Cerita Butler, **Director**
Procurement Services
160 South Hollywood Street • Room 126 • Memphis, TN 38112 • (901) 416-5371 • Email: ProcurementServices@scsk12.org

Attention All SCS Bidders:

Vendors who wish to participate in bidding with Shelby County Schools are required to register with eSchoolMall in order to participate in our on-line bidding process. eSchoolMall does charge a small fee for access to its system to respond to on-line bids of other entities. However, our vendors will not be assessed a charge for responding to our bids.

In order to receive email notifications for bids that will be on-line, you must follow the three specific steps listed below:

1. **Register:** To register, please go https://www.eschoolmall.com/app/jumppage/esmsvendorlogin.aspx, and select the Not Registered link.
2. **Classify:** The registration process will allow you to select the category description of the products and services that you provide.
3. **Respond:** When you see an opportunity communicated to you through email, we hope that you will respond and offer us your valuable products and services.

Our on-line bids will still be descriptively advertised on our website. For those who do not have access to a computer, Procurement Services has a computer workstation available for our vendors. Please call (901) 416-5376 to reserve a time.

If you should have any questions regarding registration, please do not hesitate to contact eSchoolMall at (877) 969-7246. If you have any questions concerning email notification for any on-line bid advertised on our website, please contact Procurement Services at (901) 416-5376.

To access other SCS bids and RFPs that are not on eSchoolMall please go to Procurement > Bids and RFPs webpage: http://www.scsk12.org/uf/procurement/bids.php.

Thank you.

Cerita Butler, Director
Procurement Services
Shelby County Schools

Vendor Response Instructions

Vendor Response – Table of Contents

Vendor Response - Login

1 Open a browser using either
- Safari
- IE
- Firefox

2 Enter the following into the address bar if you are an eSchoolMall or Mercury Commerce vendor (or click the link):
- www.esmsolutions.com

Enter the following into the address bar if you are a vendor responding to events from the State of South Dakota (or click the link):
- southdakota.mercurycommerce.com

    Click the Vendor Login button

3 Select the Orange Login tab in the upper right corner.

4 Select either the eSchoolMall Vendor Login link or the Mercury Commerce Vendor Login link. Your selection is dependant on the Customer Event you are responding to.
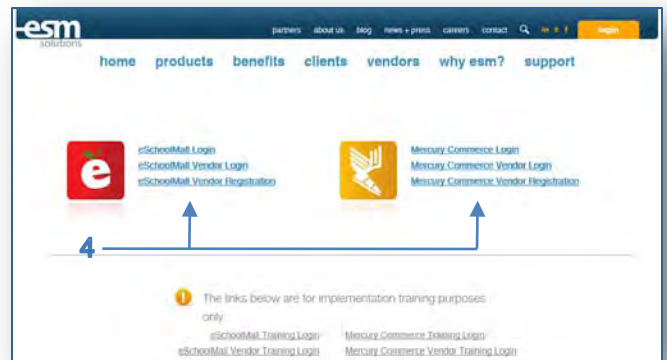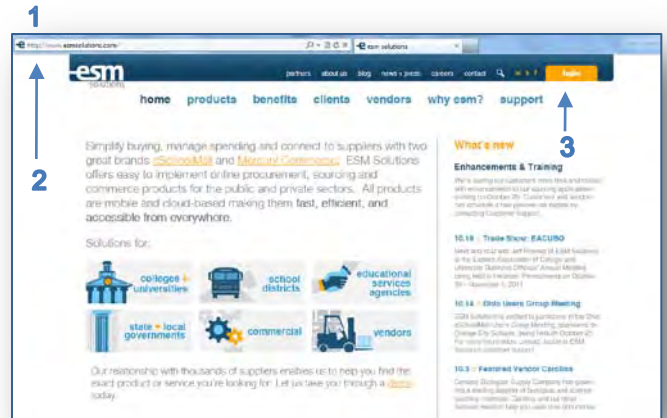
5 Enter your User Name and Password.

6 If you have not registered as a vendor, select the Not Registered link and follow the screen prompts to complete your registration.
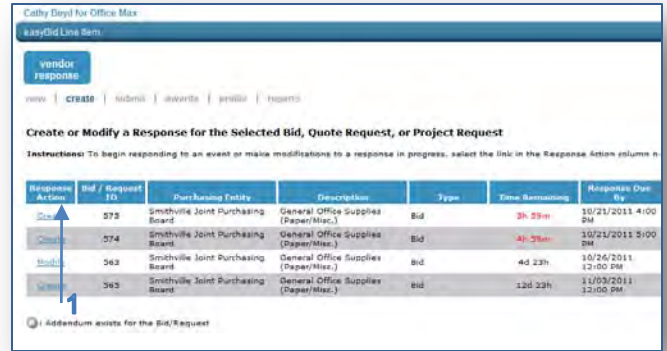

