



FYI: Find your relevant framework using the 'Frameworks' drop down menu at espo.org. If you need help finding the perfect framework for you please contact fframeworks@espo.org

1

Read the 'Overview' tab

This will provide a brief introduction to the framework including scope, benefits and suppliers.

2

Register for an ESPO account

Register at espo.org. You only need to do this if you don't already have an account.

3

Await a confirmation email from ESPO

This will say that the account has been activated. ESPO aims to have this done within 48 hours.

6

Complete the Access & Confidentiality Agreement

This registers your interest with ESPO and allows you access to the framework. ESPO aim to be in touch the same day as you complete an Access Agreement to see if you need any further support.

Please note: This will not commit you to a purchase.

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Download and read the User Guide (UG)

Once you are logged in, you will be able to access the User Guide, under the 'Get Started' tab. This is a document that details how to use the framework.

4

Log in to the website and visit the framework page you are interested in

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Access Stage 3

You can now access the documents you will need for your call off via the framework.

Please note: The individual process for each framework is described in the User Guide, but essentially you can access a framework via a direct award or a further competition.

What is direct award?

A call-off without competition is sometimes referred to as direct award and is often the quickest way to procure. It is available on frameworks where goods or services can be easily defined and priced, meaning you can place an order directly with the most suitable supplier for you.

What is further competition?

Where frameworks provide goods or services that may vary from one customer to another, it can be difficult to pre-define requirements and provide pricing. These frameworks are structured to allow customers to outline their specific requirements and run a further competition (evaluating against certain criteria) to identify the best solution.

Want to track your progress?

Once you are signed in you can track your progress by going to your [welcome profile](#) and clicking on 'framework progress'.

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Confirmation of award (COA)

Once you have awarded, please complete a Confirmation of Award to make ESPO aware that you have made a purchase. This can be found under the 'Get Started' tab on the specific framework page.

Please note: Multiple forms can be completed if more than one call-off has been made via the framework.

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Get in touch

At this stage you might have some questions for ESPO. You can get in touch with the correct team via the contact details provided under the 'Get Help' tab on the specific framework page.

For some frameworks, suppliers can be contacted directly.