ESP Online Supplier Managed Updates (SMU)
User Manual

The following is a list of our different fields with their character limits and specific notes on each of the different fields.

Field Name		Character Limit	Notes
Product Number		14	Alphanumeric. Certain symbols can not be used
Description		450	Open text field
Keyword		250	Open text field
Catalog Page		5	Alphanumeric
Discount Codes		8	
Material			Add specific material. Descriptive words should be incorporated into the description
Size			Dimensions, capacity
Shape			Actual Shape NOT what the product is. A t-shirt is not t-shirt shape.
Product Color			List color choices with comma separating each value. Do not include PMS numbers. Must be actual colors.
Imprint Color			List color choices with comma separating each value. Do not include PMS numbers. Must be actual colors.
Production Time & Rush Time		3	Number of working days. Numeric value only, up to 3 digits, not a range.
Imprint Area			Maximum imprint dimensions
Full/Four Color Process			Yes, No or Not available
Sold As Blank/Personalization			Yes, No or Not available
Price Includes		100	What imprinting is included in the price
Imprinting Information		250	This is for the entire area under imprint method and options
Line Name		14	If using company name do not include the Co, Inc, Ltd, etc
Trade Name		14	Unique name given to your product. Not a sentence. Different from the line name.
FOB Point			State only
Origin			Location where product is made
Shipping Weight			Weight of product packaged ready to ship
Packaging			Bulk, cello bag, mailer, poly bag, etc
Additional Product Information		250	This is for the entire area under the product option
Suggest Another Category		Up to 5	There is a list on ESP online to view. Category suggestions need to meet our guideline definitions

NOTE: The Supplier Update Program is NOT the preferred way to send replacement catalogs or updates over 50 products with major updates. The system was not designed to handle that type of work load in a 3 day turnaround.

Manage Your Data

You can manage your data from any of the "Views" in ESP Online. To launch the program, first execute a search. The view which you are using will determine how the application is launched.

Next click the search button at the bottom. That will bring up a list of all your products. I highly recommend that you select a few products for your update. Click the little box next to the image. Below is a screen capture. After you select some products then you will click the Manage My Data tool on the right side of the screen or you can go through your "tools" on the tool bar and click the manage my data tool.

ESP Online

esponline™

File Edit View Favorites Tools Help

Print | Centerstage | Client Projects | Supplier Info | ✓ View Marked | ✓ Compare | Supplier Updates ▼ | Sort By: Default

PRODUCT SEARCH

SUPPLIER SEARCH
SUPPLIER CATALOGS
CLIENT PROJECTS
DECORATOR SEARCH
CREDITCONNECT
MEDIA STATISTICS
MANAGE MY DATA

Summary View | Tile View | Product Detail

Your search found 203 products

| Item	Image	Supplier	Product #	Category/Description	List Price	Net Cost
1 ☑		asi/55555 ESP, Training Company (800)555-1212	BOW-TIE	TIES Clip on bow tie.	1000 @ C$ 1,260.00	1000 @ C$ 630.00
2 ☑		asi/55555 ESP, Training Company (800)555-1212	420-155-B	TIES 1 1/2" - Clip on bow tie.	500 @ $9,875.25	500 @ $7,406.438
3 ☑		asi/55555 ESP, Training Company (800)555-1212	420-160-B	TIES 2" - Clip on bow tie.	1000 @ $35.25	1000 @ $33.488
4 ☑		asi/55555 ESP, Training Company (800)555-1212	677-420-058	TIES Burgundy - Pace - Tie.	QUR	QUR
5 ☑		asi/55555 ESP, Training Company (800)555-1212	678-420-058	TIES Navy-Gray - Pace - Tie.	12 @ $1,260.00	12 @ $819.00
6 ☐		asi/55555 ESP, Training Company (800)555-1212	663-420-058	TIES Burgundy-Gray-Navy - West India - Tie.	12 @ C$ 1,260.00	12 @ C$ 819.00
7 ☐		asi/55555 ESP, Training Company (800)555-1212	665-420-058	TIES Burgundy-Black-Gold - West India - Tie.	12 @ $1,260.00	12 @ $378.00
8 ☐		asi/55555 ESP, Training Company (800)555-1212	656-420-058	TIES Black-Gray - Brigade of Guard - Tie.	1000 @ $7,541.65	1000 @ $5,656.238
9 ☐		asi/55555 ESP, Training Company (800)555-1212	654-420-058	TIES Red-Navy - Brigade of Guard - Tie.	50 @ $1,260.00	50 @ $819.00
10 ☐		asi/55555 ESP, Training Company (800)555-1212	657-420-0114	TIES Green-Navy - Brigade of Guard - Tie.	12 @ $1,260.00	12 @ $819.00
11 ☐		asi/55555 ESP, Training Company (800)555-1212	674-420-058	TIES Tan-Navy - Brigade of Guard - Tie.	12 @ $1,260.00	12 @ $819.00
12 ☐		asi/55555 ESP, Training Company (800)555-1212	653-420-058	TIES Burgundy-Navy - Brigade of Guard - Tie.	12 @ $1,260.00	12 @ $819.00
13 ☐		asi/55555 ESP, Training Company (800)555-1212	655-420-058-22	TIES Gray-Navy - Brigade of Guard - Tie.	12 @ $1,260.00	12 @ $819.00

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5 Marked

Edit Search | ◄◄ Previous Supplier | Next Supplier ►►

From the Tile or Summary View, with no products marked, you will have the following options when launching the Data Management tool (Manage My Data):

- Edit the Selected Product – one item chosen to update, which is the item highlighted in the search.
- Edit All Products in this Search – items that were searched for, i.e. category search
- Edit All My Products – all of your products will be displayed
- Add a New Product – blank form to create new products
- View Update Tracking Log – log that includes status and dates of updates.

