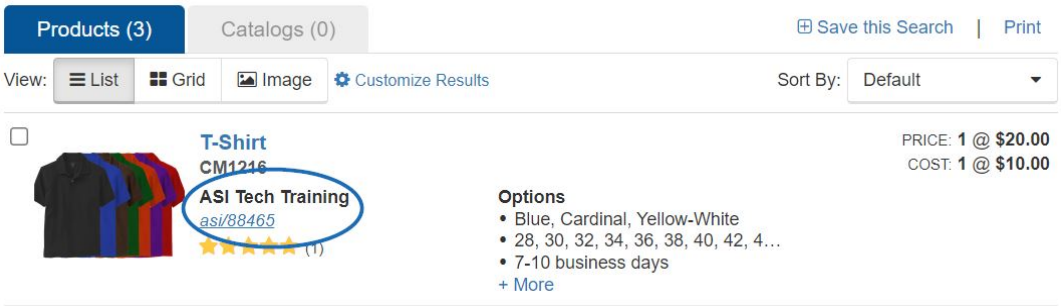
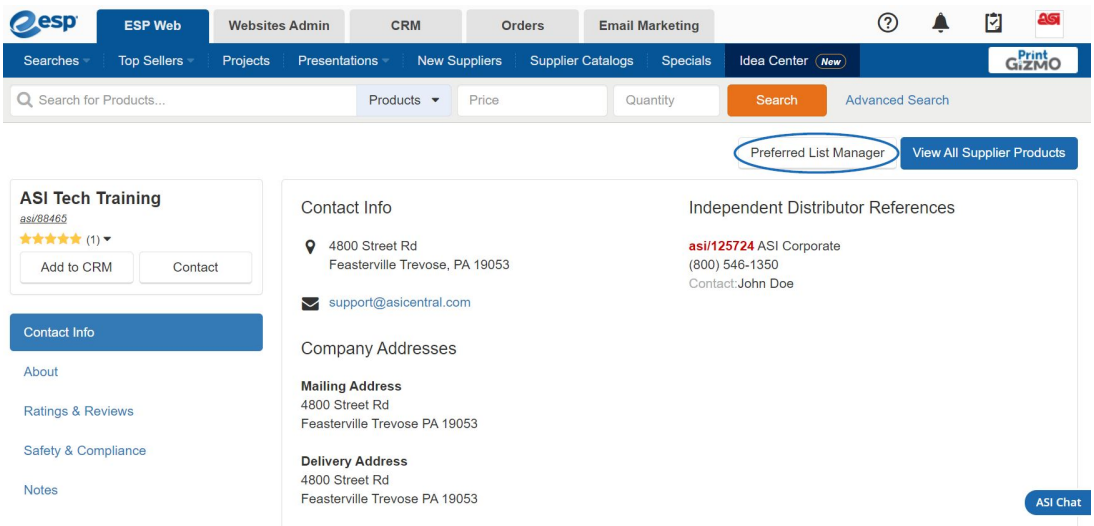
ESP Quick Tip #26: Add Supplier to a Preferred List in ESP Web

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

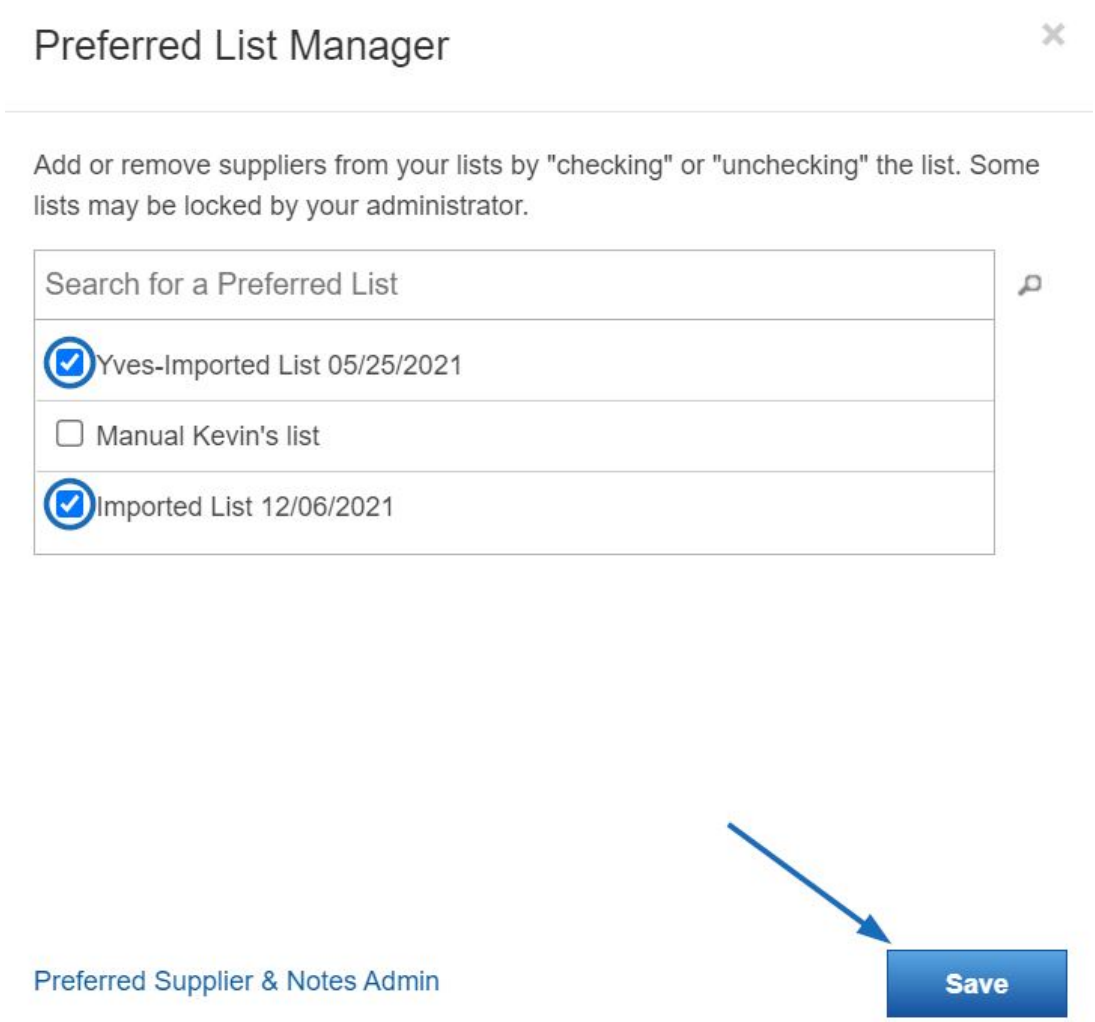
When working in ESP Web, you may wish to add a supplier to an existing Preferred Supplier list. To do this, log into ESP and locate a product from the supplier. Then, click on the supplier's name or ASI number.



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



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.



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