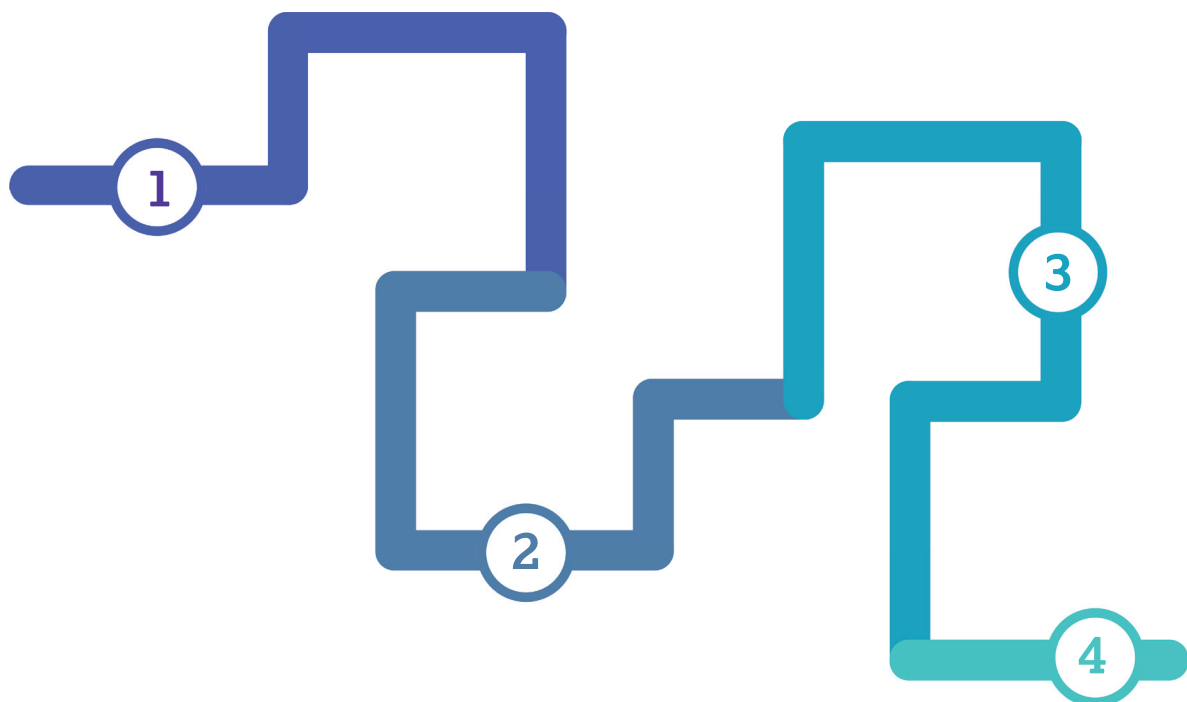Better value, delivered.

YPO®

Accessing YPO's frameworks directly

User Guide
ProContract eProcurement System


We're here every step of the way

Overview

In response to demand from public sector organisations, users of the ProContract eProcurement system can now access a range YPO's frameworks online to run further competitions directly. This document is designed to guide you through the process to enable your direct access to YPO frameworks.

