



## aSAP 'How To' Guide

### How to Build and Submit a Write-in Application for Band 2/ Band 3/ Non list Solutions with Accessories

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

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This document will show you an example of how to build and submit a Write-In Application for Band 2/ Band 3/ 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)
- These can now be submitted with only **ONE product item** in either the Catalogue Item section or **ONE product item** in the Non Catalogue area.
  - Option 1: Add Base Product from **aSAP Product Catalogue**
    - Please enter the highest cost item that is part of the equipment solution being requested.
  - 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 frame with accessories
  - Paediatric walking frame 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 Service Request for your customer in the aSAP Portal

- a. Follow the tutorial video on “**Create a MoH EMS Equipment Service Request Band 2 List Band 3 List or Non List Purchase**”
- b. For **Service Request Sub Type** field select **Trial**
- c. When you get to the **Items** section refer to this document instead of the video

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

### Navigation Tabs



- d. Provide Delivery Address under **Address Information**
- e. Click **Go to Save** and click **Save Service Request**

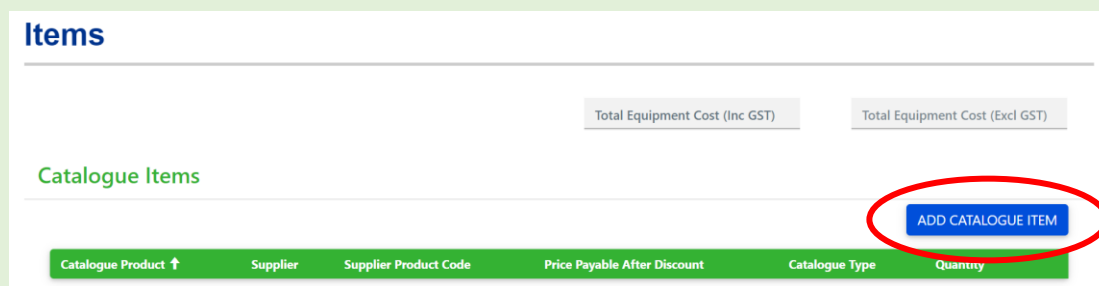
**Tip:** Save regularly as you work on the Service Request

### 3. Add Item to your Service Request

#### 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**



##### 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. At the top, there is a navigation bar with 'Customers', 'Advice Requests', 'Applications', 'Catalogue', and 'Accessible MOH Assessor'. A red warning banner states: 'Note all pricing is confidential do not disclose prices to any 3rd party'. On the left, there are filter options for 'Catalogue Type', 'Catalogue Level', 'SIC Code', 'Supplier' (set to '\*Allied Medical'), 'Product Name' (set to '\*Q6 Edge'), 'Product Brand Name', 'Product Category', and 'Additional Properties' (with 'Trial' checked). A 'SEARCH' button is at the bottom of the filters. The main area displays a table of products. The selected item is 'Q6 Edge 2.0 Powerbase: Wheelchair' by 'Allied Medical Ltd'. A modal window is open for this item, showing an image of a wheelchair and technical specifications: Turning Degrees (0.00), Height (0.00 Cms), Weight (0.00 Kgs), Length (0.00 Cms), User Weight Capacity (0.00 Kgs), and Width (0.00 Cms). In the table, the 'Add' button for this item is circled in red.

d. Select the **Expected Trial Start Date**, system will automatically calculate **Expected Trial End Date** (20 working days.)

The screenshot shows the 'Add' modal window. The title is 'Add'. Below it, the 'Trial Details' section is visible. The 'Expected Trial Start Date' is set to '23/09/2019' and is circled in red. To its right is a calendar icon. Below this, there is a field for 'Expected Trial End Date' with a calendar icon. The 'Trial Duration (Working Days)' field is empty.

e. Scroll down and click **Add**

f. Click **Continue Service Request** to return to Service Request.

The screenshot shows the 'aSAP Portal' interface for the 'Product Catalogue (MOH)'. The navigation bar is the same as in the previous screenshots. A red warning banner is present. Below the banner, there is a 'Catalogue Type' dropdown menu. At the bottom right of the page, the 'CONTINUE SERVICE REQUEST' 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

