

Quick Guide for Responding to UT Solicitations

Go to <https://eprocurement.esmsolutions.com/> to log in.

- Scroll through the list of open solicitations *or* click the drop-down arrow for “Events” and select “display all” to use the search box to find the solicitation.
- Click on any of the links to open the solicitation.

Take action everywhere you see a red asterisk.

EVENT HEADER SECTION (upper half of screen):

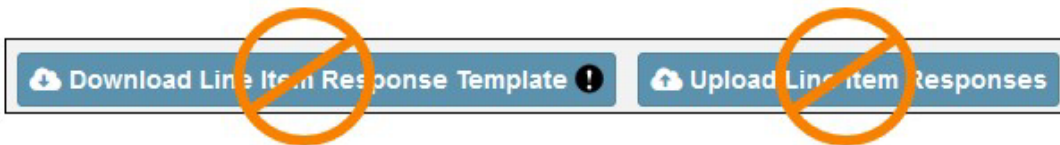
- In the right column, click the “attachments” link.
 - Download all documents and save them to your computer.
 - Read the documents carefully and answer all questions.
 - Read the purchasing terms and conditions in schedule 1 of the RFQ-S document.
- After you read the purchasing terms and conditions, go back to the ESM header section.
 - Click “view” in the right-hand column.
 - Check the box to “accept the customer’s terms and conditions.”
 - Click the blue update button to save your changes.

EVENT SECTIONS (lower half of screen) – *Instructions Screen*

- Read the solicitation instructions carefully.
- After reading the instructions, move to the *Line Items* screen by clicking “Next Section” in the upper right-hand corner of the instructions.

EVENT SECTIONS (lower half of screen) – *Line Items Screen*

IMPORTANT: DO NOT CLICK THE BLUE DOWNLOAD AND UPLOAD BUTTONS!



- Attach completed solicitation documents by clicking on “*Response Attachments.”
 - Click the blue update button to save your changes.
- Enter costs in the unit bid price field:
 - *Refer to solicitation instructions on whether to enter actual costs or a placeholder amount.*
 - Click the blue words, “Click here to view item details.”
 - Enter cost in the “Unit Bid Price” field. You may have to scroll right to view the field.
 - Hit the enter key and click “update” to save your changes.
 - Click “exit full screen.”
- Scroll to the top of the screen and click “Submit” to send your response to UT Procurement.

MORE 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.
- Email the buyer for questions about the solicitation.