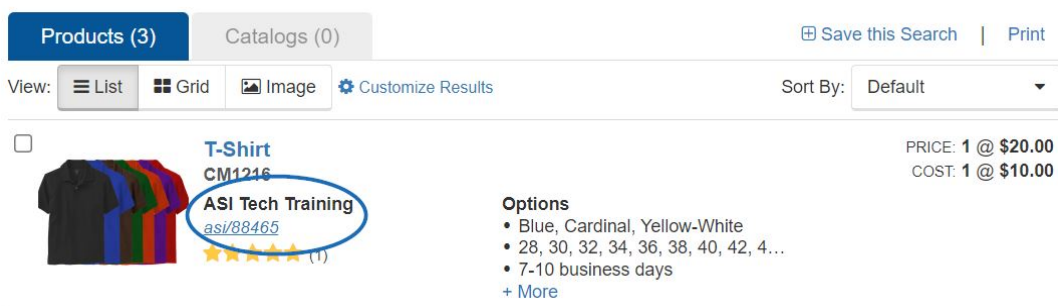


Quoi de neuf > ESP Quick Tips > ESP Quick Tip #26: Add Supplier to a Preferred List in ESP Web

ESP Quick Tip #26: Add Supplier to a Preferred List in ESP Web


2021-12-16 - Jennifer M - ESP Quick Tips

When working in ESP Web, you may wish to add a supplier to an existing Preferred Supplier list. To do this, log into ESP and locate a product from the supplier. Then, click on the supplier's name or ASI number.



Products (3) Catalogs (0) [Save this Search](#) | [Print](#)

View: [List](#) [Grid](#) [Image](#) [Customize Results](#) Sort By: [Default](#)

☐  **T-Shirt**
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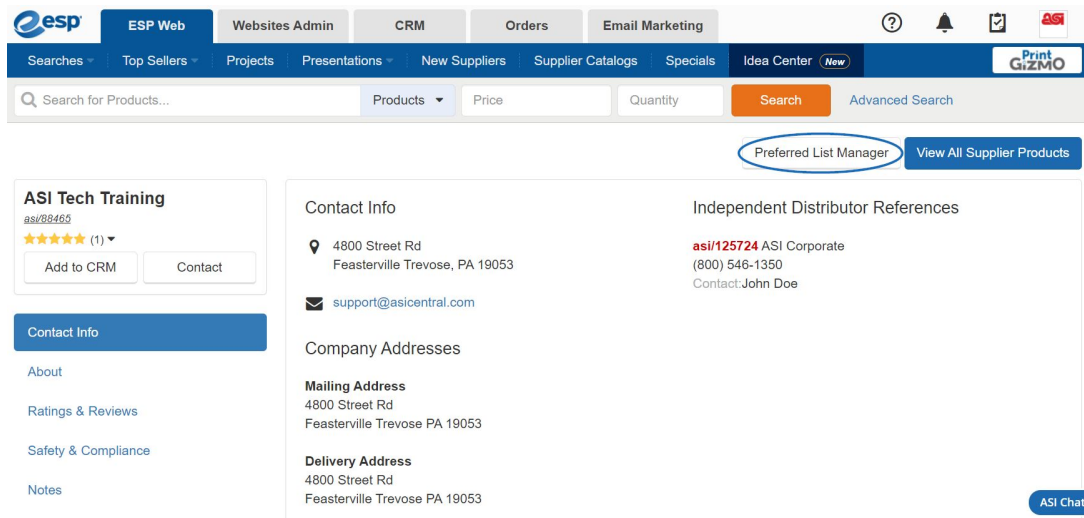
PRICE: 1 @ \$20.00
COST: 1 @ \$10.00

Options

- Blue, Cardinal, Yellow-White
- 28, 30, 32, 34, 36, 38, 40, 42, 4...
- 7-10 business days

[+ More](#)

This will open the Supplier Detail page. Click on the Preferred List Manager button in the upper right corner.



esp ESP Web Websites Admin CRM Orders Email Marketing

Searches Top Sellers Projects Presentations New Suppliers Supplier Catalogs Specials Idea Center [New](#) [Print GIZMO](#)

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[Preferred List Manager](#) [View All Supplier Products](#)

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[Contact Info](#)
[About](#)
[Ratings & Reviews](#)
[Safety & Compliance](#)
[Notes](#)

Contact Info
4800 Street Rd
Feasterville Trevose, PA 19053
support@asicentral.com

Company Addresses
Mailing Address
4800 Street Rd
Feasterville Trevose PA 19053
Delivery Address
4800 Street Rd
Feasterville Trevose PA 19053

Independent Distributor References
asi/125724 ASI Corporate
(800) 546-1350
Contact: John Doe

[ASI Chat](#)

A pop-up window will open where you can select the list(s) to which you would like to add this supplier and then click on the Save button.

Preferred List Manager



Add or remove suppliers from your lists by "checking" or "unchecking" the list. Some lists may be locked by your administrator.

Search for a Preferred List		
<input checked="" type="checkbox"/>	Yves-Imported List 05/25/2021	
<input type="checkbox"/>	Manual Kevin's list	
<input checked="" type="checkbox"/>	Imported List 12/06/2021	

Preferred Supplier & Notes Admin

Save

Once you receive the green success notification, you can close the pop-up window.



Success! Your changes may take up to 30 minutes to take effect.