ESP+

Create Preferred Ranks and Add Suppliers

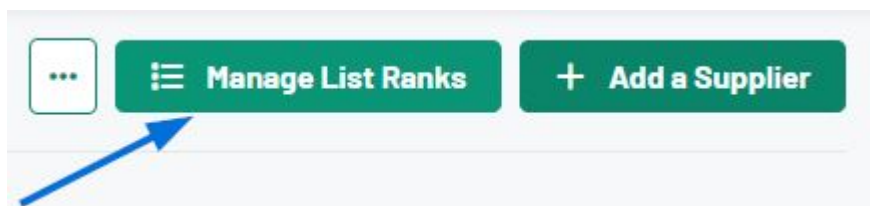Jennifer M - 2023-05-19 - Preferred Suppliers

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.

Add Suppliers to Preferred List

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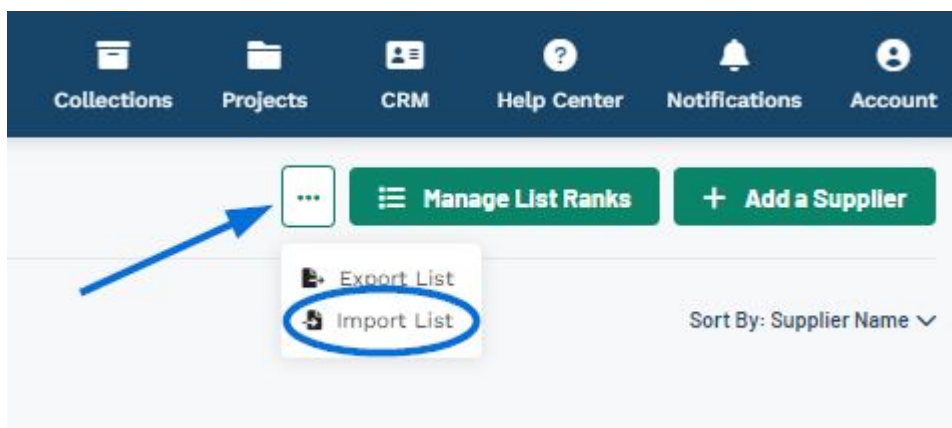

Use the search box to type the Supplier's name or ASI number.

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.

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

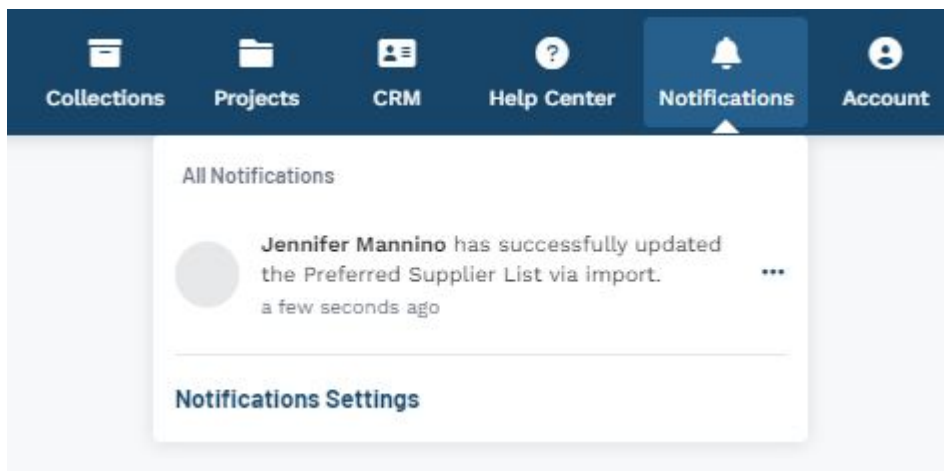save the file, and then upload it back into ESP+.

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 avaialable in the Preferred Suppliers area.

Related Content

- [Account](#)

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