

# easySourcing<sup>™</sup> International Vendor Registration

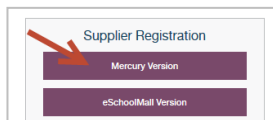
## International Vendor Registration for Mercury Commerce Version

**Purpose:** This document outlines the steps to register as a vendor for ESM Solutions' Mercury Version platform. You may have received an email invitation to register from a university or government entity. These buying entities use ESM Solutions' software to prepare and publish bids to suppliers/vendors that are registered with ESM Solutions. In order to respond to a bid invitation, you will need to register first. For more information on ESM Solutions, please visit <http://www.esmsolutions.com/>.

### Supplier/Vendor Registration Process

1. *Navigate to the Supplier Registration Portal by clicking the following link:*

- <http://www.esmsolutions.com/suppliers/supplier-portal/>



*Or use the following link to go directly to the registration page:*

- <https://www.mercurycommerce.com/secure/easyBid/RegisterFrame.asp?RegNum=126354&Action=CorpInfoModify>

2. *On the Vendor Registration page (see screenshot below), fill in the following required fields:*

#### **Vendor Corporate Info:**

- Vendor Name
- Country (Select from the dropdown list)
- Address
- City
- Zip/Postal Code

#### **Your Identifying Contact Info:**

- Email Address (*Note: This will be your login to the application for responding to bids*)
- First Name
- Last Name
- Phone (with country code)
- Fax (with country code)
- Time Zone
- Password
- Confirm Password
- Security Question
- Answer

**Vendor Registration**

Welcome to the Mercury Commerce Vendor Registration process. All Mercury Commerce customers have the ability to invite registered vendors to sourcing events to Business Classification Codes. Thank for registering with Mercury Commerce!

**Instructions:** Fill out the fields below and click Continue.

If your contact email address is a generic address for event notifications, select the Shared Mailbox checkbox.

**Vendor Corporate Info:**

Vendor Name: JR Books  
 Employer Identification Number (EIN):  Example: XX-XXXXXXX [more info](#)  
 Country: Switzerland  
 Address Line 1: Technoparkstrasse 20  
 Address Line 2:   
 City: Zurich  
 State: Select State  
 Province:   
 Zip/Postal Code: 8005  
 Time Zone: (GMT+01:00) Brussels, Copenhagen, Madrid, Paris

**Your Identifying Contact Info:**

Email Address: abo@gmail.com  
 First Name: John  
 Middle Initial:   
 Last Name: Rodgers  
 Phone: +41 44 517 04 12  
 Fax: 111-222-3333  
 Time Zone: (GMT-05:00) Eastern Time (US & Canada)  
 Password: \*\*\*\*\*  
 Confirm Password: \*\*\*\*\*  
 Question: What was your childhood nickname?  
 Answer: Jack

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 9-10 years. Also, if government or educational institution documents or authorities were involved, the legal penalties may be more severe. By clicking Continue you acknowledge having read the above statement.

### 3. Vendor Registration (Continued)

#### Your Local Address:

- If your address is the same as your corporate address, check the box “Same as Corporate Address”
- If not, you can enter your local address information and click **“Continue”**

**Vendor Registration**

**Instructions:** Review your contact information for accuracy.

**Vendor Corporate Info:**

Vendor Name: JR Books  
 Employer Identification Number (EIN):   
 Country: CHE  
 Address Line 1: Technoparkstrasse 20  
 Address Line 2:   
 City: Zurich  
 State:   
 Province:   
 Zip/Postal Code: 8005  
 Time Zone: (GMT+01:00) Brussels, Copenhagen, Madrid, Paris

**Instructions:** Scroll down and enter your specific location address. If it is the same as the Corporate Address simply click the “Same as Corporate Address” checkbox. Click the Continue button to proceed.

**Your Location Address:**

Same as Corporate Address above  
 Country: Switzerland  
 Address Line 1:   
 Address Line 2:   
 City:   
 State: Select State  
 Province:   
 Zip/Postal Code:

*If your address is same as corporate you can check the box, otherwise you can enter a different address*

**Your Identifying Contact Info:**

Email Address: esmentry2013+Vendor@gmail.com  
 Shared Mailbox:   
 First Name: John  
 Middle Initial:   
 Last Name: Rodgers  
 Phone: +41 44 517 04 12  
 Fax: 111-222-3333  
 Time Zone: (GMT-05:00) Eastern Time (US & Canada)

#### 4. Vendor Registration (Continued)

##### Fee Billing should be sent to this Contact and Address:

- If the Contact Name is the same as the contact name already entered, you can check ‘Same As My Contact Info Above Right’
- If not, you can enter an additional contact name and information
- If the Contact Address is the same as the above, you can check “Same As My Contact Address Above Right”
- If not, you can enter additional address information
- Click **“Continue”**

**Vendor Registration**

Instructions: Please review your identifying Contact information below and then scroll down.

