



**VENDOR
REGISTRATION AND BIDDING
INSTRUCTION MANUAL**

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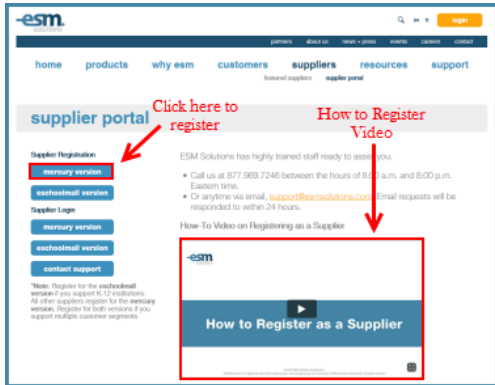
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Account Setup

To set up your account for the first time, go to www.esmsolutions.com. Hover over the “Suppliers” tab and select “supplier portal.” Under Supplier Registration, on the left side of the screen, click Mercury Version to begin the registration process. The following instructions will go through step-by-step registration. You can also view the “How to Register as a Supplier” video at the bottom of the supplier portal page.



After selecting Mercury Version under Supplier Registration fill in your company name, address, contact information, time zone and password and click “Continue.”

Fill in your location address on the following page (check the box if it is the same as your corporate info) and click “Continue.”

Fill in the fee billing information (check the box if it is the same as your corporate info). Select your time zone and click "Continue."

*Please note that there will be no fees associated with City of Sioux Falls bids.

Fill in where you would like PO's to be sent (check the box if it is the same as your corporate info). Select your time zone and click "Continue."

A Summary of your information will appear. Please confirm, select your time zone and click "Continue" if all information is correct.

Enter your Business Diversity Classifications, if applicable and click "Continue."

Vendor Registration

Business Diversity Classifications:

Diversity Classification	Certification Authority Name	Certification Number	Certification Expiration Date (MM/DD/YYYY)

Buttons: Back, Continue

Enter in your NIGP code. If you do not know your NIGP code, type a word that describes your product or service in the description box and click "Search." Please list all NIGP codes that apply to your business. This is how the City of Sioux Falls will notify businesses of a product or service that is going out for bid. Once you have selected all of the NIGP codes that apply to your business, click "Continue."

Vendor Registration - NIGP Business Classification Codes

Instructions: Search for the National Institute of Governmental Purchasing (NIGP) Business Classification Code(s) that best describe the products and/or services you provide. From the search results, select the Assign checkbox next to the appropriate code(s) and click the Update button. To remove any previous selections, select the Remove checkbox and click the Update button. Maintaining an accurate classification of your business is important. Your customers use this information when searching the vendor database for potential sourcing event respondents. Take the time to classify your business accurately; it will increase the likelihood of being notified for sourcing event opportunities that are specific to your business. [Click here to learn more.](#)

NIGP Code:

Description: ← **Type in product or service in Description Field**

(Note: Enter a word describing your product or service.)

Search

Check the box next to the appropriate NIGP Code

Assign	Code	Description
<input type="checkbox"/>	203-89	Testing Equipment for Computers and Related Equipment, Environmentally Certified Products
<input type="checkbox"/>	207-89	Testing Equipment for Computers and Related Equipment
<input type="checkbox"/>	209-24	Electronic Authentication System Software for Mini/Mainframe Computers
<input type="checkbox"/>	209-54	Internet and Web Site Software for Main Frame Computers
<input type="checkbox"/>	655-31	Video Capturing Devices Connected to Computers or Co/Computer Networks, (Web Cameras)
<input type="checkbox"/>	655-31	Installation of Computers, Peripherals, and Related Equipment (Including Software)
<input checked="" type="checkbox"/>	939-21	Computers, Data Processing Equipment and Accessories (Not Word Processing Equipment), Maintenance and Repair
<input type="checkbox"/>	967-37	Electrical and Electronic Products (Incl. Computers and Peripherals)
<input type="checkbox"/>	984-23	Computers, Micro, Rental or Lease
<input type="checkbox"/>	984-26	Computers, Mini and Mainframe, Rental or Lease
<input type="checkbox"/>	998-29	Computers, Parts and Supplies, Sale of Surplus and Obsolete Items

Buttons: Update, Continue, Return

After selecting NIGP code, click "Update" to assign NIGP Code to below table

Currently Assigned NIGP Codes

Remove	Code	Description
No NIGP Codes currently assigned.		

