



## ESP Quick Tip #65: How to Create a Reorder

2023-10-23 - Jennifer M - ESP Quick Tips

A reorder is a renewed or repeated order. To create a reorder in ESP, log into ESP Web and click on the Orders tab.



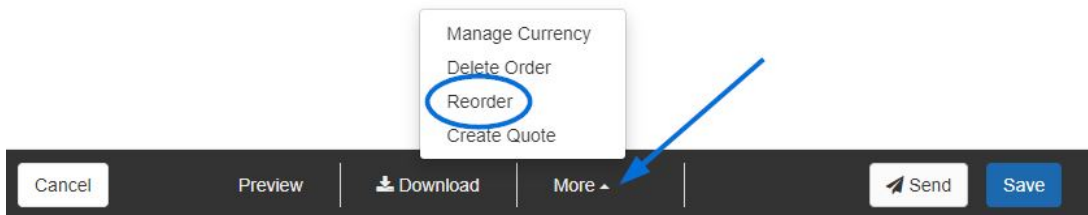
Locate the order you would like to use and click on the order number.

Dashboard Quotes **Orders** Invoices Sample Requests Purchase Order History

Q Search by product, supplier, etc.

<input type="checkbox"/>	Order #	Customer	Date	In-Hands Date	Total	Status	
<input type="checkbox"/>	ASI-455565	3D Orthopedic Medical...	1/19/22	1/31/22	\$302.10	Open	▼
<input type="checkbox"/>	ASI-455564	Jan ABC Company	1/14/22	1/28/22	\$627.52	Closed	▼

From the bottom toolbar, expand the "More" menu and then select "Reorder" from the available options.



The reorder will be generated by copying all the information included on the original order. The type of order will automatically be updated and a notification will appear with a reminder to double check pricing before sending the Purchase Order as pricing might have changed.