3
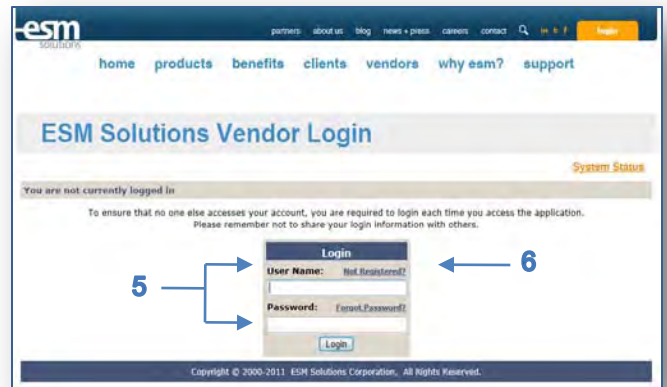
Vendor Response - Login

7 Confirm your identity and the company that you represent.

8 Select the Accept button to continue, provided your information is correct.
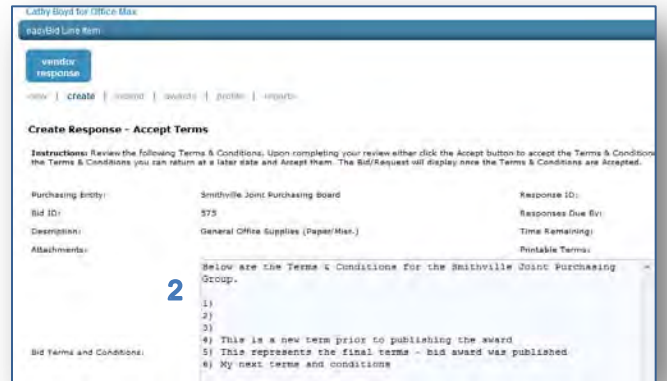
Vendor Response - Create

1   Select the Create link associated with the Event you wish to respond to.

2   Review the Terms and Conditions of the Event. Select the Accept button located at the bottom of the screen to continue.


3   Review the header information of the Event.

4   Select the Entity link if you wish to see customer contact information.

5   Make note of the Time Remaining so you can plan your response accordingly.

6   Make note of the Check List Items as you will be required to meet these obligations prior to completing your Event Response. This section may be blank if the Entity does not require additional information related to this Event.
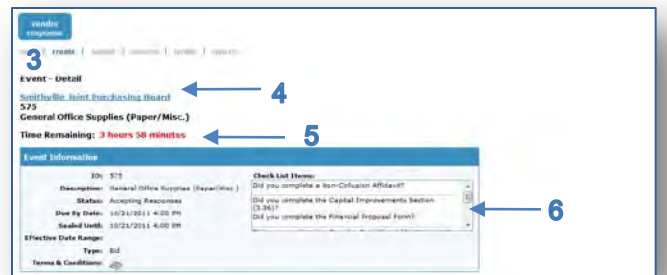
Vendor Response – Create (continued)

7 Enter your header level Response Information which includes:
- Response Terms
- Response Payment Terms
- Attachments

The information entered in this section applies to the entire event.

8 Select the Save button once complete.

9 After completing the header level Response Information scroll down to the Items section.

10 If an item has Notes/Attachments a link will appear. Select the link to view the Notes/Attachments.
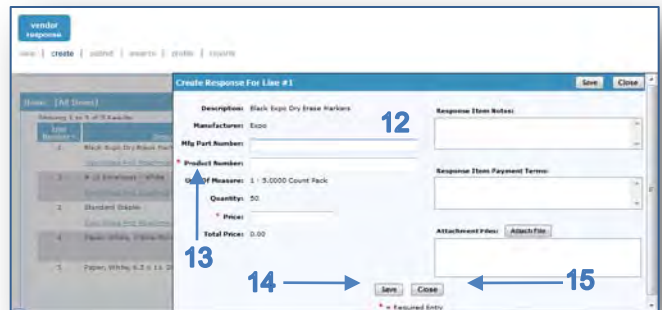
11 To create a response for an item select the Create link in the Response Action column.

12 Enter your response information. Required fields are labeled with a red asterisk "*".

13 The Product Number field is your internal number that you use to identify the item. You can enter "n/a" if you do not have a Product Number.

14 Once all item response information is entered select the Save button.

15 To return to the item summary screen select the Close button.

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Vendor Response – Create (continued)

16 Once a response has been entered for an item a Modify link will appear for that item.

17 If the entity configured the Event to allow for Multiple Responses the Create link will remain which can be selected to enter additional responses. If the entity configured the Event for a single response the Modify link will only appear.


18 To Modify an item response select the Modify link. Review the item response information and then select the Edit button.