Buttons: Update, Continue, Return

Remove All Selections:

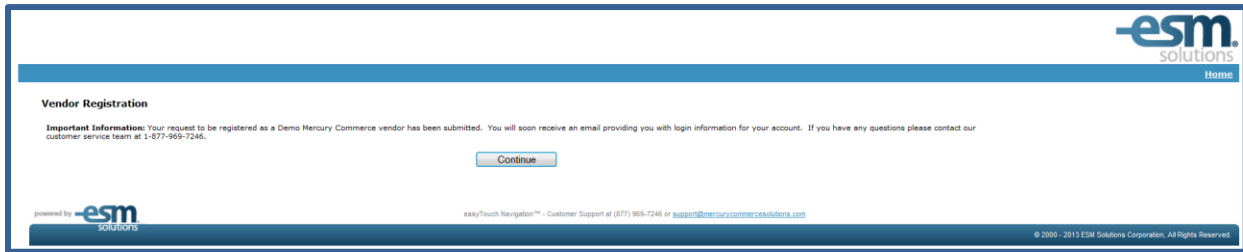
Currently Assigned NIGP Codes

Remove	Code	Description
<input type="checkbox"/>	939-21	Computers, Data Processing Equipment and Accessories (Not Word Processing Equipment), Maintenance and Repair

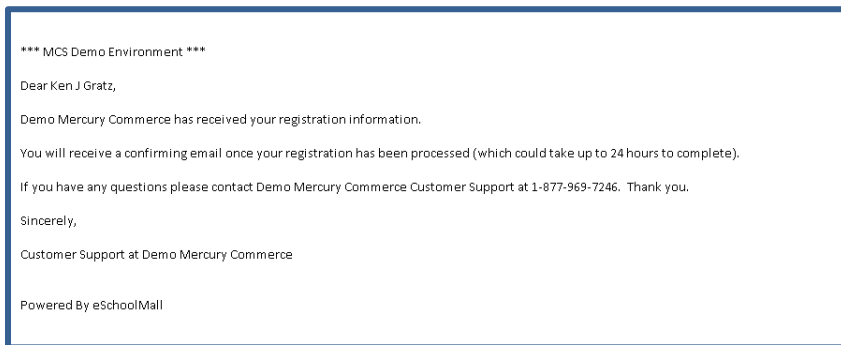
Buttons: Update, Continue, Return

Once all applicable fields are saved, click → **Continue**

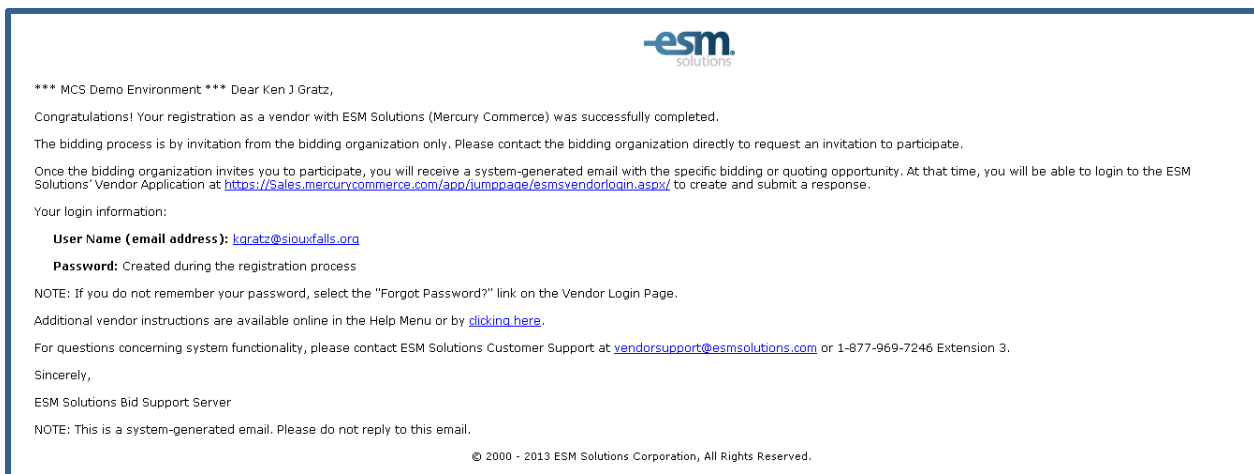
The following screen will appear. Click “Continue” and an automated email will be sent to the email address you provided.



