



Supplier Registration instructions

1. **Register:** To register, please go to www.esmsolutions.com
 - a. Hover over “suppliers” and click “supplier portal”
 - b. Watch the “How to Register as a Supplier” Video
 - c. Click the “mercury commerce” button under Supplier Registration and fill in the fields with your business information.
2. **Classify:** The registration process will allow you to select the NIGP codes of the products and/or services that you provide. You may select as many as you would like. Doing so will improve our ability to include you in any opportunity that fits your profile.
 - a. You will be presented with a section titled “Fee Billing.” Although you will enter contact information in this section, please note that there are NO fees involved in registering or responding to any City of Sioux Falls sourcing events. Fees may apply if you chose to submit responses to other entities’ requests.
3. **Respond:** Whenever the City of Sioux Falls has an event that falls into your NIGP category, ESM will notify you through the email you use to register. We hope that you will respond and offer us your valuable products and services.

If you have any questions, please contact ESM at 1-877-969-7246 or the City of Sioux Falls Purchasing Department at 605-367-8013