

ESP+

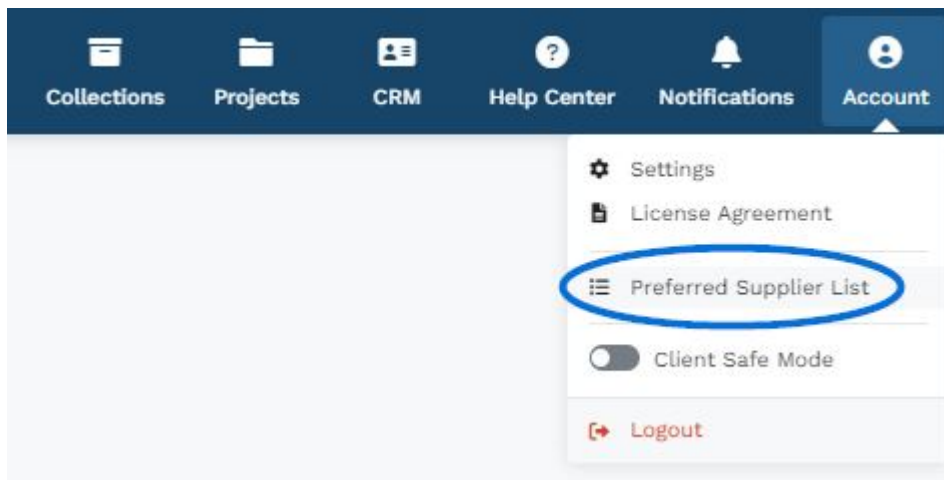
Product Support > Preferred Suppliers > Create Preferred Ranks and Add Suppliers

Create Preferred Ranks and Add Suppliers

Jennifer M - 2023-05-19 - Preferred Suppliers

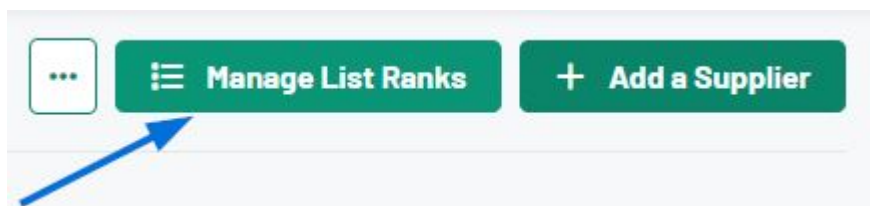
Preferred Suppliers are vendors with whom your company has a business agreement, such as special pricing or discounts and/or simply enjoy working with. In ESP+, you can designate up to five ranks and set special pricing information.

To access the Preferred Supplier List, click on Account and select the Preferred Supplier List option.



Manage List Ranks

Click on the Manage List Ranks button.



In this section, use the Default Rank dropdown to select which rank should be applied when a supplier is added as preferred. While the default label will be automatically applied, it can be changed to a different rank at any time.

There are five boxes available where you can enter custom titles for each preferred supplier rank.

When you are finished, click on the Save button.

Manage List Ranks

Title your rankings for your favorite suppliers so that they can appear first in the product search results (Rank 1 is the highest).

Default Rank

Preferred 5

Rank 1

Platinum

Rank 2

Gold

Rank 3

Silver

Rank 4

Bronze

Rank 5

Preferred 5

Example: Platinum, Gold, Silver, Bronze, Standard

X Cancel

Save

Add Suppliers to Preferred List

In the Preferred Suppliers section, click on the +Add a Supplier button.



Manage List Ranks



+ Add a Supplier

Use the search box to type the Supplier's name or ASI number.

Preferred 1

PROMOTION INC Price Price Exception

Add a Supplier
Fill out the required fields below to add a single or multiple suppliers. Additional information can be added later.

Supplier

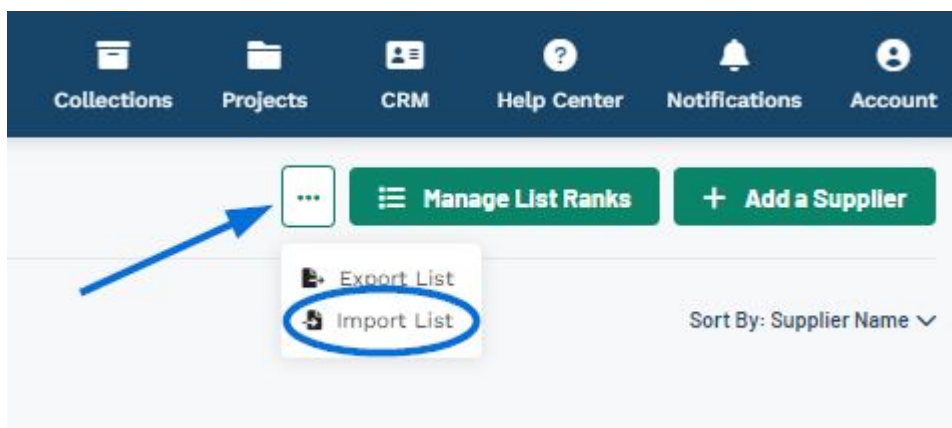
Search Suppliers

Cancel Save

Preferred 3

Import a List

To import an ESP+ Preferred Suppliers List, click on the three dot icon on the Preferred Suppliers main page and select Import List.