19 Make the appropriate edits and then select the Save button.

20 Select the Close button to return to the item edit summary view.

To return to the item summary view select the Back link in the Links box located in the upper right portion of the screen.
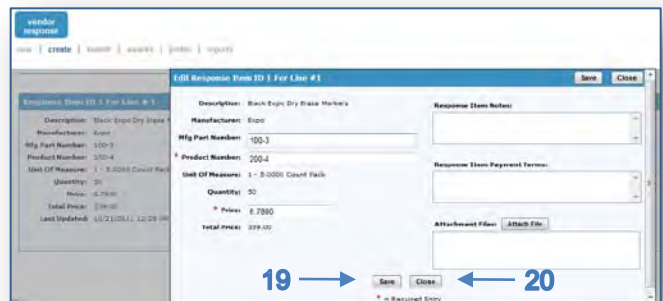
Vendor Response – Submit

1 Select the Submit link from the submenu option.

**2** Select the Response ID link associated with the Event you are responding to.
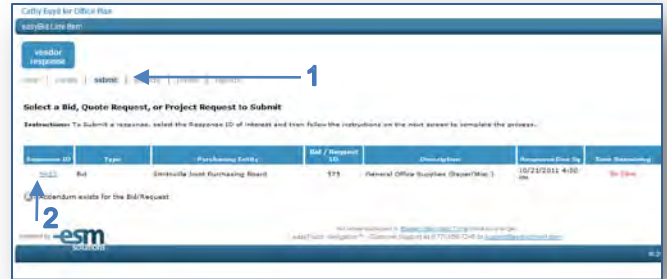
3 Review your response summary information for accuracy.

4 Select the check boxes associated with any Checklist Items that appear for the response. Note, if the customer did not add Checklist Items this section will be blank. Select the Submit button (which is located at the bottom of the screen) to submit your response.

If you need to retrieve your response after you complete the submit process contact the customer. The customer can return your response provided the event due by date has not arrived.

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Vendor Response – View Award

1   To View your Award online select the Award submenu option.

2   Find the event of interest by using the Search Criteria filter or select the Event from the default Search Results located towards the bottom of the screen.
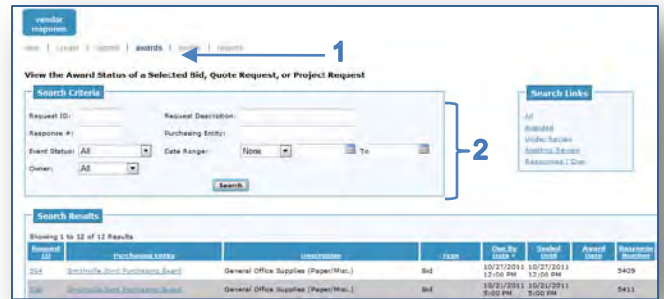
3   Once you have selected an Event the item information will display indicating the awarded Vendor.

You can also view how other vendors have responded by selecting the Line Number link. This will display a detail view of all vendor responses.

Vendor Response – View

1 To View your Response online select the View submenu option.

2 Find the event of interest and select the View link.

3 Once the Event has been selected you can scroll through the sections and view the information. Note, if the due date of the Event has not arrived, you can make edits to your response from within the View mode.
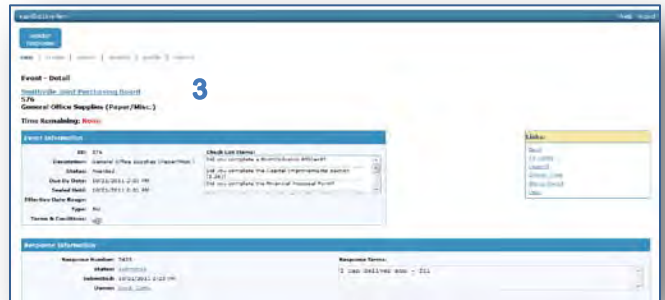
Vendor Response – Reports

1 To run a report select the Reports submenu option.

2 Select the report of interest by clicking the Select radio button followed by the Select Button.   Follow the filter options on the subsequent screen to narrow your report selection.

3 Select the file format of the report - PDF file, RTF file or Excel file.

4 Select your delivery method. The report can be delivered online or through email. If you select email please confirm that the email address displayed is accurate.
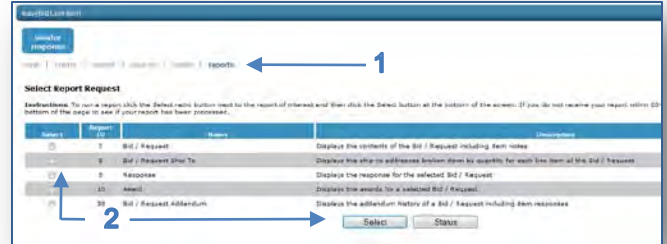
Once all of your selections are complete click the Next button which is located at the bottom of the screen.   Please allow up to ten minutes for your report to arrive.

Thank You

Thank you for referencing this information. If you still have questions please email our support team at support@esmsolutions.com or call us at 1-877-969-7246.

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