



## Configure a Product for Order

Jennifer S - 2019-09-12 - Orders

When ordering a product within ESP, you will need to configure. Depending on the item's attributes, you may have to select specific options. For example, a T-Shirt may have different options, such as colors or sizes, from which you will need to choose prior to being able to enter the quantities.

After making selections, you will need to enter the quantity for each available option in the box below the attribute. The Order Summary will appear to the right, displaying the total product cost, price, and margin. After entering the quantities for options you would like to order, click on the Continue button.

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### Quantity

Enter your quantities below. Once your order is created, you can edit the colors, add additional instructions and make other updates.

	XS	S	M	L	XL
<b>AQUATIC BLUE</b>	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
<b>ASH</b>	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
<b>ATHLETIC HEATHER</b>	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
<b>ATHLETIC MAROON</b>	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
<b>LIGHT BLUE</b>	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
<b>CARDINAL</b>	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
<b>CHARCOAL</b>	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
<b>DAFFODIL YELLOW</b>	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty	\$7.28 Qty
	\$7.28	\$7.28	\$7.28	\$7.28	\$7.28

Price subject to change without notice, please verify with Supplier.

**T-Shirt**  
ASI Supplier Company  
[asi/12345](#)



Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

[Save to Cart](#) [Continue](#)

Next, in the Choose your customer area, use the dropdown to select a customer from CRM. You can begin typing the customer's name and all matching results will appear. Click on the listing for the company you would like to use. If the company does not yet existing in your CRM, you can use the Add New Customer link to create one on the fly. After choosing the customer, click on the Continue button.

Use the dropdown to select your customer.

**Note:** If you are working with a new customer, click on the Add New Customer link. You will be able to enter the customer's name and then click on Create Customer. Next, click on the


Continue button.

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### Choose your customer

Enter or Select Company [Add New Customer](#)

**T-Shirt**  
ASI Supplier Company  
[asi/12345](#)



#### Order Summary

Quantity	120
<hr/>	
<b>Total Product Cost:</b>	\$344.88
<b>Total Product Price:</b>	\$873.60
<b>Margin:</b>	\$528.72


Total product price is for merchandise only. This price does not include any tax, setup, or decoration charges.

[Save to Cart](#) [Continue](#)

In the Decoration section, you can enter information regarding the imprinting options for this product. If you have previously saved a decoration configuration for this customer, you will be able to use the Decoration dropdown to select the configuration.

### Decoration

Select



Use the Decorator dropdown to select a company. Then enter Vendor Notes and use the checkbox to make these notes visible on customer facing documents. Use the additional fields to enter information regarding imprint method, proof requirements, imprint color, imprint size and instructions.

**Decorator** ASI Decorator Company ✕

**Vendor Notes**  Visible  
Type your comments

**Imprint Method** Silkscreen ✕

**Imprint Location Name**

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**Decoration Details**

**Imprint Color** Blue

**Imprint Size** 3" x 3"

**Instructions**  Visible ✕  
Type your comments

[+ Add Decoration Detail](#)


### Artwork & Files


Next, in the Artwork & Files section, you can upload artwork and other files related to imprinting, such as an excel file for personalization. If you are using a saved decoration configuration and have included artwork and/or files, they will be automatically included. Also, if you have previously saved artwork to the customer's account in CRM, you can use the dropdown to select from available image files.

**Artwork & Files** ?

*Upload up to 10 files per order.*

[Attach Files](#)

Enter or Select from CRM 



**Save Decoration (optional)** ?

*Imprint Method, Decoration Details and Artwork & Files will be saved to this Customer's CRM Record.*

Decoration Name Description [Save Decoration](#)


To upload a new artwork file, click on the Attach Files button, browse your computer, select the file and then click on Open. You can attach up to ten files. The allowed file types are: png, tif, jpg, pdf, dst, eps, ai, doc, docx, txt, csv, pdf, svg, xls, and/or xlsx.

Hovering on uploaded artwork will display a small toolbar. You can select from three options:

- Preview: Opens the image in full size. Click on the image to close the preview.
- Download: Will download the image to your computer.
- Delete: Removes the image from this order.

**Artwork & Files** <sup>?</sup>

*Upload up to 10 files per order.*



Your Logo Here....

To save the decoration configurations for this customer, in the Save Decoration box, name the decoration, enter a description (if desired) and then click on the Save Decoration button. The decoration will be saved in the [Design section](#) of the customer's CRM record.

**Save Decoration** (optional) <sup>?</sup>

*Imprint Method, Decoration Details and Artwork & Files will be saved to this Customer's CRM Record.*

**Note:** This section enables you to enter the decoration information for one location imprinting, however, you will be able to enter additional locations during the order configuration process.

After you have finished configuring the decoration options for this product, click on the Create Order button. Then, begin [filling in the order form](#).