NOTE: Your default will be edit marked products (s) if you select products, and view tracking log if you don't mark any products.
.
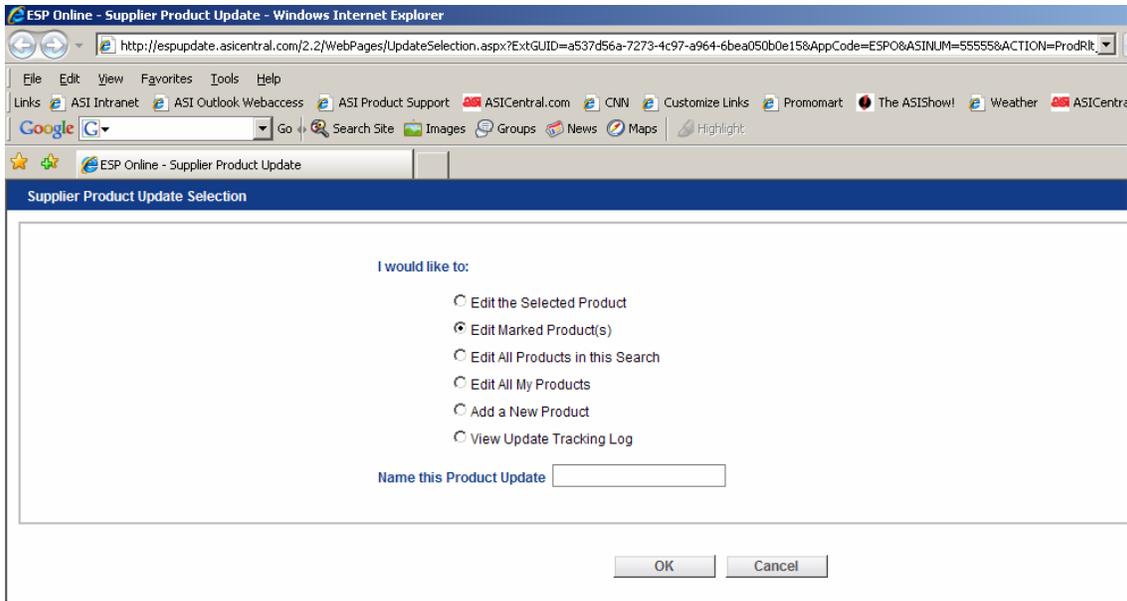
Name this update by typing in the text box, i.e. Product Updates 01/08, click the OK button. If you do not name it, the program will generate a name for you, i.e. 55555-01, 55555-02, etc. Then click okay
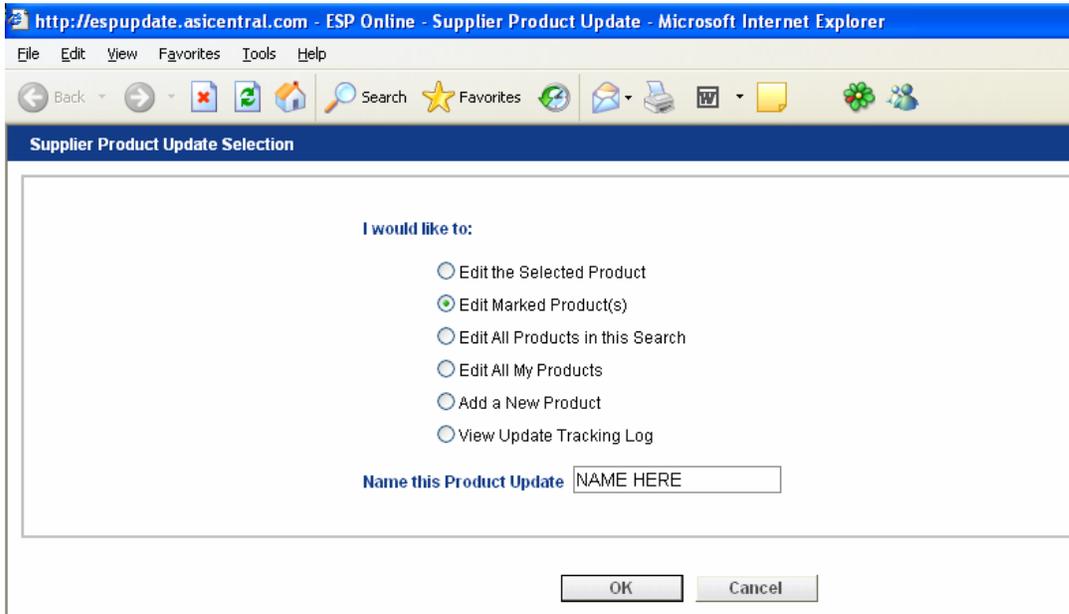