Step 1

Viewing available frameworks

From your ProContract home screen, you can view your available frameworks by hovering your mouse over 'Sourcing' > ' Projects' > 'Frameworks'.
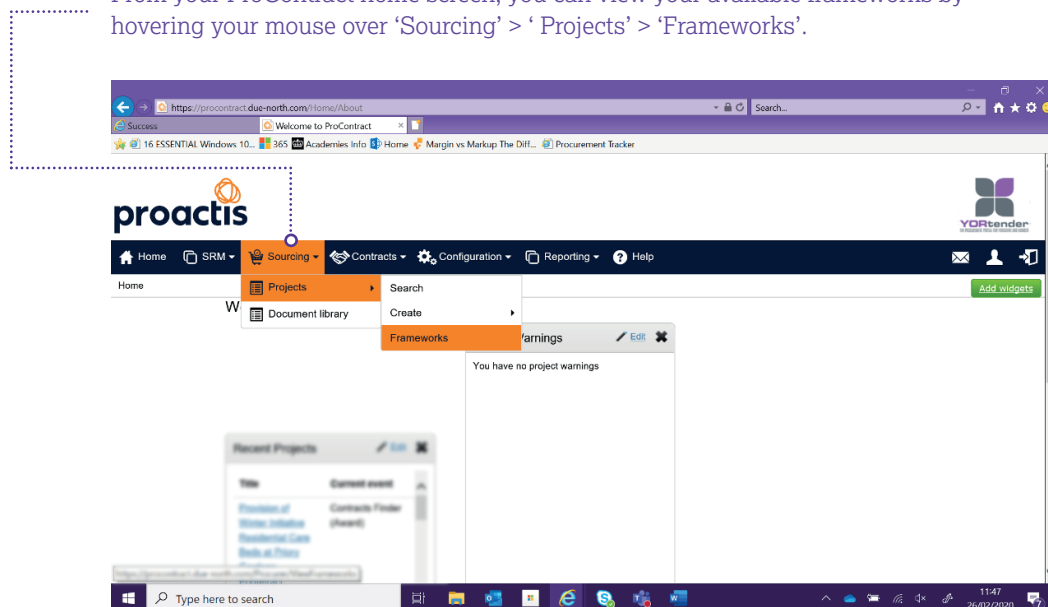
Clicking 'Frameworks' will give you the options of viewing frameworks 'Approved for use' and frameworks 'Available pending approval'. If this is the first time you have tried to access a YPO framework, you will find all of our available solutions within the 'Available pending approval' tab, along with a number of other frameworks that you may have access to.
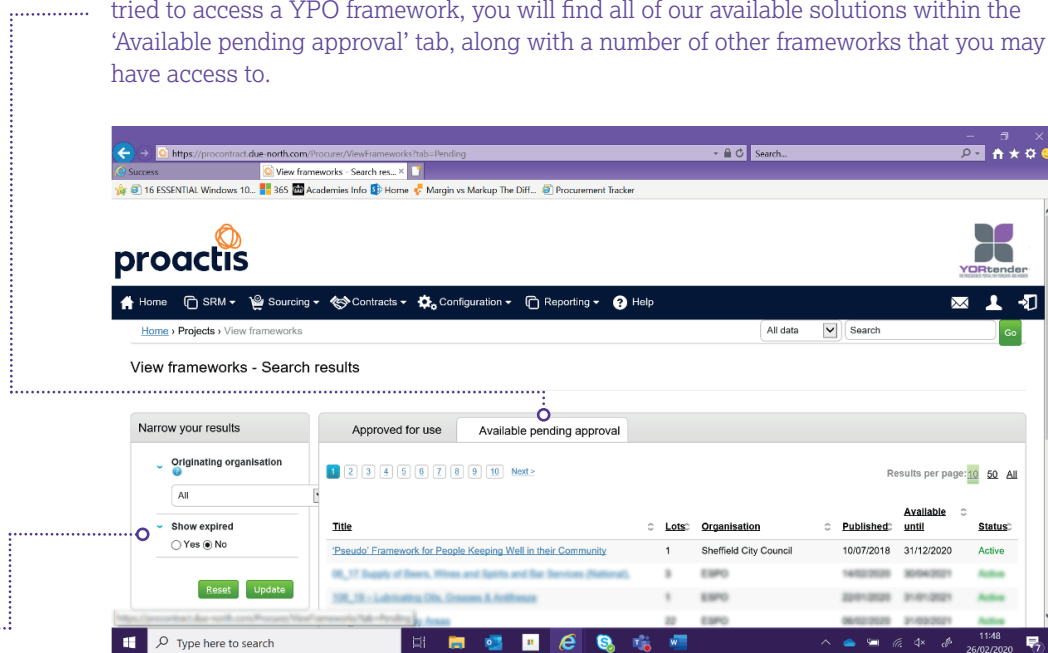
Tip
For ease of access, you can filter the available frameworks by originator using this box and clicking 'update'

Step 2

Approving frameworks for use

Once you have identified a framework that you would like to use, clicking on the title of that framework will take you through to the framework details. Here, you can find all the pertinent information relating to that opportunity including applicable dates, access to OJEU Contract Notices, a description of the framework, contact details of the YPO buyer, the available lots and suppliers and any attached documents, such as user guides to help you identify if the framework is suitable for you.

Once you have identified the framework as suitable, your system administrator(s) can approve the framework for use by clicking the 'Use this framework' button. Please note that only users with administrator rights will be able to authorise a framework for use.

