

ESM Supplier Registration

If you are already signed up for Mercury Commerce, ESM Solutions has transferred your ESM Mercury Commerce bid system information into the ESM Solutions sourcing system. To access the system, you only need to [reset your password](#).

For all new accounts, click [this link](#) to begin the registration process. You may follow the step-by-step guide below to complete this process:

1. Provide the required company information as shown below and click Next.

The screenshot shows the ESM logo at the top. Below it is a progress bar with five steps: Step 1: Company Information (highlighted), Step 2: Privacy and terms, Step 3: Identification, Step 4: Account setup, and Step 5: Complete. The main form is titled 'Company Information' and is divided into two sections: 'Company Information' and 'Contact Information'. The 'Company Information' section includes fields for 'Company Name', 'EIN', 'Company Type', 'Address Line 1', 'Address Line 2', 'City', 'State' (dropdown), 'Province/Region' (dropdown), 'Zip/Postal Code', and 'Country' (dropdown). The 'Contact Information' section includes fields for 'Email Address', 'First Name', 'Last Name', 'Phone', and 'Time Zone' (dropdown). A green 'Next' button is located at the bottom right of the form. At the bottom of the page, there is a footer with 'Powered by -esm', '© 2016-2019 ESM Solutions Corporation. All rights reserved.', and 'Customer Support # 1-800-368-6333'.

2. Review and agree to the terms of the privacy policy and terms of use and click Next.

The screenshot shows the ESM logo at the top. Below it is a progress bar with five steps: Step 1: Company Information, Step 2: Privacy and terms (highlighted), Step 3: Identification, Step 4: Account setup, and Step 5: Complete. The main form is titled 'Privacy and Terms'. It contains a paragraph of text: 'This website uses data collection and processing techniques to offer you a better user experience. Please take a moment to review our [Privacy Policy](#) and [Terms of Use](#) for additional details. Should you have any questions regarding our Privacy Policy or Terms of Use, please contact us at [support@esm.com](#)'. Below this text are two radio buttons: 'I agree to the Privacy Policy and Terms of Use' (selected) and 'I do not agree to the Privacy Policy and Terms of Use'. A red 'Back' button is located at the bottom left, and a green 'Next' button is at the bottom right. At the bottom of the page, there is a footer with 'Powered by -esm', '© 2016-2019 ESM Solutions Corporation. All rights reserved.', and 'Customer Support # 1-800-368-6333'.

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- Using the form shown below, select the commodity code(s) that best describe the products and/or services your company provides and click Next.

The screenshot shows the ESM Supplier Registration process at Step 3: Commodity Selection. A progress bar at the top indicates the following steps: Step 1: Company Information (completed), Step 2: Primary and Service (completed), Step 3: Commodity (current), Step 4: Password Setup, and Step 5: Complete. The main form area is divided into two sections: 'Commodities' and 'Assigned Commodities'. The 'Commodities' section has a 'Company Keywords' field with a search button. Below it, a list of NIST codes is displayed, including 480-00 (Data Computing Devices Connected to Computers or Computer Networks), 715-00 (Video Cameras, Still / Video, etc. for Computer and TV, Pre-recorded), 730-00 (Computer Automated Measurement and Control (CAMAC) Systems and Devices, All-Kind), 750-00 (Access Equipment, Required to Meet the Needs of the Products: Walkie-talkie, Mobile Phone, Mobile, Satellite, GSM, GSM Computer Keyboard, etc.), 801-00 (Sign Making Equipment including Computerized Tools), 801-04 (Sign, Message, Computerized), and 801-90 (Printing Terminal, Book Style, Computerized). The 'Assigned Commodities' section shows a list of selected codes: 700-05 (Digital Printing (Duplicating and Lithography) Machine and Equipment (Smaller than 17 in. or 22 in.), 700-55 (Digital Printing (Duplicating and Lithography) Machine and Equipment, 17 in. x 22 in. and Larger), 700-07 (Printing Accessories and Supplies (e.g., Electrostatic Toner, Banners, Charcoal, Gum, Ink, Mats, Negatives, Plates, Roller Covers, Rubber, Replacements, Sheets, etc. (See 700-00 for Unions, not Supplies)), and 700-10 (Printing Presses (Not Lithographic)). A red 'Back' button is at the bottom left, and a green 'Next' button is at the bottom right. Footer text includes 'Powered by: esm', '© 2005-2010 ESM Software Corporation. All rights reserved.', and 'Customer Support # Account@esmsolutions.com'.

- Set up a security question and password using the form shown below and click Next.

The screenshot shows the ESM Supplier Registration process at Step 4: Password Setup. The progress bar at the top shows Step 3: Commodity (completed) and Step 4: Password Setup (current). The form contains a 'Security Question' dropdown menu, an 'Answer' text field, and a 'Password' text field. Below the password field is a 'Confirm Password' text field. A message reads: 'Please enter a password containing a minimum of seven (7) characters. Passwords must contain at least one alpha and one numeric character, and are case sensitive.' A red 'Back' button is at the bottom left, and a green 'Next' button is at the bottom right. Footer text includes 'Powered by: esm', '© 2005-2010 ESM Software Corporation. All rights reserved.', and 'Customer Support # Account@esmsolutions.com'.

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5. Your registration is now complete! Thank you for your interest in Joliet Junior College.



After you reset your password or register

- Once you have registered, we recommend you view your customers and email notification options located in your ESM profile. This will allow you to customize the emails you receive from the system. If you do not choose to customize this information you will receive emails from all institutions utilizing the ESM sourcing system, not just the Joliet Junior College.
- We have been informed that the automated emails from ESM (noreply@esmsolutions.com) may go to your junk mail. If this happens, please add the email address to your address book to help ensure you receive all notices.
- If you have questions for ESM, please contact ESM Solutions Customer Support **(877) 969-7246 Option 3**