

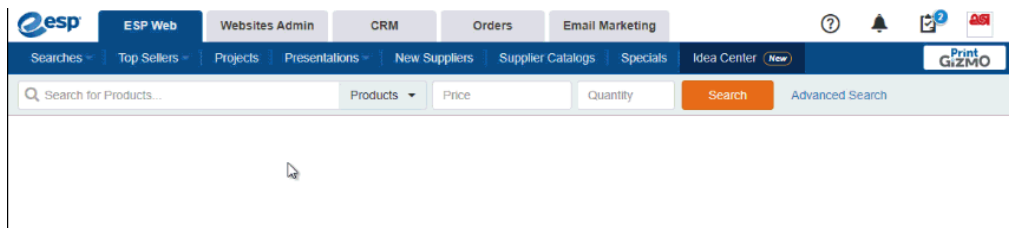


ESP Quick Tip #53: Print a List of Suppliers

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.



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.

Advanced Search: Suppliers

Keyword/Supplier/ASI Number/Linename

City State/Province

Zip 19053 Phone/Fax Number

Email

Supplier Rating

Preferred Supplier

Market

FOB/Shipping Point(s)

Distance in Miles From Zip/Postal Code

Clear Search Cancel Search

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.