



**SAMSUNG**

**Place an Order on the  
ESN Platform\***

\*This process is only open to those on boarded with the appropriate procurement rights.

# SAMSUNG ESN



1

To access the ESN Framework Catalogue, log in to your ESN account, click the **'Catalogues'** tab from the left of the menu header, and then select **'ESN Framework'**.



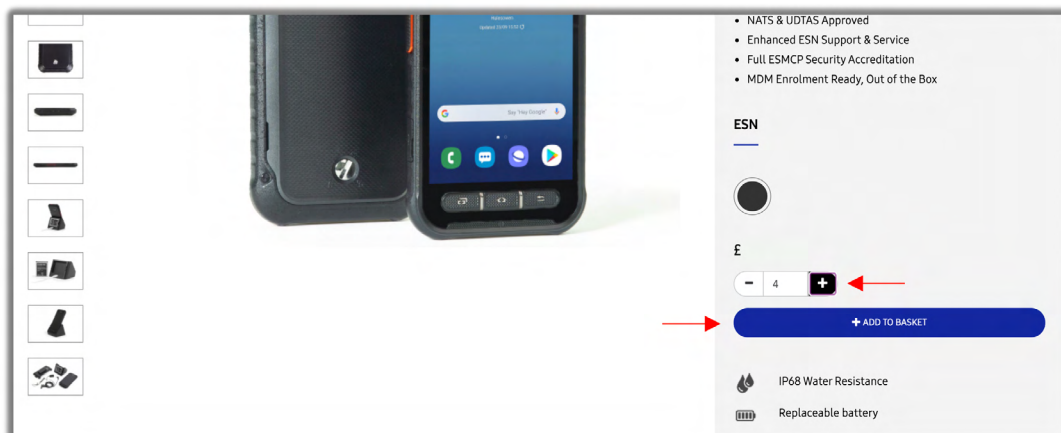
2

Browse the catalogue and once a product has been selected, click **'Buy now'**.



3

You'll be taken to the product information page. Here update the quantity desired with the plus, minus icons, or manually type your desired quantity, then select **'Add to basket'**.



4

As you continue to select products, you can view your basket at any given time by clicking the basket icon in the top right corner.

