

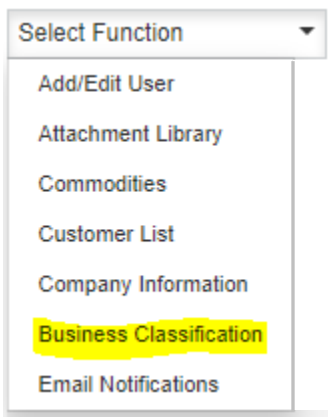
## ESM Supplier Profile: Business Classifications

Business Classification information helps UT report accurate diversity spend data to the State of Tennessee. UT also uses business classification information to conduct supplier outreach. Please list all diversity certifications that apply to your company. *If your company is certified by the Tennessee Governor's Office of Diversity Business Enterprise (TN GoDBE), list that certification first.*

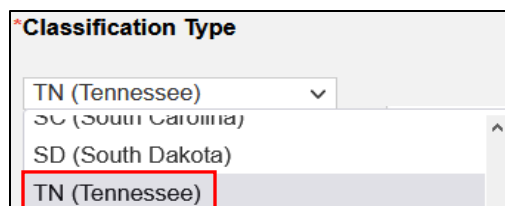
- Go to <https://eprocurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the "Profile" button in the upper left corner of the screen.



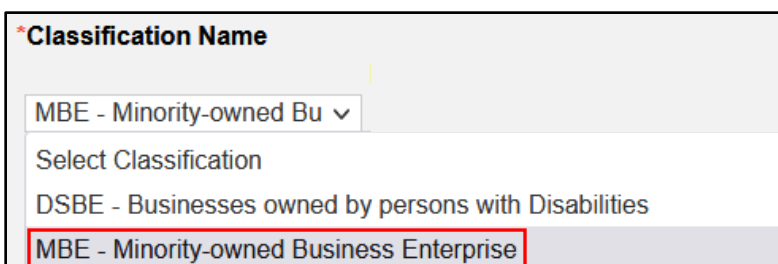
- Select "Business Classification" from the "Select Function" drop down menu.



- Select a category from the "Classification Type" drop down menu. *If your company is certified by the Tennessee Governor's Office of Diversity Business Enterprise, please enter that certification first by selecting "TN (Tennessee)."*



- Select the appropriate "Classification Name."




- Enter the name of your certifying agency.  
If your company is certified by the Tennessee Governor’s Office of Diversity Business Enterprise, please type “TN GoDBE” in this field. If your company is self-certified, type “self-certified” in the authority name box. For all others, enter the appropriate certification authority name.

**\*Certification Authority Name**


- Enter your certification number and expiration date. If your company is self-certified, type “0” in the certification number box and enter any future date in the expiration box.






**\*Certification Number**

**\*Expiration Date**  

### Multiple Certifications

If your company has multiple business classifications, click the plus sign to add each one.

**business classifications** 

 *Classification Type	*Classification Name	*Certification Authority Name	*Certification Number
TN (Tennessee) 	MBE - Minority-owned Bu 	TN GoDBE	12345678
US Federal Diversity 	SBE - Small Business 	Self Certified	000

Click “Update.”

**Update**

### IMPORTANT NOTE REGARDING PROCUREMENT IN TENNESSEE

The University of Tennessee complies with all state and federal laws relating to supplier diversity. As an instrumentality of the State of Tennessee, the University does not have mandated set-asides for small or diversity spend and cannot show preference in its procurement processes based on size, diversity, or gender status. UT uses business classifications for reporting and outreach purposes only.

### Attachments

The University of Tennessee does not require vendors to attach diversity certificates to bid responses. If you would like to upload certificates to use in bid responses for other customers, you may do so by clicking the “attachment” link next to the certification.