From the Product Detail Page, you will launch the page of the application to edit/manage the data of the product you are on. Click okay. Below is the screen capture you will see next.
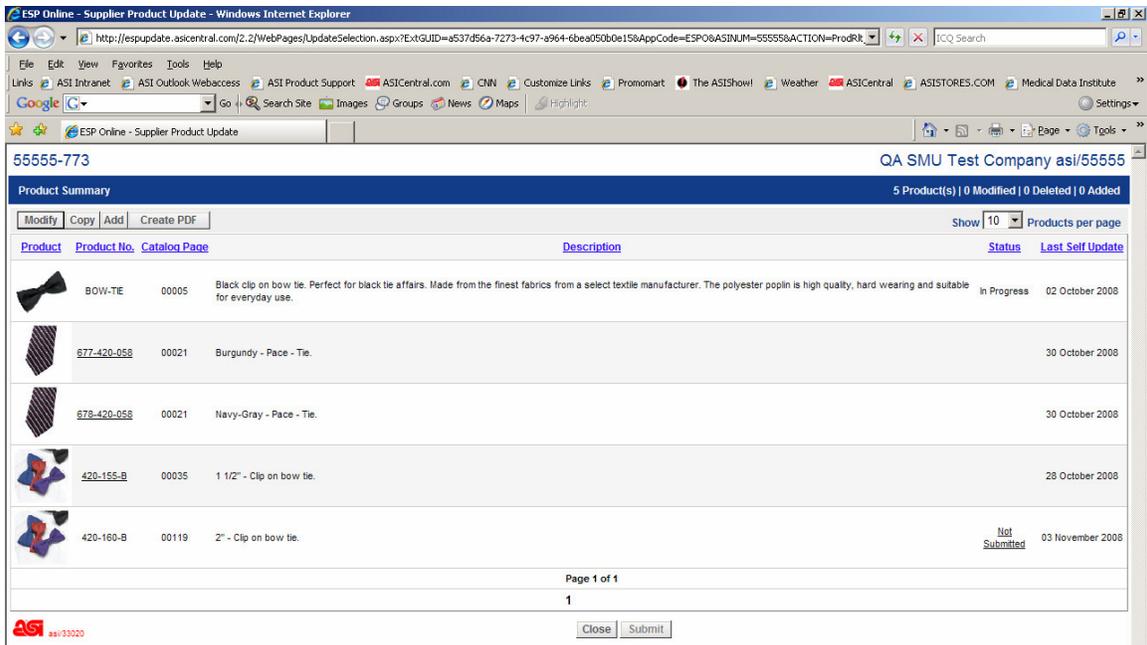
Each product is listed in catalog page order. You have the option to sort them by the title of each column – Product Number, Catalog Page, Description, Status and Last Self Update. To make changes, click on the product number or click on the item and select Modify.

In addition to sorting and initiating changes/additions to your products, you can create a copy of the product(s) on the Summary page for editing. You can also create a PDF of your update to save for your records and change the settings to display up to 100 products on the Summary Page.

To start making changes left click once anywhere in the description area. If will highlight to a darker shade of gray. Then click modify or copy.
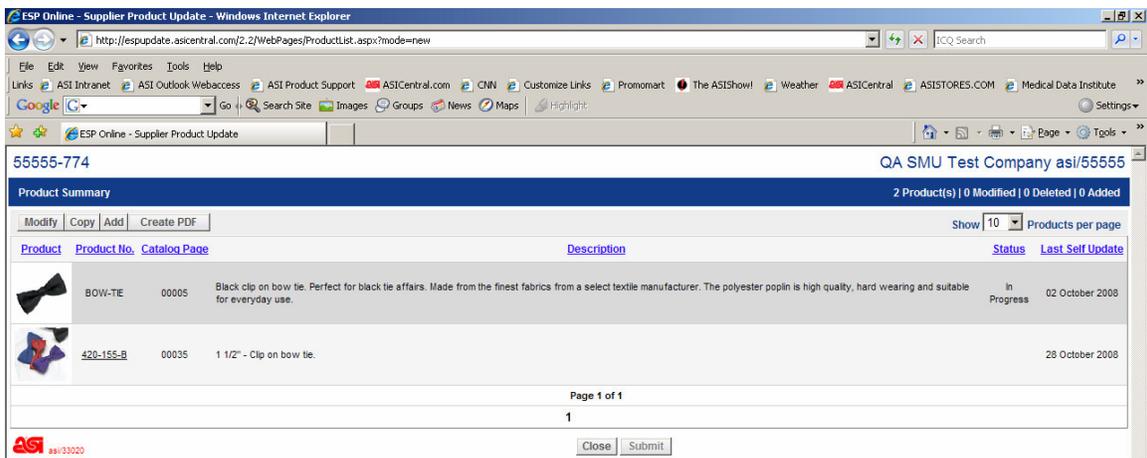
Product Update Screen

On the next screen, you will have a form on which you can make the changes for the product.

The fields that you can modify are:

|	
Product Number	Imprint Method
Category	Imprint Area
Product Description	Full/Four Color Process
Image	Personalization
Quantity/Price	Sold as Blank
Discount Code	Line Name
Price Includes	Product Trade Name
Material	FOB Point
Size (w x h)	Imprint color
Shape	Additional Imprinting Information
Product Color	County of Origin
Normal Production Time	Packaging
Rush Time	Shipping Weight
Catalog Page	Additional Product Information

See Glossary for number of characters per field.

FOB Point must be a state.
Colors should be single colors separated by a comma, i.e. Green, Hunter Green, Blue, Sky Blue

Trade Name can not be a sentence. It is to be used for a registered or trademarked name.

