



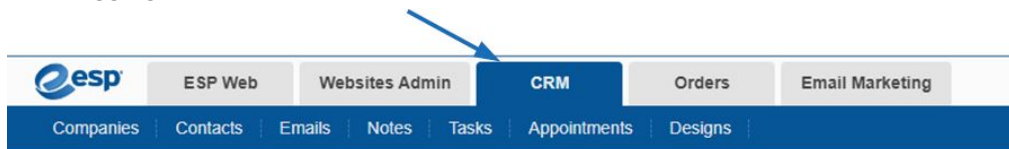
ESP Quick Tip #7: Add a Default Shipping Carrier and Account Number for a Company

2021-04-16 - Jennifer S - ESP Quick Tips

Adding a default shipping carrier and account number for a company is a time saving feature because it will automatically apply this information to all orders created in ESP for that customer.

To add a default shipping carrier and account number to a company record, take the following steps:

1. After logging into ESP, click on the CRM tab.



2. By default, you will be brought into the Companies section. Locate the company to which you would like to add the shipping account information and click on the company's name.


Companies

All Companies Customers Suppliers Decorators Prospects

Search for address, phone, etc. By Name ▾

Number of Companies: 14

A

<input type="checkbox"/>	 ABC Customer Company 800-546-1350 info@abccompany.com	4800 Street Rd Feasterville-Trevoise PA, 19053 United States	●
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3. Click on the pencil icon in the upper right corner.

CRM / Companies / ABC Customer Company



- The Edit Company screen will display. Scroll down and click on the Billing Information link to expand that section. Then, click the Add Shipping Account link.

Edit Company

Company Name *

Customer Supplier Decorator Prospect

Phone

Office Phone

[Add Phone](#)

Email

Work

[Add Email](#)

[Add Email Domain](#)

[Add Website](#)

Primary Contacts

Billing Shipping Acknowledgement

- Use the dropdown to select the carrier and then type the account number in the available box. When you are finished entering the information, click on Save.

ship via Account

[Add Shipping Account](#)

Record Owner (Person responsible for this record)

Visible to

- Everyone
 Only the Record Owner
 Teams or Individuals

After you having the default ship via and account number entered in the CRM will be shown directly under the shipping contact on any orders using that company as a customer.