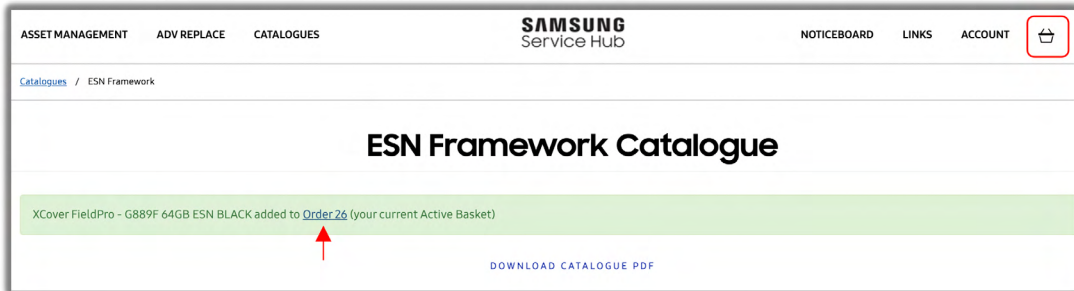


Explore the ESN Portal now

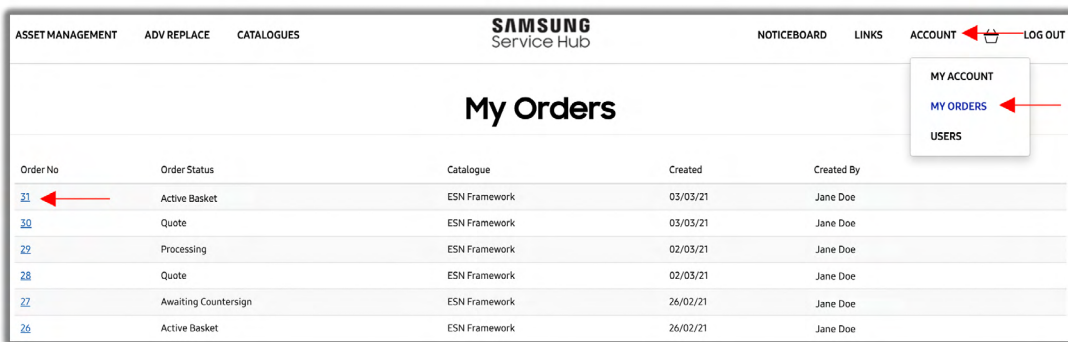




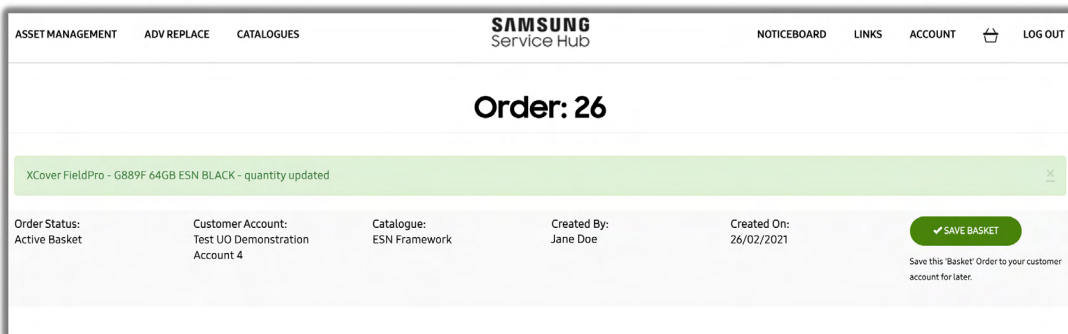
- 5 When you have completed your order, visit your basket by either clicking the icon or clicking the order number link situated at the top of the order list.



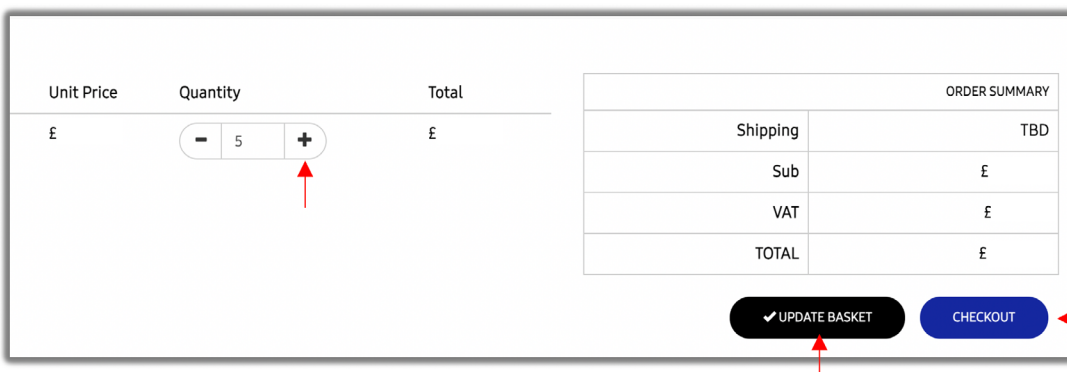
- 6 Your basket will now be shown as an order under 'Account' > 'My Orders' > 'Order no' to be accessed at any time.



- 7 Once you've composed your basket, it can be saved and completed at a later date. Your basket remains valid for 30 days from saving.



- 8 Alter quantity and select 'Update' at any time to amend your order. Select 'Checkout' to place your order.





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From the **'Order Checkout page'** confirm your order summary, before proceeding to the delivery schedule. Input your preference into the **'Requested Delivery Date'** field, update shipping option and then enter specific delivery instructions if applicable.

*Note: The earliest delivery date will be dependent on the quantity of devices ordered. If you request a delivery date before the earliest available date, you will be notified and required to update your requested delivery date.*

Delivery Date 1

Quantity: XCover FieldPro - G889F 64GB ESN BLACK \*  
7

Requested Delivery Date \*  
25/03/2021

Delivery date may be subject to change based on a number of factors including completion of the Call Off process (if applicable).

Shipping Option \*  
Standard (Free)

Delivery Instructions

10

Check the **'Use default shipping address'** option or update the relevant fields to input a new delivery destination.

Requested Delivery Date \*  
25/03/2021

Delivery date may be subject to change based on a number of factors including completion of the Call Off process (if applicable).

Shipping Option \*  
Standard (Free)

Delivery Instructions

Use default shipping address  
Default Shipping Address:  
Jane Doe, 1 Example Road, Example, 1AA 1BB

Alternative Shipping Address

Full name \*

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To split your order according to date or location, select the **'Add Additional Delivery Date'** option located beneath the **'Delivery Schedule'** section.

Quantity: XCover FieldPro - G889F 64GB ESN BLACK \*  
7

Requested Delivery Date \*  
25/03/2021

Delivery date may be subject to change based on a number of factors including completion of the Call Off process (if applicable).

Shipping Option \*  
Standard (Free)

Delivery Instructions

Use default shipping address  
Default Shipping Address:  
Jane Doe, 1 Example Road, Example, 1AA 1BB

[Add Additional Delivery Date](#)

BACK CONTINUE

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If this option is selected, update the quantity desired for **'Delivery date 1'**, then input data for **'Delivery date 2'** according to preference, making sure the total is correct.

