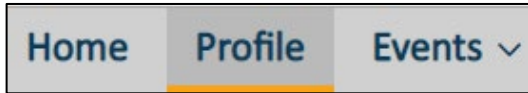
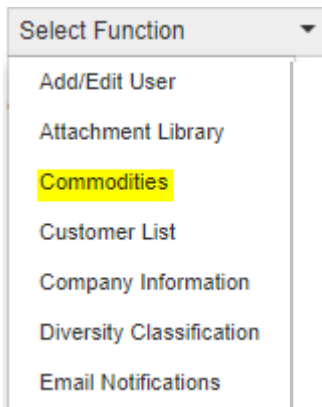


## ESM Supplier Profile: Add a Commodity to Your Company Profile

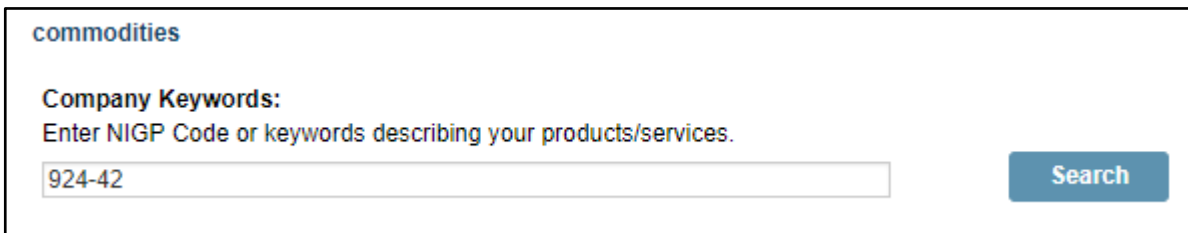
- Go to <https://eprocurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the “Profile” button in the upper left corner of the screen.



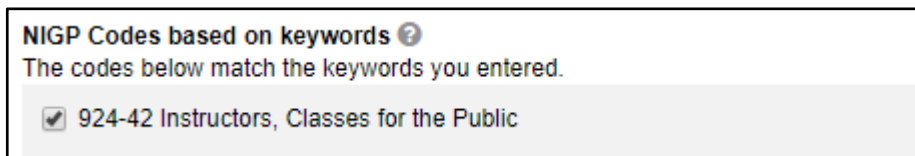
- Select “Commodities” from the “Select Function” drop down menu.



- Enter either your NIGP code or descriptive keywords\* in the “Company Keywords” box.
- Click “Search.”

A search form titled "commodities" in blue. Below the title is the label "Company Keywords:" followed by the instruction "Enter NIGP Code or keywords describing your products/services." There is a text input field containing "924-42" and a blue "Search" button to its right.

- Check the codes that match your goods and services to add them to your “Assigned Commodities.”

A box titled "NIGP Codes based on keywords" with a help icon. Below the title is the text "The codes below match the keywords you entered." There is a list of results with a checkbox next to "924-42 Instructors, Classes for the Public", which is checked.

- Click “Update.”
- Repeat these steps for each commodity.

### \*Hints for searching by keywords:

- Enter one keyword or phrase at a time. Add the results to your “Assigned Commodities” **before** entering the next keyword.
- Use keywords that describe what you *do* rather than who you are. For example, enter “painting” rather than “painter” or “consulting” rather than “consultant.”