

## ANNOUNCEMENT- VENDOR REGISTRATION

Dear Bidder/Vendor:

The St. Louis County Division of Procurement is now conducting business through Mercury Commerce, the e-procurement provider that will enhance and streamline the procurement operation of our organization.

In order to maintain your status as a St. Louis County bidder capable of receiving awards from St. Louis County Division of Procurement, it is imperative that you register NOW in Mercury Commerce.

The St. Louis County Division of Procurement is making every effort to contact all of the Bidders/Vendors that have participated in the bidding process with St. Louis County. To that end, you are advised to register with Mercury Commerce so that future bid notifications can be submitted to you via e-mail. There will be no registration fee to St. Louis County Vendors.

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

1. Register: To register, please go to the home page of Mercury Commerce ([www.mercurycommerce.com](http://www.mercurycommerce.com)) and click on the "Register" button.
2. During the registration process you will be presented with a section titled " Fee Billing". Although you will enter contact information in this section please note that there will be NO fees involved in registering or responding to any of our sourcing events.
3. Classify: The registration process will allow you to select the category description (NIGP Commodity Code) of the products and services that you provide. Doing so will enable St. Louis County 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 Mercury Commerce at (877) 969-7246. If you need further assistance after contacting Mercury Commerce, you may call Susan Janowitz, Manager of Contracting and Services, St. Louis County Division of Procurement at (314)615-0304.

Sincerely,

Rebecca Howe  
Director of Procurement and Administrative Services  
St. Louis County Government

Attachment: Vendor Registration Quick Start Guide