

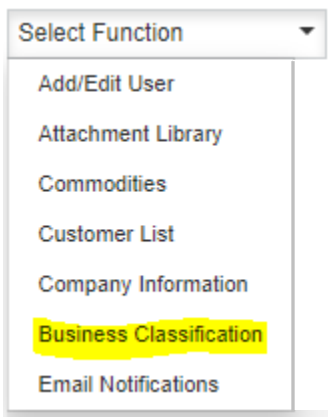
ESM Supplier Profile: Business Classifications

The information that you enter in the Business Classification section of your company profile helps the university report accurate diversity data to the State of Tennessee. Please list all diversity certifications that apply to your company. **It is especially important to list certification by the Tennessee Governor's Office of Diversity Business Enterprise (TN GoDBE).**

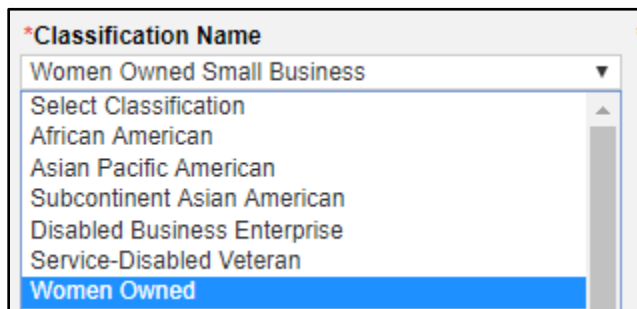
- Go to <https://eprocurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the "Profile" button in the upper left corner of the screen.



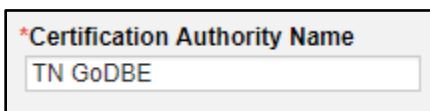
- Select "Business Classification" from the "Select Function" drop down menu.



- Select a category from the "Classification Name" drop down menu.



- Enter the name of your certifying agency.
IMPORTANT! If your company is certified by the Tennessee Governor's Office of Diversity Business Enterprise, please enter this certification *first* and type "TN GoDBE" in this field.





A text input field with a label '*Certification Authority Name' and a small asterisk to its right. The field contains the text 'TN GoDBE'.

- Enter your certification number and expiration date.

*Certification Number	*Expiration Date
<input type="text"/>	<input type="text"/> 

Multiple Certifications




If your company has multiple diversity certifications, click the plus sign to add each one.

	*Classification Name	*Certification Authority Name	*Certification Number	*Expiration Date
	Women Owned	TN GoDBE	101018-25	10/10/2021 
	Small Business	TDOT	123456789	07/01/2020 
	Women Owned Small Business	WBENC	987654231	10/01/2020 

Expired Certifications

You can deactivate expired certifications in your profile.

- Check the “deactivate” button next to the certification that has expired.

*Certification Authority Name	*Certification Number	*Expiration Date	Deactivate
TN GoDBE	101018-25	10/10/2021 	<input type="checkbox"/>
TDOT	123456789	07/01/2020 	<input type="checkbox"/>
WBENC	987654231	10/01/2020 	<input checked="" type="checkbox"/>

- Click “Update.”

Update

Attachments

The University of Tennessee does not require vendors to attach diversity certificates to bid responses. If you would like to upload certificates to use in bid responses for other customers, you may do so by clicking the “attachment” link next to the certification.