

## Create Sales Documentation

Jennifer M - 2021-08-26 - Getting Started

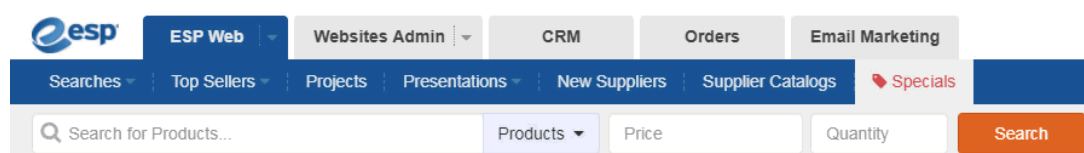
### Creating Sales Documentation

What type of sales document do you want to create?

#### Master Order

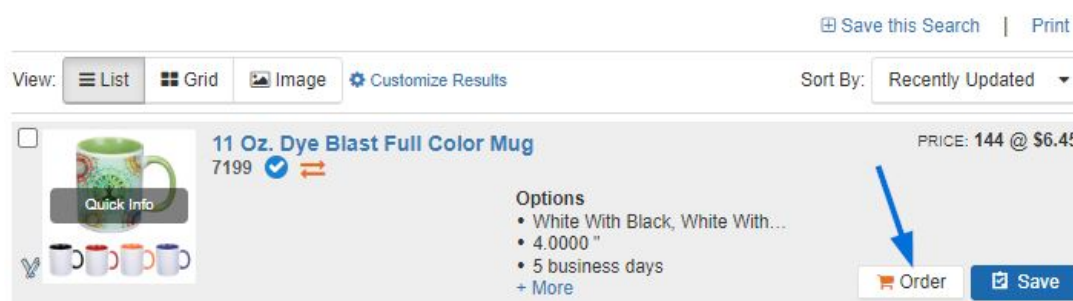
##### From an ESP Web Search

To create an order using a product from an ESP Web search, type a keyword or product number in the Search for Products bar and then click on the Search button.



You can also click on the [Open Advanced Search](#) link to enter additional criteria about the product, as well as use the links in the guided navigation to [narrow your results](#).

After locating the item, hover on the listing and click on the Order button.



Then, you can [configure the product for ordering](#).

##### From the Clipboard, or Client Project

To create an order for a product that has been saved to the Clipboard or within a Client Project, click on the Orders tab and then click on the Create Order button.



Then, in the order form, click on the Add Product button.

1 Pricing

2 Decoration

3 Shipping

4 Purchase Orders

Add Product

Add Service

Add Title

Item

**Tip:** Add a product to your order.

Locate and select the product from the appropriate tab. Then, click on the Add Product(s) button.

Add a Product ×

Clipboard

Shopping Cart

Projects

Product Search

Projects

Custom Shaped Mugs

► **My Projects**

New Years Specials

Draft Presentations

My Projects

Cafe latte cup  
Price: 72 @ \$4.25(R)  
W C Bunting Co  
★★★★☆ (4)

Close

Add Products

### From an ESP Presentation

To create an order using a product from a customer presentation, click on the CRM tab. Click on Customers and locate your customer. Then, click on the customer listing to access the details. Click on the Presentations option and locate the item you would like to use in the order.



# A+ Plus Company

Customer

Record Owner: ESP User Created By: ESP User

About

Address Book

Notes

Emails

Orders

**Presentations**

Q Search for Presentations

Presentation Name  
Client Name

## ESP Presentation

Customer: **A+ Plus Company**

Shared: **2/22/18**




1

Product

Next, click on the Order button below the price grid.

Size: 128 MB

Hide	USB	128 MB	Edit
	Quantity	501002505001,0002,5005,000	
	Price	5.6084.7084.1823.9553.6633.5113.390	
	Net Cost	3.3652.8252.5092.3732.1982.1072.034	
[ Hide   Edit ]		<b>Price Includes</b> Free Shipping, Shock Resistance, Up to 10 years warranty & Full color print or laser engraving!	
		Show Current Price   Update to Current Price <b>Save</b> <b>Order</b>	

Then, you can [configure the product for ordering](#).

## Generate an Order from a Quote

To generate an order from a quote, click on the Quotes tab from the ESP Orders homepage.

## Quotes

Dashboard

**Quotes**

Orders

Invoices

Sample Requests

Purchase Order History

Next, click on the quote number to open the quote.