Each text field can be typed into, to make your changes. You can tab through them or use your mouse to move through the various fields. Once your changes for this product are complete, hit Save.
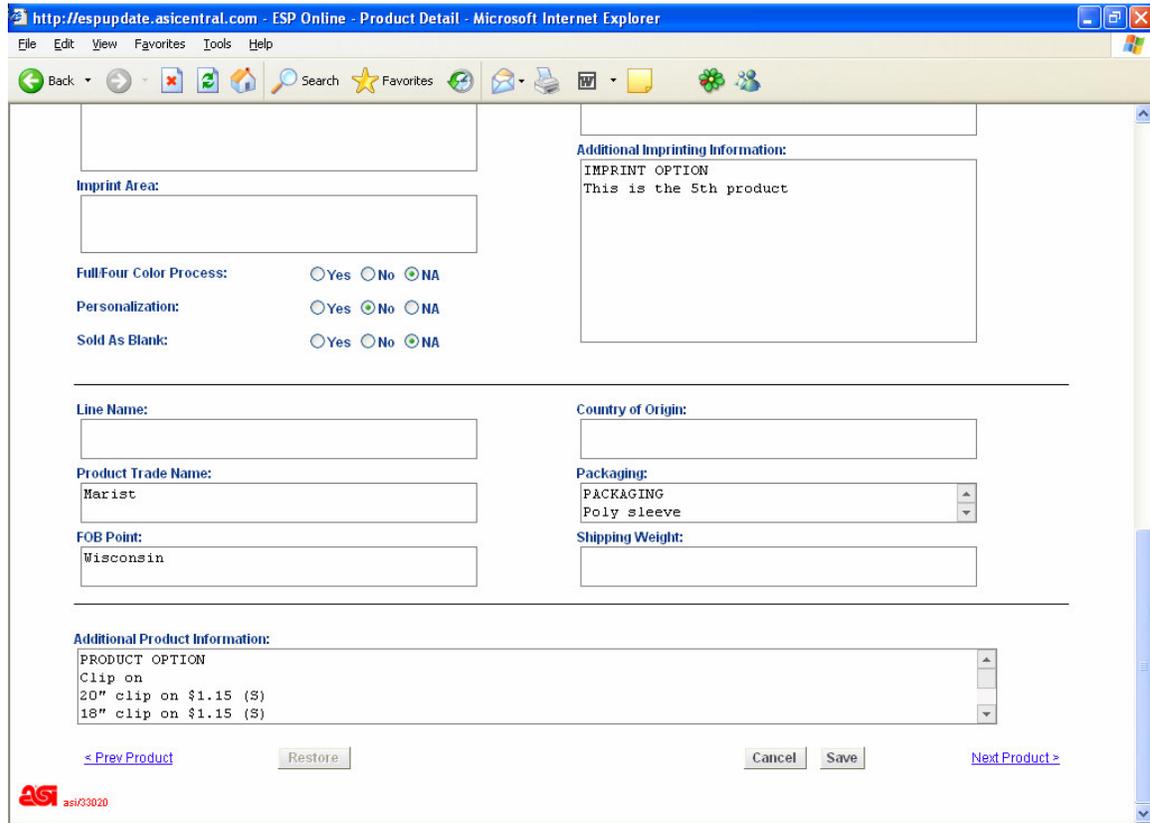
Note on entering Price/Cost:
- Decimal Points are not needed if you are working in whole dollars, i.e. 25 would represent $25.00.
- Dollar signs are not an accepted character.

Additional Information regarding Fields: Your web address can not be added anywhere in the product descriptions.
Acceptable – For further information, visit our web site
**Unacceptable –** For further information, visit www.asicentral.com

To continue with the next product in your list, select Next Product (found at the top and bottom of the screen). So that we are sure that you are saving your work, we have placed various tools within the Supplier Updates program. You will be prompted to save again before moving onto the next product. Always select yes.

**Additional Information about the page where you make the changes**:
At the bottom of the Editing page, in addition to save and Next Product, you have a Restore and Cancel button. **Restore** will display current ESP Online data for the product and Cancel will prompt you to Save (Yes or No) the changes and send you back to the Summary page.

Adding a New Product
To add a new product to your ESP Online listing, access Tools - Manage My Data. Select Add a New Product, name the Product Update and click OK.
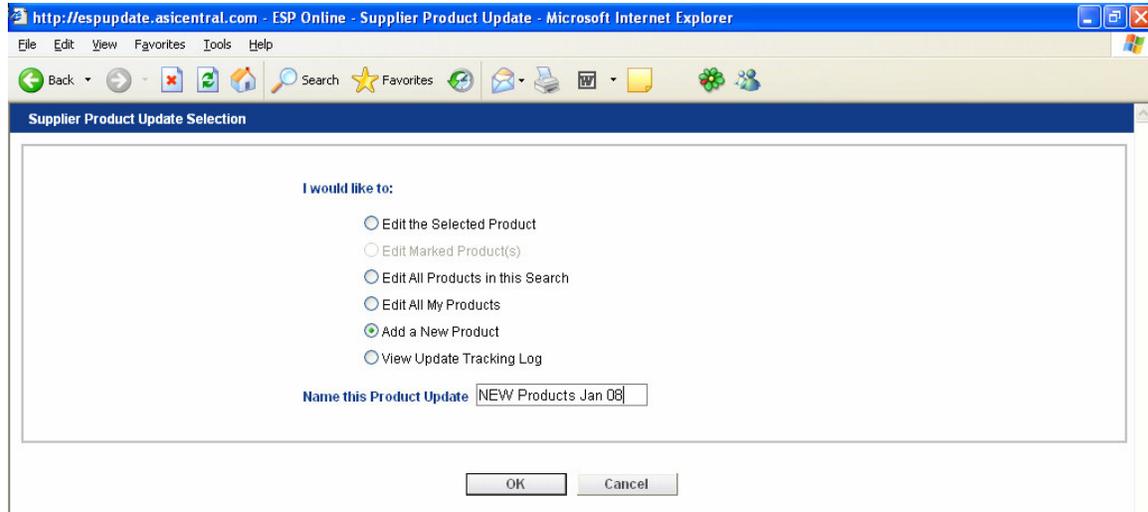

