

What's New > ESP Quick Tips > ESP Quick Tip #6: How to Apply a Preferred Supplier List to an ESP Website

## ESP Quick Tip #6: How to Apply a Preferred Supplier List to an ESP Website

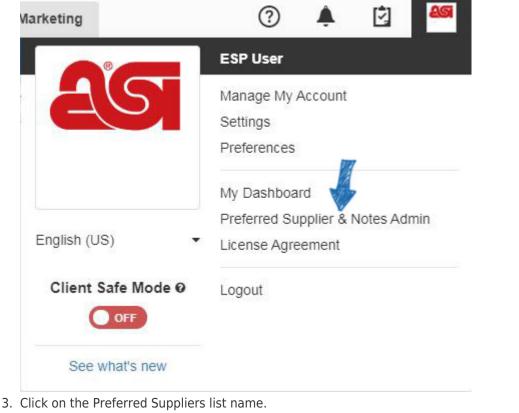
2021-03-18 - Jennifer S - ESP Quick Tips

Applying a Preferred Supplier List to your ESP Website is an effective way to ensure that the products on your site are from your preselected vendors.

1. Click on the user icon in the upper right-hand corner of ESP Web.

esp <sup>®</sup>	ESP Web	Websites Admin	CRM	Orders	Email Marketing		? 🍂	19 🥮	
Searches -	Top Sellers -	Projects Prese	ntations - New Su	ppliers Supplier	Catalogs Specials	Idea Center	lew	GizMO	
Q Search for	Products		Products -	Price	Quantity	Search	Advanced Search		

2. Select Preferred Suppliers and Notes Admin from the available applications.

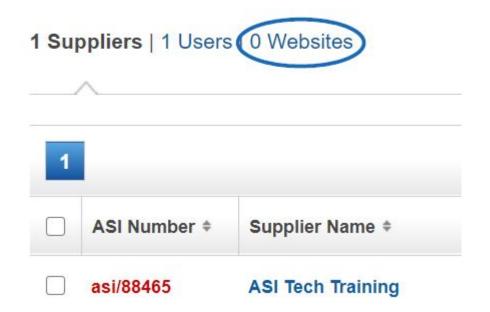


 List Name ÷
 Created By ÷
 Created ÷
 Last Updated ~
 # Suppliers ÷
 # Users ÷
 Assigned Applications
 Delete

 Preferred Supplier List 1
 Company Admin, asi/900011
 03/18/2021
 03/18/2021
 1
 1
 ESP
 Image: Company Admin, asi/900011

4. Click Websites.

## Preferred Supplier List 1 | Edit



5. All available ESP Websites will be listed. You can click on the Add button to apply the list to an individual site.

1 Suppliers   1 Users   0 Websites			Add Supplier: Search ASI Number/Supplier/Linename					
1	2 3		Items per Page: 25 V Searc	h for Webs	site in Q	+ Add	- Ren	nove
	ASI Number +	Website Name +	Web Address +	Site Type	e ÷	Assigned +		
	asi/900011	eCommerce	distributorcompany.espwebsite.com	eComme	erce	$\langle$	+ Add	$\triangleright$
	asi/900011	eCommerce Platinum	promocompany.espwebsite.com	eComme	erce Plati		+ Add	

After the list has been applied, items from Preferred Suppliers will be placed before above all other products.

**Note:** ESP Websites also provides the ability to display products from Preferred Suppliers Only through the settings in the Display Options.