Order #	Customer	Date	In-Hands Date	Total	Status
201924059	ABC Customer Company	9/26/19		\$216.24	Open

Above the product listing and pricing section of the quote, click on the Create Order button.


1 Pricing

2 Decoration

3 Shipping

4 Quote Requests

Create Order

Add Product	Add Service	Add Title	Item	Qty	Cost	Price	Total Cost	Total Price	Margin	Tax
 <div><div>Cafe latte cup</div><div>Cafe latte cup, 12 oz., 5".</div><div>ASI Supplier Company</div><div>asi/12345</div><div>(555) 555-5555</div></div>			Green - 12 oz	10	\$2.7600	\$4.6000	\$27.6000	\$46.0000	40.00%	<input checked="" type="checkbox"/>
			Dark Blue - 12 oz	10	\$2.7600	\$4.6000	\$27.6000	\$46.0000	40.00%	<input checked="" type="checkbox"/>
			Black - 12 oz	10	\$2.7600	\$4.6000	\$27.6000	\$46.0000	40.00%	<input checked="" type="checkbox"/>
			White - 12 oz	10	\$2.5500	\$4.2500	\$25.5000	\$42.5000	40.00%	<input checked="" type="checkbox"/>
			Total Units	40						

You will see a green success bar and a new order will be created. To access, edit, and send the order, return to the ESP Orders homepage. Then, click on the Orders tab. The newly generated order will be available and you can click on the order number to open the order. Then you can [complete the order form](#).





Dashboard Quotes Orders Invoices Sample Requests Purchase Order History

Q Search by product, supplier, etc.

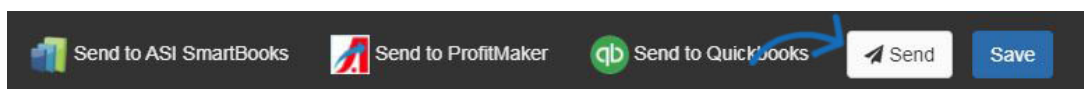
<input type="checkbox"/>	Order # ▾	Customer ▾	Date ▾	In-Hands Date ▾	Total ▾	Status ▾	
<input type="checkbox"/>	201924060	ABC Customer Company	9/26/19		\$216.24	Open	<input type="button" value="v"/>
<input type="checkbox"/>	201924058	ABC Customer Company	9/26/19		\$281.00	Open	<input type="button" value="v"/>

## Purchase Order

Purchase orders can generated from within the master order, so no re-keying is necessary. Within the order, click on the Purchase Orders tab to preview the order information.

1 Pricing		2 Decoration		3 Shipping		4 Purchase Orders	
Add Product		Item				Qty	Net Cost
	<b>ASI Corporate</b> asi/125724			<b>Polo Dry Zone- Mens or Womens cut - XS-XL</b>		10	\$7.1050
	<div>Preview</div> <div>Send</div>			Product #: K525 or K525L			
				L - Royal Blue/Polyester			
				Material: Polyester, Product Option: XS-XL, Size: L, Product Color: Royal Blue			
				<b>Total Units</b>		10	
		<b>Total (USD)</b>			\$71.05		
	<b>ASI Decorator Company</b>			<b>Decoration Details</b>			
	<div>Preview</div> <div>Send</div>						
				<b>Total (USD)</b>			\$0.00

You can click on Preview prior to view the purchase order prior to sending. The preview will open in a new tab, once you are finished looking over the preview, close the tab to return to the order. When you are ready to email the purchase order, click on the Send button. If you are not ready to send, you can click on the Save option and will be able to send at a later time.




In the Send Your Document window, hover on the Purchase Order option and select the company for which you would like to generate the purchase order. If your order contains more than one supplier, you will be able to generate individual purchase orders for each supplier. In the example below, there are two purchase order options because the items have been set to shipped from the supplier to a decorator and then to the customer.

Separate purchase orders can be generated and sent for both the supplier and decorator.

Then, click on Continue.


### Send Your Document

Select the document you would like to send.




**Purchase Order**  
Send to my supplier

Choose company ▼  
☒ ASI Corporate  
☐ ASI Decorator ...




**Packing List**  
Send to my supplier

Choose company ▼



**Acknowledgment**  
Send to my customer



**Sales Order**  
Send to someone in my company

Continue

A preview of the purchase order will display. You can use the available options on the left to manage the sending options, including the email subject line and message. To customize the logo or email text for documentation, you can use the options in the ESP Admin section for [Document Design](#). If the PDF Attach box is checked, a PDF version of the purchase order will be attached to the email.