A blank form will be launched on the application. There are several fields that you are required to fill out - Description, Quantity, Price, and Discount Code. If your pricing is Quoted Upon Request (QUR), you can select that option instead of Price and Discount Code, meeting the required fields.
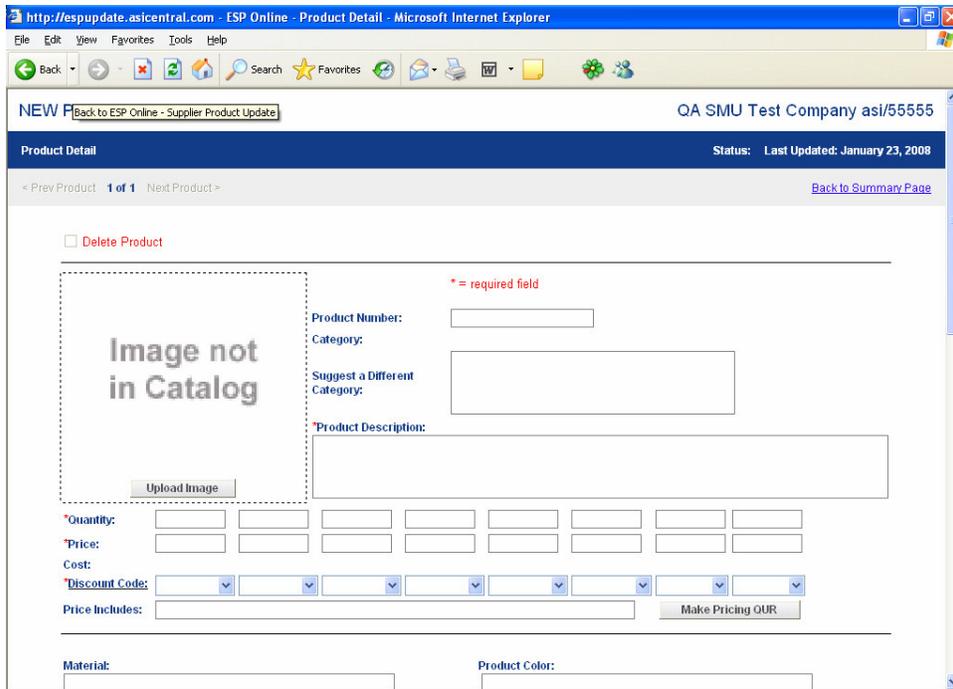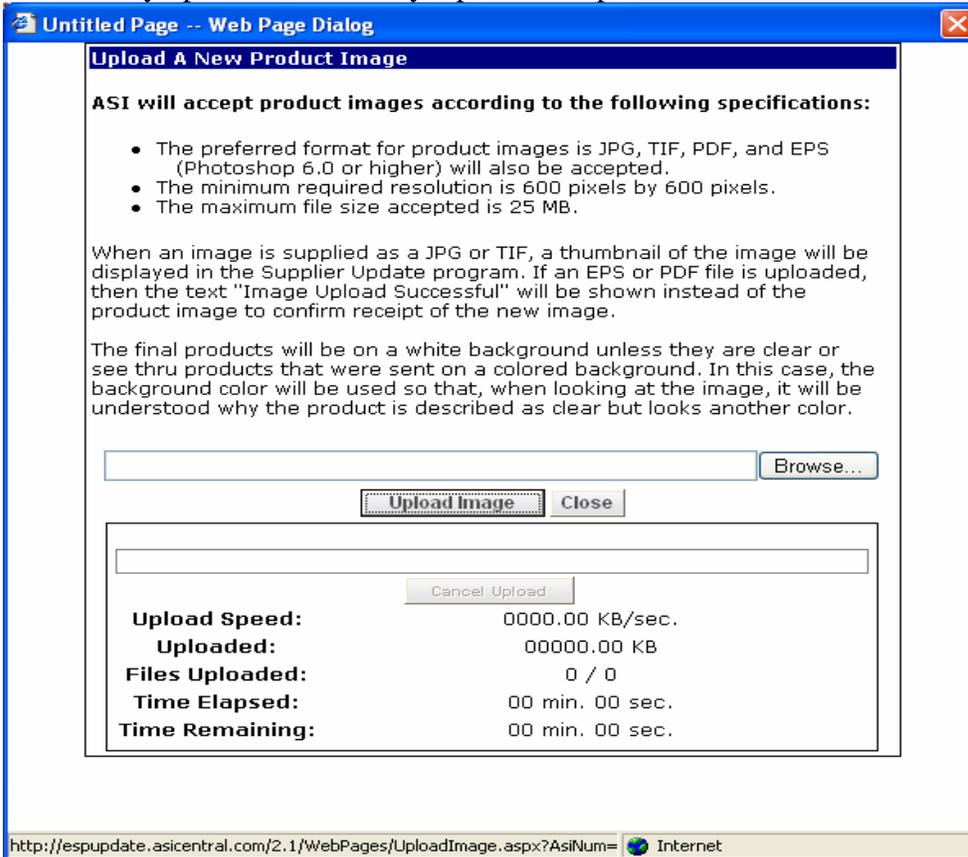
