



aSAP How to Guide

How to build and submit ACC Complex Non list Solutions with Accessories

In response to feedback, we have modified the process to reduce the input and time needed.

This document will show you an example of how to build and submit Complex Non list Solutions with multiple accessories for trial.

Please follow the following principles for **Base Products with Multiple Accessories**

- Obtain quotation from suppliers directly (Do not use the collaboration function on aSAP Portal)
- Option 1: Add Base Product from **aSAP Product Catalogue**, or alternatively
- Option 2: Add one **Non Catalogue (Write-in) item** onto your application
 - Fill in all required fields and refer to Supplier Quotation number
 - Enter subtotal GST exclusive cost
- Attach Supplier Quotation under **Supporting Documents** section
- Examples of solution types:
 - Power wheelchair base with accessories
 - Manual wheelchair with accessories
 - Commode with accessories
 - Standing frames with accessories
 - Complex companion bed with accessories



Example: Power Wheelchair with Accessories

Please see our guide below for instructions

1. Seek Electronic Quotation of Complex/ Non list solution from Supplier

2. Create a Trial Application for your customer in the aSAP Portal

- a. Follow the tutorial video on “**Create an ACC MRES Equipment Trial Application**”

Tip: Tutorial videos link: <https://www.accessable.co.nz/individual-pages-folder/asap-tutorial-videos/>

Navigation Tabs



- b. Provide Delivery Address under **Address Information**
- c. Click **Go to Save** and click **Save Application**

Tip: Save regularly as you work on the application

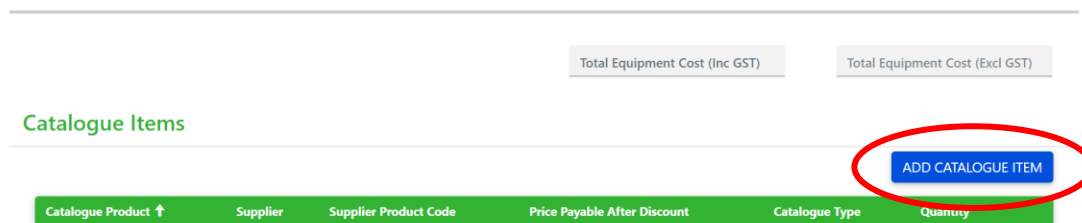
3. Add Item to your application

Option 1: Add Base Product from aSAP Product Catalogue and Attach Quotation

1. Go to Items tab

- a. Click **Items** tab
- b. Click **Add Catalogue Item**

Items



2. Add Base Product from the aSAP Product Catalogue

- a. Search and add item from the Catalogue
Follow the tutorial video on “**How to use the Catalogue**”
- b. Example: **Q6 Edge 2.0 Powerbase Wheelchair**
 - i. Under **Supplier** field enter *Allied Medical
 - ii. Under **Product Name** field enter *Q6 Edge

Tip: * is a wildcard character. No space before and after *

c. Find the item and click then click **Add** to add the item

The screenshot shows the 'aSAP Portal' interface for the 'Product Catalogue (ACC)'. A navigation bar at the top includes 'Customers', 'Advice Requests', 'Applications', 'Catalogue', and 'Accessible ACC Assessor'. A warning banner states: 'Note all pricing is confidential do not disclose prices to any 3rd party'. On the left, search filters are visible, with 'Allied Medical' selected for the Supplier and '*Q6 Edge' for the Product Name. A table of products is displayed, with a modal window for a wheelchair product open. The 'Add' button in the modal is circled in red.

d. Select the **Expected Trial Start Date** and **Expected Trial End Date** (**Note:** trial period must be maximum of 20 working days.)

e. Scroll down and click **Add**

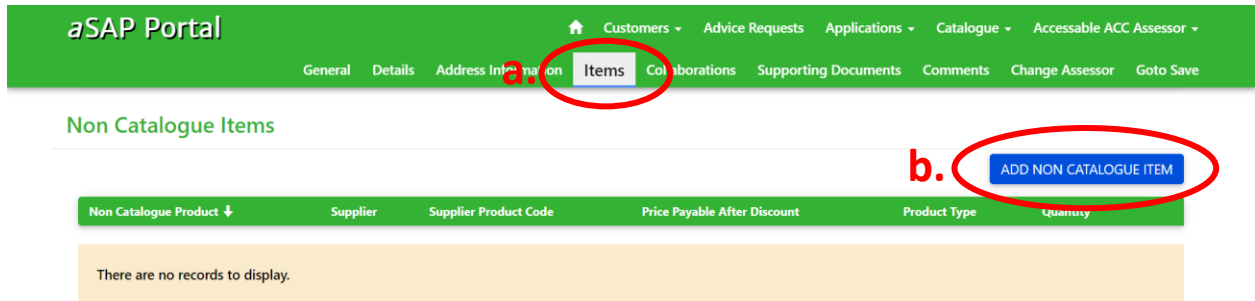
The screenshot shows the 'Add' dialog box with the 'Trial Details' section. It contains two date fields: 'Expected Trial Start Date' (23/09/2019) and 'Expected Trial End Date' (07/10/2019). Both date fields have calendar icons circled in red, with a 'd.' label next to each. Below these fields is a 'Trial Duration (Working Days)' input field. At the bottom of the dialog, an 'ADD' button is circled in red, with an 'e.' label next to it.

f. Click **Continue Application** to return to Application.