## Send Order

**To \***

supplier@asicorporate.com ✕

**CC**

ESP User ✕ MyPromoOffice ✕

**BCC**

Enter or Select User

**Reply-To**

jmannino@asicentral.com

**Subject \***

New Purchase Order ABC-12345 from ASI Corporate

**Message**

Hello,

Included is a Purchase Order. Please confirm that you have received this Order. Please note that we have indicated all net costs on this Purchase Order. If the prices listed on this PO are not correct or an item is not available, please advise us immediately.

Please "Reply All" to this email to ensure everyone is kept in the loop.

ASI Corporate

☒ **Attach PDF**

ASI Corporate  
4000 E Street Rd  
Trevose, PA 19083-6666  
US  
tesa@esi.com  
123-66678

**Purchase Order**  
#ABC-12345

Sales Person: Jennifer Ehrnberg  
Order Date: 10/12/2017

Ship To:  
ASI Decorator Company  
4000 E Street Rd  
Festerville-Trevose, PA  
19083  
United States

**Polo Dry Zone- Mens or Womens out - XS-XL** Product #: K525 or K526L

Dry Zone moisture wicking 100% polyester. Left chest has the Signature HealthCARE

	Quantity	Net Cost	Amount
L - Royal Blue Polyester Material: Polyester Product Option: XS-XL Size: L Product Color: Royal Blue	10	\$71.05	\$71.05
<b>Total Units</b>	10		
<b>Total (USD)</b>			\$71.05
		<b>Total (USD):</b>	<b>\$71.05</b>



### We're committed to your security.

When using the ESP Web Ordering System, we make it our top priority to ensure security for all sensitive data transfers.

[Learn More](#)

Cancel

Back

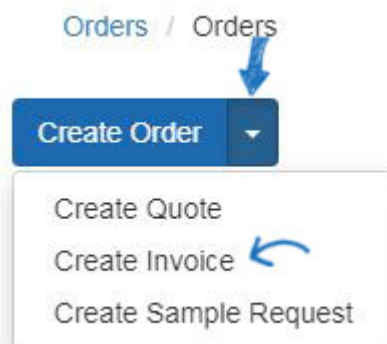
Send

Once you have reviewed the information, click on the Send button. You are then able to review the status of the purchase order using the [Purchase Order History](#) area of ESP Orders.

## Invoice

### Create a New Invoice

To create a new invoice, click on the arrow next to the Create Order button and select Create Invoice.



Then, begin [filling in the order form](#).

## Generate an Invoice from an Existing Order

To generate an invoice from an existing order, open the order and go to the pricing area. Scroll down to where the products are listed and click on the Create Invoice button.

1 Pricing

2 Decoration

3 Shipping

4 Purchase Orders

Create Invoice

Add Product

Add Service

Add Title

T-shirt

Product #: KID-6-9-2017

T-shirt Imprint

ESP, Training Company

asi/55555

(800) 555-1212

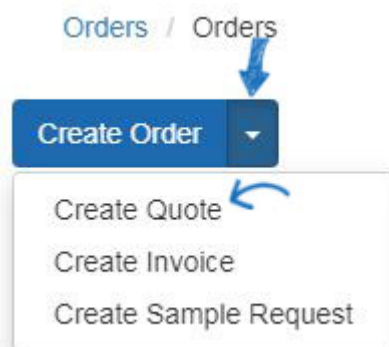
Item	Qty	Cost	Price	Total Cost	Total Price	Margin	Tax
Blue	100	\$6.0000	\$10.0000	\$600.0000	\$1,000.0000	40.00%	<input checked="" type="checkbox"/>
Total Units	100						
Total (USD)				\$600.00	\$1,000.00	\$400.00	0.00%

The Create Invoice button will open an invoice that is linked to the sales order. All of the information from the sales order will carry through to the invoice, but you are able to edit any information you like.