**Vendor Corporate Info:**  
 Vendor Name: JK Books  
 Employer Identification Number (EIN):  
 Country: CHE  
 Address Line 1: Technosstrasse 20  
 Address Line 2:  
 City: Zurich  
 State:  
 Province: 8005  
 Zip/Postal Code: (GMT+01:00) Brussels, Copenhagen, Madrid, Paris  
 Time Zone Code:

**Your Identifying Contact Info and Address:**  
 Email Address: esmevents2013@vendor@gmail.com  
 Shared Address:  
 First Name: JON  
 Last Name:  
 Middle Initial:  
 Phone: +41 44 217 24 12  
 Fax: 111-222-3333  
 Time Zone: (GMT-08:00) Eastern Time (US & Canada)  
 Country: CHE  
 Location Addr1: Technosstrasse 20  
 Location Addr2:  
 City: Zurich  
 State:  
 Province: 8005  
 Zip/Postal Code:

Instructions: An award fee may be assessed by an awarded vendor. If an award fee applies, this fee will be clearly described in the sourcing event's Terms and Conditions. Please enter the contact information for fee billing. If this contact is the same as the contact information above, click "Same as my Contact Info" and click Continue.

**Fee billing should be sent to this Contact and Address:**

Same as My Contact Info above right

Email Address:  
 First Name:  
 Middle Initial:  
 Last Name:  
 Phone:  
 Fax:  
 Time Zone: (GMT+01:00) Brussels, Copenhagen, Madrid, Paris

Same as My Contact Address above right

Country: Switzerland  
 Address Line 1:  
 Address Line 2:  
 City:  
 State: Select State  
 Province:  
 Zip/Postal Code:

Back Continue

#### 5. Vendor Registration (Continued)

##### PO's should be sent to this Contact and Address for fulfillment:

- If the Contact Name is the same as the contact name already entered, you can check ‘Same As My Contact Info Above Right’
- If not, you can enter an additional contact name and information
- If the Contact Address is the same as the above right, you can check “Same As My Contact Address Above Right”
- If not, you can enter additional address information
- Click **“Continue”**

**PO's should be sent to this Contact and Address for fulfillment:**

Same as My Contact Info above right

Email Address:  
 First Name:  
 Middle Initial:  
 Last Name:  
 Phone:  
 Fax:  
 Time Zone: (GMT+01:00) Brussels, Copenhagen, Madrid, Paris

Same as My Contact Address above right

Country: Switzerland  
 Address Line 1:  
 Address Line 2:  
 City:  
 State: Select State  
 Province:  
 Zip/Postal Code:

Back Continue

## 6. Vendor Registration (Continued)

Review all information for Fee Billing Contact and Address and PO Contact and Address:

- If all entered information is accurate, click **“Continue”**
- Click **“Back”** if you need to edit any entered information.

**Vendor Registration**

Instructions: Please confirm that all contact information is correct. Click the Continue button to proceed.

**Fee billing should be sent to this Contact and Address:**

Email Address: esmentity2013+vendor@gmail.com  
 First Name: John  
 Middle Initial:   
 Last Name: Roggers  
 Phone: +41 44 917 04 12  
 Fax: 111-222-3333  
 Time Zone: (GMT+05:00) Eastern Time (US & Canada)  
 Country: CHE  
 Location Addr1: Technoparkstrasse 20  
 Location Addr2:   
 City: Zurich  
 State:   
 Province:   
 Zip/Postal Code: 8005

**PO's should be sent to this address for fulfillment:**

Email Address: esmentity2013+vendor@gmail.com  
 First Name: John  
 Middle Initial:   
 Last Name: Roggers  
 Phone: +41 44 917 04 12  
 Fax: 111-222-3333  
 Time Zone: (GMT+05:00) Eastern Time (US & Canada)  
 Country: CHE  
 Location Addr1: Technoparkstrasse 20  
 Location Addr2:   
 City: Zurich  
 State:   
 Province:   
 Zip/Postal Code: 8005

## 7. Vendor Registration (Continued)

**Business Diversity Classifications: (Optional field)**

- Diversity Classifications Definition  
<http://www.diversitybusiness.com/Resources/Definitions/Definitions.asp>
- You can select a diversity classification or simply click **“Continue”**

**Vendor Registration**

Instructions: Enter any Diversity Classifications that apply to your business. Click the pull down menu under the Diversity Classification column to see the full list of available options. If you select a Diversity Classification please enter a Certification Authority Name and Certification Expiration Date. The information below is optional and does not have to be filled out. Click the Continue button to save changes and proceed.