Is there a template I can use to create an import file?

Yes, in the Import Preferred Supplier List modal window, click on the Download Template link.

Import Preferred Supplier List
You can create a new Preferred Supplier list by importing the information from a CSV file. File must have .csv file extension.

Prepare your CSV

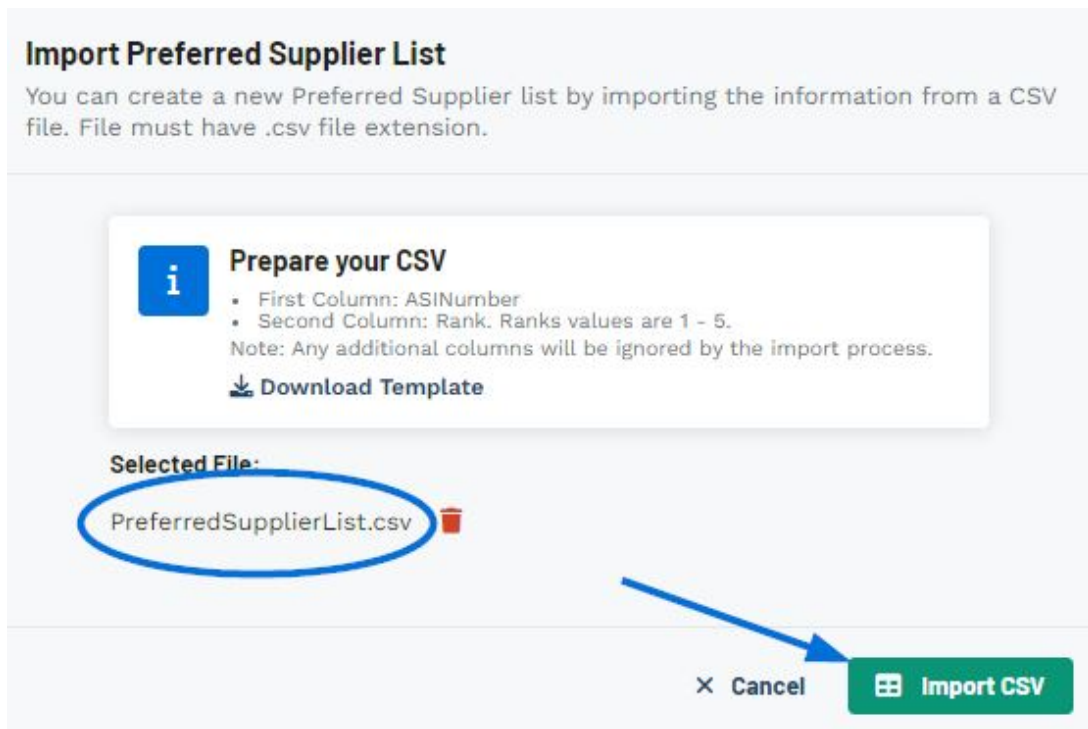
- First Column: ASINumber
- Second Column: Rank. Ranks values are 1 - 5.
- Note: Any additional columns will be ignored by the import process.

Download Template

The template will download to your computer as a .csv file. You can edit the information,

save the file, and then upload it back into ESP+.

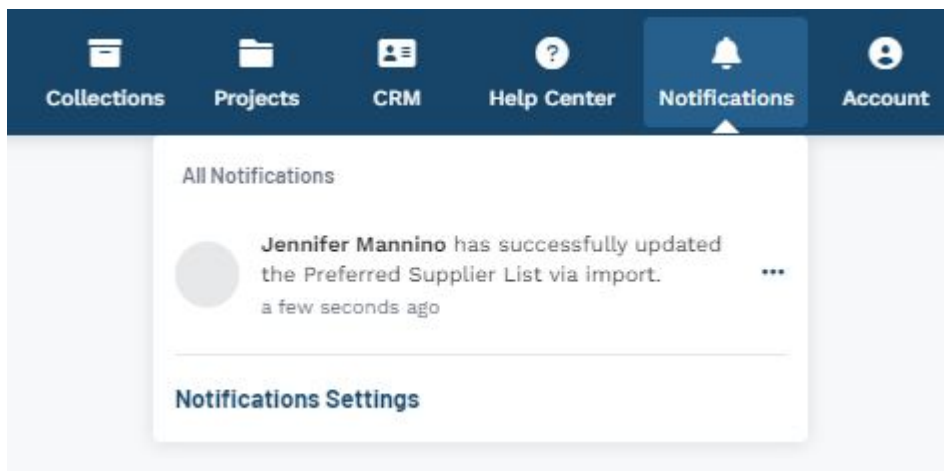
The Import Preferred Supplier List modal window will display. Click on the Choose File to Upload button to browse your computer and select the .csv file you would like to import or drag and drop the .csv file from your computer. Then, click on the Import CSV button.



A success message will appear in the lower right corner of ESP+.



When the file is finished being imported, a notification will appear in the main toolbar. The preferred supplier information will be available in the Preferred Suppliers area.



Related Content

- [Account](#)

- [Manage Preferred Suppliers](#)
- [Preferred Suppliers](#)