Select Save after filling in the new product's information.
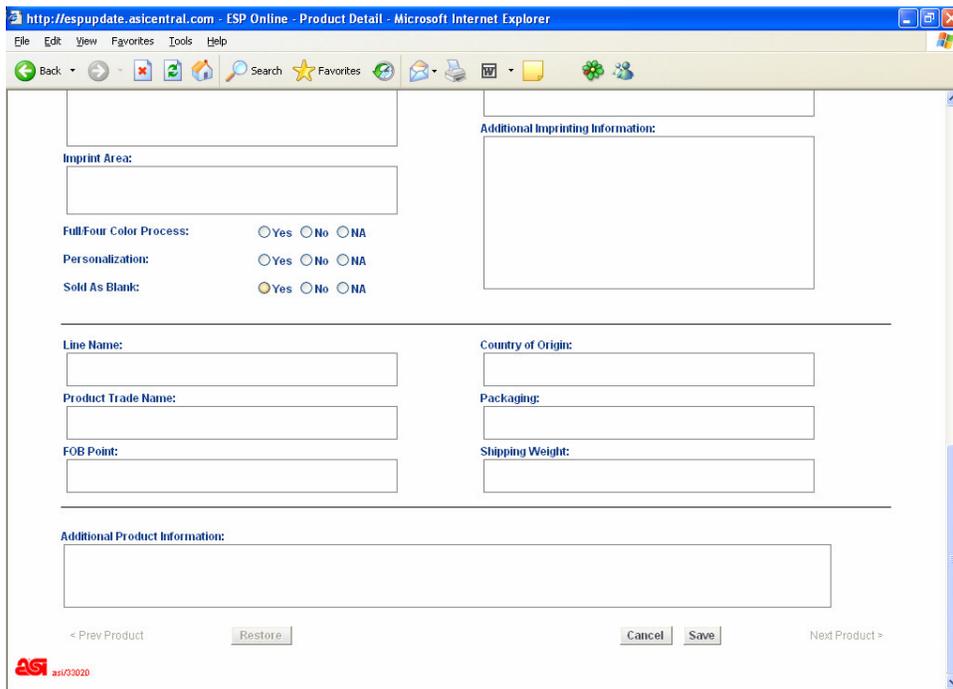
To upload an image, click Upload Image. (Note: a description and price is needed before uploading image)
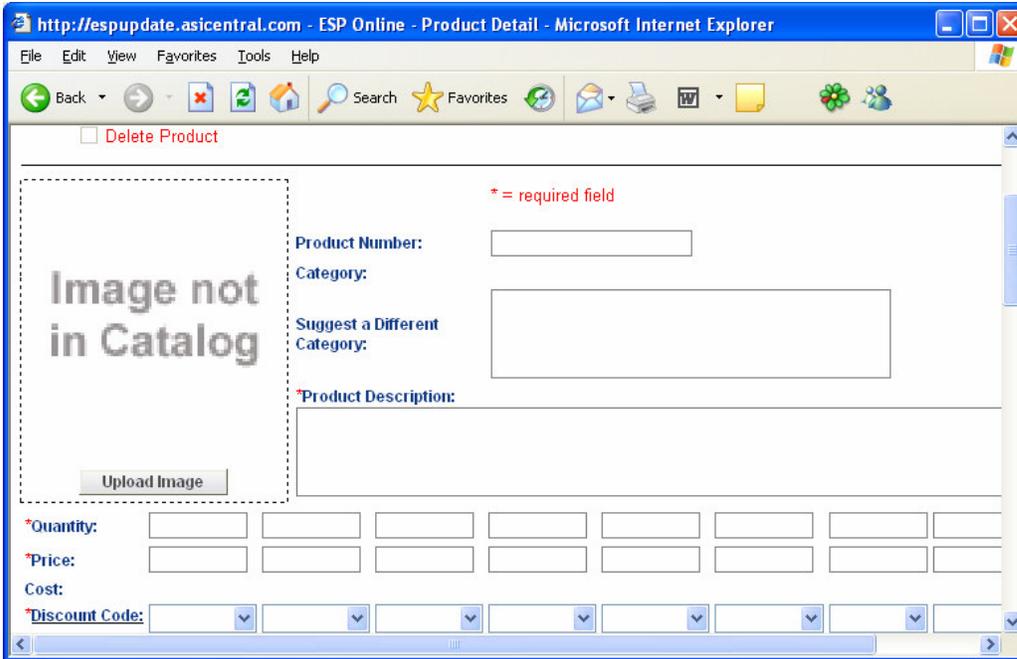
Browse to your image, select it and click the button, Upload Image. Once the image is successfully uploaded, it will say Upload Complete.