Delivery Date 2

Quantity: XCover FieldPro - G889F 64GB ESN BLACK \*  
5

Requested Delivery Date \*  
27/03/2021

Delivery date may be subject to change based on a number of factors including completion of the Call Off process (if applicable).

Shipping Option \*  
After 6pm

Delivery Instructions

Use default shipping address  
Default Shipping Address:  
Jane Doe, 1 Example Road, Example, 1AA 1BB





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Beneath the **'Call off'** section, the **'Call Off Commencement Date'** will be populated with the date the order is being placed, and the **'Call Off Expiry Date'** is automatically populated according to your last delivery date. To alter this expiry date, click the field and select a new date from the calendar.

*Note: There is the option to manually input a different date according to your preference. Simply amend the **'Call Off Expiry Date'** field. In line with the Call Off Agreement Terms and Conditions, the end date can be any date up to a maximum of 5 years from the commencement date.*

Call Off Period

Call Off Commencement Date \* 26/02/2021

Call Off Expiry Date \* 27/03/2021

If you want to extend your call off period, max 5 years, please amend here.

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Once satisfied, select **'Continue'** to be taken to the order confirmation page.

If you want to extend your call off period, max 5 years, please amend here.

BACK CONTINUE

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Here, check your details as well as the attached documents below the **'Call Off Agreement Award'** section.

Call Off Agreement Award

This Call Off Agreement is awarded in accordance with the provisions of the Framework Agreement relating to the provision of handheld mobile devices as part of the emergency services mobile communications programme.

The Supplier shall provide the Goods and/or Services specified in this Order Form to the customer on and subject to the terms of this Order Form and the Call Off Terms (together referred to as the "Call Off Agreement") for the duration of the Call Off Agreement Period

- [Download Framework Schedule 9.3 - Call Off Terms](#)
- [Privacy Policy](#)

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To confirm you understand and accept the contractual agreement and in line with the Handheld Device Framework Call Off Agreement Terms, enter your signature, name and title in the appropriate fields. Check the box confirming your name has been entered correctly and then click **'Sign & Submit'**.

*Note: In line with the Handheld Device Framework Call Off Agreement Terms, once you have signed and submitted your order, Samsung must countersign your order and provide you with a final authorisation step.*

Customer

For and on behalf of the Customer. JANE DOE to sign the agreement.

Signature

Supplier

Samsung Electronics UK will sign this Order and return it to you upon submission.

You will then need to confirm receipt of the countersigned document to initiate the order/call off.

Clear Signature

Signer Name \*

Signer Title \*

Tick here to confirm your name is entered as it appears on the agreement \*

By clicking Sign & Submit below I, Jane Doe, confirm that I have read and agree with the information shown in the agreement and I am electronically signing the agreement with you.

I understand that this electronic signing process is legally binding in the same way as a normal signature on paper and that signing the document in this way means that I am contractually bound by its terms.

Date: 04/03/2021

BACK SIGN & SUBMIT





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Once submitted, return to the **'My Orders'** page, where your new order will show as **'Awaiting Countersign'**.

Order No	Order Status	Catalogue	Created	Created By
26	Awaiting Countersign	ESN Framework	26/02/21	Jane Doe

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You will receive an email when your order has been approved and countersigned. Either click the email link or head directly to the **'My Orders'** page, where your order will now show as **'Awaiting Acceptance'**. From here click the order number dynamic link.

26	Awaiting Acceptance	ESN Framework	26/02/21
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To complete the Call Off Agreement Terms, check your order and the order PDF. Once you've confirmed all details are correct, select **'Submit Final Approval'**.

**Final Customer Approval**

Samsung Electronics (UK) Limited has now signed the Order Form 26 and a copy of the signed Order Form is attached below.

[VIEW CALL OFF PDF](#)

You must now confirm written notice within 2 days that you have received our countersigned Order Form in order to complete the Call Off Agreement. Notice may be sent by clicking the "Submit Final Approval" button below. We are unable to fulfil your Order Form without your notice.

[SUBMIT FINAL APPROVAL](#)

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Expect a final popup message to confirm your approval. Once read and understood, select **'Agree'**. This confirms the creation of a formal Call Off Agreement.

**Submit Final Approval**

I JANE DOE, on behalf of TEST UO DEMONSTRATION ACCOUNT acknowledge receipt of the signed Order Form 26 and hereby provide you with our written notice of receipt. I hereby acknowledge and confirm that a Call off Agreement has now been formed between the parties. \*

[AGREE](#)

21

Your order will now be processed and invoiced according to the delivery dates selected.

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From the **'My Orders'** page, you'll see the order status has been updated to **'Processing'**. Also note that the order and order PDF have been updated to include the **'Order submission date'** and approval for your reference.

26	Processing	ESN Framework	26/02/21
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