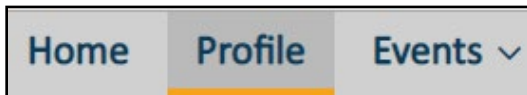


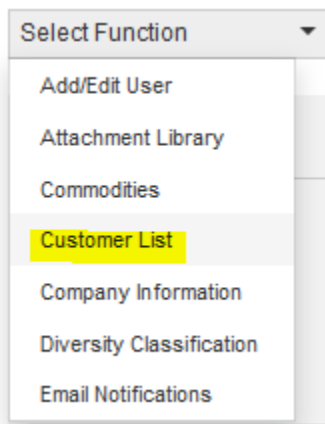
ESM Supplier Profile: Create a Customer List

Create a customer list in ESM to help manage your email notifications. By default, you will receive email notifications of all open invitation opportunities. When you create “assigned customers,” you can select to only receive open invitations from your assigned customers.

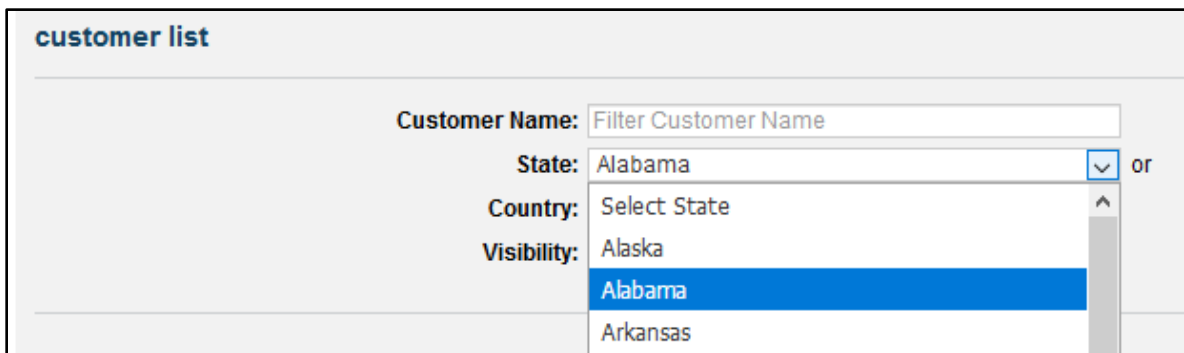
- Go to <https://eprocurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the “Profile” button in the upper left corner of the screen.



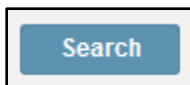
- Select “Customer List” from the “Select Function” drop down menu.



- Use the drop down menu to select the state where your customer is located.

A search form titled "customer list". It contains four filter fields: "Customer Name:" with a text input field containing "Filter Customer Name"; "State:" with a dropdown menu showing "Alabama" and a small "or" label to its right; "Country:" with a dropdown menu showing "Select State"; and "Visibility:" with a dropdown menu showing "Alaska", "Alabama" (highlighted in blue), and "Arkansas".

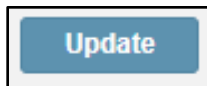
- Click “search.”



- Check the “Assigned” box for each of the customers from whom you wish to receive open invitation email notifications.

<u>Customer Name</u> ▲	<u>State</u>	<u>Province</u>	<u>Country</u>	<u>Assigned</u>
The University of Alabama	AL	n/a	United States	<input checked="" type="checkbox"/>
The University of Alabama at Birmingham	AL	n/a	United States	<input type="checkbox"/>

- Click “Update.”



- Repeat steps to add customers from different states.