Tip
You can contact the YPO buyer for more details about the framework or to discuss the available options for using a framework to meet your particular needs

Clicking the green button will produce the following acknowledgement. Please read this and tick the box to confirm acceptance. As framework owners, information that would be accessed by YPO will include your organisation details, contract title, value, supplier response confirmation and award status which we will use to ensure the framework is used in accordance with its purpose and conditions and also to help us understand your requirements and needs to better improve our services.

It is important to note that the above information is gathered when a further competition is conducted through the ProContract system. By clicking the 'Use this framework' button, YPO will at that stage, only have access to the name of the organisation whom has permitted access to the framework.

Step 3

Preparing the framework for use

Once you have approved the framework for use, the framework will move from the 'Available pending approval' tab over to the 'Approved for use' tab.
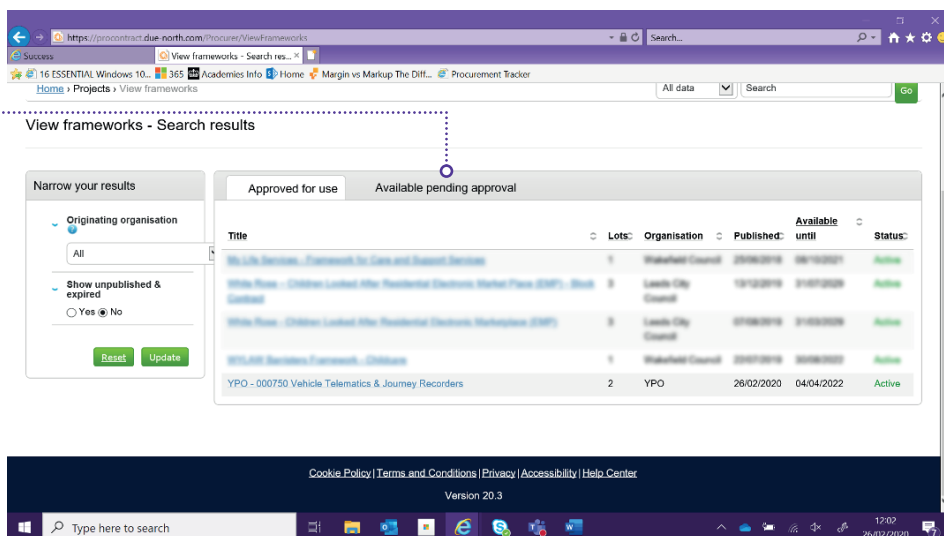
However, before you can conduct a further competition, the framework you have selected will require you to select a 'workflow' against which a competition can be created. The 'workflow' determines which events are necessary to conduct a further competition. Each organisation will have unique workflows applied to it, dependent on its own internal checks and measures. Click on the edit button to select your workflow.
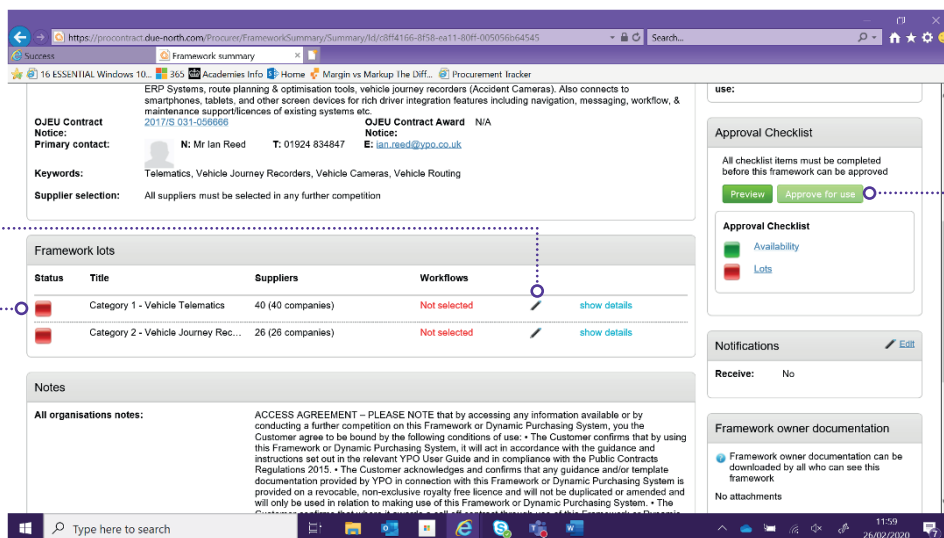
Tip
ProContract uses a traffic light system to inform users as to whether the framework is set up for use. Once you have selected a workflow, the status will change from red to green

Note: Even though we have approved the framework for use in the previous step, we are still unable to use it, because we have not selected any workflows.