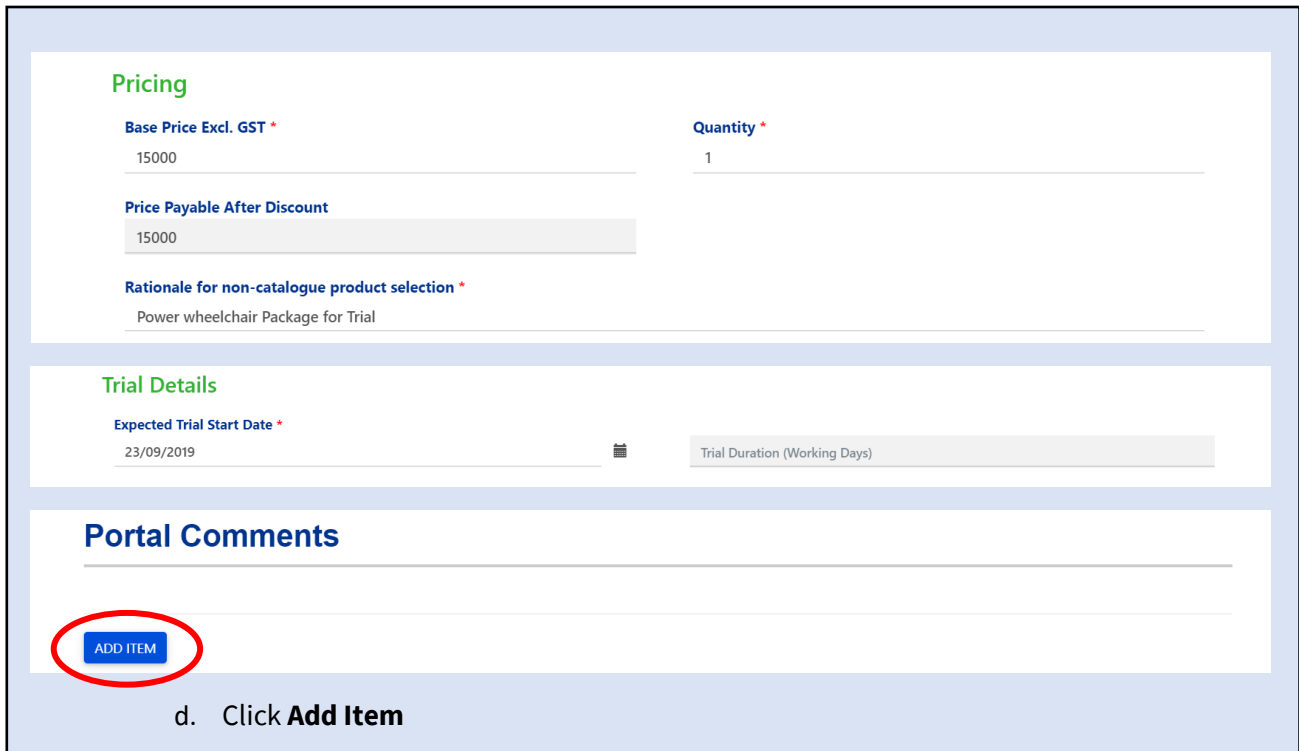
- Click **Items** tab
- Click on **Add Non Catalogue Item**

The screenshot shows the aSAP Portal interface. The 'Items' tab is selected in the top navigation bar. Below the navigation bar, the 'Non Catalogue Line Items' section is visible. A table header is shown with columns: Non Catalogue Product, Supplier, Supplier Product Code, Price Payable After Discount, Product Type, and Quantity. Below the table, a message states 'There are no records to display.' A red circle highlights the 'ADD NON CATALOGUE ITEM' button in the top right corner of the table area.

- Enter all the fields required (see example below, all supplier, equipment and pricing provided as indicative only)

The screenshot shows the 'Create' form for adding 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), Non Catalogue Product (Q6 Edge 2.0 Power wheelchair with Tilt Seat and Accessories), Supplier Product Code (Quotation No: 123456), Product Classification Level 1 (Mobility), Product Description (Power Wheelchair with Multiple Accessories (Quotation No: 123456)).
- Product Classification Level 2:** Wheelchair - Power Mid Wheel Drive.
- Product Classification Level 3:** Product Classification Level 3.
- Product Type:** Package.



**Pricing**

Base Price Excl. GST \* 15000

Quantity \* 1

Price Payable After Discount 15000

Rationale for non-catalogue product selection \*  
Power wheelchair Package for Trial

**Trial Details**

Expected Trial Start Date \* 23/09/2019

Trial Duration (Working Days)

**Portal Comments**

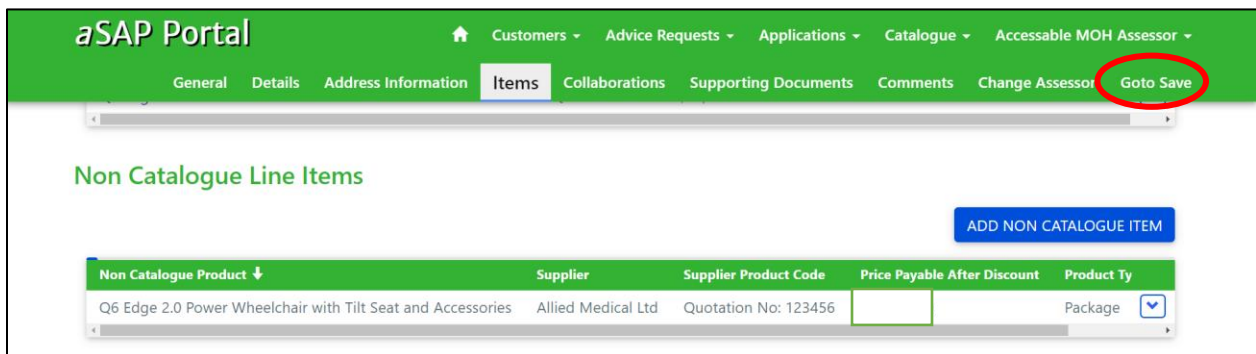
**ADD ITEM**

d. Click **Add Item**

**4. Once you have added the item return to Items tab**

- a. Check items have been added correctly
- b. Click **Go to Save** tab and click **Save Service Request**

