Dear Supplier:

Thank you for your interest in this bidding opportunity. In order to view the specifications, please follow the steps below:

Instructions for Registering as a Bidder for the University of Tennessee

All bidders who wish to receive notifications of the University’s public, competitive solicitations must register with ESM Solutions, Inc.  There is no charge for this registration, it takes a few minutes and it is easy to use.  The University recommends that your company create a group email account, such as “bids@\_\_\_\_\_.com.”  This will help ensure that your company will continue to receive notifications, even if a specific individuals leaves your company.

**To register:**

* Do you already have an account with Mercury Commerce?  If you are already signed up for Mercury Commerce: to help make the registration process more efficient, ESM Solutions has taken your ESM Mercury Commerce bid system information and created a new profile in the ESM Solutions sourcing system.  To access the system, you only need to reset your password: <https://eprocurement.esmsolutions.com/>
* If you do not have an account in Mercury Commerce, then you will need to register at the following link: <https://supplier.esmsolutions.com/registration#/registration/contactInformation/>
* Classify: The registration process will allow you to select the category description of the products and services that you provide. Doing so will improve our ability to include you in any opportunity that fits your profile.
* Respond: When you see an opportunity communicated to you through email, we hope that you will respond and offer us your valuable products and services.

After you reset your password or register: Once you have registered, we recommend you view your Customers and Email Notification options located in your ESM Profile. This will allow you to customize the emails you receive from the system. If you do not choose to customize this information you will receive emails from all users of the ESM Sourcing System, not just the University of Tennessee.

Also, we have been informed that the automated emails from ESM ([noreply@esmsolutions.com](mailto:noreply@esmsolutions.com)) may go to your junk mail. If this happens, please add the email address to your address book to help ensure you receive all notices.

Have questions? If you have questions for ESM, please contact ESM’s support staff via phone or email.  See [ESM’s website](https://www.esmsolutions.com/) for further details.

We greatly look forward to conducting business with you through this new process.

Thank you,

Donna Daniel

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