**Business Diversity Classifications:**

Diversity Classification	Certification Authority Name	Certification Number	Certification Expiration Date (mm/dd/yyyy)
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			

## 8. Vendor Registration (Continued)

### NIGP Business Classification Codes: (Required Field)

- For the definition of NIGP Codes, please visit [http://en.wikipedia.org/wiki/NIGP\\_Code](http://en.wikipedia.org/wiki/NIGP_Code)
- If you are aware of a known NIGP code for your company, you may enter the code or a brief description and click **“Search”**. Then check the correct result and click **“Update”**.

**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 s remove any previous selections, select the Remove checkbox and click the Update button. Maintaining an accurate classification of your business is important. Your custome 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](#)

NIGP Code:  [Click here to learn more](#)

Description:

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

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*Search Results*

Assign	Code	Description
<input checked="" type="checkbox"/>	908-20	Bookbinding Services (Sewed Cross Stitched, Library Quality), Rebinding, and Repairing: Library Books, Text Books, etc.

- **Note:** Since this is a required field, you must select at least one NIGP code in order to proceed with the registration process.
- For more information on NIGP codes, please visit [http://en.wikipedia.org/wiki/NIGP\\_Code](http://en.wikipedia.org/wiki/NIGP_Code)
- Once you have added your code, click **“Continue”**

## 9. Vendor Registration (Continued)

### Important Information:

- Your request to register as a vendor has been submitted. Please allow 24-48 hours for your registration request to be processed.
- Click **“Continue”**
- If you have additional questions, please contact Customer Support at [support@esmsolutions.com](mailto:support@esmsolutions.com) or via telephone at 1-877-969-7246 x3


## 10. Registration Emails

**You will receive two emails during the registration process.**

1. An email notification of your registration completion

Mercury Commerce - Mercury Commerce easyBid / easyQuote / easyProject Registration Update □

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 **Mercury Commerce Customer Support** <noreply@mercuryccommerce.com>  
to me ▾

Dear John Rodgers,

Mercury Commerce has received your registration information.

You will receive a confirming email once your registration has been processed (which could take up to 24 hours to complete).

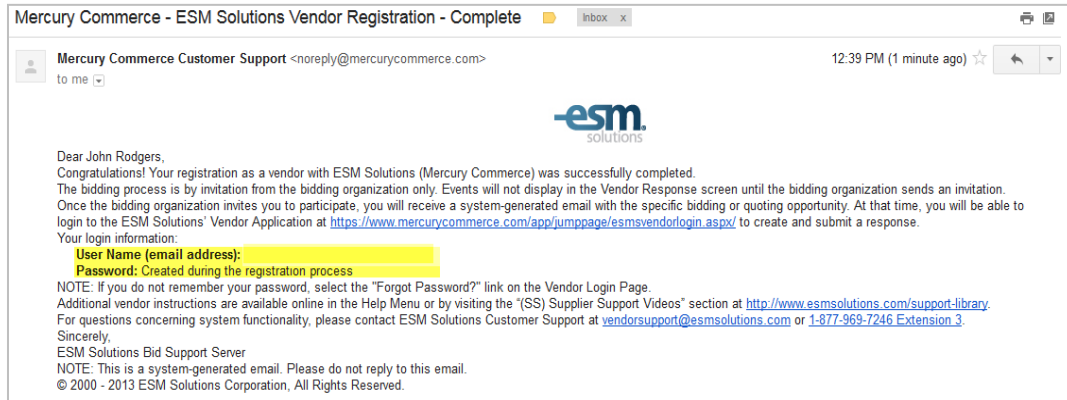
If you have any questions please contact Mercury Commerce Customer Support at [1-\(877\)969-7246](tel:1-877-969-7246). Thank you.

Sincerely,

Customer Support at Mercury Commerce

Powered By ESM Solutions Corp.

2. An email indicating that you are now a registered supplier



- The email link will require your login information to enter the ESM Solutions application.
  - **Login Name:** Your email address
  - **Password:** Created during the registration process

For additional questions about the registration process, please contact ESM Solutions Customer Support via email at [support@esmsolutions.com](mailto:support@esmsolutions.com) or via phone at 1-877-969-7246 x3.