

ESM Supplier Registration: Step-by-Step Instructions

*The University of Tennessee uses ESM Solutions to manage its supplier portal. Suppliers who wish to respond to university procurement opportunities should register as a bidder with ESM. **Registration is free.** There are five simple steps to register as an ESM Supplier.*

Go to this site to begin the process:
<https://supplier.esmsolutions.com/registration#/registration/contactInformation/>.

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1.

Step 1: Company Information

- Complete the “company information” section on the left hand side of the page. Enter information into every field that has a red asterisk.

company information

[Is my company registered?](#) ?

*Supplier Name:

EIN: ?

*Company Type: ▼

*Address Line 1:

Address Line 2:

*City:

*State: ▼ or

Province/Region:

*Zip/Postal Code:

*Country: ▼

*Business Area: United States
 United States and Canada
 [Specific States / Provinces](#)
 Global
 [Specific Countries](#)

- Complete the “contact information” section on the right side of the screen.

contact information

*Email Address: ?

*First Name:

*Last Name:

*Phone:

*Time Zone: ▼

- Click “Next.”



2.

Step 2: Privacy and Terms

- Read the “Privacy Policy” and “Terms of Use.”
- If you agree, click “I agree to the Privacy Policy and Terms of Use” and then click “next.”

This website uses data collection and processing techniques to offer you a better user experience. Please take a moment to review our [Privacy Policy](#) and [Terms of Use](#) for additional details. Should you have any questions regarding our Privacy Policy or Terms of Use, please contact us at support@esmsolutions.com.

I agree to the Privacy Policy and Terms of Use
 I do not agree to the Privacy Policy and Terms of Use

Back **Next**

- If you don't agree, click “I do not agree to the Privacy Policy and Terms of Use” and click “back.” This will end your registration.

3.

Step 3: Commodities

ESM uses NIGP Commodity codes to describe goods or services.

- If you know your NIGP codes, enter them **one at a time** in the “Company Keywords” search box.
- Click “Search.”
- Check the box to the left of the NIGP code to add it to your “Assigned Commodities.” Repeat these steps for each of your NIGP commodity codes.

Commodities

Company Keywords:
Enter NIGP Code or keywords describing your products/services.

NIGP Codes based on keywords ⓘ
The codes below match the keywords you entered. [clear all](#)

918-38 Education and Training Consulting

- If you do not know your NIGP codes, enter keywords describing your goods or services.

Hints for using keywords:

- Enter one key word or phrase at a time. Add selected commodities to your “Assigned Commodities” **before** entering the next keyword.
- Enter key words that describe what you *do* rather than who you are. For example, enter “painting” rather than “painter” or “consulting” rather than “consultant.”

- Click “search.”

Commodities

Company Keywords:
Enter NIGP Code or keywords describing your products/services.

- Scroll through the matching keywords and check those that match your goods or services. You may select multiple NIGP codes here.

NIGP Codes based on keywords [?](#)

The codes below match the keywords you entered. [clear all](#)

- 915-76 Telephone Services Includes Installation, Moves, Changes, Adds, Programming, Removal, Training, etc. (To Include Pay Telephones)
- 918-38 Education and Training Consulting
- 920-91 Training, Computer Based (Software Supported)
- 924-16 Course Development Services, Instructional/Training
- 924-35 In-Service Training (For Employees)
- 924-40 Instructor-led, Classroom Training (Technical)
- 924-41 Instructor-led, Classroom Training (Non-Technical)
- 924-86 Vocational Training, All Types (Including Vocational Rehabilitation and Technical Education)
- 936-45 Hearing Devices (Aids, Auditory Training Equipment, etc.)

- The codes that you select will be added to your “Assigned Commodities.”

Assigned Commodities

Delete

- 924-35 In-Service Training (For Employees)
- 920-91 Training, Computer Based (Software Supported)
- 924-40 Instructor-led, Classroom Training (Technical)
- 924-41 Instructor-led, Classroom Training (Non-Technical)

- When you are finished selecting commodity codes, click “Next.”

*Note: You will be able to edit your commodities in your ESM profile **after** you complete the registration process. ESM does not allow you to delete them here.*

4.

Step 4: Password Setup

- Select a security question and enter the answer.

*Security Question: <input type="text" value="What was your childhood nickname?"/>
*Answer: <input type="text" value="*****"/>

- Create a unique password following the guidelines provided by ESM.

Please enter a password containing a minimum of seven (7) characters. Passwords must contain at least one alpha and one numeric character, and are case sensitive.	
*Password:	<input type="text" value="*****"/>
*Confirm Password:	<input type="text" value="*****"/>

5.

Step 5: Complete

- You have completed the registration process.
- You will see this message.

[Click here to log in to the Supplier Portal.](#)

- When you click to login to the Supplier Portal, consider bookmarking the page for quick future access.
<https://eprocurement.esmsolutions.com/>