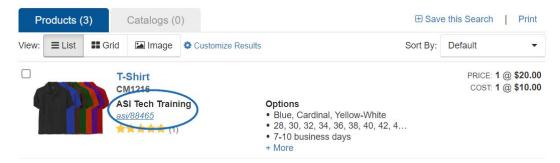


What's New > ESP Quick Tips > ESP Quick Tip #26: Add Supplier to a Preferred List in ESP Web

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

2021-12-16 - Jennifer S - 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.

esp	ESP Web Web		ites Admin CRM		Orders		Email Marketing				?	<b>Å</b>	Ż	<b>a</b> si
Searches -	Top Sellers	Projects	Presenta	tions – Nev	v Suppliers	Supplier	Catalogs	Specials	Idea Center 🥢	New			G	Print
Q Search for	Products			Products 🔻	Price		Qu	antity	Search	Advar	nced S	Search		
									Preferred Lis	st Manage		View All \$	Supplier	Products
ASI Tech Training			Contact Info • 4800 Street Rd Feasterville Trevose, PA 19053						Independent Distributor References asi/125724 ASI Corporate (800) 546-1350 Contact John Doe					
	Add to CRM Contact							(800)						
Contact Info			_	port@asicentra										
About			Company Addresses Mailing Address											
Ratings & Reviews			4800 Street Rd Feasterville Trevose PA 19053											
Safety & Compliance				Address										
Notes			4800 Str Feasterv	eet Rd ille Trevose PA	19053									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. Add or remove suppliers from your lists by "checking" or "unchecking" the list. Some lists may be locked by your administrator.





Preferred Supplier & Notes Admin

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.