



Quick Guide for Registering as a Bidder with UT

Go to <https://procurement.tennessee.edu/bid-registration/>.

- Find “Click here to register as a bidder” at the end of the second paragraph and click the link.

Work through the registration screens.

- Only complete the fields that have a red asterisk.
- If you get an error message that says, “the specified email domain already exists,” *ignore the message* and continue with registration.
- On the *Commodities* screen, select 1-2 commodities. UT publishes its bids as “open invitation”, so it is not necessary to list all of your services. (This will change in early 2025.)
- When you finish registering, you will be able to access the system immediately.

MORE RESOURCES

- Use these instructions to modify your ESM email notification settings, <https://procurement.tennessee.edu/dbe/vendor-resources/>.
- Visit <https://procurement.tennessee.edu/supplier-training/> for full written instructions and videos.
- Email UT’s small business liaison for questions about using the system, kbinkley@tennessee.edu.