The email you receive should look like the below. It may take up to 24 hours to process your registration.




Once your registration is processed, you should receive an email like the one below with your username. Once you receive this email you should be able to log into view and submit bids. If you forgot your password, please click “Forgot Password” on the login page.



Creating a Bid Response

Each bid opportunity will be posted on www.siouxfalls.org as well as posted in the Argus Leader newspaper. When the purchasing staff publishes a bid, they will notify the vendors with the appropriate NIGP Codes listed in their profile on ESM. An email like the one below will be sent out to each of the appropriate vendors. If for any reason you find a bid opportunity posted on the City's website or in the Argus Leader that you were not invited to, please contact the purchasing department so you may bid on the opportunity.



*** MCS Demo Environment *** Dear Ken J. Gratz,

You have been invited to respond to the following bid:

City of Sioux Falls, Flatbed (Parks) Electronic Bid

In order to be considered, your bid response must be submitted before:

08/30/2013 03:40 PM (Central Standard Time)

Please be sure to review the Terms & Conditions, as they include the specific requirements for participating in this event. If you have bid-specific questions, please contact Ken Gratz at (605)367-8839 or kgatz@siouxfalls.org.

All supplier responses are to be submitted via ESM Solutions (Mercury Commerce) vendor response system.

To view and participate in this bid:

Log into: [ESM Solutions \(Mercury Commerce\)](#)

User Name: kgatz@siouxfalls.org


NOTE: Invitations are sent to a specific email address. If you are not the proper party to take action on this bid, please contact [Ken Gratz](#) and ask for an invitation to be sent to the proper party within your organization.

For questions concerning system functionality, please contact ESM Solutions Customer Support at vendorsupport@esmsolutions.com or 1-877-969-7246 Extension 3.

Sincerely,

Ken Gratz, City of Sioux Falls

Every time you log in to ESM you will see the below User Agreement. Please read through the agreement and click "Accept."

login

Mercury Commerce Vendor Login

[System Status](#)

You are logged in as Ken Gratz for ABC Carpet Cleaning Logout

Bid Supplier User Agreement

User Agreement:

I accept that I am **Ken Gratz** representing **ABC Carpet Cleaning**. If this information is incorrect please contact Demo Mercury Commerce immediately at support@mercurycommerce.com and click the Decline button to exit.

Falsifying documents is a crime. It involves altering, changing or modifying a document for the purpose of deceiving another person or organization. It can also involve passing along copies of documents known to be false. Information collected on behalf of customers is a legal document and as such, falsification of the information is a crime. In many states, falsifying a document is a crime punishable as a felony.


A person charged with falsifying documents may be subject to the following legal penalties:

- Monetary fines
- Incarceration

Depending on the nature of the offense, as well as individual state laws, falsifying documents can result in a prison sentence of 5-10 years. Also, if government or educational institution documents or authorities were involved, the legal penalties may be more severe.

By clicking Accept you acknowledge having read the above statement.

