

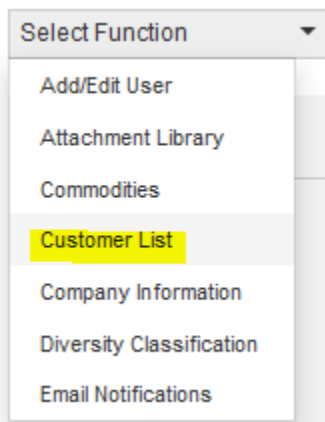
ESM Supplier Profile: Create a Customer List

Create a customer list in ESM to help manage your email notifications. By default, you will receive email notifications of all open invitation opportunities. When you create “assigned customers,” you can select to only receive open invitations from your assigned customers.

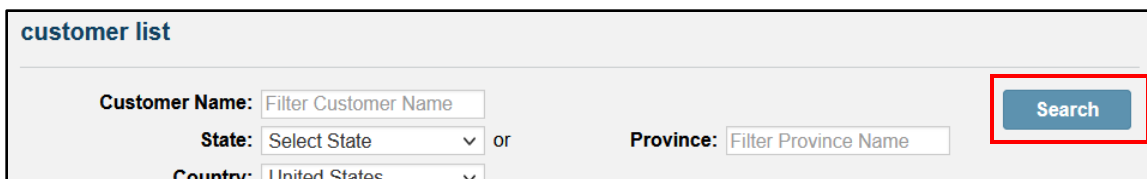
- Go to <https://eprocurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the “Profile” button in the upper left corner of the screen.



- Select “Customer List” from the “Select Function” drop down menu.



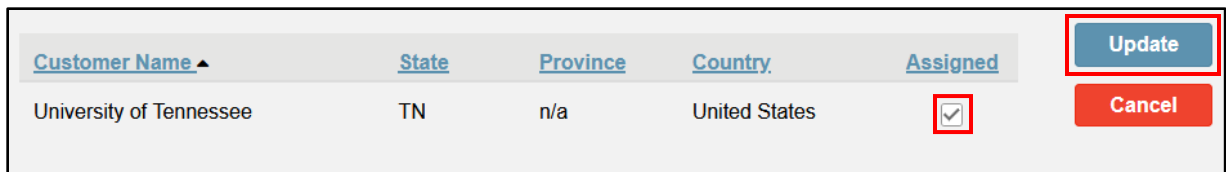
- Click the search button.

A search form titled "customer list". It contains three input fields: "Customer Name" with a placeholder "Filter Customer Name", "State" with a dropdown menu showing "Select State", and "Province" with a placeholder "Filter Province Name". There is also a "Country" dropdown menu showing "United States". A "Search" button is located to the right of the search fields.

- Note that there are two pages of customers. Navigate to page 2 to select The University of Tennessee.



Check the “Assigned” box for each of the customers from whom you wish to receive open invitation email notifications.



Customer Name ▲	State	Province	Country	Assigned	Update
University of Tennessee	TN	n/a	United States	<input checked="" type="checkbox"/>	Cancel

- Click “Update” to save changes.