ASI will accept product images according to the following specifications:
- The preferred format for product images is JPG, TIF, PDF. And EPS (Photoshop 6.0 or higher) will also be accepted.
- The minimum required resolution is 600 pixels by 600 pixels.
- The maximum file size accepted is 25 MB.

When an image is supplied as a JPG or TIF, a thumbnail of the image will be displayed in the Supplier Update program. If an EPS or PDF file is uploaded, then the text "Image Upload Successful" will be shown instead of the product image to confirm receipt of the new image.

Below Screen Capture shows Successful Completion of Image.
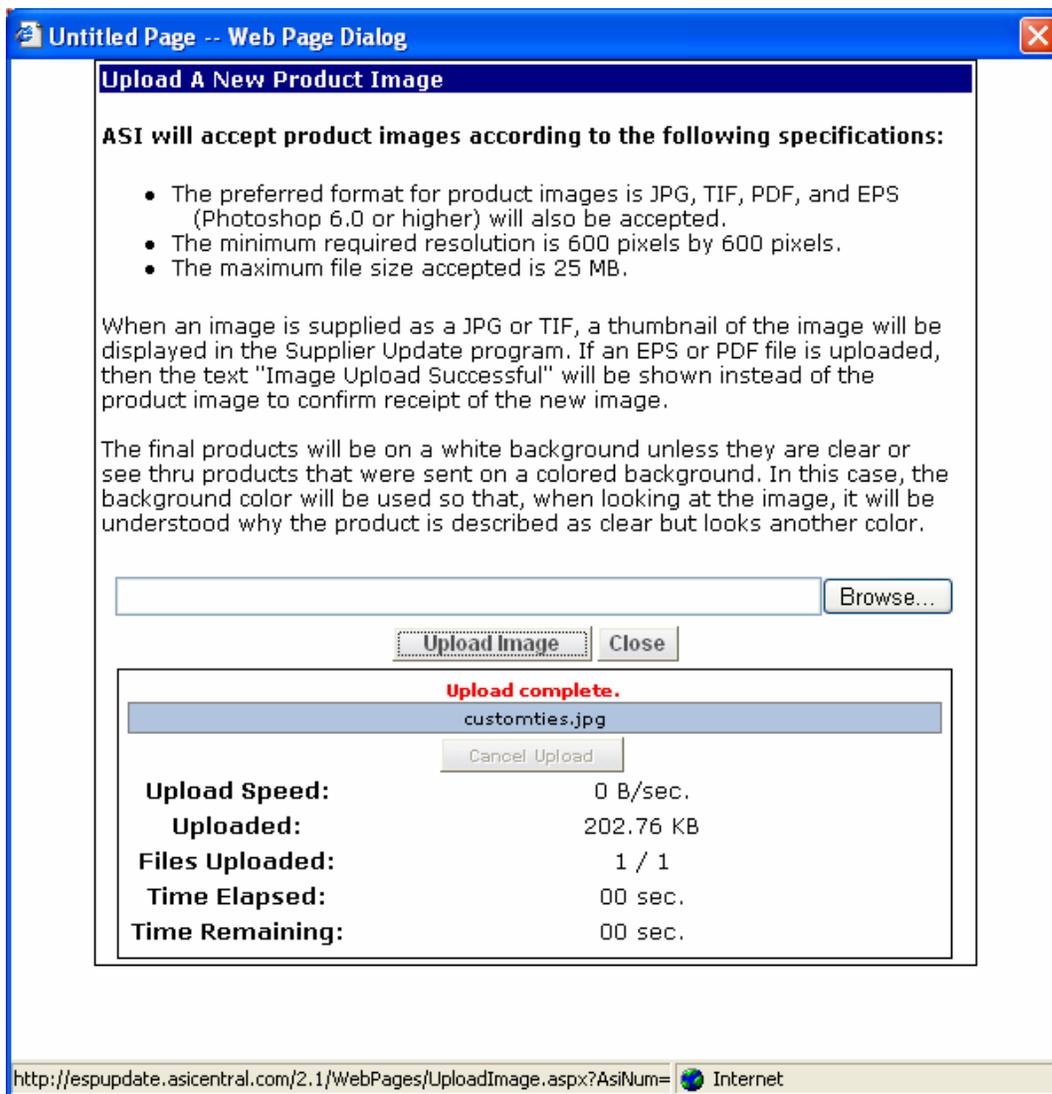
The final products will be on white background unless they are clear or see thru products that were sent on colored background. In this case, the background color will be used so
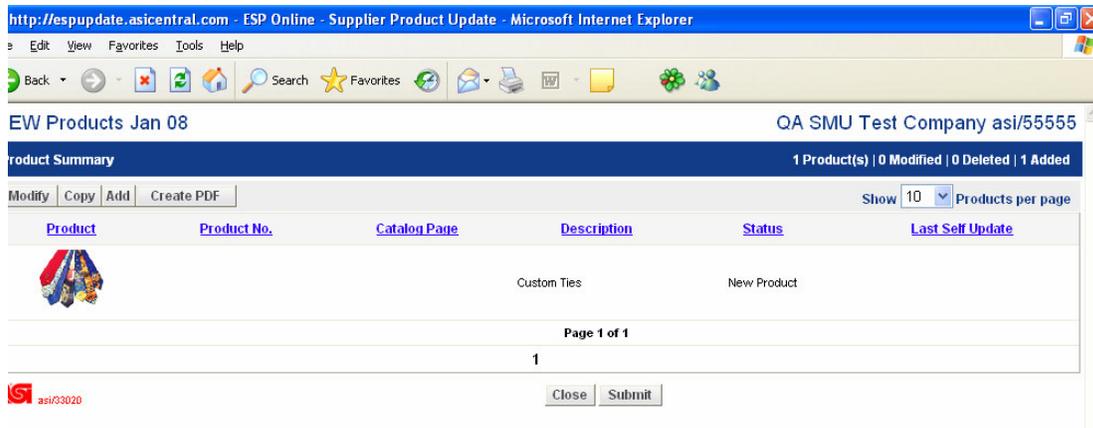
that, when looking at the image, it will be understood why the product is described as clear but looks another color.

