regarding item assembly.

## Options

You are able to add custom shipping options in this section. Click on the Add a Custom Shipping Option. The Add an Option window will open. You will be prompted to indicate whether this option is required for ordering. Next, select "Shipping" from the Option Type dropdown.

Enter a brief Option Name in the Option Name field. Type the value(s) for the option and then hit Enter, Comma or Tab on your keyboard.

**Note:** When entering values, enter them individually; not as a grouped value. For example, enter "A", "B", "C" not "A, B, or C".

If only one option value can be ordered check the "Can only order one" checkbox. Enter any additional information which may apply to this option. To include any additional charges for the option, go to the Pricing Tab.

When you are finished, click on Apply to return to the Basic Detail tab or click on Apply & Add to create another option for this product.

## Company, Line, & Brand Name

### Company Name

Your company name and ASI number appear at the top right side of the page. Click on the

ASI number to display your company information.

### **Line Name(s)**

Line names will populate based on the information provided to ASI.

### **Brand Name(s)**

Enter the brand name of the product in the Brand Name(s) box. Brand Names are those names that have been trademarked™, Copyrighted© or Registered®.

Use the dropdown below the box to select the search filter options:

- Starts With: Will show all matching results which start with the letters you have entered.
- Contains: Will show all matching results that contain the letter sequence you entered anywhere within matching results.

## **Safety & Compliance**

### **Certifications and Compliance**

In the Safety and Compliance area, check any certification and/or compliance that apply to the product. If your certification or compliance is not on the list, you can click on the Contact Us link.

### **Link to Product Data Sheet**

If you have certification documentation, you can enter the URL for it in the available text box.

### **Safety**

Check the box next to any choking hazard that applies to your product.

### **Hazardous Material**

Use the dropdown to indicate if the product contains any hazardous materials.

### **Eco Certifications**

Click on the Add Eco Certificate link. The Add Eco Certificate window will open. In the pop-up window, choose which option corresponds with the certificate.

There are three certificate options available:

- Sustainable Materials
- Sustainable Production
- Responsible Giving

The required fields will be marked with a red asterisk. After checking the appropriate option, select the issuing organization from this dropdown. While only the issuing organization itself is required, it is recommended that Issue and Expiration dates are supplied for each certificate, as well as a credential URL. Once you have finished configuring the certificates information, check the agreement on at the bottom of the window that reads "I agree that any assessment, certification, inspection and/or related examination related to any authenticity of certificates are provided or conducted by the

Supplier with no involvement from Advertising Specialty Institute (ASI)". Then, click on the Save button.

The newly added certificate will now be applied to the product as well as included in the dropdown for future use.

### **Prop 65**

If this product contains any chemicals or requires any warnings under [Prop 65](#), enter the warning in the proper corresponding box.

### **Warranty Information**

If you offer a warranty on your product, check the Warranty Available checkbox. Then, check the box next to any warranty information that applies to your product. If you need to create more warranty information, enter it in the box provided. To add more custom warranty information, click on the Add Warranty Info button and then type in the new box provided.

### **Battery Information**

If your product uses batteries, you can use the checkboxes to indicate if batteries are included, required, battery size, or the number of batteries needed. To add custom battery information, click on the Add an Additional Battery Info button and then type in the new box provided.

### **Disclaimer**

If there are any disclaimers that apply to this product, you can enter that information in the disclaimer box. For example: Due to the hand carving process we do not guarantee that any two items will be exact.

### **Additional Product Information**

Use the Additional Product Information box to add more details about the product, such as Over run/Under run statements. For example: "Order is considered complete with 5% over or under run". Do not enter upcharges in this section. Additional charges should be added as an upcharge in the Pricing tab.

After adding or editing the information, click on the Save button. If you are completely finished managing the product information and are ready to make it live; click on the Make Active button.