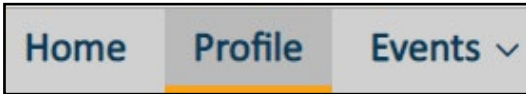


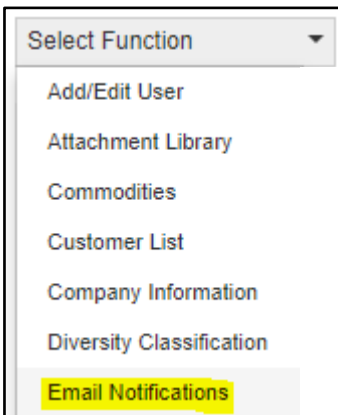
ESM Supplier Profile: Edit Email Notifications

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. *See instructions below to edit your email preferences to only receive notifications from certain customers or for certain commodity codes.*

- 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.

Event Invite Notifications

Notify users of all open invitation events

Notify users of open invitation events from assigned customers

Notify users of open invitation events for all assigned NIGP codes

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.

General Event Notifications

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.”