Your organisation should already have a number of available workflows for you to choose from. Tick the applicable worflow or workflows for you and click 'Continue'.

Tip
The workflows available to you will be different to those highlighted here, as available workflows vary across each organisation. If you require help setting up workflows, please contact your super user or use the Help function on the toolbar for assistance
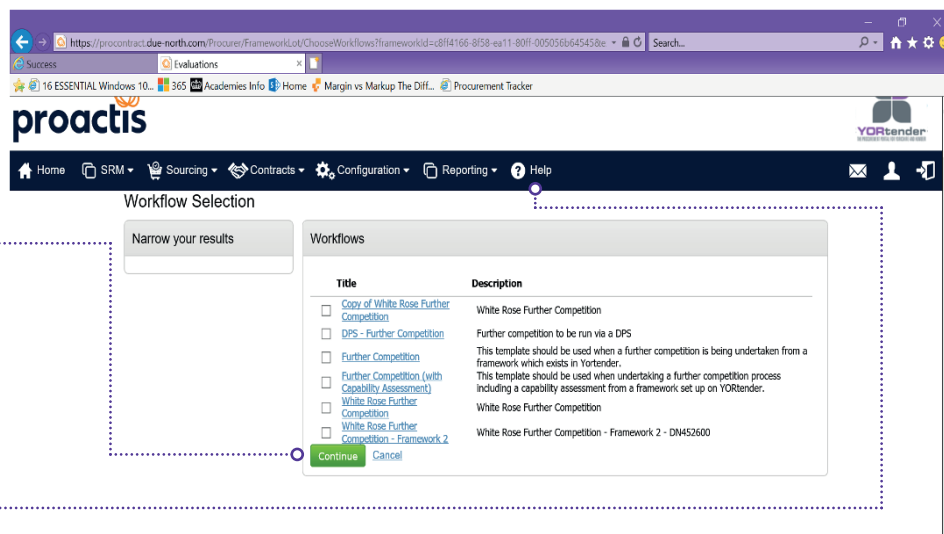
Once you have clicked 'Continue' - you will then be able to click the 'Approve for use' button and the framework will become visible to any of your users that have permission to conduct further competitions.


