



The Supplier Info Tab

Jennifer M - 2023-05-26 - Explore More

In the Supplier Info tab, you can access and review your supplier data information.



You also have the option of accessing your supplier data from the Basic Details page of any product you are entering or editing. Under the Supplier, Line & Brand Name header on the right side of your screen, click on the ASI number.

A pop-up window will open and you can review your supplier Line name(s); contact information; Performance Ratings; Distributor References and Production Information including Artwork information, Production & Rush Time and Decorating Methods. Year Established, Total Employees, Marketing Policy and more can be reviewed as well.

To change or add any supplier information, email DataUpdates@asicentral.com or click the Contact ASI link on the Basic Details page.

The Supplier Info tab is also where you can add, update, and remove eco-friendly certifications.

For information on how to apply an Eco-Friendly Certification to a product, please review the [Eco Certifications](#) section of the Basic Details article.

Learn more about adding and managing Eco-Friendly Certifications

Add an Eco-Friendly Certification

Click on the Manage Eco Certificates link

Eco Certifications

Give your product an eco-friendly distinction.

[Manage Eco Certificates](#)



B Corp

Sustainable Production

Issued Mar 2023 - Expires May 2023



FSC 100%

Sustainable Materials

Issued Mar 2023 - Expires Aug 2023



In the Manage Eco Certificates box, click on the "+Add Eco Certificates" link.

Manage Eco Certificates



B Corp

Sustainable Production

Issued Mar 2023 - Expires May 2023



FSC 100%

Sustainable Materials

Issued Mar 2023 - Expires Aug 2023



[+ Add Eco Certificate](#)

Done

The Add Eco Certificate window will open. In the pop-up window, choose which option corresponds with the certificate.

There are three certificate options available:

- Sustainable Materials
- Sustainable Production
- Responsible Giving

The required fields will be marked with a red asterisk. After checking the appropriate option, select the issuing organization from this dropdown. While only the issuing organization itself is required, it is recommended that Issue and Expiration dates are supplied for each certificate, as well as a credential URL. Once you have finished configuring the certificates information, check the agreement on at the bottom of the window that reads "I agree that any assessment, certification, inspection and/or related examination related to any authenticity of certificates are provided or conducted by the

Add Eco Certificate ✕

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Products made of environmentally friendly or low-impact materials, whether they are recycled, recyclable, compostable, organic or natural.

Forest Stewardship Co...

05/17/2023 

10/26/2023 

<https://www.examplecredentialurl.com>

☐

Products made or finished in facilities that are energy efficient, carbon neutral and/or are powered by alternative energy sources (like wind or solar).

Select Certificate Type

☐

Products or suppliers that have "giveback" programs, whether through environmental organizations like 1% for the Planet or charities that focus on social issues.

Select Certificate Type



Cancel

Save

Click on the Manage Eco Certificates link

Eco Certifications

Give your product an eco-friendly distinction.

Manage Eco Certificates



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In the Manage Eco Certificates box, click on the update icon.

Manage Eco Certificates



B Corp

Sustainable Production

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FSC 100%

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[+ Add Eco Certificate](#)

Done

Update any information about the certification. Once you have finished updating the certificates information, check the agreement on at the bottom of the window that reads "I agree that any assessment, certification, inspection and/or related examination related to any authenticity of certificates are provided or conducted by the Supplier with no involvement from Advertising Specialty Institute (ASI)". Then, click on the Save button.

Edit Eco Certificate





* Indicates required

Sustainable Materials

Products made of environmentally friendly or low-impact materials, whether they are recycled, recyclable, compostable, organic or natural.

Issuing Organization*

 FSC 100% 

Issue Date

03/06/2023 

Expiration Date

08/23/2023 

Credential URL 

<https://www.examplecredentialurl.com/>

[View Link](#)

☒ I agree that any assessment, certification, inspection and/or related examination related to any authenticity of certificates are provided or conducted by the Supplier with no involvement from Advertising Specialty Institute (ASI).

[Cancel](#)

[Save](#)

Delete an Eco-Friendly Certification

To delete an Eco-Friendly Certification, click on the "X" on the listing.

Manage Eco Certificates



B Corp

Sustainable Production

Issued Mar 2023 - Expires May 2023



Forest Stewardship Council (FSC)

Sustainable Materials

Issued May 2023 - Expires Oct 2023



FSC 100%

Sustainable Materials

Issued Mar 2023 - Expires Aug 2023



[+ Add Eco Certificate](#)

[Done](#)

You will be prompted to ensure you would like to delete this certificate. Click on "OK" to continue.

espupdates.asicentral.com says

Deleting this Certificate will remove it from your list of available certificates and remove it from any products it is assigned to. Are you sure you want to delete this Certificate?



OK

Cancel

When the certificate had been removed, you will see a success message in the upper right corner of ESP Updates.



Data saved successfully

Eco-Friendly Certifications Overview Video

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