



## 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.

The screenshot shows a search result for a 'T-Shirt CM1216' by 'ASI Tech Training' (asi/88465). The product is listed with a price of \$20.00 and a cost of \$10.00. The supplier's name and ASI number are circled in blue. The product options include Blue, Cardinal, Yellow-White, sizes 28, 30, 32, 34, 36, 38, 40, 42, 44, and a lead time of 7-10 business days. There is a '+ More' link for additional options.

This will open the Supplier Detail page. Click on the Preferred List Manager button in the upper right corner.

The screenshot shows the Supplier Detail page for 'ASI Tech Training' (asi/88465). The page includes a navigation bar with tabs for ESP Web, Websites Admin, CRM, Orders, and Email Marketing. The main content area is divided into several sections: 'Contact Info' (4800 Street Rd, Feasterville Trevose, PA 19053; support@asicentral.com), 'Company Addresses' (Mailing and Delivery addresses at 4800 Street Rd, Feasterville Trevose PA 19053), 'Independent Distributor References' (asi/125724 ASI Corporate, (800) 546-1350, Contact: John Doe), and 'Ratings & Reviews' (5 stars, 1 review). A 'Preferred List Manager' button is circled in blue in the upper right corner of the main content area.

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	
<input checked="" type="checkbox"/>	Yves-Imported List 05/25/2021
<input type="checkbox"/>	Manual Kevin's list
<input checked="" type="checkbox"/>	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.