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.