All times displayed in Central Standard Time (click to change)

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On the next page you will see a list of items that you can bid on. To create a bid response, click the “Create” hyperlink on the left side of the page for the desired item bid.

MCS Demo Environment
Ken Gratz for ABC Carpet Cleaning

easyBid Line Item - Demo Mercury Commerce Version

vendor response

view | create | submit | awards | profile | subscription | reports

Create or Modify a Response for the Selected Bid, Quote Request, or Project Request

Instructions: To begin responding to an event or make modifications to a response in progress, select the link in the Response Action column next to the event of interest. For additional assistance select the Help link above.

Demo Mercury Commerce Official Time

Response Action	Bid / Request ID	Purchasing Entity	Description	Type	Time Remaining	Response Due By	Response ID	Owner	Lot Status	Response Status	Event Status
Create	49	City of Sioux Falls	Carpet Cleaning (Facilities)	Bid	34m	11/03/2013 5:30 PM	New			New	Accepting Responses

ⓘ: Addendum exists for the Bid/Request

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The next page will contain the terms and conditions, please read them over click “Accept” if you agree to them. A printable version is available by clicking the paper icon. The bid specifications can be viewed by clicking the disc icon. You can review both the specifications and terms and conditions in later steps before submitting your bid.

MCS Demo Environment
Ken Gratz for ABC Carpet Cleaning

easyBid Line Item - Demo Mercury Commerce Version

vendor response

view | create | submit | awards | profile | subscription | reports

Create Response - Accept Terms

Instructions: Review the following Terms & Conditions. Upon completing your review either click the Accept button to accept the Terms & Conditions or click the Decline button to return to the previous screen. Note - if you Decline the Terms & Conditions you can return at a later date and Accept them. The Bid/Request will display once the Terms & Conditions are Accepted.

Purchasing Entity: City of Sioux Falls Response ID: 6674
 Bid ID: 49 Responses Due By: 11/03/2013 5:30 PM
 Description: Carpet Cleaning (Facilities) Time Remaining: 33 minutes
 Attachments: Printable Terms:

Disk Icon **Paper Icon**

Bid Terms and Conditions:
 Contracts will remain in force for the term specified and all articles ordered before the date of termination shall have been satisfactorily delivered and accepted unless:
 a. Terminated prior to the expiration date by satisfactory delivery against orders of entire quantities.
 b. Extended upon written authorization of the City and accepted by vendor to permit ordering of unordered balances or additional quantities at contract price and in accordance with contract terms.

Each bid will require a bid form to be signed. This bid form will be on the last page of the specifications. Be sure to print this form, sign and upload to ESM before you submit your bid.

Once inside the bid you will notice there are 3 different sections.

- **Event Information** – this section has the details of the bid such as closing date/time, checklist of items needed to upload for the bid, terms and conditions and specifications.

- **Response Information** – this section is where you would upload the items such as your bid form and anything else from the above checklist, as well as where to enter your response and payment terms. Be sure to click “Save” once you have updated each section.

- **Items** – this section is where you will respond to the bid item(s). To create a response, click “Create.”

A pop-up will appear with the fields needed to fulfill the bid response. A red asterisk "*" will appear next to those fields that are required. You will not be allowed to create a bid response without filling in these fields. If there is not a specific Manufacturer, then please enter "Varies" or "N/A." The Product Number field is the alphanumeric code that your company would use to identify this item. This number may be used on a Purchase Order to help your staff identify the product being requested.

*Please note that depending on the specific bid, the below screenshot may be slightly different than what you can see.

Be sure to enter only per unit pricing. After entering pricing, click "Save" and the bid total will automatically calculate for you. Be sure to confirm the pricing and select "Save and Close."

Repeat these steps for each line item that you wish to bid on. If you wish to change your responses before you submit, you can do so by selecting "Modify" in the Items section of the create tab.