Tip
The traffic light in this example is amber, not green. This is because we have selected a workflow for lot 1 but not lot 2. If you select a workflow for every lot, this will change from amber to green
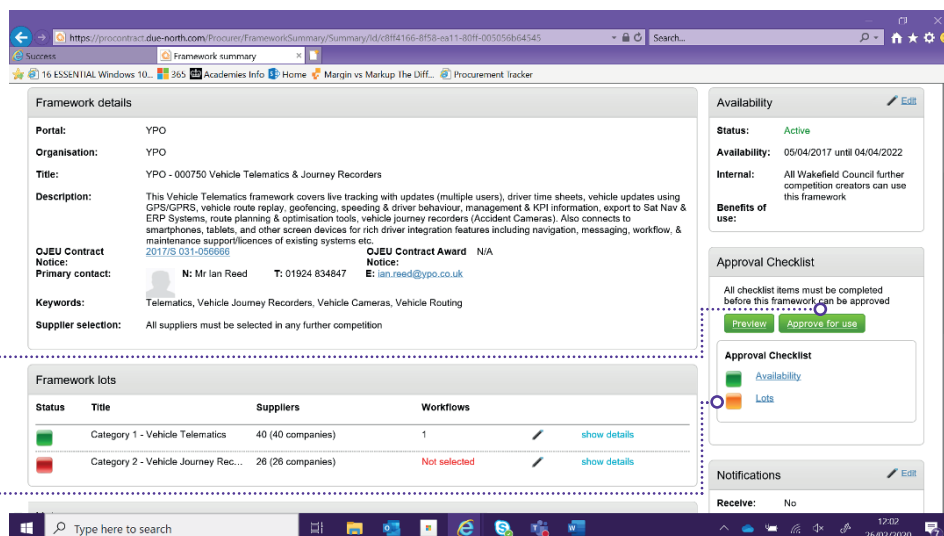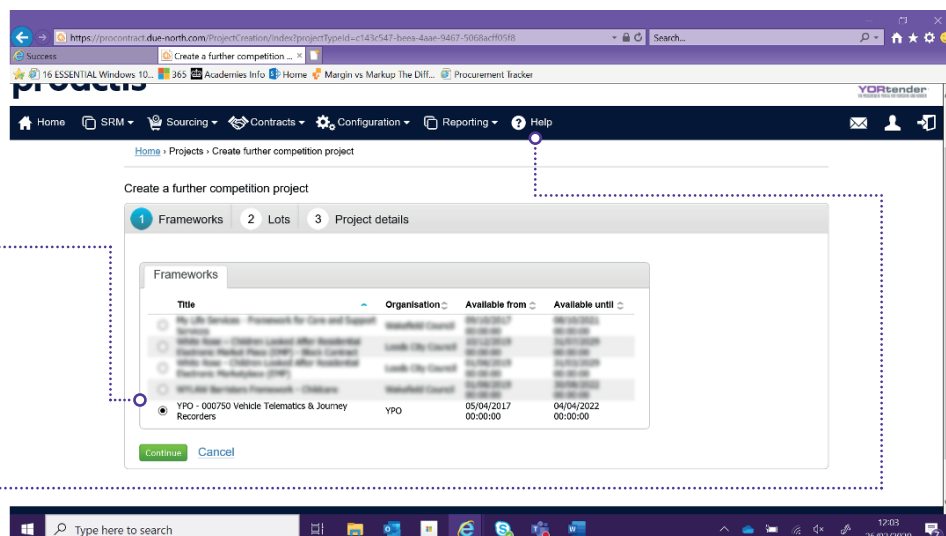
Step 4

Further competitions

You are now able to access the framework to conduct a further competition. Further competitions should be conducted in the usual way. On the task bar, hover your mouse over 'Sourcing' > 'Projects' > 'Create' > 'Further Competition'.
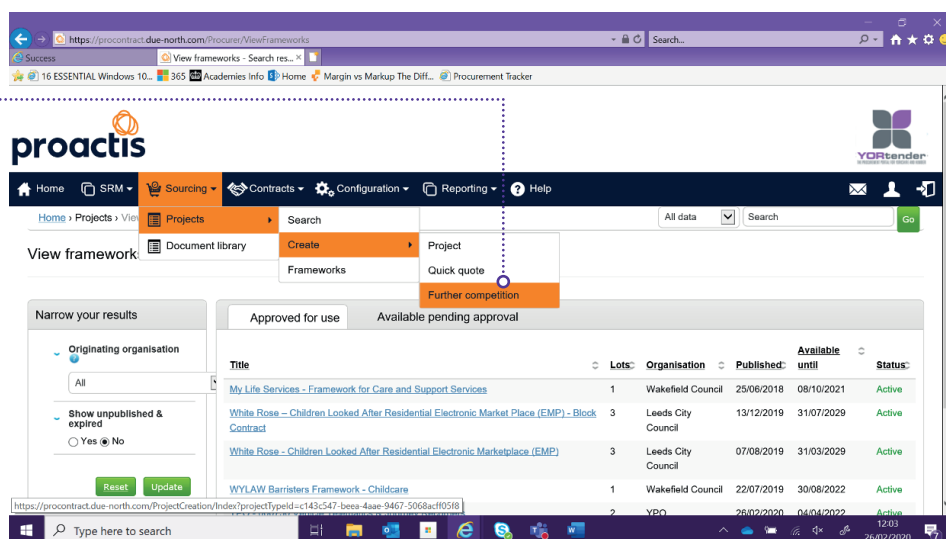
The framework will now appear in your list for further competitions.

Tip
The process from this point forward should be as standard for creating a further competition in your organisation. If you need any assistance with creating or conducting a further competition through ProContract, please contact your super user or use the Help function on the toolbar for assistance.

For any queries in relation to the particular framework you are looking to utilise, please contact the YPO buyer whose contact information can be found within the framework details. For any other assistance with using ProContract, please contact your super user or Proactis directly.