

Order and Info Requests Bullet Points

- Click “My Dashboard”
- Select “Orders” from the dropdown
- Click order number
- When you finish making any changes, click “Save Order”
- Click “Generate Quote”
- Click “Send Email”
 - Click “Send Email” if using a program based email or copy and paste the link if using Internet based email
 - Click “PDF Attachment” to save the document to your desktop and send using any email program
- If at any time you want to generate a PO or Invoice, do that here as well

Customer Info Requests

- Go Back to your ESP Website admin
- To retrieve a customer’s info. request, click “My Dashboard”
- Select “Info Requests” from the dropdown
- Click “Edit” to view more
- Click “Product ID” to view product detail page
- Contact your customer regarding product selected, and/or similar products you offer