Line #	Description	Item Number	Manufacturer	Manufacturer Part Number	Purchase Unit	Quantity	Response Action
1	Carpet Cleaning at Various City Locations				1 - 1 Sq. Foot Supply	10000	Modify (1)

Submitting a Bid Response

Once you are finished with creating your bid response(s), click the “Submit” tab at the top of the screen and then select the bid you wish to submit.

MCS Demo Environment
Ken Gratz for ABC Carpet Cleaning

easyBid Line Item - Demo Mercury Commerce Version

vendor response

view | create | **submit** | awards | profile | subscription | reports

Select a Bid, Quote Request, or Project Request to Submit

Instructions: To Submit a response, select the Response ID of interest and then follow the instructions on the next screen to complete the process.

Response ID	Type	Purchasing Entity	Bid / Request ID	Description	Response Due By	Time Remaining	Owner	Response Status
6674	Bid	City of Sioux Falls	49	Carpet Cleaning (Facilities)	11/03/2013 5:30 PM	23m	Gratz, Ken J.	In Progress

ⓘ: Addendum exists for this Bid/Request

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Select who within your organization would be the PO and Fee Billing Contacts. Please remember, there are not charges for any bids submitted to the City of Sioux Falls. If you choose to submit bids to a different entity, this same screen will appear before that bid is submitted and a fee may apply. Then check the boxes next to each item on the checklist and be sure that they are uploaded to the bid. Then click “Submit.”

MCS Demo Environment
Ken Gratz for ABC Carpet Cleaning

easyBid Line Item - Demo Mercury Commerce Version

vendor response

view | create | **submit** | awards | profile | subscription | reports

PO Contact:

Fee Billing Contact:

Notice: Check the check boxes below to indicate that you agree to complete the items listed. Please consult either the [Terms & Conditions](#) for this Bid or contact the purchasing entity facilitating the Bid for specific requirements. If required, these items must be sent under separate cover directly to the purchasing entity facilitating the Bid *not* to Demo Mercury Commerce.

- Bid Bond
- Insurance Certificate
- Bid Form
- References

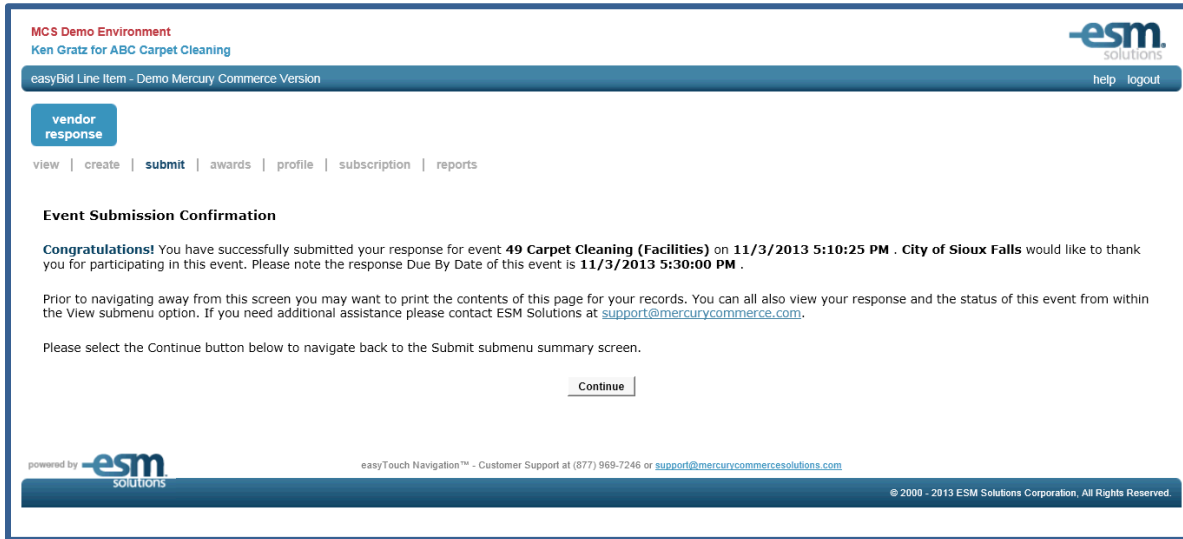
If you need additional information or customer support please contact the purchasing entity facilitating the Bid or Demo Mercury Commerce.

