



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.

The screenshot shows a product search result for a T-shirt. The product name is 'T-Shirt CM1216' and the supplier is 'ASI Tech Training' with ASI number 'asi/88465'. The price is \$20.00 and the cost is \$10.00. There are options listed: Blue, Cardinal, Yellow-White, sizes 28, 30, 32, 34, 36, 38, 40, 42, 44, and a lead time of 7-10 business days. The supplier's name and ASI number are circled in blue.

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

The screenshot shows the Supplier Detail page for 'ASI Tech Training' (asi/88465). The page includes contact information, company addresses, and independent distributor references. The 'Preferred List Manager' button is circled in blue in the upper right corner.

ASI Tech Training
asi/88465
★★★★★ (1) ▼
Add to CRM Contact

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

Preferred List Manager View All Supplier Products

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



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