The screenshot shows the 'aSAP Portal' interface for the 'Product Catalogue (ACC)'. The navigation bar and warning banner are visible. The search filters are reset to 'Select...'. The 'CONTINUE APPLICATION' button is circled in red.

Option 2: Add One Non Catalogue Item for Base Product and Accessories and Attach Quotation

- 1. Add Base Product with Accessories as Non Catalogue Item
 - a. Click **Items** tab
 - b. Click on **Add Non Catalogue Item**



- c. Enter all the fields required (see Example below)

The screenshot shows the 'Create' form for a Non Catalogue Item. The form is divided into several sections:

- Equipment Information**
 - Application ***: PWC with Multiple Accessories Trial
 - Supplier**: Allied Medical Ltd
- Write-in Product**
 - Supplier Name**: Allied Medical
 - Supplier Product Code**: Quotation No: 123456
 - Product Classification Level 1 ***: Mobility
 - Product Classification Level 2 ***: Wheelchair - Power Mid Wheel Drive
 - Product Classification Level 3**: (empty)
 - Product Type**: Package
 - Non Catalogue Product ***: Q6 Edge 2.0 Power wheelchair with Tilt Seat and Accessories
 - Link/URL to Product**: (empty)
 - Product Description**: Power Wheelchair with Multiple Accessories (Quotation No: 123456)

Pricing

Base Price Excl. GST *	Quantity *
15000	1
<hr/>	
Price Payable After Discount	
15000	
<hr/>	
Rationale for non-catalogue product selection *	
Power wheelchair Package for Trial	

Trial Details

Expected Trial Start Date		Trial Duration (Working Days)
23/09/2019		
<hr/>		
Expected Trial End Date *		
07/10/2019		

Portal Comments



d. Click **Add Item**

2. Return to Items tab

- Check items have been added correctly
- Click **Go to Save** tab and click **Save Application**

Tip: Save regularly as you work on the application

aSAP Portal | Customers | Advice Requests | Applications | Catalogue | Accessible ACC Assessor

General | Details | Address Information | **Items** | Collaborations | Supporting Documents | Comments | Change Assess | **Goto Save**

Catalogue Items

[ADD CATALOGUE ITEM](#)

Catalogue Product ↑	Supplier	Supplier Product Code	Price Payable After Discount	Catalogue Type	Quantity
Matrix Cushion 18X18	C1 South	MA1818		Non-Listed	1

Non Catalogue Items

[ADD NON CATALOGUE ITEM](#)

Non Catalogue Product ↓	Supplier	Supplier Product Code	Price Payable After Discount	Product Type	Quantity
Q6 Edge 2.0 Power wheelchair with Tilt Seat and Accessories	Allied Medical Ltd	Quotation No: 123456		Package	1

3. Add Supporting Documents (Assessment Report and Supplier Quotation)

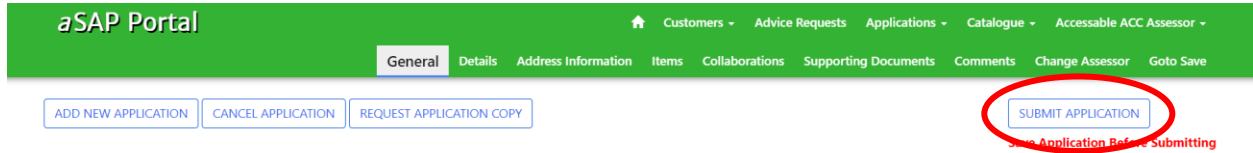
- Follow the tutorial video on “**How to Add a Supporting Document**”

4. Save and Submit Application

- a. Click **Go to Save** tab and click **Save Application**
- b. Click **General** tab to return to the top of the application



- c. Click **Submit Application** to submit application



General

Info

Application Number
APP002283

Application Contract Type
ACC - ACC-MRES - Equipment - Trial

Status
Solution Build

Assessor

Assessor *
Accessible ACC Assess

Assessor Organisation
accessible

Assessor Default Branch
accessible

- d. Click **Submit** to confirm submission



I confirm all the information on this form is true and correct at time of completion



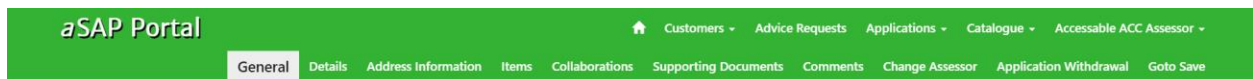
Tip: Please do not interrupt submission during processing



I confirm all the information on this form is true and correct at time of completion



Tip: Following a successful submission Status will show Pending Approval



Edit Application (ACC Assessor)

General

Info

Application Number
APP002283

Application Contract Type
ACC - ACC-MRES - Equipment - Trial

Status
Pending Approval

Assessor

Assessor *
Accessible ACC Assess

Assessor Organisation
accessible

Assessor Default Branch
accessible