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You will then see the below Confirmation of your bid submission.

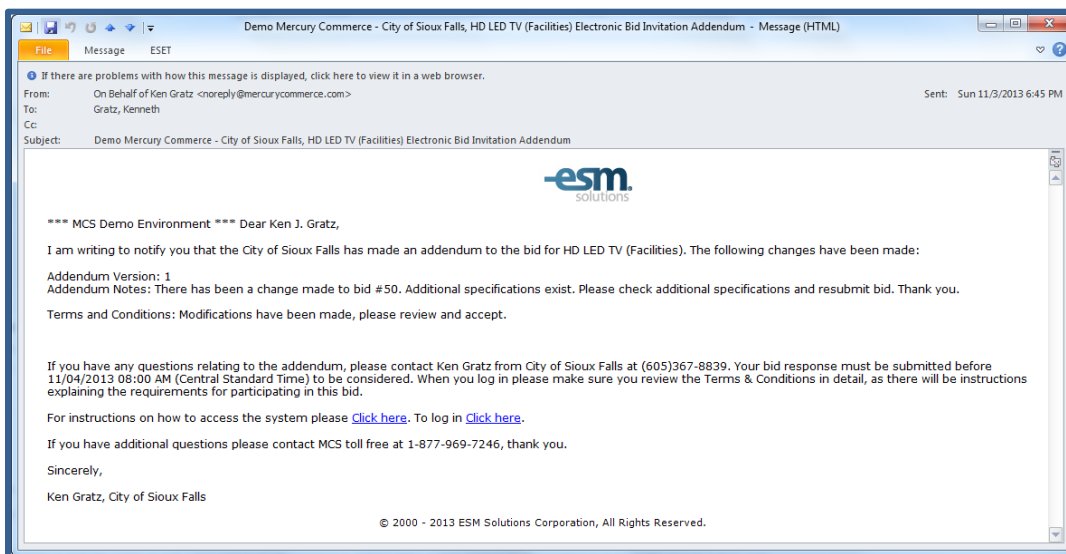


All Sealed bids will remain sealed until 2:15 PM on the date of bid closing. At that time the Purchasing staff will open the bids electronically in City Hall. Anyone who wishes to attend the bid opening may do so, but this opening can also be viewed on your computer through ESM. Bid Tabulations will be made available online through ESM as well as on the City's website.

The apparent low bidder will be shown through bid tabulations. Bid award and non-award emails will be sent out to all participants after a bid is officially awarded. Please note that City Counsel and Mayor's approval may be needed, and can take up to 30 days from the bid opening to process.

Addendums

If an Addendum is published, every bid that has been submitted prior must be resubmitted. Each vendor will be notified via email and will be worded as the below. Please read the Addendum Notes carefully as they will notify of what changes have been made. Please log in to ESM, modify your bid accordingly and resubmit.



Contact Information

Mercury Commerce Customer Support
support@mercurycommercesolutions.com
(877) 969-7246

City of Sioux Falls Purchasing Department
purchasing@siouxfalls.org
(605) 367-8013

Scott Rust - Purchasing Manager
srust@siouxfalls.org
605-367-8836

Kara Scherbring - Business Analyst
kscherbring@siouxfalls.org
605-367-8832

Ken Gratz – Business Analyst
kgratz@siouxfalls.org
605-367-8839

Walker Carmon - Business Specialist
wcarmon@siouxfalls.org
605-367-8833

Becki Plueger - Business Specialist
bplueger@siouxfalls.org
605-367-8874

Susan Ullom - Purchasing Assistant
sullom@siouxfalls.org
605-367-8835