

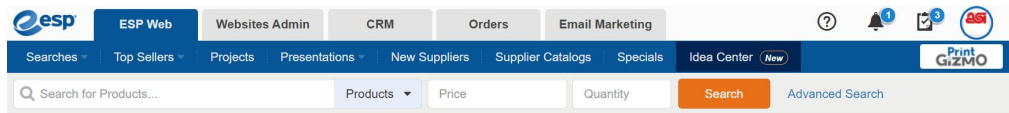


## ESP Quick Tip #6: How to Apply a Preferred Supplier List to an ESP Website

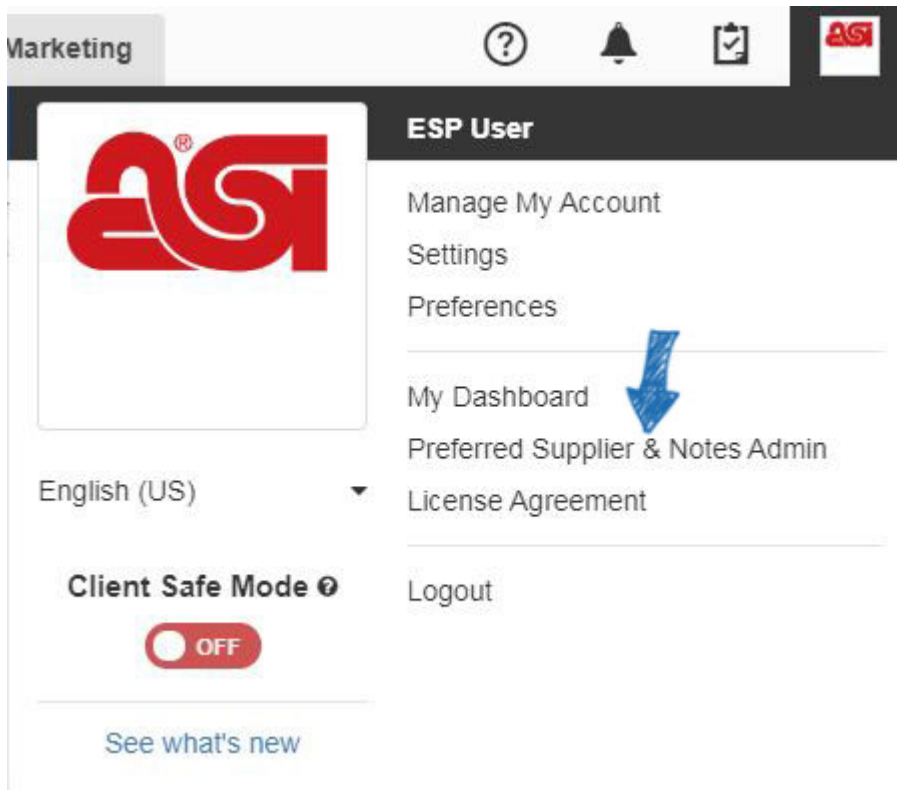
2021-03-18 - Jennifer S - ESP Quick Tips

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.



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



3. Click on the Preferred Suppliers list name.

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	✖

4. Click Websites.

# Preferred Supplier List 1 | Edit

1 Suppliers | 1 Users | 0 Websites

<input type="checkbox"/>	ASI Number ↕	Supplier Name ↕
<input type="checkbox"/>	asi/88465	ASI Tech Training

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:

<input type="checkbox"/>	ASI Number ↕	Website Name ↕	Web Address ↕	Site Type ↕	Assigned ↕
<input type="checkbox"/>	asi/900011	eCommerce	distributorcompany.espwebsite.com	eCommerce	<input type="button" value="+ Add"/>
<input type="checkbox"/>	asi/900011	eCommerce Platinum	promocompany.espwebsite.com	eCommerce Plati...	<input type="button" value="+ 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.