Once you are done with your Updates, click Back to Summary Screen.
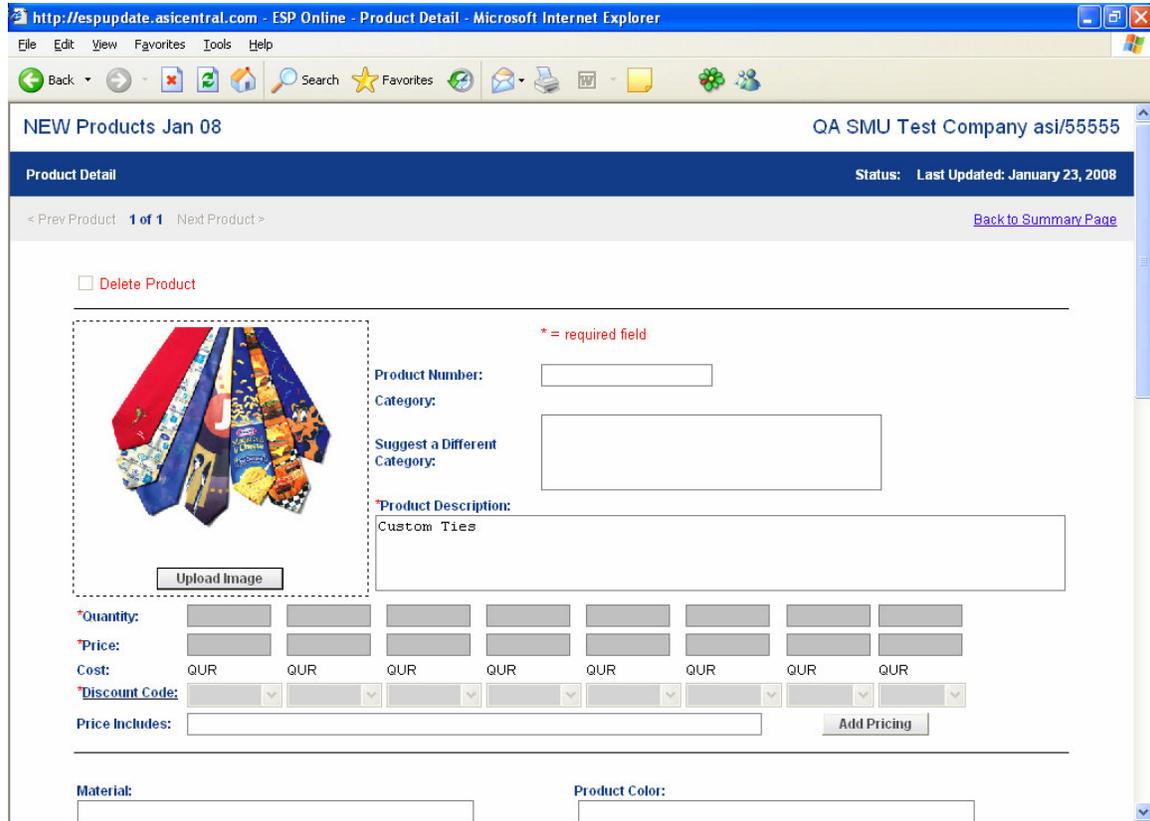
Submitting your Changes
From the Product Summary Screen, you can submit your changes by clicking the Submit button at the bottom of the screen.

Submitting will prompt the Supplier Update program to launch a new window, in which, you will be asked if you have completed updating all of your products. If you have, select the month and year that they are valid through. If you have not completed your update, hit continue without entering a month and year.

NOTE: If you have a pop up blocker enabled, place it on "allowed" for this URL.

Tracking Log
The tracking log will show you the status of the updates that you have done.

The tracking log has 7 columns of information.
Product Update Name – this is the name assigned to your Product changes. This underlined name can be clicked on to view the Products listed within it.
Date – the date you submitted your update.
Type – Product is the only type of update available at this time.
Current Thru – the month/year your products are current through.
Status – 4 types which explain at which point your update is in

- Not Submitted – update is being worked on by you and has not been submitted to ASI.
- Submitted – update has come through to ASI. You can not modify a submitted product update.
- Needs attention – ASI is requesting you to change/alter a submission. See Comments on Product Detail page for information.
- Completed – your update is done

Comments – this area is for your own personal notes regarding the update.

The last column gives you the ability to delete completed or In Progress Updates. If you delete the product update, you will not have a record of it unless you have saved it as a PDF onto your hard drive.

You can sort any of these columns by clicking on its underlined name.

What happens next?

Your information needs to be validated by the ESP Online Information team and will be updated in 72 business hours.

If you have any questions regarding the Supplier Updates Application, call 800-546-1350, option 4 or email: support@asicentral.com

If you have any questions about your Submitted Update, contact espupdate@asicentral.com

Note:
Failure to follow these guidelines will delay your update from updating in a timely manner. You will be contacted if there is information on your update that does not meet our guidelines.

Glossary

Field Name		Character Limit	Notes
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Keyword		250	Open text field
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Imprint Color			List color choices with comma separating each value. Do not include PMS numbers. Must be actual colors.
Production Time		3	Number of working days. Numeric value only, up to 3 digits, not a range.
Rush Time		3	Number of working days. Numeric value only, up to 3 digits, not a range.
Imprint Area			Maximum imprint dimensions
Full/Four Color Process			Yes, No or Not available
Personalization			Yes, No or Not available
Sold As Blank			Yes, No or Not available
Price Includes		100	What imprinting is included in the price
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