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.

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	🔎
☑ Yves-Imported List 05/25/2021	
☐ Manual Kevin's list	
☑ 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.