## Quote

### Create a New Quote

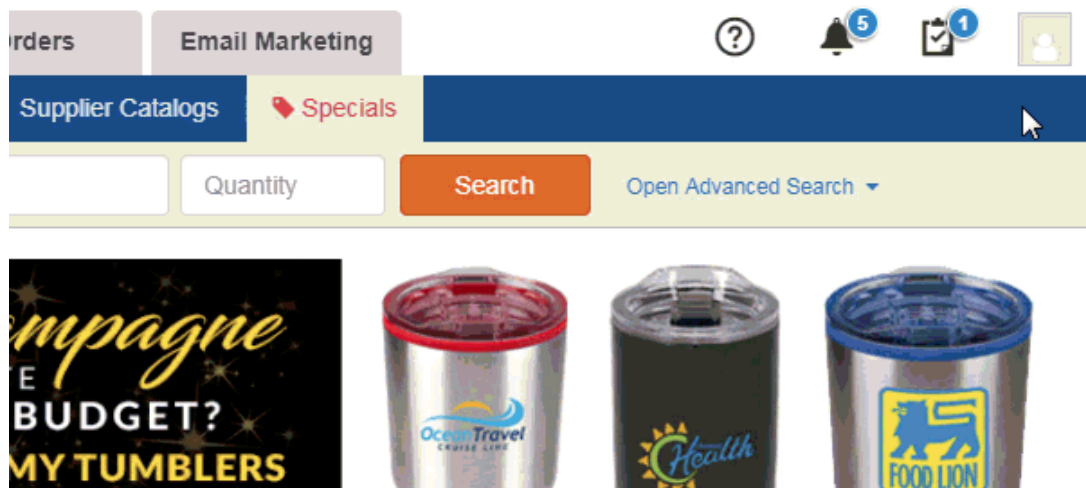
From the ESP Orders homepage, click on the arrow next to the Create Order button and select Create Quote.



Then, [fill in the order form](#).

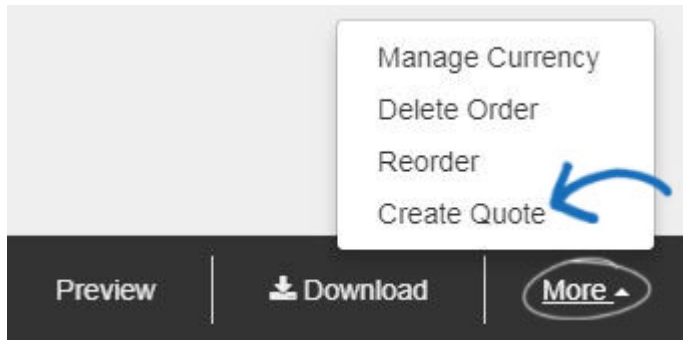
## Use a Product from the Clipboard

To create a quote from the Clipboard, mark the product and then use the arrow on the Order button to select Create Quote.



## Generate a Quote from an Existing Order

To create a quote from an order by clicking on the More option at the bottom of the order and selecting Create Quote from the available options.

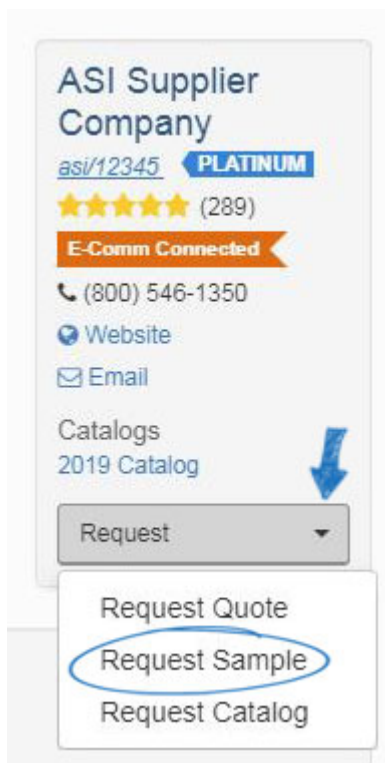


Then, [fill in the order form](#).

## Sample Request

### Create Sample Request from ESP Web

To request a sample of a product, locate the product in ESP Web. Then, click on the product name to open the detail page. On the detail page, use the arrow next to Request and select Request Sample from the dropdown.

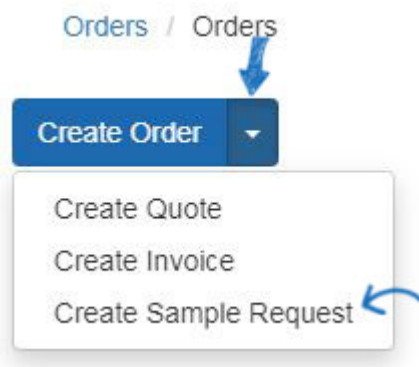


The sample request form contains the same fields as an order. [Fill in the sample request](#) just as you would an order.

## Create a New Sample Request

From the ESP Orders homepage, click on the arrow next to the Create Order button and select Create Sample Request.

