

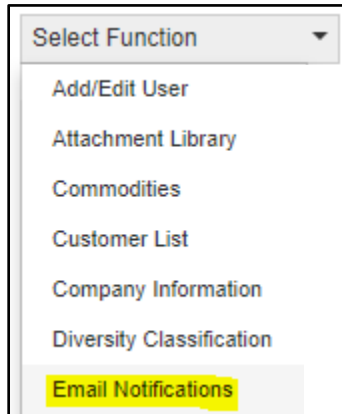
## ESM Supplier Profile: Edit Email Notifications

Many University of Tennessee opportunities are posted as “open invitations.” This allows any supplier in the ESM portal to respond to the opportunities. By default, you will receive email notifications of all open invitation opportunities. You may edit your email preferences if you choose. **If you do not wish to receive email notifications, follow the instructions below and uncheck all options.**

- 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 “email notifications” from the “Select Function” drop down menu.

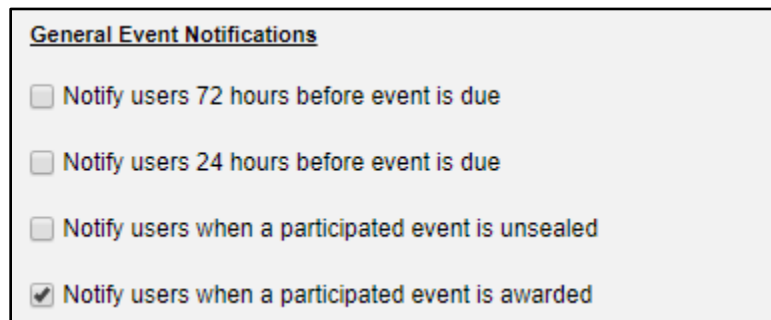


- Select your preferences for event invitations by checking the box next to the option.

A form section titled "Event Invite Notifications" with a blue underline. It contains three checkboxes:

- Notify users of all open invitation events
- Notify users of open invitation events from assigned customers
- Notify users of open invitation events for my assigned locations

- Select your preferences for general event notifications by checking the box next to the option.

A form section titled "General Event Notifications" with a blue underline. It contains four checkboxes:

- Notify users 72 hours before event is due
- Notify users 24 hours before event is due
- Notify users when a participated event is unsealed
- Notify users when a participated event is awarded

- Click “Update.”

