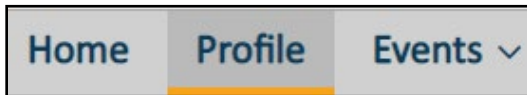


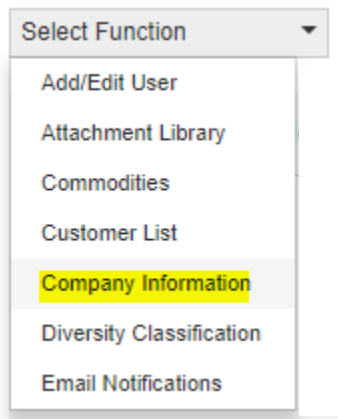
ESM Supplier Profile: Add, Edit, or Delete Company Address

ESM allows you to add a new address, edit an existing address, or delete an old address from 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 “Attachment Library” from the “Select Function” drop down menu.



Edit Existing Address

- Highlight the information that needs to be changed.

A text input field with a label "*Address Line 1:" and the text "123 Oak Street". The text "123 Oak Street" is highlighted in blue.

- Type the new information in place of the old information.

A text input field with a label "*Address Line 1:" and the text "456 Oak Street".

- Click “Update.”

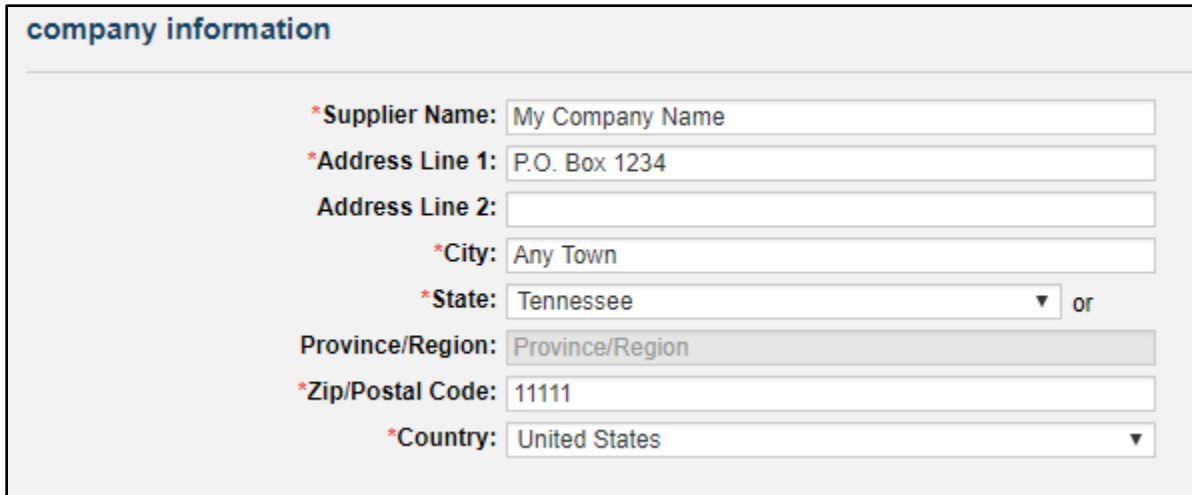
A blue rectangular button with the text "Update" in white.

Add a New Address

- Click the plus sign in the “Additional Addresses” section of the screen.

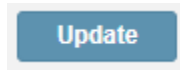


- Enter the new address in the “company information” section.

A form titled "company information" in blue text. Below the title are several input fields:

- *Supplier Name: My Company Name
- *Address Line 1: P.O. Box 1234
- Address Line 2: (empty)
- *City: Any Town
- *State: Tennessee (dropdown menu) or
- Province/Region: Province/Region (dropdown menu)
- *Zip/Postal Code: 11111
- *Country: United States (dropdown menu)

- Click “Update.”



Remove an Old Address

- Locate the address in the “Additional Addresses” area of the page.
- Click the word “delete” next to the address you wish to remove.