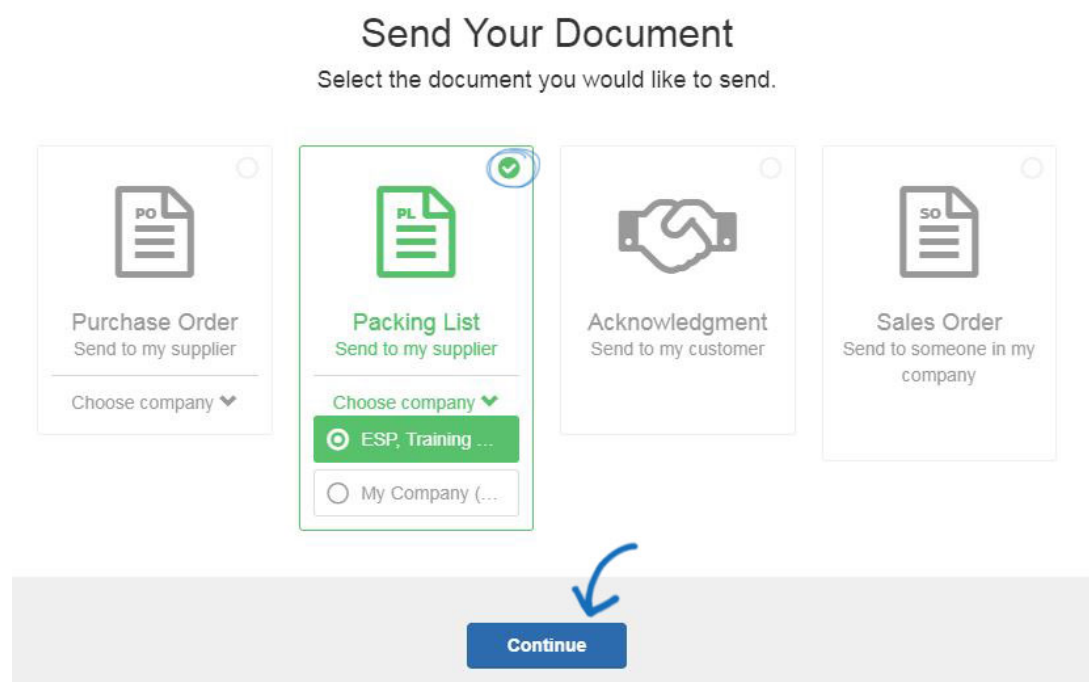




The sample request form contains the same fields as an order. [Fill in the sample request](#) just as you would an order.

## Packing List

Packing lists can be generated from a master order. After the master order has been completed, click on the Send button. Then, in the Send Your Document window, select Packing List and then click on Continue.



Review the email information on the send page. All fields are can be customized and a preview of the packing list will be displayed. To include a PDF attachment of the packing list in the email, check the Attach PDF box. If all of the information is correct, click on the Send button.

## Acknowledgement

Acknowledgements can be generated from a master order. After the master order has been completed, click on the Send button. Then, in the Send Your Document window, select Acknowledgement and then click on Continue.

## Send Your Document

Select the document you would like to send.

The interface displays four document selection cards:

- Purchase Order** (PO icon): Send to my supplier. Choose company ▼
- Packing List** (PL icon): Send to my supplier. Choose company ▼
- Acknowledgment** (Handshake icon): Send to my customer. (This option is highlighted with a green border and a checkmark icon.)
- Sales Order** (SO icon): Send to someone in my company.

Below the cards is a blue **Continue** button, indicated by a blue arrow pointing from the Acknowledgment card.

Review the email information on the send page. All fields are can be customized and a preview of the acknowledgement will be displayed. To include a PDF attachment of the acknowledgement in the email, check the Attach PDF box. If all of the information is correct, click on the Send button.

### I'm not sure.

This are the types of order documentation you can create:

- Master Order: Contains all information about the product, customer, dates, and supplier. All additional sales documentation can be generated from this document.
- Purchase Order: The sales agreement between a distributor and a supplier.
- Invoice: The list of goods and/or services rendered to the customer, including outstanding amounts owed to the distributor. Essentially, this is the bill distributors send to their customer.
- Quote: An estimation of costs for goods and/or services to be provided. Distributors can create quotes for their customers, as well as request quotes from suppliers through ESP Orders.
- Sample Request: A sales document sent from the distributor to the supplier asking for a small quantity of a product prior to placing an order.
- Packing List: A document detailing the contents of a package.
- Acknowledgement: Written confirmation detailing the specifications of the order.