**Tip: Save regularly as you work on the Service Request**



aSAP Portal

Customers Advice Requests Applications Catalogue Accessable MOH Assessor

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

**Non Catalogue Line Items**

ADD NON CATALOGUE ITEM

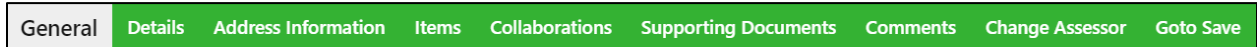
Non Catalogue Product	Supplier	Supplier Product Code	Price Payable After Discount	Product Ty
Q6 Edge 2.0 Power Wheelchair with Tilt Seat and Accessories	Allied Medical Ltd	Quotation No: 123456		Package

**5. Add Supporting Documents (Supplier Quotation and Wheelchair Specification Form)**

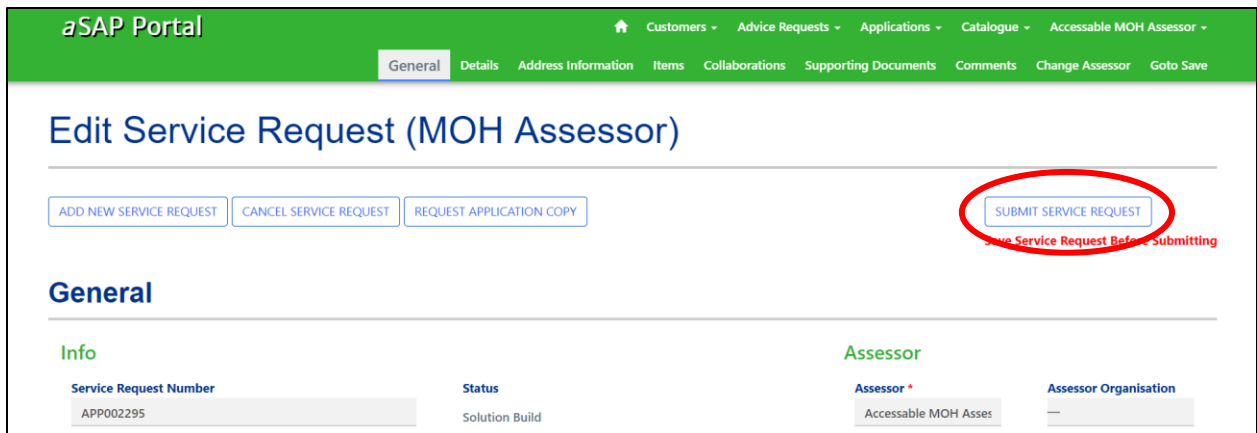
- a. Follow the tutorial video on **“How to Add a Supporting Document”**

## 6. Save and Submit Service Request

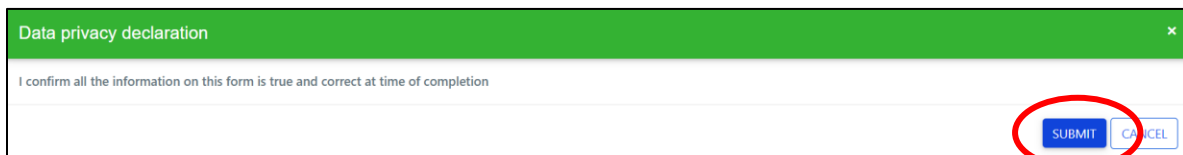
- Click **Go to Save** tab and click **Save Service Request**
- Click **General** tab to return to the top of the Service Request



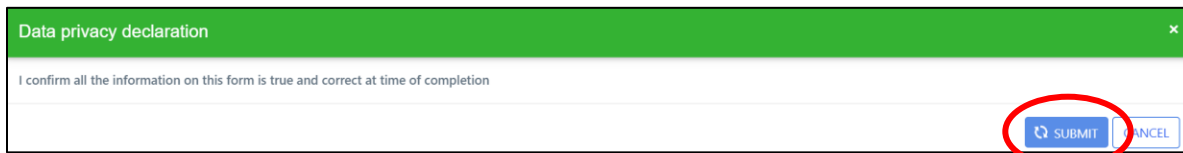
- Click **Submit Service Request** to submit Service Request



- Click **Submit** to confirm submission



**Tip:** Please do not interrupt submission during processing



**Tip:** Following a successful submission **Status** will show **Pending Approval**

