



## Quick Guide for Registering as a Bidder with UT in ESM Solutions

**IMPORTANT NOTE:** On January 6, 2025, UT will transition to a new electronic sourcing system provided by ORACLE. **Through January 6, suppliers should only register with ESM Solutions if there is a currently published UT solicitation to which they wish to respond.**

Go to <https://supplier.esmsolutions.com/registration#/registration/contactInformation/>.

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

- Visit <https://procurement.tennessee.edu/supplier-training/> for full written instructions and videos.
- Email [SupplierInfo@tennessee.edu](mailto:SupplierInfo@tennessee.edu) if you have questions about using the system.