

Search and Orders Details Sections Field Descriptions Guide

Search Fields

Catalog Source & Page #

The product is missing a catalog source. ESP now features Digital Supplier Catalogs, which allow distributors the ability to easily browse and share catalog information with their clients.

Image Tag(s)

Tagging images with specific criteria, such as color, will make sure that when a distributor or end-buyer searches for a specific color variation of the product on ESP, the appropriate image will be displayed. If each uploaded image for the product does not have at least one image tag, it will be included in this count.

Multiple Images

If an item has multiple values for color but only one image has been uploaded, the product will be included in this count. For example, if there are four color values listed for a product but only one image has been uploaded.

Imprint Method

Imprint method enables you to indicate the type of imprinting available for the item and it is now a required field. If 'Sold Unimprinted' is not checked and/or the imprint method has been left blank the product will be part of this count.

Product Number

Items can have one product number that applies to all attributes and pricing or multiple product numbers for specific variations. While Product Number is not a required field, it does allow distributors and end-buyers an easy way to locate your product.

Themes

Themes are used by distributors to generate product ideas. Each product may have up to five relevant themes selected from the preset list and should not be what the product is or for what purpose it is used. Think of a theme as the type of event or promotional campaign that might use this type of product.

Size

Size is the physical dimensions of the product.

Material

If there is no material entered, the product will be included in this section.

Production/Rush Time

If there no production time, rush time, or same day service information entered, the product will be included in this section.

Order Details Fields

Imprint Colors

If an imprint method has been selected but there have not been any imprint color(s) added.

Imprint Location

If an imprint method has been selected but there have not been any imprint location(s) added.

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Imprint Size

If an imprint method has been selected but there have not been any imprint size(s) included.

SKU

If the product has no SKU information and no product number.

of Items Per Container

If there is no information for the number of items per shipping container.

Shipping Dimensions

If shipping dimensions have not been included for the product.

Shipping Weight

If shipping weight(s) have not been included for the product.

Imprint Charges

If an imprint method has been selected, but it does not have at least one of the following upcharge types applied:

- Cut charge
- Die charge
- Digitizing charge
- Engraving charge
- Full color charge
- Imprint charge
- Imprint Method charge
- Mold charge
- Plate charge
- Screen charge
- Set up charge
- Tape charge
- Tooling charge

Note: Products marked as 'Sold Unimprinted' will receive the points for all imprint related fields.