



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. A blue circle highlights the supplier name and ASI number.

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 has a navigation bar with tabs for 'ESP Web', 'Websites Admin', 'CRM', 'Orders', and 'Email Marketing'. Below the navigation bar is a search bar and a 'Preferred List Manager' button circled in blue. The main content area is divided into sections: 'Contact Info' (4800 Street Rd, Feasterville Trevose, PA 19053; support@asicentral.com), 'Company Addresses' (Mailing and Delivery addresses), and 'Independent Distributor References' (asi/125724 ASI Corporate, (800) 546-1350, Contact: John Doe). There are also buttons for 'Add to CRM' and 'Contact'.

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.