



June 5, 2018

As of July 1, 2018 East Central College will be implementing an electronic - vendor notification and sourcing solution that will completely streamline the procurement operation of our organization. The Solution provider that we have selected to achieve this is ESM – one of the largest providers of e-procurement solutions in the country.

After much study, we concluded that this solution will be more cost effective, for everyone involved, in the sourcing of competitive offers (Bids, Quotes and RFP's) from qualified vendors and at the same time; we have determined that transitioning from our current paper process to a fully automated electronic solution, will enable our organization to significantly:

- Reduce paper costs
- Reduce postage costs
- Reduce staff time required to manage the sourcing process

We are very positive about our transition to an electronic sourcing solution and because you are a valued supplier, we look forward to continue doing business with you. To that end, you are advised that all future bid notifications will be submitted to you via email. Please note that all vendors will have to complete the easy on-line registration process.

- Gain exposure to a large list of other Clients that use ESM across the country
- Respond to Bids/Quotes and RFPs electronically which will minimize printing and postage costs
- Receive customer support

In order to receive these email notifications and ensure participation, you must follow the three specific steps listed below:

1. **Register:** To register, please go to the home page of ESM Solutions (<https://esmsolutions.com>)
2. Select the Login/Supplier Login link and click on the "Not Registered?" link under ESM Solutions
3. **Classify:** The registration process will allow you to select the category description of the products and services that you provide. Doing so will improve our ability to include you in any opportunity that fits your profile.
4. **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.

If you should have any questions, please do not hesitate to contact me at 636-584-6703 or ESM Solutions Customer Support (877) 969-7246 Option 3

Sincerely,

Melissa D Popp
Purchasing Manager