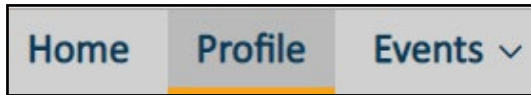


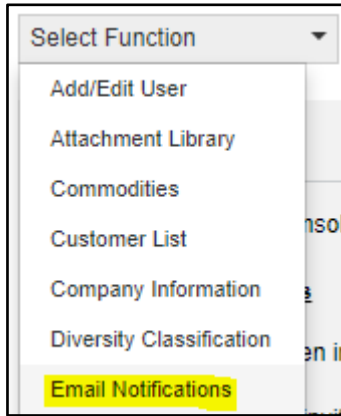
ESM Supplier Profile: Modify Email Notifications

When you first register in ESM Solutions, you will automatically receive notifications of all open invitation solicitations from all ESM customers. Follow the instructions below to modify your email preferences to only receive notifications from UT or other selected ESM customers.

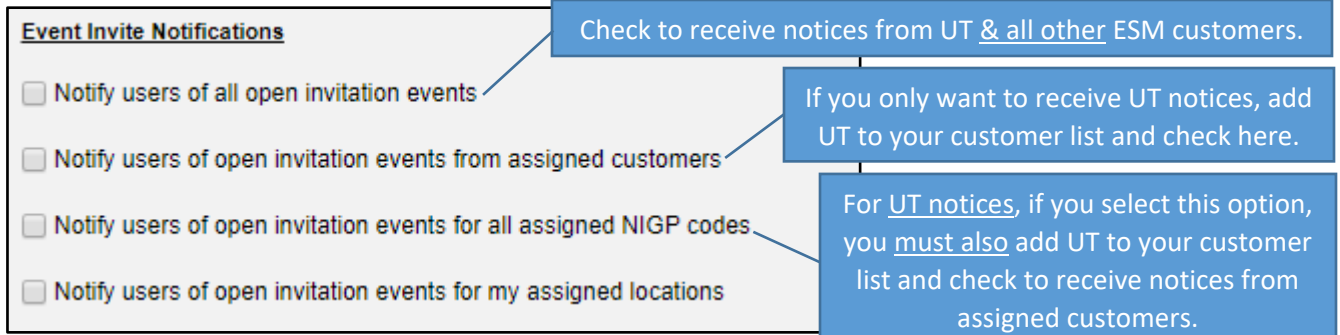
- Go to <https://eprocurement.esmsolutions.com/>.
- Log in using your email address and ESM password.
- Click on the “Profile” button in the upper left corner of the screen.



- Select “email notifications” from the “Select Function” drop down menu.



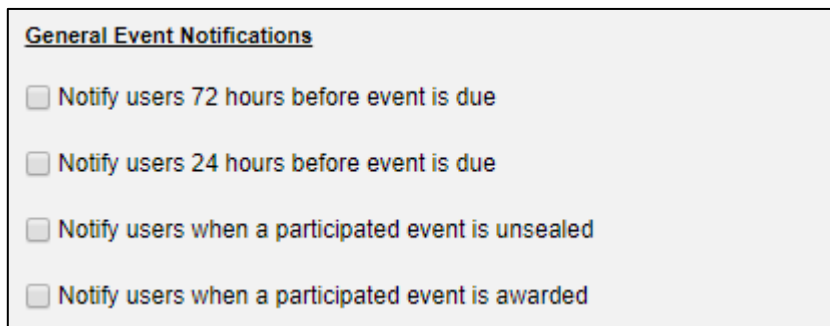
- Select your preferences for event notifications by checking the box next to the option. If you uncheck all four boxes, you will not receive any event notifications.

A screenshot of the "Event Invite Notifications" section. It contains four checkboxes, all of which are unchecked. The options are: "Notify users of all open invitation events", "Notify users of open invitation events from assigned customers", "Notify users of open invitation events for all assigned NIGP codes", and "Notify users of open invitation events for my assigned locations". Three blue callout boxes provide instructions: the first points to the first checkbox and says "Check to receive notices from UT & all other ESM customers."; the second points to the second checkbox and says "If you only want to receive UT notices, add UT to your customer list and check here."; the third points to the third checkbox and says "For UT notices, if you select this option, you must also add UT to your customer list and check to receive notices from assigned customers."/>

Event Invite Notifications

- Notify users of all open invitation events
- Notify users of open invitation events from assigned customers
- Notify users of open invitation events for all assigned NIGP codes
- Notify users of open invitation events for my assigned locations

- Select your preferences for general event notifications by checking the box next to the option.

A screenshot of the "General Event Notifications" section. It contains four checkboxes, all of which are unchecked. The options are: "Notify users 72 hours before event is due", "Notify users 24 hours before event is due", "Notify users when a participated event is unsealed", and "Notify users when a participated event is awarded".

General Event Notifications

- Notify users 72 hours before event is due
- Notify users 24 hours before event is due
- Notify users when a participated event is unsealed
- Notify users when a participated event is awarded

- Click “Update.”

